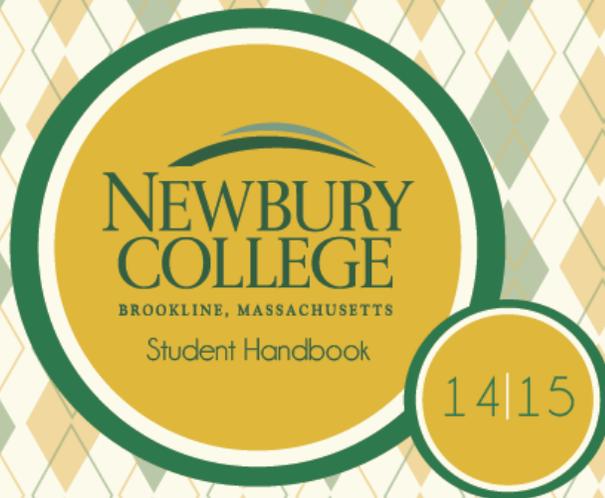


Newbury College



Edited August 2014

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

What	Who	Where	
Academic Records	Registrar	AC001	730-7110
Athletics	Athletic Office	East Hall	730-7091
Career Services	Career Services Center	West Hall	730-7072
Commuter Concerns	Commuter Student Outreach	West Hall	730-7252
Computer Services	Computer Lab	Academic Center	730-7096
Counseling	Counseling & Health Education	Student Center	730-7157
Disability Services	Associate Dean	West Hall	730-7059
Drop/Add	Registrar	AC001	730-7110
E-mail issues	IT Office	Academic Center	730-2421
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
First Year Seminar	First Year Programs	West Hall	730-7252
Health Insurance	Residence Life	Student Center	730-7156
Health/Immunization Forms	Residence Life	Student Center	730-7156
Information Technology	IT Office	Academic Center	730-2421
International Student Support	Vice President of Student Affairs	Mitton House	730-7155
Internship Registration	Academic Affairs	Holland Hall	730-7210
Internship Placement	Career Services Center	West Hall	730-7072
ID Cards	Campus Safety	Student Center	730-7160
Library Materials	Library	Academic Center	730-7070
Leave of Absence	Student Affairs	Student Center	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
Nethawk Support	IT Office	Academic Center	730-2421
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 Organizations	Campus Activities	Student Center	738-2487
Tutoring	Academic Services	Academic Center	730-7056
Summer Courses	Associate Dean	West Hall	730-7059
Withdrawal from a course	Registrar	AC001	730-7110
Withdrawal from the college	Student Affairs	Student Center	730-7155

MISSION STATEMENT

Newbury College engages students in a career-focused education, grounded in the liberal arts, within a diverse and dynamic learning community. The College mentors students to become professionally competent, ethically aware, socially responsible, and prepared for lifelong learning. Committed to personalized and experience-based teaching, Newbury College inspires students to become independent thinkers, valuable collaborators, and global-minded citizens.

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 25 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 a 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 campus is located on Fisher Hill 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.

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 19,000 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.

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.

COMMUNITY STANDARDS OF CONDUCT

Students must be able to consistently conduct themselves independently while enrolled at Newbury College. Each member of the College community is responsible for understanding and complying with all College policies, rules, and regulations applicable to him or her, and for upholding these Community Standards of Conduct. This policy applies to all members of the Newbury College community, including faculty, adjunct faculty, staff, students, vendors, contractors, consultants, guests, and visitors.

Newbury College respects the dignity of every individual and expects members of the Newbury College community to:

- Exercise behavior that is respectful to self, others, and property;
- Conduct themselves in a manner compatible with the College's mission as an educational institution;
- Understand that behavior that creates an intimidating, disruptive, or hostile environment for any member of the College Community or in any activity related to Newbury, either on or off campus, violates the Community Standards of Conduct:
- Know that any illegal activity, either on or off campus, violates the Community Standards of Conduct;
- Refrain from injuring or threatening to injure any one;
- Refrain from damaging or threatening to damage another's property;
- Avoid any activity that poses a significant risk to the health or safety of any member of the College's community or a member of the public; and
- Comply with applicable College policies, rules, and regulations.

Reporting: It is the obligation of the members of the Newbury College community to report violations of these Standards to one of the people listed below. Any reported violation will be promptly investigated.

Sanctions: The College may immediately remove anyone from the campus or from any College-sponsored event if the person's behavior is disrupting any classroom or educational environment, work environment, or any College-sponsored event, is threatening to the health or safety of any person, or may damage property. The College, at its discretion, may also remove someone from campus or prohibit someone from attending a College-sponsored event during the course of an investigation.

In the event of alleged unlawful behavior, or as deemed necessary in any emergency situation, the College may notify the Newbury College Office of Campus Safety and the appropriate law enforcement agency.

The College may suspend, dismiss, or otherwise discipline any member of the Newbury College community for violations of the Community Standards of Conduct. Dismissal may occur even on a first offense, depending on its severity. Such discipline, suspension or dismissal does not affect the student's financial obligation to the College for tuition, residence fees, or other indebtedness.

Report suspected violations of the Community Standards of Conduct to any one of the following people:

Anne-Marie Kenney
Dean of Student Affairs
Student Center, 108
617 730-7158
Email:
Annemarie.Kenney@newbury.edu

Jennifer Forry, Director of Residence
Life & Community Standards
Student Center, 106
617 733-5901
Email: Jennifer.Forry@newbury.edu

College Response to Endangering Behavior

Newbury College is committed to the safety and well-being of its community members. We view the integrity of the living and learning environment at the College as key to all students' success. The health and safety of each individual in our community, and the ability for all enrolled students to participate fully in the life of the College is our goal.

When a student's physical/emotional or mental health may be considered life threatening to either the student or another person, the College will require that the student be evaluated by appropriate medical personnel. If the student refuses to be evaluated, the student will not be allowed to remain on campus. This includes living in residence and/or attending classes. The designated emergency contact person may be notified that the student is deemed a risk to self or others.

After such an evaluation is completed, a student will be expected to give consent in order for the Director of Counseling to gather the necessary information from outside providers to ascertain the student's fitness for class and/or independent on-campus living. If necessary, other appropriate, confidential College staff may be engaged in the decision-making process regarding what expectations should be required of the student in order to assure the student's safety, wellbeing and ability to perform the student role.

Failure to Follow Directives from a College or Municipal Official

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

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.

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.

Alcohol & Illegal Drug Use Policy

ALCOHOL

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 driver's 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 conduct 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. Students are prohibited from playing alcohol related games/ activities even with the use of non-alcoholic beverages. In addition to other sanctions, violations of this policy may result in a student's suspension from the College pending a conduct 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.

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.

Education: 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, 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 addressing 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.

*Sanctions for violating the Alcohol or Drug Policies: Noted in the Sanctions section of the Conduct Process are the standard sanctions that will be imposed for violations of the Alcohol and Illegal Drug Use 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 & Community Standards, there are extenuating circumstances, the Director of Residence Life & Community Standards 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 & Community Standards and completes the imposed sanctions. Classes missed during any such suspension are unexcused absences and will be treated as such by the faculty.

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.

In compliance with state and local law (Massachusetts General Law Chapter 270,s22), and in keeping with recognized public health concerns, all enclosed spaces are smoke free, including but not limited to: classrooms, work spaces, dining areas, auditoriums, elevators, stairways, restrooms, lounges, and Newbury vehicles and shuttles. Newbury College's policy also prohibits smoking in all student residence halls.

Smoking is only 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.

In acknowledgement of the serious health consequences of smoking, both for smokers and those exposed to second-hand smoke, Newbury College is committed to fostering ways to assist members of its community to choose steps to create and maintain healthy lifestyle choices.

DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

Discrimination Policy

Newbury College does not discriminate on the basis of age, race, color, sex, sexual orientation, religion or creed, national and ethnic origin, or 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 physical violence, verbal abuse, obscene or harassing communications, hate speech or other harassing or disruptive behavior 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 identity, gender expression, sexual orientation, physical or mental disability, veteran status, and all other categories protected by applicable state and federal laws. Students engaging in such behavior will be subject to disciplinary proceedings which could result in dismissal from the residence hall system and the College.

Harassment & Sexual Harassment Policy

Harassment is defined as verbal or physical conduct of a severe or pervasive/repeated nature which undermines an individual's right to dignity (such as bullying) or discriminates treatment against the individual based on race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws, that has the purpose or effect of:

- Humiliating or intimidating an individual;
- Impeding or interfering with academic status, academic performance, education, work status, or work performance;
- Creating an intimidating, offensive, or hostile environment in the residential hall, learning environments such as the classroom, work environment, or cyber environment; and/or
- Interfering with an individual's participation in the College community.

Sexual harassment is a form of harassment defined as unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's academic advancement, employment, or participation in Newbury's programs or activities;
- Submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting such individual, or decisions affecting such individual's participation in Newbury's programs or activities; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, education, or participation in Newbury's programs or activities, or of creating an intimidating, hostile, or offensive environment in which to learn or work.

Sexual harassment may occur regardless of the intention of the person engaging in the conduct. Sexual harassment may occur regardless of whether the individuals involved are of the same or a different sex.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which may, depending upon the circumstances, constitute sexual harassment:

- Sexual advances – whether they involve physical touching or not.
- Requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threats concerning an individual's admission, advancement, academic decisions, grades, job benefits, evaluations and reviews, salary, promotions, health and welfare benefits or continued employment.
- Unwelcome jokes, verbal abuse, comments, conduct, or innuendo of a sexual nature.
- Use of sexual epithets, verbal or written references to sexual conduct, gossip regarding an individual's sex life, or comments concerning an individual's body, sexual activity, deficiencies, or prowess.
- Displaying sexual objects, pictures, or cartoons.
- Offensive, suggestive, or obscene communications of a sexual nature.
- Leering, patting, grabbing, pinching, and brushing against the body, sexual gestures, or suggestive or insulting comments.
- Inquiries into an individual's sexual activities.
- Assault or coerced sexual acts.

Federal law 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 Newbury community member found to have engaged in sexual harassment or other prohibited harassment 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.

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, Vice President for Administration, 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 Misconduct

Newbury College is committed to fostering a safe learning environment for members of the College community. As required by Title IX of the Education Amendments of 1972, and in accordance with this policy, the College undertakes to investigate any allegation of sexual misconduct. Sexual misconduct encompasses a range of behavior including sexual harassment, sexual assault, sexual violence, rape, dating violence, domestic violence, stalking and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening or intimidating the person against whom such conduct is directed. The College is committed to preventing sexual misconduct. The following policies are strictly enforced.

What is Sexual Misconduct?

Sexual misconduct includes, but is not limited to sexual harassment, sexual assault, sexual exploitation, sexual violence, rape, dating violence, domestic violence, stalking, and sex discrimination. Sexual misconduct also includes any conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person or persons. When there is a lack of mutual consent about sexual activity, or there is ambiguity about whether consent has been given, the activity may constitute sexual assault or another form of sexual misconduct. Sexual misconduct can involve persons of the same or opposite sex.

It is not possible to list all circumstances that might constitute sexual misconduct. Determining whether conduct constitutes sexual misconduct is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct.

The following are examples of conduct which may constitute sexual misconduct:

- Unwelcome sexual advances—whether involving physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding another's sex life;
- Comments on a person's body, sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into a person's sexual experiences;
- Discussion of a person's sexual activities;
- Pressure for a date or a romantic or intimate relationship;
- Unwelcome touching, kissing, hugging, or

massaging;

- Pressure for or forced sexual activity;
- Belittling remarks about a person's gender or belittling remarks about a person's sexual orientation based in gender-stereotyping;
- Videotaping or photographing others without

consent;

- Making obscene gestures of a sexual or gender-based nature;
- Sexually explicit profanity; and
- Use of email, the Internet, or other forms of digital media to facilitate any of the above.

In order to constitute sexual misconduct, conduct must be unwelcome. Conduct is unwelcome when the person affected does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he or she welcomes it.

Effective Consent

Newbury College strongly encourages students who choose to engage in sexual behavior to verbally communicate their intentions and consent or non-consent clearly.

In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make certain that s/he has the consent from his/her partner. Consent to some form of sexual activity does not necessarily mean consent to other forms of sexual activity. In addition, consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly, at which point all sexual activity must cease. Mutually understandable consent must be obtained by the initiator at every stage of sexual interaction.

Consent is mutually understandable when a reasonable person would consider the words and/or actions of the parties to have expressed a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with one another.

Consent obtained through the use of fraud or force (actual or implied), whether that force be physical force, threats, intimidation or coercion, is not effective consent.

Consent may never be given by minors (in Massachusetts, those not yet 16 years of age), mentally disabled persons, those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or those who are unconscious, unaware or otherwise physically helpless. A person who knows or should reasonably know that another person is incapacitated may not engage in sexual activity with that person. Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, cannot appreciate (rationally or reasonably) the nature and/or extent of the situation, or cannot communicate his/her consent or non-consent.

Reporting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct

A student who has experienced Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct may report the incident(s) to both on-campus and off-campus authorities. To report an incidence of sexual assault or harassment, reach out to any one of the following College Offices

Paul Martin
Vice President of Administration/*Title IX Coordinator
Mitton House, 2nd Floor
617-730-7155
Email: Paul.Martin@newbury.edu

Anne-Marie Kenney
Dean of Student Affairs/*Deputy Title IX Coordinator
Student Center, 108
617 730-7158
Email: Annemarie.Kenney@newbury.edu

Amy Downing
Director of Human Resources/*Deputy Title IX Coordinator
Academic Center,
(617) 730-7174
Email: Amy.Downing@Newbury.edu

Jennifer Forry
Director of Residence Life & Community Standards
Student Center, 106
617 733-5901
Email: Jennifer.Forry@newbury.edu

Susan Chamandy
Director of Counseling and Health Education
Student Center, 107
(617) 730-7157
Email: susan.chamandy@newbury.edu

Paul Noonan
Director of Campus Safety
Student Center,
(617) 730-7160
Email: Paul.Noonan@newbury.edu

Brookline Police, 911

The Title IX Coordinator and Deputy Coordinators are responsible for coordinating Newbury College's compliance with Title IX. Inquiries concerning Title IX may be made to the Title IX Coordinator or Deputy Coordinators, or to the Office of Civil Rights ("OCR") at the address/telephone number listed below.

Each of these offices can assist students with finding other available resources, including medical care and counseling. In addition, each of these offices can assist with reporting allegations of sexual misconduct to law enforcement. A complainant may report an incident to law enforcement even if the incident has been reported to one of these offices. Similarly, a

complainant is free to reach out to any of these offices even if he or she has already reported the incident to law enforcement.

Many forms of sexual misconduct, including sexual assault, domestic and dating violence, and stalking, are crimes. The College strongly encourages students who have been affected by sexual misconduct to report such misconduct as soon as possible, even if the student is unsure whether he or she will seek prosecution of the assailant. A report is not a commitment to prosecute.

Students may report allegations of sexual misconduct to the Newbury College Office of Campus Safety at 617-730-7160 or to local law enforcement or both.

Students who experience domestic violence, dating violence, sexual assault, or stalking should try to preserve physical evidence, which is crucial for effective prosecution, by refraining from bathing, brushing teeth, drinking, eating, douching or changing clothes until the evidence can be collected.

Confidentiality:

Reasonable efforts are to be made to protect the privacy and confidentiality of all parties during the investigation without compromising the thoroughness of the investigation or fairness to the parties, and consistent with and subject to the College's need to investigate the complaint and/or implement any disciplinary action. Newbury will take reasonable steps to investigate and respond to the complaint consistent with a complainant's request for confidentiality or request not to pursue an investigation. If a complainant insists that his/her name or other identifiable information not be disclosed to the alleged perpetrator, Newbury will inform the complainant that Newbury's ability to respond may be limited.

Newbury may weigh the request for confidentiality against the seriousness of the alleged harassment; the complainant's age; whether there have been other complaints about the same alleged harasser; and the alleged harasser's rights to receive information about the allegations. Newbury will inform the complainant if it cannot ensure confidentiality.

Investigation of Complaints:

When Newbury College receives a complaint, we are obligated by law to investigate the matter, and we will promptly, thoroughly, and impartially investigate complaints in a fair and expeditious manner.

All academic, educational co-curricular, athletic and other programs held in Newbury facilities, on a bus or in a van, in a class or training program sponsored by Newbury at another location or elsewhere requires Newbury to respond regardless of whether the sexual harassment or sexual violence occurs on or off school grounds or inside or outside Newbury's educational programs or activities.

Newbury must process a complaint promptly, thoroughly, and impartially. Newbury must investigate to determine what occurred and then take appropriate steps to resolve the situation. A Title IX investigation or other internal investigation is different from any law enforcement investigation and a law enforcement investigation does not relieve the school of its independent obligation to investigate the conduct.

The College takes steps to prevent the recurrence of any discrimination or harassment and to correct its effects on the complainant and others, as appropriate. The institution will endeavor to complete such investigation within 60 days.

Interim Measures:

The College will take appropriate steps to protect an individual who complains of sexual misconduct, as necessary, including taking interim steps before the final outcome of the investigation. For example, the Dean of Students may relocate an accused student's residence or issue a "no contact" order to the accused student. In instances in which the allegations are made anonymously or the complainant does not wish to pursue recourse through the disciplinary process, the College will make reasonable efforts to address the allegations.

Procedures

In all matters involving allegations of sexual misconduct, the College will use a "preponderance of the evidence" standard to determine whether a violation occurred. This standard requires that the evidence supporting a finding is more convincing than the evidence against the finding.

Duty of Good Faith:

Newbury College prohibits any member of the Newbury community from knowingly or recklessly bringing a false complaint against another member of the Newbury community. Any such action can lead to disciplinary action, up to and including dismissal from the College or dismissal from employment with the College.

Protection against Retaliation:

Retaliation is unlawful. Newbury College does not permit retaliation against any individual who makes a report pursuant to this policy or who cooperates in the investigation of such reports.

Any student found to be engaging in retaliation will be subject to disciplinary action, up to and including dismissal from Newbury College.

Any employee found to be engaging in retaliation will be subject to disciplinary action, up to and including dismissal from employment at Newbury College.

State and Federal Remedies:

Students and employees are encouraged to report claims internally. However, individuals may choose to file a complaint with the government agencies set forth below.

Employees (student or non-student employees):

Massachusetts Commission Against Discrimination (MCAD)

One Ashburton Place, Room 601, Boston MA 02108 617-994-6000

United States Equal Employment Opportunity Commission (EEOC)

One Congress Street, Room 1001, Boston MA 02114 800-669-4000

Students

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

US Department of Education, 9th Floor, 5 Post Office Square, Boston, MA, 02109-3921; phone: 617-289-0111;

Or by e-mail to: ocr@ed.gov; or online at: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

Please note that the timing and conditions of the College's investigation may be affected by external factors beyond its control, including lawsuits and investigations by law enforcement agencies.

As noted earlier in the policy, you may also contact the police.

DISTURBING THE PEACE & HAZARDAOUS BEHAVIOR

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.

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 conduct 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.

Balconies, Fire Escapes, Rooftops, and Windows: For safety reasons, students are not permitted on fire escapes or roofs of College buildings or residence halls at any time. Any student found on the roof or fire escape of any College building will be in violation of the Community of Standards and will be sanctioned accordingly. The student will also be held liable for the cost of repair in the event of any damage.

Throwing or dropping objects from windows or balconies from any campus building potentially endangers the lives and safety of our community and is not allowed. Windows and balconies may not be used in points of entrance or egress.

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.

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, personal waste, acts of hate or postings and tampering with various equipment and machines.

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.

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 are 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.

FIRE SAFETY

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 firefighting 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 conduct sanctioning

GUEST POLICY

Students are responsible for the conduct of their guests both on-campus and within the residence halls. Guests are expected to respect and comply with all rules and regulations while on College property. At all times, Newbury College students are responsible for the conduct and activity of their guests, including any damage caused to College property and any other violations of the Community Standards of Conduct. Students hosting guests or Newbury students who have been subject to residence hall restrictions, suspension, or dismissal are in violation of the Community Standards of Conduct and subject to sanctioning, including fines. Additional expectations of guest and host behavior can be found in the Residence Life section on page 51.

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 Dean of Student Affairs for appropriate disciplinary action. If you have any questions regarding hazing, please contact the Dean of Student Affairs at 617-730-7158.

Hazing is a crime under Massachusetts law, MGL c.269, ss 17, 18, and 19 and will not be tolerated by Newbury College.

Whoever knows that another person is the victim of hazing, and is at the scene of such hazing, shall, to the extent that such person can do so without danger or peril to herself or others, report such crime to an appropriate law enforcement official, the Dean of Student Life and Academic Development, or the Captain of Public Safety, as soon as reasonably practicable.

If any organization or individual is found to have engaged in hazing, the organization or individual may be sanctioned and the relationship between the College and the individual/ organization may be severed.

Massachusetts Hazing Statute

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

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

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

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

269:18 FAILURE TO REPORT HAZING. Section 18.

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

269:19 ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS.

Section 19.

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

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:

- 1) 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;
- 2) ensure nondiscriminatory, compassionate, and flexible treatment of individuals with any of these diseases; and
- 3) 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.

INFORMATION TECHNOLOGY

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, is available online on the Newbury College website and is available upon request.

Online Safety & Security

Newbury College suggests that students take precaution when engaging with social media outlets such as Facebook, Tumblr and YouTube. 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.

JURY SERVICE

According to the Office of Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50 percent of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50 percent of the year and, therefore, eligible to serve as a juror in Massachusetts." It is not unusual for students residing in Suffolk County to be summoned to serve as trial jurors. Jury service, on a short-term basis, provides students with an opportunity to fulfill an important responsibility as members of the community. Newbury College supports students in their fulfillment of this civic duty. Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling or relocating service and address many of the most frequently asked questions. Jury duty is an important legal obligation and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should see the Dean Student Affairs..

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 Student Affairs Resource Center, or contact the Office of Jury Commissioner (1-800-THE-JURY or 1-800-843-5879). Further information can be found on the Office of Jury Commissioner's website at www.massjury.com.

WEAPONS, FIREARMS, EXPLOSIVES

The Commonwealth of Massachusetts statutes 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.

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 & Community Standards. 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 New England Student Services. Details for this unit can be obtained in the Residence Life Office.

Only one refrigerator unit is allowed per residence hall room. 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 & Community Standards. 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 charge 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 asked to remove those items from public view.

Fire Safety In the event of fire, sound the nearest fire alarm and contact Public Safety, the Community Advisor, or Resident Director. Intentional misuse of any College fire-safety equipment is prohibited. All students must promptly vacate any College space when a fire alarm is sounded. Intentionally delaying, obstructing, or resisting any College personnel or firefighter in the performance of his or her duty is prohibited. Please see Fire Safety policy on page.....

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.

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.

A guest may not stay in college housing for more than three (3) consecutive days in succession in a seven (7) day period, Sunday to Saturday. 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 required to register their guests between 8pm-11:30pm for an evening guest with the RA on duty. An overnight guest is defined as any guest staying in the residence hall past midnight and has been appropriately signed in. 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 satellite residence halls should refer to their Resident Director for overnight guest instructions.

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.

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. A guest may not be approved if their presence becomes too excessive or frequent.

The College reserves the right to refuse any guest at any time, for any reason. A resident's privilege to host guests is suspended during finals of each semester, with no exception.

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.

Hallway Etiquette: In most cases, although hallways are co-ed by room, bathrooms are designated by gender. In our satellite facilities, bathrooms are sometimes shared by members of opposite genders. Travel to and from the bathroom calls for an expected level of decorum and modesty. Students are expected to appropriately cover themselves when travelling to and from the common area restrooms.

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 is \$25 per key.

Replacement keys at Brookline Manor are \$50 each. Replacement keys for Audubon House are \$25 per key. Replacement keys for 1023 Beacon are \$50. Leaving doors unlocked or having other residents give access to hallways cannot 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 distributed 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, Scheduled Cleaning 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 & Community Standards 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.

The Facilities Office completes work in our buildings and residence halls on a scheduled and emergency basis. All of our living areas, academic and administrative space and common areas are considered co-ed. When work needs to be completed in a single gender space, like a women's restroom, the Facilities Office is expected to adhere to established protocol. The space is to be checked for occupants by someone of the same gender. When the space is identified as available for work to be complete, the door will be propped open, a sign identifying that work is being completed is posted and the member of the opposite gender remains with the work staff until all work is complete. Failure to follow these terms should be immediately reported.

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, 12:00am – 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 semesters.

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.

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.

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.

Residential Alcohol Policy (Please see Campus Policies): Students may not consume alcohol in residence rooms, regardless of legal drinking age. . If there is significant suspicion that the Alcohol policy has been violated in a resident's room, the student may be requested to open their refrigerator or cooler, The Residence Life staff will be authorized to open them. Empty or decorative containers are not permitted in College housing.

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 Assistant Director of Residence Life & Community Standards. 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. As such, Residence Life staff are allowed to open refrigerators in a student room if the student fails to do so upon request.

Screen Removal For safety reasons students may not remove screens from the windows in the residence halls. Students will be subject to a fine and other sanctions as deemed appropriate.

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 book bag 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, including electronic cigarettes. 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.

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.

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.

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 conduct action including room reassignment or suspension from residence.

Withdrawals from Residence: Upon moving into the Residence Hall, residents are responsible for all residence fees for the full academic year as defined by the Fall and Spring semester. A Withdrawal from Residence Request Form must be completed on-line should a student wish to break the full-year residence life contract. The form will be reviewed and decision will be made by the Director of Residence Life & Community Standards.

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.

STUDENT CONDUCT PROCESS

Purpose and Scope: These procedures apply to all reports of student misconduct occurring on and off the Newbury College campuses, including but not limited to misconduct in connection with courses, internships and practicum experiences, study away programs, residence halls, and athletics. Student misconduct refers to any behavior by students enrolled at Newbury that may violate any College policy. Examples of College policies include the Community Standards of Conduct, are available here: www.newbury.edu/studentguide. Notwithstanding the foregoing, reports of student violations of the Discrimination, Harassment, Sexual misconduct are reviewed under the Sexual Misconduct Policy. Student athletes are also subject to the policies in the Student-Athlete Handbook, which can be found on the Athletics web page.

Newbury College investigates reports of student misconduct in an impartial, prompt, and equitable manner. Reports may be submitted by any member of the College community or the public. All student misconduct reports are investigated by the Director of Community Standards or the Dean's designee.

There are two basic levels of policy violation within the College's conduct process. A basic violation of policy would be for an incident in which the imposed sanction would not immediately threaten a student's status at the College. In such cases, the designated Conduct Officer will review the incident by reading accompanying documentation and/or speaking to involved person(s). *Parents, guardians, legal counsel and Newbury College staff and faculty members who are not a designated Advisor and are not involved in the case are not permitted in the pre-hearing interview or hearing.* After the review, the reviewing Conduct Officer will make a determination and inform the student of their finding either by email or by a letter delivered to the student.

Such incidents would result in sanctions that could include but are not be limited to; a letter of reprimand, restitution and/or a fine, or probation. A student who receives a letter that he/she believes to be unwarranted may address the matter by meeting with the Conduct Officer who made the conduct determination. Appeal decisions for basic violations will not be granted based on severity of punishment.

The second level of policy violation pertains to incidents of a more serious nature. In such cases, if a student were found responsible for the violation, their status at the College could be jeopardized or affected. Such status changes include; probation, suspension from residence, eviction from residence, suspension (academically) from the College and expulsion from the College.

In cases of a more serious nature, the College reserves the right to suspend (residentially and/or academically) any student from the College pending the results of the College's

conduct process if, in the College's opinion, the student represents a danger to him/herself or to members of the Newbury College community. It is the student's responsibility to find alternative housing in the event he/she is temporarily suspended from the residence halls. Missed classes during the time of a suspension are not excused absences.

In cases in which a student is involved in a criminal complaint, the College reserves the right to suspend a student pending the results of criminal charges. In the event that the College is not pursuing internal conduct 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.

The College Conduct Process for Status Affecting Incidents is as follows:

1. An incident report from a Student Affairs staff person or a Campus Safety officer is generated either as a result of responding to an incident or by noting a complaint by a member of the community. Such reports will contain the name or names of the accused and a clear statement explaining the nature and circumstances of the complaint.
2. After a review by the designated Conduct Officer a determination will be made regarding what if any policy violations an involved student will be charged with violating.
3. The charged student will be notified in writing of the pre-hearing interview time, the hearing date, and the complaint being brought against him/her. The student is welcome to avail themselves of a designated College Advisor who may accompany them throughout the process. *Parents, guardians, legal counsel and Newbury College staff and faculty members who are not a designated Advisor and are not involved in the case are not permitted in the pre-hearing interview or hearing.*
4. A pre-hearing interview will take place where the student will be notified of his/her rights the charges being brought against him/her, the steps in the conduct process, and the date of the hearing. The student will also be advised as to the procedures of the hearing and may ask questions concerning the hearing with the designated Conduct Officer.
5. 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.)
6. All conduct hearings take place with the designated Conduct Officer and accurate records (digital recording or copious note) are kept of the hearing to ensure an accurate reflection of the process. These records are the sole property of Newbury College and are kept in the strictest of confidence.
7. The Conduct Officer makes a determination regarding the student's level of responsibility and imposes sanctions for the offence.

8. In rare situations, and upon the recommendation of the Director of Residence Life & Community Standards and Community Standards, the Dean of Student Affairs has the authority to convene an emergency hearing without the student present. These situations would include, but are not limited to: the incident occurred at the end of an academic semester, the student has been incarcerated or hospitalized after any such incident, or, in the College Official'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.

No Retaliation: Retaliating against anyone for making a student misconduct report or participating in the review process is prohibited and will result in sanctions, up to and including dismissal from the College. All members of the Newbury community are encouraged to report immediately any suspected form of retaliation.

Interim Measures: After receiving a report of student misconduct, the College may apply interim measures to protect the health, safety, and/or other important interests of its community members. Examples include but are not limited to no trespass, no contact, or stay away orders, removal from an athletic team or College program, removal from campus or campus housing, and/or temporary suspension.

Conduct Records: For basic violations of College policy records are kept in the Student's Residence Life or Conduct file for five years after a student graduates or withdraws from the College. For serious violations of policy in which a student is academically suspended or expelled from the College, records become part of the permanent file in the Registrar's Office.

Documentation & Records: All reports generated as part of an incident or complaint, are the sole property of Newbury College. While a summary of the information contained in the reports will be conveyed to a student as part of the conduct process, the charged students will not be given copies of the reports. The College will comply with any local, state or federal agency pressing formal charges and will provide copies of such reports as required by law.

Advisors: An Advisor is a member of the Newbury College community who has experience in conduct matters and has been trained in the conduct process. Students are strongly recommended to utilize their assigned conduct advisor throughout the process. The Advisor's role is to be a non-judgmental advisor to a charged student and can explain to them in detail the conduct process and assist in preparing a student for the hearing.

Students will be informed of their Advisor when they are notified of the campus violation that could impact their status at the College. The advisor is allowed in the room during the pre-hearing interview and the conduct hearing, but will not be permitted to speak for the student, make statements on the process or ask questions of the Conduct Officer.

The Advisor may also attend any meetings or hearings related to the appeal process under the same conditions outlined for hearings.

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 Community Standards 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.

Administrative Withdrawal Refunds: No refunds for tuition, fees or housing are given for administrative withdrawals, including, but not limited to, disciplinary action that results in the suspension or dismissal of a student from the college. If a student resides in campus housing, a refund calculation will be completed on the unused portion of the student's meal charge for that semester. In addition, no refund is granted for students who lose their residency privileges due to an administrative action. If a student is suspended or removed from college housing but is allowed to remain a student, their college meal plan may continue for the duration of the semester and no fees will be discounted or refunded.

SANCTIONS

Sanctions are intended to stop further inappropriate behavior and deter any subsequent violations. To restore community, sanctions will be appropriately tied to the offense and tailored to repair actual harm done. Sanctions may include revocation of campus privileges, restitution, community service, educational projects and/or other appropriate assignments. The following sanctions may be imposed by The Director of Community Standards or Dean of Students as deemed appropriate:

Administrative Hold: The Director of Student Conduct may place an administrative hold on a student's College records when the student fails to complete sanction(s) by the assigned deadline. The hold will remain in effect until all assigned sanction(s) are completed.

Conduct Warning: Disciplinary warning is an official acknowledgment that rules have been violated. Warnings are usually imposed for one year or less and usually do not include educational sanctions/community service. Future violations during the warning period may result in an increased sanction.

Conduct Probation: Disciplinary probation is a serious and active response to a violation of rules. It may include, but is not limited to, educational sanctions, community service, removal from housing and/or loss of privileges. Subsequent violations may result in more severe sanctions.

Loss of Visitation Privileges: Loss of visitation privileges may be imposed for serious violations, repeat violations or when there is a victim involved and restricting access to certain buildings or areas of the College is necessary. The length of time for loss of visitation privileges is specified.

Conduct Removal from Residence: Disciplinary removal is a decision to remove students from a College-operated residence on either a permanent or temporary basis. This action is taken in response to repeated and/or serious violations of the Community Standards of Conduct and the individual rights of other residents. Conduct removal from residence is imposed for a specific length of time.

Deferred Suspension: Generally, final probation is imposed only in very serious cases or cases where students are currently under a significant judicial sanction. This sanction usually includes removal from all College housing and loss of visitation privileges to buildings or areas of campus. This sanction is imposed for a specific time period. During this period, students found responsible for any further violation of the Rules of Student Conduct may be suspended from the College.

Suspension: For some offenses, students may be suspended from the College: i.e., they may be denied the opportunity to register or may have their registration canceled. Suspended students may be eligible for readmission after fulfillment of certain prescribed conditions. Students who have been suspended may not be on campus without specific written permission of the dean of students or designee.

Expulsion: For offenses requiring severe disciplinary action, the sanction of expulsion may be imposed. Expulsion denotes a permanent separation from the College. Students who have been expelled may not be on campus without specific written permission of the dean of students or designee.

Recommendations for final probation, suspension or expulsion from the College are forwarded to dean of students or designee, as the president's designee for final review and action.

Restitution: In cases of damage, destruction, defacement, theft or unauthorized use of property, restitution to the College or to an individual may be required. This may include reasonable administrative costs and may be in addition to other sanctions. Restitution may also include payment for medical bills not covered by insurance. Failure to make restitution may lead to a further charge.

No Contact Order: Loss of contact may be imposed when a student is found responsible for such violations as harassment, assault or sexual misconduct. Students who receive this sanction may not initiate contact with a particular person or persons in person, by telephone, electronic mail, voice mail, in writing, by friends on his or her behalf, or by any other means, anywhere on campus or off. This sanction is usually imposed for the tenure of the student found responsible.

Conduct requirements: Conduct requirements or terms of warning or probation may include the following:

- Work or service project — consists of assignments or tasks to be carried out for specified periods of time; assignment and monitoring of these tasks is the responsibility of the resident director or coordinator (as applicable) or designee. Note: may be recommended as an alternative to reduce or replace other sanctions.
- Educative project — consists of writing an essay, attending and/or presenting a workshop to a group of students, etc., with specific instructions to be included in the sanction letter.

Actual sanctions will reflect an assessment of all the facts and the nature of an offense. Progressive sanctions are not required. It is possible, when a student's actions are particularly dangerous or egregious, for a student to receive any sanction available to the College or to be expelled from the College, even for a first offense.

Alcohol and Drug Sanctions

Sanctions for violations of the Newbury College alcohol and illegal drug policy include, but are not limited to: warnings, fines (from \$50 to \$200, levied on a per person basis); community and conduct probation; restrictions on guest access or guest privileges in the residence hall and suspension/dismissal from the College; for students in residence, temporary and permanent revocation of housing privileges is also possible. At a minimum, the College will observe the following sanctioning guidelines regarding violations of alcohol policy:

- A **first violation** of alcohol policies will result, at a minimum, in a \$50 fine and a conduct warning; mandated participation in an alcohol education program will also likely be required.
- A **second violation** of alcohol policies within two years of a first violation will result, at a minimum, in a fine of \$100 and conduct probation for a semester; an individual alcohol assessment meeting with the College's Counseling Center*, additionally, if a student is a financial dependent of a parent/guardian, a letter will be sent to the student's parent/guardian informing him or her of the violation.
- A **third violation** of alcohol policies within two years of two previous violations will result, at a minimum, in a \$150 fine and conduct probation; if the student lives in college housing, s/he will likely have their housing privileges revoked for a semester.
- Subsequent violations may result in the permanent loss of housing privileges, and/or suspension or dismissal of the student from the College.

At a minimum, the College will observe the following sanctioning guidelines regarding violations of the illegal drug policy:

- A **first violation** of policies related to controlled substances will result, at a minimum, in a \$100 fine and conduct probation for a period of one year. mandated participation in an drug education program will also likely be required.
- A **second violation** of policies related to controlled substances will result, at a minimum, in a \$150 fine, conduct probation for one academic year; an individual drug assessment meeting with the College's Counseling Center*, additionally, if a student is a financial dependent of a parent/guardian, a letter will be sent to the student's parent/guardian informing him or her of the violation.
- A **third violation** of policies related to controlled substances will result, at a minimum, in the student's suspension from the College for a period of at least one year and may result in the student's permanent dismissal from the College.

*If deemed appropriate by the Director of Counseling and Health Education, further treatment – either at the College or with an outside provider -- may be mandated. The student must agree in writing to follow the Director’s recommendations.}

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.

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.

Appeal Procedure for Status Effecting Conduct Outcomes

Should a student wish to appeal a decision of the Conduct Officer with regard to findings or sanctions associated with a Status Effecting incident, he/she must file a written appeal within three business days after notification of the conduct decision. All written appeals should state the specific reason why the student feels a review of the process or a new conduct hearing should be granted. All appeals should be submitted to the Dean of Student Affairs.

The Dean of Student Affairs will convene a meeting with the involved student to review the incident and the conduct process. The Dean may also involve the Conduct Officer either as part of the student meeting or as a separate process of the student meeting to better understand how the conduct process was implemented. The student is welcome to have their Newbury College Conduct Advisor attend any such meeting.

After this meeting, a conduct appeal can be ruled on in one of four ways: uphold the initial decision and sanctions of the hearing officer, rule in favor of the charged student by finding him/her not responsible, agree with the decision and adjust sanctions or convene an Executive Hearing to re-hear the case. During an Executive Hearing, a new hearing officer, not previously involved in the case will review any appropriate materials and meet with the involved student(s) before making a recommendation to the Dean of Student Affairs, who will issue a final and binding decision. The charged student shall be notified in writing of the decision within five working days.

Automatic Appeals

Any case in which a student is evicted from residence, academically suspended or expelled from the College will automatically be reviewed by the Dean of Student Affairs. In such cases, the Dean will review the process and will subsequently invite the involved student to a meeting to discuss the incident and imposed sanctions. The student may refuse to attend such a meeting and may also choose to have their Newbury College Conduct Advisor attend the meeting with them. The student shall be notified in writing of the Dean review and communicate any pertinent decisions within five working days.

CAMPUS RESOURCES

THE OFFICE OF ADMISSION

Jill Hall, Director of Admissions and Operations – 617-730-7105

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.

ATHLETICS

Jonathan Harper, Director of Athletics – 617-730-7091

As a member of the National Collegiate Athletic Association (NCAA, Division III), the Eastern Collegiate Athletic Conference (ECAC), the New England Collegiate Conference (NECC), and the North East Collegiate Volleyball Association (NECVA, Men's Volleyball), Newbury College offers 13 intercollegiate varsity athletic programs.

These programs include basketball, cross country, soccer, softball, tennis, and volleyball for women; and baseball, basketball, cross country, golf, soccer, tennis, and volleyball for men. It is the mission of the Newbury College Athletics program to provide our student-athletes with the opportunity to enhance their overall educational experience through participation in intercollegiate athletics. It is our belief that student-athletes gain worthwhile experience in teamwork, leadership, and service while also developing character, integrity, and friendship. In addition to the promotion of health and well-being, the Department of Athletics maintains an environment that values the fair and equitable treatment of men and women, as well as the principles of fair play, amateurism, sportsmanship and ethical conduct as defined by the NCAA.

In accordance with the Division III philosophy and educational mission of the College, Newbury Athletics seeks to complement the academic curriculum in order to maximize student achievement and graduate students who are professionally competent, ethically aware, socially responsible, and prepared for lifelong learning.

You may contact the Department of Athletics by phone (617-730-7091), email (athletics@newbury.edu), or fax (617-738-2414) and are also encouraged to explore our website at www.newburyhighthawks.com.

CAMPUS ACTIVITIES & COMMUNITY SERVICE

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 and leadership opportunities are:

Active Minds	Hockey Club
Admission Ambassadors	Interior Design Club
Anime Club	Innkeeper's Club
Campus Activities Board	Newbury Players: Improv Troupe
Class Councils	Newbury Quidditch
Club Managers	Newbury Radio
Communication Club	Newbury Voices
Commuter Council	Psychology Club
Community Service/Alternative Spring Break	Residence Hall Council
Fashion Club	Sign Language Club
Games Club	Step Team
Habitat for Humanity/Alternative Spring Break	Student Athletic Advisory Council

COMMUNITY SERVICE

The College's Campus Activities Coordinators oversee all community service projects, including, "the Habitat for Humanity – Alternative Spring Break Trip, Red Cross Blood Drives, trips to volunteer at the Greater Boston Food Bank and service related 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 an 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. 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 CAREER SERVICE AND INTERNSHIP PLACEMENT CENTER

Sara Sheckells, Director of Career Services and Internship Placement – 617-730-7072

The support services and resources available through the Newbury College Career Services and Internship Placement Center are available to students as they enter the institution and remain accessible as students become alumni.

Among the Career Services and Internship Placement Center offerings are an annual career fair, career counseling, cover letter and resume writing assistance, graduate school information, in-class workshops and presentations, internship and job leads, interview readiness, the Myers Briggs Type indicator, Newbury eRecruiting, and on-campus recruiting.

All Newbury students are required to complete at least one internship for academic credit, with students in the Roger A. Saunders School of Hotel and Restaurant Management completing two.

Students work in conjunction with their Program Director and Career Services staff to identify appropriate internship sites to apply to and interview with. Student interns will be supported by a site supervisor and a member of the College faculty through the duration of their placement.

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, to educate on matters related to health and wellness, and to make referrals to outside health and mental health providers when appropriate. The counselor also consults with student groups, faculty, and others within the Newbury community. Individual counseling is available to help students with whatever issues come up for them.

Issues the counselor meets with students about include relationship difficulties, roommate conflicts, family problems or other interpersonal conflicts; anxiety and depression; grief and loss; stress management; suicidal or self-destructive thoughts or behaviors; self-exploration and personal decision making; sexuality issues; feelings of loneliness and isolation; alcohol and drug concerns; gambling and other addictions; eating disorders and body image issues; sexual assault and relationship violence; adjusting to a new country and culture; health issues including sexually-transmitted diseases, smoking cessation, sleep difficulties, birth control options and referrals; and pregnancy options.

The counselor works individually with students to identify problems, define goals and develop strategies for change, heighten understanding of self and others, and help the student work towards his or her full potential and a sense of wellness.

All Counseling and Health Education Center programs, workshops and presentations are oriented towards 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 provide medical evidence of immunization against measles (two doses required), mumps, rubella, diphtheria, tetanus, and hepatitis B (3 doses required) varicella 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. An administrative hold may be placed on your account should you not submit your immunization verification.

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.

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 a nearby health clinic 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.

Emergencies: 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.

WHAT TO DO WHEN YOU ARE SICK –

FOR STUDENTS WITH AETNA

AETNA INSURANCE COVERS

- Sick visits but not regular check-ups
- Visits to a doctor or a walk-in clinic when you're sick
- Emergency room visits
- An annual OB/GYN visit
- 24 visits to a mental health provider per year

These are just general benefit descriptions and not a guarantee of payment. There may be limitations in the Plan. Please review the Plan brochure for full details at

www.aetnastudenthealth.com or call member services for assistance at 1-800-954-5796.

FOR STUDENTS WITH ALTERNATIVE HEALTH INSURANCE

-make sure you have a copy of your insurance card

-In advance of your arrival, research the Out of Network physicians available in Brookline, MA that take your health insurance

-Make note of physician name, telephone number and office location to have if necessary.

YOUR BEST PROVIDER OPTIONS WHEN YOU FEL SICK

Your best option

An appointment with an in-network doctor

- 100% coverage
- \$10 co-pay

Your next best options

Either an appointment with an out-of-network doctor

- 80% coverage
- \$10 co-pay

Or a visit to a walk-in/health clinic

- 80% coverage after a \$35 deductible

The most expensive option for non-emergency situations

A visit to an emergency room

- 80% coverage
- \$50 co-pay unless you're admitted on an inpatient basis

For emergencies – go to a hospital emergency room. Worry about the cost later!

HOW TO FIND AN IN-NETWORK DOCTOR

- Look at the list of in-network doctors in the area
- Find an in-network doctor

On line

- Go to Aetna's website www.aetnastudenthealth.com
- Click on "Find your school" and type in Newbury College
- Click on Newbury College (in green)
- Click on "Help Center/ FAQ's" at left of screen
- Click on "Find a provider on line" (in green) in the center of the page

By phone

Call 1-800-954-5796 to find an in-network doctor

For a list of IN-NETWORK Doctors in the area – Pick up a "What to do when you are sick" Brochure outside the Counseling and Health Education Center, Student Center 107.

NEARBY HEALTH CLINICS

Brookline Medical Associates

358 Harvard Avenue

Brookline, MA 02446

(617) 739-1111

Open Mon. 8am-5pm; Tues. 8-11am;

Wed. 8-11am; Thurs. 9:30am-3pm

Friday 10am-3pm; every other Sat. 9am-2pm

Take the C line to Coolidge Corner. Go left across the tracks and continue down Harvard Street to 358 Harvard St. – on your left in about 4 blocks.

Mt. Auburn Hospital Walk-in Clinic

330 Mount Auburn Street

Cambridge, MA 02139

(617) 499-5065

www.mountauburn.caregroup.org - Look under "clinical services" for Walk-in Center

Open Monday-Friday 8am-7:00pm; Saturday & Sunday 10am-5:00pm

Fenway Community Health Center

1340 Boylston Street

Boston, MA 02115

(617) 267-0900

www.fenwayhealth.org

Open Monday-Thursday 7:30am-8pm;

Friday 7:30am-7pm

Urban Medical Group

545A Centre Street

Jamaica Plain, MA 02130

(617) 522-5464

www.urbanmedical.org

Open Monday-Friday 8am-6pm. A physician is always on call, available 24 hours a day, seven days a week. Just call the number above.

Complete directions to these health clinics are available outside the Counseling & Health Education Center, Student Center 107.

THE DIVISION OF STUDENT AFFAIRS

The Office of the Dean of Student Affairs

Anne-Marie Kenney, Dean of Student Affairs – 617-730-7158

The Dean of Student Affairs handles matters relating to student life outside of the classroom. The Dean of Student Affairs is responsible for several departments, including Campus Activities, Community Standards, Counseling and Health Education, International Student Services, Orientation and The First Year Experience, The Student Center Lounge, and Residence Life. The Dean of Student Affairs 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 campus activities, health services, personal counseling, athletics and recreation, and housing can be obtained from one of the offices in this department.

The Greening of Newbury

Newbury College aims to inform its community of options related to recycling, eco-friendly energy use and overall sustainability. The Green Team has been established as a collaborative committee comprised of students, faculty and staff of the College. To date, the Green Team has introduced single stream recycling, electronics and battery recycling, kitchen composting and a recycled, re-fillable discounted coffee mug program. To learn more, or to get involved, contact the Dean of Student Affairs at 617-730-7158.

INTERNATIONAL STUDENT SERVICES

Dean of Student Affairs and members of the Student Affairs staff work together to provide international students assistance with matters relating to immigration regulations, academic issues, cultural adjustment, and personal concerns. A variety of activities and workshops designed to feature the breadth of cultural diversity on campus and heighten cultural awareness are hosted throughout the year.

THE OFFICE OF RESIDENCE LIFE

Jennifer Forry, Director of Residence Life & Community Standards– 617-713-5901

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. Should a student fail to attend class on a reasonable basis, their status as a resident student could be in jeopardy.

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 Brookline Manor, Audubon House and Carlton House. The satellite halls are within a three mile radius of the Brookline Campus. Transportation to and from the main campus is available through the College shuttle service and the Boston MBTA.

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.

ACADEMIC AFFAIRS

Dr. Doug Flor, Vice President of Academic Affairs– 617-730-7021

Christine McKeon, Academic Administrator – 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, internship eligibility and curricular/classroom matters, is provided by this office

ACADEMICS at NEWBURY COLLEGE

At Newbury College, challenging academic majors cover more than 25 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. 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	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	
P	Pass	
W	Withdrawal	
WA	Administrative Withdrawal	
AU	Audit	

Pass/Fail Policy: Bachelor degree students are permitted to take up to three (3) open elective courses during their course of study on a Pass/Fail basis. Associate degree students may choose to take one (1) open elective course Pass/Fail. The following conditions apply:

1. Students must have completed 23 credits and, at the time of course registration, must have met the standard for satisfactory academic progress. Therefore, students who are on Academic Warning, Academic Probation, or who have been readmitted after a successful suspension appeal are not eligible for this option.

2. Only one (1) course may be taken on a Pass/Fail basis in any semester.
3. A course may not be taken on a Pass/Fail basis if it is part of the general education requirements, or is a prerequisite for the general education math or English requirements.
4. A course may not be taken on a Pass/Fail basis if it is a requirement for the major (including major-related courses), or if the course is within the major department, or if the course counts towards the student's declared minor.
5. Students must declare whether a course is Pass/Fail by the 21st calendar day of the semester; this date is noted on the academic calendar. After consulting with their advisor, students will notify the Registrar of their intent by the end of that day. Once this has been done, students may not change status.
6. A Pass (P) grade grants the student course credit but does not count in calculating the student's GPA. A failed (F) grade counts as a course attempted with zero points.
7. At the completion of the course, when the grade is submitted by the instructor, the Registrar will convert the letter grade and record only "P" or "F" on the transcript.
8. Pass/Fail will be interpreted in accordance with the College's grading system. "F" will be Fail and all other grades will be recorded as Pass.
9. Students are eligible for Dean's List if they are registered for twelve (12) credits of traditional letter-graded courses concurrent with one Pass/Fail course.

Student-Initiated Course Withdrawal: If a student wishes to withdraw from a course, s/he must complete an Official Course Withdrawal form from the registrar's office or online at www.newbury.edu, 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. Students are permitted to withdraw from a course a maximum of 2 times. Any successive attempts after 2 withdrawals will result in the student receiving the grade earned.

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.

College 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, approval of a student initiated withdrawal from the course, or failure of an entire course. The instructor may inform the Program Director of the student's major of the infraction.

The Program Director will notify the Vice President for Academic Affairs of multiple instances of academic misconduct. The College Administration will decide on any further action to be taken, which may include suspension from the College.

If a faculty member or Program Director 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 Vice President of Academic Affairs, in consultation with other administrators, will assess the situation and determine the appropriate course of action, which may include suspension from the College.

Appeal Process: If a student believes that an instructor's decision is arbitrary, discriminatory, or procedurally unsound, s/he can submit a written appeal to the Vice President for Academic Affairs within a timely manner. The Vice President for Academic Affairs will review the case, consult with appropriate faculty and administrators, and issue a decision as soon as the review is complete.

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.

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 adult and professional studies 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 Closings

The College's goal is to remain open and operational as scheduled throughout the year. There are, however, occasions that may call for the College to have to close, open late or close early. Issues that impact such a decision include but are not limited to: weather conditions, College shuttle driving conditions, parking bans, MBTA shut down and a declared state of emergency.

Notifications for closures or delays are first announced by way of text message to the cell phone number registered by each community member through the College's Emergency Notification System and by email to all newbury.edu emails. Notification will then be sent via the four major Boston area media outlets:

WBZ TV CBS Channel 4 Boston, WBZ Radio Boston 1030am and boston.cbslocal.com

WCVB TV ABC Channel 5 Boston and wcvb.com

WFXT TV Fox Channel 25 Boston and myfoxboston.com

WHDH TV NBC Channel 7 Boston and whdh.com

Please note that the number of hours in a College delayed opening is based from 9:00 a.m.

Any delayed opening would cancel any classes that were scheduled prior to 9:00 a.m. For example, a one hour delay would indicate that the College would open and classes would begin at 10:00 a.m. In addition, any classes from 9:00 a.m. through the length of delay would also be cancelled, with the following exception: If there is a minimum of 30 minutes of class time remaining from the delayed start time, classes will meet for the remaining class time. For example, if the College has a delayed opening until 10:00 a.m., and a class is scheduled from 9:35 a.m. to 11:00 a.m. that class would meet beginning at 10:00 a.m.

Newbury College understands that in some cases, community members travel from location that may be more impacted by a weather event than the Brookline campus location. Community members are encouraged to make decisions that assure their personal safety with regard to commuting safely to and from the campus. If a community member deems it unsafe to travel to/ from the campus, it is that person's responsibility to contact their professors (contact information available on the course syllabus) to inform them of such a decision

THE CENTER FOR ACADEMIC SERVICES

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

Roslyn Abukasis, Academic Counselor – 617-730-7109

Nidhal Newash, Academic Counselor – 617-730-7022

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. Tutoring is offered in the Academic Success Center, Room AC100.

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.

COLLEGE OFFICES & RESOURCES

The Office of Adult and Professional Studies

Bill Boozang, Associate Vice President & Dean of Online and Continuing Education-617-738-2402

Lidiana Rodrigues, Transfer Coordinator – 617-730-7042

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.

CAMPUS DINING SERVICES-Sodexo

Catherine Cuticelli, General Manager – 617-730-7141

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.

DINING HALL BEHAVIORAL EXPECTATIONS

As with any other facility or area of our community, Newbury College expects all members of the community to conduct themselves in a respectful and responsible manner and follow all

meal plan guidelines when using the Dining Hall. Students are expected to clean up after themselves by properly using the facilities and services available to them. Students are expected to properly dispose of their refuse and to return dining hall china to the appropriate station.

Students who do not adhere to the Dining Hall expectations will be subject to disciplinary action and possibly have their access to the dining hall suspended or revoked.

Removal of Dining Hall china and utensils will result in a charge of \$25.00 per item. Any items found in the common areas of the residence halls will result in the same fine being divided equally and billed among the residents of that area. Students who behave inappropriately in the Dining Hall either by failing to pay through the cashier, by taking merchandise or by using resources after hours, will be processed through the College conduct system and will face serious sanctions.

CAMPUS FACILITIES-ARAMARK

Ron Minervini, Director of Facilities/ Aramark – 617-730-7222

Chastity Baldwin, Service Response Manager – 617-730-7182

Gladys Jaramillo, Custodian Supervisor – 617-730-7181

The Aramark Corporation provides facilities services at Newbury College. Services include custodial care, property maintenance, and grounds upkeep. Their mission is to provide the best service possible in each of these areas for Newbury College 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 their Resident Director to report their concern. Main Campus residents should contact the Housing Operations Coordinator at (617) 730-7156.

Brookline Manor residents should contact their Resident Director at (617)738-2487. House Area residents should contact their Resident Director at (617)738-2495. 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 Newbury College website by clicking on “Quick Links” and “Facilities Requests” and then filling out a request via the “WebTMA” program. After hours or in cases of emergency, please call Campus Safety at 617-730-7160.

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 requests mail processing and distribution.

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.

CAMPUS SAFETY & TRANSPORTATION

Paul Noonan, Director of Campus Safety – 617-730-7160

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 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.

College 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 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.

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.

Parking Policy

On-campus parking is limited and available only to commuter students, faculty and staff of the College. Those traveling to campus may park on site at no charge. Those seeking to park on campus must properly register their vehicle with Campus Safety and in doing so will obtain a Newbury College Parking Decal.

Parking is not available for resident students. Resident students enrolled in an approved, credit-bearing internship and who can prove that their internship site is not MBTA accessible may request a Temporary Parking Pass through Campus Safety and the Vice President of Student Affairs.

The College will be unable to make exceptions to the Parking Policy, including but not limited to issues related to; employment, health and family matters.

Guidelines for Permitted Parking

- Any vehicle parked on campus must have a valid Newbury College Parking Decal displayed on the lower left, driver's side interior windshield.
- Overnight parking is not permitted.
- Vehicles must park in one, and only one, designated parking space.
- Towing at the owners risk and expense will result if...
- A vehicle blocks egress points or fire lanes
- A vehicle is parked in marked no parking lanes
- A vehicle prohibits the College from removing snow
- A vehicle is parked in a handicapped space without a handicapped parking permit

Campus Lots - Those who commute to campus by car are asked to park in the College's parking lots. The Town of Brookline has a parking ordinance that limits on-street parking to two hours. Brookline Police can issue parking tickets in cases where this ordinance is not observed. Please check all of the campus lots, as some are underutilized. Campus parking may be found in Lot A adjacent to the Student Center, Lot B next to the Academic Center and Lot C behind the Academic Center.

On-Street Parking - If parking on the street, please do not park on Holland Road past the Carriage House. Parking on Fisher Avenue is restricted to the Academic Center side of the street only. Be reminded that the Brookline Police can enforce the two hour parking limit. Please make every effort to find a spot in one of our lots. Newbury College has worked hard to be a good neighbor and appreciates all assistance from our community members in adhering to these requests.

Snow Removal – In order to properly address snow removal and ensure the safety of our community members, all vehicles registered to park on campus must be moved off-campus within 2 hours of a snow closing. Any vehicle left on campus at a time when snow removal is

required, will be towed at the owner's risk and expense (regardless if the vehicle has a Newbury College Parking Decal.)

For further information regarding parking, or to obtain a Newbury College Parking Decal, - at no charge- please contact Campus Safety, located in the Student Center, or call (617) 730-7160.

For further information regarding parking, or if you are a commuter student and need to obtain a Newbury College Parking Decal, please contact the Campus Safety Department located in the Student Center or call at (617)730-7160.

Shuttle Services: The College provides a daily shuttle service between the Reservoir MBTA station and the Brookline campus. 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. Students do not need to contact anyone in order to use a locker. The College reserves the right to open lockers and/or remove locks, as it deems necessary.

OFFICE OF FINANCIAL ASSISTANCE

Elreo Campbell, Dean of Financial Aid – 617-730-7102

Dameka Halfkenny, Associate Director – 617-730-7126

Ken Sawada, Associate Director – 617-730-7103

Ebony Brinson, Financial Aid Counselor – 617-730-7188

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.

INFORMATION TECHNOLOGY

Gary Hammon, Chief Information Officer – 617-730-7135

Elizabeth Maia-Peterson, Senior Systems Analyst – 617-730-7055

Cheryl Tessari, Network and Security Administrator – 617-730-7138

Stephen Balash, Technical Support Specialist – 617-738-2421

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

E-mail: Newbury College requires all full-time students to maintain 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.

Computer and Science Laboratories are located in the Academic Center, the Student 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.

Newbury College Library

Director of Library Services – 617- 730-7255

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

In furtherance of the College's educational mission, the Library provides access to a wide variety of general interest and specialized online academic journals, e-books, and other sources of information, available both on and off-campus. The Library also educates students

to locate, evaluate, and apply information to their educational, career, and individual objectives. Library users can request, and have sent to Newbury College, materials from many other libraries.

The Newbury College Library extends its services to all members of the Newbury community, including alumni. A Newbury College Library card is required to borrow material and to access online resources remotely.

ONLINE BOOKSTORE

Online at www.mbsDirect.net

Toll-free 1-800-325-3252

Toll-free Fax 800-499-0143

Newbury College partners with MBS Direct to provide distribution of textbooks and related materials to students. MBS Direct, LLC, is a wholly-owned subsidiary of MBS Textbook Exchange, Inc., which is the largest used book wholesaler in the nation. They provide students with fast, accurate and convenient methods of ordering course materials, including online ordering. Students can pay for books with all major credit and check cards, through student financial aid, with personal checks by mail and with money order by mail.

Students can order books for the semester 3-4 weeks prior to the class start date. All orders are shipped within 24 hours of receipt, excluding weekends, unless specifically noted during the checkout process.

MBS Direct has one of the nation's largest buyback programs. Students have the opportunity to sell their books back to MBS Direct if their books are in demand from any of MBS's partner schools.

PAYROLL OFFICE

Tonia Howard, Payroll Administrator – 617-730-7113

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

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.

STUDENT ACCOUNTS OFFICE

Kathy Boudreau, Accounting Manager – 617-730-7080

Lorraine Bucchino, Student Accounts Counselor – 617-730-7225

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.

STUDENT HEALTH INSURANCE WAIVER

Enroll/Waive

You can enroll in the medical plan or waive the medical plan coverage by using the links below. You will need your school issued student ID number.

<https://www.aetnastudenthealth.com/>

Deadline to waive:

Withdrawal/Refund Policy

In order to be considered for a refund, Newbury College students must complete an official College Withdrawal / Leave of Absence form, which may be obtained from the Registrar's Office or the Adult and Professional Studies Office. After the form has been completed, it must be delivered to the Registrar's Office. The day the completed form is received and recorded by the Registrar is the official date of submission. Please note that students who are not receiving federal financial aid must file this form within the first 21 calendar days of the semester or they will be ineligible for a refund. For the full policy go to:

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

The Weltman Dining Room

Reservation phone number – 617-730-7037

Students, faculty, staff, and guests are welcome to dine in The Lois and David Weltman Dining Room when classes are in session. Information regarding lunch and dinner service schedules can be found: <http://www.newbury.edu/WeltmanDiningRoom>