

Fall 2008

Dear Student:

Please allow me to welcome you to Newbury College for the 2008-2009 academic year. Whether you are a new student or a returning student, a commuter or a resident, there are many ways for you to contribute to our community and I hope you will make the choice to become involved.

Newbury College is a wonderfully diverse institution with students who have much to offer one another. The best way to become an active member of the community is for you to become involved in one of the many student organizations and athletic teams that the College sponsors. Together we can inspire each other to make lasting contributions to the College and to get the most out of our Newbury College experience.

I strongly encourage you to read this year's edition of the Student Guide carefully. It is designed to help you make full use of the College's resources and to define the policies that shape our educational environment. Newbury's faculty and staff are all here to help you. Please ask them about these services and policies so you can become an active participant in your academic, personal and professional development.

I am confident that your conscientious efforts, intellectual contributions, and spirit of cooperation combined with Newbury's educational resources will result in a meaningful learning experience that will serve you well in your career and throughout your lifetime.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul N. Martin". The signature is fluid and cursive, with a large initial "P" and "M".

Paul N. Martin

Vice President of Student Affairs

## TABLE OF CONTENTS

Where to Go for What.....	3
Mission Statement.....	4
College Overview.....	4
The Campus.....	5
College Judicial Process.....	14
Academics.....	16
Academic Policies.....	17
Honors and Awards.....	19
College Policies.....	19
Residence Life Information.....	31
Residence Life Policies.....	31
Academic Calendar – Fall 2008.....	42
Academic Calendar – Spring 2009.....	43

This is an official publication of Newbury College. It is subject to revision and change at any time. It is the policy of the College to reserve the right to add, withdraw, or revise any information described herein.

## WHERE TO GO FOR WHAT

<b>WHAT NUMBER</b>	<b>WHO</b>	<b>WHERE</b>	<b>PHONE (617)</b>
Academic Advisor	Associate Dean	West Hall	730-7059
Academic Records	Registrar	AC001	730-7110
Athletics	Athletic Office	East Hall	730-7091
Books & Supplies	The Bookstore	Academic Center	734-3853
Career Services	Career Center	Student Center	730-7072
Computer Services	Computer Lab	Academic Center	730-7096
Counseling	Counseling & Health Education	Student Center	730-7157
Drop/Add	Registrar	AC001	730-7110
Evening Courses	CE Office	Mitton House	730-7042
Events	Campus Activities	Student Center	738-2495
Fees & Billing	Student Accounts	AC001	730-7080
Federal Work-Study	Financial Aid	AC001	730-7103
Financial Aid Office	Financial Assistance	AC001	730-7100
Health Insurance	Residence Life	Student Center	730-7156
Health Forms	Residence Life	Student Center	730-7156
International Student Support	Coordinator of International Student Services	Student Center	738-2487
ID Cards	Campus Safety	Student Center	730-7160
Library Materials	Library	Academic Center	730-7070
Leave of Absence	Student Affairs	Mitton House	730-7155
Lost & Found	Campus Safety	Student Center	730-7160
Mail	Mailroom	West Hall	730-7180
Maintenance	Facilities	Mitton House	730-7276
Meals	Dining Hall	Student Center	730-7128
On-Campus Housing	Residence Life	Student Center	730-7156
Parking/Permits	Campus Safety	Student Center	730-7160
Safety	Campus Safety	Student Center	730-7160
Shuttle	Campus Safety	Student Center	730-7160
Student Concerns	Student Affairs	Mitton House	730-7155
Student Organizations	Campus Activities	Student Center	738-2495
Tutoring	Center for Academic Services	West Hall	730-7059
Summer Courses	CE Office	Mitton House	730-7076
Withdrawal from a course	Registrar	AC001	730-7110
Withdrawal from the college	Student Affairs	Mitton House	730-7155

## **MISSION STATEMENT**

Newbury College engages students in career-relevant education within a supportive learning community responsive to the needs of the 21st century.

Newbury College integrates general education and professional education with student life programming and experiential opportunities to maximize student achievement and creativity.

Newbury College values excellence in teaching, supports the professional development of faculty and staff, and encourages the refinement of programs and services essential to the evolving needs of its communities.

Newbury College endeavors to graduate students who are professionally competent, ethically aware, socially responsible, and prepared for lifelong learning.

## **COLLEGE OVERVIEW**

Newbury College is a small, independent college committed to promoting the academic growth of students and preparing them to meet the challenges of the new millennium. This emphasis on developing the whole person integrates career education with the study of liberal arts.

Newbury College offers bachelor and associate degree programs as well as numerous certificate programs. Majors are offered in more than 30 career-relevant subjects leading to employment in a wide variety of fields. The College has three Schools: Arts, Science & Design; Business & Management; and the Roger A. Saunders School of Hotel & Restaurant Management.

The College's emphasis on career-relevant education is reflected in its extensive internship program. Lectures from practicing professionals, business executives to four-star chefs, enrich the curricula which are taught by experienced professors who are up-to-date on the latest developments in their fields. To help prepare students for future careers, the College facilitates mentoring relationships with faculty, staff, trustees, and industry professionals, as well as including internships in each of its degree programs.

In order to provide its students with forward-thinking, career-oriented education, Newbury College has built numerous partnerships with recognized leaders in education and technology in Eastern Massachusetts. Such alliances allow access to advancements and opportunities beyond the reach of most small, private colleges. In addition, the College's Honors Program provides academically gifted and highly motivated students with the opportunity to develop their academic potential through individualized programs.

Founded in 1962 on Newbury Street in Boston's Back Bay, Newbury College has grown from a school of business to a baccalaureate college. Newbury College is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education. Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the college or to the New England Association of Schools and Colleges.

Newbury College's main campus is located in Brookline, a historic neighborhood just a short drive or subway ride from Boston. Its close proximity to the city known as the "Capital of the Higher Education Universe" gives students access to a wealth of cultural, career, and recreational activities. Full-time and part-time courses and programs are offered on the Brookline campus with part-time evening and weekend courses also available at the College's Weymouth campus.

The College has an established reputation for excellence in the educational and employment communities. The consistently high placement record of Newbury graduates clearly demonstrates the strength of Newbury's reputation among prospective employers and other institutions of higher learning.

Newbury College strives to graduate students who are professionally competent, ethically aware, socially responsible, and prepared for lifelong learning. Newbury graduates share a sense of independence derived from knowledge, experience, and reflection. As the academic and professional success of our more than 17,000 alumni attest, Newbury College offers a career-relevant education, preparing graduates with the abilities and knowledge necessary for the changing workplace of the new millennium.

## **THE CAMPUS**

Newbury students — who come from 26 states and 35 countries — join more than 300,000 students attending some 60 colleges and universities in greater Boston. This diversity offers a stimulating campus atmosphere and the enrichment of countless opportunities in the surrounding area.

Residence halls are integrated into a campus that represents a variety of architectural styles, including turn-of-the-century estates and a new state-of-the-art library complete with extensive computer capabilities.

Newbury's reputation for preparing highly marketable graduates for successful careers is linked to its campus location adjacent to Boston, a cosmopolitan city. Students are ideally situated to take advantage of significant internship and career opportunities at accounting, law, and technology firms; retail businesses; leading medical centers; and some of the nation's finest restaurants and hotel chains.

## **ACADEMIC AND ADMINISTRATIVE OFFICES**

*The Mitton House, located at the center of the campus, houses the Office of the President, the Office of Admission, the Office of Continuing Education, the Office of the Vice President of Student Affairs and the Facilities Office. The Lois and David Weltman Dining Room is located on the first floor and a student residence hall is located on the upper floor of the Mitton House.*

### **THE OFFICE OF THE PRESIDENT**

Hannah McCarthy, President

Linda Richards, Assistant to the President

617-730-7034

Located on the second floor of the Mitton House, the Office of the President houses the President of the College and the President's Assistant. The President holds open office hours for students throughout the academic year.

### **THE OFFICE OF ADMISSION**

Joseph Chillo, Vice President for Enrollment & Dean of Admission

617-730-7007

The Office of Admission reviews admission applications, conducts campus tours and provides information about the admission process, student life and academic programs to prospective students and their families. The staff participates in college fairs, visits high school guidance counselors, and hosts a series of on-campus recruiting events.

### **THE OFFICE OF CONTINUING EDUCATION**

Rhiannon Lewis, Associate Director of the Brookline Campus - 617-730-7076

Megan Dreisbach, Assistant Director, Brookline Campus, 617-730-7077

Lidiana Rodrigues, Continuing Education Representative – 781-337-5780

This office actively markets and recruits students for its array of evening and weekend programs. The Evening Office serves the needs of students, faculty, and visitors during the hours when other offices on campus are closed. Services and information about the College, applications for admission, advising assistance, and course schedules, can be

obtained in this office.

## **THE OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS**

Paul N. Martin, Vice President of Student Affairs

617-730-7155

The Office of Student Affairs houses the Vice President of Student Affairs who handles matters relating to student life outside of the classroom. The Vice President is responsible for the departments that make up Student Affairs, including Athletics, Counseling and Health Education, International Student Services, Residence Life, Campus Activities, Career Services, Food Service, the College Bookstore, Mail Service, and Campus Safety. The Vice President serves as an advocate for interests and concerns affecting the quality of student life at Newbury.

The mission of Student Affairs is to provide an optimal campus environment to enhance students' ability to learn, both in and outside of the classroom. The department of Student Affairs is an active partner in the educational process at Newbury College. Members of the Student Affairs staff support and facilitate the development of an educational community dedicated to learning, cooperation, the development of personal skills and ethical standards of behavior.

If you have a question, concern, or need help solving a problem, any of the offices that make up the Student Affairs Division would be a good place to start. Information about student life including housing, health services, personal counseling, athletics and recreation, and campus activities can be obtained from one of the offices in this department.

## **THE LOIS AND DAVID WELTMAN DINING ROOM**

Reservation phone number - 617-730-7037

The Lois and David Weltman Dining Room and Culinary Arts Kitchen welcome students and their guests to dine from a prix fixe menu Monday through Thursday. Reservations must be made in advance. Culinary Arts students prepare and serve an international menu at noon and a classical cuisine menu at 6:00 p.m.

## **FACILITIES**

Larry Plano, Director of Facilities/ Aramark – 617-730-7173

Taylor Iascone, Assistant Director of Facilities/Aramark - 617-730-7276

The Aramark Corporation provides facilities services at Newbury College. The scope of services includes custodial, maintenance, and grounds. Our mission is to provide the best service possible in each of these areas for Newbury College, the staff, faculty, and students. Students in need of services for residence hall rooms, restrooms, hallways, or stairways regarding items such as light bulbs, door locks, etc. should contact the Residence Life Office at (617) 730-7156. Residence Life will contact the Facilities Office where a work order will be generated, scheduled, and assigned to be completed. All requests for Aramark Corporation services from faculty and staff should be made through the Facilities Office at (617) 730-7276 or by e-mailing [facilities@newbury.edu](mailto:facilities@newbury.edu).

*The Student Center houses the Dining Hall, Weltman Hall residence hall, and the Offices of Residence Life, Campus Safety and the Center for Counseling and Health Education. Also in the Student Center is the Office of the Dean of Student Affairs whose office includes Campus Activities. The student lounge, auditorium, classrooms, faculty offices, and kitchens for the Culinary Arts program are also located in the Student Center.*

## **THE OFFICE OF THE DEAN OF STUDENT AFFAIRS**

Amy Shirley, Dean of Student Affairs

617-730-7158

At Newbury College, students are offered a range of learning opportunities both in and out

of the classroom, which encompass educational, professional, social, and community service activities.

The Student Affairs staff works with students and faculty to create an atmosphere of learning outside of the traditional classroom, which furthers the development of inter-personal skills, ethical standards of behavior, and social responsibility. By working together, students, staff and faculty members create programs that are responsive to educational and personal development needs. The Student Affairs staff is always available to offer students advice, counseling, teaching, training, support, assistance, and referral. We urge all students to take advantage of Newbury's many out-of-class learning opportunities that encourage personal growth and development.

The Student Affairs Division of Newbury College promotes student development through social and educational programs, campus events, and leadership opportunities. Students are encouraged to join existing student organizations and to start new ones. During the first weeks of school, members of student organizations advertise their meeting times and locations so that interested students may join. Any student interested in starting a new organization can pick up a copy of the Student Organization Handbook at the Office of Campus Activities in the Student Center and arrange to meet with the Dean of Student Affairs or Campus Activities Coordinator who oversee all student organizations.

The greater Boston area offers something for everyone. The campus activities program builds on this by providing additional activities for the Newbury College community. Students and staff work in partnership to develop the campus activities program, offering flexible choices that vary from year to year depending on student interest. The program includes orientation and special events such as semi-formal dances, open mic nights, multicultural celebrations, art performances, and organized leadership programs.

Some of the student organizations are:

Admission Ambassadors	International Student Organization
After Hours U	Joshua Generation
Multicultural Student Union	Orientation Leaders
Commuter Council	Outing Club
Class Councils	Radio Club (WNBK)
Gay Straight Alliance	Residence Hall Council
Habitat for Humanity	Resident Assistants
The Innkeepers Club	Student Athletic Advisory Council

### **COMMUNITY SERVICE**

The College's Campus Activities Coordinator oversees all community service projects, including "After Hours U", an on-campus mentorship opportunity with local youth, Habitat for Humanity, Red Cross Blood Drives, trips to volunteer at the Greater Boston Food Bank and fundraising drives on campus. Students may join an existing volunteer effort or meet with the coordinator to create a community service project that fits their interests.

**Bulletin Boards:** The student bulletin boards are the most immediate means of communication between the administration and the student body. Bulletin boards are located throughout the campus. Please read posted notices on the bulletin boards on a daily basis. Any student wishing to post a notice must have it approved and have it stamped by the Office of Campus Activities located in the Student Center.

**Vendors:** Commercial activities, solicitation, or advertisements are not permitted on College property, in the buildings, or on the floors of the residence halls by vendors or students except when written permission has been specifically granted by the Dean of Student Affairs.

## **THE OFFICE OF COUNSELING AND HEALTH EDUCATION**

Susan Chamandy, Director of Counseling and Health Education

617-730-7157

A professionally qualified counselor is available to meet with students about any personal issues or concerns, and to educate on matters related to health and wellness. The counselor also consults with student groups, faculty, and others within the Newbury community. Individual counseling is available to help students define goals, identify problems, heighten understanding, develop strategies for change, and reach their potential. The counselor is sensitive to working with issues of ethnicity, religion, sexual preference, gender, physical capacities, and learning disabilities.

All programs, workshops, and presentations are oriented toward building successful strategies for personal growth and a healthy lifestyle.

### **HEALTH INFORMATION**

**Student Immunization Verification:** Massachusetts law requires that all students carrying 9 credits or more present medical evidence of immunization against measles (two doses required), mumps, rubella, diphtheria, tetanus, diphtheria, and hepatitis B (3 doses required) and meningitis (or a waiver of this immunization). A Newbury College Student Immunization Form, signed by a health care provider, must be completed and on file with the College in order to officially register for classes.

**Re-release of Medical Records:** Newbury College's policy is to not release any medical or immunization records to either a second institution or to the student who initially submitted the documentation. We recommend that the student make a personal copy prior to submitting the form or re-visit the medical provider who completed the health form.

**Health Insurance:** Massachusetts law requires all students at institutions of higher education in Massachusetts to have adequate health insurance. The law applies to all students who are registered for 9 credit hours or more at the College in either the fall or spring semester. Newbury College offers a health insurance program that meets the minimum benefit level required by the state.

Please note that per Massachusetts State Law, international students must have a comparable health insurance policy through a US Based company or through an Embassy plan. Overseas plans will not be considered comparable and therefore, will not be an acceptable plan to waive with.

Because this is an insurance plan and not a health plan, Newbury College recommends that students with on-going health concerns consider purchasing supplemental insurance coverage from an additional provider. All students are billed for this insurance.

However, if a student is covered by another health insurance plan that provides benefits comparable to this plan, the fee will be waived upon receipt of a properly completed and signed "Waiver of Enrollment Form", which can be completed online at the Aetna website, [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com).

**Medical Referral Services:** Newbury College students have access to a wide range of general and specialized health care services in the Boston area. Four major hospitals and several clinics offering specialized care are located near the Brookline campus. For those students having health coverage through the College, a Preferred Provider Directory, which lists affiliated doctors and treatment centers is available in the Dean of Student Affairs Office, the Residence Life Office, and the Center for Counseling and Health Education. Brookline Medical Associates, a group medical practice, is located in proximity to the Brookline campus. For emergency care, the College utilizes the services and facilities of Beth Israel/Deaconess Medical Center.

**Non Emergencies:** When a student is experiencing symptoms that are not of an emergency

or life-threatening nature, referrals to Brookline Medical Associates or a medical facility of the student's choice are made by members of the Residence Life staff, the Counseling Center staff, or the Student Affairs staff.

In the event of a medical emergency, the attending College official responds by summoning an ambulance, which transports the student to Beth Israel/ Deaconess Medical Center.

## **THE OFFICE OF RESIDENCE LIFE**

Jennifer Forry, Director of Residence Life - 617-713-5901

Margaret Plummer, Housing Operations Coordinator – 617-730-7156

While much of a student's education takes place in the classroom, every area of the educational community contributes to the learning process. The Residence Life Program is a critical element in the total learning and personal growth experience. The Residence Life Program provides a supervised living and learning environment that is supportive of and conducive to the maximum growth of all the residents.

The Brookline residence halls offer students housing in a suburban setting convenient to the College's classrooms. On the Brookline campus, students are housed in Weltman Hall, in the Mitton House, and in Edwards Hall. In addition to the Brookline residence halls, housing is also offered at Pine Manor College, Brookline Manor and Bay State College. The satellite campuses are within a three mile radius of Brookline Campus. Transportation to and from the main campus is available through the College shuttle service and the Boston T system.

## **CAMPUS SAFETY & TRANSPORTATION**

Arthur Thompson, Director of Campus Safety

617-730-7018

The Campus Safety Department is located in the lobby of the Student Center, 129 Fisher Avenue. The Mission of the Campus Safety Department is to strive to provide the College with a safe, secure, comfortable environment. Duties include insuring the safety of the people and property of the Newbury College Community. Campus Safety officers also are available to handle on-campus emergencies, crime prevention services and Lost and Found. Campus Safety can be reached twenty-four hours a day at (617)730-7160 at the Brookline Campus.

**Student Identification Cards:** The Campus Safety Department administers the student ID program for full-time day division students. The student photo identification card for full-time day students is received during the orientation period and is a permanent means of identification while enrolled at Newbury College. Since students will be required to present this card at various times throughout the academic year, it is required that it be carried by the student at all times. A valid Newbury College identification card is a necessity for all students. All students, residents and commuters, must show their valid identification upon entering the Student Center or the residence halls after 8 p.m. The card is non-transferable. ID cards are also required in the College Dining Hall for students with a meal plan. Lending the card or failing to present it when requested by proper College authorities is a violation of College regulations. If the ID card is lost or stolen, a duplicate must be obtained through the Campus Safety Office. A \$15 fee will be charged for the replacement ID. Your ID card will be valid as long as you are enrolled at Newbury College. New ID cards will not be issued each year with the exception of resident students due to access control issues. Students who fail to have their ID picture taken during orientation should make appropriate arrangements with the Campus Safety Department for an ID photo to be taken on a later scheduled make-up day.

**Parking:** Commuter students of the College may attain a parking pass at no cost. Due to a shortage of on-campus parking space, resident students are generally prohibited from having automobiles, motorcycles, or motor vehicles of any type on the Brookline campus.

On occasions when there is available space, the College will distribute parking spaces, for a fee, using various criteria that would be identified to the residents at the time the availability is determined.

The policy for resident student parking at our satellite residential facilities will be set by that institution and the Newbury College students residing on the satellite campus will be expected to abide by that institutions policy.

For further information regarding parking, or if you are a commuter student and need to obtain a parking sticker, please contact the Campus Safety Department located in the Student Center or call at 730-7160.

**Shuttle Services:** The College provides a daily shuttle service between the satellite residence halls and the Brookline campus and frequent trips throughout the day to the Reservoir MBTA station. The shuttle schedule is posted on bulletin boards and entryways throughout the College and operates only when the College is in session as necessary. The shuttle service may be suspended due to inclement weather if it is deemed unsafe for vehicles to be traveling. The Campus Safety Officer driving the van has full authority in the event of a problem or disruption. Additionally, any student instructed to vacate the van by the officer must comply regardless of the time or location of the shuttle. Disagreeing with the officer's decision is not reason to disregard his/her instructions. Failure to comply with the rules and regulations of the shuttle may result in loss of privileges as well as other disciplinary proceedings. Due to insurance and safety reasons, passengers on the Newbury College shuttle must be at least 12 years of age.

**Lockers:** Lockers are available for student use in the Academic Center at 150 Fisher Avenue. Students are responsible for supplying their own locks and for removing the locks at the end of the school year. Locks are removed from all lockers during July of each year. Any items left in the lockers are destroyed.

The College is not responsible for any loss or damage to items placed in the lockers or left in the lockers at the close of the semester. All lockers are available on a first-come, first-served basis. The College reserves the right to open lockers and/or remove locks, as it deems necessary.

**Lost and Found:** The Campus Safety Department handles all lost and found items. Lost and found items not picked up by July 1st of each year will be donated to local charities. The Campus Safety Department is located in the Student Center at 129 Fisher Avenue. The Campus Safety Department can be reached 24 hours a day at (617) 730-7160.

## **INTERNATIONAL STUDENT SERVICES**

An experienced International Student Services professional is available to assist international students with matters relating to immigration regulations, academic issues, cultural adjustment, and personal concerns. The Coordinator brings the international community together through a variety of activities and workshops designed to feature the breadth of cultural diversity on campus and heighten cultural awareness.

## **DINING SERVICES**

Lori Nieuwkoop, General Manager 617-730-7128

Jocelyn Aurelien, Production Manager 617-738-2411

Newbury College Dining Services is proud to offer a dining program that provides outstanding variety, quality, and value. Each day, from early morning breakfast through dinner, there is a tantalizing selection of fresh, wholesome, and satisfying foods offered, sure to meet the needs of every Newbury College student. A mandatory meal plan is established for resident hall students and an optional meal plan is available for commuter students.

*East Hall houses the Athletics and Recreation Department Offices and the Fitness Center, which includes a weight training room and a cardiovascular room.*

## **INTERCOLLEGIATE ATHLETICS**

Peter Centola, Director of Athletics - 617-730-7091

Katherine Greene Assistant Athletic Director/Women's Basketball Coach - 617-730-2412

As a member of the National Collegiate Athletic Association (NCAA), Division III, Eastern Collegiate Athletic Conference (ECAC), New England Collegiate Conference (NECC), and the Northeast Collegiate Volleyball Association (NECVA Men's Volleyball), , Newbury College fields 13 varsity teams. Varsity sports include volleyball, basketball, cross country, tennis, soccer and softball for women, and soccer, basketball, cross country, tennis, volleyball, baseball and golf for men.

It is the philosophy of Newbury College that athletics are a part of the overall educational experience. Athletics at Newbury seek to promote, stimulate, and encourage health and fitness through competitive opportunities. In order to compete at the intercollegiate level, student athletes must be a full time baccalaureate student in good academic and judicial standing at the College and must meet all guidelines as established by Newbury College and the NCAA. For more information regarding any of the intercollegiate athletic programs, please contact the Athletic Office at 617-730-7091 or [athletics@newbury.edu](mailto:athletics@newbury.edu).

*The Academic Center houses the Newbury College Library, the College Bookstore managed by Barnes & Noble, the Writing Lab, the Media Resource Center, computer and science laboratories, Graphic Design and Interior Design classrooms, the Information Technology Office, Offices of the Chief Financial Officer and Controller, Human Resources and the Student Service Center which includes the Registrar's Office, the Financial Aid Office, and the Business Office.*

## **NEWBURY COLLEGE LIBRARY**

Peter G. Obuchan, Director of Library Services - 617- 730-7070

<http://www.newbury.edu/library>

The Newbury College Library, in support of the College's educational mission, actively participates in the academic life of the community through the collection and dissemination of information resources and through educating students to locate, evaluate, and apply information to their educational, career, and individual objectives. As a member of the Minuteman Library Network, the Library shares a collection of more than 1,500,000 books, periodicals, and sound and video recordings. In addition, the Library offers access to a wide variety of full text databases. The Library's services and resources are extended to all members of the Newbury community, including alumni, other Minuteman libraries, and local residents.

**Library Card:** To obtain a Library Card, students must register at the Library. The Library Card will allow materials to be borrowed from the College Library and the other 40 members of the Minuteman Library Network. This same card is necessary to access the Library's online information resources, including full-text journals, from outside the Library.

The Writing Lab is a computer-equipped classroom. English classes are regularly held in the Writing Lab with individual and collaborative writing activities being enhanced through computer technology. The Center can also be used to provide bibliographic instruction for students through an electronic connection to the College Library.

## **MEDIA RESOURCE CENTER**

Josh Eilberg - 617-730-2425

The Media Resource Center provides a variety of media and technology based services to support, supplement, and enrich the academic and study needs of the Newbury College community.

Computer and Science Laboratories are located in the Academic Center and the Carriage

House. The computer laboratories are equipped with IBM-compatible and Macintosh computers. The labs have established hours when they are available to any student who wishes to use the computers to write papers or complete other assignments. The hours are posted at the beginning of each semester. The science laboratory is located on the lower level of the Academic Center.

### **THE NEWBURY COLLEGE BOOKSTORE**

Alexandra Marker, Bookstore Manager

617-734-3853

The College Bookstore is managed and operated by Barnes & Noble College Bookstore, Inc. Students may purchase textbooks, instructional supplies (including uniforms and other specialized items), stationery goods, newspapers, and other merchandise at the book store. Specific store hours are posted at the beginning of each semester.

### **THE OFFICE OF HUMAN RESOURCES**

Amy Downing, Director

617-730-7174

The Office of Human Resources provides guidance to faculty and administration in the areas of employment, benefits, compensation, employee relations, application of the College's equal opportunity/sexual harassment policies, and general human resources administration issues.

College Closing: It is expected that the College will be open and operating on all days scheduled in the College calendar. However, in those rare instances when the College will be forced to delay or suspend classes due to extremely severe weather, an announcement will be made on area radio and television stations as soon as possible. Students should listen to WHDH (850 AM), WBZ (1030 AM), or WRKO (680 AM). Delays and closings are announced on television channels 4 and 5.

Members of the college community have the ability to opt in to a emergency communication system. This system will alert community members of weather related closing and other emergency situations.

### **REGISTRAR'S OFFICE**

Rachelle Mazza Borelli, Registrar 617-730-7111

The Registrar's Office is responsible for the maintenance of all academic records for the College. Any course schedule, including add/drop, waivers, and withdrawals, are processed through the Registrar's Office. The Registrar's Office is also responsible for official and unofficial college transcripts. Students who need verification that they are enrolled at the College should contact this office.

### **BUSINESS AND FINANCIAL AFFAIRS**

Joyce Hanlon, Vice President of Finance - 617-730-7074

Eoin McWilliams Controller - 617-730-7125

The Business Office handles all matters related to budgeting, purchasing, payroll, and student billing.

### **OFFICE OF FINANCIAL ASSISTANCE**

Jeannie Gonzales, Director of Financial Assistance 617-730-7100

The Financial Aid Office offers individually tailored options for financing a Newbury College degree to all qualified applicants. The staff is available to guide students and their families through the entire financial application process. The office also administers the Federal Work-Study program.

Federal Work Study: This Federal program provides work opportunities to students

meeting financial need requirements established by the federal government. Students are employed either by Newbury College; a federal, state, or local agency; a private organization or a community service organization. The Financial Assistance Office of the College will notify eligible students of the qualifications for this program. Students who wish to apply for the Federal Work Study program must file a Financial Aid Form (FAF) to be considered for this program

For more detailed information, please refer to the Newbury College catalog.

### **STUDENT ACCOUNTS OFFICE**

Kathy Boudreau, Accounting Manager 617-730-7124

Students with any questions concerning their student accounts should contact this office. The Student Accounts Office is prepared to guide you and your family through the bill paying process, from arranging installment payment plans to suggesting alternative loan programs.

For more detailed information, please refer to the Newbury College catalog.

### **PAYROLL OFFICE**

Tonia Howard, Payroll Administrator 617-730-7113

Students with any questions concerning their timesheets or paychecks for employment at Newbury College or Federal Work Study employment should contact this office

### **INFORMATION TECHNOLOGY**

Gary Hammon, Chief Information Officer 617-730-7135

Matthew Bimbo, Associate Director of Information Systems 617-730-7213

Information Technology Help Line 617-730-2421

The Information Technology Office, located in the Academic Center, oversees the College's administrative and academic computing needs and telecommunications.

E-mail: Newbury College offers all full-time students a College e-mail account. The student e-mail system is administrated by the College's Information Technology (IT) Department. The College enforces user policies that will be made available to students prior to activating their account. Additional information regarding the e-mail system, including how to seek technical assistance, will be available to students when they activate their account.

*West Hall houses the Office of the Associate Dean, the Center for Academic Services, classrooms and offices for the faculty of the School of Business & Management, the Communications Program, the Legal Studies Program, the Computer Science Program, and the Campus Mail and Copy Services Office.*

### **THE CENTER FOR ACADEMIC SERVICES**

Sara d'Anjou, Associate Dean - 617-730-7059

Ellen Gallico, Director Center for Academic Services - 617-730-7056

Thomas Chew, Academic Counselor & Director of First Year Programs 617-730-7252

Roslyn Abukasis, Academic Counselor - 617-730-7109

The Center for Academic Services offers a variety of academic counseling and learning support programs. The Center oversees all aspects of academic advising, including adherence to program requirements, course substitutions, and transferability of courses for current students, and academic reinstatement concerns. In addition, professional staff and trained peer tutors hold both individual and small-group tutorial sessions in all subject areas.

Specialized services are available to students, including provisions for alternative testing and guidance in the development of efficient learning strategies. The Center also directs

several academic support initiatives, including academic counseling programs, special programs for students on probation, and guidance for those who have not declared a major. In addition, this office administers and coordinates the College's placement examinations. Students regularly using the Center for Academic Services have noted improvement in the quality of their learning, increased confidence in their ability, and positive changes in their academic performance.

### **CAREER SERVICES**

Sara Sheckells, Director 617-730-7072

The Office Career Services and Internship Placement is available to assist students with career related issues ranging from establishing job search strategies to preparing cover letters and resumes. Career focused events such as workshops, guest speakers, and the annual Career Fair are organized to assist students in making contact with employers in their chosen fields. Information on internships as well as full time positions are available in the Career Services Center.

### **CAMPUS MAIL ROOM**

617-730-7180

The Mail Room and Copy Center is located on the lower level of West Hall. Services coordinated through this office include College photocopy requirements, mail processing and distribution.

Mail: Mail is distributed to resident students through the Campus Mail Room located in the lower level of West Hall. Students are assigned a mailbox when they move into the residence halls. Mail should be addressed to the student at: Name, Student Box #, Newbury College, 129 Fisher Avenue, Brookline, MA 02445. Each resident student is responsible for contacting all companies and individuals regarding their forwarding address for the summer or upon graduation.

*Holland Hall houses the offices of the Dean of the College, faculty of the School of Arts, Science & Design and classrooms.*

### **ACADEMIC AFFAIRS**

Hannah Levertov, Dean of the College 617-730-7021

Jessica Diebold, Administrative Assistant 617-730-7210

The Office of Academic Affairs provides direction and leadership for the academic program of Newbury College. Students with academic concerns, issues or needs should contact the Office of Academic Affairs for direction and support.

Oversight of academic policies and procedures, including grade appeals, decisions regarding academic misconduct, and curricular/classroom matters, is provided by this office.

### **COLLEGE JUDICIAL PROCESS**

Any student who violates a fundamental College policy or regulation will face disciplinary action. The Director of Residence Life will act as the Judicial Affairs Officer for all students of the College. At the satellite residence hall at Bay State College the judicial process is administered in conjunction with Bay State College and Newbury College officials in accordance with both Newbury College and Bay State College policies. Judicial records for students not expelled from the College are kept on file for five years after a student graduates or withdraws from the College. In the event a student is expelled from the College, the records are kept on file permanently. When a formal complaint is made by any member of the Newbury College community against any student, a hearing may be convened by the Director of Residence Life, who has the right to suspend or dismiss any student from the College pending the results of a hearing or appeal, if, in the Director's opinion, the student represents a danger to him/herself or to members of the Newbury College community. Missed classes during the time of a suspension are not excused

absences.

The College Judicial Process is as follows:

1. A formal complaint is written by a faculty, staff member or student of the College. All complaints filed will be in writing and will contain the name or names of the students involved in the incident and a clear statement explaining the nature and circumstances of the complaint along with any other documentation, such as a campus security report.
2. The documented student will be notified in writing of the pre-hearing interview time, the hearing date, and the complaint being brought against him/her.
3. A pre-hearing meeting will take place with a Resident Director, not involved in the incident. At that pre-hearing interview, the student will be notified of his/her rights, the information contained in the document, the steps in the judicial process, and the date and time of the hearing. The student will also be advised as to the procedures of the hearing and may ask questions concerning the hearing. In addition, the student will be informed that he/she may bring up to three witnesses to the hearing. Only members of the Newbury College community are eligible to be witnesses and they must have information pertaining to the specific incident.
4. The student will have an administrative hearing with the Director of Residence Life.
5. All judicial hearings are tape recorded to ensure accurate record keeping. These tapes are the sole property of Newbury College and are kept in the strictest of confidence.
6. The purpose of the Judicial Hearing is to determine if a student is responsible or not responsible for violating college policy. The Director hearing the case is responsible for imposing sanctions. These sanctions may include, but are not limited to, a letter of reprimand, a fine, restitution, work hours, social probation, restricted access to areas of the college, eviction from residence, or dismissal from the College. A student may be suspended academically or residentially from the time of the alleged incident until the conclusion of the judicial process. It is the student's responsibility to find alternative housing in the event he/she is temporarily suspended from the residence halls. In the case of a serious allegation in which there is a criminal investigation or criminal charges, the College's judicial process may be initiated and have conclusions different from the court's finding. In such a case, the College may impose sanctions when the court has not found grounds to do so. The College also reserves the right to suspend students pending the results of criminal charges. In the event that the College is not pursuing internal judicial proceedings and a student is either not charged or found not guilty of an accused crime, that student is eligible to return to the College without penalty.
7. In rare situations, the Director of Residence Life in conjunction with the Vice President or Dean of Student Affairs has the authority to convene an emergency hearing without the student being present. These situations would include, but are not limited to the following: the incident occurring at the end of an academic semester, the student has been incarcerated or hospitalized after any such incident, or, in the Director, Dean or VP's opinion, the student's presence on campus for a hearing could in some way jeopardize the safety and well-being of any other member of the College community.

## **APPEAL PROCEDURE**

Should a student wish to appeal a decision of a Judicial Hearing, he/she must file a written appeal within three business days after notification of the judicial decision. All written appeals should state the specific reason why the student feels a new hearing should be granted. Severity of sanction is not generally considered grounds for appeal. All appeals should be submitted to the Vice President or Dean of Student Affairs.

If an appeal is accepted, the VP or Dean of Student Affairs will convene a meeting with the involved student to review the incident and the judicial process. The VP or Dean of Student

Affairs may also involve the Director of Residence Life in any such meeting to better understand how the judicial process was implemented.

The VP or Dean of Student Affairs can rule on a student's appeal in one of three ways: uphold the initial decision of the Judicial Hearing, rule in favor of the accused student by finding him/her not responsible, or convene an Executive Hearing to re-hear the case. An Executive Hearing will be held by the VP or Dean of Student Affairs or designee. The VP or Dean of Student Affairs will issue a final and binding decision. The student shall be notified in writing of the VP or Dean of Student Affairs' decision within five working days.

## **MEDIATION PROCESS**

Mediation is a structured, flexible method of conflict resolution in which a trained neutral third party, called a mediator, assists disputing parties in recognizing and expressing their needs and concerns in order to resolve their dispute. The mediation process is coordinated by either the Director of Residence Life or the Director of Counseling and Health Education and is an option that can be utilized to resolve a conflict or dispute among members of the College community.

Mediation empowers parties to take responsibility for their actions and to address their concerns in a safe, non-judgmental environment. Issues and concerns that are important to the dispute, but may be outside the scope of conventional disciplinary procedures, can also be addressed. A common situation in which mediation may be recommended is in a roommate conflict.

In a situation like this, a person's behaviors may be causing tension and conflict but are not endangering or affecting other residence hall members or violating residence hall policies. The goals of mediation are to help the parties create a mutually beneficial agreement and to gain a greater understanding of themselves and each other. Mediation may be requested by any student through any Student Affairs Department Head.

## **ACADEMICS**

At Newbury College, challenging academic majors cover more than 30 career fields of growing importance around the globe. Each major, whether it leads to a bachelor degree or an associate degree, integrates professional courses with liberal arts courses. In addition, Newbury offers three liberal arts majors, which provide a foundation for transfer either into a baccalaureate degree or into a specific career field. Through balanced curricula, Newbury endeavors to produce graduates with the problem-solving skills necessary to manage their careers successfully in a changing world.

Theory and practice each have an important role to play in a student's academic experience at Newbury College. In the classroom, theory provides a framework to help students grasp the basic principles of their chosen majors. Practice enables the student to gain first-hand experience in both classroom laboratories and at challenging internship sites. The result is a more meaningful learning experience.

As expressed in the College's Mission Statement, students who graduate from Newbury College are expected to be professionally competent, ethically aware, and socially responsible. Therefore, the faculty has established degree requirements for all students, which include not only professional courses but also courses in the arts and sciences. The goal is that all graduates will have developed the academic skills of reading, writing, critical thinking, mathematical literacy, and research methodology; will have developed knowledge and insight about themselves, the social world, the natural world, and the world of moral choice; and will have developed an understanding of their chosen professions in the larger context of society.

Faculty members are an essential component of the high quality of a Newbury education. Not only are the faculty dedicated and accomplished teachers, many are also experienced practitioners in their disciplines. Their creativity, caring, and understanding of individual

needs influence Newbury students and graduates throughout their careers.

## ACADEMIC POLICIES

**Drop/Add Period:** During the Drop/Add period, students may drop or add courses without a permanent record of enrollment in those courses. The Drop/Add period ends at 5:00 pm on the second Friday of the semester (or prorated equivalent time period for courses offered in more intense formats). Students wishing to drop or add courses must do so by filing Drop/Add Forms with the Registrar's Office.

**Grading System:** Final grades are issued to students as letter grades at the end of each semester as follows:

Grade	Letter Grade GPA Equivalent	Numeric
A	94 - 100	4.0
A-	90 - 93	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D+	67 - 69	1.3
D	63 - 66	1.0
D-	60 - 62	0.7
F	0 - 59	Failure/0.0
I	Incomplete	
IF	Incomplete Failing	
W	Withdrawal	
WA	Administrative Withdrawal	
AU	Audit	

**Student-Initiated Course Withdrawal:** If a student wishes to withdraw from a course, s/he must complete an Official Course Withdrawal form, obtain the signature of the professor, and return the form to the Registrar's Office. Such course withdrawals are indicated on the transcript with a W.

All student-initiated course withdrawals must be filed by the end of the eleventh week of classes.

**Administrative Withdrawal from a Course:** In rare cases, a student may be administratively withdrawn from a course by a senior administrator at the College. The reasons that may prompt such a withdrawal are 1) excessive student absences which cause the College to be in non-compliance with federal financial aid regulations, and 2) serious student violations of policies regarding classroom respect and civility. Administrative withdrawals are indicated on the transcript with a WA.

Ws and WAs carry no credit and no quality points and are not computed in the grade point average (GPA).

*Note: Non-attendance does not constitute a formal withdrawal from a course. Failure to officially withdraw may result in a failing grade.*

**Grade Appeal:** If a student wishes to appeal a grade, s/he must submit a statement of this intent in writing to the professor who issued the grade. The student must include the reason(s) for the appeal and attach supporting documentation including the course syllabus. The student must then schedule a meeting with the faculty member. This must be completed within 6 weeks following the last day of the semester in which the grade was issued.

If after meeting with the professor the issue is not resolved, the student may continue the appeal. The student must submit a copy of the original letter of appeal and supporting documentation to the Dean of the College or her designee. The Dean or her designee will determine a course of action that may include one or more of the following: a review of the appeal documentation and/or a meeting with the student and/or faculty member. The Dean or her designee will then render a decision and inform the student in writing within 5 business days of completing the review. The decision of the Dean or her designee is final and binding.

**Attendance:** Classroom instruction is a principal component of the educational process. Students and faculty have a mutual responsibility for contributing to the academic environment of the classroom. Consistent class attendance and participation in classroom activities are essential for success. It is expected that students will attend classes. Attendance policies are detailed in each instructor's course syllabus.

**Withdrawal:** Students who wish to withdraw from the College must complete a College Withdrawal/Leave of Absence Form and obtain the appropriate signatures. The form must be returned to the Registrar's Office for processing. Students officially withdrawing from the College will receive a notation of "W" in all courses.

**Leave of Absence:** Full-time students who wish to take time off from their studies but plan to return to complete degree requirements may request a Leave of Absence. Students must also complete a College Withdrawal/Leave of Absence Form, obtain the appropriate signatures, and submit the form to the Registrar's Office. If the Leave of Absence occurs mid-semester, the student will receive a notation of "W" in all courses.

The official withdrawal date in both cases is the date on which the form is received in the Registrar's Office. Students should refer to the College's policy on refunds as outlined in the Withdrawal/Refund Policy section of the College Catalog.

*Note: Non-attendance does not constitute official withdrawal from the College. A student is not officially withdrawn from the College until the appropriate form has been completed and has been validated by the Registrar's Office. Withdrawal/Leave of Absence Forms are available in the Registrar's Office.*

Students absent for longer than one year are required to meet the graduation requirements articulated in the Academic Catalog in effect at the time of re-enrollment. Leaves of absence are included in the statute of limitations for graduation.

**Academic Honesty:** As an institution of higher education, Newbury College expects all members of its community—students, faculty, and staff—to conform to the acceptable standards of academic integrity and to exhibit honesty and competency in their academic work. In reaffirmation of his/her support of the standards of academic integrity, each faculty member will discuss codes of ethical academic behavior in his/her course during classes every semester.

**Cheating:** Cheating on examinations, tests, quizzes, or papers, consists of knowingly giving, receiving, using, or attempting to give, receive, or use, unauthorized assistance. Generally, assistance is unauthorized if it is obtained from any resource other than prescribed course materials (without plagiarizing from that source) or is otherwise expressly authorized by the

instructor.

**Plagiarism:** Plagiarism is a form of cheating. It is the use of another person's words or ideas in written or oral communication to give the impression that these words or ideas are the student's original thoughts. It occurs when a student fails to credit the original author for ideas and/or statements and puts the words or ideas directly into his/her own writing or speech. It can be avoided by correctly and appropriately citing the source material.

**Penalties for Academic Misconduct:** In cases where standards of academic honesty are violated by students, the individual instructor will determine the appropriate response which may include failure in a particular assignment or failure of an entire course. If a student believes that an instructor's decision is arbitrary, discriminatory, or procedurally unsound, s/he can submit an appeal to the Dean of the College. The Dean will review the case, consult with appropriate faculty and administrators, and issue a decision. If a faculty member believes that a particular incident or set of incidents are so egregious that additional disciplinary action ought to be considered, that faculty member may inform the Dean of the College. The Dean of the College, in consultation with at least two other administrators, such as the Associate Dean and the Vice President of Student Affairs, will assess the situation and jointly determine the appropriate course of action.

## **HONORS AND AWARDS**

**Academic Dean's List:** Students attaining at least a 3.3 (B+) average with no grade lower than a C on the College's grading system are named to the Dean's List at the end of each semester. A full-time student must complete 12 or more credit hours per semester to qualify. A part-time student must complete nine or more credit hours per trimester to qualify. Students attaining at least a 3.5 average with no grade lower than a B on the College's grading system are named to the Dean's List with Honors.

**Honor Societies:** Alpha Chi is a national honor society for baccalaureate degree students. The society recognizes students who have achieved academic excellence as judged by College faculty and administration.. Students who meet the criteria established are invited to join the society in the spring semester Senior year.

**Who's Who:** Each year students are nominated by the College for inclusion in Who's Who Among Students in American Universities and Colleges.

**Honors at Commencement:** To graduate with honors, a student must maintain a minimum Grade Point Average of 3.3.

The honors awarded at graduation are classified as follows:

Summa Cum Laude: GPA of 3.8 to 4.0

Magna Cum Laude: GPA of 3.6 to 3.79

Cum Laude: GPA of 3.3 to 3.59

**President's Award:** One full-time student and one student enrolled in the continuing education program are awarded the President's Award for outstanding contributions to the College. The faculty and administration make nominations for this award.

**Outstanding Student Achievement Awards:** Special awards are given at Commencement for students attaining superior academic achievements and contributions to the College.

**Emerging Leader Award:** Each year, the Office of Student Affairs will grant this award to a student who has shown outstanding leadership potential, served as a role model to fellow students, and demonstrated a positive attitude.

## **COLLEGE POLICIES**

Newbury College is committed to standards that ensure quality education for students. These standards are of importance to the college environment to protect the safety and rights of all students. We require all students to honor and abide by these policies

throughout their Newbury College careers.

## **CIVIC RESPONSIBILITY**

The College takes very seriously its responsibility to its neighbors in the Town of Brookline and the City of Boston. The maintenance of the rights, tranquility, and attractiveness of the neighborhood and the concern for the welfare of the people and property on the campus are of the utmost importance to everyone. Therefore, the College expects all students to extend the same courtesy to neighbors on and off campus as they extend in their home neighborhoods.

## **JURY DUTY**

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please consult the Student's Guide to Jury Duty brochure, available in the Office of the Dean of Student Affairs, or contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner's website at [www.massjury.com](http://www.massjury.com).

## **RESPECT & CIVILITY**

Newbury College expects all members of the community to conduct themselves in a respectful manner. Whether in or out of the classroom or on or off campus it is expected that students will treat all faculty, staff, and contracted workers of the College with respect. Disrespectful and/or disruptive behavior will be immediately responded to by the College. Sanctions for such behavior may include suspension from the College. Some classes and programs will have specific additional classroom guidelines that must be adhered to.

Newbury College respects everyone's right to free speech. We are also mindful of the community's right to a quiet, civil, and peaceful existence in an institution of higher learning. Therefore, Newbury College reserves the right to impose sanctions on and bring judicial action against any member of the community who is disturbing the peace with the indiscriminate use of profane or inflammatory language and/or behavior that is violent and/or abusive.

Because Newbury College seeks to promote the safety and well being of all College community members, the College reserves the right to respond to off-campus incidents involving a member or members of the College community. As such, Newbury College reserves the right to impose sanctions on students involved in disruptive, violent, or criminal behavior in an off-campus setting when such behavior adversely affects the interests or reputation of the College.

## **COMPUTER USAGE POLICY**

Access to computer systems and networks owned or operated by Newbury College imposes certain responsibilities and obligations and is granted subject to College policies, and local, state and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individual rights to privacy. All students, faculty and other employees of the College must be familiar with and are subject to the Newbury College Computer Usage Policy. A copy of the complete policy is distributed annually and is available upon request from the Business Office.

## **CAMPUS CLEANLINESS**

Maintaining a clean and attractive campus is everyone's responsibility. By working together, we can create an environment conducive to excellence in academic and student activities. It simply requires a little extra effort by each individual to demonstrate our pride in ourselves and our pride in our institution.

## **NON-DISCRIMINATION POLICY**

Newbury College admits students of any age, race, color, sex, sexual orientation, and

national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of age, race, color, sex, sexual orientation, religion or creed, national and ethnic origin, or non-disqualifying handicap in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other college-administered programs, and in its employment policies. Additionally, Newbury College does not tolerate hate speech of any form, including but not limited to intimidation, coercion, or unfair treatment in a threatening manner on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, or veteran status.

Any inquiries or grievances concerning these regulations may be directed to the Vice President of Student Affairs, Newbury College, 129 Fisher Avenue, Brookline, MA 02445, (617) 730-7155, and/or the Director of the Office for Civil Rights, U.S. Department of Education.

## **PARENTAL NOTIFICATION**

As a private institution, Newbury College reserves the right to notify a student's parent or guardian in various situations it deems appropriate. Such situations may include, but are not limited to, emergencies including physical or emotional health concerns, academic and or disciplinary problems of a serious nature, and situations in which the student's status at the College may be in jeopardy.

## **THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

The Family Education Rights and Privacy Act of 1974 (also known as FERPA) is a federal law which requires the College to maintain the confidentiality of student educational records and is intended to be a safeguard against unauthorized release of information contained in a student's education records. The Act applies to all enrolled students, former students, and alumni. It does not apply to students seeking admission.

Within the framework of the law and Newbury College policies and procedures, students and/or parents (if the parent(s) claim the student as a dependent under IRS Code of 1954) have the right to:

- Inspect and review all of a student's educational records (except those specified under the regulations);
- Petition to have the student's educational record corrected or amended which is governed by procedures set forth in Newbury College policy, and includes the right to a hearing according to the procedures and policies of Newbury College stated previously;
- Control access to a student's educational record, except as otherwise defined and regulated.

Though the students have privacy rights and control rights, College officials (administrators and faculty) who have a legitimate educational interest, also have access rights to student records when they are carrying out such functions as counseling and advising, and when there is a need for information regarding promotion, retention, and other requirements related to a student's progress and educational needs. Not included in this definition are:

- Confidential letters of recommendation written before January 1, 1975.
- Campus police records.
- Financial records submitted to the College by the parent(s) of a student.
- Those parts of education records that reveal confidential information about another student. Records created by a member of the faculty or an academic or administrative official of the College for his/her private use.
- Records to which a student has waived his/her right to access.
- Alumni records compiled from information after the student has graduated.

Records for each student are maintained in the Registrar's Office located in the

Academic Center.

Under the College's policy, personally identifying information which comes under the category of directory information may, at times, be released without student permission. Directory information includes date and place of birth, field of study, degrees and awards received, and other similar information. The College presumes that the release of such information is agreeable to eligible students. If a student does not want directory information released, a student must make this request in writing to the Dean of Student Affairs.

To inspect or review his/her records, a student must submit a request to do so in writing to the Registrar's Office. If requested, copies of a student's record are available to the student for a fee to cover the cost of copying. The College has the right to deny a student a copy of the following records:

- A transcript for any student for which a financial "hold" exists (a "hold" is imposed if the student fails to pay term bills, fees or fines.)
- A copy of an original transcript from another institution.

If a student believes that his or her rights under FERPA have been violated, a complaint may be filed with Newbury College's Vice President of Student Affairs or with the U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

## **ALCOHOL POLICY**

The possession or use of alcohol by students on campus is strictly prohibited, regardless of the student's age. Public intoxication is also prohibited on campus regardless of a student's age or status as a commuter or a resident student. In the event a faculty or staff person suspects a student to be in an intoxicated state, that student may be asked to leave the College facility or off-campus College event immediately. Any student given such instructions is required to immediately comply or face additional and more severe disciplinary sanctions.

Massachusetts State Law subjects an individual to fines ranging from \$300 to \$1000, loss of drivers license, and/or imprisonment for the following acts:

- Sale or delivery of alcohol to anyone under 21 years of age
- Possession, purchase, delivery or transportation of alcohol by anyone under 21 years of age

Students of legal drinking age in Massachusetts (21 years old) who acquire alcohol for another student(s) not of legal drinking age may be held responsible for contributing to the delinquency of a minor(s). The College deems it reasonable to hold any student of legal drinking age responsible for a minor's use of alcohol if he or she is found consuming alcohol with, or in an area where, students under the age of 21 years are consuming alcohol. Newbury College will cooperate fully with all law enforcement agencies with regard to violations of the law involving the use and procurement of alcohol. Additionally, in order to be a responsible neighbor within the Boston and Brookline communities, Newbury College will hold students responsible for their actions in the community. When local police departments advise the College of alcohol violations or other misconduct related to the use of alcohol, students will be subject to the College judicial process and will be required to abide by any imposed sanctions.

Instances in which alcohol is a contributing factor to another incident, problem or policy violation will result in a more serious disciplinary response. For example, instances of relationship violence, fighting, vandalism and/or refusal to comply with instructions or disrespect of other members of the community while under the influence of alcohol may subject any student to immediate dismissal from the residence halls or from the College.

Alcohol procured for group consumption will also be dealt with in a more serious manner. Any person of legal drinking age or any student who is the registered occupant of an on-campus room or an off-campus apartment will be held responsible for such a gathering.

Group consumption violations include but are not limited to: kegs, beer balls, alcoholic punches, boxed wine and all other common containers. In addition to other sanctions, violations of this policy may result in a student's suspension from the College pending a judicial hearing.

Any student in a room or area with other students who are violating the college alcohol policy will be considered in violation of the policy themselves.

The use of alcohol containers as decorations, keepsakes or trophies on campus is also prohibited regardless of a student's age. Staff will remove and discard items that are displayed and the student will be considered in violation of the Alcohol Policy and may be subjected to the noted sanctions.

\*Sanctions for violating the Alcohol Policy: Noted below are the standard sanctions that will be imposed for violations of the Alcohol Policy as related to the number of offenses by the student. Each student should clearly understand that there are situations in which more serious sanctions may be imposed. Some of the situations have been previously noted. If in the opinion of the Director of Residence Life, there are extenuating circumstances, the Director of Residence Life may impose sanctions beyond, or in addition to what is noted below. Failure to abide by the imposed sanctions will result in suspension from the College and residence halls until the student meets with the Director of Residence Life and completes the imposed sanctions. Classes missed during any such suspension are unexcused absences and will be treated as such by the faculty.

## **FIRST OFFENSE**

Resident & Commuter:

- A \$50 fine must be paid to the Office of Residence Life by the date noted in the judicial letter, (written notification to student from the Director of Residence Life or Resident Director informing him/her of the violated policy and imposed sanctions), usually two weeks from the time of the incident.
- A copy of the judicial letter may be sent to the student's parent/emergency contact.
- The student will be required to attend an alcohol education session held by the Director of Counseling and Health Education.

## **SECOND OFFENSE**

Resident

- A \$100 fine must be paid to the Office of Residence Life by the date noted in the judicial letter, usually two weeks from the time of the incident.
- A conference between the Director of Residence Life or Resident Director and the student's parent/emergency contact must occur within one weeks time, to discuss the student's status, at the College.
- An individual alcohol assessment meeting with the College's Director of Counseling and Health Education must be completed as scheduled in the student's judicial letter. The student must agree in writing to follow the Director's recommendations.
- Residence hall suspension for the following three weekends. The student must vacate the residence halls and turn in their keys by 5 p.m. on Friday and may not return before 5 p.m. on Sunday or Monday, if it is a holiday, (no credit of residence hall fees will be given).

Commuter

- A \$100 fine must be paid to the Office of Residence Life by the date noted in the judicial letter, usually two weeks from the time of the incident.
- A conference between the Director of Residence Life and the student's parent/emergency contact must occur to discuss the student's status at the College.

- An individual alcohol assessment meeting with the Director of Counseling and Health Education must be completed as scheduled in the student's judicial letter.
- The student will no longer be allowed to visit in any Newbury College residence hall for the remainder of the academic year, regardless of the time of day.
- The student must complete ten hours of community service either for the College or for a non-profit agency in the community. Community service will be assigned/monitored through the Director of Residence Life's office in conjunction with the Coordinator of Campus Activities.

### **THIRD OFFENSE**

#### Resident

- Immediate suspension from the residence halls.
- Not permitted as a visitor in any Newbury College residence halls (including Satellite Residence Halls) for the remainder of the semester, regardless of the time of day.
- Required to participate in a second individual alcohol assessment meeting. The student may be required to follow suggested treatments recommended by the Director in order to maintain their status as a student.
- Parent/emergency contact notification.
- Possible suspension from all co-curricular activities, i.e. sport teams, intramurals, clubs and organizations.

#### Commuter

- Required to participate in a second individual alcohol assessment meeting. The student may be required to follow suggested treatments recommended by the Director in order to maintain their status as a student.
- Required to complete 20 hours Community Service either for the College or for a non-profit agency in the community. Community service will be assigned/monitored through the Director of Residence Life's office in conjunction with the Coordinator of Campus Activities.
- Parent/emergency contact notification.
- Possible suspension from all co-curricular activities, i.e. sport teams, intramurals, clubs and organizations.

Note: In the event the commuter student was involved in an incident in the residence halls after losing his/her visitation privileges, he/she may be suspended from the College.

### **FOURTH OFFENSE**

#### Resident & Commuter

- Immediate suspension from the College and for a period of one year and permanent suspension from the residence halls.
- Parent/emergency contact notification.

### **DRUGS AND NARCOTICS POLICY**

Newbury College, as a responsible segment of the society in which it exists, and as an educational institution chartered within the Commonwealth of Massachusetts, neither permits nor condones the possession, use, or sale of illegal drugs or narcotics. Possession of any drug paraphernalia is prohibited. The illicit use, distribution or sale of alcohol is also prohibited. Students who violate this policy will be considered in violation of the College's drug policy. Violators are subject to College disciplinary procedures including dismissal from the residence hall system and/or the College as well as to criminal prosecution under state and federal laws.

Possession, use or dealing narcotics and/or illegal drugs on or off campus may result in dismissal from the residence hall system and/or the College.

Newbury College reserves the right to gain access to and search a Residence Hall room if College officials receive information regarding illegal or illicit activities occurring in that space or if there is a reasonable concern for the safety and welfare of the resident or the community. In addition, the College may request access to locked trunks, drawers, cabinets and other storage units if there is reasonable suspicion of illegal or illicit activities. Failure to comply with the request of college officials will result in college sanctions.

### **LEGAL SANCTIONS**

Newbury College, Inc. will abide by all applicable legal sanctions under local, state, and federal laws regarding unlawful possession, use, manufacture, or distribution of drugs and alcohol. The College will cooperate fully with law enforcement officials in the investigation and prosecution of illegal activities involving drugs and alcohol. All members of the Newbury College community will be made aware of College policy through student publications and/or distribution of the Drug-Free Workplace Policy Statement.

### **SUBSTANCE ABUSE PREVENTION PROJECT**

Newbury College believes that the prevention of and recovery from drug and/or alcohol abuse is an ongoing process. This process involves not only enforcing the College's policy prohibiting the consumption and selling of drugs or alcohol on campus and the laws of the Commonwealth of Massachusetts, but also providing students with ongoing educational and informational opportunities on the dangers of drug and alcohol abuse.

The College offers ongoing workshops, one-on-one counseling, group counseling, and individual referrals dealing with drug abuse prevention.

In addition, the College distributes and makes available to students and staff brochures, pamphlets, and other printed material on drug and alcohol abuse.

These programs begin during the College orientation program and continue throughout the academic year. The programs are conducted through the Division of Student Affairs and are available to students as well as to employees of the College.

### **DRUG-FREE SCHOOLS & COMMUNITIES ACT**

The Drug-Free Schools and Communities Act of 1989, requires that Newbury College annually distribute information regarding the unlawful use, possession, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of any of its on-campus or off-campus activities.

Newbury College's standards of conduct regarding illegal use of drugs and alcohol are described below, along with the health risks associated with substance abuse.

In compliance with the Act, the College has set forth below criminal sanctions under federal and state law for the illegal possession, use or distribution of drugs and alcohol, as well as the range of sanctions for violations of the College's policies regarding substance abuse.

Newbury College does not permit or condone the illicit or unauthorized possession, use, consumption, sale, or distribution of illegal drugs and alcohol by its students and employees both on and off the campus or as part of its activities. This policy applies to all students and employees, members of the faculty, and members of the administration.

Persons who violate this College policy regarding alcohol and drugs hereinafter described will be subject to appropriate disciplinary action including but not limited to counseling, probation, suspension, expulsion, and/or referral to proper law enforcement authorities for prosecution.

The Drug-Free Schools and Communities Act Amendment of 1989 also requires that a description of health risks associated with drug use and alcohol abuse be distributed to Newbury students.

Potential health risks of alcohol and drug abuse include, but are not limited to, the following:

- irritability

- cancer of the esophagus
- sleep problems
- respiratory arrest
- aggressive behavior
- hepatitis
- ulcers
- pregnancy complications
- impotency
- fluctuation of moods, emotions
- brain damage
- problems with relationships
- pneumonia
- delirium tremens
- malnutrition
- cirrhosis of the liver
- bronchitis
- pancreatitis
- heart attack
- physical dependence
- meningitis

Resources are available to assist Newbury students in understanding and dealing with drug and alcohol abuse. You can receive information by contacting any of the following local on-campus resources:

Susan Chamandy, Director of Counseling and Health Education

(617) 730-7157

Jennifer Forry, Director of Residence Life

(617) 713-5901

Amy Shirley, Dean of Student Affairs

617-730-7158

Paul Martin, Vice President of Student Affairs

(617) 730-7155

## **HOTLINES**

The following hotlines are also available to assist members of the College community:

Cocaine Helpline 1-800-COCAINE

This cocaine helpline is a round-the-clock information and referral service staffed by recovering cocaine addict counselors.

NIDA Hotline 1-800-662-HELP

The National Institute on Drug Abuse (NIDA) provides a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Free materials on drug use are also distributed upon request.

Massachusetts Drug and Alcohol Hotline 1-800-327-5050

Drug Abuse Hotline 1-800-662-HELP

Alcoholic's Anonymous 617- 426-9444

The Parents' Resource Institute for Drug Education (PRIDE) refers concerned parents to parent groups in their state or local area, provides telephone consultation to local health centers, and maintains a series of drug information tapes that the caller listens to at no charge after 5 pm.

## **DRUG PENALTIES**

Most crimes involving the unlawful possession, use, sale, and distribution of drugs are set forth under Massachusetts General Laws, Chapter 94C. Under Chapter 94C, it is a criminal offense to manufacture, possess, distribute, or dispense a "controlled substance" or to manufacture, sell, or possess with intent to sell drug paraphernalia. Violations of Chapter 94C are punishable by imprisonment, fines, or both. In addition, crimes involving the unlawful use of drugs are set forth in Title 21 Section 841 of the United States Code. Violations of Section 841 are punishable by imprisonment, fines and supervised release.

Newbury College voluntarily complies with state and federal laws regarding the illegal use of drugs. Each student who resides on the Newbury campus is responsible for the contents of his/her room and the actions of those present in the room. The illegal use, possession, sale, or distribution of drugs is strictly prohibited and could result in removal from housing and/or separation from the College. It is in direct violation of local, state, and federal laws to participate in the manufacture, sale, distribution, or use of controlled substances. If convicted, you may be punished by fine, imprisonment, or both.

Under Chapter 94C, persons who knowingly or intentionally manufacture, distribute, dispense, or possess with the intent to manufacture, distribute, or dispense a controlled substance may be punished by imprisonment and/or fines as noted above.

Mandatory sentences are also imposed for trafficking in marijuana, cocaine, heroin, morphine, opium, etc. Federal law parallels Massachusetts drug laws in many respects. It is, for example, a federal offense to manufacture, distribute, or possess with intent to distribute a controlled substance. Under both federal and state law, any property associated with the unlawful sale, manufacture, storage, or transportation of controlled substances may be forfeited to the authorities. Federal law also provides for enhanced sentences where a drug offense is committed within 1,000 feet of College property.

## **HIV/AIDS POLICY**

The College has developed guidelines for all students, administrators, faculty, and staff of Newbury College, Inc. (the "College") to deal in an informed, sensitive, and lawful manner with issues involving HIV-Spectrum Diseases (defined below) and, as the college deems appropriate, with other life-threatening diseases (e.g., cancer, heart disease) and serious infectious diseases (e.g., Hepatitis B).

For purposes of these guidelines, HIV-Spectrum Diseases include on a continuum, without limitation, AIDS, ARC, PGL, and asymptomatic HIV-infection, all as defined herein. Acquired Immune Deficiency Syndrome ("AIDS") is the most advanced phase of the disease of the body's immune system resulting from infection by the Human Immunodeficiency Virus ("HIV"). Some individuals may have one of the lesser symptomatic manifestations of the infection known as AIDS-Related Complex ("ARC") or Progressive Generalized Lymphadenopathy ("PGL"). Still others may test HIV-positive but may, nonetheless, be asymptomatic.

Current medical research indicates that HIV-Spectrum Diseases are spread only by intimate sexual contact, exposure to contaminated blood, and perinatal transmission. Such diseases are not spread by casual contact such as living in the same place as an infected person, eating food handled by an infected person, being coughed or sneezed upon by an infected person, or casual kissing. Because there is currently no known cure for HIV-Spectrum Diseases, the primary way of controlling transmission of such diseases is to control through education the behaviors by which such diseases are spread.

A person with AIDS (and possibly with certain other HIV-Spectrum Diseases) generally will be considered by courts and regulatory authorities to be a handicapped individual within the meaning of current Massachusetts and federal law. It is the College's policy not to discriminate on the basis of handicap, among other things, "in the providing of, or access to, College services or facilities." Further, the College makes every reasonable effort to accommodate individuals with any handicaps.

Consistent with those policies, the College shall adhere to the following guidelines which are intended to:

- (i) promote an effective program for educating the Newbury community about HIV-Spectrum Diseases and, as the College deems appropriate, other life-threatening and serious infectious diseases;
- (ii) ensure nondiscriminatory, compassionate, and flexible treatment of individuals with any of these diseases; and
- (iii) promote informed decision-making about issues relating to these diseases.

#### Admission, Program Participation, and Employment

No otherwise qualified applicant for admission or employment with an HIV-Spectrum Disease or other life-threatening or serious infectious disease will be denied admission, program participation, or employment on the basis of such condition unless he or she is incapable of meeting admissions or program participation requirements or of performing the essential functions of his or her job with reasonable accommodation by the College.

### **COLLEGE HOUSING**

Decisions about housing for students and employees with HIV-Spectrum diseases or other life-threatening or serious infectious diseases must be made on a case-by-case basis. The best currently available medical information does not indicate any risk to those persons sharing a residence with individuals infected with HIV-Spectrum Diseases. In some circumstances, however, there may be reasonable concern for the health of individuals with immune deficiencies of any origin when those individuals might be exposed to certain contagious diseases in a close living situation.

### **EDUCATION**

The College presents educational programs concerning HIV-Spectrum Diseases and, as the College deems appropriate, other life-threatening and serious infectious diseases.

This program may include, without limitation, current information about the causes, transmission, prevention and treatment, as well as the physical, social and emotional aspects of HIV-Spectrum Diseases; new legal and regulatory requirements relating to such diseases; and support and counseling services. To the extent possible, the College shall integrate this program into its existing or newly developed general health education programs.

### **MEDICAL CARE AND COUNSELING**

The College encourages members of the Newbury community with HIV-Spectrum Diseases or other life-threatening or serious infectious diseases to inform the College's health care providers and others, as appropriate, to enable the College to assist in providing and arranging for the provision of medical care, support, counseling, and education. Counseling and referrals to outside resources will be available through the College's Counseling Department. Information about an individual's medical treatment, counseling and/or referrals will be treated confidentially as required by law.

These guidelines are for the purpose of assisting Newbury to respond intelligently, compassionately, and lawfully to issues relating to HIV-Spectrum Diseases and other life-threatening and serious infectious diseases.

Any questions about these guidelines should be directed to Dean of Student Affairs, the Director of Counseling and Health Education or to the Director of Human Resources.

## **SEXUAL ASSAULT, SEXUAL HARASSMENT, HARASSMENT & RELATIONSHIP VIOLENCE**

Recognizing every community member's right to a safe environment in which to learn and grow, Newbury College does not tolerate sexual harassment, sexual assault, or relationship violence in any form. The following policies are strictly enforced.

### **SEXUAL ASSAULT POLICY**

Rape and other sexual assaults are violations of Massachusetts law as well as College policy. Any person violating this policy will be subject to dismissal from the College community (which includes but is not limited to the following: academic programs, residence halls, all buildings, grounds, and College-sponsored activities) and to additional disciplinary or legal proceedings.

Massachusetts General Law 265.22 defines rape as "sexual intercourse or unnatural sexual intercourse with a person against his/her will, compelling such person to submit by use of force or threat of force." A rape involving a weapon or weapons, more than one assailant (gang rape), or serious bodily injury to the victim is called "aggravated rape" and may result in life imprisonment. A rape not involving these elements is generally described as "simple rape" and may result in imprisonment for up to 20 years.

In addition, Massachusetts General Law 265.13 defines forced or coerced contact with a person's genital area, inner thigh, buttocks, or a woman's breasts as indecent assault and battery, as is the unauthorized touching of any part of a victim's person with an assailant's genitalia. These crimes are subject to a prison sentence of up to ten years.

### **RELATIONSHIP VIOLENCE POLICY**

Physical violence, verbal abuse, harassment, stalking, threats, or coercion are strictly prohibited. Any person engaging in these forms of violent behavior will be subject to dismissal from the College community (which may include, but is not limited to the following: academic programs, residence halls, all buildings, grounds and college-sponsored activities) and to additional disciplinary or legal proceedings.

Massachusetts General Laws 265.13 and 209A define relationship violence as assault and battery. This includes "attempting to cause or causing physical harm, placing another person in fear of eminent physical harm, or causing another to engage involuntarily in sexual relations by force, threat, or duress." There are many forms of physical, verbal, emotional, and sexual abuse that may be used against a victim.

Some examples of physical violence include slapping, punching, kicking, choking, pushing, restraining, pinching, hair pulling, throwing the victim or things, damaging furniture or other objects in the residence, keeping weapons around that frighten or intimidate the victim, and using weapons or other objects against the victim. Some examples of verbal and emotional abuse include using threatening gestures or language, stalking or harassment, shouting, swearing, blocking the doorway or otherwise using body size to intimidate, claiming to be the authority, blaming or accusing, insulting, mocking, driving recklessly to scare the victim, isolating the victim from friends or family, or refusing to listen or respond.

These crimes carry sentences of up to 2 years in prison and may result in the serving of a restraining order against the assailant and requiring the assailant to attend a recognized treatment program for batterers.

Newbury College recognizes the seriousness of both sexual assault and relationship violence. The College seeks to eliminate the possibility of incidents on campus through educational programming and swift disciplinary action. More information regarding sexual assault, relationship violence, these policies, the disciplinary process, and civil and criminal proceedings is available through the assault response team members and their campus offices.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of sex discrimination which violates federal, state, and local laws. Any Newbury community member found to have engaged in these behaviors will be subject to disciplinary action up to and/or including dismissal from the college community which may include but is not limited to the following: academic programs, residence halls, all buildings, grounds, and College-sponsored activities as well as additional disciplinary or legal proceedings.

Title IX, the federal law that prohibits sexual discrimination and sexual harassment in education, define two types of sexual harassment. "Quid pro quo" harassment includes unwelcome sexual advances, requests for sexual favors, or subjection to offensive verbal or physical conduct of a sexual nature that is made explicitly or implicitly a term or condition of an individual's academic standing or employment. "Hostile environment" harassment occurs when unwelcome sexual conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, uncomfortable, hostile, humiliating, or offensive learning or working environment.

"Quid pro quo" harassment occurs in any situation where a student or employee is led to believe that engaging in sexual conduct will have a positive effect on his or her academic standing or employment situation, or that failure to engage in sexual conduct will have a negative effect on his or her academic standing or employment.

Some examples of "hostile environment" harassment include discussions of an individual's sexual activities, display of sexually explicit media material (magazines, books, posters, calendars or screen savers), sexual comments about a person's body, repeated invitations to a person to engage in social or sexual activities after being informed that the person is not interested, using demeaning or vulgar language after being asked to stop, or touching a person after being told such contact is not welcome.

Any student or employee who believes he or she is experiencing sexual harassment is encouraged to bring the matter to the attention of the Director of Counseling, the Dean of Student Affairs, or the Director of Human Resources. The College recognizes that reporting an incident of sexual harassment may be difficult due to power issues that usually exist between the victim and the harasser. Therefore, the College will make every effort to protect the confidentiality and integrity of the parties involved by addressing the complaint quickly and taking appropriate disciplinary action.

Sexual Harassment Response Team Members:

Director of Counseling and Health Education

Susan Chamandy

(617) 730-7157

Director of Campus Safety

Arthur Thompson

(617) 730-7160

Director of Residence Life

Jennifer Forry

(617) 713-5901

Dean of Student Affairs

Amy Shirley

(617) 730-7158

Vice President of Student Affairs

Paul Martin

617-730-7155

Director of Human Resources

Amy Downing

(617) 730-7174

## **EMERGENCY PROCEDURES**

Local fire, police, hospital, and other emergency telephone numbers are posted on the various bulletin boards throughout the College. All members of the Newbury community are encouraged to work through the Vice President of Student Affairs Office and the Director of Campus Safety regarding referrals to these outside agencies.

It is very important that all students, faculty, and staff become familiar with emergency exit procedures. Please observe the instructions and exit routes indicated on the emergency exit plans posted in appropriate designated areas throughout the College facilities.

The signal for all persons within the College facilities to follow emergency exit procedures is a continuous ring of the bell. In an actual emergency or drill, all personnel are required to leave the premises by going directly to the exit designated on the emergency exit plan for that area.

## **RESIDENCE LIFE INFORMATION**

To be an official resident a student must be a full-time (12 full time credits) registered student, be in good standing academically and financially and have on file in the Office of Residence Life:

A Newbury College License Agreement guaranteeing residency for the full academic year which includes:

- A signed Housing Agreement for the current academic year.
- A signed official Room Condition Report.
- A completed emergency contact form.

The Office of Residential Life and Campus Safety Office must have issued the student an appropriate photo identification card and keys.

## **RESIDENCE STAFF**

The residence halls have live-in, professional and student staff who are charged with the responsibility of promoting an environment conducive to the growth and personal development for each resident student. The resident staff has the responsibility and the authority to enforce the terms and conditions of the Housing Agreement signed by each occupant, as well as the conditions of residency stated herein. Refusal to comply with the reasonable requests of staff members is grounds for suspension or dismissal without refund of room and board. Residents are expected to treat student staff and professional staff persons with appropriate respect at all times.

## **RESIDENCE LIFE POLICIES**

### **ACCESS RESTRICTIONS**

Students are prohibited from all areas of the College that are not deemed as common area space. These areas include; roofs, window ledges, basements, utility closets, and supply rooms. Additionally, students are prohibited from unoccupied/unsupervised offices, classrooms, computer rooms, and kitchens, outside the normal operating hours of such locations. This also includes areas such as the library, bookstore, and Dining Hall service and kitchen area. Unauthorized access of restricted areas will result in disciplinary proceedings including possible dismissal from the residence halls and expulsion from the College.

## **APPLIANCES**

State and local laws prohibit the use of any electrical cooking appliances in the residence halls, unless specifically approved by the Director of Residence Life. Due to concerns with regard to the electrical use of air conditioners, residents are not permitted to install air conditioners in the windows of their residence hall rooms.

Electric blankets, sunlamps, hot pots, coffee makers, microwaves, toaster ovens, electric grills, halogen lamps and other heat producing appliances are prohibited. The College does allow a specific microwave in the residence halls. This unit can be purchased only through the Microfridge® corporation or the Refrigerator Company. Details for this unit can be obtained in the Residence Life Office. The Office of Residence Life reserves the right to remove all prohibited and potentially hazardous items from an occupant's room and appropriate action will be taken.

In accordance with Town of Brookline regulations, irons are not permitted in residence hall rooms.

## **BICYCLES**

Bicycles are not allowed in the buildings, unless the student is given specific permission by the Director of Residence Life. The Office of Residence Life reserves the right to remove any item blocking egresses in any building and to impound such items. Disciplinary action and fines will also be assessed. For the student's convenience, a bicycle rack is located outside of the Student Center.

## **CANDLES / INCENSE**

The use of candles, incense, or other smoke- or flame-producing material is prohibited in the Residence Halls. These items will be confiscated and appropriate action will be taken.

## **COHABITATION**

Cohabitation is not permitted in student rooms. Each student must respect the rights of his or her roommate regarding guests. All individuals staying as a guest must be cleared through the Newbury College Guest Policy.

## **DAMAGE, KEY, AND CLEANING DEPOSIT**

To help safeguard the property, all residents must pay a \$150.00 damage, key, and cleaning deposit, which will be returned to the student at the end of the academic year when the necessary repairs have been made. Common area damage will be deducted proportionately from each resident's deposit of the floor/building in which they reside. However, if any unpaid charges remain for damage, special charges will be deducted from the damage, key, and cleaning deposit or charged to the parties involved. Students who have an outstanding balance with the College will have any damage refunds attributed to their balance.

Appeals concerning damage charges may be made in writing to the Office of Residence Life. If a refund is forthcoming, it will be refunded within three months of the end of the academic year. All appeals must be made prior to the start of the following academic year.

Students are not permitted to remove china and silverware from the Newbury College Dining Hall. China and silverware found in residence hall spaces will result in a Common Area Charge.

## **DOOR DECORATIONS**

It is the policy of the College to allow students to decorate the exterior portion of their room doors with posters, fliers, brochures, and other materials. Occasionally items are placed on the exterior doors that may be disrespectful or inappropriate. It is expected that student expression will be respectful of others, will be in good taste, and will not be in violation of the right of other persons to be free from a hostile environment or an invasion

of their personal privacy. If the Office of Residence Life feels that items posted on a room door are offensive or inappropriate, the resident will be requested to remove those items from public view.

## **FAILURE TO FOLLOW DIRECTIVES FROM A COLLEGE OR MUNICIPAL OFFICIAL IN AN EMERGENCY**

The failure to follow directives from a College or municipal official in the time of an emergency may subject a student to disciplinary proceedings, including, but not limited to, suspension and/or dismissal from the College.

## **FIRE SAFETY / BOMB THREATS**

In the event of a fire alarm, all individuals must vacate the building immediately. Students should not obstruct access by emergency personnel and vehicles to the building. Failure to do so will result in severe disciplinary action. The activating of a fire alarm system without proper cause endangers the safety of all residents, as well as the security of the greater community and the local fire department. A false alarm is a criminal offense and any student who, without reasonable cause, activates a fire alarm system, tampers with fire safety equipment, or interferes with firefighters is subject to immediate dismissal. In addition, prosecution under the laws of the Commonwealth of Massachusetts will be considered, including all costs incurred as a result of tampering with any life safety equipment and including the payment of fines or penalties incurred by Newbury College.

All residents and their guests are required to immediately vacate the building when the fire alarm sounds. This is required regardless of what a resident is involved with at the time of the alarm. If showering at the time of the alarm, you are required to immediately leave the shower area and if time and safety conditions allow, gather the appropriate clothing to vacate the building. Students do not have the option of deciding if an alarm is faulty or falsely engaged, regardless of the number of times an alarm has sounded or the time of day when it occurs. Any resident who is found to have not immediately vacated the building is subject to immediate disciplinary action, ranging from a first offense fine of \$100.00 to dismissal from residence. Fire drills are conducted throughout the academic year and all persons are required to participate. Individuals are advised to become familiar with all emergency exits and second means of escape as published and posted.

Safety is a vital concern to all members of the College community. Persons who intentionally play any role in (a) false fire alarms or bomb threats, or (b) interfering with a fire alarm system, or (c) interfering with fire fighters and/or tampering or removing any fire fighting hoses or equipment (including fire extinguishers, smoke detectors, carbon monoxide detectors and exit signs) are subject to immediate dismissal. In addition, full prosecution under the criminal and civil laws of the Commonwealth of Massachusetts may be pursued by Newbury College against the offender(s) including civil actions seeking the recovery of any fines, penalties, or costs incurred by Newbury College.

The procedure for a bomb threat is the same as for a fire drill except that the bomb squad must be notified by a designee of the Student Affairs Office. Bomb threats are a serious violation of College policy as well as state and federal statute. Persons who make such threats are subject to immediate dismissal, as well as fines and possible prosecution by local authorities, and are liable for costs incurred by the College.

It is everyone's responsibility to know where the fire exits are located in the event of a fire. Fire doors should not, under any circumstances, be propped open or used for any purpose other than emergency evacuation. Fabric of any kind may not be attached to a ceiling or ceiling fixture. Roofs and fire escapes are not to be used for any purpose other than for escape from fire or threat of fire. As a fire safety precaution, the College enforces a strict "Electrical Use Policy for Residents". A copy of this policy will be provided to residents upon occupancy. The burning of incense or candles is prohibited in all residence rooms. If a staff person discovers any prohibited items being used or displayed in a room, the items

will be immediately confiscated. This will be done regardless of whether or not the owner or person responsible is present in the room. The College is not responsible for illegal items confiscated from rooms.

Because of the intense heat produced and subsequent fire risk, the use of halogen lamps, (floor or desk) is strictly prohibited.

As a matter of safety, the use of gas or open flame grills by students, is not permitted on campus. Any such equipment being used will be confiscated and the responsible party will face judicial sanctioning.

## **FURNISHINGS**

The College provides each student with a standard twin bed and mattress, a desk, chair, a dresser, and a closet or wardrobe. Window shades or curtains are also provided in all rooms. Due to space limitations, stereos, television sets, and extra furniture should be kept to a minimum. Each resident is responsible for the furniture in his/her room. Furniture may not be removed from any student's room. Students are liable for replacement of any furniture that is removed (for any reason) from rooms during the academic year. Additionally, the College will levy moving fees to remove any non-college furniture left in the room at the end of the year. If any furniture is missing or damaged, the problem should be reported to the Office of Residence Life. Furniture in a common area is for use by students in that area. Removal of furniture is prohibited. A student who appropriates furniture from the common area will be required to return it and will be fined. If lounge furniture is found in students' rooms, the occupants of those rooms will be charged accordingly.

Residents are responsible for taking reasonable care of their rooms. Residents are also responsible for any damage or loss to any part of the residence halls. There will be on file in the Office of Residence Life a complete list of costs associated with normal damages.

Alterations to rooms or buildings including painting, paneling, or affixing decals are prohibited. No articles may be hung from the ceilings, windows, balconies, porches, fire escapes, or placed on windowsills. Windows and screens may not be removed. Articles may not be placed in front of egress areas (fire escapes, stairwells, etc.)

## **GAMBLING**

Gambling of any kind is illegal and therefore prohibited at the College. Violators will be subject to strict disciplinary action which may include suspension or dismissal.

## **GUESTS**

Responsible guests are permitted in the residence halls. Overnight guests are allowed Monday through Sunday with the approval of roommate(s) and the Residence Life staff member on duty prior to midnight on the night of visitation. All guests staying overnight must be signed in with the Office of Residence Life and Campus Safety and have valid identification. Guests on the Brookline Campus will receive a Guest ID Card. A guest may not stay in college housing for more than three (3) consecutive days in succession in a seven (7) day period. Guests are permitted to stay overnight for a period of three consecutive evenings. Any guest visiting for a period longer than three consecutive days will be asked to leave the campus by the Office of Residence Life. Resident students are encouraged to register their guests by 3:00pm for a guest that evening. The Newbury host student is responsible for the conduct of his/her guest. Guest sign-in is a privilege, and this privilege may be revoked for inappropriate conduct by a guest or failure to follow the guest policy.

Residents from a satellite campus and all commuter students must sign-in as a guest on the Brookline campus and vice-versa. Residents from either campus or commuter students may register as an overnight guest any night of the week, however, permission must be attained from the on-duty Residence Life staff member and roommate(s) prior to Midnight.

Resident students from the satellite campus signed in, as guests on the Brookline campus are not permitted to register their cars overnight. Shuttle use is recommended.

All guests must be escorted at all times by their host, except for in and out of opposite gender bathrooms. The right of a student to live in reasonable privacy takes precedence over the right of his/her roommate to entertain a guest in one's room. The College will not tolerate infringements upon the rights of others to reasonable privacy, whether they are residents of the facility or neighbors who live in the surrounding community. Because of safety concerns, children under the age of 12 years are not allowed in the residence halls. Overnight guests must be at least 16 years of age however, anyone between the ages of 16 and 18, must receive special permission including approval by a parent or guardian prior to the request being approved. The College reserves the right to refuse any guest at any time, for any reason.

## **HALL SPORTS**

Hall sports are not allowed. Sports may be played in designated areas outside of the residence hall buildings. Any damage, which results from hall sports in non-designated areas, will be charged to the responsible student(s). Students are expected to carry items such as skateboards, rollerblades, basketballs and soccer balls to the entrance of the buildings. These and other sport activities are to be undertaken out of doors only and always at the student's own risk.

## **HAZING**

In 1985 the Massachusetts legislature passed an act prohibiting the practice of hazing which is codified at MGL c.269, Secs. 17-19. For the purpose of the Act, hazing is defined as "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or any other substance, or any other brutal treatment, or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation." Anyone found participating in an act of hazing will be brought before the Judicial Board for appropriate disciplinary action. If you have any questions regarding hazing, please contact the Director of Campus Activities at 730-7158.

## **INTERFERENCE WITH EMERGENCY EXITS OR ADMITTANCE OF UNAUTHORIZED PERSONS**

Any person who opens a clearly marked alarm, external emergency exit, or security lock and/or who deliberately tapes, ties, jams, or otherwise keeps open an external door which is intended to be locked will be subject to an immediate fine plus the cost of repair and/or disciplinary action. Entrance to rooms or common areas by way of windows, roofs, or fire escapes in any manner, except in an actual fire or similar emergency is prohibited. Any person who admits unauthorized persons into the facility, and thereby exposes others to potential harm, may immediately be suspended and/or dismissed from the College.

## **KEYS AND LOCKS**

A room key is distributed to each resident student. For security reasons, only one key per student, per room will be issued at any time. This key is for the student's use only and may not be duplicated or loaned to others.

In the event that a resident loses one or both of their keys, they are required to report this immediately to the Residence Life office. Any such student will be required to purchase a new key immediately. The replacement fee for keys on the Brookline Campus and at Pine Manor is \$25.00 per key. Replacement keys at Brookline Manor are \$50.00 each. Replacement keys for Bay State are \$20.00 per key. Leaving doors unlocked or having

other residents give access to hallways can not be a substitute for lost keys.

Students are reminded to always lock your room door when leaving your room for any amount of time.

All keys must be returned immediately to the Office of Residence Life when checking out of the residence hall. If a resident's key is not turned in at the end of the academic year, or turned in late, the College will charge that student for a key and lock change. Unauthorized duplicates will not be accepted in lieu of original keys.

## **LAUNDRY**

There are card-operated washers and dryers in the residence halls for resident student use only. Students living off campus are not permitted to use these laundry facilities. Any problems with the machines should be reported to the Office of Residence Life. Brookline residents are prohibited from the laundry facility on the satellite campus.

If a resident has a problem with a laundry card, they should contact the Laundry Company directly.

All residents on the main campus (Weltman Hall, Edwards Hall, and Mitton House, are required to purchase a Laundry Card, for use in the Laundry Rooms.

## **LOCKOUTS**

Residents who are locked out of their room may go to a Resident Assistant to gain access to their room. Students should be prepared to show their ID. There is a lock out fee of \$5.00 for each lock-out.

## **MAINTENANCE AND REPAIRS**

All repair requests for the Brookline campus should be brought to the attention of your Resident Assistant or the Residence Life Office during normal operating hours, Monday through Friday, 9 a.m. to 5 p.m. Repair requests for the satellite campus may be brought to the attention of the satellite Resident Director or to the Director of Residence Life on the Brookline campus.

In the event that an emergency repair is needed, (i.e., flood, loss of power or heat, etc.) please inform the Resident Assistant on-duty or Campus Security regardless of the time.

Students must abide by all sanitary and health regulations necessary for a clean and healthy facility. The Facilities Office is responsible for delivering all rooms in a clean condition and in good repair. This office is also responsible for removing waste materials from hallway areas (not rooms) and maintaining reasonable sanitation and safety standards. Occupants are expected to maintain a reasonably sanitary and safe residence hall room. The Office of Residence Life reserves the right to inspect and monitor at their discretion any room which may be unsanitary and/or unsafe. Waste receptacles will be provided in each corridor for trash deposit from individual rooms. Students are required to properly utilize these receptacles and to cooperate with all the staff in maintaining a clean and sanitary residence hall environment. At check-out time residents are responsible for removing waste and debris, sweep floors, and leaving their rooms in a clean and livable condition. In the event that extra cleaning by College personnel or outside cleaning contractors may be required because of poor housekeeping by residents, the cost of such extra cleaning will be charged to the residents of the unit involved. Similarly, if extra labor is required to remove personal belongings such as chairs, couches, refrigerators, etc., the costs for such removal will be charged to the resident(s) of the unit involved and immediate payment must be rendered by the student(s). The College reserves the right to dispose of all items left by the occupant without further recourse by the occupant.

## **NEWBURY COLLEGE CLEAN AIR POLICY**

The goal of the Newbury College Clean Air Policy is to provide a smoke free environment for the health and safety of students and employees.

All of Newbury College's Residence Halls are smoke free.

Smoking is permitted in designated areas outside of various college buildings well away from entrances to protect others from second-hand smoke. Proper disposal of smoking materials is expected of all smokers.

## **NOISE POLICY / QUIET HOURS**

The goal of the College through the Office of Residence Life is to provide a pleasant living environment, which contributes to each student's learning experience without creating disturbing noise levels, which would adversely affect the rights of roommates, other residents of the building, or the College's neighbors. Fellow residents as well as neighbors have a right and need for quiet in order to study, relax, and sleep. For this reason, the noise level of all sound-producing equipment such as stereos, radios, televisions, musical instruments, etc., will be strictly controlled. Within residence areas, noise or sound of any type, which can be clearly heard outside one's immediate room and/or is found to be objectionable by any member of the College or neighborhood community is unacceptable.

With this in mind, all students are urged to have headphones for their radios and stereos. Speakers may not exceed 12" x 20". Under no circumstances may speakers, radios, etc. be placed and played in windows of residence halls. Students disturbing others will be subject to disciplinary actions, including, but not limited to, fines, suspension or expulsion from the residence hall system. In addition, sound reproduction equipment utilized in a manner that disturbs others is subject to immediate impoundment, pending its removal from campus by its owner or College officials.

Quiet Hours are as follows: Sunday – Thursday, 10:00 pm – 10:00am and Friday – Saturday, 12:00a – 11:00am. Times that are not designated as Quiet Hours should be considered "consideration hours" and students are expected to respect other residents request for quieter conditions.

Violation of Quiet Hours and/or the Noise Policy will result in disciplinary action. Repeated violations may result in suspension from college housing.

Residence Life will observe 24-Hour-Quiet Hours effective the last day of class, until the last day of finals in the Fall and Spring semester.

## **ONLINE SAFETY & SECURITY**

Newbury College suggests that students take precaution when participating in Online Communities such as Facebook and Myspace. You are encouraged to self-monitor your online postings and activities and to consider carefully how your online conduct will impact your personal safety, reputation, friendships and standing with the College.

It is the College's policy not to monitor online communities, however The College will respond to online issues when a legitimate formal complaint is filed by a member(s) of the College community against a student and the College believes there is a direct violation of a policy. If the student is found to have engaged in inappropriate online conduct, the student will be subject to discipline, up to and including expulsion.

## **OUTDOOR ACTIVITIES**

Students should use caution when playing sports or participating in activities on the college grounds. Students will be responsible for any broken windows or any other damages caused by their actions.

## **PERSONAL PROPERTY**

Newbury College will not be liable directly or indirectly for the loss or damage to personal property by fire, theft, or any other cause to the extent provided by law. Residents are encouraged to review family personal property insurance coverage to ascertain the status of

their coverage while living in the residence halls, particularly noting the presence or absence of coverage clause for “mysterious disappearance” (i.e., loss where physical proof is not available). It is advised that all clothing and personal property be marked for easy identification. The College does not assume responsibility for personal property in the residence halls and strongly advises parents to extend the coverage of their household insurance to protect the students’ property from any form of loss or damage. Any person involved in theft from the College or residence halls is liable for immediate disciplinary action, which may include suspension, dismissal, or other sanctions. In addition, appropriate legal action may be taken against the student.

Residents are encouraged to secure their laptop computers when they are not in use.

Behavior, which may result in the destruction of property or the right to privacy of anyone, is strictly prohibited and will be dealt with severely.

## **PETITION TO BREAK RESIDENCE AGREEMENT**

A Housing Agreement Petition Form must be completed and returned to the Director of Residence Life for review. Petitions may be obtained from the Director of Residence Life. Upon moving into the Residence Hall, residents are responsible for all residence fee’s for the full academic year.

## **PETS**

For health and sanitation reasons, no animals or pets of any kind, including fish, are allowed within the residence halls. Any student bringing pets or animals into the residence halls is subject to disciplinary action, and the pet or animal will be immediately removed.

## **PHYSICAL ALTERCATIONS, VIOLENCE AND HARASSMENT**

Physical violence, verbal abuse, obscene or harassing telephone calls, hate speech or other harassing or disruptive behavior are strictly forbidden in residence halls. Students engaging in such behavior will be subject to dismissal from the residence hall system and the College as well as to other disciplinary proceedings. Discrimination or harassment based on ethnicity, sex, religion, sexual orientation, or race is strictly prohibited. Any student in violation of this policy may be required to leave the residence halls and will be subject to other disciplinary proceedings.

## **ROOM ASSIGNMENTS/CHANGES**

Incoming first year and transfer students will receive rooms and roommates through direct assignment by the Office of Residence Life. Returning Sophomores, Juniors and Seniors will have the opportunity to participate in Housing Selection in the Spring semester. Through this process second year students may choose rooms and roommates on the basis of availability. The College reserves the right to make room changes at its discretion.

To the extent that alternative rooms are available, students’ requests for room transfers will be acted upon during specified times. All room changes must have the written approval of a Resident Director or the Director of Residence Life. For administrative purposes, room changes are not allowed during the first two weeks of the semester. Students who change rooms without the proper authorization will be subject to disciplinary action. Students should contact their Resident Director for the proper room change procedure. Depending on capacity issues, room changes are not guaranteed. The Residence Life staff will assist any roommates who share a conflict by mediating the issue with residents involved.

Residents may not sublet in whole or in part any residence space and are responsible for full payment of all charges and fees.

## **ROOM CONDITION REPORT**

Upon assuming residency, all residents must complete and sign an official Room Condition Report. The Room Condition Report should be properly completed to accurately represent the condition of the room. To be valid, the form must be signed by a Residence Life Staff

member. The Room Condition Report will be the basis for determining any damage, alteration, or change in a room after student occupancy.

A copy of this report will be kept on file in the Residence Life Office.

Upon departure, the exit portion of the same Room Condition Report will be completed. A room is not officially vacated until keys are returned to the Office of Residence Life and the Room Condition Report has been checked and signed by the resident and a Residence Life Staff member prior to departure. This is the student's only protection against room damage billing.

## **ROOM INSPECTION**

The College and its designees unconditionally reserve the right to enter students' rooms for reasons of health, safety, and/or general welfare. The College and its designees may enter students' rooms to make necessary repairs to rooms and room equipment. In addition, where vacancies exist in a room, such vacancies may be shown to prospective occupants when accompanied by a member of the College staff. Whenever possible, advance notification will be given. In all cases, the authorized personnel will carry appropriate identification and show such upon a student's request.

The College is responsible for facilitating Health and Safety Inspections through the town or city where the residence hall is located.

Newbury College and its designees reserve the right to search the premises when residence hall officials have reason to believe that a student is using the residence hall for a purpose which may be unauthorized, illegal, or in violation of residence hall regulations. Items which are illegal or unauthorized will be confiscated and disciplinary procedures will follow.

## **SECURITY**

A residence community can only be as safe as each of its members wishes it to be. Locks are effective only when used and doors keep out unwanted intruders only when properly closed and locked. It takes only one uncooperative person in a residence facility to endanger all the residents living there. Security and safety consciousness must be everybody's concern. Persons failing to comply will have appropriate action taken against them including possible dismissal.

Newbury College reserves the right to stop students from entering the residence halls with what a professional or student staff person believes is a suspicious package. This would include a package or bookbag believed to contain alcohol.

For security purposes each resident must show a valid Newbury College identification card identifying the student as a resident. Residents will be asked to show their ID each time they enter the building after 8 p.m.

The Office of Residence Life reserves the right to terminate the Housing Agreement should any resident student become involved in any act or threat against the safety and well-being of another, or commit deliberate damage or theft to the property or to the possessions of the residents or others outside the resident community. Where the Office of Student Affairs deems it advisable for the protection and welfare of the resident community at large, suspensions may be invoked until the appropriate hearing is convened to review the case and take appropriate action.

## **SMOKE DETECTORS**

Each resident's room is equipped with a smoke detector that has a battery back-up. Any resident who removes the batteries or otherwise disables the detector places the entire community at risk and will be subject to dismissal from the residence hall.

## **SMOKING**

The College advises all students that smoking is hazardous to their health. Although the

College does not advocate smoking, regulations have been established in concert with local fire ordinances. Smoking is not permitted in any College facility or in the entryways of College buildings. Smoking is not permitted in any Newbury College residence hall or satellite residence halls. Persons violating this policy will be documented in an incident report and fined. If you do smoke, please give every consideration to your non-smoking friends. Demonstrate your pride in and concern for our campus and be sure to dispose of your smoking materials properly by using designated receptacles. We ask your cooperation in observing these courtesies, which are designed to accommodate smokers and non-smokers alike.

### **STAFF HARASSMENT/INTIMIDATION**

College personnel, particularly residence hall staff and security officers, are charged with the critical tasks of responding to crises, enforcing College policies, reporting violations of policy, and enforcing state and federal laws. Interfering with or undermining the execution of these duties is a serious breach of College policy.

Any attempt to physically, verbally, or psychologically/emotionally abuse, harass, intimidate, or threaten any College personnel charged with these responsibilities will be considered a severe violation and will be subject to immediate disciplinary action.

### **TEMPORARY EXTENDED CAPACITY**

Due to the significant demand for college housing and the College's rolling admissions policy, there may be occasions when it is necessary to temporarily add a third person to a double room. The College unconditionally reserves the right to increase the capacity in these situations. Rooms to be tripled will be selected based on size and location, not by order of deposit or number of semesters in housing. In the event a double room is temporarily tripled, all residents will receive a credit to their account to adjust billing to the triple rate. In these situations, the third person in the room will be made aware that he/she will be relocated when space becomes available. Until the third person is relocated, he/she has an equal right to space in the room.

### **USE OF RESIDENCE FOR EMPLOYMENT OR ENTERTAINMENT**

Newbury College does not permit residents to use their residence hall room as a place of employment. It is against College policy to use a room for commercial or business use. The College also prohibits paid entertainers from performing in residence hall rooms.

### **VACANCIES**

Vacancies that occur during the academic year will be filled by applicants from the official waiting list. Applications for the waiting list are available from the Office of Residence Life. Students who give up or lose their residence for any reason may reapply only by way of the waiting list. Regardless of capacity issues, the Residence Life Office reserves the right to fill any vacancy at any time. Every attempt will be made to match compatible roommates however, no occupant has the right to refuse an assigned roommate or to fill vacancies on their own.

### **WEAPONS, FIREARMS, & EXPLOSIVES**

The Commonwealth of Massachusetts statues and municipal ordinances prohibit the possession of firearms, fireworks, or any other device of an explosive nature on College property. The Commonwealth of Massachusetts requires a one-year mandatory prison sentence for unregistered possession of a handgun, rifle, or shotgun. The College prohibits the possession on the premises of any bow-and-arrow, slingshot, BB gun, air rifle, pellet guns, paintball guns, fireworks, martial arts weapons, including those used for ceremonial purposes, mace, pepper spray, or any derivative thereof which includes other devices of a physically harmful nature.

### **VACATIONS/CLOSINGS**

All students must vacate the residence halls when not attending classes full-time and/or

during the College recess periods. It is strongly suggested that students verify closing dates prior to making travel plans. The residence halls close in November for Thanksgiving, December for semester break, March for Spring break and in May for the end of the academic year. The Office of Residence Life will properly inform all students of residence hall closings.

## **VANDALISM**

Vandalism of any nature is a serious violation of College policy and will require restitution for necessary repairs and may result in suspension from the residence hall or expulsion from the college. Regardless of the extent of the vandalism, it adversely affects the entire community and will not be tolerated by the College. Vandalism includes but is not limited to, excessive littering, graffiti, “tagging”, breaking of windows or screens, intentional plugging of sinks or toilets, defacing College property, removal of approved signs or postings and tampering with various equipment and machines.

## **WINDOW ACCESS**

Under no circumstances should students enter or exit a building by way of the window. In addition to the risk of injury, security is compromised if windows are being used as access routes. The College will, if necessary or requested, install window stops to limit how far a window will open. Students who remove window stops or violate the window access policy face judicial action including room reassignment or suspension from residence.

## **WITHDRAWALS FROM RESIDENCE**

The following procedure is followed for every student who moves out of residence for any reason, whether that student remains at Newbury College or not.

1. All issued keys must be returned to the Office of Residence Life.
2. The student’s room must be inspected by a residence hall staff member. The exit portion of the Room Condition Report must be completed by a resident staff member and the student.
3. In the event of damage all costs must be paid to the College.

The term for the Residence Agreement is one academic year as defined by the College, and the student and Guarantor will be held responsible for residence fees for both semesters.

## **ACADEMIC CALENDAR FALL 2008**

Wednesday, August 27 & Thursday, August 28	CHECK-IN for Returning Students (10AM-3PM)
Sunday, August 31	MOVE-IN for New Resident Hall Students (9AM-3PM)
Monday, September 1	Labor Day MOVE-IN for Returning Resident Students (9AM-5PM) CHECK-IN for New Students (9AM-5PM)
Tuesday, September 2	CHECK-IN for Returning Students (1PM-4:30PM) CHECK-IN for New Students (9:00AM-1:00PM)
Wednesday, September 3	DAY and EVENING Classes Begin
Friday, September 12	Last day to Add/Drop DAY CLASSES
Wednesday, September 17	Last day to Add/Drop EVENING CLASSES
September 6 - October 19	First 7-week Weekend (Intensive) Classes
Tuesday, September 23	Last day to withdraw from ALL classes to receive a partial refund (50%) (21 days/DAY and EVENING CLASSES)
Monday, October 13	Columbus Day Observed, NO CLASSES
Friday, October 17	Last day to Make Up INCOMPLETE GRADES from SUM 2007
Wednesday, October 29	Last day to withdraw from classes to receive a "W" (withdrawal) grade (8 weeks/DAY and EVENING CLASSES)
October 25- December 14	Second 7-week Weekend (Intensive) Classes
November 10 – November 28	Advising & Course Selection for Spring 2009
November 26- November 28	Thanksgiving Recess, NO CLASSES
Wednesday, November 19	Last day to withdraw from classes to receive a "WP" (withdraw passing) or "WF" (withdraw failing) (weeks 9,10,11/ DAY and EVENING CLASSES)
Thursday, December 11	EVENING Classes End
Friday, December 12	DAY Classes End (Note: Dec 8 – Dec 11 Final Exams)
Sunday, December 14	WEEKEND Classes End

## ACADEMIC CALENDAR SPRING 2009

Thursday, January 8	CHECK-IN for Returning Students
Sunday, January 11	MOVE-IN for ALL New Incoming Resident Hall Students MOVE-IN for Returning Resident Hall Students
Monday, January 12	ORIENTATION/TESTING for New Incoming Students CHECK-IN for ALL New Incoming Students
Tuesday, January 13	CHECK-IN for Returning Resident Hall Students
Wednesday, January 14	DAY & EVENING Classes Begin
Monday, January 19	Martin Luther King Jr. Day, NO CLASSES
January 17 – March 1	First 7-week Weekend (Intensive) Classes
Friday, January 23	Last day to Add/Drop DAY CLASSES
Wednesday, January 28	Last day to Add/Drop EVENING CLASSES
Tuesday, February 3	Last day to Withdraw from ALL classes to receive a partial refund (50% /21 days)
Monday, February 16	President's Day, NO CLASSES
Wednesday, February 18	Monday Schedule of Classes, DAY CLASSES only
Friday, March 6	Last day to make up INCOMPLETE GRADES from Fall 2008
March 7 – March 13	Spring Recess, DAY, EVENING & WEEKEND CLASSES
March 14 – May 3	Second 7-week Weekend (Intensive) Classes
Wednesday, March 18	Last day to Withdraw from classes to receive a "W" (withdrawal) grade (8 weeks/no refund)
April 6 – April 24	Advising & Course Selection for Summer/Fall 2009
Wednesday, April 8	Last day to Withdraw from classes to receive a "WP" (withdraw passing) or "WF" (withdraw failing) (weeks 9,10,11/no refund)
Thursday, April 9	NO CLASSES, Weymouth Campus Only *
April 11 - 12	Easter Weekend, NO WEEKEND CLASSES
Monday, April 20	Patriot's Day, NO CLASSES
Thursday, April 23	Monday Schedule of Classes, DAY CLASSES only
Tuesday, April 28	Reading Day, NO DAY CLASSES only
Thursday, April 30	EVENING Classes End
Sunday, May 3	WEEKEND Classes End
Tuesday, May 5	DAY Classes End (Note: April 29 – May 5 Final Exams)
Sunday, May 10	Graduation

\*make up class will be held on Wednesday, April 15