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Student Handbook

Welcome

Introduction

We are here to support our students—new and current. We have several key organizations within Suffolk to help address any need a student may have while enrolled at our institution.

Student Affairs

The Student Handbook serves as your introduction to Suffolk University’s student life, facilities, services and policies. It is updated annually. All students are encouraged to use this book as a reference guide to the various resources on campus.

I hope this handbook will make it easier for you to find what you are looking for in as little time as possible. The handbook provides general information and gives the location of the appropriate offices where you can obtain more complete information. Many people throughout the University are willing to assist you with problems or questions.

If you have any suggestions on how we might improve this handbook for future students, please do not hesitate to contact the Student Affairs Office with your ideas.

Welcome to Suffolk. I hope you have an exciting and rewarding year.

Ann E. Coyne, Ed. D.
Dean of Students & Associate Vice President for Enrollment

The Student Government Association

Dear Suffolk Student,

It is an honor to welcome you to Suffolk University on behalf of the undergraduate student body and the Student Government Association. We are eager for you to join and experience the uniqueness of our campus within the heart of Boston. You are about to embark one of the most exciting journey’s yet.

You have an advantage and opportunity that not many students have outside of being a Suffolk student. With the State House being a part of our campus and the Financial District being a five minute walk away, your internship

opportunities are both endless and convenient. You have the opportunity to attend Red Sox, Celtics, and Bruins games with your friends all at discounted prices. You have the opportunity to explore the rich history of this city. This is an opportunity of a life time.

If you’re still nervous about finding a home here at Suffolk, be sure to get involved. There are over 100 student led organizations with open arms ready to welcome any student interested in joining their groups. Getting involved will connect you with students from all around the globe, faculty, administration, and possibly even your passions. Go for it. Get involved. Find your passion and pursue it. Take that risk and step out of your comfort zone because you never know where it may lead you.

These next four years will be fun but challenging. Never forget that you have a whole support system alongside you. The Student Government Association’s door is always open to guide and support you with whatever you may need. Our community is filled with numerous resources ready for you to utilize.

Now, go out there and show both Suffolk University and the city of Boston all that you are capable of. The sky is the limit especially when you have a whole city to explore. Welcome to your new home!

For all the returning students, welcome back! Congratulations on making it this far, keep working hard and thriving. You’re a year closer to the finish line.

Best,

Karine Kanj
Student Government Association President
Sawyer Building, Suite 324C 8
Ashburton Pl.
Boston, MA 02108
617-573-8697

Email us at SGA

The Graduate Student Association

Dear Graduate Student,

Welcome to the Suffolk Community! I speak for the Graduate Student Association and “Ram”ily in saying we are so happy to welcome you to campus either for the first time or back from Summer! For those of you who are new to Suffolk University, welcome to a community unlike any

other. For those Graduate Students who are back, I would like to congratulate you on being another step closer to the completion of your chosen degree. The Graduate Student Association (GSA) is honored to be a primary resource for you throughout the year. GSA is ready and able to assist you in any concerns or questions you may have regarding campus life, graduate student clubs/organizations, and more.

GSA is fortunate enough to have ability to represent all graduate students in the College of Arts & Sciences and Sawyer Business School. Our goals as the Graduate Student Association are aligned with are promotion of social, volunteer, as well as cultural programs for graduate students. As a beacon between the graduate student population and upper administration, we are honored to be the ones to support our graduate students.

As a Suffolk graduate student, it is important for you to know that we value you and your contribution to the Suffolk community. Graduate students are able to use as many resources as an undergraduate student including counseling health and wellness, student leadership and involvement, as well as a number of program and networking opportunities presented on campus. GSA seeks to support you through your academic and personal journey with engagement beyond the classroom in the form of graduate student clubs and organizations. Some examples of clubs and organizations you can get involved with are Suffolk University Graduate Business Association (SUGBA), Association of Latino Professionals for America (ALPFA), Graduate Women in Business (GWIB), and Suffolk University Queer Graduates and Professionals (QGAP).

Now that you are an exclusive member of the Suffolk community, you will be receiving email updates from GSA regarding our general meetings, as well as any upcoming events or opportunities available to graduate students. We strive to have monthly general meetings that are open to any graduate students who would like to attend to find out more about us, address a concern, or simply become a more informed member of the Graduate Student Association. In addition, we advertise our events and other events on campus through our social media pages such as Facebook, Instagram, and LinkedIn. Be sure to get in contact with us via social media if you want to learn more and are interested in getting involved on campus!

Welcome to the Graduate Student Association Family! We are looking to help you make the most out of your Suffolk experience, as a few years can go by quickly. We also want to make sure that your time spent here as a graduate student is as unique and filled with opportunities to

streamline your education. Please do not hesitate to reach out to us! We are here for you!

Best wishes,

Isabella Russo
 Graduate Student Association President
 M.Ed. Candidate in Higher Education Administration
gsa@suffolk.edu

Academic Misconduct for CAS/SBS Students

Suffolk University expects all students to be responsible individuals with high standards of conduct.

Students are expected to practice ethical behavior in all learning environments and scenarios, including classrooms and laboratories, internships and practica, and study groups and academic teams. Cheating, plagiarism, unauthorized collaboration, use of unauthorized electronic devices, self-plagiarism, fabrication or falsification of data, and other types of academic misconduct are treated as serious offenses that initiate a formal process of inquiry, one that may lead to disciplinary sanctions. Some cases of academic misconduct may be reviewed and resolved at the academic departmental level; other more egregious forms of academic misconduct necessitate a full review by the Academic Misconduct Committee (AMC).

Resolving Incidents of Academic Misconduct

A faculty member suspecting academic misconduct will contact the student using the Suffolk email address to schedule a meeting and will make all effort to do so within five business days of detecting the incident. During the meeting, the faculty member will present the documentation that led to suspected academic misconduct. If the faculty member reaches the conclusion that academic misconduct has occurred, he or she may impose limited sanctions that are meant to acknowledge the behavior in the context of providing remediation and addressing skill development. These sanctions involve grade reductions to student work that constitutes up to 25% of the course grade (e.g., homework; short papers; quizzes) and frequently include some form of remediation.

When the suspected academic misconduct involves student work that constitutes more than 25% of the course grade, or if an F grade (0 credit) on the assignment is recommended as a sanction, the faculty member will consult with the department chair (or program director) prior to imposing the sanction. If the faculty member and chair agree on a determination of academic misconduct, the sanction may be imposed.

If a determination of academic misconduct is made and a sanction is imposed, the faculty member must complete the **Academic Misconduct Incident Form** and submit it electronically to the AMC coordinator who will document the incident, along with the written documentation of

misconduct, in the AMC internal record. A student may appeal the determination of academic misconduct, but not the sanction, by requesting a hearing before the full AMC. Appeals should be filed with the AMC coordinator within ten business days of receiving the sanction.

If the suspected academic misconduct involves actions that the faculty member and chair believe warrant an F grade in the course, or if there is disagreement between the faculty member and chair on the appropriate sanction, then the incident must be forwarded directly to the AMC for committee review. Examples include, but are not limited to, the following: cheating on exams; group cheating; submitting purchased term papers or term papers with extensive copying or use of external sources without citation; and fabrication or falsification of research data. If the faculty member and chair suspect an incident of this type, they must file an incident report form with the AMC coordinator to initiate a full committee review. The AMC coordinator will schedule a hearing at the next standing meeting of the AMC, generally within ten business days of receipt of the incident form. The faculty member will submit all documentation to the AMC coordinator who will email the student (using Suffolk email) a notice to appear for a hearing. At the hearing, a determination is made by the committee, regardless of whether or not the student is in attendance; imposition of sanctions is made by committee vote. A determination letter is then sent to the student, the faculty member, and the chair.

A full review by the AMC, as described above, will also occur if multiple incident reports for a single student are detected in the AMC internal record.

AMC hearings are not open to the public. Therefore, members of the Suffolk University community who are not directly involved in the allegation and friends, parents, partners, siblings, legal counsel, and others are not permitted in the room where the AMC hearing takes place but may wait nearby for support purposes. Formal rules of process, procedure, or evidence such as those applied in civil or criminal courts are not used in the AMC. Members of the AMC will recuse themselves from a case when appropriate. Student conduct that warrants sanctions may result in forfeiture of all Suffolk scholarships, financial aid, or monies paid.

Sanctions imposed by the AMC may include but are not limited to a reprimand; a remediation plan; a grade of F in a course; probation; and/or dismissal. A sanction grade of F in a course will be factored into the overall grade point

average regardless of whether or not the course is successfully repeated. A student found responsible for academic misconduct and sanctioned by the AMC may file one appeal to the provost (or designee) by sending a written letter of appeal within ten business days. (A graduating student must initiate the appeal process no later than three days prior to commencement.) Appeals are considered only if there is additional information not available at the time of the hearing or a procedural error that calls into question the determination of academic misconduct. Students must include a statement of why the additional information should be considered and why it was not presented at the time of the original hearing. The decision of the provost is final.

Grading Students under Review for Academic Misconduct

Faculty, department chairs, program directors, and the AMC will work diligently to ensure timely review and closure of cases of academic misconduct. In some cases, however, it may not be possible to reach a determination or impose a sanction prior to the deadline for submitting course grades. In this case, the faculty member will not submit a grade for the student, but will leave the grade field blank. Once a determination has been made, the faculty member will complete a change of grade form, with an explanation of the grade change that includes a brief statement of how the sanction impacted the final course grade.

Membership of the Academic Misconduct Committee

The AMC hears cases of alleged academic misconduct involving students in the College of Arts and Sciences (CAS) and the Sawyer Business School (SBS). The committee consists of two CAS faculty members, appointed by the CAS dean; two SBS faculty members, appointed by the SBS dean; the CAS and SBS assistant deans who convene the Academic Standing Committees in their respective schools; and a non-voting dean from Student Affairs. At the start of the academic year, AMC members elect a committee chair; the chair casts the deciding vote in the case of a tie.

All full-time CAS and SBS faculty are eligible to serve on the committee with the exception of non-tenured, tenure-track faculty. Associate deans from the two schools may be asked to attend as ex officio members when particular background or expertise is requested by the committee.

Information for Faculty: Tips for Preventing Academic Dishonesty

From Barbara Gross Davis, *Tools for Teaching*, San Francisco: Jossey-Bass, 1993, pp. 299-311.

Did you know.... Between 40 and 70 percent of all college students have reported cheating sometime during their academic careers (Aiken, 1991; Davis, Grover, Becker, and McGregor, 1992). There are specific steps you can take to prevent academic dishonesty:

The following ideas are designed to help you impart to your students the values of academic honesty and to help you set policies that encourage academic integrity.

- Spend time at the beginning of the term discussing standards of academic scholarship and conduct and include a statement in your syllabus regarding academic integrity.
- Inform students in writing of academic standards for scholarship and conduct and the consequences of academic dishonesty in your class.
- Explain the applicable Academic Honesty Policy.
- Minimize the opportunities for cheating and plagiarism.
- Take visible actions to detect dishonesty so that students know you will not tolerate cheating.
- If cheating occurs, respond swiftly with disciplinary measures and formal action.
- If cheating occurs, respond swiftly with disciplinary measures and formal action. Learn to recognize signs of stress in students. For assistance, see the Counseling Health & Wellness Center's **Warning Signs of Stress**.
- Ensure equal access to study materials such as old homework assignments, exams, and papers.
- Make students feel as though they can succeed in your class without having to resort to dishonesty, such as by giving more rather than fewer tests and encouraging students to come talk with you if they are having difficulties.

Plagiarism

- Clarify in writing the distinctions between plagiarism, paraphrasing, and direct citation.

- Watch out for electronic plagiarism.
- Tell students that they must seek permission before resubmitting their previous academic work as a new product for your course.

Paper Topics

- Assign specific topics that stress thought and analysis.
- Limit students' choices of broad paper topics so they do not flounder and turn to commercially produced term papers or "file" papers as an easy out.
- Change the assignments for each offering of a course.

Writing Demystified

- Give a short lecture on how to research and write a paper or essay.
- Ensure that students know your preferred method of citing sources.
- Discuss in class the difficulties of writing.
- During the term schedule a variety of short in-class papers.
- Early in the course require students to come in to discuss their research or essay topics.

Preparing and Submitting Papers

- Require students to submit first drafts.
- Request that final versions of papers be handed in with drafts.
- If possible, collect papers from students during class or consider using locked mailboxes with slots for collection.

Exam Questions

- Change exam questions as often as is practical.
- For multiple-choice exams, use alternate forms.
- Keep exams, grade books, and rosters in a secure place.

Test Administration

- Make certain that you (or proctors) are in the room at all times.

- Seat students randomly in alternate chairs.
- Supply scratch paper.
- Ask students to place their personal belongings away from their desk, including electronic communication devices e.g. cell phones.
- Have students turn in bluebooks prior to the exam, then redistribute the bluebooks at random.

Scoring and Returning Exams

- Clearly mark incorrect answers or blank spaces.
- If you permit re-grading of exams, take precautions, such as photocopying those exams or quizzes of students who initially ask for re-grading. Or photocopy a sample of all exams before returning them to students.
- Return exams and assignments to students in person.

References

Aiken, L. R. "Detecting, Understanding, and Controlling for Cheating on Tests." *Research in Higher Education*, 1991, 32(6), 725-736.

Barnett, D. C., and Dalton, J. C. "Why College Students Cheat." *Journal of College Student Personnel*, 1981, 22, 545-551.

Davis, S. F., Grover, C. A., Becker, A. H., and McGregor, L. N. "Academic Dishonesty: Prevalence, Determinants, Techniques, and Punishments." *Teaching of Psychology*, 1992, 19(1), 16-20.

McCabe, D., Trevino, L., Butterfield. "Cheating in Academic Institutions: A Decade of Research." *Ethics and Behavior*, 2001, 11(3), 219-232.

Roberts, D., and Rabinowitz, W. "An Investigation of Student Perceptions of Cheating in Academic Situations." *Review of Higher Education*, 1992, 15(2), 179-190.

Accidents

To obtain medical attention, first dial 9-911 from a campus phone, 911 from a non-campus phone. Then, notify Suffolk University Police at extension 8111, or 617-573-8111, that you have called for an ambulance and provide the location where the medical emergency exists. Suffolk University Police will guide the EMTs to the correct location as well as come to the location to offer assistance.

For accidents that do not involve injury, contact the Suffolk University Police at extension 8111, or 617-573-8111.

Alcohol and Drugs

Alcohol and Drug Policy for Students in the College of Arts & Sciences and Sawyer Business School

Law Students please review the **Alcohol Policy for Law Students**.

Suffolk University is a community dedicated to the academic, professional, social, cultural and intellectual development of its members and is committed to educational and social programs that promote such development. Personal and communal responsibility with regard to the University's Student Alcohol and Drug Policy is essential in ensuring that Suffolk's environment is conducive to student learning and development. Being under the influence of alcohol or drugs will not be accepted as an excuse for conduct that violates the Community Standards. Any student found to allegedly violate this policy will be subject to the Student Conduct System.

General Provisions

Suffolk University enforces all federal and state laws and city ordinances regarding the possession, use, and sale of alcoholic beverages, including those prohibiting drinking by individuals under 21 years of age. The law also forbids falsifying age and identification cards. Suffolk University enforces all federal and state laws and city ordinances regarding the possession, use, and sale of illegal drugs and drug paraphernalia. Where federal and state laws and city ordinances may conflict, federal law is enforced.

Student Alcohol Policy (CAS and SBS)

The use, sale, transfer, or possession of alcoholic beverages in any campus building or property controlled by the University or as any part of a University-sponsored activity (including residence halls or leased residential properties, student activities, etc.), regardless of age, is prohibited by any student or guest of a student. Intoxication of person, or being in the presence of alcoholic beverages in any campus building or property controlled by the University (including residence halls or leased residential properties), regardless of age, is prohibited by any student or guest of a student. No alcohol beverage containers (empty, full, or decorative), including, but not limited to, shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are allowed in any campus building or property

controlled by the University (including residence halls or leased residential properties), regardless of the owner's age.

Alcohol advertisements and signage are not permitted in any campus building or property controlled by the University (including residence halls or leased residential properties). Materials and social media posts must not encourage any form of alcohol abuse or place any emphasis on quantity and frequency of use. The consumption of alcoholic beverages must not be portrayed in any materials or social media posts as the focus of any function. Alcohol may not be portrayed as a solution to personal or academic problems, or as necessary for social, sexual or academic success.

Persons and their belongings suspected of bringing alcohol into any campus building or property controlled by the University (including residence halls or leased residential properties) or persons suspected to be under the influence of alcohol will be subject to search by Suffolk University Police and may not be allowed into the building or property with the suspected package.

Students are strongly encouraged to call for medical assistance (On-campus: call 617-573-8111; Off-campus: call 911) for themselves or for another student whom they believe is dangerously intoxicated or is experiencing medical issues because s/he is under the influence of alcohol and/or drugs. See the **Medical Amnesty Policy**.

Students participating in study abroad or travel programs must abide by local laws regarding alcohol and drug use. Inappropriate student conduct while participating in study abroad or travel programs, including but not limited to, intoxication, providing alcohol to others, etc. may result in disciplinary action.

Exceptions to this policy may be granted for University-sponsored and approved events.

Additional alcohol awareness information and health and counseling resources

Student Drug Policy (CAS and SBS)

The possession, use, consumption, transfer, manufacturing, sale or distribution of illegal drugs, including marijuana, is prohibited by any student or guest of a student in any campus building or property controlled by the University (including residence halls or leased residential properties).

Intoxication of person or being in the presence of illegal drugs in any campus building or property controlled by the University (including residence halls or leased residential properties) is prohibited by any student or guest of a student.

Marijuana: The federal government regards marijuana as a Schedule I Controlled Substance, and possession of marijuana remains illegal under Federal law. Suffolk University prohibits the possession, use, consumption, transfer, manufacturing, sale or distribution of marijuana.

On November 8, 2016, Massachusetts became the fifth state to vote to legalize the recreational use of marijuana. Suffolk University's policy remains unchanged: the possession, use, consumption, transfer, manufacturing, sale or distribution of drugs, including marijuana, by students or guests of a student is prohibited. The policy complies with the requirements of the federal Drug-Free Schools and Communities Act. Under this federal law, as a condition of receiving federal funds, an institution of higher education such as Suffolk University must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on campus and as part of its activities and programs. Under federal law, this includes any amount of marijuana.

Drug paraphernalia is also prohibited in any campus building or property controlled by the University (including residence halls or leased residential properties). Drug paraphernalia is defined as any equipment, product, material and/or ingredients that is/are used or modified for making, using, or concealing illegal drugs, including, but not limited to, pipes, smoking masks/screens, bong, hookahs, vape pens or roach clips. Certain scales, grinders, vials, and baggies may also be considered drug paraphernalia.

Students are not permitted to use, sell, transfer or possess medication prescribed to another person or sell or transfer their own medication to another person.

Persons and their belongings suspected of bringing illegal drugs into any campus building or property controlled by the University (including residence halls or leased residential properties) or persons suspected to be under the influence of illegal drugs will be subject to search by Suffolk University Police and may not be allowed into the building or property with the suspected package.

Students are strongly encouraged to call for medical assistance (On-campus call: 617-573-8111; Off-campus call 911) for themselves or for another student whom they

believe is dangerously intoxicated or is experiencing medical issues because s/he is under the influence of alcohol and/or drugs. See the Medical Amnesty Policy (p. 11).

Additional drug awareness information and health and counseling resources

Student Sanctions for Alcohol and Drug Violations

Often, students ask what the sanctions are for violating the Student Alcohol and Drug Policy. Sanctions are generally a combination of educational and punitive sanctions with the goal being that the University first strives to educate students about acceptable behavior while also holding students accountable for their misconduct. In determining sanctions, hearing officers may consider students' present demeanor, past disciplinary record, the nature of the misconduct, and the severity of any damage, injury or harm resulting from the misconduct or other factors.

Students who do not complete educational sanctions, educational programs, reflection papers, workshop attendance or fines by the due date will be responsible for a \$25 non-compliance fine for each item in addition to the previous fine (if applicable). Students will still be required to complete the original sanction(s) in addition to paying any non-compliance fines.

If found responsible for violating alcohol and drug policies, a non-resident student may lose residence hall visitation privileges. Guests who are not Suffolk University students and who violate any University policy while visiting University housing may lose visitation privileges permanently.

Only in an environment free of substance abuse can Suffolk University fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of its community.

Students are required to review and abide by the University's policies on alcohol and other drugs.

Medical Amnesty Policy

See **Medical Amnesty Policy**

Medical Amnesty Policy for Students in the College of Arts & Sciences and Sawyer Business School

Law Students: Please contact the Law School Dean of Students Office at 617-573-8157 for more information

about Medical Amnesty for Alcohol or Drug Violations

In situations of medical emergencies caused by alcohol and/or drug use, the primary concern is the health and safety of the individual(s) involved. Students are strongly encouraged to call for medical assistance (On-campus call: 617-573-8111; Off-campus call 911) for themselves or for another student whom they believe is dangerously intoxicated or is experiencing medical issues because s/he is under the influence of alcohol and/or drugs.

Students experiencing an alcohol and/or drug-related medical emergency may receive medical amnesty through the Suffolk University Student Conduct System when students or their friends or other persons (not University staff) are concerned about them and seek medical assistance from SUPD or Residence Life & Housing staff (or from local police if off-campus). Medical amnesty may be extended to students who seek help from SUPD or Residence Life & Housing staff (or from local police if off-campus) for another student provided they remain with the student experiencing the medical emergency until medical assistance arrives. Medical amnesty applies to the use of alcohol and/or drugs and does not extend to other violations of the Community Standards including, but not limited to, distribution of alcohol or drugs, vandalism or assault. Students granted medical amnesty may be required to complete educational or other sanctions. The University reserves the right to inform parents/guardians when students receive medical amnesty.

Students whose pattern of behavior suggests the ongoing use of alcohol and/or drugs may not be granted medical amnesty.

Survivors of alleged violations of the **Policy & Procedures on Sexual Misconduct, Relationship Violence, and Stalking** who are alleged to have violated the Student Alcohol and Drug Policy at the time of the sexual misconduct incident may be granted amnesty for their use of alcohol or illegal drugs.

Only in an environment free of substance abuse can Suffolk University fulfill its mission of developing the professional, social, cultural, and intellectual potential of each member of its community.

Students are required to review and abide by the University's policies on alcohol and other drugs.

Drug-Free Schools and Communities Act: Student

Notification

See **Drug-Free Schools and Communities Act: Student Notification**

General Policy

The University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students. The University complies with all local, state, and federal regulations pertaining to alcohol and illicit drugs. In addition, the University complies with the regulations of both the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.

Communications

As required by the Drug Free Schools and Communities Act, the University will provide an annual written statement to students covering: a) standards of conduct concerning drugs and alcohol; b) federal, state, and local legal sanctions governing the unlawful possession or distribution of illicit drugs or alcohol; c) health risks associated with the use of illicit drugs and the abuse of alcohol; d) a description of counseling and treatment programs available for alcohol and drug abuse; and e) University disciplinary sanctions imposed for unlawful possession, use, or distribution of illicit drugs and alcohol.

Standards of Conduct

The University prohibits the unlawful possession, use, or distribution of illicit drugs and the unauthorized illegal possession, use, or distribution of alcohol on University property or as any part of a University-sponsored activity.

Federal, State, and Local Legal Sanctions Governing the Unlawful Possession or Distribution of Illicit Drugs or Alcohol

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend college. A felony conviction for such an offense can prevent students from entering many fields of employment or professions.

The minimum age for the sale or purchase of alcoholic beverages in Massachusetts is 21 years of age. All state

laws apply at the University. Cities and towns in Massachusetts, specifically Boston, prohibit public consumption of alcohol and impose fines for violation. Massachusetts has criminal penalties for the use of controlled substances or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with potential for abuse carry heavier penalties. Driving while intoxicated in Massachusetts is a serious offense and there are strict penalties for those convicted, including driver's license removal and imprisonment.

Possession of drugs is illegal without valid authorization. Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment.

These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for the manufacture and distribution of drugs, if death or serious injury results from the use of the substance. While penalties for possession are generally not as great as for the manufacturing and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served. Massachusetts makes it illegal to be in a place where heroin is kept and to be in the company of a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. Sale and possession of drug paraphernalia is illegal in Massachusetts. Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction, and five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second, and permanently after the third conviction.

Students should review the following state laws regarding alcohol and other drugs which are available on the Massachusetts General Court website:

- **Chapter 138: Alcoholic Liquors**
- **Chapter 90: Section 24. Driving While Under Influence of Intoxicating Liquor**
- **Chapter 94C: Controlled Substances Act**

Drugs of Abuse

Abuse Information about drugs of abuse is available **U.S. Department of Justice Drug Enforcement Administration Drugs of Abuse 2011 Ideabook [PDF]**.

Support Services

The University **Counseling, Health and Wellness Department** provides help to students regarding alcohol and other drug use and provides assistance for referrals to outside agencies and programs.

Disciplinary Action

The University holds students accountable for violations of this policy through the Student Conduct System. Possible sanctions for violations include, but are not limited to, warning, disciplinary probation, loss of housing, suspension, dismissal or participation in educational workshops.

Biennial Review

Every two years, the University will review its drug and alcohol policy to determine its effectiveness, implement changes and ensure that disciplinary sanctions are consistently applied and enforced.

Only in an environment free of substance abuse can Suffolk University fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of its community.

Students are required to review and abide by the University's policies on alcohol and other drugs.

Animals and Pets

Any animals, fish and outside pets, are not permitted in Suffolk University buildings with the exception of Service Animals and/or approved Assistance Animals. Animals that are discovered in violation of this policy must be removed within 24 hours or Residence Life & Housing and/or Suffolk University Police will arrange for the animal to be removed.

Animals may be permitted on campus at approved events sponsored by the University.

Attendance and Absences

Students are expected to attend all classes as attendance is an integral aspect of enhancing academic success.

Requirements for attendance and class participation are established by the instructor in each course. Students are responsible for all material and information covered in classes missed. Students are expected to carefully consult individual course syllabi for course-specific attendance policies, as they may vary by class.

Students should contact the Student Affairs Office at 617-573-8239 or by **email** if they expect to be absent for a period of a week or more. Students may only attend courses for which they are officially registered.

Jury Duty

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, “every US 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 or university, 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 or in other Massachusetts counties to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Suffolk University supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service. They contain helpful information on 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 jury service should notify each of their instructors at least two weeks in advance prior to jury duty to make arrangements to complete missed work. Students who do not inform their instructors in a timely fashion may not receive accommodations to make up missed work. Students should provide a copy of the summons notice to the Student Affairs Office, located at 73 Tremont Street, 12th floor. If you have questions about jury duty—including confirming,

postponing, rescheduling, or limiting your service—consult the Student’s Guide to Jury Duty brochure, available from the Office of the Jury Commissioner by calling 800-843-5879. Additional information may be viewed **online**.

Student-Athlete Attendance Policy

Academic responsibility is considered the highest priority for student-athletes attending Suffolk University. Student-athletes are expected to attend punctually all scheduled classes and laboratory sections and are responsible for handing in all required work on time. It is the responsibility of the student-athlete to be aware of and adhere to the requirements outlined for each class. Classes may not be missed for practice. However, conflict between athletic events and classes do occasionally occur.

Student-athletes are responsible for communicating with the department Chair in such cases of scheduling conflict. Whenever possible, this should occur at the beginning of the semester. The department Chair will work with the instructor of the course and the student-athlete in developing a plan to meet the course requirements while participating in athletics. Student-athletes will not be penalized for missing class due to a scheduled game/match if the department Chair has been informed of the games/matches schedule and a plan has been articulated with the instructor. In those rare circumstances where no acceptable scheduling plan can be developed, student-athletes will be responsible for attending class. Student-athletes must be proactive when scheduling classes each semester to eliminate as many possible missed classes due to games/matches. Particular attention should be paid to once a week classes or classes that require high levels of required student group work. When conflicts between classes and athletic events arise during the season due to rescheduling of contests (e.g., alterations due to weather) or to post-season play, the student-athlete is responsible for informing the faculty member immediately and **PRIOR** to the class to be missed. It is the responsibility of the student-athlete to make up the work and get all necessary information from any classes missed. Faculty members should make reasonable accommodations to allow student-athletes to complete any missed in-class work. The department Chair can facilitate these discussions when appropriate.

An Act Excusing the Absence of

Students for Their Religious Beliefs

In keeping with the amendment of Chapter 151C of the Massachusetts General Laws, Section 2B, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of their religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon the school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any students availing themselves of the provisions of this section.

Cancellation of Classes

Students should refer to the University's **Cancellation and Delays Policy** for more information.

In case of snow, other inclement weather, or other emergency closings, Suffolk University will notify students, faculty, and staff about school cancellations or delays according to the following protocols:

When classes are delayed or cancelled, the cancellation will apply to the entire University, including all three schools—the College of Arts and Sciences, Sawyer Business School, and the Law School—as well as the libraries and all other University activities (student affairs, performances, etc.). To determine whether athletic events will be held, please consult the **Athletics Department's website** or call 617-573-8379.

Announcements of University delays and closings will be communicated via the emergency alert system (students must provide their contact information on the University portal), the information line at 617-573-8262, and the **University's home page**, every attempt will be made to communicate these announcements in a timely manner.

Weekend and holiday closings or delays, including the libraries, will be handled in the same manner as during the regular school week

Chosen Name Policy

Suffolk University recognizes students may prefer to use first names other than their legal first name to identify themselves. Requests for chosen name will be reviewed by the University Registrar to ensure conformity to University chosen name policy.

For student use only: College of Arts and Science, Sawyer Business School, and Suffolk University Law School

Places Where Chosen First Name is Used

Your chosen name will appear in the following University student systems:

- Blackboard
- MySuffolk
- Class Rosters
- Student Advising and Tutoring Platform
- Student Success Mobile Application
- Front of the Student ID Card (provided you obtain a new one)

Places Where Legal Name Must Be Used

- Enrollment Inquiries and Verifications
- Financial Aid
- Health, Insurance and Medical Documents and Records
- International Student Visa Status
- Official Transcripts
- Payment/Billing
- Back of the Student ID Card

Submitting Your Chosen First Name

- Students submit a request for a chosen name through **WebAdvisor**.
- Login to **WebAdvisor**
- Select the Chosen Name Request form. Your name as currently on file will display.

- Enter chosen first name and middle name (note: only middle initial will display in platforms and documents).
- You will receive a request confirmation. Requests for chosen name will be reviewed by the University Registrar to ensure conformity to University chosen name policy.
- You will receive a notification within 3 business days from the University Registrar's Office either confirming or denying your request. Students may challenge a denied chosen name through the Dean of Students whose decision is final.
- The University reserves the right to deny or remove, with or without notice, a chosen name if it is used for inappropriate purposes including, but not limited to, misrepresentation, use of offensive language, including profanity or language which has the effect of mockery, or avoiding legal obligation. Students will be notified if the chosen name is not accepted.
- Updating chosen name in student systems identified in the chosen name policy could take upwards of 5 business days.
- Using or changing a chosen name is not the same as legally changing a name through the courts. Student legal names will remain the same in all University related systems. A student's chosen name may be disclosed as "directory information" unless the student chooses to prevent disclosure of directory information. For further information on the disclosure of directory information, please refer to **Suffolk University Guidelines for compliance with the Family Educational Rights and Privacy Act (FERPA)**.

Getting a New Student ID/RAM Card

Students who want a new Suffolk University card with their chosen name, must bring the chosen name approval notification to one of the ID Card Replacement Locations. The first request for a new ID card with your chosen name will be free of charge. After that, the ID Card replacement fee will apply. For more information, details on Student ID Card and Locations **are available online**.

Class Obligations

In emergencies created by winter storms, unusual traffic jams, or breakdowns in public transportation, a faculty member may be delayed in getting to class. If, in the case of an emergency, an instructor comes late to class, it is expected that students will wait for a minimum of 15 minutes after the normal time for starting the class. In the absence of any message to the class concerning probable arrival time, members of the class are not required to wait longer than 15 minutes. The University reserves the right to change its academic calendar in response to inclement weather, emergencies, etc. and will make every effort to notify students about such changes. When changes occur, students are expected to comply with the changes.

In case of snow, other inclement weather, or other emergency closings, Suffolk University will notify students, faculty, and staff about **school cancellations or delays** according to the following protocols:

When classes are delayed or cancelled, the cancellation will apply to the entire University, including all three schools: the College of Arts and Sciences, Sawyer Business School, and the Law School as well as the libraries and all other University activities (student affairs, performances, etc.). To determine whether athletic events will be held, please consult the **Athletics Department's website** or call 617-573-8379.

Announcements of University delays and closings will be communicated via the emergency alert system (students must provide their contact information on the University portal), the information line at 617-573-8262, and the **University's home page** as well as by the television and radio stations listed below. Every attempt will be made to communicate these announcements in a timely manner.

In the event of a delayed opening, classes will begin and administrative offices will open at 10 a.m. Classes scheduled prior to 10 a.m. will be cancelled for the day. For an afternoon closing, the standard closing time will be 4 p.m. (no classes will be held after 4 p.m.), unless weather conditions require earlier closing.

Weekend and holiday closings or delays, including the libraries, will be handled in the same manner as during the regular school week.

School delays or cancellations will also be announced on the following television and radio stations:

Television Stations

WCVB Channel 5
CBS Channel 4
News Channel 7
NBC Channel 10
Rhode Island Broadcaster's Association

Radio Stations
WBZ (1030 AM)
WBUR (90.9 FM)
WZID (95.7 FM)

Community Standards and Student Conduct System for Students in CAS and SBS

Community Standards and Student Conduct System

There are extensive rules regarding the community standards and student conduct system at Suffolk University. Read more to find out about a specific rule or policy.

Information Specific to Fall 2020, COVID 19 and Reopening Campus

Being part of a community means recognizing and understanding our personal impact on others, as well as being accountable for our actions. As such, it is imperative that students adhere to the on-going health guidance and/or regulations issued by the University, the Center for Disease Control (CDC), City of Boston, and the state of Massachusetts in relation to the personal steps each of us can take to minimize the spread of COVID-19. Updated and ongoing guidance, policies and regulations can be referenced at the University's Reopening website for CAS & SBS students.

Examples include:

- **Face coverings:** In any location where more than one person is present, people will be required to wear face coverings.
- **Social distancing:** People on campus will be required to maintain a distance of at least six feet from one another.
- **Crowd reduction:** Measures will be in place throughout campus to reduce the number of people permitted in rooms at one time, and to reduce the flow of traffic through common areas like hallways, stairwells, and elevators.

When members of the Suffolk community or student clubs and organizations do not adhere to these guidelines and/or requirements, it may impact their campus experience. For instance, students not wearing face coverings may be asked to leave classrooms or denied services at campus offices until a face covering is donned.

Additionally, flagrant or repeated disregard for adhering to health guidelines or requirements will result in disciplinary action through the Community Standards process. Below

are examples of specific policies that behavior may violate:

- 2.01 Violation of any federal, state, or local law, regulation, ordinances or mandates
- 2.03 Participation in the disruption or obstruction of teaching, research, administration, living or other University activities.
- 2.05 Failure to comply with the request of a University representative or law enforcement, fire, or other public officials acting in the performance of their duties, or failure to identify oneself to these persons when requested to do so.
- 2.09 Failure to abide by the Scheduling University Events Policy.
- 2.12 Failure to abide by the Good Neighbor Policy.
- 2.20 Failure to comply with a published and/or distributed departmental policy or directive not specified in the Student Handbook.

Introduction to Community Standards

Suffolk University has established the Community Standards to promote and maintain an academic environment that is consistent with the mission of the University. The Student Conduct System addresses alleged violations of the Community Standards. Students are expected to carefully review the Community Standards outlined in this document and are required to comply with the Community Standards. Students will be held accountable for violations. Sanctions will range from a warning to removal from University housing to dismissal from the University to the withholding or the revocation of a degree. Minimum sanctions have been established for certain violations.

Guiding Principles of the Community Standards and the Student Conduct System

To enter Suffolk University is to accept an invitation to participate in a learning environment in which students are

educated to become lifelong learners as well as professionals who lead and serve the communities in which they live and work. Choosing to become a member of this community requires members to respect and contribute to a genuine community of student, faculty, and staff learners who are mutually supportive and respectful. By voluntarily choosing to affiliate themselves with Suffolk University, students acknowledge, accept, and agree to comply with the responsibilities outlined in the Community Standards. The Suffolk University Community holds high expectations of how members live and interact with one another. Respect for oneself and respect for others lie at the heart of the Community Standards. Since its inception in 1906 as the Suffolk School of Law, the University has supported and encouraged diversity in a challenging, supportive environment for motivated and capable students from various backgrounds and cultures. As such, the Suffolk University Community Standards established for student members of the Suffolk Community are not always exactly the same as those standards that apply to individuals within society at large. Students are accountable for their actions as a necessary part of community life. The University's Community Standards go beyond what is simply required for public order.

Suffolk University has sought to educate students who—as leaders in law, business, and professional and civic life—will live by the highest intellectual and ethical standards. In search of this ideal, Suffolk strives to create an environment in which learning is a shared responsibility that is pursued in classrooms, studios, and laboratories; internships and study abroad programs; co-curricular and extracurricular activities; athletic fields; residence halls; and the city of Boston and beyond. The Suffolk University Community Standards and other policies are intended to contribute to the education and growth of student members of the campus community. The University will hold students accountable for their actions as a necessary part of community life.

Glossary of Terms

Administrative Hearing: A review of statements and/or information from a charged student, complainant, and/or witnesses with knowledge of an incident for the purpose of determining the charged student's responsibility for violating the Community Standards and to determine sanctions if the charged student is found responsible.

Advisor: Individual of the charged student's or complainant of sexual misconduct's choosing who may be present during any related meeting or administrative hearing. The advisor may not actively participate (speak)

in any related meeting or administrative hearing. Rather, the advisor may serve as a support person for the charged student or complainant of sexual misconduct.

Complainant of Sexual Misconduct: Alleged victim/survivor of sexual misconduct.

Assistant Dean of Students, or Designee: The person responsible for the day-to-day management of the Community Standards and the Student Conduct System.

Business Days: Days that the University is open for business.

Charged Student: A student alleged to have violated the Community Standards who has been notified that he or she must attend an administrative hearing.

Community Standards: Behavioral expectations Suffolk University has established for its students.

Complaint: A written summary describing how a student is alleged to have violated the Community Standards.

Complainant: Any individual member of the Suffolk Community or the University itself that submits a written complaint that a student has violated the Community Standards.

Computing Facilities: Computers, laboratories or electronic equipment, including but not limited to printers, disc drives, flash drives, smartphones, tablets, screens, servers, software, computer labs, or networks.

Dean of Students, or Designee: The person responsible for the overall administration of the Community Standards and the Student Conduct System.

Disciplinary Hold: An administrative hold placed on a student's educational record when they do not respond to the request of a University official to attend a meeting or administrative hearing or has not completed a discipline sanction.

Determination Letter: A letter informing a charged student (and the complainant of sexual misconduct) of the outcome of an administrative hearing and any sanctions, if applicable.

Faculty Member: Any person authorized by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

Guest: An individual who is an associate of a student, staff or faculty member.

Hearing Officer: A University official authorized by the dean of students, or designee, to determine whether a student has violated the Community Standards and to impose a sanction when a violation of the Community Standards has been committed.

Interim Restrictions: Immediate sanctions taken against a student when the University believes that the student's continued presence on the campus endangers the physical safety or emotional state of the student or others, disrupts the educational process of the University or when the University determines that the interim restrictions are in the best interests of the University.

May: Used in the permissive sense.

Member of the University Community: Any person who is a student, faculty member, University representative, or any other person employed or engaged by the University. The assistant dean of students, or designee, will determine whether an individual is a member of the University community.

Notice to Appear: Written notice that a student is alleged to have violated the Community Standards and that the student must schedule an administrative hearing or attend an administrative hearing at a predetermined time.

Policy: Written rules or regulations of the University.

Residential Guest: Any individual who is visiting a residence hall on-campus who does not reside in that residence hall.

Sanction: A requirement a student must abide by or complete when found responsible for violating the Community Standards.

Student: Any person taking courses in the College of Arts & Sciences or the Sawyer Business School, either full-time or part-time, pursuing undergraduate, graduate, professional studies or a joint-degree program at the Law School, any person who withdraws from the University after allegedly violating the Community Standards; or any person who is not officially enrolled for a particular term but who has been admitted or has a continuing academic relationship with the University.

Student Conduct System: The process and procedures for addressing alleged violations of the Community Standards.

Suffolk University Community: A group sharing common characteristics or interests in the higher education of students at Suffolk University.

University: Suffolk University.

University Activities: Activities such as events, programs, and/or classes, whether on or off-campus offered under the auspices of Suffolk University or held in relation to or in collaboration with Suffolk University.

University Representative: Any person (including students) authorized by the University to perform assigned duties or act on behalf of the University in a recognized capacity.

University Premises: All land, buildings, facilities, and other property in the possession of or owned, rented, leased, used, or controlled by the University.

Visitor: Any non-Suffolk individual attending an event, program, etc.

Waiver of Responsibility: A form signed by a charged student in which they accept responsibility for violating the Community Standards and agrees to complete the sanction determined by the hearing officer.

Will: Used in the imperative sense.

Witness: Any person with information relevant to a student's alleged violation of the Community Standards.

Written Complaint: A written summary of an incident that is alleged to be a violation of the Community Standards.

Violation of Law and College Discipline

Student conduct may violate federal, state, or local law and/or the Suffolk University Community Standards. Violations may be addressed through the Student Conduct System, the civil or criminal court system, or both. When student conduct may have violated federal, state, or local law, Suffolk University may take action against a student through the Student Conduct System prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the assistant dean of students, or designee.

Determinations made or sanctions imposed under the Student Conduct System will not be subject to change when civil claims or criminal charges regarding the same incident are resolved in favor of the student defendant. However, the University reserves the right to impose additional sanctions if a student is found liable or guilty in a civil or criminal proceeding.

Students involved in civil and/or criminal proceedings related to student conduct that may violate the Community

Standards are responsible for all costs associated with the civil or criminal proceeding.

The University cooperates with law enforcement and other agencies in the enforcement of civil or criminal law on campus and with any conditions that may be imposed by civil or criminal courts, including, but not limited to those related to the rehabilitation of student violators, provided the conditions do not conflict with campus rules or sanctions.

Jurisdiction

The Suffolk University Community Standards and Student Conduct System apply to the conduct of any student or individual:

- Who is enrolled in or accepted for an academic course or program regardless of credits carried;
- Who withdraws from the University after allegedly violating the Community Standards; or
- Who is not officially enrolled for a particular term but who either was admitted to or who has a continuing academic relationship with the University.

The Suffolk University Community Standards and Student Conduct System also apply to any student group or organization.

The Community Standards and Student Conduct System apply to conduct that occurs on or off-campus including, but not limited to, conduct at University-sponsored activities, during all programs such as internships and study abroad, and to conduct that adversely affects the University community or the pursuit of its objectives, or calls into question the suitability of a student as a member of the Suffolk University Community.

Each student is responsible for their conduct from the time of acceptance of admission through the actual awarding of a degree, even though the conduct may occur before classes begin or after classes end, as well as during the academic year or during periods between terms of actual enrollment, and even if the conduct is not discovered until after a degree is awarded.

The Community Standards and Student Conduct System apply to a student's conduct even if the student withdraws from the University while a complaint is being investigated or adjudicated.

The assistant dean of students, or designee, will decide, on a case-by-case basis, whether the Community Standards

and Student Conduct System will be applied to conduct occurring off campus.

Students are responsible for the consequences of their actions even when the conduct may have been influenced by their physical or emotional state.

Students are responsible for the consequences of their actions even when the conduct may have been influenced by their use of alcohol or other drugs.

A disciplinary hold may be placed on a student's educational record when a student does not respond to the request of a University representative to attend a meeting or administrative hearing or does not comply with a conduct sanction. Students with a disciplinary hold may not be permitted to register for courses, receive a diploma, add or drop courses, or participate in other University activities.

If a student fails to pay a conduct fine by the due date, the fine and any penalties may be added to the student's account. Policies for the payment of student accounts are managed by Student Accounts.

Prohibited Conduct

The following types of conduct constitute violations of the Community Standards and will be subject to action and sanctions as outlined in the Student Conduct System.

1. Acts of Dishonesty

1.01 Failure to abide by the **Academic Misconduct Policy**.

1.02 Furnishing false information to a University representative or law enforcement, fire, or other agency.

1.03 Misrepresenting oneself as another or possession or alteration of an ID card or instrument of identification.

1.04 Forgery, alteration, or misuse of any University document, including admissions documents and/or recommendations, other record or instrument of identification.

1.05 The possession, creation, use and/or distribution of false identification.

2. Personal Conduct

2.01 Violation of any federal, state, or local law, regulation, ordinances or mandates

2.02 Conduct that affects the student's suitability as a

member of the University community.

2.03 Participation in the disruption or obstruction of teaching, research, administration, living or other University activities.

2.04 Attempted or actual theft, removal, damage, alteration, or vandalism to space and/or property, including lounge furnishings, of the University or others.

2.05 Failure to comply with the request of a University representative or law enforcement, fire, or other public officials acting in the performance of their duties, or failure to identify oneself to these persons when requested to do so.

2.06 Unauthorized possession, duplication, or use of keys or access cards to any University premises or tampering with locks.

2.07 Failure to abide by the Policy Against Gambling.

2.08 Conduct that is lewd or indecent such as streaking, public urination, public defecation, or public nudity.

2.09 Failure to abide by the Scheduling University Events Policy.

2.10 Failure to abide by the **Solicitation Policy**.

2.11 Failure to abide by the **University or Residence Life & Housing Guest** or visitor policies.

2.12 Failure to abide by the **Good Neighbor Policy**.

2.13 Failure to abide by the **Student ID Card Policy**.

2.14 Failure to abide by the Student Organization Handbook.

2.15 Inappropriate communication with members of the University community.

2.16 Failure to abide by the **University Posting Guidelines**.

2.17 Unauthorized **use of the Suffolk University name, logo, mascot, or other symbol**.

2.18 Unauthorized use of Suffolk University directories.

2.19 Participation in the disruption or obstruction of the free flow of pedestrian or vehicular traffic or participation in the disruption, obstruction, or interference with the duties of law enforcement, fire departments, or other public service agencies.

2.20 Failure to comply with a published and/or distributed departmental policy or directive not specified in the Student Handbook.

2.21 Failure to abide by the **Joint Responsibility Policy**.

2.22 Failure to abide by the **Bicycle Storage Policy**.

2.23 Improper use of **laundry facilities**.

2.24 Unauthorized **residence hall room change**.

3. General Safety

3.01 Trespassing, tampering with, and/or unauthorized entry to or use of University premises or property including, but not limited to, roofs, elevators, or balconies.

3.02 Creating or participating in a fire hazard or a situation that endangers others, including but not limited to, false reports of fire or bombs; possession of fireworks or other highly combustible items; failing to evacuate; use of candles (lit or unlit) or an open flame; blocking, propping, or obstructing doors, hallways, stairwells, or community areas; tampering with, misusing, covering, damaging, or removing fire safety equipment; or violating the **Residence Life & Housing Fire Safety Policy**.

3.03 Throwing objects from windows, roofs, or balconies or failure to abide by the **Residence Life & Housing Windows Policy**.

3.04 Failure to abide by the **University Weapons Policy**.

3.05 Improper use of University or University-leased/rented vehicles.

3.06 Failure to abide by University or Residence Life & Housing emergency procedures.

3.07 Failure to abide by the University Pet Policy, Assistance Animal Policy or Service Animal Policy.

3.08 **Unauthorized sports play** in University buildings, facilities, or residence halls, including, but not limited to, wrestling, playing Frisbee or catch, and/or the use of rollerblades, roller skates, skateboards, and/or bicycles in University buildings and residence halls.

3.09 Failure to register a self-defense spray/mace, properly store, create a dangerous situation or abide by the **Self-defense Spray/Mace Policy**.

3.10 Use, possession, storage or charging of self-balancing battery powered devices or vehicles on University property such as, but not limited to, self-balancing motorized

boards, hoverboards, Swagways, electric skateboards, self-balancing scooters, and Segways is prohibited.

4. Physical or Emotional Health

4.01 Physical assault or verbal abuse, threats, intimidation, harassment, or coercion, including, but not limited to, any conduct that threatens or endangers the emotional/physical health or safety of another person.

4.02 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's race.

4.03 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's sex.

4.04 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's disability.

4.05 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's age.

4.06 Intentionally left blank.

4.07 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's sexual orientation.

4.08 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's religion.

4.09 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's color.

4.10 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's national or ethnic origin.

4.11 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's gender identity.

4.12 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's gender expression.

4.13 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's genetic information.

4.14 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's other characteristic protected under applicable federal or state law.

4.15 Failure to abide by the **Policy Against Discrimination and Harassment.**

4.16 Failure to abide by the **Non-proselytizing Policy.**

4.17 Failure to abide by the **Policy Against Hazing.**

4.18 Failure to abide by the **Sexual Misconduct, Relationship Violence, and Stalking Policy.**

4.18 (A) Sexual Assault

4.18 (A) (1) Nonconsensual Physical Contact

4.18 (A) (2) Nonconsensual Sexual Intercourse

4.18 (B) Sexual Harassment

4.18 (C) Sexual Exploitation

4.18 (D) Relationship Violence

4.18 (E) Stalking

4.18 (F) Retaliation

4.19 Any action that insults, stigmatizes, threatens, or endangers another individual or that subjects another person to physical or emotional injury, because of that individual's military or veteran status.

5. Residence Life Policies

5.01 Failure to abide by the **Residence Hall Access and Occupancy Policy.**

5.02 Failure to abide by the **Check-in/Checkout Policy.**

5.03 Failure to abide by the **Cooking Policy.**

5.04 Failure to abide by the **Residential Guest Policy.**

5.05 Failure to abide by the **Permitted and Prohibited Items Policy**.

5.06 Failure to abide by the **Quiet Hours Policy**.

5.07 Failure to abide by the **Room/Bathroom Sanitation Policy**.

5.08 Failure to abide by the **Early/Extended Stays and Vacation Periods Policy**.

5.09 Intentionally left blank.

6. Alcohol and Other Drugs

6.01 Being in the presence of alcohol while under the age of 21 and/or in the presence of alcohol in a residence hall regardless of age and/or being in the presence of alcohol at a University function where alcohol has not been authorized.

6.02 Use or possession of alcohol while under the age of 21 and/or use or possession of alcohol while in a residence hall regardless of age and/or being in the presence of alcohol at a University function where alcohol has not been authorized.

6.03 Distribution of alcohol.

6.04 Hosting a gathering where prohibited drinking has occurred or a common source of alcohol is present.

6.05 Failure to abide by the University **Smoking Policy**.

6.06 Being in the presence of illegal drugs.

6.07 Use and/or possession of illegal drugs, including but not limited to, marijuana and/or synthetic marijuana.

6.08 Manufacturing and/or distribution of illegal drugs or medication prescribed to another.

6.09 Being under the influence of illegal drugs or medications prescribed to another.

6.10 Possession of alcohol paraphernalia.

6.11 Possession of drug paraphernalia.

6.12 Sale and/or transfer of one's own prescribed medication to another or the possession, use, sale and/or transfer of another's prescribed medication.

6.13 Intoxication of person, or being in the presence of alcoholic beverages in any campus building or property controlled by the University (including residence halls or leased residential properties), regardless of age, is

prohibited by any student or guest of a student.

6.14 Materials and social media posts must not encourage any form of alcohol abuse or place any emphasis on quantity and frequency of use. The consumption of alcoholic beverages must not be portrayed in any materials or social media posts as the focus of any function. Alcohol may not be portrayed as a solution to personal or academic problems, or as necessary for social, sexual or academic success.

7. Computer and Network Systems

7.01 Attempted use or use of electronic devices that invade a person's privacy.

7.02 Unauthorized transfer of a file such as but not limited to a Blu Ray DVD, DVD or CD or violation of the University Copyright Policy.

7.03 Failure to abide by **University** Computing Policies.

7.04 Attempted or unauthorized use of another individual's identification or password or computer equipment.

7.05 Use of computing facilities to send obscene, abusive, harassing or threatening messages.

8. Abuse of the Student Conduct System

8.01 Failure to obey a notice from a University representative to appear for an administrative hearing.

8.02 Falsifying, distorting, concealing or misrepresenting information in connection with the Student Conduct System.

8.03 Submitting or corroborating a false written complaint or withholding information in connection with the Student Conduct System.

8.04 Disruption or interference with the orderly operation of a discipline proceeding.

8.05 Attempting to discourage an individual's proper participation in or use of the Student Conduct System.

8.06 Attempting to influence the impartiality of the hearing officer.

8.07 Harassment or intimidation of a complainant, charged student, witness, or hearing officer in connection with an administrative hearing.

8.08 Failure to comply with a sanction imposed under the Student Conduct System.

8.09 Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

Conduct System

The dean of students is responsible for the overall administration of the Community Standards and Student Conduct System. The dean of students, or designee is authorized to delegate responsibilities to others and will appoint hearing officers to conduct administrative hearings. Under his/her direction, the assistant dean of students has been charged with the day-to-day responsibility for the administration of the Community Standards and Student Conduct System.

The assistant dean of students, or designee, will develop and maintain policies and procedural rules for the administration of the Student Conduct System consistent with the provisions of the Community Standards.

If a written complaint involves more than one charged student, the hearing officer, at their discretion, may determine whether an administrative hearing concerning each student will be conducted separately or jointly.

Students are required to attend administrative hearings.

Administrative hearings are not open to the public. Therefore, members of the Suffolk University community who are not directly involved in the incident and friends, parents, partners, siblings, legal counsel and others are not permitted in the room where the administrative hearing takes place but may wait nearby for support purposes.

Students will be held accountable for violation such as the failure to obey a notice from a University representative to attend a meeting and/or appear for an administrative hearing; falsifying, distorting, or misrepresenting information at an administrative hearing; submitting or corroborating a false written complaint or withholding information; attempting to discourage an individual's proper participation in or use of the Student Conduct System; attempting to influence the impartiality of the hearing officer; harassment or intimidation of a complainant, witness, or hearing officer in connection with an administrative hearing; failure to comply with a sanction imposed under the Student Conduct System; or influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

Formal rules of process, procedure, or evidence such as those applied in civil or criminal courts are not used in the Student Conduct System.

Hearing officers will recuse themselves from a case when appropriate.

Decisions resulting from an administrative hearing will be final, pending the appeal process.

Student conduct that warrants sanctions may result in forfeiture of all Suffolk scholarships, financial aid, or monies paid.

Initiation of Disciplinary Proceedings

Any individual member of the University community may submit a written complaint alleging a student violated the Community Standards. Complaints may also be submitted on behalf of the University.

The written complaint will be directed to the assistant dean of students, or designee. A written complaint must be submitted within 30 days of the incident that the University is open for business.

Upon receiving a written complaint, the assistant dean of students, or designee, may take one or more of the following steps:

- Offer a student the opportunity to accept responsibility for a violation of the Community Standards by signing a waiver and accepting sanctions;
- Conduct an investigative hearing which includes notifying a student that they have been charged with a violation(s) of the Community Standards and must attend or schedule an administrative hearing;
- Dismiss the written complaint. Such disposition will be final and there will be no subsequent action; and/or
- Impose interim restrictions.

Waiver to Forgo an Administrative Hearing and Accept Responsibility for Violating the Community Standards and Accept Sanction(s)

A hearing officer may offer a student alleged to have violated the Community Standards a waiver to forgo an administrative hearing. By signing a waiver, the charged student accepts responsibility for violating the Community Standards and agrees to complete a sanction as determined by the hearing officer. The student waives their right to an

administrative hearing and may not appeal the determination or sanctions.

Administrative Hearings

An administrative hearing will be conducted by a hearing officer appointed by the dean of students, or designee.

The purpose of an administrative hearing is to review information gathered from a charged student, complainant, and/or witnesses or others with information or knowledge of the incident so that the hearing officer can make a determination as to whether the charged student violated the Community Standards.

The charged student will be notified that a written complaint has been received and that he/she must schedule or appear at a predetermined time for an administrative hearing. Notification is deemed to have occurred on the date on which the notice to appear is mailed, an e-mail is sent, a telephone conversation takes place, or a written message is delivered advising the student of this information.

Notice of the charges for an administrative hearing will be in writing and will include the date by which the student alleged to have violated the Community Standards must schedule the administrative hearing or will include the date, time, meeting logistics such as physical location or information for virtual participation in the hearing the student is required to attend.

After being notified that they must schedule an administrative hearing, the charged student must do so within three (3) business days of such notification. The charged student is encouraged to schedule the administrative hearing as soon as possible.

After being notified that they must attend the administrative hearing at a predetermined time, the charged student must attend the administrative hearing.

Administrative hearings may be recessed at any time at the discretion of the hearing officer.

Absent compelling circumstances as determined by the hearing officer, if a charged student does not schedule an administrative hearing or appear at an administrative hearing scheduled for a predetermined time, the administrative hearing will be held in the student's absence. The hearing officer will issue a decision and sanctions will be imposed, if appropriate.

Generally, but not always, the order of an administrative hearing will proceed as follows:

- Introduction
- Reading of the charges
- Opening statement from the charged student
- Questioning by the hearing officer
- Closing statement from the charged student

If the University is the complainant, an authorized representative of the University shall serve as the complainant.

The charged student may provide the names of up to four (4) witnesses with knowledge of the incident at least one (1) business day prior to the administrative hearing. Character witnesses are not permitted. The hearing officer will decide, in their sole discretion, whether to seek to obtain information from witnesses.

All procedural questions and decisions are subject to the final decision of the hearing officer.

Decisions of the hearing officer will be made based upon a determination of whether it is established, by a preponderance of the evidence, that the charged student violated the Community Standards.

After the administrative hearing concludes, the hearing officer will determine whether the charged student violated each section of the Community Standards that the student is alleged to have violated.

The charged student will be notified in writing of the decision and sanction(s) imposed, if any. Notification is deemed to have occurred on the date on which a document is mailed, an e-mail is sent, or a written message is delivered.

A charged student will be entitled to:

- Receive written notice of charges;
- Receive a copy of the incident report within one (1) business day of the written request for a copy. Names of other individuals in the report will be removed consistent with applicable law.
- Be notified of the date, time, and place of the charged student's administrative hearing;
- Receive notice of the fact that the charged student's failure to schedule an administrative hearing by the due date or appear for an administrative hearing may result in the administrative hearing being conducted

in the absence of the charged student;

- Provide the names of up to four (4) witnesses with knowledge of the incident at least one (1) business day prior to the administrative hearing. The hearing officer will decide, in their sole discretion, whether to seek to obtain information from witnesses;
- Decline to answer any questions or make any statements during an administrative hearing. The outcome of the administrative hearing will be based on the information or lack thereof presented at the administrative hearing and information gathered through an investigation (if applicable);
- Be informed in writing of the decision and sanction, if any; and
- Request in writing an appeal of the decision resulting from an administrative hearing no later than two (2) business days after the date of the determination letter.

The date of the request for the appeal is the date on which a document is mailed, an e-mail is sent, or a written message is delivered. A charged student is entitled to one appeal.

Sanctions

In determining a sanction, the hearing officer may consider all relevant information, including, but not limited to, the charged student's present demeanor; past disciplinary record; the nature of the misconduct; and the severity of any damage, injury, or harm resulting from the misconduct. Sanctions do not become effective until the appeals process is completed; however, any interim sanctions imposed remain in effect during the pendency of a hearing and/or an appeal. Some University policies specify sanctions for violations. See individual policies for required sanctions, if any.

The hearing officer may impose the following sanctions on any student found to have violated the Community Standards.

Warning: A notice, either verbal or written, that the student is violating or has violated University regulations, must cease the conduct immediately, and that continuation or repetition of wrongful conduct may be cause for more severe disciplinary action.

Parental Notification: The University may notify parents/guardians when students under the age of 21 have been found responsible for violating the University's

alcohol or other drug policies, or when there is a serious health or safety issue regarding a student.

Loss of Privileges: Denial of specified University and/or Residence Life & Housing or other privileges for a designated period of time, which may include, but is not limited to, denial of access to any campus facility, activity, event, class, or program. This includes, but is not limited to, orders prohibiting the student from having contact with a member of the Suffolk University community. This also includes, but is not limited to, loss of privileges in the residence halls including but not limited to guest privileges, early arrival/late stay status, vacation period housing, or removal from a floor, room, or building. Should residence hall space not be immediately available, relocation may take place at an arranged time.

Confiscation of Property: Confiscation of items that the University determines are inappropriate for the University setting.

Fines: Financial sanction.

Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.

Campus Service: Assignment of an appropriate service project that will benefit the University community, responsible student, or others.

Educational Program or Project: Required attendance at the student's expense at an educational workshop or completion of an educational project that will benefit the University community, responsible student, or others.

Referral: A student may be referred to Counseling, Health and Wellness, Student Affairs, Center for Learning & Academic Success or another appropriate office or local agency for consultation or assessment.

Unenrollment from a Course and/or Academic Program: A student may be unenrolled from a course and/or an academic program. In such cases, tuition and fees for the course will not be refunded to the student.

Order of No Contact: an order that restricts communication/contact between two or more parties.

Disciplinary Probation: A period of time during which a student's behavior is subject to examination.

Strict Disciplinary Probation: A period of time during which a student's behavior is subject to close examination. In addition, the student may be excluded from participation

in some or all social and/or extracurricular activities, including, but not limited to, representing the University, participating in intercollegiate athletics, holding elected or appointed office in the Student Government Association or other student organization, or studying abroad.

Residence Relocation: Required reassignment to another residence area.

Deferred Loss of Housing: Warning that if the student is found responsible for violating the Community Standards during a specified period of time, the student may be immediately removed from the residence halls for a specific period of time, after which the student may reapply for housing.

Loss of Future Housing: The student is prohibited from participating in the returning student housing lottery or from participating in the returning student waitlist until the date specified or indefinitely if no date is specified.

Residence Hall Suspension: Separation of the student from the residence halls for a specific period of time, after which the student may reapply for housing. The student may not participate in the housing lottery for the following year or be on the housing waitlist while on Residence Hall Suspension. Reapplication for housing does not guarantee the student will receive on-campus housing. Conditions for returning to the residence halls may be specified.

Residence Hall Dismissal: Permanent separation of the student from the residence halls.

Deferred University Suspension: A warning that if the student is found responsible for violating the Community Standards during a specific period of time, the student may be immediately suspended from the University for a specific period of time, after which the student may reapply. Conditions for return may be specified.

University Suspension: Suspension of the student from the University for a specific period of time, after which the student may apply to return. Conditions for return may be specified.

Deferred University Dismissal: Warning that if the student is found responsible for violating the Community Standards during a specific period of time, the student may be immediately dismissed from the University.

University Dismissal: Permanent separation of the student from the University.

Revocation of Admission or Degree: Admission to the University or a degree awarded from the University may

be revoked for fraud, misrepresentation, or other violation of the Community Standards in obtaining the degree or for other serious violations committed by a student prior to graduation.

Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the disciplinary process, including any investigation, set forth in the Student Conduct System, including the completion of all sanctions imposed, if any.

Student Organization Recognition in Jeopardy: A warning that if the student organization is found responsible for violating the Community Standards during a specified period of time, the student organization's recognition may be immediately revoked.

Loss of Recognition: During a specific period of time, a recognized student organization may not associate itself with the University by using the University name, facilities, or other rights and privileges of recognized student organizations, after which the organization may reapply for recognition. There is no guarantee re-recognition will be granted. If re-recognition is granted, conditions for re-recognition may be specified.

More than one of the sanctions listed above may be imposed for any single violation. Other sanctions may be imposed instead of or in addition to those specified above. This list is provided by way of example only, and it is not intended to be exhaustive.

In addition to the above sanctions, student conduct that warrants action within the Student Conduct System may result in forfeiture of all Suffolk scholarships, financial aid, or monies paid.

Appeals of Decisions and Sanctions Resulting from Administrative Hearings

A charged student may submit one request for an appeal of the decision resulting from an administrative hearing no later than two (2) business days after notification. Notification is deemed to have occurred the date on which this document is mailed, an e-mail is sent, a telephone conversation takes place, or a written message is delivered advising the student of this information.

A request for an appeal is to be submitted in writing to the hearing officer who heard the case, who will then forward the appeal request to the assistant dean of students, or designee, for assignment to an impartial hearing officer for

review. Appeals will be considered only for failure to follow the process or procedures outlined in the Student Conduct System or if new information not available at the time of the hearing is now available. Students must include a statement of why the additional information should be considered and why it was not presented at the time of the original hearing.

An appeal is not a new hearing on the matter. Disagreement with the sanction is not grounds for an appeal.

The impartial hearing officer will:

- Determine whether the appeal request merits a formal appeal hearing and, if so, schedule an appeal hearing. An appeal is not a new hearing on the matter;
- Determine there are no grounds for the appeal, thus upholding the decision; or
- Refer the case to the hearing officer who originally heard the case for consideration of suggestions.

Appellate decisions are final.

Interim Restrictions

The assistant dean of students, or designee, may impose restriction(s) upon a student pending disciplinary proceedings. Interim restrictions become effective immediately without prior notice whenever the assistant dean of students, or designee, believes the student may pose a serious threat to others or property, cause serious disruption to the University community or determines that interim restrictions are in the best interest of the University.

Interim restrictions may include suspension from the University or residence areas; relocation of residence; restriction to designated University residence areas or other campus facilities by time or location; restriction of communication with named individuals or groups within the University community; or the requirement to obtain advance authorization to engage in a specified activity or any other restrictions the assistant dean of students, or designee, determines are appropriate under the circumstances. Interim restrictions will remain in effect during the pendency of a administrative hearing and/or appeal.

Discipline Records

Discipline records are educational records and are

maintained in the Student Affairs and Residence Life & Housing offices. Discipline records are maintained by the Student Affairs and Residence Life & Housing offices for at least seven (7) years from the date of the incident. In situations involving both a charged student and a student who believes they are the victim of a student's misconduct, the records of the process and of the sanctions imposed, if any, will be considered to be the education records of both the charged student and the alleged student victim because the educational career and chances of success in the academic community of each may be affected.

The University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Interpretation and Revisions

Any question of interpretation or application of the Community Standards and Student Conduct System will be referred to the assistant dean of students, or designee, for final determination. The Community Standards and Student Conduct System will be reviewed at least every two (2) years under the direction of the assistant dean of students, or designee. As a result, the next scheduled review of the Community Standards and Student Conduct System will be held during the 2015–2016 academic year.

Statement on Rights, Freedoms, and Responsibilities of Students

As approved with amendments by the Student Government Association, the Evening Division Student Association, the dean of students, the Joint Council on Student Affairs, and the faculty of the Colleges in March 1977.

Approved by the full Board of Trustees on April 13, 1977, and printed in full in the April 29, 1977, issue of The Suffolk Journal. Drafted from a document approved by the Council of the American Association of University Professors, the US National Student Association, the Association of American Colleges, the National Association of Student Personnel Administrators, and the National Association of Women in Education. The following Joint Statement on Rights, Freedoms, and Responsibilities of Students of the College of Arts and

Sciences and the Sawyer Business School was approved by the Suffolk University Board of Trustees on April 13, 1977, and replaced the former code of justice.

Suffolk University exists for the transmission of knowledge, the pursuit of truth, the development of its students, and the well being of society.

A community devoted to free inquiry and free expression of opinion is indispensable to the attainment of these ends. The standards of academic freedom and responsibility set forth below represent the guiding principles for the attainment of these goals.

The principle of academic freedom applies equally to students and faculty and can only exist if the University environment provides for the constructive interaction between them. In the teaching-learning process, the faculty must be willing to have their ideas and understanding challenged by the students. However, students must recognize the scholarship of the faculty and be willing to work under their guidance.

Both students and faculty have academic responsibilities and each must recognize that the responsibilities of one affect the rights and privileges of the other.

Freedom of Access to Higher Education

Suffolk University is an academic community open to persons of all sexes, races, creeds, and countries of natural origin. Suffolk University does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, veteran status, age, disability, gender identity, gender expression, or Vietnam-era or disabled-veteran status in its admissions and employment policies or in the administration and operation of all its programs and activities. Admission to the University is determined by institutional policies concerning the academic and personal qualifications and expectations of the students who apply for entrance. It is the University's responsibility to provide full and complete information concerning the criteria to be applied in consideration of candidates for admission. Within the limits of its facilities, Suffolk University is open to all students who are qualified according to its admission standards.

Student Rights in Academic Evaluations

It is the responsibility of faculty members at Suffolk University, during all academic contacts with students, to

encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, and student opinion on matters unrelated to the academic course material should not be considered in evaluating student work in class.

Protection of Freedom of Expression

Suffolk University students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Whatever the student's view as to the course material offered, the student is responsible for learning the content of any course of study in which the student is enrolled.

Protection Against Improper Academic Evaluation

Suffolk University students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. The University has established grievance procedures for academic grievances and complaints.

Protection Against Improper Use of Disclosure

Suffolk University faculty members will maintain the confidentiality of private statements made by a student that set forth or reveal the student's views, beliefs, and political associations. Faculty members will not consider any such private statement in connection with the evaluation of a student's academic performance.

Student Records

Suffolk University maintains its student records in compliance with the Family Education Rights and Privacy Act of 1974.

Student Activities and Affairs

In the conduct of their lives outside the classrooms, the students of Suffolk University have certain specific rights and responsibilities, which are set forth below.

Freedom of Association

Students bring to the campus a variety of previously acquired interests and develop many new interests as members of this academic community. They should be free to organize and join associations in order to promote their

common interests.

The membership, policies, and actions of a student organization may be determined only by a vote of those persons currently enrolled as students at Suffolk University.

Affiliation with an extramural organization will not, of itself, ordinarily disqualify a student organization from institutional recognition.

Where campus advisors are required for recognition, a student organization will be free to choose its own advisor. It is the role of the campus advisor to advise student organizations in the exercise of their responsibilities. Campus advisors do not have the authority to control the policy of student organizations.

Student organizations will not be permitted to use Suffolk University facilities nor to participate as members of the academic community without having been officially recognized by the University. Recognition of a student activity or organization will require that the organization submit a charter containing the statement of purpose, the criteria for membership, a set of rules and procedures for internal governance, and a current list of officers. Student organizations must file annually the names of advisors and officers with the Office of Student Leadership and Involvement. Student organizations shall not be required to submit a membership list as a condition of recognition.

No student organization will be recognized by the University if it discriminates among students on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, Vietnam-era or disabled veteran status, or academic class status except social fraternities and sororities, which may elect to limit membership to a single sex.

The University retains the right to withdraw recognition or to refuse to recognize a student organization that does not demonstrate its ability to accept the responsibilities of membership in the academic community. Withdrawal of recognition or refusal to recognize will take place only upon clear evidence that the student organization in question has violated specific responsibilities set forth for the student body of Suffolk University or has ceased to function as an organization, as defined by the director of Student Leadership and Involvement. No such action shall take place without providing the existing organization in question the right to be heard before the Student Government Association.

Freedom of Inquiry and Expression

The students of Suffolk University and the organizations recognized by the University shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately on those questions. Students and student organizations shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the academic community. When acting or expressing views on topics of interest to them, student members of the Suffolk University community shall make it clear to all members of the academic and larger community that, in their public expressions or demonstrations, the students and student organizations speak for themselves alone and do not, unless otherwise authorized, represent the University.

Suffolk University students may invite any person of their own choosing to speak before them and before student organizations. The University, however, maintains procedures to ensure the orderly scheduling of facilities, the adequate preparation of an event, and that the occasion is conducted in a manner appropriate to the academic community. Violation of these procedures is a breach of the responsibility of the students to the community. Whenever a student or student group invites a speaker to appear, the student group is responsible for informing the academic and larger communities that sponsorship of the speaker's talk does not imply University approval or endorsement of the views expressed by the speaker.

Student Participation in Institutional Government

As constituents of the Suffolk University academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. The University will respect the rights of its students to participate in the internal governance of the University.

Student Publications and Broadcasting Systems

Student publications, the student broadcasting system, and the student press are all valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whereas financial and legal autonomy is not possible, Suffolk University, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publication. In the delegation of editorial responsibility to students, Suffolk University must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in the academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written explanation of the role of student publications, the standards to be used in their evaluation, and the limitations on external control of their operation.

As the editorial freedom entrusted to student editors and managers entails corollary responsibilities, their conduct is expected to comply to their best intent with the high standards of the code of ethics of Sigma Delta Chi (the Society of Professional Journalists).

The relationship between the University and its student publications will be governed by the following general standards and supplemental guidelines interpreting them:

- The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
- Editors and managers of student publications and broadcasting systems should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Editors and managers should only be subject to removal for proper stated causes, and then only by orderly and prescribed procedures.
- In the event that student editors or managers, through their willful failure to comply with the code of ethics of Sigma Delta Chi, expose the University to risk of financial loss, they may be censured or removed from office.
- No such determination shall be made unless the agency responsible for the appointment of editors (the Publications Selection Committee) determines such action is necessary.

The Media Selection Committee

Eligibility for Selection

To qualify as a candidate for the position of editor-in-chief or station manager, a student must be registered as a full-time, day undergraduate; must be in good academic standing at the time of application, selection, and tenure of office. Good academic standing dependent upon summer school or upon spring semester grades is not valid. A student must not be on disciplinary probation and must not be a candidate for an office in the Student Government Association.

Method of Selection

A candidate must submit an application and résumé to the Associate Director of Student Leadership & Involvement in which said candidate will outline his or her proposed editorial policy as well as all other information relevant to the position of editor-in-chief or station manager. A specific deadline for application will be announced early in the spring semester. Résumés must be typewritten.

The selection committee shall consist of seven (7) members, six (6) of whom shall be voting members, and a chairperson who shall vote only in the event of a tie. The chairperson shall be the Dean of Students. The six voting members shall be: the director of Student Leadership and Involvement, the associate director of Student Leadership and Involvement, the student organization advisor, the president of the Student Government Association or his/her designee, the president of the Senior Class or his/her designee and the outgoing editor-in-chief or station manager (if applicable). If the president of the Student Government Association and the president of the Senior Class are one and the same, he or she shall vote as the president of the Senior Class and the vice president of the Student Government Association shall become the sixth voting member.

The selection committee shall consist of six (7) members, six (6) of whom shall be voting members, and a chairperson who shall vote only in the event of a tie. The chairperson shall be the Dean of Students. The six voting members shall be: the director of Student Leadership and Involvement, the associate director of Student Leadership and Involvement, the student organization advisor, the president of the Student Government Association or his/her designee, the president of the Senior Class or his/her designee and the editor-in-chief or station manager. If the president of the Student Government Association and the president of the Senior Class are one and the same, he or she shall vote as the president of the Senior Class and the vice president of the Student Government Association shall become the sixth voting member.

The selection committee shall summon separately each

candidate to elaborate on his or her resume and answer all other questions the committee deems relevant to his or her application for editor-in-chief or station manager. The committee shall, after reviewing the candidates, and with the approval of the Dean of Students select one as editor-in-chief or station manager. A simple majority of six (6) shall be sufficient for selection.

The new editor-in-chief or station manager shall be officially notified of his or her selection by the Dean of Students as soon as possible.

Time of Selection

The selection of the editor-in-chief or station manager shall take place in the spring semester, with specific timelines to be determined by the needs of the organization. If the Student Government Association elections are postponed, the selection of the editor-in-chief or station manager shall take place no more than one (1) week (seven school days) after such postponement, and the student government, as a committee of the whole, shall select two (2) non-graduating representatives in the place of the president of the Student Government Association and the president of the Senior Class.

Censure or Replacement of the Editor-in-Chief or Station Manager (Initiating a Hearing)

Any member of the University community who feels personally injured by conduct of a student editor or manager he or she deems to be in violation of the code of ethics of Sigma Delta Chi may request the Dean of Students to convene the Media Selection Committee. The Dean of Students may then convene the selection committee.

The Hearing

The Dean of Students will act as chairperson. The members of the Media Selection Committee will hear the complaint. The chairperson of the committee will describe to both parties the rules that will govern the hearing. It shall be the obligation of the Dean of Students to present credible evidence indicating that conduct of the person in question may have been a breach of the code of ethics of Sigma Delta Chi, and that a particular sanction may be appropriate.

The Decision

The committee shall consider the evidence put before it only as it relates to a breach in the code of ethics of Sigma Delta Chi. The committee shall consider the importance of a free and active press and the need for free and vocal

sources of information. The decision of the committee shall be final, and the chairperson of the committee will implement the decision of the committee, subject only to the student's right of appeal to the president.

Replacement of the Editor-in-Chief or Station Manager

If for any reason the position of editor-in-chief or station manager is vacated, said position shall be replaced as soon as possible by the selection committee. Disciplinary probation for less than 11 days shall not be cause for removal of the editor-in-chief or station manager. There are no financial benefits.

Responsibilities of Student Members of Suffolk University

The students of Suffolk University are responsible for carrying out their activities in such a way that at all times the rights and freedoms of other members of the community are respected. While they enjoy the freedom of learning, they must respect the right of the teacher to express his or her views and professional beliefs freely and openly and without obstruction of any kind. A student who accepts membership in the Suffolk University academic community has a responsibility to prepare his or her work and to attend classes to the best of his or her ability. In using the facilities and properties of the University, each student must accept the responsibility for their proper care and preservation. As a member of an academic community, each student bears the responsibility of honoring the freedom of expression which is guaranteed to all members of this community.

Sanctions

If you have been assigned a monetary fine, payment must be submitted online via credit/debit card through the form at the end of this section.

Residence Life & Housing and Student Affairs Fines

No payments will be collected in either office. You must fill in all portions of the form required, including the incident report number which is located at the top of the determination letter. After completing the form, click Continue to enter your payment details. You will receive an automatic email receipt from the University's payment site if your payment is successful. Failure to pay this fine on time and in its entirety will result in the assessment of a \$25 late fee and the amount of the fine directly to your student account. Disciplinary fines from Residence Life & Housing are used to support programs for the residence hall community.

Sanction Payment Form

To access the Sanction Payment Form, click [HERE](#). When you click Continue you will be redirected to our secure payment site.

Judicial Educator

If, as part of your educational sanction, you have been referred to The Judicial Educator Service, you will need to follow the process below:

Step 1: Go to www.judicialeducator.com. The service requires the use of IE for Windows and Safari for Mac users. Sign in using all lower case letters per the following information:

Username: sustudent
Password: sueducational

Step 2: Read the directions and launch the Flash presentation for the following module. Some modules have voice over and require the use of ear buds/headphones if accessing in a computer lab.

Step 3: After reviewing the presentation and successfully passing the testing phase following the presentation, you will be directed to an e-mail notification form. You must fill out the e-mail notification form to receive credit for completing the sanction. Type the e-mail address of the hearing officer into the notification form (which can be found at the bottom of your Determination Letter) and they will be notified that you have fulfilled your sanction.

Important: To comply with your judicial sanction, you must successfully complete this assignment by the due date indicated.

Submit a Complaint

It's important to submit a complaint and official incident report as soon as possible so that the proper channels and authorities can be involved and utilized.

Submit an Incident Report [here](#).

Information for Families

Your son or daughter has begun yet another phase in his or her life, which can prove to be both exciting and challenging. It is a period of joy, pain, relationships, discovery and, sometimes, disappointments.

Your involvement as a parent can enhance the learning process as students go through these moments of

disappointment and success. This section is designed to assist parents in understanding Suffolk's expectations for our students and for the disciplinary process that addresses alleged violations of University policy.

We have also included some answers to questions commonly asked by parents, and some hints that might help you and your son or daughter to prepare for what lies ahead.

Parental Notification of Student Disciplinary Matters

Suffolk University recognizes that students and parents are our partners in promoting a healthy and productive educational experience. We believe parents assist students in fulfilling their educational goals through open dialogue. Therefore, in accordance with the guidelines set forth by the **Family Educational Rights and Privacy Act** (FERPA), Suffolk University reserves the right to notify parents/guardians of dependent students when a student is under 21 and is found responsible for an alcohol or other drug violation or if a resident is in danger of losing his or her ability to live in on-campus housing.

Talking About Alcohol or Illegal Drugs

(This section has been adapted from the Century Council.)

In speaking with your son or daughter about drug and alcohol use, please share realistically your own experiences, both positive and negative. Keep in mind, however, that it may not be helpful to boast about amounts used. In addition, be clear in what you expect from your son or daughter about things such as:

- Attending class
- Drinking and driving
- Financial responsibility
- Choices regarding drinking
- Study time vs. social time
- Staying in touch

To assist with this process, below are some conversation starters:

- How will you decide whether or not to drink, smoke pot or use other drugs?

- What will you do if you find yourself at a party with only alcohol to drink?
- What will you do if someone offers you illegal drugs?
- What will you do if your roommate only wants to party?
- How will you handle it if a friend is drunk or high and you think he/she needs medical attention?

Helping Your Son or Daughter Through the Disciplinary Process

Before your student begins the semester:

- Have an open discussion with your student about the process of making right choices, peer pressure and taking responsibility for their actions.
- Make sure that your student is clearly informed about your expectations and the values you hold. Be open to discussing difficult topics such as substance abuse, alcohol use, intimate relationships, and other risky behaviors.
- If your student is documented for an alleged violation of the Community Standards or another policy of the University, make sure that your student knows the disciplinary process.
- Have your student review the Community Standards and Student Conduct System, which is published in this Student Handbook.
- Encourage your student to speak with you about the incident and help them to process all the information.
- Have an open discussion with your student about the expectations the University has in regard to their behavior. Discuss ways to modify their behavior to meet those expectations. Encourage your student to seek help and support and direct them to the available resources on or off campus. Challenge them to ask questions and take the initiative in the process and continue to support your student emotionally while they resolve the issue.

Frequently Asked Questions

What is the purpose of the Community Standards & Student Conduct System?

Suffolk University serves to provide students with a living and learning environment that reflects the values of the

Suffolk Community and supports the University's commitment to developing the intellectual, social and civic competencies of our students. To achieve this goal, Suffolk University looks to students to be partners in this process with the hope of creating an environment that is respectful of the rights of all individuals within the community.

How do I file a complaint?

Any member of the Suffolk University community may submit a complaint. Complaints should be submitted as soon after the event as possible to ensure an accurate recollection as well as a prompt response. Complaints can be reported to the Student Affairs Office. Written complaints may be submitted in person at the Student Affairs Office, 12th floor, 73 Tremont Street or email us.

The following information must be provided in the complaint:

- Name and contact information of the person submitting the complaint with their status at the University: student, faculty or staff
- Email address of the person submitting the complaint
- Date of complaint
- Date, time and location of the event
- Name and contact information (if available) of the student the complaint is about
- Names and contact information of any witnesses
- Detailed explanation of the event.

If you would like to speak with one of the deans in the Student Affairs Office about your complaint prior to its submission, contact the Student Affairs Office at 617-573-8239 or email us for an appointment.

I received a letter that I have to attend an administrative hearing or schedule an administrative hearing? Do I have to respond?

Depending on what the Notice to Appear for a Conduct Hearing says, students are required to attend an administrative hearing at a predetermined date, time and location. Or, students are required to schedule an administrative hearing by calling the Residence Life & Housing Programs staff member or Student Affairs Office to schedule the disciplinary hearing. The hearing officers for Administrative Hearings are members of the Residence Life & Housing staff, or Deans in the Student Affairs Office or other administrators.

What happens at an administrative hearing?

Generally, but not always, the order of an administrative hearing will proceed as follows:

- Introduction
- Honesty statement
- Reading of the charges
- Opening statement from the charged student
- Questioning by the hearing officer
- Closing statement from the charged student
- Hearing closure

What are my rights within the Student Conduct System?

A charged student will be entitled to:

- Receive written notice of charges
- Receive a copy of the incident report within one (1) business day of the written request for a copy.
- Names of other individuals in the report will be removed consistent with applicable law. Be notified of the date, time, and place of the charged student's administrative hearing
- Receive notice of the fact that the charged student's failure to schedule an administrative hearing by the due date or appear for an administrative hearing may result in the administrative hearing being conducted in the absence of the charged student
- Provide the names of up to four (4) witnesses with direct knowledge of the incident at least one (1) business day prior to the administrative hearing. The hearing officer will decide, in his/her sole discretion, whether to seek to obtain information from witnesses
- Decline to answer any questions or make any statements during an administrative hearing. The outcome of the administrative hearing will be based on the information or lack thereof presented at the administrative hearing and information gathered through an investigation (if applicable)
- Be informed in writing of the decision and sanction, if any
- Request in writing an appeal of the decision resulting

from an administrative hearing no later than two (2) business days after the date of the determination letter

How can I find out the details of a complaint?

A student must contact the hearing officer whose name appears on the Notice to Appear for an Administrative Hearing to make arrangements to obtain the written complaint in the Residence Life & Housing Office or Student Affairs Office in the presence of a staff member during normal business hours. All names (other than the student requesting the report) will be blocked out to protect the privacy and confidentiality of other individuals.

What if I was not aware of the particular policy for which I am being charged?

Every student is responsible for knowing University rules and regulations as outlined in the Student Handbook. Therefore, it is important to ask questions if you are unsure of the policies.

Can I be held accountable for my behavior off-campus?

Yes. The Community Standards and Student Conduct System applies to off-campus conduct that adversely affects the University community or the pursuit of its objectives or calls into question the suitability of a student as a member of Suffolk University Community.

What should I do to prepare for an administrative hearing?

- Familiarize yourself with the Community Standards and other University policies.
- If required to do so, schedule the Administrative hearing within the required time frame. Make arrangements to be there on time.
- Learn the details of the complaint.
- If you are having an administrative hearing and plan to have witness(es) submit information about the incident, submit their names to the hearing officer within 1 business day of the hearing and inform your witness(es) that the hearing office may be contacting them to discuss the incident.
- Prepare opening and concluding statements
- Dress appropriately by avoiding overly casual attire (e.g., hats, sandals, torn clothing, etc.)

How many witnesses can I bring?

Students may bring up to four witnesses to an administrative hearing who have direct knowledge of the incident. The names of the witnesses should be submitted to the hearing officer, or designee, indicating the names of the additional witnesses and why their participation would be beneficial. The request must be submitted to the hearing officer, or designee, at least one business day prior to the administrative hearing. Character witnesses are not permitted.

Can legal counsel represent me during the hearing process?

Legal counsel may not represent you at a hearing.

What happens if I cannot attend the administrative hearing?

If you cannot attend the hearing due to an unavoidable circumstance then you should immediately contact the hearing officer. Obtain the name of the person with whom you speak and make efforts to reschedule the hearing. However, it is not always possible or likely that this will occur. You should be aware that a hearing could proceed in your absence.

What will happen if I am found responsible for violating University policy?

If you are found responsible for violating University policy, you will be assigned a sanction(s) that you will be required to complete. The types of sanctions will depend upon the seriousness of the violation and your disciplinary history.

When and how can I appeal a decision?

The outcome of an administrative hearing may be appealed within two days of the date of the determination letter. An appeal will be considered if there was a failure to follow the process or procedures outlined in the Student Conduct System or if new information, not available at the time of the hearing, is now available. An appeal is not a new hearing on the matter.

Will my parents/guardian be notified of an incident?

Your parents/guardian will be notified of an incident if you are under 21 and you are found responsible for an alcohol or other drug violation.

What goes on my record if I am found responsible for violating University policy and how might that impact me in the future?

Records of disciplinary proceedings involving students are

maintained by the Student Affairs Office. Your disciplinary record is not part of your academic transcript. However, both academic and disciplinary dismissals do appear on students' academic transcripts. Repeated violations of the Community Standards may affect your active participation in some University activities. If you transfer to another institution, you may be required to submit a dean's certification as part of the application process. If that is the case, the incident may be discussed by Suffolk's Dean of Students. You may also be required by employers to provide a letter from the Dean of Students that you had a clear disciplinary record disciplinary record in college.]

Computing Policies

The Suffolk University community is encouraged to make innovative and creative use of information and technology in support of the University's mission of education, research, and public service. E-mail, computing facilities, printers, or any other University information resource must be used efficiently, lawfully, and in accordance with University policies. Acceptable use of technology and information includes uses related to research, learning, teaching, enrichment, and dissemination of scholarly information.

Guidelines for Use

- The computer facilities and University information resources are for the use of authorized persons only. Faculty, employees, and students are responsible for maintaining password security and the security of the computer system they use. Faculty, employees and students must not allow anyone to use their passwords to gain access to computer facilities or University information resources including e-mail.
- Computer and University information resources such as on-campus systems or cloud services (email, Office 365, Zoom, Blackboard, etc) are meant solely for legitimate purposes relating to education, coursework, teaching, research, and administration of the University. Among the uses that are inappropriate are:
 - a. Causing intentional damage to any component of the computing and information resource facilities.
 - b. Tampering with or adversely affecting University technology resources, such as bandwidth, security, or performance.
 - c. Unauthorized access, alteration, copying or deletion of system accounts, passwords, directories, files or programs belonging to any other user.
 - d. Unauthorized dissemination of confidential records obtained through computer and information resources.
 - e. Sending foul, inappropriate or threatening messages such as those including offensive racial or sexual content.
 - f. Using the facilities to harass or intimidate individuals or interfere with their normal use of the system.
- g. Playing practical jokes, sending chain letters or "fake" e-mail, "spamming" (sending hundreds of copies of the same message), introducing computer viruses or otherwise deliberately breaching system security.
- h. Soliciting for unauthorized outside business ventures or political or religious causes.
- i. Creating personal copies of licensed, proprietary software or running illegally copied software. (See University Policy on Copyright (p. 43))
- Any faculty member, employee, or student worker who has access to confidential information must access only the information that they have a legitimate administrative or academic need to use, modify or otherwise view. The confidentiality of all such information must be maintained and follow University policies.
- You must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence. Faculty, employees, and students must familiarize themselves with those guidelines and abide by them. This includes abiding all federal, state, copyright and local laws.

Confidentiality of Computer Files

The University cannot guarantee the privacy or security of users' computer files, including email messages or the anonymity of any user. To help safeguard security users are required to change passwords every 120 days. While the University does not monitor email and user related data files, staff of Information Technology Services may be required to enter users' files, if necessary, to correct system problems or to address other improper system use.

Supervisory Responsibility

Supervisors are responsible for assuring that all faculty, staff, and student employees in their area of authority have the appropriate training for and orientation to responsible computer use and handling of data.

Guidelines for Creating Suffolk University Websites, Web Pages, and Web Facilities

Suffolk University websites, web pages, and web facilities are global representations of the University's image and will maintain graphic standards developed by Suffolk University to establish and maintain a consistent public image and to reinforce the mission and identity of Suffolk University. A Suffolk University website is defined as a set of websites, web pages, and web facilities, both internal and external, that represents any school, department, administrative or organizational unit, faculty member, institute, alumni office, or student organization of Suffolk University.

Commercial advertising is prohibited on University websites, web pages, and web facilities. This includes ads for businesses or services owned and/or operated by a University employee. Only community advertising may appear on University websites, web pages, and web facilities. A discounted product or service offered to University students or employees through student services or human resources is an example of community advertising. Alumni relations and fundraising activity including gifts, grants, and corporate sponsorships on any Suffolk University websites, web pages, and web facilities must comply with existing University policies. Any such pages must be reviewed and approved by the Office of Advancement.

Suffolk University is committed to providing access to web-based information in accordance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, amended.

Suffolk University's Websites, Web Pages, and Web Facilities Will Not Be Used for the

- creation or transmission (other than for research or teaching purposes) of any offensive, obscene, or indecent images or material;
- creation or transmission of any material likely to cause annoyance, inconvenience, or needless anxiety;
- creation or transmission of defamatory material;
- storage or transmission of material that infringes on copyright/intellectual property rights, laws, and policies; and

- purposes unrelated to the staff member's employment or to the research, educational, community service, or administrative purposes of the University.

All written policies, including the University web policy, must be observed in authoring any University affiliated website, web page or web facility.

Violations of This Policy

University Information Technology Services (ITS) will notify the faculty member, employee, or student, or if deemed necessary, the appropriate Dean or the Director of Human Resources, of any inappropriate activity. It is expected that the inappropriate activity will cease at this warning. If inappropriate use persists, ITS will suspend the user's computing privileges. Privileges will remain suspended until a thorough review of the incident has been completed and a decision has been made about the imposition of sanctions, if any. Note: If ITS determines that the inappropriate activity is a serious harm to the system, user computing privileges will be suspended immediately without warning.

Depending upon the severity of the incident sanctions might include warning, temporary or permanent suspension of computer privileges, suspension or termination. Persons who engage in activities that violate state and federal law will be referred to the proper law enforcement authorities.

Network Connection Policy

The University provide both wireless and wired network connectivity to Faculty, staff and students across campus in the classrooms, libraries, cafeterias and lobbies which allow access to University resources such as email, classwork and internet access. The Antivirus software is required to be run on all computers that connect to the University information resources. Antivirus software is provided on all issued University computers. Antivirus software is also available free of charge to all registered students and can be downloaded from the University Student portal. All Faculty, staff and students must keep their computer systems up-to-date with the latest security updates and current anti-virus definitions.

If your computing device causes suspicious traffic over the network, it will be suspended from the network until it is checked by ITS Technical Support.

Computer Lab Policy

Equipment in the lab consists of both Windows Desktop and Apple iMAC Computers. Students must log in using their Suffolk email username and password. All work must be saved externally to a USB key drive or disk. In the event the computer reboots or becomes unresponsive, any unsaved work will be lost. ITS is not responsible for any damage or loss of data resulting from the use of the lab computers.

PaperCut

To reduce Suffolk's carbon footprint and paper consumption, Suffolk University uses **PaperCut**. This provides students a print allotment through their Suffolk **RAM card**.

Copyright

Copyright and Trademark Use

Suffolk University expects all users of our site as well as members of our community to comply with U.S. Copyright laws and refers all users to the **University's Copyright Policy**, which governs the use of these resources.

In compliance with the Digital Millennium Copyright Act, Suffolk University has designated an agent to receive notice of alleged infringement of copyright.

Designated Agent Contact Information:

Director of Risk Management

Karen Kruppa
Suffolk University
8 Ashburton Place
Boston, MA 02108

If you think that your copyright is being infringed by anything posted on this website or in the Suffolk.edu domain, please send written notice to Suffolk University's designated agent. Include in your notice (a) a detailed description of the allegedly infringing material and the URL where it appears; (b) a detailed description of your copyrighted work (including a copy, if practicable); (c) your name, physical address, e-mail address, and daytime telephone number; and (d) an affirmation that the information in your notice is accurate and that you believe in good faith that the material complained of infringes your copyright. Your notice should conclude with a statement, made "under pains and penalties of perjury," that you are authorized to act on behalf of the copyright holder and it should be signed with either your physical or electronic signature.

For more detailed information concerning U.S. copyright law, users may consult the following websites:

U.S. Copyright Office

Copyright Clearance Center

All rights to this website and the material it contains are reserved and the material may be amended or deleted by the University without notice. Copies may only be made with the permission of Suffolk University, or as permitted by law.

The Suffolk University website is linked to other websites

which are protected by copyright law. The University does not promise nor is it responsible for the accuracy of information in linked sites. These links are provided as a convenience and the inclusion of such links does not imply an endorsement.

Permission is given to copy forms or applications on this website which are intended to be completed and forwarded to the University.

Suffolk University expects that all employees and members of its community will follow the policies and guidelines set forth in the University Web Policy and the Responsible Computer User Policy.

Design, Pictures, Logos, and Trademarks

All designs, pictures, logos, and trademarks used on the Suffolk University website may not be copied, used, or posted by any person or entity without the express written permission of the University. Complete details on using the Suffolk University seal, logo, or other aspects of our graphic identity, including downloadable graphics, can be found on the **Marketing & Communications** pages of this website.

Email Communications

An official Suffolk University e-mail address is assigned to all students and is an official means of communication with students. Students are expected to read e-mail received at their Suffolk University-assigned e-mail address on a regular basis. Students are responsible for all information, including all attachments, sent to their University-assigned e-mail address.

Students may elect to forward e-mail sent to their University e-mail address to another personal e-mail address; however, students do so at their own risk and remain responsible for all information sent to their University-assigned e-mail address. Email accounts and passwords are nontransferable.

Emergencies

Medical Emergencies

On-Campus

Any student experiencing a life threatening medical emergency should call 911 AND Suffolk University Police at 617-573-8111 or go to your nearest hospital emergency room.

Off-Campus

Any student experiencing a life threatening medical emergency should call 911 or go to your nearest hospital emergency room.

Mental Health Emergencies

On-Campus

Crisis Counselor available Monday – Friday: 11 a.m. – 4 p.m. for urgent, same-day appointments. If possible, please call the office ahead of time at 617-573-8226.

Any student experiencing a mental health emergency during business hours should come to CHW (73 Tremont Street, 5th Floor). To speak with a counselor after hours or on the weekend, call 617-573-8226 and follow the prompts.

For an on-campus life-threatening mental health emergency, call Suffolk University Police at 617-573-8111.

Off-Campus

To speak with a counselor after hours or on the weekend, call 617-573-8226 and follow the prompts.

For off-campus life threatening mental health emergencies, call 911 or go to your nearest hospital emergency room.

YOUR Emergency Contact Information

All Suffolk University students are required to submit (or confirm) current emergency contact information each semester and when such information changes. This will ensure that the University has current and accurate information in the unfortunate event of a student or campus emergency.

In the event of a major emergency or campus shutdown affecting the Suffolk University community, students will

receive an emergency communication via the University's emergency notification provider, Rave.

It is students' responsibility to maintain accurate and up-to-date contact information in the system.

To change/update your emergency contact information, go to **MySuffolk** and log in. Once logged in, select the MySuffolk tab at the top left and then Update My Emergency Contact Information in the left-hand navigation.

Emergency Preparedness

It's important to be ready to take action in the event of an emergency.

The Office of Emergency Management has established specific **emergency procedures** for various emergency situations.

Severe Weather Procedures

This Policy is designed to assist Suffolk University in responding to severe weather or other natural disasters, and maintaining services when severe weather or other natural disasters occur, that may prevent employees or students from entering or leaving the University for an extended period of time.

Severe Weather and Other Natural Disasters

Environmental Health & Safety

The health and safety of University students and employees and the protection of the environment are Suffolk University's greatest responsibilities. It is the policy of the University to operate in accordance with federal, state, and local environmental, health and safety regulations. The University is committed to providing its students and employees with a work and educational environment free from recognizable hazards.

Each student and employee shall comply with the regulations and established procedures that are applicable to their own activities, actions and conduct in order to help the University provide this safe environment. Students are responsible for:

- Ensuring their own personal safety. Students should not perform unsafe acts that compromise personal safety or the safety of others.

- Working and/or behaving in an environmentally responsible manner by observing established policies and procedures, including required procedures concerning the collection and/or disposal of chemical wastes (i.e., in science laboratories, photography darkrooms, and art studios).
- Making sure they understands safety procedures when performing work-study or class-related tasks.
- Using safety equipment when required (i.e., gloves and safety goggles when using chemicals in laboratories).
- Reporting unsafe conditions and/or practices immediately to their professor or to the Office of Environmental Health and Safety.
- Demonstrating good environmental citizenship by supporting University recycling and energy and water conservation efforts.

Students should report any emergencies to Suffolk Police (SUPD) at (617) 573-8111.

If you are a residence hall student, please also report any emergency to a Residence Life & Housing staff member.

Counseling, Health, and Wellness

Are you feeling stressed or anxious? We can help – even after normal business hours!

For mental health emergencies during business hours

Call or come directly to Counseling, Health and Wellness, located on the 5th floor of 73 Tremont Street. The phone number is 617-573-8226.

Walk-in hours for student counseling at Counseling, Health and Wellness

Monday – Friday from 10 a.m. to 4 p.m. for students experiencing urgent concerns. It is best to call Counseling, Health and Wellness ahead at 617-573-8226, if possible.

For mental health emergencies after hours or on weekends

Call Counseling, Health and Wellness at 617-573-8226 to be connected with a clinician on duty.

For more information about counseling and health services available for Suffolk students, please visit **Counseling, Health and Wellness** on the Web.

To obtain medical attention if you believe you have an emergency:

On campus

First, dial 9-911 from a campus phone, 911 from a non-campus phone. Then notify Suffolk University Police at extension 8111 or 617-573-8111 that you have called for an ambulance and provide the location where the medical emergency exists. Suffolk University Police will guide the EMTs to the correct location as well as come to the location to offer assistance.

Off campus

Dial 911

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- Working and/or behaving in an environmentally responsible manner by observing established policies and procedures, including required procedures concerning the collection and/or disposal of chemical wastes (i.e., in science laboratories, photography darkrooms, and art studios).
- Making sure they understand safety procedures when performing work-study or class-related tasks.
- Using safety equipment when required (i.e., gloves and safety goggles when using chemicals in laboratories).
- Reporting unsafe conditions and/or practices immediately to their professor or to the Office of Environmental Health and Safety.
- Demonstrating good environmental citizenship by supporting University recycling and energy and water conservation efforts.

Emotional Support Animals

Introduction

Suffolk University recognizes the importance of Emotional Support Animals to individuals with disabilities and has established the following policy regarding Emotional Support Animals. This policy ensures that people with disabilities, who require the use of Emotional Support Animals to provide equal access or as a reasonable accommodation, receive the benefit of the therapeutic support they provide. Suffolk is committed to allowing people with disabilities the use of an Emotional Support Animal in campus housing in accordance with the rules set forth below.

In accordance with the Fair Housing Act, residence students with documented disabilities are permitted to have an Emotional Support Animal in University housing when that Emotional Support Animal has been approved by the University as an accommodation. Emotional Support Animals are allowed only in the residence hall unit or campus apartment to which the individual with a disability is assigned by Residence Life and Housing Services. Individuals who do not live in University housing are not permitted to bring Emotional Support Animals to any University facilities.

Students with disabilities in the College of Arts and Sciences or the Sawyer School of Business who have questions about Emotional Support Animals should contact the Office of Disability Services. Students with disabilities in the Law School who have questions about Emotional Support Animals should contact the Dean of Students for the Law School. Employees with disabilities who have questions about Emotional Support Animals should contact Human Resources.

Definition of an Emotional Support Animal

See **Definition of an Emotional Support Animal**

Emotional Support Animals provide well-being, comfort, or companionship which alleviates one or more identified symptoms or effects of a person's disability. Emotional Support Animals are not Service Animals under Title III of the Americans with Disabilities Act. Therapy dogs are also not considered Service Animals when those dogs have not been individually trained to do work or perform tasks for the benefit of an individual with a disability. Some, but not

all, animals that provide emotional support for persons with disabilities are professionally trained. Other Emotional Support Animals are trained by their Owners. In some cases, no special training is required. The Office of Disability Services will determine whether or not the animal provides the benefit needed as a reasonable accommodation by the person with the disability.

Health and Well-being of an Assistance Animal

See **Health and Well-being of an Assistance Animal**

- **Vaccination:** In accordance with local ordinances and regulations, the Emotional Support Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Although not mandated, cats should have the normal shots required for a healthy animal. Local licensing requirements must be followed.
- **Health:** Emotional Support Animals must be in good health as documented annually by a licensed veterinarian. Documentation can be a vaccination certificate for the Emotional Support Animal or a veterinarian's statement regarding the animal's health. The University has authority to direct that the Emotional Support Animal receive veterinary attention. Local licensing laws must be followed.
- **Leash:** If appropriate, the Emotional Support Animal must be on a leash, unless the leash would inhibit the Emotional Support Animal's ability to be of service.
- **Other Conditions:** The Office of Disability Services may place other reasonable conditions or restrictions on the Emotional Support Animal depending on the nature and characteristics of the Emotional Support Animal.

Procedures for Residence Students to Request Approval to Keep an Emotional Support Animal

See **Procedures for Residence Students to Request Approval to Keep an Emotional Support Animal**

A residence student requesting permission to keep an

Emotional Support Animal in University housing must make a formal request to the University using **this form**. The completed form is due to the Office of Disability Services no later than July 1st for new students and February 1st for returning students. While applications submitted after these dates will be accepted and considered, Suffolk University cannot guarantee that it will be able to meet late applicants' accommodation needs, including any needs that develop during the semester.

Documentation of the need for an Emotional Support Animal should follow the Office of Disability Services' guidelines for documentation of disability, and should generally include the following information:

- Verification of the student's disability from a physician, psychiatrist, social worker, or other mental health professional
- Statement on how the Emotional Support Animal serves as an accommodation for the documented disability from a physician, psychiatrist, social worker, or other mental health professional
- Statement on how the need for the Emotional Support Animal relates to the ability of the student to succeed at the University
- Current documentation of items requested must be dated within the last 12 months.

The Office of Disability Services will review documentation and arrange a meeting with the residence student requesting that an Emotional Support Animal be permitted in University housing. This policy will be carefully reviewed with the residence student at that time.

The Department of Residence Life & Housing Services will make a reasonable effort to notify tenants in the residence building where the Emotional Support Animal will be located. Students with medical condition(s) who are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Office of Disability Services if they have a health or safety related concern about exposure to an Emotional Support Animal. Students with concerns not related to a medical concern should bring their concerns to the Director of Residence Life and Housing Services. The University is prepared to also reasonably accommodate individuals with such medical conditions that require accommodation when living in proximity to Emotional Support Animals.

The Office of Disability Services and the Office of Residence Life & Housing will resolve any conflict in a timely manner. Staff members will consider the conflicting

needs and/or accommodations of all residence students involved.

Residence students, whose request for an Emotional Support Animal through this process is not granted, will have the opportunity to appeal such decisions. Information regarding grievances is available **here**. Students will also receive information about the appeals process upon notification of the decision regarding the request for disability accommodations. Appeals will be heard by the Associate Dean of Students, or designee.

Owner's Responsibility for Emotional Support Animals in the Residence Halls

See **Owner's Responsibility for Emotional Support Animals in the Residence Halls**

The Owner is responsible for assuring that the Emotional Support Animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there. The Owner is also responsible for ensuring that the Emotional Support Animal remains in the Owner's residence hall unit or campus apartment. Other than when entering and exiting the Residence Hall, the Emotional Support Animal is not permitted elsewhere in the Residence Hall or in any other campus facility or on other University property.

- The Owner is financially responsible for the actions of the Emotional Support Animal including bodily injury or property damage. The Owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, and the like. The Owner is expected to cover these costs at the time of repair and/or move-out.
- The Owner is responsible for providing the Office of Disability Services with emergency contact information for an off-campus individual who can provide care for and make care based decisions for the animal in the event that the Owner is unable to do so.
- The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to University premises that are assessed after the student and Emotional Support Animal vacate the residence. The University shall have the right to bill the student account of the Owner for unmet obligations.

- The Owner must notify the Office of Disability Services in writing if the Emotional Support Animal is no longer needed as an Assistance Animal or is no longer in residence. To replace an Emotional Support Animal, the Owner must file a new “Housing Accommodation Form.”
- The Owner's residence may be inspected for pests once a semester or as needed. The Department of Residence Life & Housing will schedule the inspection. If pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
- Emotional Support Animals may not be left overnight in University housing to be cared for by another student.
- Emotional Support Animals must be taken with the student if they leave campus for a prolonged period.
- The Department of Residence Life & Housing Services may relocate the Owner and Emotional Support Animal as necessary according to the license agreement.
- The Owner agrees to continue to abide by all other residential policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
- Any violation of the above rules may result in immediate removal of the Emotional Support Animal from the University and may be reviewed through the Student Conduct System and the Owner will be afforded all the rights and procedures provided by that process.
- The Owner undertakes to comply with animal health and well-being requirements described in this policy.

Guidelines for Maintaining an Emotional Support Animal

See **Guidelines for Maintaining an Emotional Support Animal**

The following guidelines apply to all Emotional Support Animals and their Owners unless the nature of the documented disability of the Owner precludes adherence to

these guidelines, and permission for a variance from the guidelines has been granted by the Office of Disability Services.

- Care and supervision of an Emotional Support Animal are the responsibility of the Owner. The Owner is required to maintain control of the Emotional Support Animal at all times.
- The Owner is responsible for ensuring the cleanup of the Emotional Support Animal's waste. Indoor animal waste must be placed in a sturdy plastic bag before being disposed.

Removal of Emotional Support Animals

See **Removal of Emotional Support Animals**

Suffolk University may exclude/remove an Emotional Support Animal when the Emotional Support Animal poses a direct threat to the health or safety of others or the Emotional Support Animal.

Disruption: The Owner of an Emotional Support Animal that is unruly or disruptive may be asked to remove the Emotional Support Animal from University facilities. If the improper behavior happens repeatedly, the Owner may be required to take significant steps to mitigate the behavior before bringing the Emotional Support Animal into any University facility. Mitigation may include, but is not limited to, muzzling a barking animal, obtaining refresher training **for both the Emotional Support Animal and the Owner, other appropriate measures.**

Damage: Owners of Emotional Support Animals are solely responsible for any damage to persons or University property caused by their assistance animals.

Exceptions may be granted on a case-by-case basis. To request an exception, the Owner must contact the **Office of Disability Services** or, in the case of law students, the Law School **Dean of Students Office**, or in the case of employees, **Human Resources**.

Requirements for Faculty, Staff, Students, and Other Members of the University Community

See **Requirements for Faculty, Staff, Students, and Other Members of the University Community**

Members of the University community are required to

abide by the following practices:

- They are not to touch or pet an Emotional Support Animal unless invited to do so.
- They are not to feed an Emotional Support Animal.
- They are not to deliberately startle an Emotional Support Animal.
- They are to immediately report any disruptive behavior to SUPD.
- They are not to separate or attempt to separate an Owner from his/her Emotional Support Animal.
- They are not to inquire for details about the Owner's disability(ies). The nature of a person's disability is a private matter.

Any questions regarding Emotional Support Animals or their handlers should be directed to the **Office of Disability Services**.

False Identification

The possession, creation, use, and/or distribution of false identification are strictly prohibited. Such actions may constitute a serious violation of Massachusetts or federal law and are a distinct violation of Suffolk's Community Standards.

Ferpa

All faculty and staff with access to student records are responsible for upholding student privacy rights in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Family Education Rights and Privacy Act (Buckley Amendment)

In accordance with the provisions of the Family Education Rights and Privacy Act (Section 438 of the General Education Provisions Act, 20. USC 1232g, commonly referred to as the “Buckley Amendment” or “FERPA”) Suffolk University has adopted the procedures below to protect the privacy rights of its students.

FERPA affords students certain rights with respect to their education records. Education records are defined as records directly related to a student and maintained by the institution or by a party acting for the institution. These rights include:

1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day Suffolk University receives your request for access. You should submit any such request to the Registrar’s Office in writing, identifying the records you wish to inspect. The Registrar’s Office will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to the Registrar’s Office in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. The Registrar’s Office will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Suffolk University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-4605

4. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent FERPA authorizes disclosure without consent. One such exception permits Suffolk University to disclose personally identifiable information in education records to “school officials” with “legitimate educational interests.” A “school official” is any person employed by Suffolk University in any administrative, supervisor, academic or research, or support staff position; any person or company with whom Suffolk University has contracted (such as an attorney, auditor, or collection agent); any person serving on Suffolk University’s Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill the official’s professional responsibility.

Another exception permits Suffolk University to disclose your “directory information” to anyone within the Suffolk University community and to the general public. Suffolk University has designated the following as directory information: name, address, e-mail address, telephone listing, photograph, date and place of birth, grade level, enrollment status, dates of attendance, major field of study, degrees, honors and awards received, participation in officially recognized activities and sports, height and weight of members of athletic teams, and the most recent educational agency or institution attended. All other student information will not be released to students, parents, or outside agencies unless accompanied by a written release of information, signed by the student, which complies with the requirements of FERPA, unless the disclosure of information is authorized by FERPA.

Students may request that directory information not be released to any person without their prior written consent by completing a Request to Prevent Disclosure of Directory Information form, available in the Registrar’s Office.

You may give such notification at any time, but it will be effective only prospectively. Suffolk University also discloses education records without a student’s consent to officials of another school in which a student seeks or

intends to enroll. Information on other exceptions authorizing Suffolk University to disclose education records without a student's consent is available through the Registrar's Office.

Final Exam Policy

All students are expected to take final examinations according to the schedule published by the Registrar's Office.

If a student is unable to take a final exam due to illness or other extenuating circumstance, the student must contact the faculty member immediately to report the absence and contact the Student Affairs Office. Travel arranged before the end of semester is not a legitimate reason for requesting a deferred or rescheduled exam. The student must submit supporting documentation of the illness or extenuating circumstances to the Student Affairs office who will inform the faculty member if the absence is legitimate. Arrangements for the make-up of a final examination should be made between the student and the course instructor so that the examination can be taken as soon as possible after the completion of the course. The Student Affairs Office is available to proctor the exam if necessary.

At the faculty member's discretion, the student may be granted an Incomplete to make-up the test at a date after the published date.

If a student has 3 or more exams scheduled on the same day, the student should first contact his/her instructor and request a change of date for one of their exams.

If the instructor is unable to accommodate the request, the student should contact the Student Affairs Office.

Freedom of Expression

Suffolk University Principles and Policies Regarding Freedom of Expression¹

Suffolk University is committed to free and open inquiry in all matters and extends to the University community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the University and compliance with applicable laws, Suffolk University fully respects and supports freedom of expression for all members of the University.

The University's commitment to freedom of expression means that ideas presented will often and quite naturally conflict. It is not the proper role of the University to shield individuals from ideas and opinions that are considered unwelcome, disagreeable, or even deeply offensive. Community members should openly and vigorously contest the ideas that they oppose rather than seek to suppress them. Indeed, fostering the ability of members of the University community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the University's educational mission.

As a corollary to the University's commitment to protect and promote free expression, members of the University community must also act in ways that are consistent with the principle of free expression. Although members of the University community are free to criticize and contest ideas, and to criticize and contest speakers who are invited to campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the University has a responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it. Further, it is an expectation that all members of the University community and all speakers at Suffolk will strive to act consistent with the principles of civil discourse.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. For example, the University may prohibit expression that defames a specific individual; constitutes an unlawful threat or unlawful harassment; unjustifiably invades substantial privacy or confidentiality interests; violates the law, such as by using

University resources to participate in political campaign activity; or is otherwise incompatible with the University's functioning, operations, or mission. A number of University policies address these and related issues, such as the University's Title IX policy; the University Community Standards; the Law School Policies, Procedures, Rules and Regulations; employee policies and handbooks, and the University Faculty Handbook. In addition, the University may reasonably regulate the time, place and manner of expression to ensure that it does not disrupt the ordinary activities of the University.

Subject to the foregoing principles, Suffolk University has adopted the following additional policies and procedures that have some relationship to freedom of expression on campus.

I. Requests by Members of the Suffolk University Community to Use Campus Space for an Event

Members of the Suffolk University community seeking to hold an event at University facilities, whether the events involve members of the Suffolk University community or external speakers, must follow appropriate procedures. Only recognized student organizations, faculty, and administrative entities of Suffolk University are permitted to request space.

A variety of factors will be considered when deciding whether and how to permit use of University facilities for a requested event, including:

- The availability of appropriate spaces
- The time of day, size of the expected audience, location and anticipated noise level of the event
- Whether Suffolk University will have to incur any expenses or unusual administrative services in order to host the event
- Whether the event will be open to the public
- Whether the event risks interfering with the essential operations of Suffolk University, including teaching and learning, or Suffolk University's mission

Even when members of the Suffolk University community are permitted to reserve campus space, Suffolk University has the discretion to restrict the use of campus space, such

as by limiting attendance to members of the Suffolk University community; limiting how space is used; or imposing time, place, and manner conditions consistent with the principles stated above, such as by requiring an opportunity for opposing positions to be presented. The University reserves the right to decline a request for use of University facilities (or rescind authorization previously granted) because the event poses a risk of violating the University's policies or federal, state and local laws.

II. Requests by External Speakers and Organizations to Use Campus Facilities

Suffolk University facilities are available for use by external organizations under limited circumstances. When determining whether a request is from an external organization, the following factors are relevant:

- Whether the event is organized by a University entity or a recognized student organization
- Whether a University entity or recognized student organization is paying for the event
- Whether the event advances the University's or a recognized student organization's mission
- Whether the event is limited to members of the University community
- Whether a fee is charged to attend the event

When considering whether to grant space to an external organization, Suffolk University gives preference to requests that are consistent with Suffolk University's mission, particularly events that: 1) are educational in nature; 2) are hosted by a non-profit entity; 3) advance the University's or a recognized student organization's mission; 4) are limited to members of the University community; 5) do not charge attendance fees; or 6) involve the Suffolk University community in a meaningful way.

Because each event needs to be reviewed carefully, all external organizations seeking space **must complete a form** and submit it no later than 4 weeks before the desired event date. The Office of Conferences & Events will review the submission and typically respond within 2 business days. Various fees, including room rental fees, typically apply, and the event must adhere to specifications outlined in Suffolk University's contract.

III. Appeals

A member of the Suffolk University community adversely affected by a University action related to freedom of expression under Part I above may file a written appeal using the procedures described below.

1. The Provost shall refer the appeal to the chair of the University's Campus Speech Committee (Committee). The Committee shall consist of:
 - a. two faculty senators selected by the Faculty Senate;
 - b. the dean of one school of the University as selected by the Provost;
 - c. the University's Dean of Students or designee;
 - d. one student selected by the Student Government Association;
 - e. one student selected by the Graduate Student Association; and
 - f. one student selected by the Student Bar Association.
2. The Committee shall be advised by the general counsel and the chief of Suffolk University Police Department, or their designee(s).
3. The Committee's chair shall be selected by the Provost.
4. A majority of the members of the Committee must be present to constitute a quorum.
5. Appeals shall be subject to the following procedures:
 - a. An appeal must be submitted to the Provost in writing within three (3) business days of any decision adversely affecting a member of the Suffolk University community.
 - b. The Provost shall provide Appellant's written appeal to the University official whose decision is being appealed. That official or that official's designee shall have five (5) business days to respond in writing to the Committee.
 - c. Appeals must be based on one or more of the following grounds:
 - i. That the denial of a request to hold an event was (a) arbitrary and capricious, or (b) based

- on the viewpoints of the speaker(s); or
- ii. That the time, place and manner conditions required for the event are unnecessarily burdensome.
6. The Committee shall consider the appeal and base its recommendation on a standard of review requiring clear evidence that one or more of the grounds for appeal has been met. The Committee shall not replace its judgment for that of the University official who made the decision being appealed. The recommendation may grant or deny the appeal in whole or in part.
 7. The Committee's recommendation shall be based on a majority vote of those Committee members present and voting. The Committee shall communicate its recommendations, along with any dissenting opinions, in writing to the Provost, typically within two weeks of the Provost's referral to the Committee. In the event of a tie vote, both recommendations shall be presented to the Provost identified as a tie.
 8. The Provost shall consider the Committee's recommendation and give it substantial deference. The Provost, however, has the final decision regarding the appeal, and shall report the decision in writing to the appellant and the University official whose decision was appealed. The Provost's decision is final.

¹This policy has been adapted with modifications from a similar policy at Princeton University, which itself was adapted from a similar statement at the University of Chicago.

Gambling

Massachusetts law and University policy prohibits gambling in any form, the sponsoring of lotteries, and the sale of lottery tickets, except lotteries and raffles conducted in accordance with state and local law.

Gambling includes any game of chance or skill played for money or other item of value, but it may be permissible to offer prizes, awards, or other compensation to the actual contestants in any bona fide contest for the determination of skill. Prohibited activities include blackjack, poker, euchre, any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value, including, but not limited to, cash or prizes. University events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded, may be permissible, but betting will not be allowed. Any requests for events at which games of skill will be played must be approved by the Student Leadership & Involvement Office or other designated University officials.

Good Neighbor Policy

Suffolk University students have a responsibility as members of both the Suffolk community and the neighborhood community to demonstrate respect and concern for their neighbors. Suffolk University imposes an obligation upon all its students, both resident and non-resident, to demonstrate responsible citizenship in their local neighborhoods.

Therefore, the University reserves the right to refer any student identified as being involved in disruptive, disorderly, or destructive behavior, or any other behavior that is disruptive of the University's community/neighborhood relations; interferes with or obstructs the lawful missions, processes, and functions of the University; or that is found by the University to be abhorrent or offensive to generally accepted standards of social conduct, to the Student Conduct System.

Information about living in the City of Boston may be found in the **Student Guide to City Services**.

Grievances: Academic

Academic Complaints

A student who has a complaint about a grade on a single assignment or exam or concerning the faculty member teaching a course should first speak with or email the faculty member. If the complaint is not resolved, then the student should bring the matter to the attention of the department chair or program director. If the complaint remains unresolved, then the matter should be brought to the attention of the academic dean's office of the school in which the course is offered.

Grade Grievances

There is a formal process for grieving a final course grade.

Within two weeks of the grade being assigned, the student should speak with or email the faculty member.

If, after communicating with the faculty member, the student believes that the grade had no basis in fact or was arbitrary, the student may then petition the department chair or program director in writing (or by email).

Students should keep copies of correspondence for their own records.

If the grievance is not addressed or resolved equitably after meeting with the department chair or program director, the student has 10 business days to file a formal grievance with the academic dean (or dean's designee) of the school in which the course is offered.

The academic dean (or dean's designee) will inform the student of a decision within 15 business days of receiving the formal grievance. The student may appeal this decision to the provost (or provost's designee), whose decision shall be final. It is the responsibility of the provost (or provost's designee) to come to a resolution of the grade dispute within 15 business days of receiving the formal grievance from the student.

A graduating student must initiate the grade grievance process no later than three days prior to commencement by emailing the faculty member and copying the department chair or program director.

Graduating students should be mindful that the grade grievance process may impact the awarding of Latin honors and may delay the date of degree conferral.

Grievances Related to Academic Accommodations for Students Registered with Disability Services

Students with disabilities who believe they have received inappropriate treatment or inadequate service from the University pertaining to their granted accommodations have the right to file a grievance with Director of Disability Services. The grievance must be submitted in writing to the **Office of Disability Services** and should include a detailed description of the inappropriate or inadequate service and supporting documentation (when appropriate). Students with disabilities must indicate the resolution they are seeking.

Students with disabilities who are unsatisfied with the response from the Director of Disability Services may submit an appeal within 5 business days to the ADA Coordinator, **Dr. Ann Coyne**, Vice President for Student Affairs & Dean of Students, Student Affairs Office, 73 Tremont Street 12th floor, Boston, MA 02108, 617-573-8239. Students with disabilities must state the resolution they are seeking. The decision of the appeal by the Dean of Students is final.

Grievances Related to Students Enrolled in an Online Program

Suffolk University operates under the approval of "NC-SARA", **National Council for State Authorization Reciprocity Agreements**. Consistent with **610 CMR 12.00 [PDF]**, students must attempt to resolve complaints at the institutional level. If the matter is not resolved at the institutional level students may submit a SARA complaint. Massachusetts residents may submit a complaint via the Massachusetts Department of Higher Education's (DHE) **consumer complaint form**. Non-Massachusetts residents that are located in **SARA member states** may seek to file a formal complaint with the DHE using the **SARA Complaint Procedure Process form**. Students located in **nonmember states** may utilize the **DHE's consumer complaint form** in lieu of the **SARA complaint form**.

Grievances: Non-Academic

Situations sometimes arise in which students feel that they have not been dealt with fairly, do not agree with a policy decision made by an office of the University, or have a complaint about the performance of a member of the staff or faculty of the University. The University has a set of procedures designed to address these kinds of problems. Student Affairs can assist students who have non-academic complaints or grievances and need help in determining the procedures to be followed.

As a general rule, a complaint from a student who is dissatisfied with a situation or event should be directed to the person(s) whose actions or inactions have given rise to the complaint. Whenever possible, every effort should be made to resolve the problem fairly and promptly at that level. In the event that a student is not able to satisfactorily resolve the matter with those directly involved, he or she may pursue the issue within the normal reporting structure (appropriate administrative channels) of the academic or administrative unit.

Students who are uncertain as to the proper procedure to follow for a particular grievance should seek help and information from **Student Affairs**.

Students with disabilities who believe they have received inappropriate treatment or inadequate service from the University pertaining to their granted accommodations have the right to file a grievance with Director of Disability Services. The grievance must be submitted in writing to **Office of Disability Services** and should include a detailed description of the inappropriate or inadequate service and supporting documentation (when appropriate). Students with disabilities must indicate the resolution they are seeking.

Students with disabilities who are unsatisfied with the response from the Director of Disability Services may submit an appeal within 5 business days to the ADA Coordinator, **Dr. Ann Coyne**, Vice President for Student Affairs & Dean of Students, Student Affairs Office, 12th floor 73 Tremont Street, Boston, MA 02108, 617-573-8239, TDD: 617-557-4875. Students with disabilities must state the resolution they are seeking. The decision of the appeal by the Dean of Students is final.

Grievances Related to Students Enrolled in an Online Program

Suffolk University operates under the approval of “NC-SARA”, **National Council for State Authorization**

Reciprocity Agreements. Consistent with **610 CMR 12.00 [PDF]**, students must attempt to resolve complaints at the institutional level. If the matter is not resolved at the institutional level students may submit a SARA complaint. Massachusetts residents may submit a complaint via the Massachusetts Department of Higher Education’s (DHE) **consumer complaint form**. Non-Massachusetts residents that are located in **SARA member states** may seek to file a formal complaint with the DHE using the **SARA Complaint Procedure Process form**. Students located in **nonmember states** may utilize the **DHE’s consumer complaint form** in lieu of the **SARA complaint form**.

Hazing-Student Notification

Suffolk University does not tolerate any form of hazing. In compliance with the Commonwealth of Massachusetts' anti-hazing statute, the University annually provides each student with a copy of the state law and requires officers of student organizations to distribute a copy of the law to all members. See Mass. Gen. Laws Ch. 269, sec. 17, 18, 19.

Students should report alleged hazing immediately to the Student Affairs Office, located on the 12th floor of 73 Tremont Street or via **email**, and/or Suffolk University Police and Security 24/7 at 617-573-8111.

Section 17: Hazing: Organizing or Participating; Hazing Defined

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 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 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.

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

Section 18: Failure to Report a Hazing

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.

Section 19: Copy of Sections 17–19; Issuance to Students and Student Groups, Teams and Organizations; Report

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 members, 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 postsecondary 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 board 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 fulltime 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 communicating the institution's policies to its students. The board of higher education 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.

The University disciplinary processes will be applied in cases of alleged hazing.

Suffolk Student Health Insurance (SSHIP)

Under the Affordable Care Act (ACA), the Suffolk Student Health Insurance Plan (SSHIP) is provided per an agreement between an institution of higher education and a health insurance issuer and offered to students enrolled in that institution.

Key Information and Details

Blue Cross Blue Shield of MA Blue Care Elect Preferred (PPO) Student Health Plan

The Suffolk Student Health Insurance Plan (SSHIP) is offered through University Health Plans. Under the Affordable Care Act (ACA), student health insurance coverage is being defined as a type of individual health insurance coverage that is provided as part of an agreement between an institution of higher education and a health insurance issuer, and provided to students enrolled in that institution. Under ACA, in determining essential health benefits, each state selects an existing health plan as a benchmark to establish an “essential health benefits package.” The Suffolk Student Health Insurance Plan is compliant with the Massachusetts benchmark plan.

The “Essential Health Benefits” include:

- Ambulatory patient services, including outpatient day surgery and related anesthesia
- Mental health and substance use disorder services, including behavioral health treatment
- Laboratory Services
- Emergency Services
- Prescription Drugs
- Preventive and wellness and chronic disease management
- Hospitalization
- Rehabilitative and habilitative services and devices
- Pediatric services, including oral and vision care
- Maternity and newborn care

Learn more about policy coverage details, dates of coverage, and other information.

<https://www.suffolk.edu/student-life/health-wellness/healthcare-insurance/insurance/sship-waiver-eligibility>

SSHIP Waiver Eligibility

Before completing the health insurance waiver form, students must review the benefits of their health insurance policy to determine if they have adequate coverage.

Please be aware that if you do not wish to participate in the SSHIP, you must file a health insurance waiver form EVERY academic year.

Students may retain the **Suffolk Student Health Insurance Plan (SSHIP)** as their sole medical insurance plan or as a supplement to their primary medical insurance plan. When comparing insurance plans, here are some questions to consider:

Does your health insurance plan provide you with at least a comparable level of health insurance coverage?

To qualify as comparable coverage, the student's health plan must provide the student reasonable and comprehensive coverage of health services throughout the school year, including:

- primary care services
- emergency services
- surgical services
- hospitalization benefits
- ambulatory patient services
- mental health services

Do you have limited access to your health plan where you attend school?

To qualify as comparable coverage, the services covered under the alternate health plan must also be reasonably accessible for all health services in the area where the student attends school. A health plan through a closed network of providers that covers the student only for emergency services where the student is studying is NOT comparable coverage. Students and parents should be aware of this important fact.

Is your plan from a U.S.-based company?

In accordance with the Massachusetts Student Health Insurance Plan (QSHIP) laws, Suffolk University cannot accept medical insurance waivers based on coverage issued by a foreign insurance carrier, if the student is studying in the U.S. Many international students have been victims of unscrupulous health insurance companies that sell them plans that do not meet the requirements. These students have incurred unnecessary charges and encountered difficulties filing claims. Therefore, it is the policy of Suffolk University that the insurance carrier be based in the U.S. As an international student, it is very important to compare the cost, details and coverage benefits of different U.S.-based health insurance plans to make an educated choice.

Will your coverage be effective until the semester begins?

If you are a continuing student, you must have coverage for the full policy year.

Students should compare the benefits, limitations and exclusions of their alternate health insurance plan with those provided by the SSHIP before filing their medical insurance waiver.

It is important that students realize that the burden of proof that the alternate insurance is adequate falls on the students, not the university. If you do not know whether your coverage meets the above conditions, contact your health insurance plan administrator.

The text of the Massachusetts QSHIP law can be viewed at the **MA Department of Health Care and Finance Policy website**, under "Student Health Insurance."

Please be aware that if you do not wish to participate in the SSHIP, you must file a health insurance waiver form EVERY academic year.

Steps to submit a student health insurance waiver form

Every year students with alternative qualifying health insurance must waive SSHIP online by completing the following steps.

Please note that if students fail to waive the SSHIP by the deadline, they will be automatically enrolled in SSHIP and billed the premium rate.

1. Go to **the University Health Plans website**

2. Click on *Suffolk University*
3. Click on the *Suffolk University Student Insurance Plan* (this will bring you to the Suffolk page)
4. Click on *Waiver Form*
5. Fill in all required information (if a piece of required information is missing, your form will NOT be accepted)
6. Submit the form by clicking *Apply*. If the form is accepted, you will receive immediate confirmation of your enrollment or waiver
7. Print out the confirmation page as this will be the only documentation you will have as proof that you waived the insurance plan

*Students wishing to waive the SSHIP must have comparable qualifying insurance based in a home office in the United States.

Health Requirements

Suffolk University students are required to abide by the University's regulations regarding **health insurance** and **immunizations**.

ID Cards

University Police issue Suffolk ID also known as RAM cards to all incoming students and employees. Ram card is used to gain access into different facilities around campus, used for meal plans including commuter meal plan, residential laundry facilities, University Copy Center, on campus vending machines, access to library resources and printing on campus. Ram card is also accepted as a form of payment at several off campus locations. For full list of participating locations please visit www.suffolk.edu/ramcard. Students must carry ID cards at all times and present them upon the request of a Suffolk University official. ID cards are property of Suffolk University. ID cards are not transferable.

ID cards may be obtained at one of two security offices – Sawyer 2nd floor or 120 Tremont Security office located on the first floor of Sargent hall to verify their status, students must present a copy of their registration and a valid, government issued picture ID. Part-time faculty members must present a current contract and a valid picture ID. There is no charge for ID cards. The replacement fee for student IDs is \$25.

Immunization Requirements

All students enrolled in a full-time academic program and all international students are required by the Massachusetts Department of Public Health to submit certain immunization records to Suffolk University upon enrollment.

Please see **Student Health Requirements** for the deadline date applicable to you for submission of immunization requirements to Counseling, Health & Wellness (CHW). If you do not submit your immunizations to CHW by the deadline date, a hold may be placed on your course registration.

Follow these instructions to complete the immunization requirements:

1. Review the **Required Immunization Form** (located under your cohort link on the Required Immunization Form web link page) for a list of required immunizations and acceptable alternatives (i.e. titer results).
2. Have a licensed health provider complete the Required Immunization Form or obtain documentation (medical records) of each immunization you received or acceptable alternative. Scan or take a photo of your documentation which must be submitted electronically via the patient portal (see step 3) and reviewed by CHW staff.
3. Log into CHW's secure **Student Health Portal** using your Suffolk login credentials (same as your Suffolk email login name/password) and follow the instructions to input your immunization history and upload the required documentation.

New Students

The Massachusetts Department of Public Health requires that all full-time students and all international students submit certain required immunization records to their enrolled college or university. Failure to submit the Required Immunization Form may result in a hold on course registration.

Please make sure to carefully review and complete the health requirements by following the instructions on **Healthcare Student Requirements**.

Current and International Students

If a CHW Health Services registration hold has been placed on your registration:

A hold may be placed on your registration if CHW Health Services records show that you have not met all of the listed immunization requirements. This can happen if one or more of the following occurs:

- CHW Health does not have documentation of your immunization records
- Documentation is incomplete
- You have an expired immunization

CHW Health will notify you via your Suffolk email in advance of the registration period if you are missing immunization requirements. If you have any questions about what information is missing, please call 617-573-8260.

Involuntary Leave of Absence

Students may **voluntarily withdraw** from Suffolk University at any time during matriculation. In addition, students may request a Leave of Absence in accordance with University policies. However, situations as described below may arise when the University determines on an individualized, case-by-case basis that a student may need to be involuntarily placed on a Leave of Absence from the University. When a student demonstrates conduct that violates the Suffolk University Community Standards or other Suffolk University policies, that conduct will be addressed through the appropriate disciplinary processes.

This Policy is not intended to be disciplinary in nature. Rather, this Policy outlines the criteria and procedures for when and how a student may be involuntarily placed on a Leave of Absence from the University for demonstrating behavior that creates a direct threat to the safety or health of the student or others or that unreasonably disrupts the normal education processes and orderly operation of the University. There may be situations in which both this Policy and the Community Standards and/or other Suffolk policies are applicable.

Criteria for an Involuntary Leave of Absence

A student may be involuntarily placed on a Leave of Absence from Suffolk University if the University determines on an individualized, case-by-case basis, in accordance with the procedures listed below, that the student:

- demonstrates behavior that is unreasonably disruptive to the normal education processes and orderly operation of Suffolk University;
- demonstrates behavior that endangers themselves, or that creates a direct threat that the student may endanger themselves; or
- demonstrates behavior that endangers others, or that creates a direct threat that the student may endanger others.

Involuntary Leave of Absence Process

If it becomes evident (through observed behavior or by report(s) from faculty, staff, students or others) that a

Leave of Absence from the University may be in the best interest of a student and the University and the student do not agree, then the following procedures will be engaged: The Associate Dean of Students, or designee, will collect available information, such as information obtained from incident reports, conversations with students, faculty and staff, and the opinions of appropriate medical/clinical professionals if such information is available. If reasonably possible, the Associate Dean of Students, or designee, will meet with the student, giving notice to the student of the meeting and providing an opportunity for the student to provide information in support of the student's request that s/he not be placed on a leave of absence and/or to make suggestions for reasonable accommodation(s) short of an involuntary leave from the University. If, after the meeting, the student maintains that he/she would like to remain enrolled, the Associate Dean of Students, or designee, will request that the student sign an authorization permitting medical/clinical professionals who have treated the student to share information with the Associate Dean of Students, or designee, and other University officials. Failure by the student to sign the authorization will result in the involuntary withdrawal of the student from the University as the University will have insufficient information to render an individualized determination.

The Associate Dean of Students, or designee, will then convene an "Involuntary Leave of Absence Committee" comprised of the Associate Dean of Students, or designee, one Academic Dean, or designee and the Director of Counseling Health and Wellness, or designee. Additional University administrators will be added to the committee if and when appropriate. The Committee will review collected information and information presented by the student. The committee will engage in a determination on an individualized, case-by-case basis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of the future harmful conduct, either to the student or to others in the university community. The Committee will render a decision and present that decision to the student in writing. Should the decision be to place the student on a Leave of Absence, appropriate conditions for return will be contained within the written notification. A student who is seeking to return to school after being placed on an Involuntary Leave of Absence must submit a written plan that identifies how the student will resume their status at the University. The plan must respond to the situation that gave rise to the need for the student's involuntary Leave of Absence. The University may require that the student

submit medical or psychological records indicating that the student has adequately addressed the condition that gave rise to the Involuntary Leave of Absence and/or indicates suggested conditions for re-enrollment such as regular counseling sessions or limited course load. The Involuntary Leave of Absence Committee will review the student's plan to determine on an individualized, case-by-case basis whether or not the student's request to re-enroll at that time shall be granted or denied by taking into consideration all of the relevant factors and information presented. The decision of the Committee is final.

Definition of Notice

Under this policy, notice is deemed to be given if sent by e-mail to a student's Suffolk University e-mail address.

Interim Measures

The University reserves the right to place a student on an immediate interim leave of absence that will remain in effect until a final decision is made pursuant to the procedure, unless, before a final decision is made, the University determines that the reasons for imposing the interim leave of absence no longer exist.

Joint Responsibility

As a college community, all members of the community are expected to uphold University policies as a “joint responsibility.” The following is expected of all students:

All students present in an area on or off-campus may be jointly responsible for inappropriate conduct that occurs in that area even if the student is not directly participating in the conduct. Therefore, if a student is present or enters an area where inappropriate conduct is occurring, the student should immediately leave and report the conduct to a resident assistant, SUPD or other authority. Otherwise, by choosing to remain or not report the behavior, the student assumes responsibility for the behavior. As such, any student who is present in any area where a University policy is violated may be subject to the same disciplinary action(s) as the student(s) engaging in the inappropriate behavior.

Additionally, students are responsible for what happens in their on or off-campus rooms, suites, apartments or other areas under their control. If a student is a resident of an area, the student may be held responsible for the conduct that occurs in that area regardless of their presence unless it is clearly demonstrated that the student had no knowledge of or did not contribute to or condone the behavior.

Members of the University community are responsible at all times for their guests’ actions, conduct, and compliance with the University policies and may be subject to the Student Conduct System for the failure of their guests to abide by the University policies.

Late Course Withdrawal

A student may petition for an individual Late Course Withdrawal from a course for extenuating medical or personal circumstances. This request must be submitted to the Student Affairs Office with complete medical or personal documentation so the petition can be considered prior to the close of the term in which the course is taken. If documentation is not submitted, the petition will not be considered. The student is encouraged to meet with the dean of students, or designee, if possible. A dean in the Student Affairs Office will review the request and will approve or deny the petition.

The student may appeal the dean's decision within 2 days of notification from the dean that the Late Course Withdrawal request has been denied. The appeal decision will be emailed to the student's Suffolk University email account and it is the student's responsibility to check the account. The appeal will be reviewed by the Late Course Withdrawal Appeals Committee which may include representatives from Student Affairs, the Registrar's Office, Student Accounts, Student Financial Services, Disability Services, Counseling, Health & Wellness and a representative from the student's school or college. The decision of the Appeals Committee is final.

The University's Refund Policy will determine refunds for withdrawals from courses once the term has begun. Please contact Student Accounts at 617-573-8407 for information about the Refund Policy.

Library Policy

Sawyer Library Terms of Use

The following policies pertain to students in CAS and the SBS.

General Information

The Sawyer Library, will be resuming on-campus services in a phased reopening with reduced seating, enhanced e-services, provisions for safer access to collections, socially distancing traffic flows, and other modifications where appropriate. Services will be based on safety precautions, therefore access to some items and areas will be restricted during some phases of the reopening. A reservation will be required for access in all cases. Please check the Sawyer Library website for the most up to date information (www.suffolk.edu/sawlib).

There will be no eating or drinking in the Sawyer Library for the duration of the COVID-19 pandemic. Masks must be worn at all times and individuals must social distance 6 feet

Interlibrary Loan

- Interlibrary loan (ILL) provides access to materials not available from Suffolk University's Sawyer Library or Moakley Law Library. An international network of libraries shares physical materials via mail, and may also share electronically available resources- subject to copyright and contractual obligations.
- ILL requests can be made via web-based forms (available on Sawyer Library's website).
- The ILL process takes time; please allow at least two weeks for materials to arrive. In some cases, materials will come much sooner. In rare cases, materials may not be available for loan or photocopying, or provisions of the copyright law may restrict the library from requesting materials.
- Students will be notified by phone or email when the requested materials arrive.
- Most individual articles or book chapters are received electronically and will be sent to the email address provided on the request form.
- All other physical ILL materials (i.e. books, videos)

must be retrieved from—and returned to—the Circulation Desk of Sawyer Library. These are called “returnable materials” since they must be returned to the lending library.

- Since returnable materials do not belong to Suffolk University and are generously loaned by other institutions' libraries, please treat them with the utmost care. Do not deface (write in, highlight, or otherwise mark-up) or damage any returnable materials.
- Returnable materials are checked out for the loan period determined by the lending library.
- Renewals on returnable materials are at the discretion of the lending library.
- Anyone who borrows returnable material via ILL is responsible for any charges for late, lost, or damaged materials.
- Anyone who consistently ignores ILL policies or abuses Interlibrary Loan borrowing privileges will be denied future use of the service.

Library Laptops

- In order to borrow a laptop, a patron must be a student of the College of Arts and Sciences or the Sawyer Business School and be a borrower in good standing.
- Patrons are responsible for laptops loaned to them at all times. Therefore, laptops should not be left unattended.
- Patrons will be charged for any damage to a laptop loaned to them beyond normal wear and tear.
- Patrons are forbidden to attempt to change any program or setting on a borrowed laptop or download any software or applications. Patrons noticing a hardware or software problem should report it immediately to Circulation Staff. Otherwise, they may be liable for the damage.

Printing, Copying and Scanning

There will be limited access to printing, copying and scanning in the library due to the inability to socially distance at printing and copying locations throughout the

library.

Study Rooms

- Two (2) study rooms are available for one (1) individual to conduct confidential video meetings, interviews, appointments, etc. These are available at 30-minute increments. Limited to one reservation per day.

Course Reserves

- Course reserves may not be available for your course this semester. We are working to ensure the safety of all our patrons when borrowing and using library materials. Updated information will be available when you arrive on campus.

Circulating Library Books

- Books shelved in the general stacks on the 3rd and 4th floors may be borrowed for 28 days, plus three (3) renewals.
- Library materials will be placed in quarantine for up to 72 hours before they will be placed back on the shelves.
- To borrow books, you must have a valid Suffolk ID. You may borrow an unlimited number of circulating books.
- Due dates are indicated on the receipt printed at the end of your transaction. Library privileges may be restricted if items are not returned on time. Use the online catalog to identify the books Sawyer library owns, and to renew books you have already checked out.
- If your account becomes restricted you have the following options in order to restore your access to library resources. You may return your overdue materials in person to the Circulation Desk at Sawyer Library. Upon check in, your access to library resources will be restored. You may purchase replacements for your overdue materials. Replacement copies must be in good condition and of the same edition as the missing material. Please deliver replacement material to the main Circulation Desk at Sawyer Library. Once the replacement is accepted, restrictions on your library account will be cleared.

Kindles

- The Library has Kindles available for checkout.
- Each Kindle can be borrowed for 28 days, and may be eligible for up to three (3) renewals.
- One eBook may be downloaded onto the Kindle with your first checkout, granted we do not already own a physical copy of the book.

Other Items Available for Checkout Include

- Calculators,
- Phone chargers (iPhone and Android),
- USB Mice

At Closing Time

All reserve books, laptops and other items must be returned to the Circulation Desk 30 minutes prior to closing. Research computers (at the library entrance) turn off at 15 minutes prior to closing.

Failure to comply with these Terms of Use can result in loss of laptop privileges, loss of access to other library resources, including Reserves and Study Rooms and fines and fees for laptop repair and replacement. Students who fail to comply with these terms of use may be referred to the Student Conduct System for disciplinary action.

Withdrawing from all Courses, Leaves of Absence and Withdrawing from the University

Introduction

The following policy pertains to students in the College of Arts and Sciences and Sawyer Business School

Contact the Student Affairs Office
12 floor, 73 Tremont Street
617-573-8239

Email: studentaffairs@suffolk.edu

There may be times due to personal, medical, childbirth or adoption or other reasons when a student may need to take a leave of absence or withdraw from the university.

A student may take a leave of absence or withdraw from the University at any time during the semester (through the last day of final exams). Financial liability will be based on the University withdrawal and forfeiture schedule.

A leave of absence is taken when a student is away from the University for a Portion of a term, a term or longer but intends to return to Suffolk to take classes in the future. A student may withdraw from the University when they no longer wish to take courses for the current term or at any time in the future. Before a student decides to take a leave of absence or withdraw from the University, they are encouraged to speak with the Student Affairs Office to discuss options. Students should contact the Student Affairs Office at 617-573-8239 to schedule an appointment or **email the office**.

Download Forms:

- [Leave of Absence \[PDF\]](#)
- [Withdrawal \[PDF\]](#)

Issues to Consider

Introduction

There are a number of issues students must consider prior to taking a leave of absence or withdrawing from the University. Students studying at the Madrid Campus, should speak with Madrid staff to determine the impact(s) of a leave of absence or withdrawal. Students studying in the United States, must contact the appropriate office below if they answer “yes” to any of the following questions:

Is the student receiving financial aid from Suffolk University (grants, loans, assistantship or fellowship, work study, etc.)?

If yes, the student must contact Student Financial Services at finaid@suffolk.edu or 617-573-8470.

Before making a decision to take a leave of absence or withdraw from the University, the student should be aware there may be financial implications. Students who withdraw from the University or take a leave of absence will be considered a withdrawal from the term for financial aid purposes. If the student withdraws prior to completing 60% of the term, the Office of Student Financial Services is required by federal and state regulations to recalculate the student’s eligibility for financial aid. In some cases, financial aid funds which may have been disbursed will need to be returned to federal and state programs. This could result in the student owing a balance to the University. In some cases, the student could also be ineligible for financial aid in the future.

Taking a leave of absence or withdrawing from classes may negatively impact a student’s satisfactory progress (SAP). A student who is not meeting the SAP standards may not be eligible to receive financial aid in future semesters. Occasionally SAP requirements may be waived if mitigating circumstances prevented the student from meeting the requirements. Students should refer to the University’s SAP Policy for additional information.

Students awarded employment funding (i.e. work-study, an assistantship or fellowship, an ambassador position, etc.) who take a leave of absence or withdraw from the University must stop working immediately.

Does the student owe Suffolk University money for tuition or other fees?

See **Does the student owe Suffolk University money for tuition or other fees?**

If yes, the student must contact Student Accounts at 617-

573-8407.

Please check the Withdrawal tab on the Bursar's Webpage to understand how you may be financial impacted by a leave of absence or withdrawal from the University.

Is the student enrolled in Suffolk University's student health insurance program?

See **Is the student enrolled in Suffolk University's student health insurance program?**

If yes, the student must contact Counseling, Health and Wellness at 617-573-8260 to determine whether there will be a change to their eligibility for the Suffolk student health insurance plan.

For the SSHIP annual policy year 2018-2019 (August 21, 2018 – August 21, 2019): If a SSHIP-eligible student takes a leave of absence or withdraws from the university on or before September 20, 2018 (or on or before January 31, 2019 for new/transfer Spring semester students), and has not utilized SSHIP*, then the student is no longer eligible for SSHIP and a refund of the paid policy premium will be issued.

If a SSHIP-eligible student takes a leave of absence or withdraws from the University after September 20, 2018 (or after January 31, 2019 for new/transfer Spring semester students), then the student must remain covered under SSHIP for the full policy period and no refund for SSHIP will be issued.

*If there is service date within the specified open enrollment period (i.e. on or after 8/21/18 through 9/20/18) which generates an insurance claim to SSHIP, then the student must remain enrolled in SSHIP and no refund will be issued.

Students, on a leave of absence or who withdraw from the University, should consider all options for obtaining health insurance well in advance of the date their enrollment in the student health plan ends. Depending on the student's enrollment status, students may not be eligible to reenroll into the student health plan.

Is the student an international with an international student with F-1 (I-20) or J-1 (DS-2019) status?

See **Is the student an international with an**

international student with F-1 (I-20) or J-1 (DS-2019) status?

If yes, there are immediate visa implications and the student must contact International Student Services at 617-573-8154 to ensure immigration compliance.

Is the student taking the leave of absence due to military obligations?

See **Is the student taking the leave of absence due to military obligations?**

Students are encouraged to view the University's webpage regarding veterans and active duty military.

Is the student living in a Suffolk University-Boston residence hall?

See **Is the student living in a Suffolk University-Boston residence hall?**

If yes, the student must contact Residence Life & Housing at 617-305-2500.

In order to live in campus housing, students must be registered for 12 or more credits. Students registered for less than 12 credits who wish to live in campus housing must meet with the dean of students, or designee, to request an exception to this policy. Exceptions may be granted on a case-by-case basis.

All students must checkout of and vacate the residence halls within 24 hours after the withdrawal or leave of absence form is submitted to the Student Affairs Office. Students are responsible for University housing charges through the end of the semester in which they leave, unless informed otherwise by staff in the Student Affairs Office and/or by the director of Residence Life & Housing.

Termination of the Housing License Agreement:

If a student wishes to vacate the Residence Hall during the term of this agreement, s/he must follow the guidelines set forth by the Food and Housing Board and will be responsible for any and all housing and board fees as outlined by the Food and Housing Board. If a student withdraws from the University during the term of this agreement, s/he will be responsible for housing charges for the entire current semester of study. Board charges may be refunded in accordance with the University's board plan refund policy. The student is responsible for all costs and financial obligations related to current semester of residency in a Residence Hall if s/he is suspended or

expelled from the Residence Hall for disciplinary reasons or suspended or dismissed from the University for disciplinary and/or academic reasons.

Termination of License Agreement and Request for Financial Consideration of Room and Board Charges - Related to a Documented Disability:

If a student wishes to vacate the Residence Hall during the term of this agreement as an accommodation for a documented disability yet wishes to remain enrolled at Suffolk University, the student must submit a written request for an accommodation to live off-campus to the Office of Disability Services. The student must submit with the request appropriate documentation from a medical provider that includes information that can be used in evaluating the request for accommodation. The Office of Disability Services will review the request and determine if the requested accommodation is reasonable and should be granted. Disability Services will communicate the decision about accommodations to the student and Residence Life & Housing. Any request for financial consideration of room and board charges will be reviewed and a decision determined after the student's account at the Office of the Bursar has been reviewed and adjusted in accordance with federal financial aid guidelines, if appropriate.

Termination of License Agreement and Request for Financial Consideration Room and Board Charges – Leave of Absence/Withdrawal from the University Due to a Serious Personal or Medical Reason:

A student may request termination of the License Agreement and financial consideration for room and board charges if s/he is requesting an approved leave of absence/withdrawal from the University for a serious personal or medical reason. Examples of serious personal or medical reasons include, but are not limited to, a death in the student's immediate family or the onset of an unanticipated medical condition that precludes the student's continuation at the University. Financial reasons for the termination of the License Agreement will be addressed through the Food and Housing Petition. The student must submit a written request with supporting documentation to the Student Affairs Office within three weeks of taking the leave of absence/withdrawing from the University. The medical reason(s) must not be related to a preexisting condition and must be documented by a medical provider with whom the student is in treatment. The student must sign a release of information so the medical provider can consult with the associate dean of students, or designee. Any request for financial consideration of room and board charges will be reviewed and a decision determined after the student's account at the

Office of the Bursar has been reviewed and adjusted in accordance with federal financial aid guidelines, if appropriate.

Is the student eligible to use Suffolk University services or resources while on a leave of absence or withdrawn from the University?

See *Is the student eligible to use Suffolk University services or resources while on a leave of absence or withdrawn from the University?*

Once a student has withdrawn from the University, he/she is no longer considered a Suffolk student and is not eligible to receive services or participate in campus programs or student organizations.

If a student is on a leave of absence from the University, a student is not eligible to use the services of Counseling, Health and Wellness or other offices (with the exception of the Library) or participate in campus activities, student organizations or other programs. A student's Suffolk email address will remain active while the student is on a leave of absence. If a student is finishing an Incomplete, the student may use Library and computer lab resources. Once a student has withdrawn from the University, the student is not eligible to use any campus services or resources. Any questions about eligibility for Suffolk services or resources while on a leave of absence or after withdrawal should be directed to the Student Affairs Office at studentaffairs@suffolk.edu.

Incomplete Grades

See *Incomplete Grades*

Students on a leave of absence, who have previous Incompletes must finish those Incompletes by the date specified by the instructor. After one (1) year, any incomplete (I) grades negotiated with professors will turn into a failing grade (F). A leave of absence does not extend a deadline for an incomplete (I) grade. Please read the incomplete (I) grade policy located in the Academic Catalog for further details.

Taking a Leave of Absence or

Withdrawing from the University

Current/Returning Students Wishing to Take a Leave of Absence

See **Current/Returning Students Wishing to Take a Leave of Absence**

Students who are temporarily unable to continue their education at Suffolk University may apply for a leave of absence by submitting a leave of absence form to the Student Affairs Office. A leave of absence may be granted by the Student Affairs Office for two consecutive or two non-consecutive terms (excluding summers). A student applying for a leave of absence must give a definite date for return. Students on leave will be required to meet the degree requirements under which they were admitted or appropriate equivalences as determined by the University. A leave of absence may not be used for the purpose of taking academic courses at another institution with the intent of transferring the credits to Suffolk University.

Students requesting a leave of absence for military duty are permitted to extend their leaves of absence beyond two non-consecutive terms.

After the Student Affairs Office has received a leave of absence form, the following will occur:

The leave of absence request will be reviewed and approved or denied. If the request is denied, other options will be discussed with the student. If the request is approved, the student will receive a letter from the Student Affairs Office with the anticipated date of return and any specific issues the student must resolve before return.

A student will continue to have an active e-mail account with the University for one year after the last term in which the student was registered. It is the student's responsibility to periodically check for important University information including registration and financial aid deadlines.

The student will receive information from the Registrar's Office via e-mail concerning pre-registration for the semester the student is expected to return.

Current Returning Students Wishing to Withdraw from All Courses Prior to the First Day of Classes

See **Current Returning Students Wishing to Withdraw from All Courses Prior to the First Day of Classes**

Students who wish to withdraw from all courses prior to the start of the term, must contact the Student Affairs Office at 617-573-8239, located on the 12th floor of 73 Tremont Street, and submit a Leave of Absence Form or a Withdrawal Form. The Leave of Absence Form and Withdrawal Forms are available online.

Current/Returning Students Wishing to Withdraw from the University

See **Current/Returning Students Wishing to Withdraw from the University**

Students who are transferring to another institution or students who do not plan to return to Suffolk University in the future must submit a Withdrawal Form. The University's refund policy will determine refunds. Withdrawal Forms are available online at www.suffolk.edu/withdrawal.

New/Incoming Students Wishing to Withdraw from All Courses Prior to the First Day of Classes or After Classes Have Started

See **New/Incoming Students Wishing to Withdraw from All Courses Prior to the First Day of Classes or After Classes Have Started**

Any new undergraduate or graduate students who wish to withdraw from all courses prior to the start of the term, must contact the appropriate admission office:

- Undergraduate Admission: 617-573-8460
- Graduate Admission: 617-573-8302

The appropriate admissions office may defer the student's enrollment for another semester.

New/incoming students who wish to withdraw from all courses after the start of classes will be placed on a leave of absence. See "Withdrawing from Classes Once the Fall or Spring Terms Have Begun (p. 80)" below for more information.

Current Returning Students Wishing to Return from a Leave of Absence

Undergraduate Students

When the student is ready to return from a leave of

absence, the student is encouraged to contact the Undergraduate Academic Advising Center to review the student's program evaluation. The Advising Center is located in 73 Tremont and the telephone number is 617-573-8345. The student should also log onto the student's MySuffolk account to review any personal restrictions preventing registration.

Graduate Students

When the student is ready to return from a leave of absence, the student is encouraged to contact their graduate program director.

All Students

If the student has any Student Accounts restrictions, the student should contact Student Accounts at 617-573-8407. If the student has any Student Financial Services restrictions, the student should contact Student Financial Services at 617-573-8470. Students who do not return to the university at the specified end of a leave of absence will be administratively withdrawn from the university. If a student's program is in a teach-out phase at the point in which the student is ready to return to Suffolk, the student's academic plan will be reviewed and changes made (if appropriate) on a case-by-case basis.

Withdrawing from Classes Once the Fall or Spring Terms Have Begun

If a student withdraws from all courses, the student will be placed on a Leave of Absence for the semester.

- Between Week 1 and Week 4 (actual dates are published in the **academic calendar**) a student may drop a course(s) on-line by logging onto MySuffolk. The course(s) will be totally removed from the student's transcript.
- Between Week 5 and Week 9 (actual dates are published in the **academic calendar**) a student may withdraw from a course(s) on-line by logging onto MySuffolk. The course(s) will remain on the student's transcript and a W (for Withdrawal) will be entered on the transcript. A W does not impact a student's GPA, but it may impact a student's financial aid status. The student is encouraged to speak with Student Financial Services to discuss the financial aid implications of withdrawing from a course.
- After Week 9 (the actual date is published in the **academic calendar**) a student may NOT withdraw

from a course with the following exceptions:

- A student may withdraw from all courses at any time in the term by contacting the Student Affairs Office.
- The student will be automatically placed on a Leave of Absence for the term only. If the request is made between Week 1 and Week 4, all courses will be totally removed from the student's transcript. If the request is made between Week 5 and Week 13, the courses will remain on the student's transcript and a W (for Withdrawal) will be entered on the transcript.

A student may petition for an individual Late Course Withdrawal from a course for extenuating medical or personal circumstances. This request must be submitted to the Student Affairs Office with complete medical or personal documentation so the petition can be considered prior to the close of the term in which the course is taken. If documentation is not submitted, the petition will not be considered. The student is encouraged to meet with the dean of students, or designee, if possible. A dean in the Student Affairs Office will review the request and will approve or deny the petition.

The student may appeal the dean's decision within 2 days of notification from the dean that the Late Course Withdrawal request has been denied. The decision will be emailed to the student's Suffolk University email account and it is the student's responsibility to check the account. The appeal will be reviewed by the Late Course Withdrawal Appeals Committee which may include representatives from Student Affairs, the Registrar's Office, Student Accounts, Student Financial Services, Disability Services, Counseling and Health & Services and a representative from the student's school or college. The decision of the Appeals Committee is final.

The University's Refund Policy will determine refunds for withdrawals from courses once the term has begun. Please contact Student Accounts at 617-573-8407 for information about the Refund Policy.

Requesting a Late Course Withdrawal for a Course Taken in a Previous Term

Requests for late course withdrawals during the fiscal year following the term in which courses are taken will only be considered for extenuating medical or personal circumstances. The student must submit their reasons for requesting the late course withdrawal in writing to the Student Affairs Office along with appropriate medical or personal documentation. If documentation is not

submitted, the petition will not be considered. The student is encouraged to meet with the associate dean of students, or designee, if possible. The associate dean of students, or designee, will review the request and will approve or deny the petition.

The student may appeal the dean's decision. The appeal will be reviewed by the Late Course Withdrawal Appeals Committee which may include representatives from Student Affairs, the Registrar's Office, Student Accounts, Student Financial Services, Disability Services, Counseling and Health Services and a representative from the student's school or college. The decision of the Appeals Committee is final. If a late course withdrawal is approved, a grade of W will be issued.

Medical Amnesty

Medical Amnesty Policy for Students in the College of Arts & Sciences and Sawyer Business School Law Students: Please contact the Law School Dean of Students Office at 617-573-8157 for more information about Medical Amnesty for Alcohol or Drug Violations

Students are required to review and abide by the University's policies on alcohol and other drugs.

In situations of medical emergencies caused by alcohol and/or drug use, the primary concern is the health and safety of the individual(s) involved. Students are strongly encouraged to call for medical assistance (On-campus call: 617- 573-8111; Off-campus call 911) for themselves or for another student whom they believe is dangerously intoxicated or is experiencing medical issues because s/he is under the influence of alcohol and/or drugs.

Students experiencing an alcohol and/or drug-related medical emergency may receive medical amnesty through the Suffolk University Student Conduct System when students or their friends or other persons (not University staff) are concerned about them and seek medical assistance from SUPD or Residence Life & Housing staff (or from local police if off-campus). Medical amnesty may be extended to students who seek help from SUPD or Residence Life & Housing staff (or from local police if off-campus) for another student provided they remain with the student experiencing the medical emergency until medical assistance arrives. Medical amnesty applies to the use of alcohol and/or drugs and does not extend to other violations of the Community Standards including, but not limited to, distribution of alcohol or drugs, vandalism or assault. Students granted medical amnesty may be required to complete educational or other sanctions. The University reserves the right to inform parents/guardians when students receive medical amnesty.

Students, whose pattern of behavior suggests the ongoing use of alcohol and/or drugs, may not be granted medical amnesty.

Survivors of alleged violations of the **Policy & Procedures on Sexual Misconduct, Relationship Violence, and Stalking** who are alleged to have violated the Student Alcohol and Drug Policy at the time of the sexual misconduct incident, may be granted amnesty for their use of alcohol or illegal drugs.

Only in an environment free of substance abuse can Suffolk University fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of its community.

Military Service

Suffolk University recognizes and appreciates the service and challenges student service members or reservists may face when called to active service while they are enrolled students. As a result, Suffolk University will work with student service members and reservists on a case-by-case basis to address academic and financial considerations. Student service members and reservists must contact the Student Affairs Office within one month of being called to duty and must provide documentation of their call to service. Student Affairs will work on the student's behalf with campus departments (Bursar, Registrar, Financial Aid, Dean's Offices, etc.) to arrange late course withdrawals, leaves of absence, University financial consideration and re-entry to academic programs, etc. Students are encouraged to view the University's webpage regarding **veterans and active duty military**.

Separate from Suffolk University action or assistance, student service members or reservists are subject to the rules and regulations established by the U.S. Department of Education regarding financial aid and by regulations governing veteran's benefits.

Missing Students

This Missing Students Policy pertains to students in the College of Arts and Sciences (CAS) and Sawyer Business School (SBS).

Employees, students or other individuals who have concerns that a student may be missing should report the concerns to Suffolk University Police (SUPD) at 617-573-8111.

A student may be deemed missing if it is reported to appropriate University officials that the student has been unreachable via personal contact, telephone, email, or other means of electronic communication for 24 hours or more. Appropriate University officials include SUPD, resident assistants (RAs), Residence Life and Housing staff, Student Affairs staff, and International Student Services staff.

RAs are required to inform their supervisors immediately upon receiving a missing student report. Residence Life staff, Colleges Student Affairs staff, and International Student Services staff will immediately report notification of a missing student to SUPD. SUPD will immediately inform Risk Management and Student Affairs of the report of a missing student.

SUPD will conduct an investigation in conjunction with appropriate University staff members to help determine whether or not the student is missing. In circumstances involving non-resident students, SUPD may approach local city and town police about performing a wellbeing check at the student's address of record.

The Suffolk University Police and Security Department complies with Public Law 108-21, Title II, Section 204, which is more commonly known as "Suzanne's Law." This law amends Section 3701(a) of the Crime Control Act of 1990 (42 U.S.C. 5779(A)), so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and reports the missing person to the National Crime Information Center (NCIC) of the Department of Justice. "Suzanne's Law" is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously, police were only mandated to report missing persons under the age of 18. This law, which was signed by President Bush as part of the national "Amber Alert" bill on April 30, 2003, requires police to initiate prompt investigations into missing young people.

If it is determined by SUPD that a student has been

missing for more than 24 hours then, within the next 24 hours, the Student Affairs Office will notify the individual identified by the student as the designated emergency contact that the student has been reported missing. Students have the option to identify a contact person or persons whom Student Affairs shall notify under such circumstances. This contact information will be registered confidentially and will only be accessible to "appropriate University officials" as described above, except that the contact information will be disclosed to law enforcement personnel in furtherance of a missing person investigation. In addition to notifying any contact person designated by the student, if a student is under 18 years of age and not emancipated, the Student Affairs Office must notify a custodial parent or guardian within 24 hours of the determination that the student is missing.

Once it has been established that a Suffolk University student is missing, the Office of Public Affairs should be notified immediately. The Office of Public Affairs will work with the appropriate University administrator(s) to determine how to communicate with the press, the public, and the internal community about the developing situation.

SUPD will also notify local law enforcement within 24 hours of the determination that a student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Non-Proselytizing

Suffolk University does not tolerate any behavior that constitutes harassment on the basis of race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information, military or veteran status or any other characteristic protected under applicable federal or state law.

In light of this harassment policy, it is appropriate to further clarify that Suffolk University, its religious groups, and its religious coordinators are committed to mutual respect and non-proselytization. Any form of religious harassment and manipulation is opposed, while the roles of personal freedom, doubt, and open critical reflection in healthy spiritual growth are affirmed. Religious harassment is constituted by coercive behavior that affects one's personal freedom to choose one's own religious practices.

Personal Property

Compensation for loss or damage to personal property on campus or while participating in University programs is not a University responsibility. Individuals desiring such protection must make arrangements for the necessary coverage at their own expense.

Students Living in University-sponsored Housing

The University provides personal property and liability insurance for residence students as follows:

Student Personal Property Coverage – is provided for theft, accidental damage and all risks of direct physical damage to covered property from any external cause or event, subject to exclusions and limitations noted in the policy. The provided limit is \$3,000 with a \$50 deductible.

Student Liability Coverage provides a limit of \$100,000 per occurrence with no deductible for bodily injury and arising out of acts or omissions of the named insured (student) at the resident property. This insurance will be primary to any existing homeowners insurance. Information will be provided separate from this document with policy details and claim filing instruction.

Personal property left after the student has vacated the room will be considered abandoned and will be discarded.

For more information about personal property and liability insurance, please **click here**.

Residence Life Policies

Students living in University-sponsored housing and leased properties must abide by the following rules and regulations in addition to University policies and procedures, including--but not limited to--the Community Standards and the **Student Alcohol and Drug Policy**.

Residential living at Suffolk University is viewed as an integral part of the education and development of students. Residence hall communities are nurturing environments that emphasize personal and intellectual growth and development. Students have the unique opportunity to interact with others from different backgrounds, participate in service and social events, and define their role within a community. Each student living in University-sponsored housing is responsible for being a proactive member adding to the overall university experience of others. Students are responsible for taking ownership in developing a safe and healthy living environment for all the University's members. In order to provide a safe and secure environment that is conducive to academic pursuits, a number of community living policies need to be observed in University-sponsored housing. Each member of the community is encouraged to hold others accountable to the community living policies. As a member of this community, it is essential that you respect the rights of others in the community, as well as University and private property. These policies have been developed to support an environment of mutual respect. Students are expected to live within the standards of the community and encourage others to do the same.

The following policies and procedures apply to all resident students of Suffolk University, including students who live in University-sponsored housing. Any Suffolk University student (resident and non-resident) who is alleged to have violated the Community Standards in the residence halls is subject to the Student Conduct System.

Absences

If residents intend to be away from the building for an extended (a week or more) period of time, they must notify a member of the Residence Life & Housing Services staff. If circumstances prevent you from attending regularly scheduled classes, you should contact the Student Affairs Office at 617.573.8239.

Alcohol and Drugs Policy

See **Alcohol and Drugs Policy**

<https://www.suffolk.edu/student-life/student-services/student-handbook/university-policies-for-students-cas-sbs/alcohol-and-drugs>

Animals and Pets - Residence Life

Any animals, fish and outside pets, are not permitted in Suffolk University buildings with the exception of Service Animals and/or approved Assistance Animals. Animals that are discovered in violation of this policy must be removed within 24 hours or Residence Life & Housing Services and/or Suffolk University Police will arrange for the animal to be removed.

Animals may be permitted on campus at approved events sponsored by the University.

Assistance Animals

Suffolk is committed to allowing people with disabilities the use of an Emotional Support Animal in campus housing in accordance with the rules set forth in the University's Emotional Support Animal policy. Learn more.

Emotional Support Animal Policy

Suffolk University recognizes the importance of Emotional Support Animals to individuals with disabilities and has established the following policy regarding Emotional Support Animals. This policy ensures that people with disabilities, who require the use of Emotional Support Animals to provide equal access or as a reasonable accommodation, receive the benefit of the therapeutic support they provide. Suffolk is committed to allowing people with disabilities the use of an Emotional Support Animal in campus housing in accordance with the rules set forth below.

In accordance with the Fair Housing Act, residence students with documented disabilities are permitted to have an Emotional Support Animal in University housing when that Emotional Support Animal has been approved by the University as an accommodation. Emotional Support Animals are allowed only in the residence hall unit or

campus apartment to which the individual with a disability is assigned by Residence Life and Housing Services. Individuals who do not live in University housing are not permitted to bring Emotional Support Animals to any University facilities.

Students with disabilities in the College of Arts and Sciences or the Sawyer School of Business who have questions about Emotional Support Animals should contact the Office of Disability Services. Students with disabilities in the Law School who have questions about Emotional Support Animals should contact the Dean of Students for the Law School. Employees with disabilities who have questions about Emotional Support Animals should contact Human Resources.

Definition of an Emotional Support Animal: Emotional Support Animals, well-being, comfort, or companionship which alleviates one or more identified symptoms or effects of a person's disability. Emotional Support Animals are not Service Animals under Title III of the Americans with Disabilities Act. Therapy dogs are also not considered Emotional Support Animals when those dogs have not been individually trained to do work or perform tasks for the benefit of an individual with a disability. Some, but not all, animals that provide emotional support for persons with disabilities are professionally trained. Other Emotional Support Animals are trained by their Owners. In some cases, no special training is required. The Office of Disability Services will determine whether or not the animal provides the benefit needed as a reasonable accommodation by the person with the disability.

Health and Well-being of an Assistance Animal:

- **Vaccination:** In accordance with local ordinances and regulations, the Emotional Support Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Although not mandated, cats should have the normal shots required for a healthy animal. Local licensing requirements must be followed.
- **Health:** Emotional Support Animals must be in good health as documented annually by a licensed veterinarian. Documentation can be a vaccination certificate for the Emotional Support Animal or a veterinarian's statement regarding the animal's health. The University has authority to direct that the Emotional Support Animal receive veterinary attention. Local licensing laws must be followed.

- **Leash:** If appropriate, the Emotional Support Animal must be on a leash, unless the leash would inhibit the Emotional Support Animal's ability to be of service.
- **Other Conditions:** The Office of Disability Services may place other reasonable conditions or restrictions on the Emotional Support Animal depending on the nature and characteristics of the Emotional Support Animal.

Procedures for Residence Students to Request Approval to Keep an Emotional Support Animal:

A residence student requesting permission to keep an Emotional Support Animal in University housing must make a formal request to the University using **this form**. The completed form is due to the Office of Disability Services no later than July 1st for new students and February 1st for returning students. While applications submitted after these dates will be accepted and considered, Suffolk University cannot guarantee that it will be able to meet late applicants' accommodation needs, including any needs that develop during the semester.

Documentation of the need for an Emotional Support Animal should follow the Office of Disability Services' guidelines for documentation of disability, and should generally include the following information:

- Verification of the student's disability from a physician, psychiatrist, social worker, or other mental health professional
- Statement on how the Emotional Support Animal serves as an accommodation for the documented disability from a physician, psychiatrist, social worker, or other mental health professional
- Statement on how the need for the Emotional Support Animal relates to the ability of the student to succeed at the University
- Current documentation of items requested must be dated within the last 12 months.

The Office of Disability Services will review documentation and arrange a meeting with the residence student requesting that an Emotional Support Animal be permitted in University housing. This policy will be carefully reviewed with the residence student at that time.

The Department of Residence Life & Housing Services will make a reasonable effort to notify tenants in the

residence building where the Emotional Support Animal will be located. Students with medical condition(s) who are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Office of Disability Services if they have a health or safety related concern about exposure to an Emotional Support Animal. Students with concerns not related to a medical concern should bring their concerns to the Director of Residence Life and Housing Services. The University is prepared to also reasonably accommodate individuals with such medical conditions that require accommodation when living in proximity to Emotional Support Animals.

The Office of Disability Services and Residence Life and Housing Services will resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all residence students involved.

Residence students, whose request for an Emotional Support Animal through this process is not granted, will have the opportunity to appeal such decisions. Information regarding grievances is available [here](#). Students will also receive information about the appeals process upon notification of the decision regarding the request for disability accommodations. Appeals will be heard by the Associate Dean of Students, or designee.

Owner's Responsibility for Emotional Support Animals in the Residence Halls:

The Owner is responsible for assuring that the Emotional Support Animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there. The Owner is also responsible for ensuring that the Emotional Support Animal remains in the Owner's residence hall unit or campus apartment. Other than when entering and exiting the Residence Hall, the Emotional Support Animal is not permitted elsewhere in the Residence Hall or in any other campus facility or on other University property.

- The Owner is financially responsible for the actions of the Emotional Support Animal including bodily injury or property damage. The Owner
- The Owner is responsible for providing the Office of Disability Services with emergency contact information for an off-campus individual who can provide care for and make care based decisions for the animal in the event that the Owner is unable to do so.
- The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to University premises that are assessed after the student and Emotional Support Animal vacate the residence. The University shall have the right to bill the student account of the Owner for unmet obligations.
- The Owner must notify the Office of Disability Services in writing if the Emotional Support Animal is no longer needed as an Assistance Animal or is no longer in residence. To replace an Emotional Support Animal, the Owner must file a new
- The Owner's residence may be inspected for pests once a semester or as needed. The Department of Residence Life & Housing will schedule the inspection. If pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
- Emotional Support Animals may not be left overnight in University housing to be cared for by another student.
- Emotional Support Animals must be taken with the student if they leave campus for a prolonged period.
- Residence Life & Housing Services may relocate the Owner and Emotional Support Animal as necessary according to the license agreement.
- The Owner agrees to continue to abide by all other residential policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
- Any violation of the above rules may result in immediate removal of the Emotional Support Animal from the University and may be reviewed through the Student Conduct System and the Owner will be afforded all the rights and procedures provided by that process.
- The Owner undertakes to comply with animal health and well-being requirements described in this policy.

Guidelines for Maintaining an Emotional Support Animal

The following guidelines apply to all Emotional Support Animals and their Owners unless the nature of the documented disability of the Owner precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted by the Office of Disability Services.

- Care and supervision of an Emotional Support Animal are the responsibility of the Owner. The Owner is required to maintain control of the Emotional Support Animal at all times.
- The Owner is responsible for ensuring the cleanup of the Emotional Support Animal's waste. Indoor animal waste must be placed in a sturdy plastic bag before being disposed.

Removal of Emotional Support Animals: Suffolk University may exclude/remove an Emotional Support Animal when the Emotional Support Animal poses a direct threat to the health or safety of others or the Emotional Support Animal.

Disruption: The Owner of an Emotional Support Animal that is unruly or disruptive may be asked to remove the Emotional Support Animal from University facilities. If the improper behavior happens repeatedly, the Owner may be required to take significant steps to mitigate the behavior before bringing the Emotional Support Animal into any University facility. Mitigation may include, but is not limited to, muzzling a barking animal, obtaining refresher training for both the Emotional Support Animal and the Owner, other appropriate measures.

Damage: Owners of Emotional Support Animals are solely responsible for any damage to persons or University property caused by their assistance animals.

Exceptions may be granted on a case-by-case basis. To request an exception, the Owner must contact the **Office of Disability Services** or, in the case of law students, the Law School **Dean of Students Office**, or in the case of employees, **Human Resources**.

Requirements for Faculty, Staff, Students, and Other Members of the University Community:

Members of the University community are required to abide by the following practices:

- They are not to touch or pet an Emotional Support Animal unless invited to do so.
- They are not to feed an Emotional Support Animal.
- They are not to deliberately startle an Emotional Support Animal.
- They are to immediately report any disruptive behavior to SUPD.
- They are not to separate or attempt to separate an Owner from his/her Emotional Support Animal.
- They are not to inquire for details about the Owner's disability(ies). The nature of a person's disability is a private matter.

*Any questions regarding Emotional Support Animals or their handlers should be directed to the **Office of Disability Services**.

Bicycle Storage

See **Bicycle Storage**

Bicycle storage at Suffolk University is offered on a first-come, first-serve basis in the designated bike rooms located at 10 West Street, Modern Theatre Residence Hall, and Miller Hall. Learn more about improper storage and other University protocols.

Locations, security, and Improper Storage Protocol

Students may store their bicycles at their own risk in the residence hall bike rooms listed below:

1. 10 West Street and the Modern Theatre Residence Hall—Basement
2. Miller Hall—First Floor

Bicycles may not be stored in other University buildings. Bicycle storage is on a first-come, first served basis and residents may only store bicycles in the residence hall they are assigned to during the dates of residency provided there is a designated space. Residents are responsible for providing their own bike locks. Only person-powered bicycles may be stored in the residence halls or University buildings; bicycles or similar equipment that are powered by battery, motor, or gas are not permitted.

Bicycles may not be chained to doors, stairwells, or other objects. The fire code dictates that all entrances, exits, corridors, and stairwells must be free and clear at all times. Bicycles stored improperly may be removed at the owner's

expense.

Building and Room Damage

See **Building and Room Damage**

Suffolk students responsible for damaged or mistreated University property may lose their building access and/or use of amenities and face disciplinary action.

Residents must maintain the condition of the residence areas. If students accidentally cause damage, they should notify the Resident Director of the residence hall where the damage occurred. If students notice damage or witness someone causing damage, they should notify a Residence Life & Housing or SUPD staff member immediately.

Any person who is found to have caused damage or mistreated University property may lose his/her building access and/or use of amenities and face disciplinary action. In addition, any misconduct that results in damages to property/equipment may result in a loss of privileges for individuals or the community or the cost of replacement of damaged property. If the University is unable to determine who caused such damages, the replacement costs for common area damages will be divided among the residents of the building/floor.

Students are encouraged to carefully complete the Room Condition Form (RCF) upon moving into the room. Upon checkout, students are required to leave their rooms in the same condition as when they checked in. Please refer to additional information on the front and back of the RCF regarding check-in, check-out and damages.

Charges may be levied to students for trash removal, cleaning, repositioning of furniture, damage repair or replacement of University property, and/or improper checkout. Damages to rooms and suites are the responsibility of the residents of the room or suite. If the University is unable to determine who caused such damages, the replacement costs will be divided among the residents of the room/suite/apartment. In an effort to regularly monitor damages, monthly health and safety inspections will be conducted by Residence Life & Housing staff. Health and safety inspections are unannounced; however, Residence Life & Housing may choose to notify students of the inspections in advance. Inspections of all common areas (lounges, hallways, etc.) will be conducted more frequently. Excessive individual damages (including sanitary condition of room/suite/cluster/apartment) may result in the loss of university housing or reassignment.

Check-In/Check-Out

See **Check-In/Check-Out**

To officially check-in to the residence hall, a student must have made all necessary deposits, completed all paperwork and moved into the halls during designated days and times. Upon checking in, residents will be given a key (or keys) to their room/suite/apartment/mailbox and if appropriate, their student ID will be turned on to serve as the room key. Residence Life & Housing staff inspect each room and all common areas before fall move in and complete a room condition form (RCF) for each room, including suite/apartment common areas and bathrooms.

The RCF notes any minor damages that might already be in a room. Students must sign a copy of the RCF once they officially check-in to the residence hall. Within the next 24 hours, residents must indicate any damages (i.e. additional damages) in the RCF and submit it to the Residence Life & Housing staff. Please refer to additional information on the front and back of the RCF regarding check-in, check-out and damages.

Should the resident move out of the residence hall for any reason, it is the resident's responsibility to complete a proper checkout of their residence hall room when they are vacating the room permanently. Prior to checking out, residents must clean their rooms, including the common areas of a suite or apartment, remove all trash and remove all of their belongings from the room. Residents have two options to complete the actual checkout: Traditional checkout with a Residence Life & Housing staff member or an Express Checkout. To complete a traditional checkout, residents must make an appointment with a Residence Life and Housing Services staff member in the building in which they reside. During this appointment, the staff member will note any changes in the condition of the room and the resident will sign the revised RCF. The Residence Life & Housing staff member will then take the resident's key(s). The student is then no longer a resident of that residence hall. Residents who wish to use the Express Checkout option, must obtain an Express Checkout envelope at their residence hall's office, complete it fully, put their keys in the envelope and then put the envelope in the Express Checkout box outside the residence hall office. At that point, residents must vacate the residence hall.

Charges for any additional individual room/suite/apartment damages that are found after check out will be charged to the student's account.

Improper checkout may include, but is not limited to the

following: failure to arrange a checkout time with a Residence Life & Housing staff member, failure to be present at the checkout time, failure to complete checkout paperwork or express checkout procedures, and failure to return key(s). Failure to return key(s) will result in a lock change and an additional charge. A cleaning fee and improper checkout fee may be assessed if specified procedures are not followed. The resident director inspects all rooms after the checkout procedure is complete to assess room damage and completes the final invoicing for all damages. Failure to follow university checkout procedures will result in a minimum charge of \$100. Any student who is planning to withdraw from or take a leave of absence from the University must contact the Student Affairs Office for information and assistance necessary for their proper withdrawal or leave of absence. All students must checkout of and vacate the residence halls within 24 hours after the withdrawal or leave of absence form is submitted to the Student Affairs Office. Students are responsible for University housing charges through the end of the semester in which they leave, unless informed otherwise by staff in Student Affairs and/or by the director of Residence Life & Housing.

Cooking

See **Cooking**

Suffolk students are encouraged to review the Permitted and Prohibited Items list for approved and prohibited cooking appliances. Residents must regularly clean their microwaves, ovens, and stove drip pans to prevent residue buildup that could result in excessive smoke or fire. Learn more.

Students may cook in designated kitchen areas and in microwaves. Students must apply fire safety precautions, including remaining with any item that is cooking and observing good cooking practices, such as, keeping stove and stove top clean and free of debris, observing proper cooking times, using microwave-safe cookware in the microwave and using cooking appliances as they are intended to be used. Please see the **Permitted and Prohibited Items** list for approved and prohibited cooking appliances. Residents may be held financially responsible for any building fire alarm activation or related damages resulting from negligence while cooking.

Dining Services

See **Dining Services**

All residents must have a meal plan, Residents can select

one of three debit system meal plans, A, B or C. Residence Life & Housing assigns all new residents to plan C. Any money left on student meal plan accounts at the end of the fall semester will be carried over to the spring. Meal plan funds remaining at the end of the spring semester are forfeited.

If students wish to change meal plans, they must complete the meal plan change form found on **SUConnect** provided by the Department of Residence Life & Housing within two weeks from move-in day at the start of the fall and spring semesters.

It is important that students monitor their balances to ensure they are properly budgeting for the semester. If there is a discrepancy or students are experiencing difficulty using their account, they should speak with a staff member at the Bursar's/Student Accounts Office.

Students may also add money to their **RAM accounts**. The RAM account is located on the Suffolk ID and is a stored-value, declining balance. Students can use the RAM account at all dining facilities. Funds on the RAM account can also be used for laundry in the residence halls as well as the bookstore and select off campus locations.

Residents with specific dietary requests should contact Sodexo directly at 617-305-2511 and/or ask to speak with the residence hall cafeteria manager. Residents requesting a dietary accommodation should speak with Disability Services at 617-994-6820. Sodexo is the University's food provider. Students can find more information regarding dining at Sodexo's website at www.sudining.com. Hours of dining service are posted at each dining hall at the beginning of the semester.

Students who may reside in leased property may have an adjusted meal plan. There may be an alternative meal plan options for students living in leased properties. The Residence Life and Housing Services Office will advise students living in leased properties of their options.

Early/Extended Stays and Vacation Periods

See **Early/Extended Stays and Vacation Periods**

Suffolk University's Housing License Agreement does not cover vacation periods; therefore, students must request, in advance, permission to reside in University housing during these periods.

All University housing officially closes during the Thanksgiving, winter, spring and summer break vacation

periods. All students must leave the buildings during those periods and will not have access to the building during these periods. Students living in leased properties may be permitted to live in their residence halls during times when Suffolk University Residence Halls are closed. Residence Life & Housing will advise students living in leased properties of those changes where applicable.

The **Housing License Agreement** does not cover vacation periods; therefore, students must request, in advance, permission to reside in University housing during these periods. An additional fee may be charged to students who are granted permission to stay in the halls during vacation periods. Residence Life & Housing reserves the right to deny resident requests to remain in the halls during vacation periods. Failure to submit a request by the deadline may result in the denial of the request and/or a late charge. Food service may not be available during vacation periods. It is possible that vacation housing may be available in a specific building and that students may need to relocate. Vacation closing dates are listed in the Housing License Agreement.

Residents may be charged \$100 fine if they are found in the housing areas after the designated closing time of the building. Residents will also be escorted out of the residence hall and/or instructed to wait in the lobby until their transportation arrives.

Emergencies

See **Emergencies**

Students should report any emergencies to Suffolk Police (SUPD) at (617) 573-8111.

If you are a residence hall student, please also report any emergency to a Residence Life & Housing staff member.

Counseling, Health, and Wellness

Are you feeling stressed or anxious? We can help – even after normal business hours!

For mental health emergencies during business hours

Call or come directly to Counseling, Health and Wellness, located on the 5th floor of 73 Tremont Street. The phone number is 617-573-8226.

Walk-in hours for student counseling at Counseling, Health and Wellness

Monday – Friday from 10 a.m. to 4 p.m. for students experiencing urgent concerns. It is best to call Counseling,

Health and Wellness ahead at 617-573-8226, if possible.

For mental health emergencies after hours or on weekends

Call Counseling, Health and Wellness at 617-573-8226 to be connected with a clinician on duty.

For more information about counseling and health services available for Suffolk students, please visit **Counseling, Health and Wellness** on the Web.

To obtain medical attention if you believe you have an emergency:

On campus

First, dial 9-911 from a campus phone, 911 from a non-campus phone. Then notify Suffolk University Police at extension 8111 or 617-573-8111 that you have called for an ambulance and provide the location where the medical emergency exists. Suffolk University Police will guide the EMTs to the correct location as well as come to the location to offer assistance.

Off campus

Dial 911

For more information about counseling and health services available for Suffolk students, please visit **Counseling, Health and Wellness** on the Web.

Your Emergency Contact Information

All Suffolk University students are required to submit (or confirm) current emergency contact information each semester and when such information changes. This will ensure that the University has current and accurate information in the unfortunate event of a student or campus emergency.

In the event of a major emergency or campus shutdown affecting the Suffolk University community, students will receive an emergency communication via the University's emergency notification provider, Rave.

It is students' responsibility to maintain accurate and up-to-date contact information in the system.

To change/update your emergency contact information, go to **MySuffolk** and log in. Once logged in, select the MySuffolk tab at the top left and then Update My Emergency Contact Information in the left-hand navigation.

Emergency Preparedness

It's important to be ready to take action in the event of an emergency.

The Office of Risk Management has established specific **emergency procedures** for various emergency situations.

Severe Weather Procedures

This Policy is designed to assist Suffolk University in responding to severe weather or other natural disasters, and maintaining services when severe weather or other natural disasters occur, that may prevent employees or students from entering or leaving the University for an extended period of time.

Severe Weather and Other Natural Disasters

Environmental Health and Safety

The health and safety of University students and employees and the protection of the environment are Suffolk University's greatest responsibilities. It is the policy of the University to operate in accordance with federal, state, and local environmental, health and safety regulations. The University is committed to providing its students and employees with a work and educational environment free from recognizable hazards.

Each student and employee shall comply with the regulations and established procedures that are applicable to their own activities, actions and conduct in order to help the University provide this safe environment. Students are responsible for:

Ensuring their own personal safety. Students should not perform unsafe acts that compromise personal safety or the safety of others.

- Working and/or behaving in an environmentally responsible manner by observing established policies and procedures, including required procedures concerning the collection and/or disposal of chemical wastes (i.e., in science laboratories, photography darkrooms, and art studios).
- Making sure they understands safety procedures when performing work-study or class-related tasks.
- Using safety equipment when required (i.e., gloves and safety goggles when using chemicals in laboratories).
- Reporting unsafe conditions and/or practices

immediately to their professor or to the Office of Environmental Health and Safety.

- Demonstrating good environmental citizenship by supporting University recycling and energy and water conservation efforts.

Exercise Facilities

See **Exercise Facilities**

Work out facilities may be found on-campus at the Ridgeway Building. Facilities may be used free of charge for Suffolk students.

Fire Safety

See **Fire Safety**

Fire safety is taken very seriously at Suffolk University, and all students are expected to cooperate in keeping university buildings as safe as possible. For this reason, the following activities are prohibited, and students engaging in them should expect serious consequences including but not limited to interim suspension:

- Setting fires of any kind for any reason;
- Blocking of room, suite, bathroom, hallway or other egresses;
- Covering smoke detectors or alarms;
- Tampering with or testing any fire safety equipment, including exit signs, fire extinguishers, fire alarm boxes, smoke detectors, and sprinkler heads (such as hanging objects from sprinkler heads, and so forth);
- fires extinguishers should only be used in emergency situations;
- Malicious activation of a fire alarm;
- Propping open fire doors for any purpose other than emergency evacuation;
- Use of roofs and fire escapes for any purpose other than for escape from a fire or other emergencies;
- Accidental activation of a smoke detector or fire alarm resulting from hall sports, water fights, and so on;
- Lighting open flames, and the possession of highly combustible items, including but not limited to, fireworks, **candles and incense**;

- **Using or possessing space heaters or other types of heating coils;**
- **Careless use of approved items/appliances that creates a fire hazard;**
- Failure to abide by the **Cooking Policy**.

Students may not engage in any activity, including but not limited to the list above, which might create a fire or hazardous condition that is conducive to starting a fire.

Students are expected to notify SUPD and/or a member of the Residence Life & Housing staff of any fire and safety hazards and to report a fire promptly. All students are expected to observe all fire safety procedures established for the University, including participation in fire alarm/evacuation drills. Students must leave designated areas during a fire drill or be subject to disciplinary action. Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person

Activating a fire alarm system without proper cause endangers the safety of all residents, as well as the security of the greater community and the fire department. A false alarm is not a prank; it is a criminal offense that endangers the safety of others.

Food and Housing Petition

See **Food and Housing Petition**

Download the **Food and Housing Petition**.

Guests in The Residence Halls

See **Guests In The Residence Halls**

For the 2020-2021 Academic Year, all guest privileges have been suspended until further notice.

Hall Keys and University Id's

See **Hall Keys and University Id's**

All resident students in Smith Hall, 10 West Hall, and Modern Theatre are issued a key to their residence hall room and a Suffolk University ID. Students in Miller Hall and 1 Court Street will have their Suffolk University ID activated for their room key. Students are required to carry their key(s) and/or IDs with them at all times. Students must present an ID upon request to a member of the Residence Life & Housing staff, including RAs and

student workers. Students are prohibited from giving or lending their keys/IDs to others at any time. The front door to all residence halls remains closed and locked.

Residential students must swipe their IDs to open the front door and then must show/swipe proper Suffolk University identification upon entering a residence hall. Suffolk Police & Security documents residents who do not properly show/swipe Suffolk University identification. This documentation may be forwarded to Residence Life & Housing and/or the Dean of Students Office and may result in disciplinary action and/or a fine.

Lost Keys/IDs

Students must immediately report lost, misplaced or stolen keys/IDs to the residence hall building office. Students will be charged a minimum of \$150 for a lost key and lock change. This charge will be made to the student's account. There is a **\$20 replacement fee** that SUPD charges to a student's account to replace University IDs. A staff member will document each time a student enters the residence hall without their ID.

Lock Outs

If, for any reason, a student is locked out of his/her residence hall room, he/she should seek assistance from a Residence Life and Housing Services staff member. During regular office hours (Monday – Friday 9am to 6pm), residents can go to the residence hall office and after office hours, residents can ask Suffolk University Police to contact the RA on duty. Residents are assisted with entry only into their own room. University Police does not have access to student room keys and cannot assist with lockouts. A staff member will document each lockout. Each resident is permitted one “excused” lockout but will be fined for any subsequent lockouts for the remainder of the academic year. The second lockout is \$10 and subsequent lockouts are \$25 each. Lockout fines will be charged to the resident's student account monthly.

Housing License Agreement

See **Housing License Agreement**

The Suffolk University Housing License Agreement is an academic yearlong agreement that covers both the fall and spring semesters. Students may be released on request from the housing license agreement to participate in Suffolk's study abroad program. Any student who wishes to be released from the Housing License Agreement must complete a **Food and Housing Petition** and submit it to the Department of Residence Life and Housing Services.

This office will determine on a case-by-case basis whether the student will be relieved of his/her obligation to meet the license agreement. The license agreement may be cancelled by the University at any time for violation(s) of Community Standards.

Joint Responsibility

See **Joint Responsibility**

As a Suffolk University community, all members of our community are expected to uphold University policies as a “joint responsibility.” The following is expected of all students:

All students present in an area on or off-campus may be jointly responsible for inappropriate conduct that occurs in that area even if the student is not directly participating in the conduct. Therefore, if a student is present or enters an area where inappropriate conduct is occurring, the student should immediately leave and report the conduct to a resident assistant, SUPD or other authority. Otherwise, by choosing to remain or not report the behavior, the student assumes responsibility for the behavior. As such, any student who is present in any area where a University policy is violated may be subject to the same disciplinary action(s) as the student(s) engaging in the inappropriate behavior.

Additionally, students are responsible for what happens in their on or off-campus rooms, suites, apartments or other areas under their control. If a student is a resident of an area, the student may be held responsible for the conduct that occurs in that area regardless of their presence unless it is clearly demonstrated that the student had no knowledge of or did not contribute to or condone the behavior.

Members of the University community are responsible at all times for their guests’ actions, conduct, and compliance with the University policies and may be subject to the Student Conduct System for the failure of their guests to abide by the University policies.

Kitchen Facilities

See **Kitchen Facilities**

Access to shared kitchen facilities is limited on campus to 150 Tremont, 10 West and Modern Theatre residence halls. Students who reside in those halls who wish to use the kitchen may do so by visiting the Residence Life & Housing Office in that building during business hours (Monday - Friday from 9am-6pm). Students who use the kitchen facilities will be held responsible for the condition

of the kitchen. Students must take care of the existing facilities and exercise caution when cooking or heating food in the kitchen. Residents may be held financially responsible for any building fire alarm activation or related damages resulting from negligence while cooking and must abide by the **Cooking Policy** while using residence hall kitchens.

Laundry Facilities

See **Laundry Facilities**

Coin-operated and RAM card-reader washers and dryers are located in each of the residence halls and may be used at students’ own risk. For the 2020-2021 academic year, student must schedule a time to do their laundry. Washing machines may not be used for dyeing clothing or other items. Residents are strongly encouraged to report any problems with the washing machines, dryers or card reader promptly to the residence hall office in their building.

Students are encouraged to remain with their laundry in the laundry room or to track the cycles using Laundry View to promptly remove laundry to free up the machine for the next resident. Students may not use another student's laundry supplies, including detergent, fabric softener, dryer sheets, hamper, etc. even if those supplies are unattended in the laundry rooms without that student's permission.

Light Bulbs

See **Light Bulbs**

Students are strongly encouraged to use compact fluorescent (CFL) or LED light bulbs for desk lamps and other personal lighting. CFL bulbs use 75 percent less energy, generate less heat and last 10 times longer than conventional bulbs. LED bulbs use about 80 percent less energy, generate no heat, and last 25 times longer than conventional bulbs (and they don't contain mercury). Doing this will help the environment, and Suffolk will save energy, too.

Lost and Found

See **Lost and Found**

The building offices in each residence hall and SUPD each maintain a lost and found section. All lost items should be reported to the appropriate building office or SUPD. All found items should be turned in at the appropriate building office or SUPD at the front desk of each Residence Hall. Contact SUPD at 617-573-8333 for recovered property.

Lounges

See **Lounges**

Each residence hall has multiple lounges for student use. The lounges are open 24 hours a day. Students should be respectful of others using the lounges. Students using the lounges should be aware of quiet hours and are responsible for keeping the lounges clean. Lounges may not be used as lodging for residents or for guests. All lounges have been equipped with furniture and all lounge furniture must remain in the lounges; furniture must not be moved into student rooms or to other lounges. Make sure lounge furniture is spread out by 6 feet to promote social distancing measures. While in common lounges students must be wearing face-coverings. Do not move lounge furniture as it has been positioned to meet distancing guidelines.

Maintenance Requests

See **Maintenance Requests**

All routine maintenance requests should be reported to the residence hall building office or to an RA. Students should make the request in writing and provide their name and ID number with the request.

Students should be very specific about the nature of the request. Students should immediately report any emergency facilities issues such as floods, loss of total power, and heating/air conditioning issues as follows:

- During business hours: Monday - Friday from 9 a.m.- 6 p.m. to the building office in your residence hall
- After normal business hours and on weekends and holidays, please contact SUPD at 617.573.8111 or by visiting the security desk at the residence hall entrance.

Examples of routine requests include light-bulb replacement, minor air conditioning/heating concerns, clogged toilets, lock or key problems, furniture adjustment, and blown fuses. Work orders are reviewed on a daily basis. Students may submit requests via email to **reslife** or by visiting the residence hall offices.

Permitted and Prohibited Items

See **Permitted and Prohibited Items**

Permitted Appliances in All Student Rooms:

TVs, radios, clocks, stereos, fans, electric razors, hair dryers, refrigerators (not larger than 4 cubic feet), microwaves (not larger than 700 watts), heating pads, single serve coffee makers with no open coil, hot water heater with no open coil and irons (with automatic shut off).

Permitted Appliances in Kitchens of Apartments at 10 West Street Only:

Toasters, toaster ovens and George Foreman (or similar) grills.

Prohibited Appliances:

The use or possession of any of the following appliances is prohibited in all residence hall areas: any item used for cooking that has an open coil; hot pots; coffee pots/coffee makers; hot plates; electric fry pans; oil fryers; and space heaters.

The Department of Residence Life & Housing reserves the right to prohibit any appliance without advanced notice.

Prohibited Items:

Residents are subject to fines assessed to a student's account, confiscation of prohibited items, and/or are subject to disciplinary action for use or possession of prohibited items. Possession of a prohibited item may include any prohibited item that is found in your room, suite or apartment. The Department of Residence Life & Housing and/or SUPD may confiscate prohibited item(s). If Residence Life & Housing confiscates a prohibited item, residents may pick up the item within fourteen (14) days of confiscation from the Residence Life & Housing Office in the residence hall where the item was confiscated. Residents must email the Resident Director or Graduate Resident Director to schedule a time to pick up their item(s). Residents may only pick up the item for the purpose of removing the item from the residence hall. Residents are responsible for any charges related to the confiscation of items, including, but not limited to, storage or transportation. All confiscated items that have been confiscated by Residence Life & Housing staff that are not picked up and/or taken home by the resident within 14 days of the confiscation may be disposed of. Residents who have prohibited items confiscated by SUPD should contact SUPD for information about the items.

The use or possession of the following items is prohibited within University housing:

- Use, possession, storage or charging of self-balancing battery powered devices or vehicles on University

property such as, but not limited to, self-balancing motorized boards, hoverboards, Swagways, electric skateboards, self-balancing scooters, and Segways

- Posters/flyers/artwork, advertisements, decorations, and any other like materials may not be displayed in external facing windows and in public viewing areas (including windows and hallways) unless approved in advance by the Department of Residence Life & Housing.
- Amplifiers and DJ equipment Extension cords and multi-plug outlets (power strips with surge protectors are permitted)
- Exterior television or radio antennas, satellite dishes, or any object that protrudes from a window or attaches to the exterior of a residence halls
- Any device that is used to attach a TV to a wall or door
- Halogen, lava, neon signage or other high-intensity lamps
- Torchiere lamps, spider lamps, or any upward facing bowl lamp or light
- Live-cut trees and flammable decorations
- Non-LED String lights (including holiday and rope lights)
- Incense and candles (lit and unlit)
- Tents or other enclosed coverings or room dividers
- Federal, state, university, local, or other signs including, but not limited to, street, directional, or crossing sign
- Waterbeds, hot tubs, pools, jacuzzis, and non-university-issued lofts and cinder blocks
- Weightlifting apparatus (exercise machines, pullup bars, barbells/free weights over 25lbs, etc.)
- Electric blankets
- Non-university-issued furniture, including, but not limited to, personal mattresses, futons, upholstered or inflatable furniture, desks and dressers
- Objects that attach to or cover any part of a ceiling or cover more than 50 percent of a single wall or door (including large tapestries)

Students are also encouraged to review the Alcohol and Drug Policy, Weapons Policy, Smoking Policy, Animals and Pets Policy and others that may detail other prohibited items in the residence halls and/or University property.

Personal Property

See **Personal Property**

Student Property: Damage and Theft

Resident Students

Limited insurance against damage and/or theft is provided to RESIDENT STUDENTS through a fee *already included in their residence assessment*. The general coverage of this personal property and liability insurance is as follows:

Student Personal Property Coverage provided for theft, accidental damage, and all risks of direct physical damage to covered property from any external cause or event, subject to exclusions and limitations noted in the policy. The provided limit is \$3,000 with a \$50 deductible.

Student Liability Coverage provides a limit of \$100,000 per occurrence with no deductible for bodily injury and arising out of acts or omissions of the named insured (student) at the resident property. This insurance will be primary to any existing homeowners insurance.

Explanation of benefits, coverage, terms, conditions, and exclusions of this policy, as well as instructions on how to file a claim, are available **here** [PDF].

Personal property left after the student has vacated the resident property will be considered abandoned and will be discarded.

Non-Resident Students

Compensation for loss or damage to personal property of NON-RESIDENT STUDENTS off campus, on campus, or while participating in Suffolk University programs is not a University responsibility. Reimbursement may be considered when the damage/loss is a result of the University's actions. Individuals desiring such protection must make arrangements for necessary coverage at their own expense.

Privacy

See **Privacy**

Please remember that your neighbors can see into your windows. In an effort to maintain privacy and to be

respectful of neighbors, residents are strongly encouraged to close blinds when appropriate.

Quiet Hours

See **Quiet Hours**

Quiet hours are from 10 p.m. to 8 a.m. Sunday through Thursday and from midnight to 9 a.m. Fridays and Saturdays. During posted final exams or other periods determined by the Department of Residence Life & Housing, these hours will be in effect 24 hours a day.

Courtesy hours are in effect 24 hours a day. All students are expected to show consideration for other residents. Residents are expected to honor reasonable requests by any resident or staff member when asked that stereos, musical instruments, televisions, etc. be satisfactorily turned down or turned off. Residence Life & Housing may designate particular residence hall floors “quiet floors” where quiet hours are in effect 24 hours a day.

Residence Hall Access and Occupancy

See **Residence Hall Access and Occupancy**

Resident students are granted access only to the residence hall and amenities of the hall to which they are assigned. The access and use of building amenities at 1 Court Street, 10 West Street, the Modern Theatre Residence Hall, Smith Hall, and Miller Hall are a privilege that carry with them the obligation to behave according to University policies.

Access

Residents’ university IDs also grant them entrance to the front door of the residence hall where they are assigned to live. Residential students will not be able to be signed into other Residence Halls for the 2020-2021 Academic year:

For 10 West Street and the Modern Theatre Residence Hall Residents Only

Note that because the 10 West Street and Modern Theatre Residence Halls are joined, residents of the Modern Theatre Residence Hall have access to common space and amenities at 10 West Street. 10 West Street residents have access to common spaces and amenities at the Modern Theatre Residence Hall. All residents living at the 10 West Street and Modern Theatre Residence Halls are permitted to use the dining hall and computer lab at Smith Hall during the hours that the dining hall is open.

For University-sponsored Properties

Resident students living at university-sponsored properties/hotels may have other opportunities to utilize residential communities on campus. Specifications of the permitted usage will be provided by the time of check-in.

Residence Hall Room Occupancy

For the 2020-2021 academic, the number of persons in any room, suite, or apartment cannot exceed the number of persons listed below:

Due to the need to de-densify the residence halls and provide 6’ social distancing, students may only have 1 other student from the same residence hall in a suite/private bedroom. If the room does not provide 6’ social distancing space, the suite/private bedroom may only have the assigned resident in the room.

Room and Lounge Furniture

See **Room and Lounge Furniture**

The University provides an adequate amount of furniture for each living area, for both bedrooms and common areas. All University-issued furniture must be left in its assigned space. Students may not disassemble room furnishings for storage elsewhere nor take common area lounge furniture for their own use.

Students may not disassemble room furnishings for storage elsewhere nor take common area lounge furniture for their own use. The cost of missing, damaged, or destroyed furniture will be assessed to the residents of the area. Please refer to the list of **prohibited items** for more information regarding furniture that is prohibited in the residence halls.

Room Assignments and Room Changes

See **Room Assignments and Room Changes**

Room changes between buildings are possible on a space-available basis. Students are expected to reside in the room to which they have been assigned unless prior approval for a change has been granted.

Under no circumstances may a student move to another room without permission of the residence director. Unauthorized room changes are not permitted, and students will not be allowed to stay in those rooms. Additionally, students who engage in unauthorized room

changes may face disciplinary action. The Director of Residence Life & Housing, or designee, reserves the right to change the room assignment of any student if deemed necessary, including for the purpose of room consolidation.

Each semester, there are room freeze periods where students are unable to change rooms. This allows for Residence Life & Housing to know exactly what rooms, if any, are open for room changes. Typically each semester, the room freeze periods will occur during the first four (4) weeks after the start of classes. Additionally, a room freeze period will begin the Monday after Thanksgiving Break for the Fall Semester and the Monday after Spring Break during the Spring Semester.

To fill out a room change form, go to **SUConnect** and submit it electronically. Filling out a room change form does not guarantee a room change. All room changes are subject to approval from Residence Life & Housing.

Room Entry

See **Room Entry**

The University reserves the right for its designees to enter and inspect a room, apartment, suite, or cluster regardless of whether the occupant is present and without prior notice to the occupant under the following circumstances:

- For routine maintenance, inspections, repairs, or housekeeping duties
- If there are reasonable grounds to believe that any substance, material, or item is being kept or used in the premises in any manner prohibited by law or by the rules, policies, or procedures of the University
- To investigate suspected policy violations
- For health or safety reasons
- For any other reason deemed necessary by the University.
- The use of a self-installed chain lock on the inside of the door is strictly prohibited.

Room Selection

See **Room Selection**

Process

Room selection is held each spring for returning resident students to select their room for the following year.

Students are notified at the beginning of the room selection process if they are eligible to participate.

Residence Life & Housing website will provide additional up to date information regarding the room selection process and eligibility. A lottery is run to determine participants and selection order. During room selection, students may select to live in a group setting, such as suites or apartments. A detailed packet of room selection information will be distributed either electronically or by mail to all eligible participants. In order to retain a fall housing reservation, students **must remain registered as full-time students and have their accounts with the University in good order** by the fall payment date.

Room/Bathroom Sanitation

See **Room/Bathroom Sanitation**

Residents are responsible for the cleanliness of their respective rooms/suites/apartments/bathrooms, which are subject to monthly health and safety inspections and during all vacation periods. Generally, inspections are unannounced; however, Residence Life & Housing may choose to provide notification to students in advance.

Sanitation Standards

- Perishable food may not be stored in student areas unless the food is kept refrigerated.
- Other food items kept in rooms must be stored in closed containers to avoid attracting and harboring insects and to avoid contamination of food.
- Cleaning of kitchens and bathrooms should be done regularly by residents. Common bathrooms (not including bathrooms within suites) at Smith Hall are cleaned by the University housekeeping staff. Residents are expected to work out an equitable schedule among themselves to maintain these standards.
- Residents must bag and tie all trash on a regular basis and dispose of it in designated locations within the building.
- Residence Life & Housing is dedicated to sustainability on Suffolk's campus and encourage residents to recycle.

Safety Security

See **Safety Security**

Residence Life & Housing is committed to providing Suffolk students with a safe and secure environment where they can pursue their studies while learning about themselves and others in the community.

Security in the residence halls is provided in a number of ways, but it is important that all students be aware of their environment and make good decisions about their own safety and that of their neighbors. All exterior doors of the residence halls are locked 24 hours a day. However, **students should consider the door to their room to be like the door to an apartment if they lived off-campus and keep it locked at all times, especially when they are not in their room.**

Self-Defense Sprays/Mace

See **Self-Defense Sprays/Mace**

Faculty, staff and students eighteen (18) years of age or older, or students under the age of eighteen (18) may carry self-defense spray (also known as mace, oleo-capsicum spray or pepper spray) in any Suffolk University campus building EXCEPT Suffolk University residence halls. Any student or staff member who wishes to carry self-defense spray in a Suffolk University residence hall must first register with the **Suffolk University Police & Security Department** and may be required to complete a Self Defense Spray Familiarization course.

Required fields are marked with an asterisk ()*

Service Animals

See **Service Animals**

Introduction

Suffolk University recognizes the importance of Service Animals to individuals with disabilities and has established the following policy regarding Service Animals. This policy ensures that people with disabilities, who require the use of Service Animals to provide equal access or as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals and/or the therapeutic support they provide. Suffolk is committed to allowing people with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the University's programs and activities, in accordance with the rules set forth below. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with Service Animals.

In accordance with the Americans with Disabilities Act, Service Animals are permitted in University facilities for persons with disabilities. Access for Service Animals in university buildings, residence halls and/or at university events does NOT require documentation of disability.

Students with disabilities in the College of Arts and Sciences or the Sawyer School of Business who have questions should contact the Office of Disability Services. Students in the Law School who have questions should contact the Law Dean of Students Office. Employees should contact Human Resources. Visitors to Suffolk's campus seeking further information regarding Service Animals should contact the coordinator of the program or event that they will be attending. Suffolk University reserves the right to amend this policy as circumstances require.

Definition of a Service Animal

See **Definition of a Service Animal**

A "Service Animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, do not qualify as Service Animals.

Examples of such work or tasks include, but are not limited to guiding a person with impaired vision, alerting a person with a hearing loss, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with a mental health condition to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

Guidelines for Maintaining a Service Animal

See **Guidelines for Maintaining a Service Animal**

The following guidelines apply to all Service Animals and their Owners unless the nature of the documented disability of the Owner precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted by the Office of Disability

Services, Law School Dean of Students Office or Human Resources Office.

Care and Supervision: Care and supervision of a Service Animal are the responsibility of the Owner. The Owner is required to maintain control of the Service Animal at all times. The Owner is responsible for ensuring the cleanup of the Service Animal's waste. Indoor animal waste must be placed in a sturdy plastic bag before being disposed.

Removal of Approved Animals: Suffolk University may exclude/remove a Service Animal when (i) the Service Animal poses a direct threat to the health or safety of others; (ii) the Service Animal's presence results in a fundamental alteration of the University's program; or (iii) the Owner does not comply with Owner's responsibilities in University housing, in University facilities and/or at University events.

Disruption: The Owner of a Service Animal that is unruly or disruptive may be asked to remove the Service Animal from University facilities. If the improper behavior happens repeatedly, the Owner may be required to take significant steps to mitigate the behavior before bringing the Service Animal into any University facility. Mitigation may include, but is not limited to, muzzling a barking animal, obtaining refresher training for both the Service Animal and the Owner, and other appropriate measures.

Damage: Owners of Service Animals are solely responsible for any damage to persons or University property caused by their Service Animals.

Areas off Limits to Animals: The University may prohibit the use of Service Animals in certain locations because of health and safety restrictions. Restricted areas may include, but are not limited to: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, rooms with heavy machinery, and areas outlined in state law as being inaccessible to Service Animals. Exceptions may be granted on a case-by-case basis. To request an exception, the Owner must contact the Office of Disability Services or, in the case of law students, the Law School Dean of Students Office, or in the case of employees, Human Resources or the appropriate department representative.

Health and Well-being of a Service Animal

See **Health and Well-being of a Service Animal**

Identification, License, and Tags: The Service Animal should wear a harness, identification tag or other gear that identifies its working status. If there is not a visible tag, University officials may ask the handler if the Service Animal is a working animal. All Service Animals must have an Owner identification tag. If the Service Animal is a dog, it must be licensed from an approved training program or have current license tags from local authorities.

Training: Service Animals must be individually trained to do work or perform tasks for the benefit of the individual with a disability.

Control: If appropriate, the Service Animal must be on a leash, unless the leash would inhibit the Service Animal's ability to be of service. Otherwise the Service Animal must be under voice control.

Health: The Service Animal must be in good health. Service Animals living in University housing must have an annual clean bill of health from a licensed veterinarian.

Vaccination: In accordance with local ordinances and regulations, the Service Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements must be followed.

Other Conditions: The Office of Disability Services, the Law School Dean of Students, Residence Life & Housing Services or Human Resources may place other reasonable conditions or restrictions on the Service Animal depending on the nature and characteristics of the Service Animal.

Owner's Responsibilities for Service Animals in Residence Halls

See **Owner's Responsibilities for Service Animals in Residence Halls**

- The Owner is responsible for assuring that the Service Animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there.
- The Owner is financially responsible for the actions of the Service Animal including bodily injury or property damage. The Owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, and the like. The Owner is expected to cover these costs at the time of repair and/or move-out.

- The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to University premises that are assessed after the student and Service Animal vacate the residence. The University shall have the right to bill the student account of the Owner for unmet obligations.
- The Owner's residence may be inspected for pests once a semester or as needed. The Department of Residence Life & Housing Services will schedule the inspection. If pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
- Service Animals may not be left overnight in University housing to be cared for by another student.
- Service Animals must be taken with the student if they leave campus for a prolonged period.
- The Department of Residence Life & Housing Services may relocate the Owner and Service Animal as necessary according to the license agreement.
- The Owner agrees to continue to abide by all other residential policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having a Service Animal does not constitute an exception to any other policy.
- Any violation of the above rules may result in immediate removal of the Service Animal from the University and may be reviewed through the Student Conduct System and the Owner will be afforded all the rights and procedures provided by that process.
- The Owner undertakes to comply with animal health and wellbeing requirements described in this policy.

Requirements for Faculty, Staff, Students, and Other Members of the University Community

See **Requirements for Faculty, Staff, Students, and Other Members of the University Community**

Members of the University community are required to abide by the following practices:

- They are to allow a Service Animal to accompany its

Owner at all times and in all places on campus, except where animals are specifically prohibited.

- They are not to touch or pet a Service Animal unless invited to do so.
- They are not to feed a Service Animal.
- They are not to deliberately startle a Service Animal.
- They are to immediately report any disruptive behavior to SUPD.
- They are not to separate or attempt to separate an Owner from his/her Service Animal.
- They are not to inquire for details about the Owner's disability(ies). The nature of a person's disability is a private matter.

Any questions regarding Service Animals or their Owners should be directed to the Office of Disability Services or, in the case of law students, the Law School Dean of Students Office, or in the case of employees, Human Resources.

Service Animals in the Residence Halls

See **Service Animals in the Residence Halls**

Students who reside on-campus and have a Service Animal that needs to reside with them on-campus do not need to register with the Office of Disability Services nor do they need to request housing accommodations. In advance of bringing a Service Animal to live on-campus, however, the Owner must register the Service Animal with the Department of Residence Life & Housing Services.

Smoking Policy

See **Smoking Policy**

The Surgeon General of the United States has determined that tobacco smoking is the nation's leading preventable cause of premature death and disability. Tobacco smoke is hazardous to the health of smokers and non-smokers alike.

To promote a safe and healthful campus environment, and in accordance with the Workplace Smoking Restrictions Regulation issued by the City of Boston Public Health Commission, Suffolk University has adopted this policy to encourage smokers to reduce or eliminate their consumption of tobacco, and to protect non-smokers from exposure to tobacco smoke.

Smoking, including the use of electronic smoking devices, is prohibited in Suffolk University buildings including the residence halls. Evidence of smoking includes, but is not limited to, ashes, cigarette butts in water bottles, towels under doors, odors, covering of smoke detector, etc., and may be considered when determining a violation of the smoking policy.

Smoking is permitted in outdoor areas, 25 feet from the entrance to Suffolk buildings provided the smoke does not migrate back in to an enclosed University building. For example, students may smoke outside University buildings but, if the smoking takes place under a window or surrounding a building entrance, and the smoke migrates back in to the building, it is a violation of this policy.

**Smoking is also prohibited in outdoor areas where no smoking signs are posted.*

Such policies not only serve to protect the health of the community but, in the case of buildings and residences, can lower maintenance costs such as painting or replacing burned carpeting, as well as reduces the risk of fire. Suffolk University acknowledges that the successful implementation of this policy requires cooperation and mutual respect, and sensitivity on the part of both smokers and non-smokers.

Contact **Counseling, Health and Wellness** for information about how to stop smoking.

Unauthorized Sports Play

See **Unauthorized Sports Play**

Unauthorized sports play in University buildings, facilities, or residence halls is prohibited, including, but not limited to, wrestling, playing Frisbee or catch, and/or the use of rollerblades, roller skates, skateboards, and/or riding bicycles in University buildings and residence halls.

For information about bicycle storage on campus and to visit bicycle storage locations at Suffolk, visit the **Bicycle Storage Policy**.

Windows

See **Windows**

Window screens and locks that prevent windows from opening all the way are provided on windows for protection, safety, and convenience. Window screens and locks must not be removed, moved, or tampered with.

Students who remove screens or locks from windows are

subject to University disciplinary procedures and/or financial penalty. Further, students may not throw objects out, from, or into windows, roofs, or balconies, or attempt to enter or exit the residence halls through windows.

Self-Defense Sprays/Mace

Faculty, staff and students eighteen (18) years of age or older, or students under the age of eighteen (18), may carry self-defense spray (also known as mace, oleo-capsicum spray or pepper spray) in any Suffolk University campus building EXCEPT Suffolk University residence halls. Any student or staff member who wishes to carry self-defense spray in a Suffolk University residence hall must first register with the **Suffolk University Police & Security Department** and may be required to complete a Self Defense Spray Familiarization course. Top of Form

Service Animals Policy

Introduction

Suffolk University recognizes the importance of Service Animals to individuals with disabilities and has established the following policy regarding Service Animals. This policy ensures that people with disabilities, who require the use of Service Animals to provide equal access or as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals and/or the therapeutic support they provide. Suffolk is committed to allowing people with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the University's programs and activities, in accordance with the rules set forth below. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with Service Animals.

In accordance with the Americans with Disabilities Act, Service Animals are permitted in University facilities for persons with disabilities. Access for Service Animals in university buildings, residence halls and/or at university events does NOT require documentation of disability.

Students with disabilities in the College of Arts and Sciences or the Sawyer School of Business who have questions should contact the Office of Disability Services. Students in the Law School who have questions should contact the Law Dean of Students Office. Employees should contact Human Resources. Visitors to Suffolk's campus seeking further information regarding Service Animals should contact the coordinator of the program or event that they will be attending. Suffolk University reserves the right to amend this policy as circumstances require.

Definition of a Service Animal

See **Definition of a Service Animal**

A "Service Animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, do not qualify as Service Animals.

Examples of such work or tasks include, but are not limited to guiding a person with impaired vision, alerting a person with a hearing loss, pulling a wheelchair, alerting and

protecting a person who is having a seizure, reminding a person with a mental health condition to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

Guidelines for Maintaining a Service Animal

See **Guidelines for Maintaining a Service Animal**

The following guidelines apply to all Service Animals and their Owners unless the nature of the documented disability of the Owner precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted by the Office of Disability Services, Law School Dean of Students Office or Human Resources Office.

Care and Supervision: Care and supervision of a Service Animal are the responsibility of the Owner. The Owner is required to maintain control of the Service Animal at all times. The Owner is responsible for ensuring the cleanup of the Service Animal's waste. Indoor animal waste must be placed in a sturdy plastic bag before being disposed.

Removal of Approved Animals: Suffolk University may exclude/remove a Service Animal when (i) the Service Animal poses a direct threat to the health or safety of others; (ii) the Service Animal's presence results in a fundamental alteration of the University's program; or (iii) the Owner does not comply with Owner's responsibilities in University housing, in University facilities and/or at University events.

Disruption: The Owner of a Service Animal that is unruly or disruptive may be asked to remove the Service Animal from University facilities. If the improper behavior happens repeatedly, the Owner may be required to take significant steps to mitigate the behavior before bringing the Service Animal into any University facility. Mitigation may include, but is not limited to, muzzling a barking animal, obtaining refresher training for both the Service Animal and the Owner, and other appropriate measures.

Damage: Owners of Service Animals are solely responsible for any damage to persons or University property caused by their Service Animals.

Areas off Limits to Animals: The University may prohibit the use of Service Animals in certain locations because of health and safety restrictions. Restricted areas may include, but are not limited to: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, rooms with heavy machinery, and areas outlined in state law as being inaccessible to Service Animals. Exceptions may be granted on a case-by-case basis. To request an exception, the Owner must contact the Office of Disability Services or, in the case of law students, the Law School Dean of Students Office, or in the case of employees, Human Resources or the appropriate department representative.

Health and Well-being of a Service Animal

See **Health and Well-being of a Service Animal**

Identification, License, and Tags: The Service Animal should wear a harness, identification tag or other gear that identifies its working status. If there is not a visible tag, University officials may ask the handler if the Service Animal is a working animal. All Service Animals must have an Owner identification tag. If the Service Animal is a dog, it must be licensed from an approved training program or have current license tags from local authorities.

Training: Service Animals must be individually trained to do work or perform tasks for the benefit of the individual with a disability.

Control: If appropriate, the Service Animal must be on a leash, unless the leash would inhibit the Service Animal's ability to be of service. Otherwise the Service Animal must be under voice control.

Health: The Service Animal must be in good health. Service Animals living in University housing must have an annual clean bill of health from a licensed veterinarian.

Vaccination: In accordance with local ordinances and regulations, the Service Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements must be followed.

Other Conditions: The Office of Disability Services, the Law School Dean of Students, Residence Life & Housing Services or Human Resources may place other reasonable conditions or restrictions on the Service Animal depending on the nature and characteristics of the Service Animal.

Owner's Responsibilities for Service Animals in Residence Halls

See **Owner's Responsibilities for Service Animals in Residence Halls**

- The Owner is responsible for assuring that the Service Animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there.
- The Owner is financially responsible for the actions of the Service Animal including bodily injury or property damage. The Owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, and the like. The Owner is expected to cover these costs at the time of repair and/or move-out.
- The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to University premises that are assessed after the student and Service Animal vacate the residence. The University shall have the right to bill the student account of the Owner for unmet obligations.
- The Owner's residence may be inspected for pests once a semester or as needed. The Department of Residence Life & Housing Services will schedule the inspection. If pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
- Service Animals may not be left overnight in University housing to be cared for by another student.
- Service Animals must be taken with the student if they leave campus for a prolonged period.
- The Department of Residence Life & Housing Services may relocate the Owner and Service Animal as necessary according to the license agreement.
- The Owner agrees to continue to abide by all other

residential policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having a Service Animal does not constitute an exception to any other policy.

- Any violation of the above rules may result in immediate removal of the Service Animal from the University and may be reviewed through the Student Conduct System and the Owner will be afforded all the rights and procedures provided by that process.
- The Owner undertakes to comply with animal health and wellbeing requirements described in this policy.

Requirements for Faculty, Staff, Students, and Other Members of the University Community

See **Requirements for Faculty, Staff, Students, and Other Members of the University Community**

Members of the University community are required to abide by the following practices:

- They are to allow a Service Animal to accompany its Owner at all times and in all places on campus, except where animals are specifically prohibited.
- They are not to touch or pet a Service Animal unless invited to do so.
- They are not to feed a Service Animal.
- They are not to deliberately startle a Service Animal.
- They are to immediately report any disruptive behavior to SUPD.
- They are not to separate or attempt to separate an Owner from his/her Service Animal.
- They are not to inquire for details about the Owner's disability(ies). The nature of a person's disability is a private matter.

Any questions regarding Service Animals or their Owners should be directed to the Office of Disability Services or, in the case of law students, the Law School Dean of Students Office, or in the case of employees, Human Resources.

Service Animals in the Residence

Halls

See **Service Animals in the Residence Halls**

Students who reside on-campus and have a Service Animal that needs to reside with them on-campus do not need to register with the Office of Disability Services nor do they need to request housing accommodations. In advance of bringing a Service Animal to live on-campus, however, the Owner must register the Service Animal with the Department of Residence Life & Housing Services.

Smoking

The Surgeon General of the United States has determined that tobacco smoking is the nation's leading preventable cause of premature death and disability. Tobacco smoke is hazardous to the health of smokers and non-smokers alike. To promote a safe and healthful campus environment, and in accordance with the Workplace Smoking Restrictions Regulation issued by the City of Boston Public Health Commission, Suffolk University has adopted this policy to encourage smokers to reduce or eliminate their consumption of tobacco, and to protect non-smokers from exposure to tobacco smoke.

Smoking, including the use of electronic smoking devices, is prohibited in Suffolk University buildings including the residence halls. Evidence of smoking includes, but is not limited to, ashes, cigarette butts in water bottles, towels under doors, odors, etc., and may be considered when determining a violation of the smoking policy.

Smoking is permitted in outdoor areas, 25 feet from the entrance to Suffolk buildings provided the smoke does not migrate back in to an enclosed University building. For example, students may smoke outside University buildings but, if the smoking takes place under a window or surrounding a building entrance, and the smoke migrates back in to the building, it is a violation this policy.

Smoking is also prohibited in outdoor areas where no smoking signs are posted.

Smoking is also prohibited while engaging in online classes as it is distracting to the learning environment and does not reflect expectations of a business setting.

Such policies not only serve to protect the health of the community but, in the case of buildings and residences, can lower maintenance costs such as painting or replacing burned carpeting, as well as reduces the risk of fire. Suffolk University acknowledges that the successful implementation of this policy requires cooperation and mutual respect, and sensitivity on the part of both smokers and non-smokers.

Contact **Counseling, Health and Wellness** for information about how to stop smoking.

Note on M.G.L. ch 270

The General Laws of the Commonwealth of Massachusetts Chapter 270 § 22 prohibits smoking within workplaces. This law defines smoking as “the lighting of a cigar,

cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and inhaled.” The law therefore restricts all types of smoking, including all electronic smoking devices including, but not limited to, vapes, e-cigarettes, and Juuls.

Further, this section defines a work space as “an enclosed area occupied by an employee during the course of his employment.” All university spaces are specified under this definition, as it provides work spaces are “common work areas, classrooms, conference and meeting rooms, offices, elevators, hallways, medical facilities, cafeterias, employee lounges, staircases, restrooms, cafes, [and] food courts or concessions. . .”

Solicitation

Students are not permitted to offer any product or service for purchase on the campus or in the residence halls (including leased properties) unless approved through the Office of Student Leadership and Involvement or the Office of Residence Life and Housing. Students or student organizations are not permitted to use the University name to solicit funds or services from individuals, companies, or groups without permission from the Office of Student Leadership and Involvement. Students or student organizations wishing to conduct raffles must obtain permission from the Office of Student Leadership and Involvement and secure appropriate licenses.

Unauthorized Sports Play

Unauthorized sports play in University buildings, facilities, or residence halls is prohibited, including, but not limited to, wrestling, playing Frisbee or catch, and/or the use of rollerblades, roller skates, skateboards, and/or riding bicycles in University buildings and residence halls.

For information about bicycle storage on campus and to visit bicycle storage locations at Suffolk, visit the **Bicycle Storage Policy**.

University Posting Guidelines

Suffolk University's posting guidelines were developed to support student organizations recognized by the Student Government Association (SGA), Graduate Student Association (GSA), Student Bar Association (SBA) and department-sponsored student groups as well as administrative and academic departments. Those that consistently violate these guidelines may have their posting privileges restricted. Only Suffolk University sponsoring organizations are permitted to post posters and flyers and digital and easel postings on University property.

These guidelines are intended to support the tenets of the **Freedom of Expression Policy** which may be found on the Suffolk University website.

All posters, flyers, digital and easel postings must comply with contemporary standards consistent with a professional school environment.

Definitions

Sponsoring Organization: Recognized and department-sponsored student and administrative and academic departments.

- **Poster:** Single sheet of paper or poster that does not exceed 11" x 17" except when authorized by Student Leadership and Involvement (SLI) or the Law Dean of Students Office.
- **Flyer:** Single 8.5" by 11" sheet of paper.
- **Digital Media:** Announcements in the form of jpg or png to be placed on digital media screens. Foam mounted posters are to be placed on easels and may not exceed 24" x 36" in size.
- **Unrestricted Bulletin Board:** Bulletin board designed by these guidelines as a bulletin board available for posting by a sponsoring organization.
- **Restricted Bulletin Board:** Bulletin boards including those enclosed by glass or designated by a department. No one other than authorized personnel may post on restricted bulletin boards.

Print Posting

All postings must include the following information:

- Full name and contact information of the recognized

student organization or administrative or academic departments(s)

- Description of the program
- Date, time, the location of program/event, and availability of transportation (or directions) if the event is off-campus
- Admission criteria, if necessary, such as ticket price or Suffolk ID required
- Rain date(s) and refund policy (if applicable) Posters or flyers must be limited to one (1) per unrestricted bulletin board per event.

All postings must be removed by the sponsoring organization immediately following the event (or in the case of a student organization, by the date stamped on the posting.) The University reserves the right to remove postings which are not removed by the sponsoring organization in a timely manner, and to restrict the ability of the sponsoring organization to post if it fails to remove their postings in a timely fashion.

Posters and flyers may not be posted on any restricted or glass bulletin boards, windows, doors, building posts, and elevator doors or within elevators or bathrooms, as they will be removed.

Posters or flyers must be affixed with thumbtacks, pushpins or regular staples, not glue or tape. Magnets should be used to post on white magnetic dry-erase boards. Posters or flyers may NOT be posted on walls, posts, woodwork, columns, lockers, doors, windows, or in elevators. Posters and flyers may be posted in approved restroom locations. If directional signage is required for a specific event, painters' tape may be used only to post on the classroom/conference room door or wall outside the room/classroom and must be removed immediately following the event.

If alcohol is served at an event, advertisements shall not mention the availability of alcoholic beverages.

Postings may not violate the **Law School's Marketing and Vendor policy**.

Postings placed over the posters or flyers of other sponsoring organizations is not permitted. If space is not available on a particular bulletin board, space must become available before posting additional posters or flyers.

Postings displayed over posters or flyers of another group will be removed.

The Sponsoring organization is responsible for providing, and paying for, all copies and supplies associated with the organization's postings.

Requirements for Student Organizations

Undergraduate and graduate recognized student organizations must be approved and stamped by SLI, located on the 3rd floor of Sawyer.

Law School recognized student organization postings must be approved by the Law Dean of Students Office, located on the 4th floor of Sargent.

The appropriate office must stamp all posters and flyers BEFORE they are posted on unrestricted campus bulletin boards designated as such in these guidelines.

SLI and the Law Dean of Students Office may not approve a posting if it does not comply with contemporary standards of decorum consistent with a professional school environment. See appeal (p. 115) process below.

Academic and Administrative Departments

The stamping of posters and flyers by academic and administrative departments is not required; however, academic and administrative departments are expected to follow all other aspects of these posting guidelines.

Posting in Suffolk University Residence Halls

After having posters/flyers approved at SLI, all sponsoring organizations who wish to post in the residence halls should bring posters/flyers to the Residence Life and Housing Office, located on the 7th floor 73 Tremont Street. For security reasons, sponsoring organizations cannot post their flyers in the residence halls themselves. Sponsoring organizations must bring the appropriate number of posters or flyers to Residence Life and Housing for distribution.

If you have questions about posting in the residence halls, please call 617-305-2500.

Residence Halls

Miller	20	All copies of the approved flyer with the SLI Office stamp must be presented to the designated Residence Life Office. Please leave the desired number of copies with the Residence Life Office and allow the Resident Assistant(s) 24 hours to post the flyers of their prospective floors.
Smith	15	
10 West	20	

Unrestricted Bulletin Boards

Sawyer Building 8 Ashburton Place

1st Floor	3	Bulletin boards in the hallway
2nd Floor	3	Bulletin boards in the second-floor stairway
3rd Floor	3	One bulletin board next to the stairwell across from the elevators and two small bulletin boards down the hall on the right side
4th Floor	5	Three bulletin boards directly across from the elevators, and two bulletin boards in the student lounge down the hall on the left
5th Floor	4	Four small bulletin boards next the elevators
6th Floor	2	One bulletin board in the stairwell and one small bulletin board to the right of the elevators down the hallway
8th Floor:	2	One bulletin board in the stairwell, and one bulletin board in the hallway right outside of the kitchen
9th Floor	1	One bulletin board located at the end of the hallway
10th Floor	1	One bulletin board located to the right of the elevator
11th Floor	2	Two bulletin boards located at the end of the hallway
12th Floor	2	One bulletin board located in the cafe and one in the stairwell. The ones directly across from the elevators are restricted.

Sargent Hall

2nd Floor

3rd Floor

4th Floor	Magnetic Boards	Bulletin boards are located on floors 1-4, and floor 6. Bulletin boards are designated for specific offices/organizations (as labeled). General announcements may be posted ONLY on the boards labeled “General Announcements” located on floor 1 and floor 6. Note: For posting in 5th floor restrooms, please contact The Sawyer School Graduate Office
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Samia Academic Center

Basement	Magnetic Boards	Bulletin boards are located on each floor next to the elevators with an additional large bulletin board located outside of the café dining area.
Ground		
1st Floor		
2nd Floor		
3rd Floor		
4th Floor		
6th Floor		

Stahl Building

2nd Floor	1	Located near the security desk on the second floor
5th Floor	2	Two locations on the 5th floor
9th Floor	1	Located in the CLAS study room on 9th floor

Digital Posting

Community announcements, services and events can be displayed on digital screens located throughout campus in addition to, or instead of, print posters and flyers. Any University department or recognized student organization can submit a digital file to be posted. The sponsoring organization is responsible for creating the posting for display; the content must follow all policies outlined in the

print posting section.

Process for posting digital messages: Files should be emailed to the appropriate office listed below at least 72 hours (or three business days) in advance of the desired display date. Flyers should be 1080x1400 (landscape orientation for Sargent Law School - portrait orientation for everywhere else) and be either .JPG, or .PNG file types. Please include the beginning and end dates that the content should be displayed. Postings will be displayed for a maximum of two weeks.

- For digital posts in Sawyer, Samia or Stahl contact **Student Life**.
- For digital posts in Sargent for business school audience contact **Emily Collins**.
- For student organization digital posts in Sargent for law school audiences, contact the **Law School Dean of Students**.
- For other digital posts in Sargent for law school audiences, contact the **Law School Office of Academic Services**.

The University’s **Office of Marketing and Communications** may bypass the above guidelines regarding length of posting for the purposes of promoting large campus-wide events or campaigns.

Foam Mounted Posters on Easels

Sponsoring organizations may use foam mounted posters on easels in the first floor lobbies of Sargent, Stahl, Sawyer, Samia and One Beacon ONLY on the day of the event to increase awareness and publicity of the program taking place.

Easels may not be placed at any time on the 2nd floor lobby of the Stahl Building. Easels must be provided by the person or organization responsible for the posting.

Easels may not block access to elevators, door/entrance ways, and egress or emergency exits. ADA compliance must also be taken into consideration. The University reserves the right to relocate or remove easels which limit accessibility or otherwise do not comply with these guidelines. The University is not responsible for easels left in a lobby.

Appeals

Objections to the content of posters, flyers, digital media or foam core mounted posters may be submitted in writing to

the Assistant Dean of Students/Director of SLI or the Law Dean of Students Office. Sponsoring organizations may submit an objection if their poster or flyer is not approved. Once an objection has been received, the poster, flyer, digital media or foam core mounted poster will be removed from posting locations and will not be approved for posting until such time as a decision will be made regarding the objection. A committee of 4 people (a student appointed by SGA, GSA or the SBA, a representative from each – Provost’s Office, Finance and Administration and Student Affairs or Law Dean of Students) – will be convened within two days by the Associate Dean of Students or Law School Dean of Students who will vote only in the case of a tie. The decision of the committee will be final.

Use of the University Name

No student or student organization may use the name of Suffolk University, its logo, mascot or likeness without approval from the director of Student Leadership and Involvement, or designee.

Weapons

Suffolk University prohibits the possession or use of any items that may be used or are used to harm, or threaten to harm, another individual, on property owned by or under the control of Suffolk University. Suffolk University prohibits the possession of explosives and firearms (loaded or unloaded) on property owned by or under the control of Suffolk University. This prohibition includes, but is not limited to, self-defense sprays (with the exceptions below), knives, switchblades, martial arts weapons, clothing and other items with metallic spikes or studs, ammunition, darts, BB guns, paintball guns, and any other item that may be used to injure or harm another individual. Suffolk University also prohibits the improper use of laser beam instruments. Suffolk University prohibits the storing of any prohibited items in any campus building or on campus grounds. This list of prohibited items is not exhaustive and is provided by way of example only. Therefore, anyone with questions regarding whether an item is prohibited should consult with the Chief of the Suffolk University Police & Security Department.

Prohibited items will be confiscated. Students who violate this policy may be subject to criminal prosecution and/or referral for disciplinary action, up to and including dismissal from Suffolk University. Employees who violate this policy may be subject to criminal prosecution and/or disciplinary action, up to and including termination. Any individual, not a student or employee of Suffolk University, who violates this policy may be subject to criminal prosecution.

Permanent or temporary exemptions to this policy may be granted only by the Chief of the Suffolk University Police & Security Department or his/her designee.

Faculty, staff and students eighteen (18) years of age or older, or students under the age of eighteen (18), may carry self-defense spray (also known as mace, oleo-capsicum spray or pepper spray) in any Suffolk University campus building EXCEPT Suffolk University residence halls. Any student or staff member who wishes to carry self-defense spray in a Suffolk University residence hall must first submit a **Suffolk University - Self-Defense Spray Registration Form** to the Suffolk University Police & Security Department and may be required to complete a Self-Defense Spray Familiarization course. Anyone who is required to possess a Firearms Identification card must make the FID card available to the Suffolk University police upon request.

Whistleblower Policy

Policy Statement

Suffolk University is committed to compliance with the laws and the regulations to which the University is subject and expects its employees to perform their duties in accordance with applicable laws and regulations and University policies and procedures.

The University strives to provide an ethical and productive work environment in which employees are encouraged to report issues and concerns about University operations. It is the policy of Suffolk University that all employees be free to report, without fear of retaliation, activity occurring in University operations that the reporting person believes in good faith to be illegal, dishonest, unethical or fraudulent.

Reported allegations will be treated confidentially to the extent possible, and will be promptly investigated. Neither the University nor any of its employees will take adverse employment action or other action in retaliation against a person who reports in good faith information under this Policy.

Protected Reports

This Policy encourages and protects the reporting of observed or suspected activity occurring in University operations which the reporting person believes in good faith to be illegal, dishonest, unethical or fraudulent behavior, including, but not limited to, misconduct related to the University's financial, accounting or audit matters; violations of federal, state or local laws; misappropriation or misuse of University resources, including funds, supplies or other assets; extortion or bribery; forgery or alteration of University documents; fraudulent financial reporting; and authorizing or receiving compensation for goods not received, services not performed or hours not worked (collectively referred to as "Misconduct").

Employees, including student employees, and trustees are encouraged to report Misconduct.

Scope

This Policy is not intended to supplant, but rather to complement and supplement, existing University policies. Therefore, this Policy does not affect any rights, responsibilities or procedures set forth in other University policies addressing misconduct. For example, complaints

or grievances such as those regarding discrimination or harassment, other personnel or employment matters, academic matters and other matters to which there are specific University policies, should ordinarily be made and addressed in accordance with the University policies applicable to such matters.

Good Faith

A reporting person who acts in good faith will be protected from retaliation under this Policy. Good faith means that the person has reasonable grounds to believe that the reported allegations are substantially true. A person who makes a false report under this Policy may be subject to disciplinary action, up to and including dismissal from the University. The fact that a report does not result in a finding of Misconduct is not alone sufficient evidence that the report was not made in good faith.

Reporting Process

Since confidentiality is an important element of this Policy, the University has contracted with an independent outside reporting service, EthicsPoint, Inc., to receive and transmit reports under this Policy both to the University's Administrator for the Policy, who is the University's General Counsel, and the Chair of the Audit Committee of the Board of Trustees.

Reports about alleged misconduct can be made by calling the toll-free number for EthicsPoint, Inc. at 855-284-6742 or by accessing its website at www.suffolkwhistleblower.ethicspoint.com. Both reporting methods are available 24 hours a day, seven days a week throughout the year.

The report should contain as much detailed information about the alleged Misconduct as possible in order to conduct an efficient and thorough investigation. In fact, both the telephone and website methods of reporting will present interview questions to the reporter to guide the reporter through the reporting process.

Addressing Reports of Misconduct

Persons reporting Misconduct in University operations should not attempt to investigate the matter independently, as doing so may compromise the integrity of an official investigation by the Office of the General Counsel and could adversely impact the conduct of the investigation,

the reporting person and/or the University.

An attorney of the Office of the General Counsel will promptly investigate any report of Misconduct, with the assistance of other University officials as appropriate. All individuals involved in the investigation are required to cooperate with the investigation. The Office of the General Counsel will report the results of the investigation and any recommendations for corrective and/or disciplinary action to the President of Suffolk University, who ultimately shall impose corrective and/or disciplinary action.

If an attorney in the Office of the General Counsel, the President and/or a member of the Board of Trustees is the subject of an allegation of Misconduct, the Chair of the Audit Committee of the Board of Trustees shall receive the report of Misconduct and will appoint individuals to substitute for the role of the Office of the General Counsel and the President in their investigative and decision-making roles. In these situations, the reporting person shall file the report by delivering it to the Audit Committee of the Board of Trustees, c/o The President's Office.

Confidentiality of Reports and Investigations

A confidential written report will be made to the Chair of the Audit Committee of the Board of Trustees at the conclusion of every investigation.

Reports and investigations will be kept confidential to the extent possible and consistent with University policies and applicable federal, state and local laws. Although the University will endeavor to handle all reports with discretion and due regard for privacy, other obligations and considerations may preclude the University from maintaining confidentiality. For example, the following is a non-exhaustive list of situations in which the University would be required to disclose the identity of the reporting individual: 1) identification is necessary to allow the University or law enforcement officials to investigate or respond effectively to the report; 2) identification is required by law; 3) the University concludes that the person accused of Misconduct is entitled to the information; and 4) pursuant to subpoena and/or court order.

Protection Against Retaliation

The University and its employees are prohibited from engaging in retaliation against any person who in good faith reports a concern under this Policy or who cooperates in the investigation of reported Misconduct. This includes,

but is not limited to, retaliation in the form of an adverse employment action, harassing behavior, or threats of harm. Any reporting person who believes that she or he is being retaliated against should contact the Office of the General Counsel immediately so that the University may take timely and appropriate action.

Any employee who engages in retaliation against a reporting person may be subject to disciplinary action up to and including dismissal from the University.

Contact Information

The Office of the General Counsel is located at
73 Tremont Street
11th Floor
Boston, MA 02108 617-725-4115

Questions

Any questions or concerns regarding this Policy should be directed to the Office of the General Counsel.

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