



2016 - 2017

# STUDENT HANDBOOK



ENDICOTT  
COLLEGE

## **SPECIAL NOTICE**

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

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

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

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

Revised September, 2016

# MISSION AND 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, inclusive and diverse 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), 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.

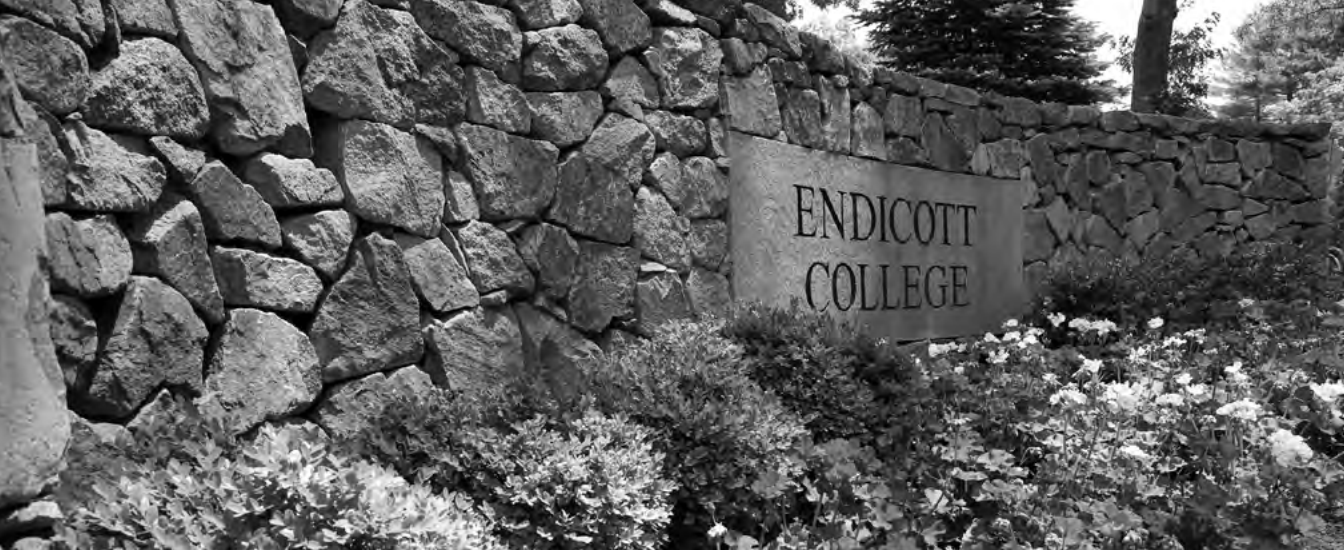
### We Believe That:

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 his or her fullest potential, and our community should foster that growth.
5. Each person should reflect on and take responsibility for his or her words and actions, in the context of both personal growth and the welfare of others.
6. As a community of learners, each of us succeeds when we contribute to an environment that is rich in opportunity and understanding.
7. Our goal is to graduate individuals with skills, attitudes, and character traits that will make them productive and successful in their own lives and in their communities.

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





## EMERGENCY, SAFETY, AND COMMUNITY RESOURCES

<b>College Resource</b>	<b>Phone Number</b>
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 8:00 a.m. - 5:00 p.m., and Tuesday - Thursday 11:00 a.m. - 7:00 p.m.</i>	
Advising Services.....	978-998-7735
Physical Plant.....	978-232-2351
Dean of Students.....	978-232-3096
Vice President of the Undergraduate College .....	978-232-2055
Vice President of Finance.....	978-232- 2384
Vice President and Dean of Academic Resources and Student Success.....	978-232-2292
President .....	978-232-2000
<b>Community Resources</b>	<b>Phone Number</b>
Beverly Police Department.....	978-922-1212
Beverly Fire Department.....	978-922-2424
Beverly Hospital (General Number).....	978-922-3000
Beverly Self Storage.....	978-922-4806
Northshore Rape Crisis Center 24-hour Hotline .....	800-922-8772
Northshore Taxi Service (accepts Gull Cards).....	978-921-6222
MBTA (T and Train Information).....	800-392-6100
Logan Airport .....	800-23-LOGAN
Registry of Motor Vehicles .....	617-351-4500
Beverly Cleaners (Dry Cleaning).....	978-927-0222
Flair of Beverly (Dry Cleaning).....	978-922-0786
Magic Touch (Dry Cleaning).....	978-927-9011
A C Moore (Art Supplies – Liberty Tree Mall) .....	978-750-0420
Art Supplies Wholesale .....	978-922-2420
CVS .....	978-921-0632
Walgreens.....	978-921-0506
Target Pharmacy .....	978-762-4439

# ACADEMIC CALENDAR 2016 - 2017

## 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

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
23/30	24/31	25	26	27	28	29

## NOVEMBER

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			

## DECEMBER

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	31

## JANUARY

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	31				

## FEBRUARY

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				

## MARCH

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	31	

## APRIL

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
23/30	24	25	26	27	28	29

## MAY

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	31			

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

## IMPORTANT DATES TO REMEMBER

### FALL 2016

Classes Begin	September 7
Last day to add/drop	September 15
Online registration (check specific date/time with advisor)	Oct. 19 - Nov. 16
Last day to withdraw class with a grade of W	November 14
Last day of classes before Thanksgiving Recess	November 18
Classes Resume	November 28
Last Day of Classes	December 13
Final Exams	December 15-16 December 19-21
College Closed	Dec. 26 - Jan. 2

### SPRING 2017

All returning Students check in	January 22
Classes Begin	January 23
Last day to add/drop	January 31
Internship Conference Day	February 28
Spring vacation begins after last class	March 10
Classes Resume	March 20
Online registration	March 20 - April 7
Last day to withdraw with a grade of W	April 5
Online Housing Selection	Mid April
Last Day of Classes	May 5
Final Exams	May 8-12
Commencement	May 20

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## MESSAGE FROM THE PRESIDENT

### WELCOME TO ENDICOTT!

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

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

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

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

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

Sincerely,

Richard E. Wylie, *President*





## CAMPUS RESOURCES

### ADMINISTRATIVE LEADERSHIP

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

#### **PRESIDENT'S OFFICE**

College Hall

978- 232-2000

Dr. Richard E. Wylie, President: [rwylie@endicott.edu](mailto:rwylie@endicott.edu)

Joanne Waldner, Assistant to the President: [jwaldner@endicott.edu](mailto:jwaldner@endicott.edu)

Pam Droney, Assistant to the President: [pdroney@endicott.edu](mailto:pdroney@endicott.edu)

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

#### **EXECUTIVE VICE PRESIDENT**

College Hall

978-232-2030

Lynne O'Toole: [lynne@endicott.edu](mailto:lynne@endicott.edu)

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

#### **VICE PRESIDENT OF FINANCE**

College Hall

978-232-2384

Anthony Ferullo: [aferullo@endicott.edu](mailto: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 AND DEAN OF ACADEMIC RESOURCES AND STUDENT SUCCESS**

Diane M. Halle Library

978-232-2292

Dr. Kathleen Barnes: [kbarnes@endicott.edu](mailto:kbarnes@endicott.edu)

The Vice President and Dean of Academic Resources and Student Success is responsible for enrollment and retention programs as well as the leave of absence and withdrawal process. Additional responsibilities include the supervision of the student support services available including: the Writing Center, the Advising & Tutoring Center, the Student Support Center, and Disability Services. Students receive individualized assistance, made available by appointment and drop-in.

## **GENERAL COUNSEL**

College Hall  
978-998-7768  
Karen Abbott: [kabbott@endicott.edu](mailto: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 AND DEAN OF THE UNDERGRADUATE COLLEGE**

Wax Academic Center  
978-232-2055  
Dr. Laura Rossi-Le: [lrossile@endicott.edu](mailto:lrossile@endicott.edu)

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

## **VICE PRESIDENT OF ADMISSION AND FINANCIAL AID**

College Hall  
978-232-2005  
Thomas J. Redman: [fredman@endicott.edu](mailto:fredman@endicott.edu)

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

## **VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT**

College Hall  
978-232-2376  
David W. Vigneron: [dvignero@endicott.edu](mailto: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.

## **DEAN OF STUDENTS**

Callahan Center  
978-232-3096  
Brandi Johnson: [bjohnson@endicott.edu](mailto:bjohnson@endicott.edu)

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

## **VICE PRESIDENT AND DEAN OF GRADUATE AND PROFESSIONAL STUDIES**

Van Loan School of Graduate and Professional Studies  
978- 232-2199 or 2044  
Dr. Mary Huegel: [mhuegel@endicott.edu](mailto:mhuegel@endicott.edu)

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





## CAMPUS SERVICES AND RESOURCES

### **ACADEMIC TECHNOLOGY**

*Diane M. Halle Library and Wax Academic Center*

978- 232-2282

Kent Barclay, *Associate Dean of Academic Technology*: [kbarclay@endicott.edu](mailto:kbarclay@endicott.edu)

The Department of Academic Technology at Endicott College is comprised of several areas, the campus computer labs, laptop support, mediated and “Smart” classrooms, Media Services, MyEndicott web portal, GullNet and Canvas- the campus Learning Management Systems, Mediacore cloud based media storage and distribution system, web conferencing systems and the Digital Media Center. All are designed to promote and support more effective teaching and learning through the use of technology. Academic Technology staff provides Endicott faculty, staff and students with workshops, training and support in the use of various software programs, web tools, digital media and audio/video production technologies.

### **ATHLETICS**

*Post Sport Science and Fitness Center*

978-232-2305

Dr. Brian Wylie, *Director of Athletics and Recreation*: [bwylie@endicott.edu](mailto:bwylie@endicott.edu)

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

### **BANKING**

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

### **BOOKSTORE**

*Callahan Center*

978-232-2105

Lori McMahan, *Manager*: [bkstore@endicott.edu](mailto:bkstore@endicott.edu)

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

### **BURSAR OFFICE**

*College Hall*

978-232-2036

Sarah Kidd, *Bursar*: [skidd@endicott.edu](mailto:skidd@endicott.edu)

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

### **CAREER CENTER**

*Diane M. Halle Library*

978-232-2101

Dean Eric Hall, *Dean of Internship and Career Center*, [ehall@endicott.edu](mailto:ehall@endicott.edu) at extension 2294

Dale McLennan, *Director*: [dmcleenna@endicott.edu](mailto:dmcleenna@endicott.edu)

The purpose of the Career Center is to provide services, resources, and educational opportunities that will support students and alumni in their career exploration, planning, and job search efforts. Students can schedule individual appointments for help in exploring career options, planning their internship and job searches, applying to graduate school, or help with resumes, cover letters and interviews. In addition, a wide range of online resources are available on the Career Center website, including an online job/internship board, BigInterview practice interview software, CandidCareer exploration resource, downloadable career/major guides and more.

## **COMMUNICATIONS SERVICES: VOICE, VIDEO, AND DATA**

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

## **COMMUNITY SERVICE**

Callahan Center

(978) 232-2241

Lauri Rawls, Director: [lrawls@endicott.edu](mailto:lrawls@endicott.edu)

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

## **COMMUTER STUDENT RESOURCES**

Callahan Center

978-232-2119

Katherine Bahrawy, Assistant Director of Student Activities: [kbahrawy@endicott.edu](mailto:kbahrawy@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](mailto: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

Karen Tompkins, Director: [ktompkin@endicott.edu](mailto:ktompkin@endicott.edu)

Endicott College 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](mailto:dining@endicott.edu)

Endicott College dining services is managed by Sodexo Campus Services with offices in the Callahan Center. Sodexo provides a variety of services to meet the needs of the College community. These include the Callahan Dining Hall, 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, Director: [mtoomey@endicott.edu](mailto:mtoomey@endicott.edu)

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

## **ENDICOTT RESEARCH CENTER**

978-232-2058

Peter Hart, *Executive Director*: [lehart@endicott.edu](mailto: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](mailto:bcourtem@endicott.edu)

The Diane Meyers Halle Library ([www.endicott.edu/library](http://www.endicott.edu/library)) is a major academic support unit of Endicott College 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 College 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 Library building also houses the Office of International Education, Academic Technology, Internship and Career Center, Archives and Museum, 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 8:00 p.m.
Saturday:	12:00 to 6:00 p.m.		Sunday:	noon to midnight

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

## **GULL CARD OFFICE**

*College Hall*

978-232-2054

Jaimie Klopotoski, *Gull Card Administrator*: [jklopoto@endicott.edu](mailto: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 College 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 on-line databases

## **HEALTH CENTER/FAMILY MEDICINE ASSOCIATES**

*Callahan Center*

978-232-2104

[fma@endicott.edu](mailto:fma@endicott.edu)

The Health Center is run by Family Medicine Associates. Family Medicine Associates (FMA) is a community-based family practice group with offices located in Hamilton and Manchester, Massachusetts. 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 as well as 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 (TBD) of this Student Handbook for details about the Massachusetts Immunization requirements for college students.

## **INFORMATION TECHNOLOGY**

College Hall

978-232-2948

Gary Kelley, Chief Information Systems Officer: [gkelley@endicott.edu](mailto:gkelley@endicott.edu)

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

## **CENTER FOR UNDERGRADUATE INTERNATIONAL PROGRAMS**

Diane M. Halle Library

978-232-2272

Warren Jaferian, Dean of the Center for Undergraduate International Programs: [wjaferia@endicott.edu](mailto:wjaferia@endicott.edu)

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

## **INTERNSHIP PROGRAM**

Diane M. Halle Library

978-232-2330

Dean Eric Hall, Dean of Internship and Career Center, [ehall@endicott.edu](mailto:ehall@endicott.edu) at extension 2294

Cindy Richard, Director of Internship: [crichard@endicott.edu](mailto:crichard@endicott.edu)

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

## **LOST AND FOUND**

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

## **MAIL**

Callahan Center

978-232-2107

Bill Melanson, Director: [copycntr@endicott.edu](mailto: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 College community as a primary source for information, entertainment, and persuasion. A student staff that strives to offer students and staff a reputable source for news supports the *Endicott Observer*.

## **PUBLIC SAFETY**

Public Safety Building at the Main Gate

Charles J. Femino, Director of Public Safety and Chief of Campus Police: [cfemino@endicott.edu](mailto:cfemino@endicott.edu)

978-232-2222

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

American BBQ  
Atomic Café  
Cabot Pizza  
CVS  
CVS  
Domino's Pizza  
Harry's Pizza  
Little Italy  
North Shore Taxi  
Panera Bread  
Prides Deli & Pizzeria  
Prides Osteria

### **BEVERLY LOCATION**

950 Cummings Center  
265 Cabot St  
133 Cabot St  
434 Rantoul St.  
19 Dodge St.  
43 Beckford St.  
730 Hale St.  
294A Cabot St.  
27 Walnut St.  
57 Dodge St.  
644 Hale St.  
240 Rantoul St.

### **PHONE**

978-921-1212  
978-922-0042  
978-921-0300  
978-921-0632  
978-927-0060  
978-927-2999  
978-921-4777  
978-922-4704  
978-532-2222  
978-998-6860  
978-921-1109  
978-969-0083

## **POST SPORT SCIENCE AND FITNESS CENTER**

978-232-2337

Mark Kulakowski, Assistant Athletic Director, Facilities and Recreation: [mkulakow@endicott.edu](mailto:mkulakow@endicott.edu)

The Post Center is a state-of-the-art academic, athletic, and recreation center. The building serves as the College's main athletic and recreational facility for the community. The Center provides a variety of programs and events that are open to all community members to enhance the physical development of students and to allow for learning new skills. The Center also offers a variety of fitness programs and intramural sports, which are a spin-off of our regular sports programs. Several club sports are also offered. Facility hours of operation are posted at the Control Desk, listed at [www.endicott.edu/postcenter](http://www.endicott.edu/postcenter), as well as on the monthly calendar. Your Endicott ID card will serve as your membership card for the Post Center and its programs.



## MEAL PLANS



### Campus Dining Meal Plans Fall 2016

College Policy maintains that all resident students must participate in one of the board plan options. The only exceptions to this policy will be documented cases of medical disability and must be approved in writing in advance by the ADA Coordinator and the Vice President of Finance. Meal plans have been designed with student needs in mind. They offer flexibility and convenience. All resident students must be enrolled in one of the resident student meal plans. Our meal plan week runs from Friday to Thursday. Amounts listed below are per semester.

#### **Max Meal Plan - \$2252 per semester**

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

#### **Deluxe Meal Plan - \$2252 per semester**

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

#### **10 Meal Plan - \$2045 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 \$1390 per semester**

The 7 Meal Plan provides 7 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+ credits or commuting students.

#### **5 MEAL PLAN \$1099.00 per semester**

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

If a qualifying meal plan is not selected by the student, the max meal plan will be billed. Meal plans may be reduced to a lesser plan, but not eliminated if requested in writing to the Student Affairs Office within the first two weeks of each semester. Requests for meal plan changes will be approved if the Resident is eligible for the plan requested. Resident 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 2016: September 21, 2016**

**Deadline to make Meal Plan changes for Spring 2017: February 6, 2016**

## 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 & Salads: 1:30 p.m. to 4:45 p.m.  
M - Th Dinner: 4:45 p.m. to 8:00 p.m.  
Friday Dinner: 4:45 p.m. to 7:00 p.m.

##### WEEKENDS

Brunch: 10:30 a.m. to 1:00 p.m.  
Dinner: 5:00 p.m. to 7:00 p.m.

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

### AFC SUSHI

New to the Callahan Center is AFC Sushi. Located right outside of the dining hall, AFC Sushi will offer a variety of sushi. Students may use Flex Cash, "Card Cash" or cash at AFC Sushi - it is not included in the meal plan.

#### Hours of Operation

Monday through Friday 11:00 a.m. - 7:00 p.m.

### EINSTEIN BROS. BAGELS

Located in the Life Sciences and Business Building. 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 Friday 7:00 a.m. – 9:00 p.m.  
Saturday 9:00 a.m – 4:00 p.m.

### COURTYARD CAFÉ

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

#### Hours of Operation

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

### THE LODGE

The Lodge is located between the Post Center and Tower Hall. The Lodge features 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 4:00 p.m. – 1:00 a.m.  
Thursday and Friday 4:00 p.m. – 2:00 a.m.  
Saturday 3:00 p.m. – 2:00 a.m.  
Sunday 1:00 p.m. – 1:00 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 11:30 a.m. - 1:30 p.m.

## **REGISTRAR**

College Hall  
978-232-2064

**Rosa Cadena, Registrar:** [rcadena@endicott.edu](mailto:rcadena@endicott.edu)

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

## **RELIGIOUS AND SPIRITUAL LIFE**

*Chaplain's office is located in the Chapel*

978-232-2163

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

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

## **RESIDENCE LIFE**

Callahan Center

978-861-7627

**Caitlin Courtney-Biedrzycki, Director of Housing and Residence Life:** [ccourtne@endicott.edu](mailto:ccourtne@endicott.edu)

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

## **STUDENT ACTIVITIES**

Callahan Center

978-232-2146

**Brianne McGann, Director:** [bmcgann@endicott.edu](mailto:bmcgann@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!

## **SHUTTLE TRANSPORTATION**

Callahan Center

978-232-2119

**George Kuntz, Community Service/Program Assistant:** [gkuntz@endicott.edu](mailto:gkuntz@endicott.edu)

Endicott College provides shuttle service to various places of interest for both students and staff. These areas include Cabot Street in Downtown Beverly, the Beverly Depot, both the Liberty Tree and North Shore Mall, as well as Shaw's Grocery and CVS Pharmacy in North Beverly. Shuttle transportation is free to all Endicott College student and staff ID holders, and run seven days per week during the academic calendar year (excluding holidays, January internship, and Summer breaks). Schedules may be altered to reflect changing semester needs. For a completely up-to-date of all service, please visit our page at [www.endicott.edu/shuttle](http://www.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, and stop at College Hall, inbetween Callahan and the LSB, the bus stop at the Post Center, the Halle Library and the Manninen Center for the Arts. Regular service will be Monday-Friday, 8:00am-6:00pm.

The Weekend Safe Ride will operate Thursday evenings (9:00 p.m.-1:00 a.m.) and Friday/Saturday evenings (9:00 p.m.-2:00 a.m.). Weekend van service can be obtained by calling the Safe Ride Line at 978-232-2465.

## **SAFETY ESCORT SERVICE**

978-232-2222 (x2222 from campus phone)

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

### **SAFE RIDE VAN**

978-232-2465

Safe Rides are provided by Public Safety Thursdays thru Saturdays from 9:00 p.m. to 2:00 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.

### **TAXI SERVICE**

978-921-6222, North Shore Taxi

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

### **TRANSPORTATION SERVICES**

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

### **WYLIE INN AND CONFERENCE CENTER**

866-333-0859

Eric Fredereksen, *General Manager*: [efredereksen@wyliecenter.com](mailto:efredereksen@wyliecenter.com)

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





# ENDICOTT COLLEGE STUDENT CODE OF CONDUCT

Endicott College, as an institution of higher education, 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 foster and protect the core mission of the College, to foster the growth of the individual student in a safe and secure learning environment, and to protect the welfare of the College community.

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 her/his own actions and the conduct of her/his 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 maintaining student conduct in the College setting is to protect the character of the College community by discouraging conduct inconsistent with the values of the institution. The purpose of publishing student conduct regulations 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 forum through which to determine whether a student is responsible for violating College regulations. This Code provides a means for the exercise of 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 him- or herself; 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 her/his 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 Dean of Students, 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. The Dean of Students (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. The Dean of Students (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 her/himself 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 his/her 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 Dean of Students, 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 district or federal 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 and Relationship Violence.

Sexual misconduct and sexual assault are antiethical 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** 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 the 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.

#### **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, ornamental or decorative 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 and 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, or the setting of any unauthorized fire in or on College property.

#### **8. Alcohol, Controlled Substances, and Illegal Drugs.**

- a. Unlawful possession or use of controlled substances, including prescription medicine for which the student does not have a prescription in his/her 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 State of Massachusetts.
- f. Providing alcoholic beverages to an individual who is under the age of 21 as specified by the State of Massachusetts.
- g. Operating a motor vehicle while under the influence of alcohol or any controlled substances or illegal drugs.
- h. Intoxicated behavior that endangers self or others, or brings discredit to the college.
- i. 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 twenty-one and/or illegal drugs or controlled substances are unlawfully possessed, distributed or used).
- j. Violation of Registered Party Policy.
- k. 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.
- l. Common sources of alcohol (i.e. kegs, party balls, etc.), alcoholic punches, grain alcohol, and binge drinking paraphernalia (i.e. funnels, etc.) are prohibited.
- m. 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 bodies.
- 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 - without authorization removes or uses 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 – without authorization temporarily removes or uses 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. Enters or uses 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.

**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.

**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.

## **V. Student Conduct System and 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 Vice President and Dean of the Graduate School, 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 interim suspension.

### **B. Student Conduct Proceedings**

1. 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 at the discretion of the College.
  - a. 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.
  - b. A student who wishes to accept responsibility for violations of this Code may resolve the matter at the hearing. This acceptance must be in writing, affirming acceptance of responsibility for the charge(s) and acknowledging that the full range of sanctions may be imposed.

At the discretion of the Dean of Students (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 specific 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 e-mail 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. At the informational meeting, the student may decide to accept responsibility for the charges and the hearing will proceed to that determination at that time.
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 a copy of a redacted incident report from administration. "Case file" means the file containing those materials pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974. If additional information becomes available and is relevant, it will be discussed and reviewed at the proceeding. The personal notes of College staff members and privileged information of other students are not included in the case file and thus are not accessible.
5. The respondent shall have the opportunity to provide additional and 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.

### 13. **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 Dean of Students or President as is appropriate about what disciplinary action will be imposed. All outcomes of the Student Accountability Board will be communicated in writing.

## VI. 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, he or she 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 his or her actions.
  - The responsible student’s demeanor, honesty (or lack thereof), 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 him or her 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 his or her 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. 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 and may be excluded from participation in privileged or extracurricular institutional activities. Additional restrictions or conditions for behavioral changes may be imposed. 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. **Failure to Perform Discretionary Sanctions:** In the event that the student fails to perform the discretionary sanction imposed within the timeframe required, the College may impose further sanctions and/or may institute a hold on the student's ability to register for classes pending completion of the sanction.

## VII. 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 Dean of Students or the Office of the Vice President and Dean Of the Graduate School, as appropriate, by the student within three (3) 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 Dean of Students and/or the President of the College will review and determine the outcome of the appeal. For all other matters, the Dean of Students or Vice President and Dean of the Graduate School (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 within 3 class days. 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 Dean of Students (or designee) or Vice President and Dean of the Graduate School, as appropriate, the continued presence of the student on the campus poses a serious threat to her/himself or to others, or to the stability and continuance of normal College functions.

### **NOTICE OF NONDISCRIMINATION**

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and all other applicable nondiscrimination laws, the College does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender expression, disability, age, marital status, national origin, ethnicity or veteran status, or on any other basis prohibited by federal or state law, in the employment or in the application, admission, operation, participation, access and treatment of employees and students in any of the College's programs and activities.

### **SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY**

Endicott College is committed to providing an environment in which members of its community can pursue their academic and professional activities of teaching, learning and research. This environment cannot thrive unless each member of the College community is valued as an individual and treated respectfully. Sexual misconduct and sexual assault are antiethical to the standards and values of the College, violate College policy and in some instances state and federal law, and will not be tolerated.

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, as discussed below. The College complies with Title IX and does not discriminate on the basis of sex in its educational programs and activities, admissions or employment.

This policy sets forth the options available to an individual making a report of sexual misconduct or relationship violence, including sexual assault, domestic violence and stalking, as well as the available resources. Reports alleging sexual misconduct or relationship violence committed by students or recognized student organizations will be resolved according to the process outlined in this Policy and the Endicott College Student Code of Conduct. Reports alleging sexual misconduct or relationship violence by faculty or staff members will be handled consistent with the procedures outlined in the College's Faculty and Staff handbooks and policies. 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 complainant and others if appropriate.

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

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

- Such conduct has the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive educational, employment, or living environment.

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

- Unwelcome physical contact, such as touching, hugging, kissing, patting or pinching.
- Unwelcome jokes, verbal abuse, comments, conducts, or innuendo of a sexual nature.
- Unwelcome sexual flirtations, advances, propositions or requests for sexual favors.
- Requests or demands for sexual favors accompanied by implicit or explicit promises rewards or threats concerning an individual's employment status or educational status.
- Disseminating, accessing or downloading through college property, equipment or computers systems or network any sexually explicit material or information of any kind.
- Indecent exposure.
- Sexual misconduct, including sexual violence.

**Sexual violence is a form of sex discrimination and is prohibited.** It is generally defined as contact of a sexual nature that occurs without the effective consent of an individual involved. Effective consent cannot be given by minors, those who are incapacitated as a result of alcohol or other drug consumption, or those who are otherwise incapacitated or unconscious. Consent as a result of coercion, intimidation, threat of force or force is not effective consent. An individual may also be unable to give consent due to an intellectual or other disability. In the state of Massachusetts, consent can never be given by a minor under the age of 16. Examples of sexual violence include, but are not limited to, acts of rape (stranger and acquaintance); having sexual contact with someone who is incapacitated (e.g., from alcohol or drug usage) such that their decision making ability is compromised and they are unable to consent; continuing a sexual act after either party has made it clear, either verbally or by conduct, that they do not wish to continue physical contact, and other forms of coerced sexual activity, including unwanted touching, fondling or other forms of sexual conduct.

In addition to the above, specific examples of sexual misconduct constituting violations of this policy include:

**Sexual Assault** - Penetration, no matter how slight, of a vagina or anus with a sex organ or object, or oral penetration by a sex organ of another person, without the consent of the victim, or non-consensual touching of a sexual nature of another person with or without force.

**Domestic Violence** - violent misdemeanor and felony offenses committed by a victim's current or former spouse, current or former cohabitant, person with whom a victim shares a child or anyone else protected under domestic or family violence law.

**Dating Violence** - Violence by a person who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by (a) its length, (b) its type, and (c) frequency of interaction of persons involved in the relationship.

**Stalking** – an intentional course of repeated conduct or behavior over a period of time directed at a specific person that would cause a reasonable person to (a) fear for her, his or other's safety, or (b) to suffer substantial emotional distress.

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

## RETALIATION

Retaliating against any individual for making a complaint of conduct prohibited by this policy, or for assisting in the investigation of such a complaint, is illegal under Title IX and is strictly prohibited by the College. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.

## REPORTING AND CONFIDENTIALITY

Anyone who has been subject to any sexual misconduct is encouraged to report the incident to the Endicott College Public Safety Department, the Title IX Coordinator, or 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. However, students should understand that not all personnel are allowed to maintain strict confidentiality, as further explained below. Resources that are obligated by law to maintain confidentiality include:

**Counseling Center: 978-232-2106 (9 a.m. – 5 p.m., Monday –Friday).**

After hours and on weekends call Public Safety 978-232-2222 and ask to speak to the Counselor on Call.

**Chaplain: 978- 232-2163**

**FMA at Endicott (Health Center): 978-232-2104**

**North Shore Rape Crisis Center (24 Hour Hotline): 800-922-8772**

The College's Title IX Coordinator is responsible for overseeing all reports of Sexual Misconduct and Relationship Violence, and identifying and addressing any patterns or systemic problems that arise during review of such reports.

**Title IX Coordinator:**

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

**Deputy Title IX Coordinators:**

**Public Safety**

Kerry Stokes, Assistant Director of Public Safety, 978-232-2225 or kstokes@endicott.edu  
Endicott College, 376 Hale Street, Beverly, MA 01915

**Student Affairs**

Brandi Johnson, Dean of Students, 978-232-3096 or bjohnson@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, Assistant Dean of the Graduate School, 978-232-2817 or cporter@endicott.edu  
Endicott College, 376 Hale Street, Beverly, MA 01915

## CONFIDENTIALITY

The College encourages all Endicott community members to report an incidence of sexual misconduct. However, the College recognizes that not every individual will be prepared to make a report to the College or to law enforcement. For those individuals who are not prepared to make a report, there are several resources available who are obligated by law to maintain confidentiality, including the following::

**Counseling Center: 978-232-2106 (9 a.m. – 5 p.m., Monday –Friday)**

After hours and on weekends call Public Safety 978- 232-2222 and ask to speak to the Counselor on Call

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

**FMA at Endicott (Health Center): 978-232-2104**

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

If an individual requests that a report of sexual misconduct remain confidential, the College will make all reasonable efforts to preserve the confidentiality of, and prevent the disclosure of the identities, of the parties 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.

Complainants, alleged victims (if not the complainant), and respondents may request that the College treat information regarding alleged sexual misconduct as confidential. The College takes such requests seriously; however, such requests may limit the College's ability to investigate and take reasonable action in response to a complaint. In such cases, the College will evaluate the request(s) that a complaint 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, to the extent possible and appropriate, 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 local authorities – the Beverly Police Department may be reached 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.

## COMPLAINTS PROCESSED THROUGH THE COLLEGE CONDUCT PROCESSES

Endicott College students, employees, faculty, and visitors may contact the College's Title IX Coordinator or Deputy Title IX Coordinators listed below to address questions about this policy or to file a complaint of prohibited conduct. These college administrators will be able to answer questions and help explain the options available to the complaining party.

**Title IX Coordinator:**

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

**Deputy Title IX Coordinators:**

**Public Safety**

Kerry Stokes, Assistant Director of Public Safety, 978-232-2225 or kstokes@endicott.edu  
Endicott College, 376 Hale Street, Beverly, MA 01915

**Student Affairs**

Brandi, Johnson, Dean of Students, 978-232-3096 or bjohnson@endicott.edu  
Endicott College, 376 Hale Street, Beverly, MA 01915



## **Athletics**

Sean Quirk, Associate Athletic Director, 978-232-2010 or squirk@mail.endicott.edu  
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## **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, Assistant Dean of the Graduate School, 978-232-2817 or cporter@endicott.edu  
Endicott College, 376 Hale Street, Beverly, MA 01915

Complaints against students will be processed through the College Student Code of Conduct and in accordance with the additional requirements set forth in this policy. In addition to the contacts listed above, students who wish to file a report can do so with any residence life, Public Safety or student affairs staff member. Complaints against staff or faculty shall be processed as set forth in the Employee and Faculty Handbooks, and should be addressed to the Title IX Coordinator. Complaints of violations of this Policy committed by third parties should be addressed to the Title IX Coordinator.

## **INTERIM MEASURES**

During the investigation and prior to a final determination, the Title IX Coordinator and/or appropriate administrator will 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 administrator may limit a student's or organization's access to certain College facilities or activities pending resolution of the matter. The administration may impose an interim suspension of the respondent pending the resolution of an alleged violation when the administration determines that it is necessary in order to protect the safety and well-being of members of the College community.

## **DISCIPLINARY PROCEEDINGS**

A complaint alleging a violation of this policy may be brought through the Student Code of Conduct system at any time. The College will provide adequate, reliable and impartial investigation of all complaints of misconduct under this policy. All parties have an interest in the speedy resolution of an allegation of sexual misconduct. The College will make all reasonable efforts to complete the investigation and determination process in a prompt time frame, usually within sixty 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.

In any hearing related to a violation of this policy which involves a student, the hearing process set forth in the Student Code of Conduct shall apply. Additionally, the requirements of this policy shall apply. The complainant and the respondent shall have equal rights during the process to the following:

- A right to a formal hearing to determine responsibility and appropriate sanctions. In the event that a complainant elects an informal process or resolution, the complainant may end it at any time in favor of a formal process.
- Mediation is not appropriate for cases of sexual assault and will not be used.
- Complaints will be evaluated using a preponderance of the evidence standard.
- Parties will not be allowed to cross examine each other directly.
- Accommodations during the hearing that minimize face to face contact with the other party, if requested.
- The right to be notified in writing of the outcome of the hearing and the sanction imposed as well as any amendment(s)/changes from an appeal.
- The right to have an advisor present throughout the hearing. The complainant and respondent may each be accompanied by an 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 student he/she is advising nor shall the advisor question or address witnesses.
- If either party is afforded a pre-hearing meeting, both parties shall be allowed such a meeting.
- The right to equal processes of appeal.

## SANCTIONS

Sanctions for those found responsible for Sexual Misconduct or Relationship Violence under this policy range up to and including expulsion as well as termination of employment, and are set forth in the Student Code of Conduct and the Employee and Faculty Handbooks.

## 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

## SUGGESTED ACTIONS IF YOU ARE THE VICTIM OF SEXUAL ASSAULT OR ARE ASSISTING A FRIEND:

### 1. ENSURE YOUR PHYSICAL SAFETY

You may seek help from local law enforcement, Beverly Police at 978- 921-6040, or by contacting the College Public Safety Department 978- 232-2222. Public Safety can assist you with contacting local law enforcement and can help you obtain transportation to the local law enforcement office or other safe space. Security Personnel is staffed at Public Safety 24 hours a day, seven days a week.

### 2. SEEK MEDICAL ASSISTANCE AND TREATMENT

Local options for medical care include FMA at Endicott (Health Center) and Beverly Hospital. It is crucial that you obtain medical attention as soon as possible after a sexual assault to determine the possibilities of physical injury. Employees at FMA at Endicott (Health Center) or Public Safety can help you contact a support person, such as a family member, a friend or a roommate.

If you choose to have an evidence collection kit (or "rape kit") completed, it is important to do so within 72 hours. Even if you have not decided whether to file charges, it is advisable to have a kit completed so that you can preserve the option of obtaining a protective order and/or filing charges at a later date. Beverly Hospital administers evidence collection kits. Individuals may go directly to Beverly Hospital or may be referred to the Hospital by FMA at Endicott (Health Center). In order to best preserve evidence for an evidence collection kit, it may be advisable for you to avoid showering, bathing, going to the bathroom or brushing your teeth before the kit is completed. You should also wear (or take with you) to the hospital the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.

### 3. OBTAIN EMOTIONAL SUPPORT

Do not isolate yourself. Get support. Options include:

- Contacting Public Safety by calling 978-232-2222 24 hours a day.
- Contact your Resident Assistant, Residence Director or Assistant Residence Director.
- Call a friend or family member.
- Call the North Shore Rape Crisis Center 24 Hour Hotline at 800- 922-8772.
- Seek assistance through the College's Counseling Center 978-232-2106 and FMA at Endicott (Health Center) 978-232-2104. The College's licensed counselors and the College's medical providers will maintain certain patient/client confidences by law and they can offer a safe and confidential venue for students.
- A member of the Counseling Center who is a confidential resource is on call at all times and can be reached through Public Safety 978-232-2222. The College Chaplain 978-232-2163 is also a confidential source of support.

#### **4. OBTAIN INFORMATION / REPORT MISCONDUCT**

You are encouraged to report incidents of sexual assault to the College's Title IX coordinator or other designated college officials or staff as outlined in the Sexual Misconduct and Relationship Violence Policy (even if you have filed a report directly with law enforcement). Further information about how to report sexual assault is provided in the body of the policy. College personnel can help you access resources and can provide you with support and information, including information on the College's procedures for investigating and addressing instances of sexual assault.

#### **GOOD SAMARITAN POLICY/MEDICAL AMNESTY**

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

1. Students involved in an incident, for which amnesty is granted, may be required to meet with the Alcohol and Drug Prevention Coordinator for education, assessment, and possible referral for treatment.
2. In the event that a student fails to meet with the Alcohol and Drug Prevention Coordinator, chooses not to participate in the steps outlined, or exhibits a pattern of abusive behavior with alcohol and/or drugs, the student may be subject to formal disciplinary action. This protocol does not preclude disciplinary action regarding other violations of the Endicott College Code of Conduct, such as causing or threatening physical harm, sexual assault, damage to property, disorderly conduct, etc.

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

#### **ALCOHOL AND OTHER DRUG ABUSE SAFETY RISKS**

The abuse of alcohol and other drugs remains a significant problem among college students nationwide. Substance abuse carries significant negative consequences including physical problems, mental health problems, increased risk of contracting sexually transmitted infections, academic problems, social/relationship issues, the increased risk of being either a perpetrator or victim of violence, and death. Because of the myriad negative consequences related to alcohol and other drug abuse, Endicott College reserves the right to refer a student to a substance abuse assessment if the College becomes aware through the conduct process that a student may be struggling with a substance abuse related issue. Depending on the severity of the issue, a student may be referred to our on-campus Counseling Center or an off-campus provider. For additional information about our Counseling Center, visit <http://www.endicott.edu/StudentLife/Counseling-Services.aspx> or contact Director of Counseling Karen Tompkins at (978) 232-2131.

#### **ADMINISTRATIVE WITHDRAWAL**

Administrative withdrawal from the College may result for the following reasons:

1. Failure to pay required fees.
2. When a student is absent from classes for more than three weeks.
3. If a student fails to return for a subsequent semester without appropriate notifications.
4. If the student demonstrates that they are unable to adequately participate in the academic environment.
5. If a student presents a threat to others or interferes with the responsibility of the College to provide a safe environment for the community.

An administrative withdrawal constitutes a complete withdrawal from all courses, and a grade of "W" is recorded on the academic transcript. Students who officially withdraw may be granted a

refund of tuition, room, and board according to the published policies of the College. Students who are dismissed due to disciplinary action will not be entitled to any refund.

A formal request for readmission must be submitted to the Vice President and Dean of Academic Resources and Student Success who then will seek approvals and conditions for enrollment from the academic dean, residence life, student conduct office, the student affairs offices, financial aid and the bursar's office. In certain cases, the College reserves the right to impose certain conditions, such as documentation that the disruptive/dangerous behavior has been successfully addressed, before a student will be considered for readmission.

### **RE-ADMISSION PROCESS FOR ADMINISTRATIVELY DISMISSED STUDENTS**

Students who have been dismissed for administrative reasons may request re-admission to the Vice President and Dean of Academic Resources and Student Success after a pre-determined period of time, which will be identified in the sanction letter. Re-admission is not guaranteed. The re-admission process consists of a letter of request to the Vice President and Dean of Academic Resources and Student Success. In this letter, the student must address:

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

Re-admission must be approved by the academic dean, residence life, student conduct office, the student affairs offices, financial aid, and the bursar's office. In certain cases, the College reserves the right to impose certain conditions such as documentation that the disruptive/dangerous behavior has been successfully addressed before a student will be considered for readmission and requires the approval of the President. If accepted for re-admission, a student must meet stated conditions for re-admission and the College's academic and behavioral standards. If the student violates the Endicott College Code of Conduct during the stated probation period, the student may be subject to dismissal. A student who is suspended for the remainder of a semester or dismissed from the College will be assigned a grade of "W" (withdrawn) for courses in progress, however the College reserves the right to assign a grade of "WX" (withdrawn failed) for extreme violations of College policy. Students dismissed for administrative reasons will not be eligible for a refund of their tuition, room board, or fees.

### **ATHLETIC AND ACADEMIC SANCTIONS**

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





## PUBLIC SAFETY POLICIES

### THE PUBLIC SAFETY DEPARTMENT

The Public Safety Department is a 24-hour-a-day operation charged with the protection of person and property within the grounds of Endicott College. The Public Safety Department is comprised of dispatchers, foot patrol officers and mobile patrol officers who, under the leadership of the Director of Public Safety, are available for many services to students and staff. In addition to conducting foot and mobile patrols of the campus on a regular basis, Public Safety personnel provide escorts as requested, respond to emergencies and suspicious activities, and investigate concerns that students or staff may have, work collaboratively with the Beverly Police Department, and work in conjunction with the Beverly Fire Department to conduct scheduled inspections. Public Safety also provides ongoing workshops and informational meetings on safety issues for all community members. Annually, officers receive in-service training in First Aid, CPR and law updates. Many officers also receive specialized training in sexual assault investigations, crime prevention, RAD (Rape Aggression Defense) training, hate crimes and domestic violence. Public Safety personnel do not carry any weapons.

The Public Safety Department does have a Police Services division in which several members of the Public Safety Department are Special State Police Officers (SSPO's) in accordance with the provisions of Chapter 22C, section 63 of the Massachusetts General Laws and have full law enforcement authority in and upon all property owned, occupied or used by the College. The Police Services division maintains a close working relationship with not only the Beverly Police Department, but, the Massachusetts State Police, the Essex County District Attorney's office, and Federal law enforcement agencies.

### USE OF BREATH ALCOHOL TESTING DEVICES

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

Public Safety officers shall stop drivers on campus who exhibit any threat to the community. Officers will determine whether or not an individual is impaired. If an officer believes that there is proof that the individual is impaired (smell, dilated pupils, slurred speech, etc.), the officer may give the individual the option of submitting to an intoxilyzer test. Submitting an intoxilyzer test is strictly voluntary. Endicott College adheres to the state law and legal limit(s) for 0.08 for 21+ and 0.02 for under 21 persons. Even after the submission of the test, officers can still deem an individual under the influence based on the actions stated above.

Students found in violation shall relinquish their keys to Public Safety and have their vehicle privileges revoked. Keys will be returned once they have gone through the conduct process. 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 College has established an anonymous hotline where students can report activity taking place within the Endicott community that is contrary to the ideals and values of the College.

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

## **CAMPUS ALERT SYSTEM**

Endicott College'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](http://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.

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

In 1990, Congress enacted the Student Right-To-Know and Campus Security Act (CSA) as part of its annual Higher Education Reauthorization Act. Congress then amended the CSA three times, first clarifying the timing of reporting dates. The CSA was amended a second time in 1992 to include the provisions of the Campus Sexual Assault Victim's Bill of Rights. Passage of the CSA also required passage of the Buckley Amendment Clarification Act, regarding the inter-relation between the CSA's crime reporting requirements and the privacy provisions of The Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). In October of 1998, congress passed the third major amendments to the CSA, in its Higher Education Act reauthorization act. With the 1998 amendments came the most obvious revision to the CSA, a name change. The Campus Security Act has been formally renamed the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", or more simply, the Clery Act. The law was most recently amended in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained. And most recently, in October 2009 Congress passed a new CFR 668.49 Institutional fire safety policies and statistics, creating a requirement for an institution that maintains any on-campus housing facility to prepare and annual fire safety report.

## **ANNUAL SECURITY REPORT NOTICE OF AVAILABILITY**

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

## **IN-LINE SKATING, BICYCLES, SKATEBOARDS, SCOOTERS**

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

## **MISSING STUDENT NOTIFICATION POLICIES AND PROCEDURES**

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

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

The College must inform 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 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 2016-17

### I. PURPOSE

The information contained herein is also available on the Parking & Traffic Office's page on the Endicott College website: [endicott.edu/trafficoffice](http://endicott.edu/trafficoffice)

The Endicott Public Safety Department (EPSD) 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 Public Safety Building at the main entrance of the College and is open Monday through Wednesday 8:00 am to 7:00 pm and on Thursday and Friday 9:00am to 5:00 pm unless otherwise posted.

### II. SCOPE

The Parking & 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 College to park motor vehicles and to operate a motor vehicle on the College roadways and within its parking facilities.

It is the responsibility of any and all persons bringing a vehicle to campus to read and follow these policies and regulations. If there are any questions on what is contained herein, please contact the Parking and Traffic Office:

- **Phone:** 978-232-2227 or ext. 2227 from on-campus phone.
- **Email:** [parking@endicott.edu](mailto:parking@endicott.edu)
- **Fax:** 978-232-5226

### III. REGISTRATION, FEES, AND DECAL PLACEMENT

#### A. Registration Process

All vehicles must be preregistered online at [endicott.edu/trafficoffice](http://endicott.edu/trafficoffice) prior to the vehicle being brought to campus. Preregistration for the Fall 2016 semester will begin on August 5, 2016. Eligible students who preregister between August 5, 2016 and August 25, 2016 will be able to pick up their parking decal directly from their campus mailbox. Eligible students who preregister between August 26, 2016 and Returning Student Check-in Day on September 6, 2016 will be able to pick up their parking decal during check in on Returning Student Check-in Day. Eligible students wishing to register a vehicle after the start of the fall semester must preregister online prior to bringing the vehicle to campus. 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. College ID, driver's license, registration, and proof of motor vehicle insurance must be presented at the time of pick-up.

#### B. Registration Fees

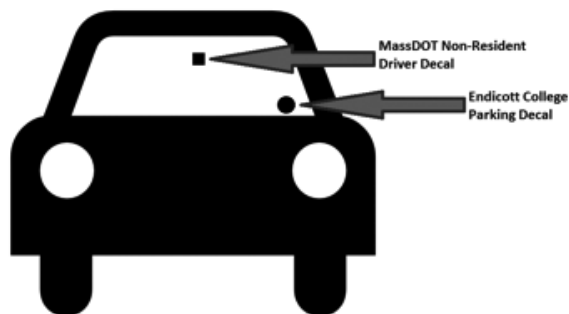
- Undergraduate resident students – \$300.00 per year
- Graduate resident students - \$300.00 per year
- Full-time undergraduate commuter students – \$225.00 per year

- Part-time undergraduate students – \$100.00 per year

Fees for parking permits are non-refundable. 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

A temporary parking pass may be issued by the Parking & Traffic Office on a case-by-case basis. 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.

Any community member, who brings a vehicle on campus, even for a limited time, must be registered with the Public Safety Department.

Community members with a current parking permit who are driving a different vehicle may collect a Temporary Parking Pass from the Public Safety Department for a maximum of three (3) consecutive days. These passes are limited to three (3) per semester per person.

Community members with a valid Endicott parking decal who require short term HP parking because of an injury or illness must obtain written authorization from the Endicott Health Center or their Primary Care Physician. Once length of injury/illness has been determined, the Public Safety Department will issue a temporary medical pass.

Vehicles with temporary medical pass will be allowed to park in a legal parking space as close as possible in order to accommodate the injury/illness, but not in an HP parking space.

Tampering with or the alteration of a Temporary Parking Pass may result in the loss of parking privileges on campus.

## V. PARKING AREAS

### 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](http://map.endicott.edu).

In order to reduce on-campus traffic congestion, resident student parking lots have been split into east and west campus, as listed below. The decal a resident student is assigned is based on the location of their campus residence. Resident students will be able to freely circulate ONLY through the resident student lots on their side of campus.

Commuter students will be utilizing faculty and staff color-coded parking lots except for Lot #6 which is for adjunct faculty parking.

Unless otherwise posted or announced, parking lot designations are in effect 24 hours a day, 7 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 – East Campus (RED lots)

- Lot 2 – Hawthorne
- Lot 8 – Across from Williston
- Lot 9 – Rear Williston



Lot 13 – Manchester & Gloucester

Lot 16 – East Gate

Lot 35 – North Lot (new lot)

**Resident Student – West Campus (GREEN lots)**

Lot 4 – Front Kennedy

Lot 5 – Side Kennedy

Lot 18 – Rear Bayview

Lot 19 – Across from Bayview

Lot 21 – Marblehead Quad

Lot 22 – Village & Standish

Lot 23 – Village Road

Lot 24 – Rear Stoneridge

Lot 25 – Solar Lot

Lot 26 – Center for Nursing

Lot 27 – Stoneridge Lane

Lot 28 – Overflow Lot

Lot 32 – Farmhouse & Ledge

Lot 33 – Cliff & Essex

**Keys to Degrees Program (LAVENDER lots & spaces)**

Lot 19 – Across from Bayview

Lot 20 – Front Bayview

**Faculty, Staff, and Commuter (BLUE lots)**

Lot 3 – Chapel

Lot 7 – Wax Center West

Lot 10 – Post Center Front

Lot 11 – Post Center Rear

Lot 12 – Wax Center East

Lot 14 – Halle Library

Lot 15 – Manninen Center for the Arts

Lot 17 – Misselwood Estate

Lot 26 – Center for Nursing

Lot 28 – Overflow Lot

**Adjunct Faculty (ORANGE lots)**

Lot 6 – Hempstead Stadium

**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 & 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 Public Safety Department. In order to acquire this pass, the visitor will need to provide the vehicle license plate number and vehicle make, model & color.

### **1. Visitors of Students**

With a Visitor's pass, guests may park in any lot open to resident students. The hosting student will be held responsible for any parking violations received by their guests. Specifically designated Visitor spaces (such as in Lot #1) are not authorized for use by students or students' visitors at any time.

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.

### **2. Visitor of Faculty and Staff**

With a visitors pass, guests may park in any lot open to faculty and staff. The hosting employee will be held responsible for any parking violations received by their guests. Specifically designated visitor spaces (such as in Lot #1) are not authorized for use by faculty, staff, or their visitors at any time.

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 signs that read "Reserved" have been set aside by the College. No one should park in those spaces without prior authorization from the Public Safety Department. Vehicles found parked in "reserved spaces" will be issued a citation and are subject to tow without warning at the owner's expense.

## **VI. UNDERGRADUATE STUDENT PARKING**

### **A. Eligibility:**

Resident students, who have completed 24 credits towards their Baccalaureate Degree Program, are authorized to have a motor vehicle on campus.

Resident freshman are prohibited from (a) registering a vehicle with Endicott and (b) having a motor vehicle on campus unless they have been approved for a waiver under the conditions set forth in Section D of this chapter.

Resident sophomores, juniors, seniors, commuters, and exemptions authorized by the College may register a vehicle with Endicott and purchase a parking decal.

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. It must be clearly understood that the student requesting the parking permit will be responsible for any violations the vehicle incurs and/or any damage(s) caused by the vehicle while on campus property.

### **B. 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](http://endicott.edu/trafficoffice) or from the MassDOT website [massrmv.com/rmv/forms/20098.pdf](http://massrmv.com/rmv/forms/20098.pdf)
2. Fill out the form and sign it

3. Scan and e-mail 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, 2016 and August 25, 2016 will be able to pick up both their State- and Endicott-issued parking decals directly from their campus mailbox. Students who preregister after August 25, 2016 through Returning Student Check-in Day on September 6, 2016 or does not have access to a scanner or fax machine, the student must appear in person with the appropriate identification to pick up their decals at the Post Center. Students who preregister after the start of the semester must appear in person at the Parking & Traffic Office to receive their decals.

### **C. 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) and two spaces in Lot 19, as “Reserved Parking” for use by the Keys to Degrees students only.

### **D. First-Year Students**

For the purposes of parking privileges, policies, and regulations, a first-year student is defined as any resident student with less than twenty-four (24) college-earned completed credit hours at the start of the semester.

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

Any first-year resident student 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 can be found at New Beverly Auto Clinic at 126 Rear Park Street in Beverly, MA.

First-year resident students seeking waivers must fill out the online form located at endicott.edu/trafficoffice. Waiver request forms must be submitted no less than one (1) 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.

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.

Other than the waivers listed below, Endicott College will not issue temporary passes for any duration. First-year students who are authorized for a parking waiver will be allowed to park ONLY in Parking Lot 35.

### **The following exemptions may apply for first-year students seeking waivers:**

#### **1. Medical**

Consideration may be given to first-year students with regularly scheduled appointments outside the City of Beverly or other locations that cannot be reached by the College’s transportation or a public transportation system. A letter from that doctor, on their official business letterhead, stating why the student is under their care, how often their appointments will be and for how long the student will be under their care, is required. A pass for the period of time needed to support medical appointments will be issued.

#### **2. Off-Campus Employment**

Consideration may be given to first-year students employed at locations not on the College’s transportation schedule who work a minimum of 20 per week. These first-year students will be required to present a written employer verification letter. This letter must be written on official company letterhead and either e-mailed or faxed to the Parking & Traffic Office from the employer directly. E-mail: parking@endicott.edu Fax: 978-232-5226.

The letter must be signed by a company executive. Letters signed by a family member working for the same company will not be accepted. The student will be responsible for providing proof of employment, once every month, in the form of a pay stub. Random checks with the employer may be performed by the Parking & Traffic Office.

A wait list will be established for those first-year students seeking a waiver under this section.

### 3. Family Hardship

Consideration may be given to first-year students for whom an identified hardship has been requested in writing by a parent or guardian, that requires the student to return home on a regular basis and cannot be reached by the College's transportation or a public transportation system.

### E. 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 Public Safety. Students will be informed of designated parking areas. Vehicles left outside of the designated parking areas may be towed at the owner's expense. Motor vehicles are left at the students' own risk.

## VII. GRADUATE STUDENT PARKING

All Graduate and Professional Studies students must preregister online at [endicott.edu/trafficoffice](http://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 Public Safety Dispatch Center to be picked up at their convenience.

Commuter GPS students are exempt from registration fees, but must register their vehicles.

Resident GPS students must register their vehicle as described above and pay the appropriate registration fees.

All GPS students are responsible for the knowledge of and compliance with the college's parking and traffic policies.

## VIII. FACULTY AND STAFF PARKING

All Faculty and Staff must preregister online at [endicott.edu/trafficoffice](http://endicott.edu/trafficoffice). Faculty and staff members' parking decals will be sent to them via interoffice mail.

Each faculty and staff member may register no more than two (2) vehicles per person.

Faculty and Staff parking decals are valid for up to five (5) 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, AND 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. A helmet must be worn at all times pursuant to Massachusetts State Law. Community members who attend classes, functions, or work on South Campus (Van Loan School, Tupper Manor, Meeting Place, and the Inn) or at the Bourque Arena or Center for Nursing and Health Professions area are allowed to park their motorcycles, scooters, and mopeds in Lot #28.

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

Possession of use of lost, stolen, or forged parking decal or passes will result in: towing of vehicle off campus, a mandatory charge for the original value of the parking decal/pass plus a \$500.00 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 statements

may also include revocation of parking privileges for one-year, a \$500.00 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, AND THE APPEALS PROCESS**

### **A. Common Violations**

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

- Parking on any grass area or sidewalk is prohibited
- Parking on service roads or in loading areas is prohibited
- Parking in a manner that blocks or partially blocks a crosswalk
- Parking in an area that is not designated as a parking space
- 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, MA. 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 Public Safety 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 Zone)	\$50
• Speeding	\$50
• Stop Sign Violation	\$50
• Driving in Wrong Direction	\$50
• Parked on any Lawn	\$50
• Snow Emergency Parking Space	\$50
• Other (violations not specifically named)	\$40
• Restricted Area	\$35
• Visitor Parking Only	\$30

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 five (5) 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](http://endicott.edu/trafficoffice) and clicking on the "Violation Appeal" link. Appeals are reviewed and processed within five (5) business days. Results are sent via email to the appellant. Invalid grounds for appeals include blocking or parking in a fire lane, blocking a fire hydrant, and parking in a handicap spot.

Any community member who accumulates three (3) tickets will be contacted by the Public Safety Department and may be scheduled for a Parking & Traffic hearing.

If scheduled for a hearing, the hearing personnel shall take all information under advisement and render a decision in writing on each appeal no later than three (3) 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.

**\*\*Failure to know/understand policies does not constitute a defense and appeals on that basis will not be considered as valid.**

## **XIII. ALTERNATE TRANSPORTATION**

### **A. On Campus Shuttle:**

A College shuttle van will operate daily and make a loop through campus from 8:00 am to 6:00 pm, stopping at designated locations.

### **B. On Campus 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 9:00 p.m. to 2:00 a.m. To arrange for a Safe Ride pickup, call the Safe Ride Line at 978-232-2465.

### **C. Off Campus Shuttle:**

Endicott College offers shuttle bus service to such locations as the Beverly Depot train station, the North Shore Mall and the Liberty Tree Mall. Shuttle transportation is free and organized through the Student Activities Office. Schedules will be adjusted by the time of the year and needs of the students. For further information on shuttle service, please contact Community Service at 978-232-2018 or visit [endicott.edu/shuttle](http://endicott.edu/shuttle).

### **D. Service Taxi:**

Several taxi services are available, with costs paid by the student(s). North Shore Taxi service accepts Gull Cards. Please contact the Office of Student Activities for more information.

### **E. Zipcar:**

Zipcar is a car-sharing company that offers a program to Endicott College students over the age of 18. Please contact the Office of Student Activities for more information.

## **XIV. DAMAGE OR THEFT**

Endicott College shall not be responsible for any loss or damage to a vehicle, its accessories, or its contents by reason of theft, accident, fire, 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 Department (EPSD) 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 any vehicle off campus. However, if the owner cannot be located, a vehicle may be 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 that is not registered with the College and has received three (3) or more citations.

All vehicles authorized to be towed are currently towed through New Beverly Auto which is located at 126 Rear Park Street, Beverly. The phone number is 978-922-3650.

All vehicles towed off campus are held by the towing company until payment of towing and storage charges are made.

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 Public Safety 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 General Laws.

## **XVI REVOCATION OF DRIVING PRIVILEGES**

When a community member's privilege to maintain or operate a motor vehicle at Endicott College 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 have been 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 College 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 shall be posted and distributed to all students prior to winter months. Once a snow emergency has been declared, announcement of the emergency will be broadcast by several different methods.

Blue strobe lights will typically be activated twelve (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 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 (4) blue strobe lights on campus:**

- Public Safety (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 Public Safety 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 on 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:**

In the event that a student cannot be reached by Public Safety to remove their vehicle from its current location, a call will go out to the Contact RD for a staff member to check the room of the student in order to get the vehicle moved. If the contact RD is unable to locate the student, the vehicle may be towed.

Vehicles with valid parking permits that need to be towed for snow removal will be towed to another lot at the owner's expense. Vehicles without a valid parking permit will be towed at the owner's expense to New Beverly Auto at 126 Rear Park Street in Beverly, MA (Phone: 978-922-3650).







## GENERAL COLLEGE POLICIES

### AMERICANS WITH DISABILITIES ACT STATEMENT AND GUIDELINES

Endicott College 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 Disabilities Services Office, located on the second floor of the Library.

#### How to refer students to Disability 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 Disabilities Services Office (DSO) in a timely manner. Faculty and staff should relay to the student in question that they will be making a referral to the DSO on their behalf and that the student should also contact the DSO 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 via email at: [success@endicott.edu](mailto:success@endicott.edu), or phone at 978-232-2292 or via fax at 978-232-2150.

### BEACHES AND SUNBATHING

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

### CAMPUS COMMUNICATIONS

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

An individual student or campus group may call a meeting of students in the 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 AND 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 adheres in accordance with the Endicott College Student Code of Conduct as stated in the current Endicott College Student Handbook.

- Endicott College assumes no responsibility for the participant’s personal property.
- The student assumes all the risks and responsibilities surrounding their participation in the activity and waives all claims against Endicott College. 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 College 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 AND 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.

### **GENERAL EDUCATION SPEAKER SERIES REQUIREMENT**

Endicott College recognizes the importance of providing students with a variety of cultural and educational activities in order to broaden their perspectives on issues of national and global importance, to support the personal and professional growth of each student, and to create a dynamic community of learners. To that end, a special speaker series consisting of six events is created each academic year to supplement the College’s general education curriculum. All freshmen and sophomores are required to attend a minimum of four of the six events each year for a total of eight by the end of the sophomore year in order to fulfill this aspect of the general education requirement. Through a special app, the College will track attendance at each event.

### **FUNDRAISING**

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

### **GOOD NEIGHBOR POLICY**

As members of both the Endicott College and local community, all students, including those who reside off-campus, have a responsibility to demonstrate respect for all members of both communities. Endicott College may hear complaints regarding alleged violations of College regulations or policies whenever or wherever the conduct in question occurs and will refer any inappropriate behavior to the 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 College to gather addresses for all students living off campus, and we will confirm the addresses we have during the workshop. This allows the College to contact students in case of an emergency both on campus and off campus (e.g., fires, criminal activity). Additionally, when a complaint is filed about an off-campus location, accurate address information will allow the College to determine if the residents are Endicott students.

- Endicott students are expected to exhibit appropriate behavior at all times and follow the 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.
- The Endicott College Campus Police Officers may be asked to respond to off-campus housing locations, by the Beverly Police Department. If so, residents 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

Picture identification cards, known as Gull Cards, are issued during the first day of the fall Orientation to new students. Students are responsible for retaining their Gull Cards during enrollment at the College. Students are expected to carry their Gull Cards on their person at all times. Students must produce a valid Gull Card upon request by any campus official. The initial card is free; if it is lost, there is a replacement fee of \$25.00. If the card is damaged and the cardholder has the remains, there is a replacement fee of \$10.00. If there is a problem with the Gull Card, contact the 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 or using an ID not their own may face disciplinary action. Improperly used IDs will be confiscated and turned into the Gull Card office. Students may add dollars to their Gull Card at machines located in the Callahan Center, in the School of Business/Center for Sciences, the Halle Library, and the Business Office.

### IMMUNIZATION REQUIREMENT

The Commonwealth of Massachusetts mandates that all 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 ten years.
- Hepatitis B Vaccine: three doses required according to vaccine schedule.
- Meningococcal Vaccine: one dose required for all full-time residential students within the past 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 for all full-time residential students.

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. can all be found on the Health Center webpage at <http://www.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 which must be approved in writing in advance by the Vice President and Dean of Academic Resources and Student Success and the Dean of Students. Students with documented disabilities for whom eating in a dining hall is not viable due to medically necessitated dietary requirements may request a meal plan modification.

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

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

### Procedure for Dietary Accommodation

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

## TECHNOLOGY ETHICS AND POLICY STATEMENT

Endicott College is committed to providing access to local, national, and international sources of information through its technology resources in an atmosphere that encourages communication for business, education and research purposes. The technology resources are managed by administrative and academic departments. The Information Technology Department maintains all college-owned video, data, telephone lines, and hardware on campus. The Academic Technology Department assists with the integration of technology in the curriculum and supervises the computer labs. The use of computer and other electronic resources at Endicott College are governed by this document and by policies of the College contained in the *Student Handbook*, *The Policies and Procedures Handbook*, and the *Faculty Handbook*. The Technology Ethics and Policy Statement

and the Information Technology Acceptable Use Policy can be found online at the Endicott College web page in the Information Technology Department section and may be requested from the Information Technology Department in writing. This document may be modified at any time by the President of the College and/or the President's Council. Timely notification of changes in the policy will be provided. All technology users are expected to read The Technology Ethics and Policy Statement and the Information Technology Acceptable Use Policy and abide by the stated policies and guidelines.

## **PRIVACY ISSUES**

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

## **STATEMENT OF CONSEQUENCES**

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

## **SOCIAL MEDIA AND ONLINE COMMUNICATION**

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

Student communication on social sites (which include, but are not limited to: blogs, social networks, location-based presence applications, chat rooms, discussion boards, and public comments hosted on external sites) are not actively monitored by Endicott College, but may be reviewed by conduct officials when they are seen as possible violations of Endicott College's 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 College advises students who participate in online social networks to follow established safety practices and protect private information with the upmost care. Students should set privacy features to restrict access to their profiles, passwords, and pictures, and should not accept a connection request from someone who is unfamiliar or who the student cannot identify. The College also discourages the inclusion of personally identifying information in personal profiles such as address (including campus address), class schedule, phone numbers, screen names, e-mail addresses, and full birth date. Students are reminded that administrators, parents, law enforcement personnel, future employers and even predators may have access to view this information.

## TECHNOLOGY ACCESS GUIDELINES

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

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

## INTERNET USE

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

## WORLD WIDE WEB PAGES

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

## ELECTRONIC EMAIL

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

- Students may access their web mail from any computer with an internet connection through <http://mail.endicott.edu>
- Because email by nature is not secure, users should be aware of the limitations on the expectation of privacy. Therefore, users are responsible for changing their email passwords periodically and removing confidential mail from their computers as soon as possible.
- Information stored on College computer resources is the property of Endicott College, which reserves the right to retrieve and review material at any time, including information protected by password.
- The system must not be used to send chain letters or to transmit offensive material such as messages that are derogatory, obscene, or otherwise inappropriate. Any such incidents will be forwarded to the conduct code system.

- Endicott College email can be forwarded to your favorite personal email account (ie. Yahoo, Hotmail). Students are responsible for maintaining their forwarding address. Instructions for forwarding email can be found at [www.endicott.edu/infotech](http://www.endicott.edu/infotech)
- The College uses the email system as a primary method of communication to students for important College matters, individual correspondence, and notifications. It is expected that all students regularly check their Endicott email as they will be held responsible for all communication delivered through email.

## STUDENT VIRUS POLICY

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

## 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.

Additionally, MyEndicott provides access to campus email, and the GullNet and Canvas learning management systems.

## ACADEMIC TECHNOLOGY LAB POLICIES AND CLASSROOM POLICIES

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

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

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

## **JURY DUTY**

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

## **PHOTOGRAPHY POLICY**

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

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

## **OFF-CAMPUS RESIDENT EVENT POLICY**

The Office of Student Affairs is partnering with our off-campus residents to provide an opportunity to host a social event on campus. As with residential students, the College wants all students to feel connected to the campus. Students will be eligible to host an event that follows the same guidelines established for registered parties in the residence halls.

## **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 7 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 specific spaces – not on painted walls, doors and windows. If a flyer is found outside this space for any reason or is not approved, the poster will be removed.
- 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.
- Residence Directors will approve all posters in their residence halls.



## PRESS RELEASES TO COMMUNITY AND HOMETOWN NEWSPAPERS

The College will send news releases regarding student achievements such as Dean's List, student honors, awards, athletic team activities, and other recognitions received to hometown newspapers if requested. During the summer prior to the student's first-year at Endicott, the College sends a *Press Form* to be completed by the student. If returned, appropriate news releases will be sent to specified newspapers. To check whether you have press information on file, contact the Director of Public Relations & Digital Communications at 978-232-2218. The form can be obtained from the Assistant's Office in College Hall.

## SMOKING

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

## SOLICITATION POLICY

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

## VENDOR POLICY

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

## WOODED AREAS

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





## RESIDENCE LIVING

### MISSION STATEMENT

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

### GOALS

The objectives of the Office of Residence Life are to:

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

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

### RESIDENCY STATUS POLICY

Residency status is determined at the time of admission to the College. Upon enrollment as a resident, students will be provided and expected to maintain continued residence status until graduation unless the student becomes ineligible, withdraws from residence or the College, is removed for 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. Please note that failure to comply with the residency policy can result in loss of the \$500 continuation deposit as well as other penalties.

### HOUSING OPTIONS

Endicott College offers a variety of housing options for students. Options include converted estates, traditional residence halls, suite-style living, townhouses, suite style with kitchen facilities, and modular living units. You may review all options on the Residence Life website [www.endicott.edu/residencelife](http://www.endicott.edu/residencelife) under the tab “Residence Halls.”

### RESIDENCE LIFE STAFF

#### Residence Director (RD)

The Residence Directors (RD’s) are responsible for community development, day-to-day operations associated with managing a residence hall or residence area, and the overall building maintenance. These individuals are professional live-in staff members who have training in student personnel services and conflict mediation. They supervise Assistant Residence Directors, and Resident Assistants and oversee all residents in their area. At all times, the RD’s have the students’ needs as their highest priority. Their purpose is served by establishing the hall or area as a center for community living while creating an atmosphere conducive to study, which facilitates the educational process of the College. In order to ease the transition to Endicott, each Residence Director meets with all new

students in their respective residence halls within the first two weeks of every semester and place a large emphasis on the first six weeks programming and community building. Residence Directors are a valuable resource for members of the residence hall community.

### **Assistant Residence Director (ARD)**

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

### **Resident Assistants (RAs)**

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

### **Coverage**

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

## **ASSIGNMENT OF ROOMS**

Incoming first-year and transfer students are assigned rooms based on the date of receipt of their enrollment deposit or continuation deposit to Admissions. While requests for roommates and hall preferences are taken into consideration, the College cannot guarantee preferred assignments. If a roommate is requested, the College will use the later of the deposit dates to place in housing.

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

- Has a paid in full continuation deposit
- Is in good standing with the College
- Has no outstanding balance on their account by April 1
- Has not submitted a *Change of Residency Status Form* to live off-campus for the upcoming fall semester.

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

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

### **Build-Up Credit**

A traditional, multiple occupancy room that has been built up to house one additional student will be billed at the traditional rate but may be eligible for the Build-Up Credit listed on the Fee Schedule listed online and in the College catalog. These rooms are given top priority for room change. Any student remaining in this situation after October 15 in the Fall semester or after March 1 in the Spring semester will receive the credit after these deadlines.

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

## CHANGE OF RESIDENCY STATUS

Students interested in changing their residency status for fall semester must do so before April 1 and for the spring semester before December 1. All *Change of Residency Forms* received after the deadline will lose their \$500 continuation deposit. Minimum requirements for approval for off-campus housing include:

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

All *Change of Residency Forms* are subject to approval. If you are unsure of your study abroad or internship plans, please fill out a *Declaration of Intent Form* and return it to the Office of Residence Life before April 1. This allows a student to participate in the housing selection process until the internship is confirmed. In addition, note that moves off campus which are not approved by the College will result in the students losing their Endicott aid.

## RESIDENCY STATUS FOR PART-TIME SENIORS

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

- Students must be in good academic and conduct standing.
- They must be within six credits of graduating from the College and enrolled in courses that are required for graduation.
- The courses must be taken on campus within the undergraduate 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.

## SUMMER, WINTER, AND HOLIDAY HOUSING REQUESTS

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

Working on-campus

Participation on a College athletic team

International Students

Taking classes

Internship

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

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

## OFF-CAMPUS HOUSING

We do not endorse or have any affiliation to any specific off-campus residence with the exception of College leased units at the Beverly Town Homes. Please be aware that city zoning ordinances prohibits more than four unrelated individuals living in a single residence. Students wishing to move off-campus should contact the Office of Residence Life located in the Callahan Center. A student must complete a *Change of Residency Status Application* and return it to the Office of Residence Life no later than December 1 (for the spring semester) or April 1 (for the fall semester) to avoid forfeiture of the Enrollment/Continuation Deposit. The *Change of Residency Status Policies and Procedures* are outlined on the *Change of Residency Status Form*. They can also be found on the Residence Life webpage under "Change of Residency."

## **ACCESS TO THE RESIDENCE HALLS**

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

## **SEARCH OF A RESIDENCE HALL**

Public Safety Officers may take part in active searches of student rooms to look for contraband, weapons, narcotics or paraphernalia. These searches help to maintain the safety and security of Endicott College. There is no constitutional violation when university officials enter a student living space room pursuant to a “Residence Hall Contract” with the student to inspect for health or safety hazards.

Entry by college staff into assigned rooms in residence halls, student cars, and other college housing is divided into three categories: A) Searches, B) Emergency Situations, and C) Inspection/repairs.

## **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. Legal search warrants do not require the approval of the College and will be honored. Every effort will be made to have a representative from the College accompany officers and observe a search conducted as a result of a search warrant. If the College authorizes a room or vehicle search, it will be conducted in the following manner:

The Dean of Students will authorize two staff persons to conduct the search. 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 using a master key. For vehicle searches, an effort will be made to notify and have a student 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 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 will be confiscated. When a student is not present during a search, there will be notification in writing left in a prominent location of what was confiscated and who to contact.

## **EMERGENCIES**

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

During investigations of violations of College policy, students may be asked to open refrigerators, drawers, and other locked containers. A student has an option to refusal.

## **ROOMMATES AND THE ROOMMATES BILL OF RIGHTS**

Each roommate has the right to:

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

## CONFLICTS

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

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

Space is very limited on-campus and we ask that students try to discuss their problems and concerns as a room move may not be an immediate option. This is for safety reasons and the College's need to know where students are located. Some helpful hints for living with a roommate can be found on the Residence Life website under "Room Changes."

Unauthorized room changes will result in sanctions being applied to the student and students will be required to move back to their assigned space. A \$50.00 administrative fee will be assessed to students with no extenuating reason for moving or to students who have not followed the process outlined above.

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



## SERVICES PROVIDED

### CAMPUS TELEVISION SYSTEM

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

### FURNITURE

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

### HALL COUNCIL AND RESIDENCE HALL ASSOCIATION

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

### HALL MEETINGS

Hall meetings will be held in the residence hall or a designated area at various times during the semester. These meetings are extremely important and considered mandatory, as they are a major source of important information regarding expectations, policies and procedures, building openings and closings, holidays, and programs. If you cannot attend, contact your Residence Director right away to find an alternative meeting time. Students should seek out Residence Life staff for more information.



## KEYS AND CARD ACCESS DEVICES

Card access devices are programmed onto your Gull Card. In most cases, it is the key to the entrance of the residence hall in which the student resides. Loss of the Gull Card should be reported immediately to the Gull Card Office. The replacement fee for a Gull Card is \$25. Room keys are also issued to each student, which they must sign for on their Room Condition Report when they check in. Loss of a room key should be reported immediately to your Residence Director or the Office of Residence Life. The student will be charged \$50 for each key that needs to be replaced. Keys not returned upon check-out during winter break and at the end of the academic year, for any reason, will be considered lost and will then incur the lock charge. Students are responsible for picking up their keys upon return from break. If both the key and the Gull Card are lost, a charge of \$100 for a full lock change and \$25 for a Gull Card replacement will be charged.

## KITCHEN FACILITIES

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

## LAUNDRY

Most residence halls are equipped with washers and dryers or have access to laundry through another facility. Students are encouraged to place funds on their Gull Cards for convenient card access to residence hall washers and dryers. The College is not responsible for damage to clothing or other personal items. However, the Office of Residence Life will work with you to contact a Mac Gray representative. If one of these items is not working, please contact your Residence Director or the Office of Residence Life immediately or you may submit a work order to Mac Gray 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 completely or when they move to another room. Any items left behind after check-out will be considered trash and will be disposed of by the College. The College does not assume responsibility to ship or store any personal belongings. If needed, students may contact local storage facilities.

## TELEPHONE SERVICE

Students are encouraged to register their cell phones for emergency purposes through EC alerts and through COAST.

Telephone Service from Residence Hall is limited to older rooms and handicap rooms.

If you need assistance with a land line contact the Telecom Dept. at [phone\\_support@endicott.edu](mailto:phone_support@endicott.edu) or 978-232-2099 or extension 2099.





## INFORMATION RESIDENTS NEED TO KNOW

### ADA REQUIREMENTS

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

### CARPET TAPE

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

### DAMAGE TO PERSONAL PROPERTY

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

### HOLIDAY DECORATIONS AND STRING LIGHTS

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

### LOFTS AND BUNKING

Only college supplied lofting and bunking arrangements are permitted for safety reasons.. The use of lofted beds constructed with wood or cement blocks or any other like materials is prohibited. Please contact your RD/RA to make the proper arrangements.

### PETS

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

### COMMUNITY HEALTH AND SAFETY LIVING STANDARDS

Endicott College has a deep commitment to providing a safe and secure environment, in which students can live, learn, work and pursue their interests. Threats to personal safety, compromising the learning environment, and disruptions of students' rights to live with a reasonable degree of peace are causes for concern and require intervention. College staff (including but not limited to Housing staff (RAs, RDs, Central Office staff, etc.) Facilities, Public Safety and others) reserve the right to enter student living spaces at any time to conduct health, safety, cleanliness, and maintenance inspections of overall conditions and cleanliness of rooms. Special note of health concerns including open food in the room, excessive trash, and items blocking or hindering access to doorways along with compliance with College and Fire Department regulations will be addressed. Failure to comply with the community health and safety living standards may result in conduct sanctions up to loss of residency.

## **FIRE SAFETY**

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

### **The Use of the Following Hazardous Appliances is Not Permitted:**

- Halogen lamps
- Spider lamps (lamps with multiple “arms”).
- Hotplates and George Foreman Grills in areas other than kitchens are prohibited.
- Toaster ovens and microwaves in areas other than kitchens are prohibited.
- Non-UL listed appliances.
- Appliances containing immersion coils.
- Air conditioners not installed by the College.

### **The Use of Open Flames is Not Permitted, Including:**

- Candles
- Incense
- Kerosene lamps

### **Electrical Hazards such as the Following are Not Permitted:**

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

### **Excessive Combustible Materials are Not Permitted:**

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

### **Tampering with or Impacting Fire Protection Equipment is Not Permitted:**

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

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

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

### **Affecting Exit Ways is Not Permitted:**

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

### **Lighting of Outside Fires is Not Permitted:**

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

### **Smoking Regulations on Campus:**

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

## **FIRE ALARMS**

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

## **ALCOHOL POLICIES WITHIN RESIDENCE HALLS**

### **Use of Alcohol in the Residence Halls**

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

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

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

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

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

- Twelve cans/bottles of beer
- 750 ml. of wine

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

## **POLICY ON HARD ALCOHOL**

Of age students will be permitted to possess hard alcohol in their hall, room, and suite under the following conditions:

- 1) Register a party through Residence Life as outlined in the Social Event Policy on pages 65 and 66.  
or
- 2) All students living in a suite/townhouse/room are 21 years of age and all attend an alcohol education session presented by Student Affairs each resident will be permitted to have 1 750 ml bottle of liquor with the understanding that hosting an event where underage residents and hard liquor

are present and/or being transported to the hospital for alcohol intoxication will lead to elevated conduct action including losing the ability to have hard liquor.

Students who are 21 and fail to attend one of the education classes will not be allowed hard liquor in their rooms.

### **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 cell phone contact with the Public Safety Department 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 College's Guest Policy has been established to ensure a comfortable and safe community environment in the residence halls. A foundation of Endicott's Guest Policy is that guests (both current students who do not reside in the same room as the host as well as off campus guests) are only permitted with the consent of a resident's roommate(s). Residence Life staff and 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 resident students, or a resident student visiting in a residence hall room not their own.
- At all times, the rights of the roommate(s) to sleep, study and remain in their space takes precedence over the privilege of having guests visit.
- After 7:00 p.m., non-student guests who desire access to the College and do not possess a valid Endicott College identification card (Gull Card) issued through the Gull Card office 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 (both resident and non-resident), who desire access to the College after 7:00 p.m. but do not have their ID card must come into the Public Safety Office to sign-in.
- Students are only allowed to sign in two (2) non-Endicott guests at a time, including overnight guests.
- Off-campus guests and resident students visiting in a residence hall not their own must sign into the building in the presence of the host when desk attendants are present. If a guest cannot produce their Gull Card ID or Visitor Pass, they will be denied access to the building.
- First-year students are not allowed overnight guests for the first three weeks of the fall semester.
- There is no visitation from non-resident students (other than immediate family) for any Endicott College student during the first full week of the fall and spring semester, during the final exam period, or over any break period.
- Students residing on campus in the summer are expected to adhere to the Guest Policy, as well as obtain a Visitor Pass through Public Safety for all non-resident guests.
- Cohabitation is not permitted in College living units.

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

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

#### **Procedures for Hosts for Overnight Guests:**

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

### How to register:

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

### Procedures for Overnight Guests:

- Upon arriving to campus, off-campus guests are required to sign in with Public Safety where pre-registered non-Endicott students will receive a visitor's permit which they must keep with them and furnish upon request. All guests bringing a vehicle to campus will receive a parking permit.
- Guests who arrive 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 1:00 a.m. are considered overnight guests. With host and roommate permission, overnight guests are allowed to stay a maximum of two nights. Guests who occupy College housing for longer than two nights consecutively may be charged the full cost of the room, and their host may be referred for student conduct action, with penalties ranging up to suspension from housing.
- Overnight visitation may be limited at certain times throughout the semester including, but not limited to, an emergency occurring on campus or to address resident behavioral issues. Guests who violate College policies may be placed on Persona Non Grata from the College for a specified amount of time by the Dean of Students or his/her designee.

### The responsibilities of hosts are as follows:

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

### The responsibilities of guests are as follows:

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

## GUESTS FOR FIRST-YEAR STUDENTS

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

## LOCKOUTS POLICY

The College strives to provide many services for the students at Endicott. The institution realizes that students may occasionally lock themselves out of their room. It is the responsibility of every residential student to carry their keys and Gull Card with them at all times. If by chance a student is locked out of their room 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. 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. There is a three strikes policy in effect for lockouts. Students are given three 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, the following are considered quiet hours:

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

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

The College expects that residence halls will provide enough quiet time for proper rest and study; therefore, the College also has a courtesy hours policy. At all times audio/visual appliances are to be played at reasonable volume out of consideration for the general College community and cannot be projected out of windows. If asked by a fellow resident or a College staff member to turn down any audio/visual appliance or to quiet down, students are expected to comply with this request. Students with amplified electric instruments, sub woofers/speakers; including Disc Jockey (DJ) equipment may be asked to bring these items home if they continue to cause issues within the community. Do not place speakers in windows to play music outside. Headphones are encouraged during quiet hours. Quiet hours will be extended to 24 hours starting at 10:00 p.m. the day classes end before final examinations at the end of each semester. Quiet hours will be shifted in the summer to accommodate conferencing groups on campus. Summer students will be notified of the new hours.

## SOCIAL EVENT POLICY

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

### Social Events That Involve Alcohol

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

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

Registered Social Events will only be approved for Friday or Saturday nights, and must conclude by 2:30 a.m. Please note that quiet hours begin on the weekends at 1:00 a.m., so be respectful of your neighbors. Registered Social Events must comply with any request made by other residents to lower the noise level.

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

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

- Farmhouse: 30
- Ledge: 30
- Essex House: 50
- Birchmont: 40
- Standish: 30

The Residence 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 as follows:

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

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

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

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

This monitoring should include:

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

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

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

An appropriate amount of food and alternative beverages should be provided at the event for the maximum number of guests. Alternative beverages include items such as soda, juice, and bottled water (not tap water). Alternative foods include pizza, subs, and other food of substance (not just chips and dip). Students can request funding through RHA based on the theme of the event. Additionally, entertainment such as a DJ, may be present and use Party Perks funding. Party Perks is up to \$150 per house per semester.

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 events to ensure that the sponsors are not harassed by uninvited guests and that hosts are abiding by the regulations for having a responsible event.

### **Alcohol Policies for Registered Social Events for Over 21 Students**

- While hard liquor may be served at registered parties, alcoholic punches or grain alcohol are not permitted at any time.
- No drinking games may occur.

- No binge drinking paraphernalia may be present.
- 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.
- All alcohol must be present at the event during the first walk-through prior to the event by Residence Life/Public Safety.

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

Please reference the *Social Event Registration Form* for the maximum amount of alcohol allowed at a registered event. All Registered Social Events must be conducted in a safe, responsible, and legal manner that is not disruptive to the surrounding area. Failure to comply with Social Event Registration guidelines will result in the immediate closing of the event by College staff and may result in immediate interim revocation of event privileges. This revocation may remain in effect until the Social Event Registration violations are resolved by the conduct system. The Dean of Students or designee may take this interim action.

**Social Events That Do Not Involve Alcohol (Dry Events)**

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

**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 (20 people) 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. Permission will be granted with the understanding that the gathering does not violate other College policies or quiet hours.

**Social Event Registration Workshops**

At the beginning of the fall semester, the Social Event Registration Workshop schedule will be made available. All the residents interested in hosting an event with or without alcohol must attend the workshop to be eligible to register private events. Contact the Office of Student Affairs for more information.

**RESIDENCE LIFE PROCEDURES**

**Checking In to the Residence Halls**

Students will be notified in August (fall semester) and January (spring semester) as to the designated residence hall move-in dates via their housing placement letters and the Residence Life website [www.endicott.edu/residencelife](http://www.endicott.edu/residencelife).

Dates are also posted on the Academic Calendar at least a year in advance. Semester break and vacation period information will be distributed by the Office of Residence Life through their website, student emails, posting in the residence halls, and through hall meetings. Students are expected to adhere to these published dates and times. Additionally, all-important academic and check-in dates are located on the Endicott College website under academic calendar or on the Residence Life webpage under “Important Dates.” Dates are subject to change.

In emergency situations only, Residence Life will authorize early check-in with advanced written consent. Students who obtain permission for an early arrival in advance will not incur a fee. Students who come early without written approval will be billed a \$100.00 per night fee and/or be asked to return home.

**Room Condition Report**

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



## Checking Out of the Residence Halls

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

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

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

At the end of the academic year after all of the students have vacated the rooms, the Residence Life staff will do a final walk through to assess all rooms for damage billing. Going through check out and signing the RCR (Room Condition Report) does not guarantee additional damage billing will not occur.

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

## Damage Billing

Damage billing at Endicott College occurs throughout the year as damage happens, with the majority occurring at the end of each semester. The Office of Residence Life works in conjunction with Physical Plant, the Conduct Office, and the Bursar's Office to record malicious damages, which occur within and around the residence halls, and to seek the appropriate reimbursement from the responsible parties. Assessment of common area malicious damage occurs after a full investigative process by the staff (which includes notification to residents via email). If the responsible person(s) are not identified, the cost of repair will be equally assessed to all persons who share the common area impacted. Major items, repetitive vandalism 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 check-out. 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 73 for the Damage Item Charge List.*

## Maintenance Issues

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

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

## Room Changes

A student interested in a room change should first discuss this matter with his or her RD, after which a request must be submitted in writing on the appropriate form. Before any room change may take place, authorization must be granted. For in-hall changes or changes between halls, authorization is given by the Office of Residence Life. Unauthorized room changes will result in sanctions being applied to the student and students will be required to move back to their assigned space. A \$50.00 administrative fee will be assessed to students with no extenuating reason for moving or for not following the room change process. *Room Change Request Forms* are available with Residence Directors and in the Office of Residence Life. See prior section on *Conflicts* (see page 58).

## Trash

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

## Valuables

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



## DAMAGE ITEM CHARGE LIST

DAMAGED ITEM	PARTS	LABOR	DAMAGED ITEM	PARTS	LABOR
<b>Windows/Screens/Shades</b>			<b>Fire Equipment</b>		
Room Window-double hung	\$200.00	\$100.00	Damaged Smoke Detector	\$65.00	\$50.00
Broken Window (Sash)	\$125.00	\$50.00	Damaged Carbon Monoxide Detector	\$100.00	\$50.00
Door Glass	\$25.00	\$50.00	Discharged Fire Extinguisher	Fire Dpt. Fine	\$ 50 per hour to clean up
Common Area	\$125.00	\$100.00	Replace Extinguisher	\$100.00	\$25.00
Broken Window Arm (Crank Mechanism)	\$50.00	\$50.00	<b>Miscellaneous</b>		
Bayview Window Armature - Screws for Reattachment	\$2.00	\$100.00	Reynolds Stairwell Balisters (Price Per Spindle)	\$100.00	\$50.00
Broken Screen	\$50.00	\$50.00	All Other Balisters	\$75.00	\$50.00
Broken Screen Frame	\$50.00	\$50.00	Ceiling Tiles	\$10.00	\$50.00
Security Screen - Security Tag		\$150.00	Ceiling Track	\$2.00/ft	\$50.00
Broken Shade	\$25.00	\$25.00	Thermostat	\$65.00	\$50.00
Other	Price Out		Room Signs	\$20.00	\$50.00
<b>Wall &amp; Paint Damage</b>			Peep Hole	\$10.00	\$25.00
Wall Damage Hole	\$75.00	\$100.00	Stoneridge - HVAC Grill	\$60.00	\$25.00
Patch / Paint Wall	\$25.00	\$50.00	<b>Bathroom Fixtures</b>		
Sticker Removal		\$25.00	Toilet Paper Dispensers	\$75.00	\$25.00
<b>Doors/Cabinets</b>			Soap Dispensers	\$25.00	\$50.00
Exterior Door Wood/Metal	\$350.00	\$150.00	Paper Towel Dispensers	\$75.00	\$50.00
Exterior Door - Storefront	\$450.00	\$250.00	Towel Racks/Toilet Paper Holder	\$20.00	\$25.00
Door Slab wood (Add \$200 For Fire Rating)	\$200.00	\$150.00	Toilet Stall / Partitions per Section	\$125.00	\$100.00
Frame Repair	\$50.00	\$150.00	Shower Curtains / Shower Rods	\$25.00	\$25.00
Door & Frame (Add \$200 For Fire Rating)	\$300.00	\$250.00	<b>Cleaning</b>		
Modular Exterior Door	\$175.00	\$100.00	Excessive Trash (Per Bag)		\$10.00
Modular Screen Door	\$150.00	\$100.00	Carpet Cleaning - Stains		\$75.00
Modular Screen Door hardware	\$25.00	\$50.00	Graffiti - (per location)		\$50.00
Modular Interior Door	\$100.00	\$50.00	Excessive Cleaning (includes cigarette butts)		\$50.00
<b>Cabinet / Vanity Drawer front</b>	\$25.00	\$75.00	Excessive Cleaning - 2 <sup>nd</sup> Time		\$200.00
Cabinet / Vanity Door	\$75.00	\$50.00	Excessive Cleaning - 3 <sup>rd</sup> Time & Beyond (+ \$200)		\$300.00
Refinished Door		\$100.00	<b>Furniture Replacement</b>		
6 Panel Int door - MA/GL/NT	\$125.00	\$100.00	Remove and Repair	Case-by-Case	\$50.00
6 Panel Int door - MA/GL/NT + Frame	\$225.00	\$200.00	Desk	\$200.00	\$50.00
<b>Keys and Locks</b>			Desk Chair	\$150.00	\$50.00
Lost Key		\$50.00	3 Drawer Dresser	\$300.00	\$50.00
Broken Lock - Core	\$50.00	\$50.00	5 Drawer Dresser	\$400.00	\$50.00
Broken/Replace Door Knob	\$75.00	\$50.00	Loft Bed	\$400.00	\$50.00
Broken/Replace Lock Body	\$150.00	\$50.00	Mattress	\$200.00	\$50.00
<b>Lights</b>			Loft Safety Bar	\$35.00	\$50.00
Interior Fixture	\$25.00	\$50.00	Three Seat Sofa	\$750.00	\$50.00
Exterior Fixture	\$100.00	\$50.00	Two Seat Loveseat	\$600.00	\$50.00
Broken Light Cover		\$50.00	Upholstered Chair	\$400.00	\$50.00
Broken Light bulb		\$20.00	Dining Table	\$500.00	\$50.00
Fire Exit Sign	\$100.00	\$50.00	Coffee Table	\$250.00	\$50.00
Emergency Light / Exit Combo	\$150.00	\$100.00	End Table	\$225.00	\$50.00
<b>***Labor = \$50.00 For 1 Hour Minimum - Each Visit</b>			Microwave	\$200.00	\$50.00
			Television	\$400.00	\$50.00
			VCR/DVD	\$200.00	\$50.00

**NOTE: Additional damages other than what is listed above will be assessed on a case by case basis.**

## ENDICOTT COLLEGE

### TERMS AND CONDITIONS FOR RESIDENCY AND BOARD

#### 2016-2017 ACADEMIC YEAR

This agreement is for the full academic year (fall and spring semester of the same academic year) or for the portion of the academic year remaining at the time of assignment. There will be no student housing available during the Winter Break period between December closing and January 4, 2015. 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 Build-Up Space. If housing demand exceeds Build-Up Occupancy, the College reserves the right to hold Residence and Board Agreements in order to assign residents to rooms as cancellations permit.

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

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

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

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

The Resident agrees to report loss of 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 48 hours of check-in to identify any pre-existing room conditions. Residents must follow check-out 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 AND ORGANIZATIONS

### OFFICE OF STUDENT ACTIVITIES

Email: [activity@endicott.edu](mailto:activity@endicott.edu)

Phone: 978-232-2112

Fax: 978-232-3003

Website: [www.fun.endicott.edu](http://www.fun.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!

### GULLY'S

Gully's is the social center located on the lower level of the WAX Academic 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](mailto:sga@endicott.edu)

Advisors: Brianne McGann, *Director of Student Activities*

Endicott College 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 College community by addressing student issues, making formal recommendations to the administration and serving as a student advocacy group. The SGA addresses students' concerns and interests and works in cooperation with faculty, staff and administration.

## STUDENT CLUBS AND ORGANIZATIONS

### ENDICOTT COLLEGE INVOLVEMENT

**Mission:** As Endicott College student leaders, we are committed to creating positive change on Endicott's campus. We serve as role-models for the campus community and set high standards for ourselves and others. We come together as leaders in student organizations and create meaningful, intentional programs to better serve the campus community, ourselves, and the world.

## STUDENT ORGANIZATIONS AT ENDICOTT

A Student Organization (also known as a club) is a group of undergraduate students that are committed to enriching the learning environment through extracurricular programs and activities. Student Organizations are open to all full-time, currently enrolled Endicott College undergraduate students. Student Organizations should be formed for the purpose of social, educational, and leadership development. Student Organizations enhance the student and greater community's personal and professional growth. 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 College.

### **In order to be a recognized Student Organization on campus, representatives from the organization must:**

- Register their student organization with Student Activities using the appropriate paperwork by October 1, 2016. This paperwork includes:
  - Statement of purpose and goals
  - Officer names and positions
  - Hazing compliance form
  - Adviser name and signature
- Draft a constitution (see Appendix for a sample constitution) and have it approved by Student Activities
- Appoint a faculty or staff adviser to the organization. This adviser must be an employee of Endicott College.

### **To maintain this recognized status:**

- Paperwork must be handed in on time and complete.
- At least one member from the organization's executive board must have a consistent presence at Student Organization council meetings. (See section on Student Organization Council for more information)
- At least one member from the organization must attend the Student Organization retreat.
- The treasurer or member who manages the organization finances must attend a budgeting workshop. (See section on workshops for more information)

### **The benefits of being a recognized Student Organization at Endicott include:**

- Eligibility to receive funding from the Student Activities student organizations budget
- Student organization mailboxes
- Use of Student Activities materials
- Access to the EC Involvement website
- 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 College name in conjunction with programs and activities**

#### **Funding Requests and the Funding Board**

The Office of Student Activities has seed funding available to all recognized student organizations. Student organizations may apply for funding on a rolling basis.

To apply for funding, student organizations must fill out the required paperwork 2 weeks prior to the event. All requests will be reviewed by the Endicott College Funding Board.

The Funding Board consists of Endicott faculty and staff and the Student Organization Council finance committee. Funding Board will review each request for:

1. Cost-effectiveness
2. Potential positive impact on Endicott community
3. Student development and growth

After applying for funding, the Endicott College Funding board will review all requests. The Funding Board will meet bi-weekly to review all requests. If an organization has question or concern regarding a funding request, they may attend a Funding Board meeting at any time. The Funding Board will respond to all student organizations within 2 weeks of the initial request. The Funding Board reserves the right to deny or approve any funding, as well as partially award a requested amount.

An assessment will be required for all events and programs funded from the Funding Board budget. This assessment is a brief informal presentation to the Student Organization Council detailing how the funds were used and what improvements could have been made.

## **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 online.

In order to be approved, the organization must have at least 4 appointed founding officers, a faculty or staff adviser, and the signature of 20 interested students. These 20 students do not necessarily have to join your organization, but they must support its creation. 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 collect signatures.

### **Endicott Student Organization Council**

The Endicott Student Organization Council (SOC) consists of members from each recognized student organization on campus. The primary appointee to these meetings is the student organization president, but this may vary based on what the organization decides. In order to maintain recognized student organization status, the organization must have a consistent presence at of these meetings. Exceptions may apply. Student organization treasurers are strongly encouraged to attend these meetings but are not required. Additionally any student organization member is welcome to attend at will. Any at large member will be asked to join one of three committees: the finance committee, the leadership development committee, or the communications and events committee.

These meetings serve as an opportunity for student organizations to collaborate, network, and problem-solve. By uniting student organization leadership, we intend to make the highest possible positive impact on the campus community.

The meetings will occur biweekly based on the member schedule.

### **Student Organization Council Executive Board**

Student organization members may apply to join to Student Organization Executive Board. Applications are due to the Assistant Director of Student Activities by September 24, 2016. Applicants will be asked to come in for a brief interview and decisions will be made by October 1, 2016.

**Position Requirements:** Be a member of a registered student organization.

#### **Position Descriptions:**

##### **SOC Chair:**

- Attends all SOC meetings
- Supervises the executive board
- Meets weekly one on one with the Assistant Director of Student Activities to build SOC meeting agenda
- Facilitates all SOC meetings
- Encourages collaboration, change-making, and problem-solving at all SOC meetings
- Serves as primary point person for all student organization members

**SOC Vice Chair of Leadership Development:**

- Attends all SOC meetings
- Responsible for building retreat and workshop content
- Responsible for retreat and workshop marketing and recruitment
- Directly supervises the leadership development committee
- Meets weekly one on one with the Assistant Director of Student Activities

**SOC Vice Chair of Finances:**

- Attends all SOC meetings
- Chairs the funding board
- Responsible for the recruitment and management of the funding board
- Meets weekly one on one with the Assistant Director of Student Activities
- Runs treasurer-specific trainings and workshops
- Manages budgets and finances for all student organizations

**SOC Vice Chair of Communications and Events:**

- Attends all SOC meetings
- Responsible for maintaining the Involvement website
- Directly supervises the communications and events committee
- Responsible for creating and disseminating a monthly student organization newsletter to all organization members
- Meets weekly one on one with the Assistant Director of Student Activities
- Responsible for coordinating the awards nominations and review process for the Student Organization Awards
- Responsible for all student organization related events including coordinating the student organization tables at involvement fairs
- Takes minutes at all SOC meetings

**Community Involvement Fair**

At the beginning of each semester and during summer Orientation, 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. Signups will happen in the fall, spring, and summer.





# STUDENT ON-CAMPUS MARKETING AND PUBLICITY

## MARKETING AND SOCIAL MEDIA

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. Pro-tip: print and laminate a few flyers that announce where and when your club meets, and hang them up the day of your meeting every week.

### Blue Buzz

Include your student organization meeting time or events by emailing [activity@endicott.edu](mailto:activity@endicott.edu). Submissions must be received by Mondays at 9 a.m..

The Office of Student Activities provides monthly activity calendars to all students. You can include your student organization's events and meetings on these calendars by emailing [activity@endicott.edu](mailto:activity@endicott.edu). Submissions must be received by the 15th of the month prior.

### 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 passwords and usernames must be turned in to Student Activities for the club registration deadline, in the event that club leadership changes.

### Word of Mouth

Tell your friends! Word of mouth is very powerful, especially on college campuses.

### Channel 72

- Please contact Student Activities at [activities@endicott.edu](mailto:activities@endicott.edu).

### Endicott Observer

- For more information about advertising in the Endicott Observer, please contact [observer@endicott.edu](mailto:observer@endicott.edu).

### The Agency

- For more information regarding publicity, marketing and advertising contact Endicott student club (The Agency) at [www.facebook.com/ecagency](https://www.facebook.com/ecagency).



## ENDICOTT COLLEGE TRAVEL ASSUMPTION OF RISK

### WAIVER AND 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 College 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 College is providing these services only as a convenience to participants and that accordingly, Endicott College 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 College is not responsible for matters that are beyond its control. I acknowledge that Endicott College 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 College.

**INDEPENDENT ACTIVITY:** I understand that Endicott College 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 AND 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 College 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 College to secure whatever treatment is necessary. Endicott College 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 College and me. I release Endicott College, 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 College. I agree to pay all expenses relating thereto and release Endicott College from any liability for any actions.

**ASSUMPTION OF RISK AND 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 their 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.



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24-Hour Security: 978-232-2222

[www.endicott.edu](http://www.endicott.edu)