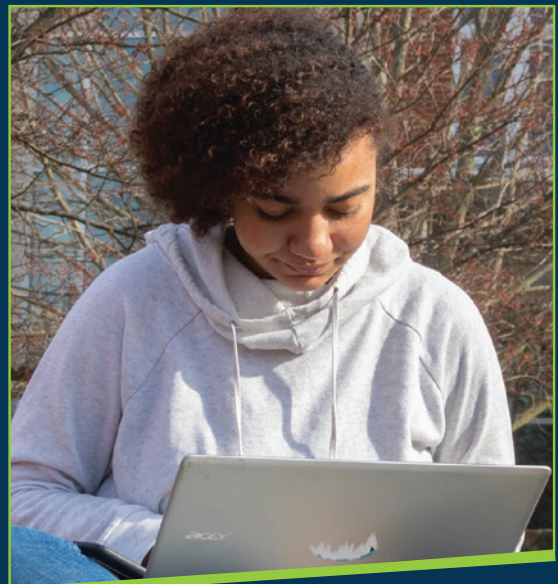
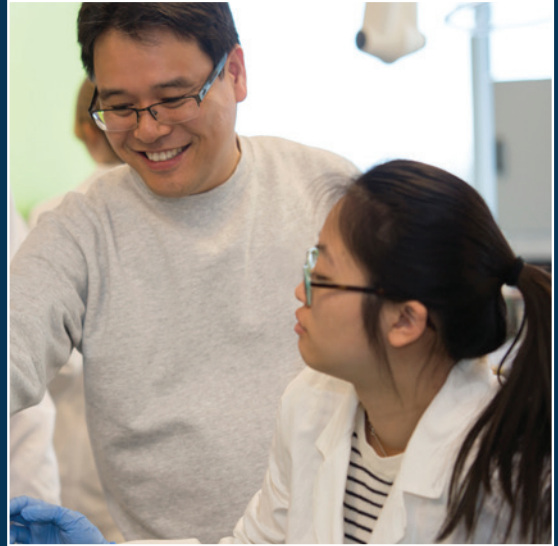
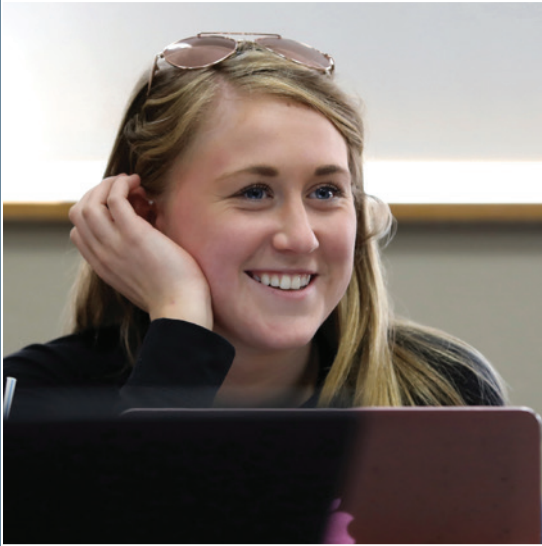


2019 – 20

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 Commission of Higher Education. Accreditation of an institution by the New England Commission of Higher Education 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 Commission of Higher Education 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 Commission of Higher Education should be directed to the administrative staff of the institution. Individuals may also contact NECHE directly.

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
781-425-7785
info@neche.org

Revised September, 2018

Mission & Values



Mission Statement

Shaped by a bold entrepreneurial spirit, Endicott College offers students a vibrant academic environment that remains true to its founding principle of integrating professional and liberal arts with experiential learning including internship opportunities across disciplines. The College fosters a spirit of excellence by creating a challenging yet supportive and inclusive environment in which students are encouraged to take intellectual risks, pursue scholarly and creative interests, contribute to the community, and explore diverse career paths. Endicott is committed to supporting the personal and professional development of its students, preparing them to assume meaningful roles within the greater community both domestically and internationally.

Approved by the Endicott College Board of Trustees, May 3, 2014

Statement of Understanding

Endicott College is committed to providing an educational experience that will encourage students to view the concept of diversity from a variety of perspectives in order to foster understanding and ultimately greater respect and acceptance among individuals. Embracing diversity means understanding and respecting our individual differences, which includes the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, differing abilities (e.g., physical, emotional, and cognitive), and religious and political beliefs. Central to the exploration of the differences and similarities among individuals is the need to offer a safe, positive, and supportive environment. The goal is to reach a greater understanding of each other and to move beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

Statement of Understanding adopted by the Endicott College Board of Trustees—February 2005

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.

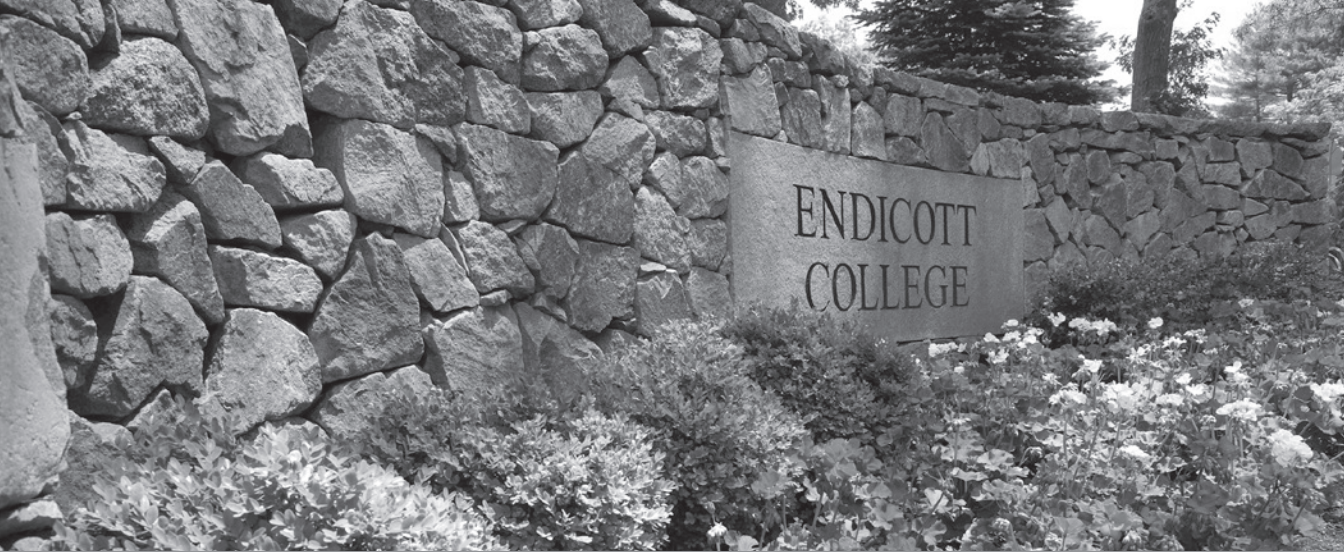
We believe that a community's strength depends on a common core of beliefs and values. At Endicott, we believe that we are strongest when students, families, faculty, and staff work together in mutual respect. Our interaction becomes the fabric of the Endicott experience, and it determines our success.

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 their fullest potential, and our community should foster that growth.
5. Each person should reflect on and take responsibility for their 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, & Community Resources

College Resource	Phone Number
Public Safety	978-232-2222
Residence Life	978-232-2141
Counseling Services	978-232-2106
Dining Services	978-232-2110
Health Services	978-232-2104
<i>Open Monday and Friday 9 a.m.–5 p.m. & Tuesday–Thursday 10 a.m.–6 p.m.</i>	
Advising Services	978-998-7735
Physical Plant	978-232-2351
Vice President of Student Affairs & Dean of Students	978-232-3096
Vice President of the Undergraduate College	978-232-2055
Vice President of Finance	978-232-2384
Vice President & Dean of Academic Resources & Student Success	978-232-2292
President	978-232-2000

Academic Calendar 2019–20

SEPTEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

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27	28	29	30	31		

NOVEMBER

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DECEMBER

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29	30	31				

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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24 ³¹	25	26	27	28	29	30

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

Important dates to remember

Fall 2019

Classes Begin	September 4
Last day to add/drop	September 12
Online registration (check specific date/time with advisor)	Oct. 16–Nov. 8
Last day to withdraw class with a grade of W	November 11
Last day of classes before Thanksgiving recess	November 22
Classes resume	December 2
Last day of classes	December 13
Final exams	December 16–20
College closed	Dec. 24–Jan. 1

All returning students check in	January 26
Classes begin	January 27
Last day to add/drop	February 4
Internship onference Day	February 25
Spring vacation begins after last class	March 13
Classes resume	March 23
Online registration	March 23–April 10
Last day to withdraw with a grade of W	April 7
Online housing selection	Mid-April
Last day of classes	May 8
Final exams	May 11–15
Commencement	May 23

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Message from the President

Welcome to Endicott!

Congratulations! You are about to embark on the journey of a lifetime. As an Endicott Gull, you join a renowned community of learners who are committed to reaching the highest summits of success.

During your time on our beautiful campus, let this *Student Handbook* serve as your guide to your student experience. Inside is everything you need to amplify your academic experience and enhance your campus life with a wonderful variety of extracurricular activities. From sports to spiritual programs and personal counseling, to student government, academic advising and career planning, Endicott's offering of services and programs were developed to encourage our students to think outside the classroom. Getting involved not only enhances your personal growth but also contributes to the greater enrichment of our campus community.

Shaped by our bold entrepreneurial spirit, Endicott is committed to fostering an environment of excellence for our students where they can take intellectual risks, pursue scholarly interests, and explore diverse career paths. Preserving this environment starts with you, and we ask you to prioritize adherence to the policies and procedures outlined in this *Student Handbook*.

In support of this, we wish you great success on your journey of a lifetime. At Endicott, we share this journey together.

Sincerely,

Steven R. DiSalvo, *President*



Campus Resources

Administrative Leadership

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

President's Office

College Hall

978-232-2000

Steven R. DiSalvo, Ph.D., *President*: sdisalvo@endicott.edu

Jillian Dubman, *Chief of Staff*: jdubman@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.

Interim Provost

Diane M. Halle Library

Dr. Kathleen Barnes, *Interim Provost*: kbarnes@endicott.edu

978-232-2292

Pam Droney, *Assistant to the Provost*: pdroney@endicott.edu

The Office of the Provost is located in the Diane M. Halle Library. The provost is responsible for leadership of educational affairs and activities and works closely with the vice president and dean of the undergraduate college, the associate provost, Van Loan School of Graduate & Professional Studies and the executive director of the Endicott Research Center.

Vice President & Dean of the Undergraduate College

Samuel C. 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 & Fitness Studies, and Visual & Performing Arts, along with the Internship Program and the Division of Academic Success.

Associate Provost of the Van Loan School of Graduate & Professional Studies at Endicott College

Wax Academic Center

978-232-2817

Dr. Chrystal Porter: cporter@endicott.edu

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

Vice President of Student Affairs and Dean of Students

Callahan Center

978-232-3096

Brandi Johnson: bjohnson@endicott.edu

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

Vice President of Finance

College Hall

978-232-2384

Anthony Ferullo: aferullo@endicott.edu

The 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 of Communications & Marketing

College Hall

978-232-2321

Bryan Cain: bcain@endicott.edu

The vice president of communications and marketing is responsible for all Endicott College communications including publications, photography, logo use, media relations and public relations, digital and social media, the web, and news. The department works to give Endicott a consistent and meaningful voice both externally and internally, and to tell the stories of the imaginative students and dedicated faculty that make up our College.

General Counsel

College Hall

978-998-7768

Karen Abbott: kabbott@endicott.edu

The general counsel is responsible for the legal affairs of the College, providing legal counsel and preventative guidance to the president, Board of Trustees, and administration on a wide range of legal issues affecting the College.

Vice President of Admission & Financial Aid

College Hall

978-232-2005

Evan Lipp: elipp@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 Post Sport Science & 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.



Campus Services & Resources

Academic Success

Halle Library

978-232-2298

Dr. Allison Muise, *Dean of Academic Success*: amuise@endicott.edu

The Division of Academic Success is comprised of five centers: Center for Academic Coaching, Center for Accessibility Services, Advising Services Center, Tutoring Center, and Writing Center. The professional individuals who run these Centers work together to support the whole student and help them build the skills necessary to succeed inside the classroom.

Academic Technology

Halle Library and Wax Academic Center

978-232-2282

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

The mission of the Office of Academic Technology is to promote and support more effective teaching and learning through the use of technology. Our goals are to be supportive in the use of current technologies, proactively research and evaluate new and innovative technology trends, and to be responsive to the needs of those who we serve by listening, keeping an open mind, and reacting in a timely and appropriate manner.

Academic Technology at Endicott is comprised of several areas—the campus computer labs, mediated and technology enhanced classrooms, Canvas: the campus Learning Management System, YuJa cloud based media storage and distribution system, Big Blue Button and other web conferencing systems, the Digital Media Center, and iPad program. Academic Technology provides Endicott faculty, staff, and students with workshops, training, and support in the use of various software applications, web tools, digital media, and emerging production technologies.

Athletics

Post Sport Science & Fitness Center

978-232-2305

Dr. Brian Wylie, *Assistant Vice President and Director of Athletics*: 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-time service Automated Teller Machine (ATM) from Bank of America serving the Cirrus and NYCE networks. The ATM is located on the side of the Public 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's Office

College Hall

978-232-2036

Christina Broderick, *Bursar*: cbroderi@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.

Communications Services: Voice, Video, & Data

Students have access to a comprehensive package of communications services. Resident students have local area and campus telephone service, voicemail, 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 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, *Assistant Dean of Students*: lrawls@endicott.edu

Endicott's Community Service Program offers a wealth of opportunities for students to volunteer their time and talents to help those in need. The mission of the Office of Community Service is to provide resources and raise awareness for both Endicott and the surrounding communities. This goal is backed by the belief that in helping others you are helping yourself.

Interested students (or student groups) can take part in one-time service projects such as our annual 9/11 Day of Caring or in long-term programs such as our campus-based mentoring program with Big Brother Big Sister. Whether it's one afternoon working with Habitat for Humanity, a commitment of tutoring on a weekly basis or something entirely different, the Endicott Community Service Program has a need for volunteers of all types, interests, and skill sets.

Commuter Student Resources

Callahan Center

978-232-2119

Alyssa Laurenza, *Assistant Director of Student Activities*: alaurenz@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.

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

978-232-2131

Endicott recognizes that many students experience adjustment issues and personal difficulties 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 that addresses alcohol and drug use and misuse.

Dining Services

Callahan Center

978-232-2110

Paul Belski, *Director*: dining@endicott.edu

Endicott 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, Einstein's, Courtyard Café, The Lodge, and campus catering. See pages 13-14 for meal plan options, dining facilities, and off-campus Gull Card restaurants.

Financial Aid

College Hall

978-232-2060

Marcia Toomey, *Dean of Financial Aid*: mtoomney@endicott.edu

Financial assistance is available for eligible students through Endicott, 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 Halle Library (endicott.edu/library) is a major academic support unit of Endicott for all levels and locations of curricular programming. Situated in the heart of the campus, Halle Library is open 96.5 hours per week during the academic year, with the Bourke Corcoran Cyber-Café level open 24/7 for students. Halle Library has ample seating, environmentally-friendly lighting, wireless connectivity, and an attractive open floor plan. Numerous computer workstations, printer kiosks, photocopiers, and a scanner are available. Over 260,000 print, ebook, and media titles support the curriculum. Library periodical and research databases aggregate and enable access to hundreds of thousands of individual full-text journal articles across disciplines. Reference librarians are available to provide both individual assistance and group instruction to support students with their research and information needs, and to develop information literacy skills that will facilitate lifelong learning. Endicott is a member of the North of Boston Library Exchange (NOBLE), a network of 28 academic and public libraries. A shared online catalog enables access to over three million items across the network. Halle Library is also a participating member of the Massachusetts Libraries Commonwealth Catalog, a virtual resource enabling Endicott patrons to access additional millions of library items across the state. Weekday delivery service among NOBLE libraries expedites the transfer of requested materials. On-site reciprocal borrowing privileges between NOBLE member libraries are also available. In addition to library materials and reference services, the building also houses the Office of International Education, Academic Technology, Internship & Career Center, Archives, Disability Services, Student Support Center, Tutoring Center, and Writing Center.

Hours of Operation during the academic year are:

Monday through Thursday: 7:30 a.m. to midnight | Friday: 7:30 a.m. to 8 p.m.

Saturday: 12 noon to 6 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.

Gull Card Office

College Hall 978-232-2054

Jaimie Klopotoski, *Gull Card Administrator*: jklopoto@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 community;
- Tracks your meal plan usage in the Dining Hall, Courtyard Cafe, Einstein's, 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 online databases.

Health Center/Family Medicine Associates

Callahan Center 978- 232-2104

fma@endicott.edu

The Health Center is run by Family Medicine Associates (FMA). FMA is a member of Lahey Health Primary Care with offices located in Hamilton, Mass., and Manchester-by-the-Sea, Mass. Endicott's Health Center is a full-service center with an FMA Site coordinator, medical assistant/phlebotomist, nurse practitioner, and supervising medical director providing a full range of medical services to the Endicott community. FMA is affiliated with Lahey Health, which includes Beverly Hospital, Addison Gilbert Hospital and Lahey Health Outpatient Center at Danvers.

As a student, you will have full access to all medical services at the Health Center, including sick or accident visits, physical exams, injections, flu shots, and full lab services. FMA provides medical care based on a team approach with each team under the direction of a board-certified physician.

Please go to page 49 of this *Student Handbook* for details about the Massachusetts Immunization requirements for college students.

Information Technology

College Hall
978- 232-2948
Amy Donovan, *Chief Information Systems Officer*: adonovan@endicott.edu

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

Center for Undergraduate International Programs

Diane M. Halle Library
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 & Career Center

Diane M. Halle Library
978-232-2330
Dale McLennan, *Dean of Internship & Career Center*: dmclennal@endicott.edu at extension 2101
Kate Chroust, *Director of Career Services*: chroust@endicott.edu
Cindy Richard, *Director of Internship*: cirichar@endicott.edu

An Endicott education will give you the skills and confidence that can only be achieved through integrating professional work experience with classroom experience, to ensure that you are career-ready upon graduation. In keeping with our philosophy of experiential learning, we believe that students should actively search and apply for internship opportunities to learn valuable skills they will be able to use throughout their careers. Over the course of your time at Endicott, you will participate in three distinct internships. These experiences are supplemented with classes designed to provide you with the professional insight and competencies you need to be successful in the workplace. Internship coordinators will assist you with securing internship sites that offer many opportunities for self-enrichment. The Internship and Career Center offers comprehensive programs to help you prepare for a professional career. From freshman to senior year, you will have access to individualized career advising to clarify your career goals and plan your transition from college to professional life. Each year, a number of employers and alumni help us prepare students by sharing their expertise at scheduled events, recruiting for jobs, internships and co-ops, and acting as mentors to students. They also participate in mock interviews and host student interns in various industries.

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 Gull 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. 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

Callahan Center
The *Endicott Observer* serves the Endicott 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*.

Department of Public Safety & Police

Public Safety Center at the Main Gate
Charles J. Femino, *Chief of Police*: cfemino@endicott.edu 978-232-2222

The Department of Public Safety & Police is a 24-hour per day operation charged with the protection of the people and property of Endicott. In addition to patrolling the campus regularly, the department's officers provide law enforcement services, assist visitors, respond to emergencies and suspicious activities, and investigate incidents and other concerns that students or staff may have.

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.

Participating Off-Campus Gull Card Locations

Restaurant	Beverly Location	Phone
Boston Bagel Company	3 Oak St.	978-969-6913
Cabot Pizza	133 Cabot St.	978-921-0300
CVS	434 Rantoul St.	978-921-0632
CVS	19 Dodge St.	978-927-0060
Domino's Pizza	43 Beckford St.	978-927-2999
Jacob's Corner	278 Rantoul St.	978-969-1774
Little Italy	294A Cabot St.	978-922-4704
Neapoli Café and Pizzeria	299 Rantoul St.	978-927-6117
Panera Bread	57 Dodge St.	978-998-6860
Prides Deli and Pizzeria	644 Hale St.	978-921-1109
Jersey Mikes	55 Dodge St.	978-927-7353
Subway	386 Cabot St.	978-927-0077
Super Sub and Salad Shop	324 Cabot St.	978-927-4788

Post Sport Science & 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. 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. Several club sports are also offered. Facility hours of operation are posted at the control desk, listed at endicott.edu/postcenter, and are on the monthly calendar. 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 is the keeper of student records, including grades, official transcripts, proof of enrollment, transfer of credits, evaluation of degree requirements for graduation candidates, and much more.

Religious and Spiritual Life

Chapel 978-232-2163
Gail Cantor: gcantor@endicott.edu

Endicott 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 accessible daily from 7 a.m. to 10 p.m. Transportation can be arranged through the College chaplain for students who wish to worship at nearby churches, synagogues, temples, and mosques.

MEAL PLANS

Campus Dining Meal Plans Fall 2019

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. The application process for all disability-related accommodations can be found at: endicott.edu/academics/academic-resources-support/accessibility. 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 \$2,433 per semester

The Max Meal Plan offers 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 \$2,433 per semester

The Deluxe Meal 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 \$2,208 per semester

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.

7 Meal Plan \$1,500 per semester

The 7 Meal Plan provides seven meals per week at Callahan Dining plus 10 guest meals and \$100 flex dollars of which \$25 may be used off campus. The 7 Meal Plan is open to Seniors with 90-plus credits or commuting students.

5 Meal Plan \$1,186 per semester

The 5 Meal Plan provides five 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 students 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.

Deadline to make meal plan changes for Fall 2019: September 18, 2019.

Deadline to make meal plan changes for Spring 2020: February 13, 2020.

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

WEEKDAYS

Breakfast: 7:15 a.m. to 9:15 a.m.
Continental: 9:15 a.m. to 11:30 a.m.
Lunch: 11:30 a.m. to 1:30 p.m.
Deli and Salads: 1:30 p.m. to 4:45 p.m.
M-Th Dinner: 4:45 p.m. to 8 p.m.
Friday Dinner: 4:45 p.m. to 7 p.m.

WEEKENDS

Brunch: 10:30 a.m. to 1 p.m.
Continental Breakfast: 10 a.m. to 10:30 a.m.
Dinner: 5 p.m. to 7 p.m.

Deposit money 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 Curtis L. Gerrish School of Business & Ginger Judge Science Center. The deposited money can then be used for the Endicott Bookstore, Copy Center, Dining Hall, Einstein's, campus soda and snack machines, The Lodge, Naturals, Library photocopy machines, fee-based printing stations, and campus laundry machines. You may also use your card as cash off campus at local restaurants.

Einstein Bros. Bagels

Located in the Business & Science Center. Increasingly, students are turning to their corner Einstein Bros. for a quick breakfast and tasty lunches! Students may use flex dollars, card cash, credit cards, or cash at Einstein Bros.—but it is not included in the meal plan.

Hours of Operation

Monday through Thursday	7 a.m.–9 p.m.
Friday	7 a.m.–4 p.m.
Saturday	9 a.m.–4 p.m.

The Lodge

The Lodge is located between the Post Center and Tower Hall. The Lodge features a variety of late night favorites. Students may use flex dollars, card cash, or cash but not the meal plan.

Hours of Operation

Monday through Wednesday	7 a.m.–1 a.m.
Thursday and Friday	7 a.m.–2 a.m.
Saturday	4 p.m.–2 a.m.
Sunday	1 p.m.–1 a.m.

Healthy Express Lunch @ The Lodge

A variety of healthy sandwiches and salads offered as a grab-and-go lunch. Students may use a meal swipe, flex dollars, Gull Card, or cash.

Hours of Operation

Monday through Friday	11 a.m.–1:30 p.m.
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Naturals

Located in the main floor lobby of the Callahan Center, Naturals offers 100 percent natural smoothies prepared with fresh fruit, fresh squeezed oranges and apples, herbs, and dairy alternatives. Students may use flex dollars, card cash, credit cards, or cash, but not the meal plan.

Hours of Operation

Monday through Friday	11 a.m.–7 p.m.
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Residence Life

Callahan Center 978-816-7627

Caitlin Courtney-Biedrzycki, *Director of Housing and Residence Life*: ccourtne@endicott.edu

The Office of Residence Life is dedicated to working with students to create a lively, unique, and civil residential community that complements the academic mission of the College. The Residence Life staff is made up of active, and enthusiastic Endicott community members who work with individual residents and the community as a whole to make each hall feel like home.

Student Activities

Callahan Center 978-232-2146

Lauri Rawls, *Assistant Dean of Students*, lrawls@endicott.edu

Student Activities collaborates to serve as a hub of student involvement initiatives designed to educate students through relationship building, advising, program planning, and experiential opportunities. Student Activities offers late-night and weekend programming throughout the academic year and runs a variety of programs including educational speakers, concerts, movie nights, off-campus trips, beach days, and much more.

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. Safety Escort Service is available to members of the College and visitors 24 hours per day, every day, to any point on campus. Escorts may be given on foot or by vehicle. Persons desiring escorts for convenience may be refused.

Safe Ride Van

978-232-2465

The Safe Ride Van service is provided by the Department of Public Safety and Police Sundays through Wednesdays from 9 p.m. to 12 midnight and Thursdays through Saturdays from 9 p.m. to 3 a.m. This is a van driven continuously around campus 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.

Transportation Services

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

Callahan Center

978-232-2607

Daniel Ramirez, *Transportation Coordinator*: transportation@endicott.edu

Endicott provides shuttle service to various places of interest for both students and staff. These areas include the Beverly Depot, both the Liberty Tree and North Shore Mall, and the Cummings Center. Shuttle transportation is free to all Endicott student and staff ID holders, and runs seven days per week during the academic calendar year (excluding holidays, January break, and summer break). Schedules may be altered to reflect changing semester needs. For a completely up-to-date look at all services, please visit our page at endicott.edu/shuttle.

In addition to off-campus transportation, on-campus transportation is available for students, faculty, and staff. Service will include the overflow parking lot on our South Campus, Solar Lot, the Callahan Center, the Post Center, Lot 35, the Walter J. Manninen Center for the Arts, Peter Frates Hall, and College Hall. Regular service will be Monday through Friday, 8 a.m. through 6 p.m.

Wylie Inn and Conference Center

978-867-1959

John Zimmerman, *General Manager*: john.zimmerman@pyramidhotelgroup.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 and 92-room inn complete the facilities on our 10-acre oceanfront property. Few, if any, conference centers provide the ocean views, serenity, recreational opportunities and sense of place like the Wylie Inn and Conference Center.



Endicott College Student Code of Conduct

Endicott College, is committed to creating a community of learners in which student growth, development, and maturity are fostered in the classroom, across the campus, and in professional settings. Foremost in this community are commitments to respect, civility, trust, and understanding. The student conduct system is in place to 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.

Each student is expected to make choices that preserve a safe and secure environment in which all individuals are able to pursue their academic endeavors, to practice responsible citizenship, to respect the rights of others, and to be accountable for their own actions and the conduct of their guests. All students and their guests are expected to be aware of and abide by this Student Code of Conduct ("Code"). Failure to uphold College rules and expectations as well as federal, state, and local laws and regulations may result in student conduct action under the authority of this Code.

PURPOSE

The purpose of publishing student conduct policies and procedures is to give students general notice of prohibited behavior and their rights and responsibilities during the student conduct process. The purpose of campus student conduct proceedings is to provide a process by through which to determine whether or not a student is responsible for violating College regulations. This Code establishes and details student rights and responsibilities within the College student conduct system. The Code seeks to preserve the individual rights of students while ensuring that the interests of the entire College community are also maintained.

I. APPLICABILITY

- A. The Code applies to the on-campus conduct of all students. The Code also applies to off-campus conduct of students in any location that, in the College's judgment, involves or affects the College or other members of the College community, such as conduct in connection with:
 1. Academic work or other College-related educational activities and experiences, such as class projects, field trips, study abroad, student teaching, or internships;
 2. Activities sponsored, conducted, or authorized by the College or its student organizations;
 3. Activities that cause or threaten harm to the health, safety, well-being, or property of the College or members of the College community, including the student themselves; or
 4. Activities that unreasonably disturb the peace and privacy of the student's neighbors when living off campus.
- B. The Code applies to conduct by a student while a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at the College and even if the College does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the College.
- C. Students also continue to be subject to federal, state, and local laws while at the College. While those laws are separate and independent from the Code and impose different standards, violations of them may also constitute violations of the Code. In such instances, the College may take action under the Code, independent of any other legal proceeding involving the same conduct, and may impose consequences for violation of the Code even if such other proceeding is not yet resolved or is resolved in the student's favor.

II. AUTHORITY FOR STUDENT CONDUCT

- A. Ultimate authority over student conduct is vested in the president of the College ("President"), who may take immediate action at their discretion for any violation of College policies or procedures whatsoever. Action taken by the president is final and closes the matter. As an ordinary matter, the president has delegated authority over student conduct to the vice president of student affairs, who may delegate and exercise it consistent with these procedures. With respect to the conduct of students of the Van Loan School at Endicott College, the president has delegated authority to the vice president and dean of the graduate school.
- B. Vice president of student affairs (or designee) reserves the authority to take immediate, necessary, and appropriate action to protect the health, safety, and well-being of an individual and/or the

College community. Vice president of student affairs (or designee) may take an interim action to remove a student from College housing, restrict a student's access to and movement about the campus, and/or suspend a student from the College whenever the continued presence of the student at the College is deemed to pose a serious threat to themselves or to others or to the stability and continuance of normal College functions. The interim action shall become effective immediately upon delivery of oral or written notification to the student or their designee. A hearing or conference will be granted as soon as possible.

- C. With respect to the undergraduate campus students, the Office of Student Affairs, under the direction of and guidance from the vice president of student affairs, is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with College policies and procedures. With respect to the Van Loan School of Graduate and Professional Studies, the vice president and dean of the Graduate School is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with College policies and procedures.
- D. Student conduct action may be pursued for any violation of College policy, or state, federal, or local law on or off College premises by a student that affects the College's interests and/or is inconsistent with the College's expectations for students.
- E. Student conduct action may be pursued to address the behavior of a student organization (as an entity) when members of the student organization have engaged in potential violations of this Code for which they received the consent or encouragement of the organization or the organization's leaders/officers.

III. PROHIBITED CONDUCT

The following are examples of prohibited behaviors and activities which may result in student conduct action under this Code. Commission of or attempts to commit these acts, condoning, supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may be treated as violations of this Code.

1. Sexual Misconduct & Relationship Violence

Sexual misconduct and sexual assault are antithetical to the standards and values of the College, violate College policy and in some instances state and federal law, and will not be tolerated. In particular, Title IX of the Educational Amendments of 1972, 20 U.S.C. SS 1681 et seq., prohibits discrimination on the basis of sex in educational programs and activities operated by recipients of federal financial assistance. It is important to understand that sex discrimination includes sexual harassment, which encompasses sexual violence and other forms of sexual misconduct, which include sexual assault, domestic violence, dating violence, and stalking. **See the College's Sexual Misconduct and Relationship Violence Policy, at page 27 of this Handbook,** for definitions of prohibited conduct.

2. Endangerment

- a. Physical violence towards another person or group.
- b. Action(s) that endanger the health, safety, or well-being of another person, group, or oneself.
- c. Interference with the freedom of another person to move about in a lawful manner.

3. Harassment

- a. Conduct, not of a sexual nature, which creates an intimidating, hostile, or offensive environment for another person.
- b. Action(s) or statement(s) that threaten harm or intimidate another.
- c. Acts that invade the privacy of another person.
- d. Bullying behavior, defined as the systematic and chronic infliction of physical hurt or psychological distress by teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, harassment, or destruction of property.
- e. Stalking, defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety or to suffer substantial emotional distress.

4. Hazing

- a. Hazing is a crime punishable by Massachusetts state law as well as a violation of this Code. Hazing is defined as any group or individual action or activity that endangers another person's mental or physical health or safety or which may demean, disgrace, or degrade a person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing. Hazing includes, but is not limited to:
 - i. Unreasonable interference with a student's academic performance
 - ii. Forced or coerced consumption of food, alcohol, drugs, or any other substance

- iii. Forced or coerced wearing of apparel which is conspicuous and/or inappropriate
 - iv. Forced or coerced exclusion from social contact
 - v. Branding
 - vi. Creation of unnecessary fatigue (including but not limited to acts that stem from forced physical activity, such as calisthenics and deprivation of sleep)
 - vii. Deprivation of food
 - viii. Beating, whipping, or paddling in any form
 - ix. Line-ups and berating
 - x. Physical and/or psychological shocks
 - xi. Personal servitude
 - xii. Kidnapping or abandonment
 - xiii. Unreasonable exposure to the weather
 - xiv. Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation, or humiliation
 - xv. Expectation of participation in activities that are unlawful, lewd, or in violation of College policy.
- b. Consent by any student or other person shall not be available as a defense to any charge of hazing activity.
- c. Failure to report hazing: Whoever knows that another person is the victim of hazing as defined above and is at the scene of such action shall, to the extent that 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, dean of students, Public Safety, college counselor or any college faculty or staff member) as soon as is reasonably possible. Failure to report such activity is punishable under this Code and under state law.

5. Retaliation for Reporting Hazing

Retaliating against any individual who reported a hazing violation or suspected hazing violation to College or law enforcement officials.

Massachusetts Hazing Law COMMONWEALTH OF MASSACHUSETTS GENERAL LAWS 269:17, 18, 19

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED.

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

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

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

269:18 FAILURE TO REPORT HAZING.

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

269:19 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team,

or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

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

6. Weapons, Fireworks, & Explosives

- a. On-campus possession or use of firearms, antique firearms, explosives, destructive devices, or other weapons or dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball guns, slingshots, crossbows, stun guns, tasers, metallic knuckles, archery equipment, swords, sword canes, replica ornamental or decorative weapons/ swords/daggers/knives, or any dangerous chemical or biological agent.
- b. Fireworks and/or explosives of any kind are prohibited without expressed permission from the College.
- c. Off-campus unlawful or unauthorized possession or use of firearms, explosives, or other weapons or dangerous articles or substances.

7. Fire & Safety

- a. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
- b. Unlawful possession, or removal of, damage to, or tampering with fire safety or other emergency warning equipment.
- c. Failure to evacuate a College building or facility within a reasonable amount of time after a fire alarm is sounded.
- d. Arson.
- e. The setting of any unauthorized fire in or on College property.

8. Alcohol, Controlled Substances, & Illegal Drugs

- a. Unlawful possession or use of controlled substances, including prescription medicine for which the student does not have a prescription in their name.
- b. Possession or use of illegal drugs.
- c. Purchase, distribution, delivery, or sale of illegal drugs or controlled substances.
- d. Possession or use of drug paraphernalia.
- e. Possession or consumption of alcohol when under the age of 21 as specified by the Commonwealth of Massachusetts.
- f. Providing alcoholic beverages to an individual who is under the age of 21 as specified by the State of Massachusetts.
- g. Being in the presence of alcoholic beverages (consumed or possessed) by any person under 21 years of age.

- h. Operating a motor vehicle while under the influence of alcohol or any controlled substances or illegal drugs.
- i. Being in the presence of illegal drugs and/or drug paraphernalia.
- j. Intoxicated behavior that endangers self or others, or brings discredit to the College.
- k. Open house party. An open house party is defined as an event at a residence where hosts, owners, or others in control of the event fail to take reasonable steps to ensure legal compliance, reduce the risk of harm, and ensure the safety of guests (including, but not limited to, removing those in violation or requesting Public Safety to assist if alcoholic beverages are known to have been consumed at the residence by person/s under the age of 21 and/or illegal drugs or controlled substances are unlawfully possessed, distributed, or used).
- l. Violation of Registered Party Policy.
- m. Alcohol consumption or possession of an open container of alcohol is prohibited at any time in College-owned or leased hallways, lobbies, lounges, stairwells, classrooms, technical facilities, meetings spaces, bathrooms, outdoor areas, vehicles, or any other public areas regardless of age, without written authorization from the College.
- n. Common sources of alcohol (i.e. kegs, party balls, etc.), alcoholic punches, grain alcohol, and binge drinking paraphernalia (i.e. funnels, etc.) are prohibited.
- o. Drinking games (i.e. beer pong, water pong, card games, etc.) or furniture/paraphilia that encourage high risk drinking (i.e. beer pong tables, etc.) are prohibited.

9. Disruption

- a. Disrespect or failure to comply with a lawful order of a College official or any law enforcement official.
- b. Providing false information to a College official or to a law enforcement official, including student conduct hearing officers or investigators.
- c. Acts that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College or the rights of other members of the College community. This includes acts that occur both inside and outside of the classroom setting and may involve use of electronic or cellular equipment. This also includes behavior off campus during a College-sanctioned event or activity or an event where the student serves as a representative of the College (including, but not limited to an organizational leadership role).
- d. Acts that disrupt the College student conduct process including attempting to coerce or influence a person regarding their participation in any student conduct proceeding.

10. Misrepresentation or Misuse of Identity or Identification

- a. Permitting another person to use one's identification.
- b. Inappropriate use of another person's identification.
- c. Impersonation, or misrepresenting the authority to act on behalf of another or the College.
- d. Forgery, alteration, or misuse of identification, documents, records, keys, or access codes.
- e. Manufacture, distribution, delivery, sale, purchase, possession, or use of false identification.

11. Property

- a. Damage or destruction of College, public, or private property.
- b. Theft: Removing or using the property or services of another person or of the College, with the intent to permanently deprive the person or College of the property.
- c. Misappropriation: Removing or using the property or services of another person or the College, but without the intent to permanently deprive the person or the College of the property.
- d. Receipt, possession, sale, or purchase of property or services that are known or reasonably should have been known to have been stolen.
- e. Entering or using the property or facilities of the College or of another person without the proper consent or authorization.

12. Computers

- a. Unauthorized access or entry into a computer, computer system, network, software, or data.
- b. Unauthorized alteration of computer equipment, software, network, or data.
- c. Unauthorized downloading, copying, or distribution of computer software or data.

13. Recording of Images Without Consent

Using electronic or other means to make a video or photographic record of any person where there is a reasonable expectation of privacy without the person's consent and when such a recording is likely

to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The sharing and/or distributing of such unauthorized records by any means is also prohibited. This behavior may also be addressed under the Endicott College Sexual Misconduct and Relationship Violence Policy.

14. Recording of Oral Communications without Consent

Acquiring, by listening or by recording using any device, any wire, oral, or electronic communication, when such communication is uttered by a person exhibiting an expectation that such communication is not subject to interception under circumstances justifying such expectation (i.e., in a situation in which the person has a reasonable expectation of privacy), and the person has not given consent to the acquisition or recording of the communication. This behavior may also be addressed under the Endicott College Sexual Misconduct and Relationship Violence Policy.

15. Gambling

Engaging in any form of illegal gambling is prohibited.

16. Other Violations

- a. Violation of federal or state law or local ordinance.
- b. Aiding, abetting, conspiring, soliciting, inciting, or attempting to commit, any other violation of federal law, state law, or local ordinance.
- c. Violation of any other College regulation or policy as described in any recognized College publication, or other College policies directly related to departments, organizations, residence halls, or clubs.
- d. Violation of the Academic Integrity Policy when the student is not currently enrolled in the related course or when the incident cannot otherwise be processed under the Academic Integrity Policy.
- e. Being present or otherwise involved, in such a way as condoning, supporting, or encouraging any acts which would violate this Code. (Note: Students who observe acts in violation of this Code are expected to remove themselves and are encouraged to report the matter.)
- f. Sanction Violation: Violating the terms of any student conduct sanction as imposed in accordance with student conduct procedures, including the failure to complete sanctions by the stated deadline.
- g. Solicitation: Unauthorized solicitation, sale, or promotion of any goods or services in College-owned or operated property, including residence halls, or at College-sponsored events.
- h. Concerning Behavior: Behavior that disrupts, threatens, or adversely affects the learning, teaching, or living environment of other student(s), off-campus residents and neighbors.
- i. Lewd or indecent behavior, including public urination, and public nudity.
- j. Intentionally concealing one's identity, or wearing masks (Halloween or costume) is prohibited on campus.

IV. STUDENT CONDUCT SYSTEM & PROCEDURES

These guidelines are intended to provide general notice of rights and responsibilities during the student conduct process. This Code does not, nor is it intended to, afford the specificity or the due process rights of criminal or civil statutes or procedures.

A. Case Referrals

1. Any person may refer a student or student organization suspected of violating this Code to the Office of Student Affairs or to the associate provost, van loan school of graduate and professional studies, as appropriate. The referral will be reviewed to determine the appropriate student conduct or administrative action to be taken in accordance with this Code including, in the event that there is insufficient evidence to support formal action, a determination that student conduct or administrative action is not warranted.
2. Referrals should be made within a reasonable timeframe after the alleged incident (or after the latest alleged incident in cases of harassment or where there is a succession of documented incidents). Student conduct action may be pursued after considering the amount of time that has passed since the alleged incident and whether there is enough information available to substantiate the reported behavior.
3. Administrative action, in lieu of formal student conduct action, may be taken at the discretion of the College, in an appropriate and reasonable manner, to address student behavior.
4. Interim sanctions and measures: The College may take any measures it deems necessary to protect the safety and well-being of students, other members of the College community, or the community as a whole, pending the determination of any suspected violation, up to and including removal from housing and/or interim suspension from the College.

B. Student Conduct Proceedings

A student potentially subject to sanctions is entitled to a hearing which will normally consist of a meeting between the student responding to allegations (“respondent”) and an administrator. Such hearings may be audio recorded by the College at its discretion. In any conduct matter, an investigation may be performed at the College’s discretion by the hearing officer, by internal staff as designated by the dean of students or vice president of student affairs, or by an external party selected for such purpose.

In matters involving violations of the College’s Sexual Misconduct and Relationship Violence Policy, students will be afforded the protections and process set forth in the Sexual Misconduct and Relationship Violence Policy, under the direction of the Title IX coordinator, in addition to the conduct proceeding set forth herein.

At the discretion of the vice president of student affairs (or designee) or the vice president and dean of the graduate school, in certain circumstances, the hearing may be referred to the Student Accountability Board for hearing and determination, rather than a hearing conducted by an appropriate conduct officer.

C. Guidelines for Student Conduct Proceedings

The following procedural guidelines shall be applicable in student conduct proceedings. Formal rules of process, procedure, and technical rules of evidence, such as applied in criminal or civil court, are not used in student conduct proceedings. Deviations from prescribed procedures shall not necessarily invalidate a decision, unless significant prejudice to an accused student (respondent), complainant, or the College results.

1. The respondent shall receive advanced written notification of the charges and the date, time, and location of the scheduled proceeding. Notice will most often take the form of a letter delivered to a student’s College email account and/or available for pickup at the Office of Student Affairs.
2. The respondent will have the option to request an informational meeting prior to the hearing to inquire about the process and to assist in preparation for the hearing. The informational meeting may occur immediately prior to the hearing or will be scheduled soon as is reasonably possible.
3. The respondent may request a reasonable extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two business days except in unusual circumstances where the respondent can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least 24 hours prior to the scheduled proceeding, except in cases of documented serious illness or emergency.
4. The respondent shall be afforded reasonable access to review the case file prior to and during the proceeding, and may request to review a copy of a redacted incident report from administration. If additional information becomes available and is relevant, it will be discussed and reviewed at the proceeding.
5. The respondent shall have the opportunity to provide additional relevant information for the student conduct proceeding.
6. The respondent shall have the opportunity to respond to the information related to the alleged violation of the Code; the respondent may provide the names of material witnesses who have relevant and necessary information pertaining to the incident. These individuals will be invited at the discretion of administration to participate in the proceeding, but are not required. Character witnesses will not be heard.
7. Student conduct proceedings will be closed to non-participants and to the public.
8. A respondent may be accompanied by one advisor. The role of the advisor shall be limited to support and consultation; the advisor may not speak during any student conduct proceeding except privately to the respondent, nor shall the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from a student conduct proceeding at the discretion of the student conduct administrator.
9. A respondent who fails to appear at a scheduled proceeding without good cause (e.g., serious illness), after proper notice of such a proceeding, may be adjudicated in absentia, and forfeits all rights to an appeal unless it is for lack of proper notice, as required herein. In such cases, decisions will be based solely on witness testimony and other written information and/or other evidence presented during the proceeding.
10. Proceeding outcomes must be supported by a preponderance of evidence. Preponderance of evidence means that a greater weight of evidence has been demonstrated in order to decide in favor of one side over the other, to determine whether a fact is true, or to establish that an event occurred. A preponderance of the evidence does not necessarily mean the greater amount of evidence, but rather the greater quality of evidence—making it more likely than not the matter in question is true.

- 11. A respondent may be found in violation of any prohibited conduct (including sections of the Code for which he or she was not originally charged) when behaviors that were previously unknown are discovered during the course of the student conduct proceeding or if it is determined that a different section of the Code more appropriately addresses the conduct in question.
- 12. The outcome of the student conduct proceeding shall be conveyed to the student in writing.

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 discusses the evidence and testimony and makes 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 associate dean of students. The Associate Dean of Students (or 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. All outcomes of the Student Accountability Board will be communicated in writing.

V. SANCTIONS

- A. The imposition of sanctions is based on the nature of the violation and the severity of any damage, injury, or harm resulting from it, and the character, disciplinary record, and rehabilitative potential of the student respondent.
- B. In some cases, a sanction may be held in abeyance for a specific period. This means that, should the student be found in violation of the Code during the stated period, the student may be subject to the deferred sanction in addition to the student conduct action appropriate to the new violation.
- C. The following mitigating and aggravating factors may be considered in imposing a sanction:
 - Past conduct history of the student, which may include the completion of conduct action steps and/or sanctions from past conduct cases.
 - Nature of the offense.
 - Severity of the damages, injury, or harm resulting from the offense.
 - Whether the responsible student promptly took responsibility for their actions.
 - The responsible student’s demeanor, honesty, and cooperation with staff during the investigation of the complaint and 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.
- D. The College cannot anticipate all social behaviors that may impact the community, therefore, the College reserves the right to combine sanctions when appropriate and/or deviate from the published sanctions in consultation with the president.

E. Conduct Hold on Student Account as a Result of Sanctions

A conduct hold is an administrative notation on a student’s record. It freezes a student’s record, preventing them from registering for classes, dropping and adding courses, or obtaining an official transcript.

The Conduct Office places a hold on a student’s record when that student fails to complete their sanctions by the prescribed deadlines. The hold may be temporarily lifted due to special circumstances upon request of the student. Following the hold’s temporary lift, the hold will be reinstated until the completion of required sanctions.

- F. In order to provide as much information as possible to students about the types of sanctions commonly assigned for violations of College policy, the College has created the tables below. These tables include the College policies most commonly addressed by our Conduct Office, and the recommended sanctions for each. These tables are intended to be an education reference for students curious about conduct sanctions at Endicott. Please understand that each conduct case is unique, and the College reserves the right to issue sanctions that are appropriate for each case. In some cases, the sanctions assigned may differ from what is listed below. Repeated or ongoing violations of the Student Code of Conduct may result in suspension or dismissal from the College. All sanctions issued are intended to act as an educational learning opportunity for the student and are designed to prevent similar behaviors.

G. Sanctions that may be imposed in accordance with this Code include:

1. Reprimand: An official written reprimand for violation of specified regulations.
2. Probation: A period of time in which a student is expected to demonstrate positive behavioral change. Violations of the terms of student conduct probation, or any other violation of this Code during the period of probation, may result in further sanctions, including eviction from residence, suspension, or expulsion from the College.
3. Restitution: Repayment to the College or to an affected party for damages resulting from a violation of this Code.
4. Denial of Access to Specific Areas: Ban from certain non-academic area(s) for a specified length of time.
5. Relocation or Removal from Residence: Suspension or termination of the residence hall agreement and exclusion from visiting within certain or all residential facilities, as set forth in the notice of relocation or removal, for a specified period of time. A student who is removed from his or her residence arrangement is not entitled to a refund of room fees.
6. Revocation of Privileges: Restrictions placed on activities and/or use of College services and facilities for a specified period of time.
7. Parental/Guardian Notification: The College reserves the right to notify the 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 development 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.
8. Parental/Guardian Conference: Parents or guardians of the students may be requested to attend a parental conference if and when a student chronically violates the Code or the nature of the incident warrants parental intervention.
9. Suspension: Exclusion from classes and other privileges or activities, including access to College premises or College-sponsored activities off campus, as set forth in the notice of suspension. A student who is suspended is not entitled to any tuition or fee refund and is banned from College premises for the duration of the suspension.
10. Dismissal or Expulsion: Termination of student status, and exclusion from College premises, privileges, and activities. A student who is dismissed or expelled shall not be entitled to any tuition or fee refund. In the case of expulsion, the student will be banned from College premises permanently.
11. Discretionary Sanctions: Other sanctions may be imposed instead of or in addition to those specified above. Discretionary sanctions include, but are not limited to: service hours, fines, educational reflection assignments, participation in alcohol or drug awareness programs, and trainings, counseling, and education regarding sexual assault and misconduct.
12. In the event that a student fails to complete their assigned sanctions within the required timeframe, the College may impose further sanctions and/or may institute a hold on the student's ability to register for classes. All deadlines for completing a sanction will be outlined in the student's finding letter. It is the student's responsibility to read their finding letter thoroughly and to know the deadline of each assigned sanction. Students who are assigned sanctions will receive one email reminding them that their sanction due date is approaching. Any questions or concerns regarding sanctions or sanction due dates must be submitted in writing prior to the sanction due date.

Any student who would like to request an extension for completing their sanctions must contact the Student Conduct Office. Requests may be submitted by email to: conduct@endicott.edu. Extension requests are approved at the discretion of the College.

VI. Appeals

The outcome of a student conduct proceeding may be appealed subject to the following guidelines:

- A. A letter of appeal should be submitted to the Office of the vice president of student affairs or the Office of the vice president and dean of the graduate school, as appropriate, by the student within three business days of receipt of the outcome of the student conduct proceeding.
- B. A student adjudicated in absentia forfeits all rights to an appeal process unless it is proven that it is for lack of proper notice, except in an extraordinary circumstance.

- C. The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the student conduct proceeding or an appeal for mercy is not appropriate grounds for appeal. The written appeal must specifically address at least one of the following criteria:
 - 1. Significant procedural error that changes the findings of fact of the student conduct proceeding.
 - 2. New evidence that significantly alters the findings of fact, that was previously unknown to the respondent, has been discovered and is available during the appeal process.
- D. The appellate officer may affirm, reverse, modify (including increasing sanctions), remand hearing outcomes and/or sanctions back to the original hearing officer, or order a new hearing as a result of an appeal finding.
- E. For matters resulting in removal from residence, suspension, or expulsion, the vice president of student affairs and/or the president of the College will review and determine the outcome of the appeal. For all other matters, the vice president of student affairs or associate provost, Van Loan School of Graduate and Professional Studies (or designee), as appropriate, will review and determine the outcome of the appeal.
- F. Victims in cases of alleged physical violence and/or sexual misconduct are permitted to appeal.
- G. One appeal is permitted on the grounds set forth in C above. The decision on the appeal is final and shall be conveyed in writing. Every effort will be made to resolve cases in an expedient manner. For more complex incidents, the College reserves the right to take extended time to resolve the appeal and will communicate with the involved parties regarding the need for extended time.
- H. The imposition of sanctions may be deferred while the appeal process is pending unless, at the discretion of the vice president of student affairs (or designee) or associate provost, Van Loan School of Graduate and Professional Studies, as appropriate, the continued presence of the student on the campus poses a serious threat to themselves or to others, or to the stability and continuance of normal College functions.

ENDICOTT COLLEGE SEX DISCRIMINATION, SEXUAL MISCONDUCT, & RELATIONSHIP VIOLENCE POLICY & PROCEDURES FOR RESOLVING COMPLAINTS AGAINST STUDENTS

Endicott College is committed to providing an environment in which members of its community can pursue their academic and professional activities. This environment cannot thrive unless each member of the College community is valued as an individual and treated respectfully. Sex Discrimination (which includes Sexual Misconduct), Relationship Violence, and Stalking are antithetical to the standards and values of Endicott, violate College policy and in some instances state and federal law, and will not be tolerated. Disciplinary sanctions for any member of the Endicott community engaging in such conduct may include suspension or dismissal from the College, termination of employment, and referral for criminal investigation and prosecution by local law enforcement. The College will investigate all reports of violations of this policy in an impartial, prompt, and equitable manner. The College will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the reporting party and others as appropriate.

Notice of Non-Discrimination

Endicott is committed to establishing an environment free from all forms of discrimination and harassment for all members of the Endicott community. The College prohibits discrimination against any person on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity or expression, genetic information, military service, or because of marital, parental or veteran status, or any other protected class. Title IX of the Educational Amendments of 1972, 20 U.S.C. SS 1681 et seq., prohibits discrimination on the basis of sex and gender in educational programs and activities operated by recipients of federal financial assistance, including employment by such institutions. Title VII of the Civil Rights Act of 1964 likewise prohibits discrimination in employment. It is important to understand that sex and gender discrimination includes sexual harassment, which encompasses sexual violence and other forms of sexual misconduct, as discussed below. The College complies with all federal and state laws regarding non-discrimination, including Title IX, and does not discriminate on the basis of sex or gender in its educational programs and activities, admissions, or employment.

This policy sets forth the options and resources available to an individual making a report of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking. Reports alleging such conduct committed by students will be resolved according to the procedures outlined in this Policy. Reports alleging such conduct committed by employees of the College will be resolved consistent with the procedures outlined in the faculty and staff handbooks, and policies.

1. Definitions:

Sex Discrimination

Sex Discrimination occurs when someone is treated adversely because of, or on the basis of, their sex or gender. It is important to understand that Sex Discrimination includes sexual harassment, sexual assault, and other forms of misconduct as discussed below. Sex Discrimination also includes discrimination or harassment of a person based on the person's nonconformity with gender stereotypes.

Sexual Harassment:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or written or electronic communication of an intimidating, hostile, or offensive sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the effect of substantially interfering with an individual's academic or job performance or creating a hostile, intimidating, or offensive employment, educational, or living environment for the person as a student and/or employee.

A hostile environment is created when sexual harassment is:

- Sufficiently severe; or
- Persistent or pervasive, and objectively offensive.

Examples of conduct which may constitute sexual harassment include but are not limited to: conditioning a promotion, pay raise, or course grade upon the receipt of sexual favors; unwelcome hugging, kissing, embracing, patting, pinching, or any other unwelcome touching; leering; persistent unwelcome social invitations; use of vulgar language of a sexual nature; graphic comments about a person's body; displaying sexually explicit pictures or other materials; making sexually suggestive comments or telling sexually suggestive or "dirty" jokes or stories; asking an employee or student questions about their sex life; and/or continuing to engage in any such behavior if it is known or should be known that the behavior is unwelcome.

Nonconsensual Sexual Contact:

Nonconsensual sexual contact is defined as any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent and/or by force.

Examples of sexual contact include, but are not limited to: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

Nonconsensual Sexual Intercourse:

Nonconsensual sexual intercourse is defined as any sexual intercourse, however slight, with any body part or object, by a person upon another person that is without consent and/or by force.

Examples of sexual intercourse include, but are not limited to: vaginal or anal penetration by a penis, finger, tongue, or any other body part or object, and/or oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Exploitation:

Sexual Exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; nonconsensual digital, video, or audio recording of nudity or sexual activity; unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity; engaging in voyeurism; going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); knowingly exposing someone to or transmitting an STI, STD, or HIV to another person; intentionally or recklessly exposing one's genitals in nonconsensual circumstances.

Relationship (Dating & Domestic) Violence:

Relationship violence is abuse, violence, or intentionally controlling behavior between partners or former partners involving one or more of the following elements: (i) battering that causes bodily injury; (ii) purposely or knowingly causing reasonable apprehension of bodily injury; (iii) emotional abuse creating apprehension of bodily injury or property damage; (iv) repeated telephonic, electronic, or other forms of communication—anonously or directly—made with the intent to intimidate, terrify, harass, or threaten. Relationship violence can occur in all types of relationships (e.g., heterosexual, same sex, or any other type of relationship). Relationship violence may constitute a violation of this policy when it involves an Endicott student or employee, and the conduct is gender-based.

Stalking:

Stalking is defined as the following behavior:

1. Willfully and maliciously engaging in conduct that seriously alarms or annoys a specific person and would cause reasonable person to suffer substantial emotional distress; and
2. Making threats with the intent to place person in fear of death or bodily injury.

The threatening conduct may be written or verbal and includes mail, phone calls, email, and other internet communications, text messages, and other instant messages.

Retaliation:

Retaliation is an adverse action or attempt to seek retribution against the Complainant, or any or person or group of persons involved in the investigation and/or resolution of a sexual misconduct complaint. Retaliation can be committed by any person or group of persons, not just a Respondent. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel. It is a violation of Massachusetts and federal law and a violation of this policy to retaliate against a person for filing a complaint of sexual misconduct or for cooperating in a sexual misconduct investigation. Any person who retaliates against a person who has reported sexual misconduct, filed a sexual misconduct complaint, or participated in a sexual misconduct investigation is subject to disciplinary action up to and including expulsion or termination by the College.

Other Definitions**Consent:**

Consent is permission to engage in sexual activity. Consent must be informed and voluntary, and can be withdrawn at any time. Consent can be given by word or actions as long as those words or actions create mutually understandable permission regarding the scope of sexual activity. There is no consent when there is force expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing or future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired such that they are unable to understand the fact, nature, or extent of the sexual interaction, there is no consent. This includes impairment or incapacitation due to the consumption of alcohol or drugs that meets this standard, or being asleep or otherwise unconscious. In the state of Massachusetts, consent can never be given by a minor under the age of 16.

Effect of alcohol and other drugs on consent: Individuals should be aware of, and carefully consider, the potential consequences of the use of alcohol and other drugs. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. If there is a question about whether someone has consented to sexual activity after having consumed alcohol or other drugs, the College will examine the issue from the perspective of a reasonable person. Specifically, the College will consider whether the Respondent reasonably should have known about the impact of alcohol and other drugs on the Complainant's ability to give consent.

Incapacitation:

An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Someone who is drunk or intoxicated is not necessarily incapacitated. Individuals who are asleep, unresponsive, or unconscious are incapacitated and therefore unable to give consent.

Coercion:

Coercion is the use of expressed or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury, or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

Complainant:

The Complainant is a person who alleges that they are the victim of a violation of Endicott College policy.

Respondent:

The Respondent is a person who has been accused of an alleged violation of Endicott College policy.

2. Reporting Sexual Misconduct & Relationship Violence

All members of the Endicott community who experience, witness, or hear about an incident of sexual misconduct or relationship violence are encouraged to immediately report the incident to the Endicott College Public Safety Department, the Title IX Coordinator, or any of the Deputy Title IX Coordinators listed below. Students are also encouraged to report any incident to any residence director, resident assistant, or other student affairs personnel.

Privacy & Confidentiality

Endicott values the privacy of its students, employees, and other community members. Endicott wants all community members to seek the assistance they need without fear that the information they provide will be shared more broadly than they would like. Federal and state laws, however, impose reporting obligations on certain College employees that require them to disclose information from a report of sexual misconduct with those College employees responsible for responding to such a report.

Even when College employees have an obligation to report to others, which means their office is described as “non-confidential” below, they will protect and respect an individual’s privacy to the greatest extent possible and share information only on a need-to-know basis.

There are several confidential resources available to students who wish to report sexual misconduct, or seek emotional support or medical care. The following resources are completely confidential under most circumstances:

Counseling Center:

In an emergency, contact **Campus Safety at 978-232-2222** to put you in contact with the counselor on call. During office hours (9 a.m.-5 p.m. Monday–Friday), you may contact the **Counseling Center at 978-232-2106**: Karen Tompkins, Director.

College Chaplain: Gail Cantor **978-232-2163**

Endicott College Health Center: **978-232-2104**

North Shore Rape Crisis Center (24-hour hotline): **800-922-8772**

Other Reporting Resources (Non-Confidential):

POLICE:

Report an incident to the police by calling Endicott Public Safety at 978- 232-2222 or Beverly Police at 978-921-6040.

Title IX Coordinator:

Carrie Nelson, Assistant Vice President of Human Resources, 978-232-2086 or cnelson@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 01915

Deputy Title IX Coordinators:

Public Safety

Kerry Ramsdell, Police Captain, 978-232-2225 or kramsdell@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 01915

Student Affairs

Caraline Moholland, Assistant Director of Student Conduct, 978-232-2142 or cmoholla@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 01915

Athletics

Sean Quirk, Associate Athletic Director, 978-232-2010 or squirk@mail.endicott.edu
Endicott College, 376 Hale Street, Beverly MA 01915

Undergraduate Academics

Aileen Torrance, Assistant Dean, School of Business, 978-232-2154 or atorranc@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 01915

Graduate Academics

Chrystal Porter, Associate Provost, Van Loan School of Graduate and Professional Studies, 978-232-2817 or cporter@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 01915

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).

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	Massachusetts Commission Against Discrimination (“MCAD”) One Ashburton Place Sixth Floor, Room 601 Boston, MA 02108 617-994-6000	Office of Civil Rights (“OCR”) U.S. Department of Education 8th Floor 5 Post Office Square Boston, MA 02109-0111
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If an individual requests that a report of sexual misconduct remain confidential, the College will make all reasonable efforts to protect the privacy of the parties and the information involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal laws. Individuals should understand, for example, that under conditions of potential imminent harm to the community, the College may be required by law to inform law enforcement and the community.

The Complainant’s request that the College treat information regarding alleged sexual misconduct as confidential may limit the College’s ability to investigate and take reasonable action in response to a report of misconduct. In such cases, the College will evaluate the request(s) that a report remain confidential in the context of the College’s commitment to provide a reasonably safe and non-discriminatory environment.

Even if the College cannot take disciplinary action against the Respondent because of the request for confidentiality, the College will nevertheless take prompt and effective action to limit the effects of the alleged sexual misconduct and to prevent its recurrence to the extent warranted and practicable.

Victims of sexual misconduct and relationship violence have other reporting options, which they can pursue regardless of whether or not they choose to invoke the College disciplinary processes described in this policy. Victims can pursue criminal charges through Public Safety at 978-232-2222 or through the Beverly Police Department at 978-921-6040. The College does not wait for the conclusion of a criminal investigation to begin the investigation of complaint of sexual assault or violence. The College will take immediate steps to protect the alleged victim the educational setting and prevent recurrent forms of sexual harassment and assault.

INTERIM MEASURES

During any investigation and prior to a final determination, the Title IX Coordinator may take appropriate interim measures to protect the Complainant. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. The College may limit a student’s or organization’s access to certain College facilities or activities pending resolution of the matter. The College may impose an interim suspension of the Respondent pending the resolution of an alleged violation when the College determines that it is necessary in order to protect the safety and wellbeing of members of the College community.

3. INVESTIGATION AND RESOLUTION PROCESS

The College will provide adequate, reliable, and impartial investigation of complaints of misconduct under this policy to the extent appropriate and possible. All parties have an interest in the speedy resolution of an allegation of sexual misconduct or relationship violence. The College will make all reasonable efforts to complete the investigation and communicate its findings in a prompt time frame, usually within 60 days. However, the College cannot control all factors that might contribute to a delay in the process. Status updates during the investigation process will be provided as appropriate. The investigation process is outlined in this section.

DISCIPLINARY PROCEEDINGS

- Complaint: To initiate an investigation, the Complainant must submit a statement to the Title IX Coordinator that contains:
1. The name of the Respondent, if known;
 2. A description of the alleged Sex Discrimination (including sexual misconduct), Relationship Violence, or Stalking, and
 3. The date, approximate time, and location of the alleged violation, if known.

The College reserves the right to investigate and take action with regard to information brought to its attention regardless of the wishes of the parties or whether any complaint is filed.

The Title IX Coordinator will provide the Complainant with a copy of this Policy, review procedures, and inform the Complainant of available resources, support services and options, including the option to be assisted by an advisor of choice.

The Title IX Coordinator will contact the Respondent in writing to notify the Respondent that a complaint has been filed, provide notice of the allegations and advise that these allegations will be investigated. The Title IX Coordinator will meet with the Respondent to review the allegations in greater detail, provide a copy of this Policy, review procedures, and inform the Respondent of available resources, support services and options, including the option to be assisted by an advisor of choice.

If the Title IX Coordinator finds that the misconduct alleged in the Complaint is sufficient to state a violation of this policy, and if the Complainant wishes to pursue a formal resolution, or if the College, based on the nature of the alleged policy violation and potential risk to the community decides to pursue a formal resolution, the Title IX Coordinator will direct at least one trained investigator to conduct a preliminary assessment of the reported misconduct. In some cases the investigator will be a trained staff member of the College, and in other cases an outside investigator hired by the College and familiar with Endicott's policies and procedures will be used. This determination will be made based on the nature of the complaint and at the discretion of the Title IX Coordinator. If the assigned investigator determines that the allegation warrants further review, the investigator will conduct a full, thorough, prompt, fair, and impartial investigation. All investigators receive regular and ongoing training on issues related to sexual misconduct and relationship violence. These procedures have been developed to conduct an investigation that is fair and impartial, to provide all involved parties with notice and a meaningful opportunity to be heard, and to protect the safety of the Complainant and Respondent, and the College community at large.

Overview of Investigation

During the investigation, the Complainant and Respondent will have an equal opportunity to participate, including the opportunity (1) to be heard by providing written statements, providing verbal statements, and responding to questions from the investigator(s); (2) to submit information and corroborating evidence; (3) to identify witnesses who may have relevant information about the reported conduct; (4) to submit questions that they believe should be directed by the investigator to each other or to any witness; and (5) to respond to the facts and statements gathered during the investigation. The investigator will notify and seek to meet separately with the Complainant, the Respondent, and any witnesses, and will gather other relevant and available evidence and information, including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, video, and medical records (subject to the consent of the applicable party). The investigator has the discretion to determine the relevance of any witness or proffered evidence and to include or exclude certain types of evidence in preparing the draft and final investigative reports.

Participation of Advisor in the Investigation & Resolution Process

The Complainant and Respondent are entitled to an advisor of their choice to guide and accompany them throughout the investigation and resolution process. The advisor may be a friend, mentor, family member, attorney, or any other support person a party chooses to advise them. People who may be called as witnesses in the investigation may not serve as advisors. The College can help identify Endicott staff or faculty to serve as advisors, if requested. The role of the advisor shall be limited to support and consultation; the advisor may not speak during any proceeding except privately to the student he or she is advising, nor shall the advisor question or address witnesses.

While the exact order and number of meetings will vary depending on the unique facts and circumstances in each case, the investigation will typically involve an initial meeting with the Complainant; a notice letter sent to the Respondent; a first interview with the Complainant to discuss the specifics of the allegation or review a written statement; a first interview with the Respondent to discuss the specifics of the allegation or review a written statement; a second interview with each party to review what the other has revealed in their first interview and/or to share their written statement; interviews of witnesses identified by either party or the investigator; collection of any relevant information; potentially a third interview with each party to review information shared by the other during their second interview, witness statements, and information collected. At the conclusion of the investigation, the investigator will prepare a draft investigation report summarizing the information gathered. The Complainant and Respondent will have an opportunity to review the draft investigation report and to submit additional comments and information to the Investigator. The investigator will designate a reasonable time for this review and response by the parties. The investigator will then prepare a final investigative report, which will include a summary of the relevant evidence and recommendation as to whether there is sufficient evidence, by a preponderance of the evidence, to support a finding of responsibility for a violation of Endicott policy. In reaching this finding, the investigator will consult with the Title IX Coordinator.

The Complainant and Respondent will have an opportunity to view the final report and related documents in person in College offices, but in general, copies of the report will not be distributed.

The investigator will present the final investigation report with the recommended findings to the vice president of student affairs (or designee) for review and determination. The purpose of this review is to provide an independent review of the report from someone who is trained in these issues but has not been involved in the case. The review will evaluate the report for completeness, ensure there is no bias, and that the recommendation is supported by the facts of the case. At the conclusion of this review, the vice president of student affairs (or designee) will either agree with the investigator's recommendation or direct the investigator to pursue additional lines of inquiry, make revisions, or other suggestions that are materially relevant to the recommendation or facts necessary to make a recommendation. The vice president of student affairs or designee will then make the final determination and communication regarding the findings and any sanctions, if applicable. In any case, both the Complainant and the Respondent will be notified in writing of the outcome of the investigation and the sanction imposed, as well as any amendments/changes from an appeal.

Informal Resolution

The College may facilitate an informal resolution, including mediation, to assist the parties in reaching a voluntary resolution if all of the following are met:

1. All parties voluntarily agree to participate in an informal resolution, without a full investigation and adjudication, with the understanding that informal resolution may be ended and formal process invoked at any time prior to conclusion;
2. All Parties have received full disclosure of the allegation and their options for a formal resolution; and
3. The College determines that the particular Title IX complaint is appropriate for such a process.

Acceptance of Responsibility

If a complaint is not addressed through Informal Resolution, and the Respondent chooses to accept responsibility for the alleged violation(s), the Respondent will provide the Investigator with a written statement identifying the specific violation(s) and/or conduct to which the Respondent admits. The Investigator will share the Respondent's statement with the Complainant and the vice president of student affairs (or designee). Sanctions and any accountability plan requirements will be determined by the vice president of student affairs (or designee).

SANCTIONS

The vice president of student affairs (or designee) will impose at least one of the sanctions listed below for any Respondent found responsible of a violation of this Policy. Respondent may also be subject to an accountability plan, as described below.

Sanctions:

- a. Letter of Censure: official disciplinary action conveying to the student that the student's behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary actions, including disciplinary probation, suspension, or expulsion.
- b. Disciplinary Probation: pre-suspension period in which the student's behavior is under College review, conveying that the student's behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action, including Suspension, or Expulsion.
- c. Suspension: separation from the College for a period no less than the remainder of the current semester and not more than seven semesters. Suspension may be effective immediately or deferred until the end of the current semester. During the period of suspension, Respondent is not permitted on campus without the written permission of the vice president of student affairs.
- d. Expulsion: permanent separation from the College effective immediately.
- e. Degree Revocation: revocation of any degree awarded for a student who is found responsible for prohibited conduct but has already received a degree. Revocation of a degree requires approval of the president of the College.

Accountability Plan: In addition to the above sanctions, the vice president of student affairs (or designee) may impose an accountability plan, including but not limited to terms such as:

- a. restitution for loss, damage, or actual expenses incurred as a result of the Respondent's behavior;
- b. volunteer service as a corrective measure or learning experience;
- c. online tutorials designed to educate the Respondent on a particular topic that is relevant to the prohibited conduct and/or designed to improve the Respondent's decision-making;

- d. participation in educational programming, including alcohol and other drug evaluations, assessment, or reflection activities;
- e. restriction on or prohibition against participation in student activities and/or eligibility to represent the College in any official function or leadership position (e.g., athletics, student leadership positions, or elected office in any recognized student organization);
- f. change in housing assignment or academic schedule;
- g. loss of privileges, including housing, organization participation, or event attendance;
- h. restriction of contact with other specified members of the College community; or
- i. any other measure determined appropriate by the vice president of student affairs or designee.

APPEALS

In any case, both the Complainant and Respondent will have the right to appeal the decision based on the following:

1. Significant procedural error that changes the finding of fact; or
2. New evidence that significantly alters the findings, which was previously unknown to the appealing party, has been discovered and is available during the appeal process.

A letter of appeal setting forth the basis for an appeal on either of the grounds above should be submitted to the Office of the Vice President of Student Affairs by the student within three business days of the receipt of the determination. An Appellate Officer will be assigned by the vice president of student affairs who may affirm, reverse, or modify the outcomes.

One appeal is permitted on the grounds set forth above. The decision on the appeal is final and shall be conveyed in writing to both parties. The imposition of sanctions may be deferred while the appeal process is pending at the discretion of the vice president of student affairs.





Parking & Traffic Regulations

Department of Public Safety & Police

Endicott's Police Department is a 24-hour-a-day operation charged with the protection of person and property within the grounds of Endicott. Led by the chief of police, the department is comprised of sworn police officers who have attended Massachusetts State Police Academy or its equivalent as well as attending annual in-service training programs. Upon completion of a police academy, Endicott police officers have full law enforcement and arrest authority as special state police officers under Massachusetts general law Chapter 22c section 63, in or upon the lands and structures owned, used, or occupied by the College. Endicott police officers have the authority to enforce violations of Massachusetts General Laws. Sworn officers are also commissioned as deputy sheriffs, thus expanding their police authority throughout Essex County. Sworn campus police officers are armed with firearms.

The Department also has non-sworn public safety officers who are assigned as dispatchers or work campus events and details and do not have sworn police powers and therefore do not enforce Massachusetts criminal violations. Although public safety officers have no arrest powers, they are an essential part of the department and are empowered by the College to uphold College policy. Public safety officers may also assist in the investigation of criminal matters as needed.

Both Endicott police and public safety officers are trained as first responders and some police officers are emergency medical technicians. Annual in-service training is provided to all officers and they frequently participate in specialized training programs to enhance their professional development.

In addition to conducting foot and mobile patrols of the campus on a regular basis, both Endicott police and public safety officers provide medical escorts as requested, respond to emergencies and suspicious activities, and investigate concerns that students or staff may have. They work collaboratively with the Beverly Police Department, as well as the Beverly Fire Department to conduct scheduled inspections. The Endicott Police Department also provides ongoing workshops and informational meetings on safety issues for all community members.

The Department also has on-staff civilian administrators, graduate assistants, and student workers.

Driving while impaired—use of breath alcohol testing devices

Driving under the influence of alcohol or drugs poses a serious threat to the individual and community; therefore, the College will take immediate action to eliminate this threat. Public safety officers are authorized to stop drivers that are suspected of operating a motor vehicle while impaired or who exhibit any threat to the community and at a minimum must remove the driver from the road.

If an officer believes that the individual is impaired (alcohol and/or drugs), the officer may have the individual perform a number of sobriety tests and give the individual the option of submitting to an intoxilyzer test. Submitting an intoxilyzer test is strictly voluntary. Endicott adheres to the state law and legal limit(s) for purposes of determining intoxication (0.08 for 21+ and 0.02 for under 21 persons). Whether an intoxilyzer test is performed or not, officers can still deem an individual under the influence or impaired based on his or her observations.

Students found in violation of this section will be required to relinquish their keys to a public safety officer, have their car towed off campus, and may be placed under arrest pursuant to Massachusetts general laws.

All students in violation of this section will be referred to the College's judicial process. Keys will be returned once the student has gone through the judicial conduct process, or after a time deemed appropriate by College officials. Students found responsible during the conduct 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 conduct 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 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. An administrator appointed by the College president and/or Public Safety personnel will retrieve this message and investigated as deemed necessary. The caller may indicate their name or leave an anonymous message.

Campus Alert System

Endicott's emergency mass-notification system, EC Alerts, is built upon the e2Campus platform for OmniaAlerts, LLC. Once registered, users will be able to receive notifications of campus emergencies and school cancellations on mobile devices capable of receiving SMS text messaging.

Community members with a valid Endicott e-mail address can register for the service online through the Endicott College website (www.endicott.edu). Students have the ability to add their parent

or guardians' information to their account as well so they can also receive the alert notifications. While EC Alerts is an opt-in-system, the entire Endicott College community is highly encouraged to participate. Users should be aware that charges for SMS text messaging from their mobile carriers may apply.

Anonymous Reporting Form

Also available is an anonymous reporting form where students can report activity taking place within the Endicott community that is contrary to the ideals and values of the College. This form can be located on the Endicott website at endicott.edu/crimetips.

Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (The Clery Act)

The Clery Act is a federal law designed to ensure that people are properly informed about campus crimes.

Originally named the Crime Awareness and Campus Security Act of 1990, the policy was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) in 1998.

Under the Clery Act, any postsecondary institution that participates in federal Title IV student financial assistance programs is required by law to:

- issue an annual security report that discloses campus crime statistics to current and prospective students, employees, and the U.S. Department of Education.
- advise students and employees of Clery crimes and issue timely safety warnings and emergency notifications for crimes that pose a serious or continuous threat to the campus community.
- make available its campus security policies.
- maintain a public, daily log of reported crimes.

Individuals in certain positions throughout campus are designated as Campus Security Authorities (CSAs), and they are required to promptly report Clery crimes of which they are aware so that the incidents can be included in campus crime reports in accordance with the Clery Act. CSAs also help promote campus safety because timely reports allow campus police to issue alerts when others on campus may be in danger.

Annual Security Notice of Availability

The Clery 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 Public Safety Office or by accessing 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 & Procedures

Anyone suspecting a student or employee has been missing for at least 24 hours should immediately notify the Endicott Police or the Office of Student Affairs.

Any student may identify a contact person or persons for whom the College will notify within 24 hours of the determination by the police that the student is missing. 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 the 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 Public Safety & Police 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 and Traffic Regulations 2019-20

I. PURPOSE

The information contained herein is also available on the Parking & Traffic Office’s page on the Endicott website: endicott.edu/trafficoffice.

The Department of Public Safety & Police has been delegated the authority to enforce parking regulations necessary for the safety and welfare of the College community. From time to time it may be necessary to amend, rescind, modify, or edit existing parking regulations at which time appropriate notifications will be made to the College community. The Parking & Traffic Office is located in the lobby of the Public Safety Center at the main entrance of the College. For academic year 2019-2020, the business hours of the Parking & Traffic Office are:

- Monday through Friday: 8 a.m.-4 p.m.
- Saturday & Sunday: CLOSED
- Traffic Hearings: Wednesdays 10 a.m.-1p.m.

II. SCOPE

The parking and traffic regulations are applicable to all students, faculty, staff, and visitors of the College. College parking regulations are part of the terms and conditions placed upon students, faculty, staff, and visitors when entering onto the private property of Endicott to park motor vehicles and to operate a motor vehicle on the College roadways and within its parking facilities.

It is the responsibility of all Endicott community members bringing a vehicle to campus to read and follow these policies and regulations. Please contact the Parking & Traffic Office with any questions at one of the following numbers:

- Phone: 978-232-2227 or ext. 2227 from on-campus phone.
- Email: parking@endicott.edu
- Fax: 978-232-5226

III. REGISTRATION, FEES, & DECAL PLACEMENT

A. Registration Process

All vehicles must be preregistered online at endicott.edu/trafficoffice prior to the vehicle being brought to campus. Preregistration for the Fall 2019 semester will begin on August 6, 2019. Eligible students who preregister between August 5, 2019 and August 30, 2019 will be able to pick up their parking decal directly from their campus mailbox. Students who preregister after Friday, August 30, 2019, will be able to pick up their parking decal at the Public Safety Center during business hours.

Any student registering their vehicle after the start of the fall semester must first preregister online

prior to bringing the vehicle to campus. First-year commuters must register in person during normal posted business hours and collect their pass from the Parking & Traffic Office.

After the start of the fall semester, permits will be issued from the Parking & Traffic Office during posted business hours. Each authorized user of a motor vehicle must personally pick up their permit or pass from the Parking & Traffic Office. A College ID, driver's license, vehicle registration, and proof of motor vehicle insurance must be presented at the time of pick-up.

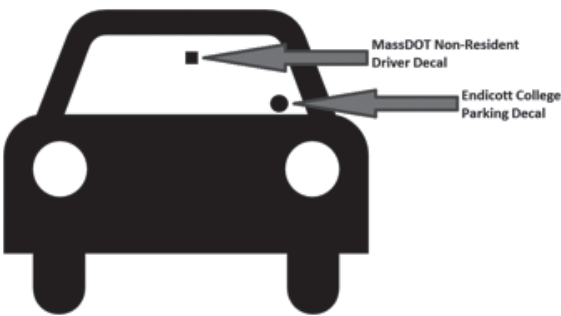
B. Registration Fees

- Undergraduate resident students: \$400 per year
- Graduate resident students: \$400 per year
- Full-time undergraduate commuter students: \$225 per year
- Part-time undergraduate commuter students: \$150 per year

Fees for parking permits are nonrefundable. The fee for a student's parking permit is applied to the student's tuition account. Contact the Bursar's Office at 978-232-2035 in regards to any financial matters.

C. Decal Placement

The parking permit must be affixed inside the front windshield on the lower driver's side corner. Failure to properly display a permit in the required location will subject the vehicle to citations and towing. In accordance with the Commonwealth of Massachusetts regulations, the non-resident driver decal must be affixed inside the front windshield behind the rear-view mirror.



IV. TEMPORARY PARKING PASSES

Any community member who brings a vehicle on campus, even for a limited time, must be registered with the Endicott Public Safety & Police Department. The Parking & Traffic Office on a case-by-case basis may issue a temporary parking pass. All passes must be hung on the vehicle's rearview mirror at all times while on campus, and must be discarded at the time of expiration. Community members with a current parking permit who based on extenuating circumstances need to temporarily drive a different vehicle may be issued a temporary parking pass from the Endicott Public Safety & Police Department for a maximum of one week. These passes are limited to three per semester, per person.

Community members who have not been issued a parking decal who based on extenuating circumstances need to temporarily drive a vehicle, may be issued a temporary parking pass from the Endicott Public Safety & Police Department valid for a maximum of one week. A charge of \$100 for each week will be assessed. These passes are limited to two per semester, per person. Any person found in possession of an altered or fraudulent temporary pass will be assessed a \$500 fine and may lose their parking privileges on campus.

V. PARKING AREAS

For clarification, unless clearly designated as a parking area with signage, all roadways on campus, whether marked or unmarked as a fire lane, are considered 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 painted lines or signs, is considered parking in a fire lane. Vehicles parking in a fire lane will be issued a ticket and will be subject to tow without warning and at the owner's expense.

Painted lines on both sides of the space or painted lines on one side with curbing or a wall on the other as well as appropriate signage signifies a legal parking space. Areas covered with wood chips, grass, and gravel are not considered legal parking spaces. Vehicles not parked in a legal space will be issued a ticket and are subject to tow without warning and at the owner's expense.

A. Parking Lot Designations

Campus parking lots are designated by a color-coded system; community members are allowed to park in lots in which the colored border of the parking lot sign matches the color of the community member's assigned parking decal. For a visual representation of the designations, please refer to the online map at map.endicott.edu.

Unless otherwise posted or announced, parking lot designations are in effect 24 hours a day, seven days a week. Parking in any lot other than the permit-authorized lot is a violation and may result in ticketing and towing without warning at the vehicle owner's expense.

Resident Student–Green Lots:

- Lot 2: Hawthorne
- Lot 4: Front Kennedy
- Lot 5: Side Kennedy
- Lot 6: Hempstead Stadium
- Lot 7: Life Science Rear Lot
- Lot 9: Rear Williston
- Lot 12: North Lot
- Lot 13P: Outside Perimeter ONLY (NO PARKING in or under parking garage)
- Lot 15: Walter J. Manninen Center for the Arts
- Lot 16: Strip below Trexler Hall
- Lot 18: Rear Bayview
- Lot 19: Across from Bayview
- Lot 21: Marblehead Quad
- Lot 22: Village and Standish
- Lot 23: Village Road
- Lot 24: Rear Stoneridge
- Lot 25: Solar lot
- Lot 26: Center for Nursing (green spaces only)
- Lot 27: Stoneridge Lane
- Lot 28: South lot
- Lot 32: Farmhouse & Ledge
- Lot 33: Cliff & Essex House

Keys to Degrees Program (LAVENDER lots)

- Lot 20: Front Bayview

Faculty, Staff, & Commuter (BLUE lots)

- Lot 8: Samuel C. Wax Academic Center
- Lot 10: Post Sport Science & Fitness Center front
- Lot 11: Post Center rear
- Lot 13: Parking garage - Faculty/Staff ONLY
- Lot 14: Diane M. Halle Library
- Lot 16: Peter Frates Hall—main Lot only—(NO PARKING along strip below Trexler Hall)
- Lot 17: Misselwood
- Lot 26: Center for Nursing (no parking in green spaces)

Commuter Students:

Commuter students will be allowed to park in any green lot. Commuter students will also be allowed to park in blue lots with the exception of Lot 13 (parking garage).

Sodexo (BROWN lots)

Lot 31: The Inn

Lot 34: Service Lane

Wylie Center Staff (YELLOW lots)

Lot 29: Tupper Manor

Lot 30: Meeting Place

Lot 31: The Inn

President’s Council (SILVER lots and SILVER designated spaces)

Lot 1: College Hall

Other spaces on campus marked with a silver decal sign

B. Visitor Parking

A “visitor” is defined as any individual visiting the campus who is not a member of the Endicott community. All visitors must collect a visitor parking pass from the Endicott Public Safety & Police Department. In order to acquire this pass, the visitor will need to provide a valid ID, the vehicle license plate number, vehicle make, model, and color. The College’s designated “visitor” lot is Lot 3, located at the main entrance behind the Public Safety Center.

1. Visitors of Students

Visitors of students may park in any green lot. The hosting student will be held responsible for any parking violations received by their guests. Parking spaces that are specifically designated “visitor parking” are not to be used by students or students’ visitors at any time. Unauthorized vehicles found parked in any visitor’s space will be issued a ticket and may be subject to tow without warning at the owner’s expense.

2. Visitor of Faculty & Staff

Visitors of faculty or staff should be registering with Endicott Public Safety & Police and will be directed where to park. Parking is prohibited in designated “visitor parking” spaces located at College Hall and the Center for the Arts. Unauthorized vehicles found parked in any visitor’s space will be issued a citation and may be subject to tow without warning at the owner’s expense.

C. Reserved Spaces

Parking spaces designated by signage indicating that the space is designated for a particular reason (e.g., silver decal, parking by permit only, reserved parking, Zipcar, etc.) have been set aside by the College. No one should park in those spaces without prior authorization from the Endicott Public Safety & Police Department. Vehicles found parked in designated spaces without prior authorization from the Endicott Public Safety & Police Department will be issued a citation and are subject to tow without warning at the owner’s expense.

VI. UNDERGRADUATE STUDENT PARKING

A. Resident Students with more than 30 Credits—Eligibility:

Resident students who have completed 30 college-earned credits toward their baccalaureate degree program are authorized to have a motor vehicle on campus.

Resident students with less than 30 college-earned completed credits toward their baccalaureate degree are prohibited from registering or having a vehicle on campus unless they have been approved for a waiver under the limited circumstances set forth in Section B of this section.

Any student requesting a parking permit for a vehicle that is not registered to them, or to 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. The student requesting a parking permit for a vehicle not registered to him/her will be responsible for any violations the vehicle incurs and/or any damage(s) caused by the vehicle while on campus property.

B. Resident Students with fewer than 30 College-Completed Credits

Resident students who have fewer than 30 completed college-earned credits toward their baccalaureate degree program are NOT authorized to have a motor vehicle on campus.

Any resident student with fewer than 30 college-completed credits who brings a vehicle onto campus without prior written approval from the Parking & Traffic Office will be subject to ticketing and towing at the owner's expense. Towed vehicles will be located at New Beverly Auto Clinic at 126 Rear Park Street in Beverly, Mass., 978-922-3650.

Resident students with fewer than 30 completed credits may seek a waiver for a documented medical exemption. Any such request must be supported with medical documentation. If approved, a temporary pass or decal will be issued for the period of time needed to support the medical condition. The Waiver Request Form is located online at endicott.edu/trafficoffice and must be submitted no less than one week prior to the date needed. Last minute waiver requests will not be accepted. Extreme circumstances will be considered on a case-by-case basis. Anyone granted a waiver under this section may be required to park in designated lots as specified by Endicott Public Safety & Police personnel.

As the Parking & Traffic Office does not conduct business on the weekends, voicemail messages should not be considered a form of approval and parents or guardians should not send their student back to campus with a vehicle without speaking directly with Parking & Traffic Office personnel.

The Parking & Traffic Office will not issue a temporary pass or permanent parking decal to a student with fewer than 30 completed credits for any duration unless the Parking & Traffic Office has granted the student's waiver request.

C. Commuter Students

Commuter students, regardless of the number of completed credits, may register a vehicle with Endicott and purchase a parking decal.

D. Students with Vehicles Registered outside of Massachusetts

Students with vehicles registered in another state or country other than Massachusetts are required by Massachusetts law to complete and submit a copy of the Massachusetts Department of Transportation Non-Resident Driver Statement to the Parking & Traffic Office at the beginning of each academic year. In accordance with Massachusetts General Laws Chapter 90, section 3, students are required to:

1. Print out the Massachusetts Department of Transportation Non-Resident Driver Statement form, located on the Parking & Traffic Office website: endicott.edu/trafficoffice or from the MassDOT website: massrmv.com/rmv/forms/20098.pdf.
2. Fill out the form and sign it.
3. Scan and email the signed document back to parking@endicott.edu or fax it to 978-232-5226.

Once received, the Parking & Traffic Office personnel will assign an Endicott decal and state decal to the applicant. Students who preregister between August 5, 2019 and August 30, 2019 will be able to pick up both their state-and Endicott-issued parking decals directly from their campus mailbox. Students who preregister after August 30, 2019 must appear in person with the appropriate identification to pick up their decals at the Endicott Public Safety & Police Department during business hours. Students who preregister after the start of the semester must also appear in person at the Parking & Traffic Office to receive their decals.

E. Keys to Degrees Pass

Keys to Degrees students will be issued a color-coded parking decal. Parking has been designated in the front Bayview Lot (#20), as reserved parking for use by the Keys to Degrees students only.

F. Vacation Periods

The parking policies are in effect throughout the entire calendar year and citations are issued in accordance with these policies. During the breaks, students with current parking permits may leave their vehicles on campus. A parking request form must be filled out and submitted to the Parking & Traffic office, at which time he or she will be informed of a designated parking area where to leave the vehicle. Vehicles left on campus outside of the designated parking areas may be towed at the owner's expense. Motor vehicles are left at the students' own risk.

VII. GRADUATE STUDENT PARKING

All Van Loan students must preregister online at endicott.edu/trafficoffice, and must pick up their permit at the Parking & Traffic Office. If they are unable to get to the Parking & Traffic Office during the posted business hours, they may request in writing that their parking decal be left in an envelope at the Endicott Public Safety & Police Dispatch Center to be picked up at their convenience. Commuter Van Loan students are exempt from registration fees, but must register their vehicles.

Resident Van Loan students must register their vehicle as described above and will be charged the appropriate registration fees. All Van Loan students are responsible for the knowledge of and compliance with the College's parking and traffic policies.

VIII. FACULTY & STAFF PARKING

All faculty and staff must preregister online at endicott.edu/trafficoffice, and must pick up their permit at the Parking & Traffic Office. If they are unable to get to the Parking & Traffic Office during the posted business hours, they may request in writing that their parking decal be left in an envelope at the Endicott Public Safety & Police Dispatch Center to be picked up at their convenience. Each faculty and staff member may register no more than two vehicles per person.

Faculty and staff parking decals are valid for up to three consecutive academic years at a time, depending on the expiration date printed on the decal.

All faculty and staff members are responsible for the knowledge of and compliance with the College's parking and traffic policies. All parking and traffic regulations apply to faculty and staff.

IX. HANDICAP PARKING

Vehicles displaying state-issued handicap (HP) registration plates, placards, or parking permits may park in any Endicott HP designated space.

X. MOTORCYCLES, MOPEDS, & SCOOTERS

Motorcycles, scooters, and mopeds are NOT allowed to be driven on campus. Operators must enter through the main gate and must park in the designated area of Lot 2. These vehicles are not allowed on the grass areas, in buildings, or under building overhangs. Helmets must be worn at all times pursuant to Massachusetts law. Community members who attend classes, functions, or work on south campus (Tupper Manor, Meeting Place, and the Inn) or at the Raymond J. Bourque Arena or Center for Nursing area are allowed to park their motorcycles, scooters, or mopeds in Lot 28.

XI. LOST, STOLEN, FORGED PARKING DECALS OR TEMPORARY PASSES

Possession or use of lost, stolen, or forged parking decal or pass will result in towing of vehicle off campus, a mandatory charge for the original value of the parking decal/pass plus a \$500 fine, and revocation of parking privileges for the current and next semester.

Penalties for registering another person's vehicle with the College by means of false statement may also include revocation of parking privileges for one year, a \$500 fine, and referral to the appropriate College disciplinary process (students: Dean of Students Office; staff: the employee's supervisor and Human Resources) for all parties involved.

XII. PARKING & TRAFFIC VIOLATIONS, CITATIONS/FINES, & THE APPEALS PROCESS

A. Common Violations

The following are common violations that occur on campus that may result in a ticket with a specific fine or be listed under a general category considered "other."

- Parking on any grass area or sidewalk
- Parking on service roads or in loading areas
- Parking in a manner that blocks or partially blocks a crosswalk
- Parking in an area that is not designated as a parking space (not between two yellow lines)
- Parking in a manner that blocks or partially blocks any fire hydrant, fire lane, or delivery entrance
- Exceeding the posted speed limit (15 MPH) or driving recklessly
- Attempting to destroy or remove any fire lane gates, bollards, cones, barricades, or chains
- Parking in any areas that are restricted by the presence of chains, gates, bollards, cones, or barricades
- Operating a vehicle on sidewalks or any pedestrian walkway
- Operating a motor vehicle on any campus land other than on paved roadways
- Removing or defacing posted traffic signs
- Athletic Fields: Any unauthorized vehicle parked on any of the athletic fields will be subject to immediate towing.
- Operating Under the Influence: Any person on campus operating a vehicle under the influence of alcohol or drugs may be subject to arrest and will immediately lose their driving privileges on campus pending a review by the Student Conduct Office. A citation will be issued for driving to endanger

(\$100), and the vehicle will be towed off campus at the vehicle owner's expense to New Beverly Auto Clinic, 126 Rear Park Street in Beverly, Mass. Failure to comply with a College official can result in the loss of parking privileges for up to one year.

- Driving to Endanger: Any person stopped on campus for driving to endanger will be issued a \$100 citation and will immediately lose their driving privileges on campus pending a review by the Student Conduct Office. Failure to comply with a College official may result in the loss of parking privileges for up to one year.

B. Citations/Fines

The following violations will result in a citation being issued by the Endicott Public Safety & Police Department. Multiple violations may result in several fines.

- Accessible parking area—Tow Zone: \$150
- Driving to endanger: \$100
- Tow fee: \$100
- Fire hydrant—Tow Zone: \$50
- Fire lane—Tow Zone: \$50
- No campus decal/permit (subject to tow): \$100
- Speeding: \$75
- Stop sign violation: \$50
- Driving in wrong direction: \$50
- Parked on any lawn: \$50
- Snow emergency parking space: \$50
- Restricted area: \$35
- Visitor parking only: \$30
- Other (violations not specifically named): fee based on violation

Payments of fines for those citations must be paid on or before the first day of each month. Students' unpaid citations will be charged to their account. Faculty and staff will receive a bill from the College via email.

C. Appeals

Community members who wish to appeal a citation must complete the online appeal process within ten days of the date of violation. Submitting an appeal does not mean the citation will be automatically overturned. Appeals are submitted online through endicott.edu/trafficoffice and clicking on the "Violation Appeal" link. Appeals are reviewed and processed within 10 business days. Results are sent via email to the appellant.

Any community member who accumulates three tickets will be contacted by the Endicott Public Safety & Police Department and will be scheduled for a parking and traffic hearing. All hearings will take place on Wednesdays from 10 a.m. to 1 p.m. If scheduled for a hearing, the hearing personnel shall take all information under advisement and render a decision. Appellants will receive in writing the decision no later than three business days from the date of the hearing. No appeals will be adjudicated for individuals who fail to appear for a hearing at their scheduled time. Subsequent violations may result in towing of the vehicle off campus at the owner's expense. Please note: failure to know/understand policies does not constitute a defense and appeals on that basis will not be considered as valid.

XIII. TRANSPORTATION SERVICES

Student Activities provide the following transportation options. Please direct any questions on these services to Student Activities at 978-232-2607 or at transportation@endicott.edu.

Callahan Center, Student Activities suite, transportation@endicott.edu
Daniel Ramirez, Transportation Coordinator, 978-232-2126

Endicott provides numerous modes of transportation for students both on and off campus..

The on-campus shuttle operates Monday through Friday from 7:30 a.m.–6 p.m. The shuttle loops through campus and goes to the Church in the Cove. It takes roughly 20 minutes for the shuttle to do one loop around campus. Find where the shuttle is, live, at endicott.edu/shuttle. There is also a shuttle to the Beverly Depot, Monday through Friday from 6:30 a.m.–7:30 p.m. that leaves from the Post Center.

Take the off-campus shuttle that leaves from the Post Center, Friday through Sunday, to explore more of the North Shore. The shuttle makes stops at the Beverly Depot, Liberty Tree Mall, North Shore Mall, and Walgreens. For issues with the shuttle call Public Safety & Police at 978-232-2222.

Shuttle services are free to all Endicott students. Updated schedules for the Beverly Depot and off-campus shuttles can be found online at endicott.edu/shuttle. Services are subject to change based on usage, holidays, and inclement weather. Arrive at shuttle stops five minutes before scheduled arrival to better guarantee pick-up.

Whether you have an internship in Boston or want to explore more of the area, an MBTA Commuter Rail pass or Link Pass might be the answer for you. Endicott is partnered with the MBTA to offer an 11 percent discount on monthly passes for the fall and spring semesters. For more information, email transportation@endicott.edu.

Endicott has also partnered with Zipcar to offer its car sharing service to Endicott community members. Log onto zipcar.com/endicott for more information.

Endicott Public Safety & Police provides the following on-campus transportation:

A. Safe Ride Van:

Primarily for those students who are walking alone late at night, the Safe Ride Van will operate from point to point ON CAMPUS during the academic year Thursday, Friday, and Saturday nights from 9 p.m. to 3 a.m. To arrange for a Safe Ride pickup, call the Safe Ride line at 978-232-2465.

XIV. DAMAGE OR THEFT

Endicott College shall not be responsible for any loss or damage to a vehicle, its accessories, or its contents due to theft, accident, fire, flood, 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.

XV. TOWING

The Endicott Public Safety & Police Department is authorized to remove, impound, or immobilize any vehicle on College property at the owner/operator’s risk and expense. If possible, an attempt will be made to identify, locate, and notify the owner prior to the towing of a vehicle off campus. A vehicle is subject to being towed when:

- A vehicle is left under circumstances that indicate that it has been abandoned; i.e. expired or missing license plates.
- A vehicle is parked in a handicap space without a handicap pass or placard.
- A vehicle is in violation of snow removal operations or within restricted posted areas for construction.
- A vehicle constitutes an impediment to vehicular traffic flow or pedestrian travel.
- A vehicle is parked in a fire lane, a crosswalk, blocking a fire hydrant, or blocking building ingress or egress.
- A vehicle is blocking emergency response vehicles, whether or not an emergency is in progress.
- A vehicle is not registered with the College, and has received three or more citations (immediate tow—no notification).
- A registered vehicle is issued its fourth violation (immediate tow—no notification).

All vehicles towed off campus are towed to New Beverly Auto located at 126 Rear Park Street, Beverly, Mass. The phone number is 978-922-3650. Towed vehicles will not be released until full payment is made to the tow company.

Towing and storage charges are billed directly from the towing service and payments need to be made with the towing service. The College is not responsible for damages to vehicles towed from College property or streets. Claims for damages due to towing must be submitted to the towing company. Tow companies can lawfully assess a drop charge where a properly summoned tow truck arrives, but due to owner/operator intervention, the vehicle is not towed. All towed vehicles are subject to being fully inventoried by Endicott Public Safety & Police prior to towing. Impounded vehicles not claimed by the owner/operator within 30 days will be considered abandoned and disposed of by the tow company in accordance with Massachusetts laws. In the event a vehicle is towed but relocated on campus, a separate Endicott Public Safety & Police Department citation with a \$100 fine will be issued.

XVI. REVOCATION OF DRIVING PRIVILEGES

When a community member's privilege to maintain or operate a motor vehicle at Endicott is revoked, that community member is given until the upcoming weekend to turn in their issued parking permit and remove their vehicle from the campus. Once privileges are revoked, if the community member returns to campus with a vehicle, the vehicle is subject to immediate towing off campus without warning.

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. Endicott reserves the right to revoke a community member's driving and parking privileges at any time.

XVII. SNOW EMERGENCIES

A snow emergency is 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 will 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: blue strobe lights will typically be activated 12 hours prior to a storm's estimated arrival. When the blue strobe lights are activated, all vehicles parked in parking spaces with a blue "NO PARKING DURING SNOW EMERGENCY" sign or "BLUE LINED" spaces, must be moved from those spaces. The "SNOW EMERGENCY" spaces are then not to be used until Physical Plant completes the snow removal and the blue strobe lights are turned off.

There are four blue strobe lights on campus:

- Public Safety Center (main gate)
- Public Safety's substation (across from Marblehead Hall)
- Physical Plant
- Endicott Hall



Snow Removal Process:

- Once a timeline is created by Physical Plant and Endicott Public Safety & Police regarding the removal of snow in the parking lots, an email will be sent to the community informing them of when and where to move their vehicles.
- Residence Life will create posters and signs for the residence halls for when and where cars should be moved.
- Residence Life staff will be available within their respective halls for questions that students have regarding snow removal.
- Each Residence Life staff office has a shovel that students can sign out for use of removing their vehicles.

Enforcement During a Snow Emergency:

In the event that a student cannot be reached by Endicott Public Safety & Police Department to remove their vehicle during a snowstorm, the contact residence director (RD) will be notified to have a staff member attempt to locate the student. If the contact RD or staff member is unable to locate the student, the vehicle will be towed.

Vehicles with valid parking decal towed for snow removal purposes will be issued an Endicott Police Department ticket (\$100) and towed to another lot on campus.

Vehicles without a valid parking decal that need to be towed for snow removal will be issued an Endicott Public Safety & Police Department ticket for “NO DECAL” and towed off campus.—\$100 fine and in addition, there will be a separate tow fee levied by the private tow company, New Beverly Auto, located at 126 Rear Park Street in Beverly, Mass. (Phone: 978-922-3650).





General College Policies

Americans with Disabilities Act Statement & Guidelines

Endicott seeks to provide a supportive environment for students, staff, and faculty, and is committed to providing equal access to educational programs and services to our students with disabilities. The College has a written statement and procedural guidelines on ADA standards and expectations that are available upon request from the Accessibility Services Office, within the Division of Student Success, located on the second floor of the Halle Library.

How to refer students to the Center for Accessibility Services

Faculty, staff, and students should refer students who disclose to them a medical condition that may meet the definition of a disability to the Center for Accessibility Services. Faculty and staff should relay to the student in question that they will be making a referral to the Center for Accessibility Services on their behalf and that the student should also contact the ASO for support.

Endicott has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints regarding any action prohibited by the ADA or Section 504. Complaints should be addressed to the 504 Coordinator, who can be reached by phone at 978-232-2292. Complaints may also be submitted in writing and mailed to: 504 coordinator, Halle Library–2nd floor, Endicott College, Beverly, MA 01915.

Beaches & 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 specific areas near certain residence halls. Sunbathing is not permitted on roofs of College buildings.

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.

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

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 dean of students prior to distribution.

Day & Overnight Trip Policy

The following terms and conditions apply to all trip participants:

- It is the participant's responsibility to behave in accordance with the Endicott College Student Code of Conduct as stated in the current Endicott College Student Handbook.
- If bringing a guest, the student is responsible to ensure that the guest behaves in accordance with the Endicott College Student Code of Conduct as stated in the current *Endicott College Student Handbook*.
- Endicott 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. A Risk and Release Form **MUST** be on file at the Office of Student Activities before the departure of the trip.

- 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 is not responsible for travelers who fail to comply with this regulation.

In addition, the following terms and conditions apply to all overnight trip participants:

- 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.

Unauthorized Access to College Facilities & Possession of Keys

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.

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 *MyEndicott* and require signatures from the sponsoring faculty/staff person and Student Activities.

Good Neighbor Policy

As members of both the Endicott and local community, all students, including those who reside off campus, have a responsibility to demonstrate respect for all members of both communities. Endicott 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 code 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 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 Endicott College Student Code of Conduct 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 Code of Conduct 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.
- Endicott police officers may be asked to respond to off-campus housing locations by the Beverly Police Department. If so, students may be referred to the student conduct process based on any violations of student policies or law observed at these off-campus locations.

Gull Card Policy

Photo identification cards, known as Gull Cards, are issued during the first day of 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. If the card is damaged and the cardholder has the remains, there is a replacement fee of \$10. If there is a problem with the Gull Card, contact the Gull 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 of using an ID not their own may face disciplinary action. Improperly used IDs will be confiscated and turned in to the Gull Card office. Students may add dollars to their Gull Card at machines located in the Callahan Center, Business & Science Center, the Halle Library, and the Business Office.

Immunization Requirement

The Commonwealth of Massachusetts mandates that all full-time college students and all health science 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 10 years.
- Hepatitis B Vaccine: three doses required according to vaccine schedule.
- Meningococcal Vaccine: one dose required for newly enrolled students age 21 or younger, five years or sign the *Information about Meningococcal Disease and Vaccination and Waiver for Students at Residential Schools and Colleges* form.
- Varicella Vaccine: two doses required.

In lieu of immunizations, the student may present documentation of a blood test (titer) or request a religious or medical 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 requires that all students complete a tuberculosis risk assessment including skin test results if performed.

This form is part of the main health form. They can be found on the Health Center webpage at endicott.edu/StudentLife/Health-Center/Health-Forms.aspx

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. 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.

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 accessibility 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. 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.
5. 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.

Technology Ethics & Policy Statement

Endicott 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 the Information Technology and Telecommunications departments. Information Technology supports all computer hardware, networks, labs, and Gull Card services. Telecommunications supports all TV, phone, and video services on campus. The Academic Technology Department assists with the integration of technology in the curriculum and supervises the computer labs. The use of computers and other electronic resources at Endicott 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 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. All electronic communication systems along with the information developed and stored in those systems are the property of Endicott and are to be used for College-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 and computer systems.

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 Office of the Provost.

Social Media & Online Communication

Endicott acknowledges that students use social technology to connect, collaborate, and communicate, 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 expects students to conduct themselves online with respect, accountability, and responsibility.

Student communication on social sites (which include, but are not limited to: blogs, social networks, location-based presence applications, chat rooms, discussion boards, and public comments hosted on external sites) are not actively monitored by Endicott, but may be reviewed by conduct officials when they are seen as possible violations of Endicott College's Code of Conduct 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 conduct code 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, Snapchat screenshots, or other electronic forms of private communication may also be used in the conduct code process when they are shared with officials by an involved party.

Endicott advises students who participate in online social networks to follow established safety practices and protect private information with the utmost 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, email 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. While the College does not require password changes, it is highly recommended. If you feel that your password or account security has been compromised please immediately contact the help desk at extension 2072 or email support@endicott.edu.
- Your password should not be given to anyone including staff members who 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.
- User names not accessed for 90 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 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.

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 **gmail.com**.
- 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, 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 conduct code system.
- 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.

MyEndicott

MyEndicott is Endicott's web portal. Think of it as a gateway to many important areas, information, and functions, including class registration, room draw, access to your grades and other personal information, announcements, campus event calendar, and other resources such as downloadable documents and links to other pages and sites. Each academic school has a [*MyEndicott*](#) page, as do other departments such as Internship and Career Services, Student Services, Financial Aid, Bursar's Office, etc. There is also an area to create online groups for campus clubs and organizations, sports teams, and academic activities.

Academic Technology Lab Policies & Classroom Policies

The computer resources at Endicott 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 and classrooms must comply with the following practices and procedures:

Laptops

All incoming first year students for the 2019-2020 academic year are required to bring laptops to campus. Please review the College laptop requirements and view the new hardware recommendations for all majors. (Note: The new models/packages for 2019-20 have not been released yet. Please check back mid to late June.)

Computer Labs

Endicott has a total of five full computer labs, a Cyber Cafe open 24/7, numerous special purpose mini labs for individual departments located throughout the campus, and multiple computer workstations in the Halle Library. For more information about the labs and other public workstations, please visit the computer labs page. If you need to reach us for computer labs, printer, or software support, please email acadtech@endicott.edu.

Media Services

Media services provides the campus AV services including event setup and support, video production and editing, and the campus digital signage. They support the Digital Media Center, as well as all the technology enhanced and mediated classrooms. Media services also delivers, sets up, and signs out laptop computers, portable LCD projectors, TV carts, audio equipment, digital cameras, and other AV equipment to the campus community. For more information about media services, please visit endicott.edu/academics/academic-resources-support, and they also have a page on *MyEndicott*.

Digital Media Center

The Digital Media Center is Endicott's TV studio/multimedia center that encompasses an HD video production studio, control room, and multimedia post production/editing suite. The Center's resources include the Broadcast Pix digital production studio, a Telvue media storage and distribution server, and Scala digital messaging system, as well as portable digital video cameras, digital non-linear video and audio editing workstations, and professional lighting and audio recording equipment.

Canvas & YuJa

Canvas is the learning management system (LMS) and YuJa is our cloud-based media storage, and distribution server, allowing faculty to embed videos, distribute podcasts, and other media files to their students in an efficient and secure manner. These online web tools allow faculty, students, and staff to collaborate and communicate in a variety of ways for courses and other approved campus departments and groups. Handouts, documents, and files of just about any type can be posted to these sites by faculty or administrators for access and download by students and others. Additionally, online forums where faculty, staff, and students can post topics and responses for discussion can take place 24/7. Chat rooms, web conferencing, online quizzes, tests, and other coursework and assignments, as well as announcements and online grading are also part of the Canvas LMS.

Workshops & Training

Academic technology workshops for faculty, students, and staff are offered throughout the academic year on a variety of learning technologies, including smart classrooms, digital media technologies, Canvas, and web conferencing/virtual classroom technology. Schedules are posted each semester.

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 percent of the year and, therefore, eligible to serve as a juror in Massachusetts." Endicott supports students in their fulfillment of 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 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 are the property of Endicott and may be used for Endicott 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

- 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 seven 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.
- All flyers must be placed in appropriate locations when posted in residence halls. Locations include: bulletin boards or poster strips. Students can also work with the Residence Life staff for additional locations.
- 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.

Press Releases to Community & Hometown Newspapers

The College sends news releases regarding student achievements such as Dean's List, student honors, awards, athletic team activities, and other recognitions received to hometown newspapers. The newspapers are identified based on the home zip code of the student. The College will also generate a shareable notice of achievement which will be emailed to the parent email address on file. No action is necessary to ensure these notices are sent out—it is an automatic process and all information shared is “directory information” per the Family Educational Rights and Privacy Act (FERPA). Students who have opted out of directory information sharing with the Bursar's Office will not be included in the press release lists.

To opt out of this service or if you have any questions please email PR@endicott.edu.

Smoking & Vaping

All of 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 campus is restricted to designated smoking areas outside all of which are 20 feet away from the buildings. Smoking is not permitted in College residential areas at any time, 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 and/or tampering with fire equipment are subject to disciplinary action and/or restitution for damages to or cleaning of College property.

The following behaviors will automatically result in a minimum fine of \$500, as well as, a two week residence hall suspension:

- Deliberately pulling the fire pull station or setting off the fire alarm.
- Covering smoke alarms and/or tampering with fire safety equipment.
- Smoking of any kind in any College building, including the use of vaporizers, electronic cigarettes, or any other smoking paraphernalia.
- Students who fail to evacuate during a fire alarm will be subject to a conduct hearing.

If you know of any covered and/or tampered with fire equipment, or have information about a pulled alarm, please share this information with a College official immediately. If you are uncomfortable meeting with a staff member, please feel free to use the anonymous tip form.

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 and 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 and/or Physical Plant.

Wooded Areas

The grounds of Endicott 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 Life

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 safe and supportive living environment that promotes academic success, personal growth, and a strong sense of community.

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 disciplinary 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.

Housing Options

Endicott offers a variety of housing options for students. Options include converted estates, traditional residence halls, suite-style living, townhouses, and apartments with kitchen facilities. You may review all options on the Residence Life website endicott.edu/residencelife under the tab “Housing Options.”

After Hours Support

Residence halls are staffed by Residence Life personnel during the academic year. Outside of traditional business hours, designated on-call Residence Life staff members can be reached 24/7 by finding a resident assistant (RA) or contacting Public Safety.

Assignment of Rooms

Incoming first-year and transfer students are assigned their room based on: 1) the date of receipt of enrollment deposit/continuation deposit to the Office of Admission and 2) the online Housing Preference Form. While requests for roommates and hall preferences are taken into consideration, the College cannot guarantee preferred housing choice. When a roommate is requested, the College will use the later deposit date to place in housing.

Current returning resident students are eligible to participate in the online housing selection process, which occurs during the spring semester, if the student:

- Is in good standing with the College
- Has no outstanding financial balance on their account as of April 1
- Has not submitted a Change of Residency Status Form to live off campus for the upcoming fall semester
- Completed the online Housing Intent Form by due date

The returning student housing selection process occurs during the spring semester, prior the following academic year. Information about the housing selection process will be emailed to all students, posted in the halls, and will be available on the Residence Life web page under “Housing Selection.”

Students returning from study abroad, distance/full-semester internship, or leave of absence will be allowed to participate in housing selection if they were residents immediately preceding their absence, and have been readmitted to the College by the April 1 deadline.

Students who opted to move off campus through a Change of Residency Form (CORA) do not qualify to participate in the housing selection process going forward, as signed on their CORA form. If a student wishes to be considered for housing, they will be placed into housing on a space available basis after housing selection is over. Placement into housing cannot be guaranteed and is based on housing availability. If housing is available, the location of housing cannot be guaranteed with friends/roommates/class year.

The College reserves the right to change room, and or roommate assignments, based on administrative need and approval. As occupancy changes, the College may require that students accept roommates or be reassigned to a different space in order to consolidate spaces. The College will attempt to communicate all room and roommate assignments 24 hours in advance of changes occurring. In times of need the College may need to move a student into an open bed immediately and reserves the right to do so.

Expanded Occupancy Credit

A traditional room that has been deemed an expanded occupancy space (housing one additional student) will be billed at the traditional rate but may be eligible for an expanded occupancy credit. These rooms are given top priority for room change. Any student remaining in an expanded occupancy room after October 15 of the fall semester or after March 1 of the spring semester, will receive the expanded occupancy credit directly to their student account, after each deadline.

Change of Residency Status—Permanent Change

Students interested in changing their residency status must complete the change of residency form. All Change of Residence (CORA) Forms are subject to approval by the dean of students office. Students who submit their Change of Residency Form after the deadline will lose their \$500 continuation deposit. These forms must be received prior to April 1 for the upcoming fall semester, and December 1 for the upcoming spring semester. 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 GPA of 2.3 or higher.

Change of Residency Status—Temporary Change (study abroad, internship)

If students are unsure of their study abroad or internship plans, they must fill out a Declaration of Intent Form and return it to the Office of Residence Life before April 1. This form allows the student to participate in the housing selection process until the internship or study abroad is confirmed. Students who choose to move off campus without prior approval from the College will lose their \$500 continuation deposit and may result in losing Endicott financial aid.

Residency Status for Part-Time Seniors

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

- Students must be in good academic and conduct standing
- Students 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 college 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 dean of students

Early Arrival Requests

In order for buildings, rooms, and the College to be fully prepared for move-in, students are expected to arrive on their assigned move-in date, and not before. Students arriving prior to their assigned move-in date will not be permitted to move in under any circumstances.

To ease transition and ensure support, new students are not permitted to move in prior to the new student move-in date, which is the start of Orientation. New students will receive an email mid-August sharing their housing assignment, roommate(s), and move-in time. Shortly thereafter, a move-in access pass will arrive via postal mail, which will allow access to the student's building during their assigned time on their assigned move-in day. Students may arrive any time after their assigned move-in time, but not prior. Note that students will receive the same move-in time as each of their direct roommates.

Returning students are not permitted to move in prior to the returning student move-in date as established in the 2019-2020 academic calendar. Returning students arriving prior to this date will not be permitted to move in under any circumstances.

Returning students will receive their move-in time, room assignment, and direct roommate name(s) via email in mid-August. In addition, they will receive a packet in the mail with their move-in access pass, which will allow them to move in during their assigned time. Returning students may arrive any time after their assigned move-in date/time, but not prior.

Exceptions to the returning student move-in date include the following approved early arrival groups: international students, teachers in practicum training, RAs, OLs, in-season athletes, on-campus jobs with advance request of supervisor and approval, or internship with supervisor approval.

If a student arrives unapproved before their move-in date: they will be fined \$150 and will be expected to leave campus and only return on their move-in date/time. If a student cannot go home they will be charged an additional \$150 per day to stay on campus until their assigned move-in date.

If a student arrives on their assigned day of move-in and prior to their assigned check-in time: they will be routed to a holding parking lot and be asked to wait until their assigned move-in time.

If an unapproved student arrives early and stays with a roommate/suitemate/friend who is approved to be on campus: the unapproved student will be fined \$150 and asked to go home until their assigned move-in date/time. In addition, the host who allowed another student to come early will be asked to leave campus regardless of their reason to be here and will be fined \$150.

In cases of extreme exception, returning students may apply to be considered for an early arrival date at the rate of \$100/day. To apply, students must write a letter of appeal two weeks in advance of their requested date to the director of residence life.

Summer, Winter, & Holiday Housing Requests

Information and applications for housing during Thanksgiving, winter, spring, and summer break are sent via email by the Office of Residence Life, three to four weeks in advance of each break. All requests submitted past the posted deadlines are subject to a \$25 late fee.

Students who apply and are accepted will remain in their permanent housing for winter break, Thanksgiving break, and spring break.

Summer housing is limited. Summer applicants will be approved and placed into housing as available. Students applying for the following reasons will be prioritized for summer housing:

- Working on-campus (If 25 or more hours and hired by Human Resources, no charge)
- Taking classes on campus; (online classes and classes on other campus do not qualify) (\$125/week)
- Internships for college credit (\$125/week)

There is an additional cost for summer housing. Students who do not meet the listed criteria who wish to stay for summer will be placed into housing on a space available basis and will pay \$350/week.

Summer housing cannot be guaranteed and is a privilege. Guests are not allowed during any break period. College policies are enforced during all break periods. If a student is found in violation they will be removed from break housing immediately.

Off-Campus Housing

The College does not have an affiliation to any specific off-campus residence with the exception of College-leased units, located at designated off-campus residences and utilized by the College on an as-needed basis. Please be aware that city zoning ordinances prohibit more than four unrelated individuals living in a single residence. Students wishing to move off campus should contact the Office of Residence Life. A student must complete a *Change of Residency Application* (CORA) and return it to the Office of Residence Life no later than December 1 (for spring semester) or April 1 (for fall semester) to avoid forfeiture of the enrollment/continuation deposit. The change of residency policies and procedures are outlined on the Change of Residency Application.

Students who opt to move off campus through a *Change of Residency Application* (CORA) do not qualify to participate in the housing selection process going forward. If a student wishes to be placed into housing, they will be placed into housing on a space available basis after housing selection is over. Once a student removes themselves from housing using the CORA form, placement into housing cannot be guaranteed. If housing is available, the location of housing cannot be guaranteed with friends/roommates/class year.

Access to the Residence Halls

For the safety and security reasons, all residence halls are locked 24 hours a day. Access is gained by means of the student's 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 maintained. If there is an issue with an ID or key, students should notify Residence Life staff immediately. Residents are responsible for carrying their Gull Card and key at all times and for ensuring their room/suite door is locked for privacy. It is against College policy to share College-issued keys and/or Gull Cards. It is against college policy to keep a door unlocked, propped, or otherwise insecure.

Searches

When there is a reason to believe that a violation of College policy and/or city, state, or federal law has occurred, a search may be conducted by College officials. If the College authorizes a room or vehicle search, it will be conducted in the following manner:

For room searches, an attempt will be made to notify the occupants by knocking and announcing the staff presence. If there is no answer, or they are not admitted, they may enter a room. For vehicle searches, an effort will be made to notify and have the student owner present during the search. If the student cannot be located, and there is cause to believe the car contains contraband, it may be secured on campus until such time as the student is located and the vehicle is searched.

In either case, if contraband, weapons, drugs, drug paraphernalia, stolen items, or any items found in violation of College policy are discovered, the items may be confiscated.

Emergency Entry

Rooms and/or vehicles may be entered when/if: a delay to obtain authorization constitutes a possible danger to persons, property, the building itself, or other circumstances to maintain campus order and/or community safety.

Roommates & Community Living

Each roommate has the right to:

- Read and study without interference, unreasonable noise, and other distractions
- Sleep without undue disturbances
- Live in a clean environment
- Host guests, only with the advance approval of all roommates and in accordance with College guest policies
- Be free from intimidation and physical and/or emotional harm
- One's belongings and personal property being respected

Roommate Conflicts

If a roommate disagreement arises, we ask that students take the following steps toward resolution of the issue:

1. If a student is having difficulty with their roommate, we encourage students to 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 direct communication.
2. If students cannot handle the issue on their own, they may approach their resident assistant for advice, or to discuss doing a roommate mediation. During a roommate mediation, all parties involved will review and amend their roommate agreement.
3. If the RA cannot successfully mediate the situation or solve the problem, residents will meet with the residence/area director of the building.
4. If all else fails, a room change is the final solution. Students will work with their residence/area director to apply for a room change.

Space is very limited on campus and we ask that students discuss and address their concerns directly as a room change may not be an immediate option.

Unauthorized Room Changes

Room changes unauthorized by the Office of Residence Life are not allowed for safety and security reasons. Unauthorized room changes will result in conduct sanctions and students will be required to move back into their assigned space.

Campus Television System

A cable television jack is available in every residence hall room. To be utilized students will need a cable-ready TV, a 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 a television in their common room(s).

Furniture

Each resident is issued the following college furniture: extra-long twin bed (frame and mattress), desk, chair, and dresser. Students often share closet space, which varies depending on building. Students may not bring their own bed frames or mattresses. Students may bring their own mattress toppers.

The College reserves the right to make a determination on the safety of items students bring into their living quarters. If an item is deemed to not meet the College or Beverly Fire Department Fire Code standards of safety, the resident will be required to remove the item immediately.

If students are assigned to an expanded occupancy room, they may submit a furniture removal request which will be reviewed by the Office of Residence Life. College-issued furniture must stay in each assigned room. Students may not put furniture in hallways or common rooms, or block any egress. Furniture left in unapproved areas presents a safety concern and will result in a \$500 fine and referral to the Conduct Office. Any furniture missing or damaged at the end of the academic year will be billed to the student account.

Personal bed frames and mattresses are not allowed in the residence halls. If a student requires a special mattress to accommodate a documented disability, they should contact the Center for Accessibility Services at access@endicott.edu to initiate the request. All accommodation requests will require medical documentation which will be vetted for medical necessity.

Bed Policy

Outside mattresses and bed frames are not allowed inside the residence halls. College-provided mattresses have a special protective lining that is fire retardant and prevents bed bugs. Outside mattresses increase fire safety concerns and often lead to issues with cleanliness and egress. The fine for having a non-College mattress and/or bed frame is \$500.

Students may supply their own mattress topper to be used on the College-issued mattress.

Students who feel they may qualify for accommodations regarding their mattress/bed frame under ADA (Americans with Disabilities Act) may contact and work with Center for Accessibility Services regarding any mattress/bed accommodation.

Hall Council & 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. The purpose of the hall council is to establish communication and coordination of activities within the residence 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.

Hall Meetings

Hall meetings will be held in the residence hall or a designated area at the start of the semester and then various times throughout the semester as needed. These meetings are 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/area director to find an alternative meeting time. Students should seek out residence life staff for more information.

Keys & Gull Card Access

Gull Cards grant access into each student's assigned residence hall. In some cases, the Gull Card also gives students access to their individual rooms within the hall. Loss of a Gull Card should be reported immediately to the Gull Card Office. The replacement fee for a Gull Card is \$25.

Room keys are issued to each student (with the exception of those halls that the Gull Cards works on interior rooms.) All keys are signed for on the Room Condition Report at check-in. Loss of a room key should be reported immediately to residence/area director or the Office of Residence Life. The charge for a lost key is \$50 for each key that needs to be replaced. Keys not returned at the end of the academic year, for any reason, will be considered lost and will incur the charge of changing the lock core and keys replacement.

Kitchen Facilities

Most residence halls have a kitchenette. Residents of each hall are responsible for maintaining the cleanliness of kitchen facilities. Cooking is not permitted in student rooms; Use of hot plates, microwave ovens, popcorn poppers, overloaded extension cords, or plugged-in appliances are considered fire safety violations. These items will be confiscated by College staff, and a fine may be imposed.

MicroFridge may be rented or purchased through the College vendor, MicroFridge. Most buildings have a communal microwave. Students may not bring their own microwaves. Students may bring their own mini fridge.

Laundry

All residential areas are equipped with washers and dryers. Funds can be added online, or loaded at the card stations in the Callahan Center and the Halle Library. The College is not responsible for damage to clothing or other personal items. If a laundry machine is not working, please report the issue directly to the laundry company and send email notification to residence/area director directly.

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 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. If needed, students may contact local storage facilities.

ADA Requirements

Students who seek specific housing accommodations must first qualify as a person with a disability as defined in Chapter 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). To initiate this process, you are encouraged to register with the Center for Accessibility Services. We are located on the second floor of the Diane M. Halle Library and online at the Center for Accessibility Services website.

Carpet Tape

Rugs are allowed within the residence halls, however, 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 any 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 prior to arrival on campus/occupancy of College residence.

Holiday Decorations & String Lights

Due to fire concerns, live greenery is not allowed anywhere in the residence halls. Under no circumstances may decorations be attached or suspended from fire safety devices, ceilings, slanted ceilings, or equipment. String lights are allowed as long as they are: UL approved, not touching fire equipment, and do not come in contact with fabric or other flammable material. Students wishing to hang string lights should contact their RD/AD.

Lofts & Bunking

Only College-supplied lofting and bunking arrangements are permitted for safety reasons. The use of lofted beds constructed with wood, cement blocks, plastic bed risers or any other like materials are prohibited. Please contact your RD/RA to make the proper arrangements. Upon arrival to the College or during the school year, students may request to have their beds lofted, bunked, or debunked. Requests will be approved and completed based on available equipment and staff available to complete the request. The College does not take specific furniture orders in advance of student arrival.

Humidifiers

Humidifiers, including any other devices which create vapor and/or mist, are not allowed for use in campus housing as they create adverse moisture in living environments.

Pets & Animals

Pets are not allowed, unless they are designated assistance animals or emotional support animals and have been approved in advance by the College. The one exception is fish in tanks. Tank size is limited to 10 gallons. Damage to College property due to faulty or broken tanks is the student's responsibility.

Community Health & Safety Living Standards

Endicott 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. College staff (including but not limited to Residence Life, Student Affairs, Physical Plant, Public Safety, etc.) reserve the right to enter student living spaces at any time to conduct health, safety, cleanliness, and maintenance inspections and updates. Any non-compliance with College and fire department regulations, along with health concerns such as open food in room, excessive trash, and items blocking egress, will be addressed. Failure to comply with the community health and safety living standards may result in conduct sanctions, including fines and possible loss of residency.

Fire Safety

The fire alarm system at the College serves to protect lives and property. The College takes fire safety and protocol incredibly seriously. **The following behaviors will automatically result in a minimum fine of \$500, as well as a two week residence hall suspension:**

- **Deliberately pulling the fire pull station or setting off the fire alarm**
- **Covering smoke alarms and/or tampering with fire safety equipment**
- **Smoking or intentionally creating smoke or vapor of any kind in any College building, including the use of vaporizers, electronic cigarettes, or any other smoking paraphernalia**
- **Blocking or misuse of fire exit doors**

Due to the cost of having the Beverly Fire Department respond to false alarms, individual residents or entire residence halls will be assessed a fine for preventable, false fire alarms in addition to the fine assessed for any intentionally set fire alarms.

It is required that all persons leave any facility during the sounding of the alarm system. A fine and conduct action will be incurred for non-evacuation.

If a student has knowledge of any covered and/or tampered with fire equipment, or information about a pulled alarm, they are expected to share this information with a College official immediately. If a student is uncomfortable meeting with a staff member, they can use the Anonymous Report Form provided online through Public Safety.

The Following are not Permitted:

- Personal/non-College issued bed frames or mattresses
- Covering of smoke detectors; blocked, disabled, or tampered with fire equipment
- Fire sprinkler heads or piping operationally compromised by the presence of tape, hanging materials, or obstructions
- Automatic door closing mechanisms disabled or by-passed (propping of fire doors)
- Obstruction of, or tampering with, fire protection devices/equipment (fire alarm pull stations, hose cabinets, fire extinguishers, sprinkler heads)
- Holes which penetrate walls, ceiling, and doors
- Obstructing corridors, stairwells, lobbies, or exit doors (furniture, storage, tape, etc.)
- Removal of emergency/exit signage
- Tampering with, obstructing, or vandalizing exit and emergency lights

The Following Hazardous Appliances are Not Permitted:

- Halogen lamps
- Spider lamps (lamps with multiple "arms")
- Hotplates
 - **Note:** Griddles and panini presses with automatic shut offs are allowed in apartments/houses/Mods with kitchens
 - **Note:** coffee makers with automatic shutoffs are allowed on campus
- Toaster ovens and microwaves
- MicroFridges are allowed
- Non-UL approved appliances and lights
- Appliances containing immersion coils
- Air conditioners not installed by the College
- Coffee pots without automatic shutoff

Open Flames are Not Permitted, Including:

- Candles
- Incense
- Kerosene lamps

Electrical Hazards are Not Permitted:

- Overloaded receptacles (use of “octopus” adapters)
- Extension cords that are not surge-protected (all extension cords must have surge protector)
- 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 hot plates (hot plates are not allowed)

Excessive Combustible Materials are Not Permitted:

- Excessive disorderly condition and the storage of excessive amounts of trash, paper
- Partitions installed by residents
- Excessive decorations, tapestries, posters, or other wall/door coverings
- Tapestries or decorations attached to ceilings
- Fireworks, explosives, and ammunition
- Covering of doors
- Lighter fluid, kerosene, charcoal fluid, or any flammable liquid
- Gas or charcoal grills, manufactured or natural fire pits, or any other source of open flame, burning coals, or any other device used for the combustion of natural or artificial fuel sources.

Outside Fires are Not Permitted:

- Outdoor fires are not permitted on campus property, including campus wooded areas and beaches without the written permission of the chief of Public Safety, chief of police, Beverly Fire Department, and sanctioned by the College. This includes the use of any unauthorized gas or charcoal grill, natural or manufactured fire pit, or any other open flames.

Smoking Regulations on Campus:

- Smoking and vaping is prohibited in all College buildings and facilities
- Smoking and vaping is allowed only at designated smoking areas. Designated smoking areas are located at least 20 feet from any building

Alcohol Policies within Residence Halls

Use of Alcohol in the Residence Halls

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

- 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

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 outdoors are strictly prohibited by law and College policy. Proper identification must be carried at all times. Students of legal drinking age are expected to produce identification when transporting alcohol throughout campus and are expected to use discretion when doing so.

Limits for the possession of alcohol, as defined by the College, per eligible resident at one time may not exceed: 12 cans/bottles of beer OR 750 ml. of wine OR 750 ml. of hard alcohol.

Decorative alcohol containers and collections (e.g. bottles, bottle caps, cans, etc.) are not permitted in College housing regardless of resident age.

Contracted Access Control Officers

Contracted access control officers are private security company officers hired to work particular nights and certain hours where extra control is desired for access to specific residence halls and other buildings requiring special security coverage. These officers are authorized to check identification cards and search bags for illegal drugs, alcohol, and weapons. Access control officers are in contact with Public Safety and a roving supervisor. For any violation found or problem with students and/or non-students these officers will contact the Public Safety Department, the roving supervisor, or the Residence Life staff, as appropriate to respond to the situation.

Guest Policy

Endicott'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 non-student guests) are only permitted with the consent of a resident's roommate(s). Residence Life staff and Public Safety will address any behavior that jeopardizes the well being and comfort of roommates. The following bullets delineate the guest policy rules, restrictions, and procedures that apply to resident students hosting guests:

- Guests are defined as persons who are not Endicott College residential students, or a student visiting 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 p.m., non-student guests who desire access to the College and do not possess a valid Endicott identification card (Gull Card) will be required to park their vehicle, and all occupants desiring access to the campus must come into the Public Safety Office to sign in and receive a visitor badge and/or a visitor parking permit.
- Students are only allowed to sign in two non-Endicott guests at a time, including overnight guests.
- Off-campus guests and resident students visiting a residence hall which is 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 and asked to check in at Public Safety.
- All students (first year and returning) are not allowed to have overnight visitors for the first two weeks of school. Guests are not permitted after 5 p.m. on the last day of classes each semester, through finals.
- Students residing on campus for any break (winter, spring, Thanksgiving) are not allowed to host guests.
- Students residing on campus in the summer may not host guests.
- With permission from all roommates/suitemates, overnight guests.
- With permission from all roommates/suitemates, a student may host overnight guests for a maximum of six nights total during any semester.
- Students should be aware that persistent or regular daytime visitors, including other students, non-students, parents/guardians, and/or other family members can be disruptive to other residential students and to the student learning process. The College maintains the right to limit daytime visitations at its discretion.

Residence Life staff and Public Safety will address any behavior that jeopardizes the well-being and comfort of roommates. It is expected that Endicott 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 commuter students are required to obtain a visitor pass/ parking permit from the Public Safety Office.

Procedures for Hosts of 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. With permission from all roommates/suitemates, overnight guests may stay for a maximum of two consecutive nights per occurrence.
- Resident students who invite a non-student to visit them are required to pre-register their guest(s) with Public Safety.

How to register:

- To access the registration form, go to endicott.edu/guestpreregistration, or click on the Endicott College Overnight Visitor Registration Form on the Public Safety section of the Endicott website.

Procedures for Overnight Guests:

- Upon arriving to campus, off-campus guests are required to sign in with Public Safety and 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 on campus WITHOUT being pre-registered will be required to contact their host, and the host will need to confirm with Public Safety that the visitor is welcome, before receiving their guest pass and parking permit.
- Guests authorized by their host to stay past 1 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 or served with a no trespass notice from the College.

The responsibilities of hosts are as follows:

- Remain with your guest(s) at all times. This responsibility begins the moment your guest arrives on 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 conduct sanctions and pay any and all restitution for damages, regardless of whether or not the host was present during the violation.

The responsibilities of guests are as follows:

- Register themselves and their vehicle at the Public Safety office, and 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. Guests without hosts will be required to leave campus.
- Abide by all College rules, regulations, and policies

Lockouts Policy

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 students are encouraged to find their roommate first. If that fails, then students should try to find a staff member within the building, either their RA or RD/AD. If there is neither a roommate around nor a staff member around, then the student can call Residence Life during normal business hours or Public Safety after hours. Students will need to show their Gull Card to have the lockout performed or show their Gull Card once let into their space should it be locked in their room. Students are given three courtesy lockouts (per academic year). Once the three lockouts have been performed, any additional lockout will result in a \$25 fee charged per lockout performed.

Quiet/Courtesy Hours

In the interest of promoting an atmosphere of mutual respect and academic success, times have been designated to support a studious environment:

Courtesy Hours: 24/7

Quiet Hours: Sunday through Thursday: 11 p.m. to 9 a.m.;
Friday and Saturday: 1 a.m. to 10 a.m.

The College expects that residence halls will provide 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. Students with amplified

electric instruments, sub woofers/speakers, or disc jockey (DJ) equipment may be asked to bring these items home if they continue to cause issues within the community. Students may not place speakers in windows to play music outside. Headphones are encouraged to support courtesy hours. Quiet hours will be extended to 24 hours starting at 5 p.m. the day classes end before final examinations at the end of each semester.

Summer quiet hours will be shifted to accommodate conferencing groups on campus.

Registered Event Policy

Endicott 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 guidance 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

Registered social events that involve alcohol may only occur in residences that are designated for social events and in which no less than 51 percent of occupants are of legal drinking age (21 years of age or older), have attended the social event registration workshop, and have two designated sober hosts.

Everyone at the event must be of legal drinking age, and hosts are responsible for monitoring the entrances and checking identification cards.

Students who wish to host a social event that exceeds two guests per resident OR 20 people total, including hosts, must register the event with the Office of Residence Life by noon on the Wednesday prior to the event. Students seeking to host a registered social event should email the Office of Residence Life to obtain a registration form. Submission of this form does not guarantee event approval. Hosts must receive written approval for their event and meet the registered event workshop requirements outlined on Page 69 in order to complete the event registration process.

Registered social events will only be approved for Friday or Saturday nights, and must conclude by 1 a.m. Please note that quiet hours begin on the weekends at 1 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:
 - Eight 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
- Essex House: 50
- Standish: 30

The residence/area 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 Residence Life 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 decided by the Residence Life staff. Additional events may be approved at the discretion of the Office of Students Affairs. 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 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 responsibility for the event (once registered as a designated host, there is no switching with another resident or relinquishing your duty). Being a designated host 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.

Each approved registered social event will have three large pizzas and a case of water delivered to them on the night of the event. Pizza delivery will take place between 8:30-9 p.m. on the night of the event; between 9-9:30 p.m. a staff members will stop by to deliver occupancy and emergency contact signs, cleaning supplies, and magnets and water from the REACH peer education program.

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

Residence Life staff and Public Safety officers will routinely visit during the course of the event to ensure that the sponsors are not harassed by uninvited guests and that hosts are abiding by the regulations for having a responsible event. In the event that the registered social event becomes out of hand, or starts to violate the agreements, the hosts should immediately contact Public Safety for assistance.

Alcohol Policies for Registered Social Events for Over 21 Students

- While hard liquor may be present at registered parties, any type of communal alcohol, or punch, is not permitted.
- No drinking games may occur even if the game involves water instead of alcohol.
- No binge drinking paraphernalia may be present.
- No furniture that promotes drinking is permitted (i.e. beer pong tables, etc.)
- Alcohol may not be served to an intoxicated individual.
- Alcohol may not be served to any person under 21 years of age, nor should they be present at a registered social event that has alcohol present.
- All alcohol must be present at the event during the first walk-through prior to the event by Residence Life/Public Safety.

Social Events That Do Not Involve Alcohol (Dry Events)

Endicott promotes alcohol-free events. Students who wish to host an alcohol-free event or social event that exceeds the space provided in their residence hall room should contact their RD/AD to find an appropriate alternative location at least 48 hours before the event. Students can also submit a registered event request, similar to students seeking to host a registered event request with alcohol, and simply identify that alcohol will not be present.

Unplanned non-alcohol Social Gathering

From time to time the College recognizes that last minute events may happen where students may want to gather in a residence hall room. In supporting community development if students find themselves in a room that is over capacity they are to notify Public Safety of the room and total number of students in the space. Public Safety will alert the RD on duty of this notification.

Social Event Registration Workshops

Every Thursday night at 8 p.m., a workshop will be offered for any resident hosting a registered event for the upcoming weekend. If it is the first time that a particular residence has registered a social event, all occupants of that residence must attend the workshop. If a residence has already hosted a successful registered event, only the sober hosts for the upcoming event need to attend that workshop. It is the responsibility of the students requesting a registered event to contact the Office of Residence Life if they are unable to attend the required workshop.

Residence Life Procedures

Room Condition Report (RCR)

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) within a week of moving into a space. Students have two weeks 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.

Residence Hall Check-In

Students will be notified of housing assignment and move-In procedures in August for fall semester and January for spring semester via Endicott email and their *MyEndicott* account.

Dates are posted on the academic calendar over one 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 hall meetings. Students are expected to adhere to these published dates and times. Additionally, academic and check-in dates are located on the Endicott website under academic calendar or on the Residence Life webpage under "Important Dates." Dates are subject to change.

Residence Hall Checkout

When vacating a residence hall room, students must:

- Schedule a checkout meeting with their Residence/Area Director
- Remove all personal items from the room and apartment
- Properly dispose of all trash
- Sweep, mop, and/or vacuum the floor
- Reset the furniture to the way it was when they moved in
- Complete the checkout portion of the RCR with Residence Life at the scheduled checkout
- Close and lock all doors and windows upon final exit
- Return key(s)

Failure to complete the listed steps will result in billing for improper checkout and improper checkout fee. Students forgo the ability to appeal assessed damages if the checkout procedures are not followed, and a checkout is qualified as improper.

At the end of the academic year after buildings have been vacated, Residence Life staff will complete final walk throughs to assess all rooms for damages. A formal checkout and signing of the RCR (Room Condition Report) does not guarantee additional damage will not be found/billed. All damages will be documented with labeled photographs.

** Checkout policies for Thanksgiving/winter/spring breaks will be distributed through meetings and postings in the residence halls. Residences with direct access to apartment/house front door will return keys for breaks.*

Damage Policies

The assistant director of residential facilities assess damage costs once notified of damages from Residence Life, Physical Plant, and/or Public Safety.

- Excessive damage will result in repair costs and fines. Once levied, these charges are non-negotiable.
- If the total cost of damages and fines exceeds \$1,000, the students will be removed from their housing assignment until all costs and fines are paid and all repair work is complete.
- Non-senior students will be placed at the end of their class for the following year's room draw. If this occurs, the student will not be able to be "drawn in" by other students.
- Sanctions for senior students could include non-participation in Senior Week, prohibited from living on campus during that time frame, and not walking at Commencement.
- All students living in the apartment or unit will be held responsible for damages within the area.
- Cost of damages and fines for repairs in common areas will be assigned to the entire floor or building, as appropriate.

Students responsible for excessive damage are required to pay the full amount of the damage within two weeks. Parents/guardians will be notified of the damage assessment and payment due date at the same time as the student.

When damages occur of an accidental nature, students are expected to inform Residence Life staff immediately via email. When students take responsibility, they will be held responsible for cost of repairs, however they will not be fined. If damages are found by College staff, students will accrue a fine. When individuals witness damage occurring, or that has occurred, they are expected to speak to any College official or utilize the Anonymous Report Form provided online by Public Safety.

Damage Billing

Damage billing at Endicott 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, and damage, 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). A credit of up to \$10 will be set aside for damages other than wear and tear and will be credited toward common damages. These charges cannot be appealed. Room damages differ from common damages as they represent damage found in a student's room, or suite during health, safety, and maintenance inspections or during checkout. Students are encouraged to take responsibility for damages in their room immediately so they are not subjected to further penalties, including conduct 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 70*). 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 housing and 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.

See page 69 for the *Damage Item Charge List*.

Maintenance Issues

Maintenance issues arise periodically. Contact your residence/area director or the Office of Residence Life about any and all maintenance issues. In the result of an urgent maintenance issue, contact Public Safety after 5 p.m. and on weekend at 978-232-2222; Monday-Friday 9 a.m.-5 p.m. please contact Residence Life directly. 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.

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 working hours. To request a repair, please contact your RD/AD to ensure the request can be tracked and followed up on appropriately.

Trash and Recycling

Students are responsible for timely removal of trash and recycling 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, for any length of time. Violations of this policy may result in fines and conduct sanctions being assessed.

Valuables

Students are expected to 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. 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 a Residence Life staff member and report the loss to Public Safety.

Damaged Item Charge list					
Damaged Item	Parts	Labor	Damaged Item	Parts	Labor
Windows/Screens/Shades			Fire Equipment		
Room Window—Double Hung	\$200	\$100	Damaged Smoke Detector	\$65	\$50
Broken Window (Sash)	\$125	\$50	Damaged Carbon Monoxide Detector	\$100	\$50
Door Glass	\$25	\$50	Discharged Fire Extinguisher	Fire Dept. Fine	\$50 per hr. to clean
Common Area	\$125	\$100	Replace Extinguisher	\$100	\$25
Broken Window Arm (Crank Mechanism)	\$50	\$50	Miscellaneous		
Bayview Window Armature –Screws for Reattachment	\$2	\$100	Reynolds Stairwell Balisters (Price Per Spindle)	\$100	\$50
Broken Screen	\$50	\$50	All Other Balisters	\$75	\$50
Broken Screen Frame	\$50	\$50	Ceiling Tiles	\$10	\$50
Security Screen —Security Tag		\$150	Ceiling Track	\$2/ft.	\$50
Broken Shade	\$25	\$25	Thermostat	\$65	\$50
Other	Price out		Room Signs	\$20	\$50
			Peep Hole	\$10	\$25
Wall & Paint Damage			Stoneridge—HVAC Grill	\$60	\$25
Wall Damage Hole	\$75	\$100	Bathroom Fixtures		
Patch/Paint Wall	\$25	\$50	Toilet Paper Dispensers	\$75	\$25
Sticker Removal		\$25	Soap Dispensers	\$25	\$50
			Paper Towel Dispensers	\$75	\$50
Doors/Cabinets			Towel Racks/Toilet Paper Holder	\$20	\$25
Exterior Door Wood/Metal	\$350	\$150	Toilet Stall/Partitions per Section	\$125	\$100
Exterior Door Storefront	\$450	\$250	Shower Curtains/Shower Rods	\$25	\$25
Door Slab Wood (Add \$200 For Fire Rating)	\$200	\$150	Cleaning		
Frame Repair	\$50	\$150	Excessive Trash (Per Bag)		\$10
Door and Frame (Add \$200 For Fire Rating)	\$300	\$250	Carpet Cleaning—Stains		\$75
Modular Exterior Door	\$175	\$100	Graffiti—(per location)		\$50
Modular Screen Door	\$150	\$100	Excessive Cleaning (includes cigarette butts)		\$50
Modular Screen Door Hardware	\$25	\$50	Excessive Cleaning—Second Time		\$200
Modular Interior Door	\$100	\$50	Excessive Cleaning—Third Time and Beyond (+ \$200)		\$300
Cabinet/Vanity Drawer front	\$25	\$75	Furniture Replacement		
Cabinet/Vanity Door	\$75	\$50	Remove and Repair	Case-by-Case	\$50
Refinished Door		\$100	Desk	\$200	\$50
6 Panel Int Door—MA/GL/NT	\$125	\$100	Desk Chair	\$150	\$50
6 Panel Int Door—MA/GL/NT + Frame	\$225	\$200	Three Drawer Dresser	\$300	\$50
			Five Drawer Dresser	\$400	\$50
Keys and Locks			Loft Bed	\$400	\$50
Lost Key		\$50	Mattress	\$200	\$50
Broken Lock—Core	\$50	\$50	Loft Safety Bar	\$35	\$50
Broken/Replace Door Knob	\$75	\$50	Three Seat Sofa	\$750	\$50
Broken/Replace Lock Body	\$150	\$50	Two Seat Loveseat	\$600	\$50
			Upholstered Chair	\$400	\$50
Lights			Dining Table	\$500	\$50
Interior Fixture	\$25	\$50	CoffeeTable	\$250	\$50
Exterior Fixture	\$100	\$50	Dining Table	\$225	\$50
Broken Light Cover		\$50	Microwave	\$200	\$50
Broken Light Bulb		\$20	Television	\$400	\$50
Fire Exit Sign	\$100	\$50	VCR/DVD	\$200	\$50
Emergency Light/Exit Combo	\$150	\$100			
***Labor = \$50.00 For One Hour Minimum—Each Visit					
NOTE: Prices subject to change. Additional damages other than what is listed above will be assessed on a case-by-case basis.					

Endicott College

Terms & Conditions for Residency & Board

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 2, 2020. Housing for all other periods 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 and to cancel or terminate this agreement for disciplinary reasons.

If housing demands exceed designated room assignment capacity, the College reserves the right to assign additional residents to spaces designated as expanded occupancy space. If housing demand exceeds expanded 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, or fines may occur.

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 the 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.

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 purchase personal property insurance.

Residents will be required to review/revise/sign their RCR form within two weeks of check-in to identify any pre-existing room conditions. Residents must follow checkout procedures and will be assessed damages for any damage not identified on the RCR report from the beginning of the year.

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 & Organizations

Office of Student Activities

Email: activity@endicott.edu

Phone: 978-232-2141

Fax: 978-232-3003

endicott.edu/studentactivities

Student Activities collaborates to serve as a hub of student involvement initiatives designed to educate students through relationship building, advising, program planning, and experiential opportunities. Student Activities offers late-night and weekend programming throughout the academic year and runs a variety of programs including educational speakers, concerts, movie nights, off-campus trips, beach days, and much more.

Gully's

Molly Buckley, Assistant Director of Student Activities

Email: mbuckley@endicott.edu

Phone: 978-232-2607

Gully's is the social center located on the lower level of the Ginger Judge Science Center. It is a space for students to socialize with friends and build community outside of the classroom. Gully's has a bar, lounge, dance space, and a movie theatre room. There are all sorts of fun events at Gully's including trivia nights, sporting game viewing events, and DJ nights.

Student Government Association (SGA)

Email: sga@endicott.edu

Advisors: William Schimpf, Associate Dean of Students

Alyssa Laurenza, Assistant Director, Student Activities

The Endicott Student Government Association is the elected governing body that 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 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.

Student Clubs & Organizations

Student Organizations at Endicott

Alyssa Laurenza, Assistant Director of Student Activities
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A student club or organization is a group of undergraduate students that are committed to enriching the learning environment through extracurricular programs and activities. Clubs and organizations are open to all full-time, currently enrolled Endicott undergraduate students. They should be formed for the purpose of social, educational, and leadership development. No organization will be allowed to institute or exercise discriminatory practices. All organizations are responsible for abiding by the rules and regulations (academic, financial, etc.) that govern Endicott.

In order to be a recognized club or organization on campus, representatives from the organization must:

- Register the organization. Registration can be completed on MyEndicott.
- Appoint a faculty or staff adviser to the organization. This adviser must be a full-time employee of Endicott.

The benefits of being a recognized club or organization at Endicott include:

- Eligibility to receive funding from the Student Government Association Finance Board
- Use of Student Activities materials
- Advising and support from the assistant director of student activities
- Ability to book spaces through the Office of Student Activities
- Ability to use campus facilities and services
- Ability to sponsor speakers and activities at the College
- Posting and programming privileges
- Listing in all official Endicott publications
- Opportunity to participate in leadership development programs
- Permission to use the Endicott name in conjunction with programs and activities

Funding Requests

Registered clubs and organizations may submit funding requests to apply for money to support programs and events. Requests must be submitted at least two weeks before the funds needed. All funding requests are reviewed by the Student Government Association Finance Board. The SGA Finance Bylaws outline the guidelines for requesting funds, events or programs eligible to receive funds, and the process for reimbursements.

Starting a New Organization

We are always looking to grow our involvement opportunities at Endicott. If you have an idea for a new organization, you can apply on MyEndicott.

In order to be approved, the organization must have at least three appointed founding officers, and a faculty or staff adviser, and the signature of 20 interested students. Upon submission of this form, the assistant director of student activities will contact the applicant to set up a time to review the proposal and to inform the club of the next steps.

Community Involvement Fair

At the beginning of each semester, the Office of Student Activities hosts a community involvement fair. This is a great chance for your organization to show its faces to the greater campus community and recruit more members.

Student On-Campus Marketing & Publicity

Marketing

Marketing your student organization's programming and meetings is an important way to increase involvement. Here are some guidelines for marketing your student organization:

Flyers

All flyers must be approved by the Office of Student Activities. Flyers are not allowed to be hung on windows or doors. You may only hang a flyer seven days prior to your event.

Social Media

Create a Facebook page to advertise your student organization. You can also create a private Facebook group for student organization members. Instagram and Twitter are also popular sites. All clubs and organizations social media accounts (Facebook pages, Twitter, Instagram, etc.) must adhere to the Office of Communications and Marketing social media guidelines. To ensure continuity, all passwords for clubs and organizations social media pages must be submitted to the Office of Student Activities.

Campus TV Screens

Email announcements to scala@endicott.edu to have them included on the rolling advertisements on the televisions around campus.

Clubs & Organizations Logos

All clubs' and organizations' must adhere to the Office of Communications & Marketing logo guidelines for clubs' and organizations'. For new clubs or organizations, the Office of Communications & Marketing can help in the creation and design of a logo. Please contact the Office of Student Activities for more information.

Endicott Observer

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



Endicott College Travel Assumption of Risk

Waiver & Release Form

Caution: PLEASE READ BEFORE SIGNING

I, (full name) _____, freely choose to participate in (sport team) _____, (henceforth referred to as the “program”).

In consideration of my participation in this program, I agree as follows:

INSTITUTIONAL ARRANGEMENTS: I understand that Endicott is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the program. I understand that Endicott is providing these services only as a convenience to participants and that accordingly, Endicott accepts no responsibility, in whole or in part, for delays, loss damage, or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling, or while staying in designated lodging. I further understand that Endicott is not responsible for matters that are beyond its control. I acknowledge that Endicott reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or program as deemed necessary by Endicott.

INDEPENDENT ACTIVITY: I understand that Endicott is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any College activity. In addition, I understand that any travel that I do independently on my own before or after the College-sponsored program is entirely at my own expense and risk.

HEALTH & SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in the program. I have obtained the required immunizations, if any.

I recognize that Endicott is not obligated to attend to any of my medical or medications needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this program, I authorize in advance the representative of Endicott to secure whatever treatment is necessary. Endicott may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between Endicott and me. I release Endicott, its officers, officials, employees, volunteers, students, agents, and assigns from all liability for any bodily injury or damage I sustain as a result of any medical care that I receive resulting from my participation in the program, as well as any medical treatment decision or recommendation made by an employee or agent of Endicott. I agree to pay all expenses relating thereto and release Endicott from any liability for any actions.

ASSUMPTION OF RISK & RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend Endicott College and its officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian, or any other person may have for any losses, damages, or injuries arising out of or in connection with my participation in this program.

SIGNATURE: I agree that I am signing on my own free will and that I have carefully read this waiver and release and fully understand that it is a release of liability.

Student name (printed)

Student signature

date



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