THE STUDENT POLICY AND PROCEDURES HANDBOOK

The student policy and procedures handbook provides an easy reference for policies and procedures that govern student conduct and other aspects of campus life at Suffolk University. Also contained in this handbook is important information that the University is obligated by law to provide to its students each year. Additional documents that should be consulted for other policy information are the academic catalog, the course bulletin, the student handbook (both undergraduate and graduate) and the guide to residence hall living.

This handbook is prepared and produced by the Office of the Dean of Students. Questions should be directed to staff in that office, located at 73 Tremont Street, 12th Floor, 617.573.8239, TDD 617.557.4875.
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A student who believes that an academic evaluation has no basis in fact or is arbitrary should bring this to the attention of the instructor and to the department chairperson, and if unsatisfied after a conference, may raise the issue with the dean of students whose recommendation shall be considered by the college academic dean in which the course is offered, whose decision shall be final.

ACADEMIC REGULATIONS

For the complete regulations that cover academic matters, please refer to the catalog for the College of Arts and Sciences and Sawyer Business School.

ACADEMIC STANDING, PROBATION, DISMISSAL, READMISSION FOR UNDERGRADUATE STUDENTS

Sawyer Business School/College of Arts and Sciences

Undergraduate student performances are monitored by the Academic Standing Committee of each school or college once a semester. The committee will notify in writing any student who is not making satisfactory progress toward completion of a degree, and take whatever remedial action it deems warranted (dismissal, probation, or warning).

Please note that a student who is a financial aid applicant or recipient and is placed on academic probation, is required to contact the Office of Financial Aid immediately. Financial aid could be affected since federal regulations stipulate that all federal aid recipients must be making satisfactory progress. No student on academic probation shall be eligible to compete in athletics, hold elective or appointed offices, or represent the University in extracurricular or intercollegiate activities. However, a student on academic probation may continue his/her membership in extracurricular activities such as clubs or fraternities, and may write for, but not be a member of, the staff of campus publications. In the event his/her average does not improve, the dean of the college or school or the Academic Standing Committee may require the student to limit extracurricular activities as a condition of continued academic probation.
At any point during the academic year, a student may be dismissed from Suffolk University if, in the opinion of the Academic Standing Committee, his/her academic record is unsatisfactory.

To seek reentry, candidates must submit a formal petition to the Academic Standing Committee of the school or college that dismissed them. This petition should be a typewritten letter which contains the following minimum information: name, address, and telephone number of the petitioner, as well as the date of the last semester in attendance at the University; a brief explanation of the circumstances that led to dismissal, including any documentation that could assist the Committee in better understanding the petitioner's situation; and a plan indicating what remedial actions are being implemented to correct past deficiencies and ensure satisfactory progress in the future.

The petition and a check or money order for $20 should be made out to Suffolk University and should be hand delivered to the office of the dean of the respective college or school where last enrolled. The filing deadline for petitioning is 15 working days prior to the start of the semester.

ACADEMIC STANDARDS FOR GRADUATE STUDENTS

College of Arts and Sciences

Each semester, the appropriate departmental committee or director of each graduate program will review the records of graduate students believed deficient in any of the following areas:

1. Cumulative grade point average below 3.0
2. A grade of "F" in a class
3. Excessive grades below the "B" level
4. Excessive "Incomplete," "W" or "L" grades
5. Violation of professional or ethical standards
6. Failure to make satisfactory progress toward the completion of the degree

After reviewing the student's record, the appropriate departmental committee or director of each graduate program may choose to take one of the following actions. Written notification of the action taken should be delivered to the student in a timely fashion.

1. Place on probation
2. Dismiss
3. Limit the number or nature of courses
4. Set a grade point average requirement
5. Require a leave of absence
6. Remove from degree candidacy
7. Take no action

A student may appeal this decision in writing to the dean of the college within 30 days of receipt of the notice of action taken by a department. The dean will then make a final determination based on an investigation or a hearing with the student.

Sawyer Business School

Graduate students are expected to earn a 3.0 or better in all courses attempted. Failure to maintain this average can lead to academic dismissal. It is the student's responsibility to monitor his/her academic progress. Formal guidelines for academic performance in graduate courses are as follows:

Graduate Warning

Upon completion of a semester in which the grade point average falls below 3.0 for the first time

Subject to Dismissal

A graduate warning has previously been issued and the student's cumulative grade point average falls below 3.0

An "F" grade with a GPA of above 3.0

Two "C" grades with a GPA below 3.0

Dismissal

An "F" grade with a GPA below 3.0

Two "F" grades
Incomplete ("I")

- Incomplete indicates failure to complete the course requirements. The "I" grade is given, at the instructor's discretion, only if the student has completed at least half of the course requirements successfully at the end of the semester and there is a reasonable expectation that all course requirements can be completed in one academic year.

- The "I" grade in the Sawyer Business School converts automatically to an "F" after one calendar year, unless the instructor submits a grade or officially extends the Incomplete.

- The Sawyer Business School requires an Incomplete Form to be completed by the student and the instructor of the course. Upon completion, the form is returned to the Office of the Registrar.

A student may retake one graduate course for which an "F" grade has been received. The new grade will be included in his/her GPA. The original "F" will remain on the transcript, but will not be included in the GPA.

Only one course with an "F" grade may be retaken during the student's graduate program. If a second F is received, the grade will remain on the transcript and be included in the GPA.

Students can appeal to the Office of the Graduate Dean and the Graduate Academic Standing Committee for readmission.

"W" signifies official withdrawal from a course. It is assigned administratively, 1) if a student voluntarily drops the course or withdraws from the University between the end of the add/drop period and the tenth week of the semester or 2) if the student drops the course or officially withdraws from the University for valid and serious cause after the tenth week of the course. Valid cause includes serious illness, job transfer, problems involving family responsibilities and similar circumstances beyond the student's control. The legitimacy of such declarations for cause will be determined by the Office of the Dean of Students (73 Tremont Street, 12th Floor). Any reason for cause must be documented, certified, and submitted with the completed petition.

AN ACT EXCUSING THE ABSENCE OF STUDENTS FOR THEIR RELIGIOUS BELIEFS

In keeping with the amendment of Chapter 151C of the Massachusetts General Laws, 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 his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirements 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 he/she may have missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon such 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 student because of his/her availing himself/herself of the provisions of this section.

ACADEMIC HONESTY

Cheating on examinations, plagiarism, and/or improper acknowledgement of sources in essays or research papers, and the use of a single essay or paper in more than one course, without the permission of the instructor, constitute unacceptable academic conduct. It is dishonest to buy, download, borrow or lend papers. It is unacceptable to make up or falsify data that are supposed to be collected from survey, experimentation, or other means. Work that is represented as yours should be your own; if not, the source should be properly identified.

This applies to lab reports, computer projects, and group projects as well as to individual assignments. Each instructor should fully explain the requirements of the course and the applicable policies regarding academic dishonesty.

An undergraduate student who has been found to have violated this rule after a conference with the dean of students or a hearing by the judicial panel is subject to an automatic grade of "F" in the course and to suspension, enforced withdrawal, or expulsion from the University or appropriate lesser penalties if warranted by the circumstances.

Graduate students should refer to either the College of Arts and Sciences graduate handbook or Sawyer Business School graduate handbook for policies regarding cheating and plagiarism.

SUFFOLK UNIVERSITY | POLICIES AND PROCEDURES
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 fifteen 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 fifteen minutes.

ALCOHOL POLICY

Suffolk University requires the observance of all laws and regulations that pertain to alcoholic beverages and other controlled substances as outlined in the statutes and laws of the Commonwealth of Massachusetts. It is the responsibility of all members of the University community to be familiar with and to comply with these laws. This policy is intended to allow for the responsible use of alcoholic beverages while providing safeguards for the University and its faculty, staff, and students.

LAWS REGARDING ALCOHOLIC BEVERAGES

(Chapter 139 Sec. 34 of The General Laws of Massachusetts)
The minimum age for the sale or purchase of alcoholic beverages in Massachusetts is twenty-one (21) years of age. All state laws apply at the University. The laws of the Commonwealth read in part:

"... Whoever makes a sale or delivery of any alcoholic bevage or alcohol to any person under twenty-one years of age, either for his own use or for the use of his/her parent or any person... or whoever procures any such beverage or alcohol for a person under twenty-one years of age who is not his/her child, ward, or spouse shall be punished by a fine of not more than two thousand dollars ($2,000) or by imprisonment for not more than six months, or both."

Any person under twenty-one years of age who purchases or attempts to purchase alcoholic beverages or alcoholic, or makes arrangements with any person to purchase or in any way procure such beverages, or who willfully misrepresents his/her age, or in any way alters, defaces, or otherwise falsifies his/her identification offered as proof of age, with the intent of purchasing alcoholic beverages.

"... Whoever, being under twenty-one years of age and not accompanied by a parent or legal guardian, knowingly purchases, transports, or carries on his/her person any alcohol or alcoholic beverage, shall be punished by a fine of not more than fifty dollars. A police officer may arrest without a warrant any person who violates this section. A conviction of a violation of this section shall be reported forthwith to the Registry of Motor Vehicles by the court and said register shall thereupon suspend for a period of 90 days the license of such person to operate a motor vehicle."

MASSACHUSETTS DRUNK DRIVING LAW PENALTIES

(Chapter 90, section 24 of The General Laws of Massachusetts)
FIRST OFFENSE: The offender may be sentenced up to a maximum of two and a half years in prison and his/her license will be suspended one year.
Fines of $500-$5,000 may be imposed. First-time offenders may be placed on probation and required to complete an alcohol education program. Sobriety sanctions are provided for those who fail to complete the program, including extended license suspensions by the court and possible jail time.

SECOND OFFENSE: The offender may be sentenced a minimum 30 days to up to two years in prison. Fines of $600-$10,000 may be imposed or the offender may be placed on probation in lieu of jail. Probation would require confinement for at least 14 days in a residential alcohol treatment program and a fee. The offender’s license would be revoked for two years.

THIRD OFFENSE: The offender will serve a minimum 150-day sentence and the judge may extend the sentence up to five years. The offender may be fined $1,000-$15,000 and his/her license will be revoked for eight years.

FOURTH AND SUBSEQUENT OFFENSES: The offender will serve a minimum one year jail sentence, and the judge may sentence the offender up to five years in prison. The offender may be fined $1,500-$50,000 and his/her license will be revoked for a minimum of ten years. (Prior convictions must have occurred within ten years of the date of the current offense.)
UNIVERSITY RESTRICTIONS ON EVENTS WITH ALCOHOL:

1. Use of alcoholic beverages is prohibited at all athletic events, both intercollegiate and intramural.
2. If potential members are under twenty-one years of age, alcoholic beverages may not be served at recruitment events.
3. Because student groups are funded, in total or in large part, by student activity fees, special attention must be given to any use of those funds for the purchase of alcoholic beverages.

Therefore, alcohol may not be served on campus at an event sponsored by a student organization in the Sawyer Business School, College of Arts and Sciences (including the Student Government Association, Graduate Student Association, and MPA Association) or by the Student Bar Association of the Law School, as well as those student organizations SBA funds, unless an exception is made for one or more of the following reasons:

A. The event is specifically designated for a student population over twenty-one years of age or;
B. the Office of Student Activities or Law School dean of students provides written approval of the event and its sponsor agrees to comply with the regulations in this document covering events with alcohol.
4. Events on campus approved for alcoholic beverages (whether served or sold) must limit the alcoholic beverages to beer and wine.

UNIVERSITY REGULATIONS FOR SUFFOLK UNIVERSITY EVENTS WITH ALCOHOL:

The regulations for use of alcoholic beverages at programs and events sponsored at the University and/or University departments and organizations are designed to enable those activities to be monitored for compliance with state laws and to limit the use of alcohol to designated areas.

The free distribution of alcoholic beverages at any event is prohibited except as small receptacle—primarily for staff, faculty, and guests or special student programs approved, in advance, by the director of student activities and service learning (Business School or College activities) or the Office of the Dean of Students in the Law School (Law School student events).

All summer programs and conference guests should contact the Office of Residence Life and Summer Programs, except those located in the Law School, who should contact the Law School events coordinator.

Detailed policies and procedures regarding the registration and staffing of events with alcohol and other required standards can be found in the Suffolk Alcohol Policy, on file in the Office of the Dean of Students and the Office of Student Activities and Service Learning.

Failure to comply with these policies and procedures can result in disciplinary action by appropriate University administrators.

COMPUTER USE

RESPONSIBLE USE OF COMPUTING AND INFORMATION RESOURCES

In support of the University's mission of teaching, research, and service, Suffolk provides access to computing and information resources within institutional priorities and financial capabilities. The University encourages faculty, employees, and students to make full use of these resources.

Use of the computing and information resources is a privilege extended in good faith to faculty and employees and carries with it the responsibility to abide by certain policies and guidelines to ensure that all users enjoy the benefits of these resources.

Guidelines for Use

1. The computer facilities and 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 systems they use. Faculty and employees must not allow anyone to use their passwords to gain access to the computer facilities, including email.

2. Computer and information resources are meant solely for legitimate purposes relating to education, course work, 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.
CONFIDENTIALITY OF COMPUTER FILES

The University cannot guarantee the privacy or security of users' computer files, including email messages, nor the anonymity of any user. To help safeguard security, administrative and academic users on the IBM RS 6000 are required to change email passwords every 30 days. While the University does not monitor email, staff of the Management Information Systems, and the Academic Computing Departments or the computer resource center may be required to enter users' files, if necessary, to correct system problems or to address other improper system use.

SUPERVISORY RESPONSIBILITIES

Superintendents 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.

GUIDELINES FOR CREATING WEB SITES, WEB PAGES, AND WEB FACILITIES REGARDING SUFFOLK UNIVERSITY

Suffolk University Web sites, 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 Web site is defined as a set of Web sites, 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 Web sites, 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 Web sites, 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 gift, grants, and corporate sponsorships on any Suffolk University Web sites, Web pages, and Web facilities must comply with existing University policies. Any such pages must be reviewed and approved by the Office of Advancement.

FACULTY AND EMPLOYEE CONSENT TO ADOBE BY COMPUTING POLICY

Copies of the University policy will be placed in faculty and employee handbooks and will be distributed to employees at the new employee orientation. Faculty members and employees will be asked to affirmatively accept this policy on their first "log-in," when a summary of the policy will come up on the screen before log-in is complete.
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 Web sites, Web pages, and Web facilities will not be used for:

- Creation or transmission (other than for research or teaching purposes) of any offensive, obscene, or indecent images or materials;
- 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, or 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 Web site, Web page, or Web facility. Please contact Web Services/UMS for the latest copy of the University Web policy. More information on Web page development is available at http://www.suffolk.edu/offices/it/70.html.

Sanctions for Violations of This Policy
MIS or the applicable academic computing department or computer resource center 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 the inappropriate use persists, MIS or the applicable academic computing department or computer resource center will suspend the user's 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 MIS or the academic computing area determines that the inappropriate activity is a serious harm to the system, user computing privileges will be suspended immediately without warning. Depending on 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. If you have any questions regarding this, call the computer center at ext. 8422.

COPYRIGHTED MATERIAL ON ANY SUFFOLK UNIVERSITY HOME PAGE

The use of copyrighted material on any Suffolk University home page is not allowed without written permission for usage from the copyright holder. Copyrighted material may include, but is not limited to, photographs from any Suffolk University Web page unless it is freely available from the Suffolk University image page, graphs, cartoons, or images from newspapers, magazines, or video materials; or written content from any published source including other Web site pages. Any photographs, audio, or video available on any Suffolk University Web page should have a written release form from each individual in the photo or tape granting permission for its usage. If you are not sure whether material is copyrighted, the University advises that you proceed as if it is copyrighted.

COMPLIANCE WITH COPYRIGHT LAWS
Copyright laws limit the right of a user to copy, edit, or transmit electronically another's intellectual property, including written materials, images, sounds, music, movies, and performances, even in an educational context, without written permission. Any use of the University's facilities in violation of applicable copyright laws will result in loss of computer network privileges and may subject the user to criminal penalties and civil damages.

EMAIL POLICY
All Suffolk University students are assigned a University email account. These email accounts are an official means of the University's communication with all students. Students are responsible for all information sent to their University email accounts. Students may choose to forward University email, but are still responsible for all the information, including all attachments, sent to their Suffolk email accounts.

ONLINE SAFETY & SECURITY
Suffolk University strongly advises all students to be responsible when posting information online. You are encouraged to self-monitor your online postings and activities and to consider carefully how your online conduct will impact your safety, reputation, and friendships. It is the University's policy not to monitor online communities (Facebook, myspace, friends, etc.). The University may respond to online issues when legitimate formal complaint is filed by a member(s) of the University community against a student. If the student is found to have engaged in inappropriate online conduct, the student will be subject to discipline, up to and including expulsion.
SUFFOLK UNIVERSITY OFF-CAMPUS STUDENT BEHAVIOR 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 Discipline System.

If found responsible, the student is subject to sanctions up to and including loss of University privileges, suspension, or dismissal from Suffolk University. Sanctions may also include parental notification consistent with the provisions of the Family Educational Right to Privacy Act (FERPA). Repeated violations or the seriousness of the misconduct may heighten the University's response and may include suspension or expulsion.

The list below is not exhaustive but sets forth examples of inappropriate conduct and resultant minimum sanctions.

- Inappropriate disorderly or disruptive conduct (letter of warning/reprimand
- Disruptive party off-campus (fine): probation, fine, and parental notification.
- Disruptive party off-campus (participant): letter of warning/reprimand and fine.
- Noise disturbance: letter of warning/reprimand and fine.
- Possession or consumption of alcoholic beverages in violation of University policy or by law: letter of warning/reprimand, exclusion from off-campus residence: probation, fine, alcohol education, and parental notification.
- Illegal possession or consumption of drugs: probation, fine, drug education, and parental notification.
- Aiding, abetting, or cooperating in an act that violates the Suffolk University policy on off-campus behavior—any student who is present at the time when a policy violation occurs may be charged with the violations: letter of warning/reprimand and fine.

SUFFOLK UNIVERSITY JOINT 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: Council of American Association of University Professors, US National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, 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.

The document was also approved 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 the spring of 1977.

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.

SUFFOLK UNIVERSITY | POLICIES AND PROCEDURES
I. 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, physical disability or marital or parental status in its admissions and employment policies, and 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.

II. 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.

A. Protection of Freedom of Expression

Suffolk 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.

B. 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. A student who believes that an academic evaluation has no basis in fact or is arbitrary should bring this to the attention of the instructor and to the department chairperson and, if unsatisfied after a conference, may raise the issue with the dean of students, whose recommendation shall be considered by the college academic dean, whose decision shall be final.

C. Protection against Improper Use of Disclosure

Suffolk University faculty members will maintain the confidentiality of private statements made by a student which 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.

III. STUDENT RECORDS

Suffolk University maintains its student records in compliance with the Family Education Rights and Privacy Act of 1974. The contents of a student's academic record will not be disclosed to any person other than a member of the faculty or the academic administration without the express written authorization of the student. Exceptions to this are outlined in the policy governing institutional record keeping, which is on file at the registrar's office and listed on page 58 under Rights and Privacy (Buckley Amendment). A student is entitled to access to the contents of his or her academic records and may obtain copies of those records. Records maintained by the University counseling center, human resources, and health services are not considered to be academic records and will not be released to anyone except qualified members of those departments or as may be required in a medical emergency. A student wishing to challenge the factual accuracy of an academic record may do so in accordance with the rules established for this purpose by the dean of students. The coverage of this paragraph does not include disputes as to academic evaluations (e.g., grades).

IV. 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.

A. 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.

1. 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.
2. Affiliation with an extramural organization will not, of itself, ordinarily disqualify a student organization from institutional recognition.

3. 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.

4. 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 Activities and Service Learning. Student organizations shall not be required to submit a membership list as a condition of recognition.

5. No student organization will be recognized by the University if it discriminates among students of different races, creeds, countries of national origin, sex, physical disability, sexual orientation, religious, or academic class status except social fraternities, which may elect to limit membership to a single sex.

6. The University retains the right to withdraw recognition or to refuse to recognize a student organization which 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 in the student policy and procedure handbook. No such action shall take place without providing an existing organization in question the right to be heard before the Student Government Association.

B. Freedom of Inquiry and Expression

1. 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 these questions. Students and student organizations shall be free to support causes by orderly means which do not disrupt the regular and essential operation of the academic community. When acting or expressing views on topics of interest to them, students members of the Suffolk University community shall make it clear to all members of the academic and larger communities 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.

2. 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.

C. Student Participation in Institutional Governance

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.

D. Student Publications and Broadcasting Systems

1. 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.

2. 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.

3. 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.

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

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

a. 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.

b. 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.

c. 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.

d. No such determination shall be made unless the agency responsible for the appointment of editors (the Publications Selection Committee) determines such action is necessary.

6. The Publications Selection Committee

a. Eligibility for Selection

1) To qualify as a candidate for the position of editor-in-chief or station manager, a student:

aa) Must be registered as a full-time, day undergraduate;

bb) 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;

cc) Must not be on disciplinary probation;

dd) Must not be a candidate for an office in the Student Government Association.

b. Method of Selection

1) A candidate must submit a résumé to the chairperson of the selection committee in which said candidate will outline his/her proposed editorial policy as well as all other information relevant to the position of editor-in-chief or station manager.

aa) A specific deadline for application will be one week prior to the student government's elections and will be publicized in The Suffolk Journal.

bb) Résumés must be typewritten.

2) The selection committee shall consist of six (6) members, five (5) of whom shall be voting members, and a chairperson who shall vote only in the event of a tie.

aa) The chairperson shall be the dean of students.

bb) The five voting members shall be:
(1) The director of Student Activities
(2) The student organization advisor
(3) The president of the Student Government Association
(4) The president of the senior class
(5) The editor-in-chief or station manager

cc) If the president of the Student Government Association and the president of the senior class are one and the same, he/she shall vote as the president of the senior class and the vice president of the Student Government Association shall become the fifth voting member.

dd) The selection committee shall summon separately each candidate to elaborate on his/her resume and answer all other questions the committee deems relevant to his/her application for editor-in-chief or station manager.

ee) The committee shall, after reviewing the candidates, and with the approval of the president of the University, select one as editor-in-chief or station manager.

(1) A simple majority of three (3) shall be sufficient for selection.
(2) The new editor-in-chief or station manager shall be officially notified of his/her selection by the president of the University as soon as possible.

c. Time of Selection

1) The selection of the editor-in-chief or station manager shall take place no more than fourteen (14) school days after the election of the executive officers of the Student Government Association.

2) 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 as mentioned in Article II, Section B.

d. Censure or replacement of the editor-in-chief or station manager

(Initiating a Hearing)

1) Any member of the University community who feels personally injured by conduct of a student editor or manager he/she deems to be in violation of the code of ethics of Sigma Delta Chi may request the dean of students to convene the Publications Selection Committee.

2) The dean of students may then convene the selection committee.

e. The Hearing

1) The dean of students will act as chairperson.

2) The members of the Publication Selection Committee will hear the complaint.

3) The chairperson of the committee will describe to both parties rules which will govern the hearing. It shall be the obligation of the vice president of the University 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.

4) Procedures to be followed for the hearing will be those outlined in Section 7C, items 2-9 of Union Statement.

f. The Decision

1) 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.

2) The committee shall consider the importance of a free and active press and the need for free and vocal sources of information.

3) 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 according to the procedure outlined in Section 7C, item 9 of this document.
g. Replacement of the editor-in-chief or station manager

1) 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.

2) Disciplinary probation for less than 11 days shall not be cause for removal of the editor-in-chief or station manager.

3) Any successor of the editor-in-chief or station manager shall be entitled to the financial benefits that the editor-in-chief or station manager receives during the time he/she fills that position.

V. DISCRIMINATION

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, Vietnam-era or disabled veteran status in its employment, admission policies, or in the administration of, operation of, or access to its academic and non-academic programs and policies.

It does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the appropriate coordinator, a list of which is provided on the last page of this book.

VI. PERSONAL RIGHTS OF STUDENTS

Suffolk University students, like all members of this academic community, must exercise the responsibilities of citizens of the world outside that community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition to the government that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership. The University will act so as to ensure that institutional powers are not employed to inhibit the intellectual and personal development of students as citizens.

VII. RESPONSIBILITY FOR 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.

VIII. COMMUNITY STANDARDS AND STUDENT DISCIPLINE SYSTEM

Introduction

Suffolk University has established the Community Standards to promote and maintain an academic environment that is consistent with the Mission and maintain an academic environment that is consistent with the Mission and maintain an academic environment that is consistent with the Mission and maintain an academic environment that is consistent with the Mission and maintain an academic environment that is consistent with the Mission and maintain an academic environment that is consistent with the Mission and maintain an academic environment that is consistent with the Mission and maintain an academic environment that is consistent with the Mission and maintain an academic environment that is consistent with the Mission. The Student Discipline System will address alleged violations of the Community Standards. The Residence Life Discipline System will address alleged violations of residence hall policies.

Students are expected to carefully review the Community Standards outlined in the Student Policies and Procedures Handbook. Students will be held accountable for violations. Sanctions will range from a warning to dismissal from the university to the withholding of or revocation of a degree. Minimum sanctions have been established for certain violations.

Guiding Principles of the Community Standards and the Student Discipline System

To enter Suffolk University is to accept an invitation to participate in a learning environment that is "committed to educating students 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 and faculty learners that is mutually supportive and mutually respectful. By voluntarily choosing to affiliate with Suffolk University, students acknowledge and accept the responsibilities outlined in the Community Standards.
The Suffolk University Community holds high expectations for how members live and interact with one another. Respect for self and respect for others lie at the heart of the Community Standards. Since its inception in 1906 as Suffolk Law School, 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 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, professional and civic life, would live by the highest intellectual and ethical standards. In search of this ideal, Suffolk endeavors to create an environment in which learning is a shared responsibility, pursued in classroom, studio and laboratory, internships and study abroad, co-curricular and extra-curricular activities, athletic fields, the residence halls and the community.

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 call students to accountability for their actions as a necessary part of community life.

Glossary of Terms

1. Appeals Board: A group comprised of the Deans of Students, or designee, a student and faculty member authorized to consider a request for an appeal from a student or student organization as to whether a student or student organization has violated the Community Standards or from the sanction imposed.

2. Associate Dean of Students, or designee: Person designated by the Dean of Students to be responsible for the day-to-day administration of the Community Standards and the Student Disciplinary System.

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

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

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

6. 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.

7. Dean: 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. A dean may also serve as a chairperson of the Student Discipline Committee. A dean must hold the title of assistant dean, associate dean or full dean.

8. Disciplinary hold: An administrative hold placed on a student’s record when he/she does not respond to the request of a University official to attend an informal conference or administrative or Student Disciplinary Committee hearing, has not completed a disciplinary sanction or has withdrawn from the University prior to the resolution of an informal conference or administrative or Student Discipline Committee hearing.

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

10. Formal discipline hearing: A review of statements from a charged student, complainant and witnesses with knowledge of an incident for the purpose of determining the charged student’s responsibility for violating the Community Standards and to make recommendations for sanctions if the charged student is found responsible.

11. Guest: A non-student who is an associate of a student.

12. Informal conference: An informal meeting of a student alleged to have violated the Community Standards, a dean and a complainant for the purpose of achieving resolution with all parties agreeing to the outcome. If an agreement is reached, the complaint will end with no opportunity for appeal. If no agreement is reached, the complaint will be dismissed or referred for a formal discipline hearing.
13. Interim restrictions: Immediate sanctions taken against a student when University believes that the student’s continued presence on the campus endangers the physical safety or emotional state of the student or others or disrupts the educational process of the University.

14. May: Used in the permissive sense.

15. Member of the University Community: Any person who is a student, faculty member, University representative or any other person employed by the University. The Associate Dean of Students, or designee, will determine a person’s status.

16. Notice of the charges: Written notice that a student is alleged to have violated the Community Standards and notice of the date, time and place that a student must attend an administrative or Student Discipline Committee hearing.

17. Policy: The written regulations of the University.

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

19. Student: Any person taking courses in the College of Arts and Sciences or the Sawyer School of Management, either full-time or part-time, pursuing undergraduate, graduate or professional studies; 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 a continuing academic relationship with the University.

20. Student Discipline Committee: A group of students, faculty and deans authorized to determine whether a student has violated the Community Standards and to recommend sanctions that may be imposed when a violation of the Community Standards has been found.

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

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


24. University Representative: Any person (including student employees) employed by the University, performing assigned duties or acting on behalf of the University in a recognized capacity.

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

26. Will: Used in the imperative sense.

27. Witness: Any person with knowledge of a student’s alleged violation of the Community Standards.


Violation of Law and College Discipline

1. Student conduct may violate federal, state, or local law, and/or the Suffolk University Community Standards. Violations may be addressed through the Student Discipline System, through the civil or criminal court system, or through both.

When student conduct may have violated federal, state or local law, Suffolk University may take action against a student through the Student Discipline System prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Associate Dean of Students, or designee.

Determinations made or sanctions imposed under the Student Discipline System will not be subject to change when civil or criminal charges regarding the same incident are resolved in favor of or against the civil or criminal defendant.

2. When a student is charged with a civil or criminal violation of federal, state or local law, the student is responsible for all costs associated with the civil or criminal violation.

3. If the alleged offense is also being processed under the Student Discipline System, the University may advise off-campus authorities of the existence of the Community Standards and Student Discipline System and of how such matters are typically handled within the University community.

4. The University cooperates with law enforcement or other agencies in the enforcement of civil or criminal law on campus or with the conditions imposed by civil or criminal courts for the rehabilitation of student violators provided the conditions do not conflict with campus rules or sanctions.
Jurisdiction

1. The Suffolk University Community Standards and Student Discipline System applies to the conduct of any student or individual:
   a. Enrolled in or accepted for an academic course or program regardless of credits earned;
   b. Who withdraws from the University after allegedly violating the Community Standards; or
   c. Not officially enrolled for a particular term but who has a continuing academic relationship with the University.

2. The Suffolk University Community Standards and Student Discipline System also applies to any student organization.

3. The Community Standards and Student Discipline System applies to conduct that occurs on University premises, at University-sponsored activities, at all programs such as internship and study abroad and 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 the Suffolk University Community.

4. Each student will be responsible for his/her 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.

5. The Community Standards and Student Discipline System applies to a student’s conduct even if the student withdraws from the University while a complaint is pending.

6. The Associate Dean of Students, or designee, will decide, on a case-by-case basis, whether the Community Standards and Student Discipline System will be applied to conduct occurring off campus.

7. Students are responsible for the consequences of their actions even when the conduct may have been influenced by their physical or emotional state (irrespective of the ultimate evaluation).

4.02 Physical assault or verbal abuse, threats, intimidation, harassment, coercion or conduct which threatens or endangers the health or safety of oneself or another person.

4.03 Any action which insults, stigmatizes, threatens or endangers the health or safety of any person or any action that may subject another person to physical or emotional injury because of the person’s race, gender, disability, age, marital status, religion, color, national origin, gender identity, gender expression or other personal characteristic.

4.04 Sexual misconduct, sexual harassment or threats of a sexual nature.

4.05 Failure to abide by the University Policy Against Hazing.

4.06 Attempted use or use of electronic devices that invade a person’s privacy.

4.07 Failure to abide by the University Weapons Policy.

4.08 Creating a fire hazard or a situation that endangers others such as false reports of fire or bombs, possession of fireworks, failing to evacuate, use of candles (lit or unlit) or an open flame, throwing objects from windows or tampering with, damaging or removing fire safety equipment.

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

5. Alcohol and Other Drugs

5.01 Failure to abide by University alcohol policies.

5.02 Failure to abide by University smoking policies.

5.03 Failure to abide by University drug policies.

AUTHORITY

1. The Dean of Students is responsible for the overall administration of the Community Standards and Student Discipline System. Under the direction of the Dean of Students, the Associate Dean of Students, or designee, has been charged with the day-to-day responsibility for the administration of the Community Standards and Student Discipline System.
2. The Dean of Students, or designee, will appoint deans to conduct informal conferences and administrative hearings and serve on the Appeals Board. Deans will also be appointed by the Dean of Students, or designee, to chair Student Discipline Committee hearings. Deans at the level of assistant dean, associate dean, or full dean may be appointed.

3. The Associate Dean of Students, or designee, will develop and maintain policies and procedural rules for the administration of the Student Discipline System consistent with the provisions of the Community Standards.

4. If a written complaint involves more than one charged student, the Associate Dean of Students, or designee, at his/her discretion, may determine whether an informal conference or formal discipline hearing concerning each student will be conducted either separately or jointly.

5. Students are required to attend informal conferences and administrative and Student Discipline Committee hearings.

6. Informal conferences and administrative and Student Discipline Committee hearings are not open to the public and are confidential in nature. Therefore, friends, parents, siblings or legal counsel may not be permitted in the room where the conference or hearing takes place, but may wait nearby for support purposes.

7. Students will be held accountable for abuse of the Student Discipline System such as:
   a. The failure to obey a notice from a University representative to appear for an informal conference or administrative or Student Discipline Committee hearing as part of the Student Discipline System;
   b. Falsifying, distorting, or misrepresenting information at an informal conference or administrative or Student Discipline Committee hearing;
   c. Submitting or corroboration a false written complaint or withholding information;
   d. Attempting to discourage an individual's proper participation in or use of the Student Discipline System;
   e. Attempting to influence the impartiality of a dean or member of the Student Discipline Committee;
   f. Harassment or intimidation of a witness, dean or member of the Student Discipline Committee, prior to, during or after an informal conference or administrative or Student Discipline Committee hearing;
   g. Failure to comply with a sanction imposed under the Student Discipline System; or
   h. Influencing or attempting to influence another person to commit an abuse of the Student Discipline System.

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

9. Deans, members of the Student Discipline Committee and the Appeals Board will be impartial.

10. Decisions resulting from an administrative or Student Discipline Committee hearing will be final, pending the appeal process.

11. Students conduct that warrants action within the Student Discipline System may result in forfeiture of all Suffolk scholarships, financial aid or monies paid.

INITIATION OF DISCIPLINARY PROCEDURES
1. Any individual member of the University Community may submit a written complaint that a student allegedly violated the Community Standards. The individual will be listed as the complainant on the notice of the charges to the charged student.

2. The University may submit a complaint that a student allegedly violated the Community Standards. The University will be listed as the complainant on the notice of the charges to the charged student.

3. The written complaint will be directed to the Associate Dean of Students, or designee. A written complaint must be submitted within 30 business days of the incident.

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SUFFOLK UNIVERSITY | POLICIES AND PROCEDURES
4. The Associate Dean of Students, or designee, will determine whether a charged student’s alleged violation of the Community Standards will be addressed through an informal conference or administrative or Student Discipline Committee hearing.

5. Upon receiving a written complaint, the Associate Dean of Students, or designee, may take one or more of the following steps:
   a. Conduct an investigation to determine if the written complaint is likely to have occurred;
   b. Dismiss the written complaint. Such disposition will be final and there will be no subsequent action;
   c. Schedule an informal conference;
   d. Schedule an administrative or Student Discipline Committee hearings;
   e. Imose interim restrictions when the Associate Dean of Students, or designee, believes the student’s continued presence on the campus endangers the physical safety or emotional state of the student or others or disrupts the educational process of the University.

INFORMAL CONFERENCES
1. An informal conference is an informal meeting of a student alleged to have violated the Community Standards, a dean, and the complainant for the purpose of achieving resolution with all parties agreeing to the outcome. If an agreement is reached, the case will end with no opportunity for appeal. If no agreement is reached, the case will be dismissed or referred for a formal discipline hearing.

2. The student alleged to have violated the Community Standards will be notified within 10 business days of the Associate Dean’s, or designee’s, receipt of the written complaint that he/she must schedule an informal conference. Notification is the date on which a document is mailed, an email is sent, a telephone conversation takes place or a written message is delivered.

3. After being notified that he/she must schedule an informal conference, the student alleged to have violated the Community Standards must schedule the informal conference within 10 business days of the notification. The student alleged to have violated the Community Standards is encouraged to schedule the informal conference as soon as possible.

4. Informal conferences may be recessed at any time at the discretion of the dean, or designee.

5. The dean is responsible for providing a written summary of the informal conference including the position of each party and the outcome of the conference.

6. The outcome of the informal conference will be made part of the student’s discipline file maintained in the Dean of Students Office and may be considered in determining future sanctions.

7. The agreement reached as a result of an informal conference may not be appealed.

ADMINISTRATIVE AND STUDENT DISCIPLINE COMMITTEE HEARINGS
1. There are two types of formal discipline hearings:
   a. Administrative hearings
   b. Student Discipline Committee hearings.

ADMINISTRATIVE HEARINGS
1. An administrative hearing will be conducted by a dean with the title of assistant dean, associate dean or full dean appointed by the Dean of Students, or designee.

2. The purpose of an administrative hearing is to review testimony from a charged student, complainant and witnesses with knowledge of the incident, make a determination as to whether or not the charged student violated the Community Standards and make recommendations for sanctions if the charged student is found responsible.
3. The student alleged to have violated the Community Standards will be notified within 10 business days of the Associate Dean's, or designee's, receipt of the written complaint that he/she must schedule an administrative hearing. Notification is the date on which a document is mailed, an email is sent, a telephone conversation takes place or a written message is delivered.

4. After being notified that he/she must schedule an administrative hearing, the student alleged to have violated the Community Standards must schedule the administrative hearing within 10 days of the notification. The student alleged to have violated the Community Standards is encouraged to schedule the administrative hearing as soon as possible.

5. Administrative hearings may be rescheduled at any time at the discretion of the Associate Dean of Students, or designee.

6. 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 and the name of the complainant.

7. If a charged student, with notice, does not schedule an administrative hearing by the due date or does not appear for an administrative hearing, a decision will be made as to whether or not the student violated the Community Standards.

8. Generally, the order of an administrative hearing will proceed as follows:
   a. Introduction of the discipline hearing, dean, charged student, complainant and witnesses (if called);
   b. Honesty statement;
   c. Opportunity for the charged student and complainant to challenge the dean for bias;
   d. Reading of the charges;
   e. Charged student's response to the charges: responsible, not responsible or no response;

9. An administrative hearing may accommodate concerns for the personal safety, well being or fear of confrontation of the charged student, complainant or witnesses during the hearing by providing alternate means of communication where and as determined in the sole judgment of the Associate Dean of Students, or designee, to be appropriate.

10. The charged student and the complainant will be permitted to attend the entire portion of an administrative hearing at which information is received (excluding deliberations).

11. Admission of any other person to an administrative hearing will be at the discretion of the Associate Dean of Students, or designee.

12. Generally, the charged student may present up to 4 witnesses with knowledge of the incident to provide information to and answer questions from the dean. If the charged student wishes to present more than 4 witnesses, he/she must submit a written request to the Associate Dean of Students, or designee, indicating the names of the additional witnesses and why their testimony would be beneficial. The request must be submitted to the Associate Dean of Students, or designee, at least 48 hours prior to the administrative hearing.

13. All procedural questions are subject to the final decision of the Associate Dean of Students, or designee.
14. Decisions of the dean will be made on the information presented during the administrative hearing on the basis of whether it is more likely than not that the charged student violated the Community Standards.

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

16. The dean who conducted the administrative hearing is responsible for providing a written summary of the administrative hearing including the position of each party, decision as to whether the charged student is responsible or not responsible for violating the Community Standards, sanction, if any, and the rationale for the decision and sanction, if any.

17. The charged student will be notified in writing of the decision and sanction imposed, if any, within 10 business days of the administrative hearing. Notification is the date on which a document is mailed, an email is sent or a written message is delivered.

18. A charged student and alleged victim of a charged student's misconduct will be entitled to:
   a. Receive written notice of charges;
   b. Obtain the name of the individual complainant (if applicable);
   c. View the written complaints in the Dean of Students Office in the presence of a Dean of Students Office staff member during normal business hours;
   d. Be notified of the date, time and place of the administrative hearing;
   e. Receive notice of the fact that 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 or alleged victim of the charged student's misconduct;

19. An individual complainants will be entitled to:
   a. Be notified of the date, time and place of the administrative hearing;
   b. Receive notice of the fact that failure to appear for an administrative hearing may result in the hearing being conducted in the absence of the complainant.

f. Provide the names of up to 4 witnesses with knowledge of the incident that may appear at an administrative hearing on his/her behalf to the Associate Dean of Students, or designee, within 48 hours of the hearing. If the charged student wishes to present more than 4 witnesses, he/she must submit a written request to the Associate Dean of Students, or designee, indicating the names of the additional witnesses and why their testimony would be beneficial. The request must be submitted to the Associate Dean of Students, or designee, at least 48 hours prior to the administrative hearing. Character witnesses are not permitted;

h. Challenge the appointment of the dean for bias;

i. Present his/her case;

j. Decline to answer any questions or make any statements during an administrative hearing. The outcome of the administrative hearing will be based upon the information or lack thereof presented at the hearing;

l. Be informed in writing of the decision and sanction, if any;

m. Request an appeal in writing of the decision resulting from an administrative hearing no later than 5 business days after the date of the determination letter. Notification is the date on which a document is mailed, an email is sent, a telephone conversation takes place or a written message is delivered.

A charged student and alleged victim of a charged student’s misconduct is entitled to one appeal.
STUDENT DISCIPLINE COMMITTEE HEARINGS

1. The Student Discipline Committee will be comprised of a group of members of the University Community representing students, faculty and deans appointed by the Dean of Students.

2. A quorum of at least 3 Student Discipline Committee members, comprised of a student, a faculty member and a dean, must be present to conduct a Student Discipline Committee hearing. The dean will serve as the chairperson.

3. Student members must complete an application and interview process and will be selected by a committee comprised of the President of the Student Government Association, Dean of Students, one faculty member with the rank of full or associate professor or higher from the College of Arts and Sciences and one faculty member from Business School. Student members of the Student Discipline Committee must be full-time students in good academic and disciplinary standing. If a student member does not maintain good academic or disciplinary standing, he/she will be removed from the Student Discipline Committee for that academic year.

4. Deans will be appointed by the Dean of Students and will serve as chairpersons of Student Discipline Committee hearings.

5. Faculty members must have the rank of full or associate professor and will be appointed by the Dean of Students.

6. Any member of the Student Discipline Committee may be removed from office by the Associate Dean of Students for non-fulfillment of duties essential to the position.

7. The term of office for each member of the Student Discipline Committee will be one academic year.

8. All decisions by the Student Discipline Committee will be arrived at by a simple majority vote.

10. The purpose of a Student Discipline Committee hearing is to review testimony from a charged student, complainant and witnesses with knowledge of the incident, make a determination as to whether or not the charged student violated the Community Standards and make recommendations for sanctions if the charged student is found responsible.

11. The student alleged to have violated the Community Standards will be notified within 10 business days of the Associate Dean's, or designee's, receipt of the written complaint that he/she must attend a Student Discipline Committee hearing. Notification is the date on which a document is mailed, an email is sent, a telephone conversation takes place or a written message is delivered.

12. Notice of the charges for a Student Discipline Committee hearing will be in writing and will include the date, time and location the student alleged to have violated the Community Standards must appear for a Student Discipline Committee hearing and the name of the complainant.

13. Student Discipline Committee hearings may be recessed at any time at the discretion of the Associate Dean of Students, or designee.

14. If a charged student, with notice, does not appear for the Student Discipline Committee hearing, the hearing may proceed as scheduled and the information in support of the charges may be presented and considered even if the charged student is not present.

15. Generally, the order of a Student Discipline Committee hearing will proceed as follows:

   a. Introduction of the discipline hearing; Committee members, charged student, complainant and witnesses (if called).

   b. Honesty statement;

   c. Opportunity for the charged student and complainant to challenge members of the Student Discipline Committee for bias;

   d. Reading of the charges;
e. Charged student's response to the charges: responsible, not responsible or no response;

f. Opening testimony;

g. Questioning by the Student Discipline Committee;

h. Witness statements;

i. Questioning by the complainant, charged student and Student Discipline Committee;

j. Closing statement;

k. Hearing closure;

l. Deliberations by the Student Discipline Committee.

16. A Student Discipline Committee hearing may accommodate concerns for the personal safety, well being or fears of confrontation of the charged student, complainant or witnesses during the hearing by providing alternate means of communication where and as determined in the sole judgment of the Associate Dean of Students, or designee, to be appropriate.

17. The charged student and the complainant will be permitted to attend the entire portion of a Student Discipline Committee hearing at which information is received (excluding deliberations).

18. Admission of any other person to a Student Discipline Committee hearing will be at the discretion of the Associate Dean of Students, or designee.

19. Generally, the charged student may present up to 4 witnesses with knowledge of the incident to provide information to and answer questions from the dean. If the charged student wishes to present more than 4 witnesses, he/she must submit a written request to the Associate Dean of Students, or designee, indicating the names of the additional witnesses and why their testimony would be beneficial. The request must be submitted to the Associate Dean of Students, or designee, at least 48 hours prior to the Student Discipline Committee hearing.

20. All procedural questions are subject to the final decision of the Associate Dean of Students, or designee.

21. Decisions of the Student Discipline Committee will be made on the information presented during the Student Discipline Committee hearing on the basis of whether it is more likely than not that the charged student violated the Community Standards. Decisions will be made by majority vote.

22. After the Student Discipline Committee hearing concludes, the Student Discipline Committee will determine whether the charged student violated each section of the Community Standards that the student is alleged to have violated.

23. The chairperson of the Student Discipline Committee hearing is responsible for providing a written summary of the Student Discipline Committee hearing including the position of each party, decision as to whether the charged student is responsible or not responsible for violating the Community Standards, sanction, if any, and the rationale for the decision and sanction, if any.

24. The charged student will be notified in writing of the decision and sanction imposed, if any, within 10 business days of the Student Discipline Committee hearing. Notification is the date on which a document is mailed, an email is sent or a written message is delivered.

25. A charged student and alleged victim of a charged student's misconduct will be entitled to:

   a. Receive written notice of charges;
   b. Obtain the name of the individual complainant (if applicable);
   c. View the written complaint in the Dean of Students Office in the presence of a Dean of Students Office staff member during normal business hours;
   d. Be notified of the date, time and place of the Student Discipline Committee hearing;
   e. Receive notice of the fact that failure to report for a Student Discipline Committee may result in the Student Discipline Committee hearing being conducted in the absence of the charged student.
f. Provide the names of up to 4 witnesses with knowledge of the incidents that may appear at a Student Discipline Committee hearing on his/her behalf to the Associate Dean of Students, or designee, within 48 hours of the hearing. If the charged student wishes to present more than 4 witnesses, he/she must submit a written request to the Associate Dean of Students, or designee, indicating the names of the additional witnesses and why their testimony would be beneficial. The request must be submitted to the Associate Dean of Students, or designee, at least 48 hours prior to the Student Discipline Committee hearing. Character witnesses are not permitted;

E. Challenge the appointment of members of the Student Discipline Committee for bias;

h. Present his/her case;

f. Decline to answer any questions or make any statements during a Student Discipline Committee hearing. The outcome of the Student Discipline Committee hearing will be based upon the information or lack thereof presented at the hearing;

k. Be informed in writing of the decision and sanction, if any;

l. Request an appeal in writing of the decision resulting from a Student Discipline Committee hearing no later than 5 business days after the date of the determination letter. Notification is the date on which a document is mailed, an email is sent, a telephone conversation takes place or a written message is delivered;

m. A charged student and alleged victim of a charged student’s misconduct is entitled to one appeal.

26. An individual complainant will be entitled to:

a. Be notified of the date, time and place of the Student Discipline Committee hearing;

b. Receive notice of the fact that failure to appear for a Student Discipline Committee hearing may result in the hearing being conducted in the absence of the complainant.

SANCTIONS

1. In determining a sanction, the dean or Student Discipline Committee may consider the 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 or other factors.

2. The University has a special concern for incidents in which persons are mistreated because of race, gender, disability, age, marital status, religion, color, national origin, gender identity, gender expression or other personal characteristic. Such incidents damage not only individuals, but also the free and open academic environment of the University. More severe sanctions are appropriate for such misconduct.

3. Sanctions do not become effective until the appeal process is completed.

4. Some University policies specify sanctions for violations. See individual policies for sanctions required, if any.

5. The dean or Student Discipline Committee may impose the following sanctions upon any student found to have violated the Community Standards. See individual policies for specified sanctions for certain violations.

a. Warning: A notice, either oral 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.

b. 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.

c. Loss of Privileges: Denial of specified privileges for a designated period of time.

d. Restriction: Denial of access to any campus facility, activity, class or program. This includes no contact orders.
e. Fines: Financial sanction.
f. Restriction: Compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.
g. Campus Service: Assignment of an inappropriate service project that will benefit the University community, responsible student or others.
h. Educational Program/Project: Required attendance at an educational workshop or completion of an educational project that will benefit the University community, responsible student or others.
i. Referral: A student may be referred to the Counseling Center, Health Services or other appropriate office or local agency for consultation or assessment.
j. Unenrollment from a Course: A student may be unenrolled from a course. In such cases, withdrawal fees for the course may not be refunded to the student.
k. Disciplinary Probation: A period of time during which a student's behavior is subject to close examination.
l. 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 all social and extracurricular activities such as representing the University, participating in intercollegiate athletics, SGA or study abroad.
m. Relocation of Residence: Required assignment to another residence area.
n. Deferred Suspension from Residency: Warning that if the student is found responsible for violating the Community Standards during a specific 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. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.
o. Suspension from Residency: Separation of the student from the residence halls for a specific period of time, after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.
p. Residence Hall Dismissal: Permanent separation of the student from the residence halls.
q. 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 readmission may be specified.
r. University Suspension: Separation of the student from the University for a definite period of time, after which the student may apply to return. Conditions for return may be specified.
s. 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.
t. University Dismissal: Permanent separation of the student from the University.
u. Revocation of Admission or Degree: Admission to 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.
v. Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the disciplinary process set forth in the Student Discipline System, including the completion of all sanctions imposed, if any.
w. Student Organization Recognition in Jeopardy: A delayed removal of recognition as a recognized student organization. Any proven violation during a specific period of time may result in the student organization's immediate loss of recognition for a specified period of time.
x. 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 group 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.

Other sanctions may be imposed instead of or in addition to those specified above. In addition to the above sanctions, students conduct that warrants action within the Student Discipline System may result in forfeiture of all Suffolk scholarships, financial aid or monies paid.

6. More than one of the sanctions listed above may be imposed for any single violation.

APPEALS OF DECISIONS AND SANCTIONS RESULTING FROM ADMINISTRATIVE HEARINGS

1. A charged student or victim of a charged student’s misconduct may submit a request for an appeal of the decision resulting from an administrative hearing no later than 5 business days after the date of the determination letter. A request for an appeal is to be submitted in writing to the Associate Dean of Students, or designee who will refer the appeal to the Appeals Board.

2. Appeals will be considered for failure to follow the process or procedures outlined in the Student Discipline System. An appeal is not a new hearing on the matter.

3. The Appeals Board will be appointed by the Dean of Students, or designee, as needed from the membership of the Student Discipline Committee who have not been involved in the original administrative hearing.

4. A quorum of at least 3 Appeals Board members, comprised of a student, a faculty member and a dean, must be present to conduct a Student Discipline Committee hearing. The dean will serve as the chairperson. All decisions will be made by a majority vote.

5. Any member of the Student Appeals Board may be removed from office by the Associate Dean of Students for non-fulfillment of duties essential to the position.

6. The Appeals Board may:
   a. Determine the appeal request merits a formal appeal hearing and schedule an appeal hearing. An appeal is not a new hearing on the matter.
   b. Determine there are no grounds for the appeal thus upholding the decision;
   c. Refer the case to the dean that originally heard the case for consideration of suggestions; or

7. Appellate decisions are final.

APPEALS OF DECISIONS AND SANCTIONS RESULTING FROM STUDENT DISCIPLINE COMMITTEE HEARINGS

1. A charged student or victim of a charged student’s misconduct may submit a request for an appeal of the decision resulting from a Student Discipline Committee hearing no later than 5 business days after the date of the determination letter. A request for an appeal is to be submitted in writing to the Associate Dean of Students, or designee who will refer the appeal to the Appeals Board.

2. Appeals will be considered for failure to follow the process or procedures outlined in the Student Discipline System. An appeal is not a new hearing on the matter.

3. The Appeals Board is chaired by the Dean of Students, or designee, who serves as chairperson. Members of the Appeals Board include a faculty member with the rank of full or associate professor and a student. Members of the Appeals Board may not have been involved in the original administrative hearing. All decisions will be made by a majority vote.

4. The Appeals Board may:
   a. Determine the appeal request merits a formal appeal hearing and schedule an appeal hearing. An appeal is not a new hearing on the matter.
   b. Determine there are no grounds for the appeal thus upholding the decision;
4. In situations involving both a charged student and student who believes he/she was victim of a student's misconduct, the records of the process and of the sanctions imposed, if any, will be considered to be the educational records of both the charged student and the student who believes to be the victim because the educational career and chances of success in the academic community of each may be impacted.

INTERPRETATION AND REVISION

1. Any question of interpretation or application of the Community Standards and Student Discipline System will be referred to the Associate Dean of Students, or designee, for final determination.

2. The Community Standards and Student Discipline System will be reviewed anytime, but at least every 2 years under the direction of the Associate Dean of Students, or designee. As a result, the next scheduled review of the Community Standards and Student Discipline System will be during the 2009 – 2010 academic year.

COPYRIGHT POLICY

With regard to the potential for copyright infringement within the University community, the areas of primary concern are photocopying of print materials, duplication of audio-visual materials and duplication of computer software. The University is concerned with both the making of illegal copies on University equipment and the use of illegally made copies at the University. Please note that the legal or insurance protection of Suffolk University will not be extended to employees who violate copyright law. The following statements represent Suffolk University’s official policies governing these activities.

CONGRESSIONAL GUIDELINES ON “EDUCATIONAL FAIR USE” OF BOOKS AND PERIODICALS

1. SINGLE COPYING FOR TEACHERS

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class.

SUFFOLK UNIVERSITY | POLICIES AND PROCEDURES
A. A chapter from a book;
B. An article from a periodical or newspaper;
C. A short story, short essay, or short poem, whether or not from a collective work;
D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

II. MULTIPLE COPIES FOR CLASSROOM USE
Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
A. The copying meets the tests of brevity and spontaneity as defined below; and
B. Meets the cumulative effect test as defined below; and
C. Each copy includes a notice of copyright.

Definitions
A. Brevity
1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
2. Prose: (a) Either a complete article, story, or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
3. Illustration: one chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.
4. "Special works": Certain works in poetry, prose, or "poetic prose" which often combine language with illustration and which are intended sometimes for children and at other times for a more general audience and fall short of 2,500 words in their entirety. Paragraph 2 above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such a special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

B. Spontaneity
1. The copying is at the instance and inspiration of the individual teacher, and
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

C. Cumulative Effect
1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than one instance of such multiple copying for one course during one class term.

(The limitations stated in Paragraphs 2 and 3 above shall not apply to current news periodicals and newspaper and current news sections of other periodicals.)

LIBRARY POLICY
All copying machines in the libraries have the following warning label:
"The Copyright Law of the United States (Title 17 U.S. Code) governs the making of photocopies of copyrighted material. The person using this equipment is liable for any infringement."

CLASSROOM USE OF VIDEOTAPE LABELED "HOME USE ONLY"
The Motion Picture Association of America believes that the copyright law permits the showing of videotapes labeled "Home Use Only" in a classroom in a nonprofit educational institution, as it is part of "face-to-face
teaching activities. The use must be part of the instructional program and cannot be for recreation, entertainment, or part of student activities. Any duplication or copying of a copyrighted videotape is against the law. This would include duplicating a videotape to make an archival copy or transferring a program from one videotape format to another.

OFF-AIR VIDEOTAPEING

All requests for off-air videotaping submitted to University Media Services must follow the congressional guidelines for off-air taping. Please speak with UMS staff regarding these guidelines or refer to the University’s complete copyright policy.

RESPONSIBILITIES OF COMPUTER USERS

Faculty and other users of software under Suffolk University auspices or on University equipment need to face the legal and ethical issues involved in copyright laws and publisher license agreements and must accept the responsibility for enforcing adherence to these laws and agreements. Budget constraints do not excuse illegal use of software. Users of Suffolk University equipment are responsible for taking all reasonable precautions to prevent copying or the use of unauthorized copies on University equipment. Illegal copies of copyrighted programs may not be made or used on University equipment.

University computing resources shall not be used to assist in the unauthorized duplication or distribution of copyrighted material such as audio, video, pictures, or text.

*Unauthorized distribution of audio files containing copyrighted content, such as mpg audio (MP3), is prohibited.

* Unauthorized distribution of video files containing copyrighted content, such as mpg video and other formats, is prohibited.

Unauthorized reproduction or distribution of copyrighted material is illegal under federal law (U.S. Copyright Law - Title 17 U.S.C. Section 101, Title 18 U.S.C. Section 2319). Sound recording copyright infringements may be punishable by up to five years in prison and $250,000 in fines.

FOR ADDITIONAL INFORMATION

These copyright policies are excerpted from "On Matters of Copyright: An Informational Bulletin for the Suffolk University Community" prepared by the University Committee on Copyright Policy, Midge Wilke, Chairperson. The University’s policy is based upon Public Law 94-553, October 19, 1976. Title 17-COPYRIGHTS, and the Congressional guidelines on Section 107 of that law which cover educational fair use. Copies of the complete policy are available in the following offices: the Office of the President; the Office of the Vice Presidents/Treasurer; the Office of the Vice President of Development; the Office of Human Resources; and the three offices of University Media Services. In addition, copies are available in each of the dean’s offices.

COPYRIGHTED MATERIAL ON ANY SUFFOLK UNIVERSITY HOME PAGE

Copyrighted material usage information is located on page 53.

DISABILITY SERVICES FOR STUDENTS

The Office of the Dean of Students also functions as an ADA compliance office and coordinates services for students with disabilities at Suffolk. Services include assessing student needs, arranging for testing and other in-class accommodations, making recommendations and referrals to appropriate on-campus and off-campus resources, and providing advocacy on behalf of students.

Typical in-class accommodations include extended-time testing, reduced distraction test environment, use of a word processor for exams, use of a reader/scribe for exams, assistance from a peer note taker, books on tape, use of a sign/interpreter, and preferential seating arrangements. The Office of the Dean of Students also arranges for CART services, cued speech transliterators, Braille translation, and other services as needed. Assistive technology software and equipment is housed in both the Donahue Building in the Ballston Learning Center and 73 Tremont Street in the Office of the Dean of Students.

A handbook on services for students with disabilities covers policies, procedures, support services, campus resources, student organizations, disciplinary and grievance procedures, emergency measures, important phone numbers, state and federal support services, and other pertinent information. If you would like a copy of the handbook or need further information on disability services, please contact the Office of the Dean of Students at...
617.573.8239 or TDD 617.557.4875, or visit the disability services Web site at www.suffolk.edu/disabilities.

Students should submit disability documentation to the Office of the Dean of Students upon admission to the University. In all cases, appropriate diagnostic documentation is required to receive disability services at Suffolk.

DRUG-FREE SCHOOLS ACT

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 Workplace 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 annually the University will provide a written statement to employees 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; 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 possession, use, or distribution of alcohol on University property or as any part of a University-sponsored activity.

DRUG AND ALCOHOL COUNSELING, TREATMENT, OR REHABILITATION
The University Counseling Center provides help to employees or students with substance and alcohol abuse, and provides assistance for referrals to outside agencies and programs. Appointments may be made by calling the Counseling Center (617.573.8226).

The counseling center maintains strict confidentiality of records and counseling relationships. No information regarding a counseling relationship is shared with anyone inside or outside the University unless a written release is provided. In the event that a student is enrolled in the counseling, treatment, or rehabilitation program is required as a disciplinary measure (see following paragraph on Disciplinary Sanctions), two written releases to the appropriate dean or to the human resources office will be required, one to indicate entrance into the program and one to confirm satisfactory completion of the program.

Health insurance plans available to employees or students may provide varying levels of coverage for alcohol and substance abuse programs. Further information on plan coverage for employees is available from the insurer or the University’s human resources office. Information on plan coverage for the student plan is available from health services. Typically, the University holds an Alcohol and Substance Abuse Awareness Week, which informs employees and students about the dangers of drug and alcohol abuse. Both the counseling center and health services maintain a library of written materials on drug and alcohol abuse.

DISCIPLINARY SANCTIONS
The University enforces this policy in a consistent manner and in accordance with local, state, and federal laws. Possible disciplinary actions may include warning, probation, suspension, expulsion, termination of employment, requirement of satisfactory participation in a substance abuse treatment, counseling, or education program, or an alcohol education program as a condition of reinstatement, continued employment, or matriculation. Actual disciplinary action will be imposed based upon a review of the circumstances of the case. See further detail in off-campus behavior section, page 15 and in the Guide to Residence Life.

APPLICABLE LEGAL SANCTIONS UNDER LOCAL, STATE, OR FEDERAL LAW
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 or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

SUFFOLK UNIVERSITY | POLICIES AND PROCEDURES
Cities and towns in Massachusetts, specifically Boston, prohibit public consumption of alcohol and impose fines for violation. The Metropolitan District Commission also prohibits public consumption of alcohol in its parks. For legal sanctions against alcohol, see section on Alcohol Policy.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic, additive, and drugs with potential for abuse carry heavier penalties.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture 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.

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.

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 enforced.

COMPLIANCE WITH THE DRUG-FREE WORK PLACE ACT

The Drug-Free Work Place Act rules which relate only to employees involved in work under federal grants and contracts and which cover illegal drugs only require the following:

1. An employee convicted for violating a federal or state criminal drug statute while on the premises of the University or while representing the University off campus must notify the human resources office of that fact within five days of the conviction.

2. In cases involving federal funding, the University must notify the federal funding agency within ten days after receiving actual notice of the conviction.

3. The University must take appropriate action within thirty days of notice of the conviction.

DRUG-FREE WORK PLACE ACT

It is the policy of Suffolk University to maintain a drug-free work place.

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances (i.e., drugs such as marijuana and cocaine) is prohibited on the premises of Suffolk University or while representing the University off campus. Violation of this prohibition will result in disciplinary action, up to and including dismissal.

Suffolk employees are required, as a condition of employment, to abide by the terms of this statement and to notify the director of human resources of any criminal drug statute conviction for a violation occurring either on the premises of the University or while representing the University off campus no later than five days after such conviction. Resources are available to help those who suffer from substance dependency. Assistance may be sought through the University's counseling center located in 73 Tremont Street or by calling ext. 8226. This service is confidential.
DRUGS OF ABUSE

NARCOTICS
Possible Effects
Euphoria, drowsiness, respiratory depression, constricted pupils, nausea
Effects of Overdose
Euphoria, drowsiness, respiratory depression, constricted pupils, nausea
Withdrawal Symptoms
Slow and shallow breathing, clammy skin, convulsions, coma, possible death

Drug: Opium
Trade or Other Names: Dover's Powder, Paregoric, Paracetaol
Physical Effects: High
Emotional Effects: High

Drug: Morphine
Trade or Other Names: Morphone, MS-Corten, Roxanol, Roxanol SR
Physical Effects: High
Emotional Effects: High

Drug: Codeine
Trade or Other Names: Tylenol w/ Codeine, Empirin w/ Codeine, Robitussin A-C, Fistrinal w/ Codeine
Physical Effects: Moderate
Emotional Effects: Moderate

Drug: Heroin
Trade or Other Names: Diacetylmorphine, Horse, Snack
Physical Effects: High
Emotional Effects: High

Drug: Hydromorphone
Trade or Other Names: Dilaudid
Physical Effects: High
Emotional Effects: High

Drug: Meperidine
Trade or Other Names: Demerol, Mepergan
Physical Effects: High
Emotional Effects: High

DEPRESSANTS
Possible Effects
Slurred speech, disorientation, drunken behavior without odor of alcohol
Effects of Overdose
Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
Withdrawal Symptoms
Anxiety, insomnia, tremors, delirium, convulsions, possible death

Drug: Chloral Hydrate
Trade or Other Names: Nocedec
Physical Effects: Moderate
Emotional Effects: Moderate

Drug: Barbiturates
Trade or Other Names: Amytal, Barbital, Lormetaz, Nembutal, Seconal, Sominil, Phenobarbital
Physical Effects: High-Moderate
Emotional Effects: High-Moderate

Drug: Reserpine
Trade or Other Names: Avan, Dalmap, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Vesetral, Haldol, Paxipam, Restoril
Physical Effects: Low
Emotional Effects: Low

Drug: Methaqualone
Trade or Other Names: Quaalude
Physical Effects: High
Emotional Effects: High

Drug: Glutethimide
Trade or Other Names: Dorsiden

SUFFOLK UNIVERSITY | POLICIES AND PROCEDURES
STIMULANTS

Possible Effects
- Increased alertness, excitement, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite

Effects of Overdose
- Agitation, increase in body temperature, convulsions, possible death

Withdrawal Symptoms
- Apathy, long periods of sleep, irritability, depression, disorientation

Drug: Cocaine
Trade or Other Names: Coke, Flake, Snow, Crack
Physical Effects: Possible
Emotional Effects: High

Drug: Amphetamines
Trade or Other Names: Biphetamine, Detoxobase, Dexoxyn, Dexedrine, Cetanol
Physical Effects: Possible
Emotional Effects: High

Drug: Phenmetrazine
Trade or Other Names: Preludin
Physical Effects: Possible
Emotional Effects: High

Drug: Methylphenidate
Trade or Other Names: Ritalin
Physical Effects: Possible
Emotional Effects: Moderate

Drug: Other Stimulants
Trade or Other Names: Apipex, Cylert, Didrex, Lomamin, Mefoster, Plegine, Sarotex, Tensate, Tepanic, Prebu-2
Physical Effects: Possible
Emotional Effects: High

HALUCINOGENS

Possible Effects
- Illusions and hallucinations, poor perception of time and distance

Effects of Overdose
- Longer, more intense "trip" episodes, psychosis, possible death

Withdrawal Symptoms
- Withdrawal syndrome not reported

Drug: LSD
Trade or Other Names: Acid, Microdot
Physical Effects: None
Emotional Effects: Unknown

Drug: Mescaline and Peyote
Trade or Other Names: Mere, Buttons, Cactus
Physical Effects: None
Emotional Effects: Unknown

Drug: Amphetamine Variants
Trade or Other Names: 2,5 DMA, PMA, STp, MDA, MDMA, TMA, DOM, DOB
Physical Effects: Unknown
Emotional Effects: Unknown

Drug: Phenylcyclidine
Trade or Other Names: PCP, Angel Dust, Hog
Physical Effects: Unknown
Emotional Effects: High

Drug: Phencyclidine Analogues
Trade or Other Names: PCE, PCP,y, TCP
Physical Effects: Unknown
Emotional Effects: High
Drugs: Other Hallucinogens
Trade or Other Names: Bath salts, Mescaline, Ibogaine, DMT, DED, Pilocarpine, Pilocyn
Physical Effects: Unknown
Emotional Effects: Moderate

CANNABIS
Possible Effects
- Euphoria, relaxed inhibitions, increased appetite, disoriented behavior

Effects of Overdose
- Fatigue, paranoia, possible psychosis

Withdrawal Symptoms
- Insomnia, hyperactivity and decreased appetite occasionally reported

Drug: Marijuana
Trade or Other Names: Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks
Physical Effects: Unknown
Emotional Effects: Moderate

Drug: Tetrahydrocannabinol
Trade or Other Names: THC, Marijol
Physical Effects: Unknown
Emotional Effects: Moderate

Drug: Hashish
Trade or Other Names: Hash
Physical Effects: Unknown
Emotional Effects: Moderate

Drug: Hashish Oil
Trade or Other Names: Hash Oil
Physical Effects: Unknown
Emotional Effects: Moderate

ALCOHOL
Possible Effects
- Impaired judgment and coordination, increased incidence of aggressive acts

Effects of Overdose
- Respiratory depression, death

Withdrawal Symptoms
- Severe anxiety, tremors, hallucinations, convulsions

Physical and Emotional Effects: Repeated use of alcohol can lead to dependence

UNIVERSITY POLICIES ON NON-DISCRIMINATION AND OPPOSITION TO HARASSMENT

The University has several policies designed to ensure that administrators, faculty, staff, or students are not unlawfully discriminated against or unlawfully harassed.

NOTICE OF NON-DISCRIMINATION

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, Vietnam-era or disabled-veteran status in its employment, admission policies, or in the administration or operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding disabilities and Section 504 of the Rehabilitation Act may be directed to the appropriate coordinator:

- Students and student applicants in the College of Arts and Sciences and the Sawyer Business School should contact the Dean of Students, 73 Tremont Street, 12th floor, 617.573.8235; TDD: 617.557.4875
- Students, student applicants, and faculty in the Law School should contact the Dean of Students in the Law School, Sarazen Hall, 6th floor, 617.573.8157
Faculty and faculty applicants in the College of Arts and Science should contact the Dean of the College, Donahue, 1st floor, 617-573.8265

Faculty and faculty applicants in the Sawyer Business School should contact the Dean of the Sawyer School, 7th Tremont Street, 12th floor, 617-573.81

Other employees and applicants for employment should contact the Director of Human Resources, 73 Tremont Street, 5th Floor, 617-573.8415

Inquiries regarding Title IX and other federal and state non-discrimination legislation may be directed to the Director of Human Resources, 73 Tremont Street, 5th Floor, 617-573.8415.

POLICY IN OPPOSITION TO HARASSMENT, INCLUDING SEXUAL HARASSMENT

Suffolk University does not tolerate any behavior by administrators, faculty, staff, or students which constitutes unlawful harassment of students on the basis of race, color, sex, religion, national origin, Vietnam-era or disabled veteran status, age, sexual orientation, or physical or mental disability whether or not the level of conduct rises to unlawful harassment or discrimination. Such forms of harassment have been recognized as discriminatory and as such violate University policy as well as state and federal statutes. Sexual harassment is a form of gender discrimination. It is legally defined as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct or written communication of a sexual nature when:

- submission to, or rejection of, such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or educational status, or as a basis for employment or educational decisions;
- such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s work or educational performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. Direct or implied requests by a faculty member of a student for sexual favors in exchange for improved grades or favorable recommendations also constitute sexual harassment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, and also same-sex harassment. Some examples of sexual harassment may include: unwelcome sexual advances—whether or not they involve physical touching; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, cartoons; unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; inquiries into one’s sexual experiences; and discussion of one’s sexual activities.

All faculty, administrators, staff, and students are held accountable for compliance with this policy. All members of the Suffolk community should take special note that retaliation against an individual who has complained about unlawful discrimination or harassment, and retaliation against individuals for cooperating with an investigation of a complaint of unlawful discrimination or harassment is unlawful and will not be tolerated by the University.

The University has developed internal procedures that employees or students may use to file a complaint alleging unlawful discrimination or harassment. The procedure to be used by students in the College of Arts and Sciences and in the Sawyer Business School is outlined in the grievance procedure below.

In addition, an employee or student who believes that she has been subjected to unlawful discrimination or sexual harassment may file a formal complaint with either or both of the government agencies set forth below. Using the University’s grievance process does not prohibit an employee or student from filing a complaint with these agencies. Each of the agencies has a time period for filing a claim: EEOC—300 days; MCAD—300 days.

   JFK Federal Building, Room 475
   Government Center
   Boston, MA 02203
   617-555-3200
   1-800-669-4000

SUFFOLK UNIVERSITY | POLICIES AND PROCEDURES

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2. Massachusetts Commission Against Discrimination (MCAD) 
Boston Office: 
1 Ashburton Place, Rm. 601 
Boston, MA 02108 
617.727.3990 
Springfield Office: 
624 Dwight Street, Rm. 220 
Springfield, MA 01103 
413.739.2145 

GRIEVANCE PROCEDURES FOR STUDENTS CLAIMING UNLAWFUL DISCRIMINATION OR HARASSMENT, INCLUDING SEXUAL HARASSMENT 
Claims of harassment or discrimination are: (1) claims of violation of the University's non-discrimination policy, and (2) claims of violation of the University policy in opposition to harassment.

Ordinarily, grievances, if they occur, are best dealt with informally and are ideally resolved quickly. Any student who feels that she has been unlawfully harassed or discriminated against should, if she feels comfortable, attempt to resolve the situation through a discussion with the other party. If that is not possible, the student should consult with the dean of students or his/her designee. The purpose of this consultation is multi-fold. The dean of students or his/her designee will provide information and assistance to help the student resolve the problem independently, will help the student assess whether or not the behavior is harassing or discriminatory, will explain the University's grievance procedure, and provide guidance in the use of the formal grievance procedure.

INFORMAL GRIEVANCE PROCEDURE 
The student may request the dean of students or his/her designee to attempt to resolve the grievance informally. The request for an informal resolution must be made within 75 working days of the occurrence of the incident. If the student requests an informal resolution, the dean of students or his/her designee will attempt to provide an informal resolution within 20 working days of receipt of the student's request.

FORMAL GRIEVANCE PROCEDURE 
If the student requests a formal resolution, or if the grievance cannot be resolved informally within the stated time period, the following formal grievance procedure will be used.

A. WHERE TO FILE A FORMAL COMPLAINT? 
If the person alleged to be responsible for the alleged harassment or discriminatory activity is:

1. A Faculty Member—File with the dean of the appropriate school
2. An Administrator or Staff Member—File with the director of human resources
3. A Student, a Work-study Student, or a Graduate Assistant—File with the dean of students

B. WHAT SHOULD BE FILED? 
The grievance should be in writing, should summarize the alleged discrimination or harassment, should identify the person allegedly responsible for the discrimination or harassment, and should describe the resolution sought.

C. WHEN SHOULD THE FORMAL GRIEVANCE BE FILED? 
The grievance should be filed within 75 working days of the occurrence of the alleged incident. A filing time of 110 working days from the occurrence of the alleged incident is allowed for claims that were unresolved at the informal level.

D. HOW WILL THE FORMAL GRIEVANCE BE PROCESSED? 
1. If the person alleged to be responsible for the discrimination or harassment is a student, the dean of students or his/her designee will investigate the allegation.
2. If the person alleged to be responsible for the discrimination or harassment is a faculty member, the dean or his/her designee will investigate the allegation.
3. If the person alleged to be responsible for the discrimination or harassment is an administrator or staff member, the director of human resources or his/her designee will investigate the allegation.
The allegation will be investigated in a fair and expeditious manner. It will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. The investigation will include a private interview with the person filing the grievance, the person alleged to have committed the harassment or discrimination, and witnesses, if appropriate. When the investigation is complete, to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of the investigation. A confidential written record of the investigation, including all documentary materials, will be maintained in a private file in the office of the official charged with the investigation. The entire investigation will be completed within 20 working days from the date the written grievance was received by the person responsible for the investigation.

If it is determined that discrimination or harassment has occurred, appropriate disciplinary action will be taken. Such action may range from a warning or required counseling to termination of employment or expulsion.

E. Appeal

If the student filing the grievance believes that the decision was substantially flawed by procedural error in the investigation or finds new information, not known at the time of the investigation, that is sufficient to alter the results of the investigation, she may request a review by the president or his/her designee. Likewise if the complaint is brought against a student, if she believes that the decision was substantially flawed by procedural error in the investigation or finds new information, not known at the time of the investigation, that is sufficient to alter the results of the investigation, she may request a review by the president or his/her designee. The request for review by the president or his/her designee must be made within 5 working days of notice of decision. The president or his/her designee will review the written record and will submit a written decision to both parties within 30 working days of receipt of the appeal.

Note: These procedures have been designed to provide a prompt resolution to a grievance. The steps in the procedures contain time limits measured in working days—the days when the administrative offices are regularly open for business. Weekends, holidays, snow days, and days when the University is closed for other reasons shall not be counted as "working days." If the person investigating the complaint determines that additional working days are necessary to complete the investigation, she will notify the parties of the anticipated completion date of the investigation.

University Extensions and Work Addresses
The telephone extensions and work addresses for the people with whom a grievance may be filed are:

Dean, College of Arts and Sciences
Extension: 8265, Location: Donahue Building, 1st floor

Dean, Sawyer Business School
Extension: 8300, Location: 73 Tremont Street, 12th floor

Dean, Law School
Extension: 8155, Location: Sargent Hall, 4th floor

Dean of Students, Colleges
Extension: 8239, Location: 73 Tremont Street, 12th floor

Dean of Students, Law
Extension: 8157, Location: Sargent Hall, 4th floor

Director of Human Resources
Extension: 8419, Location: 73 Tremont Street, 5th floor

HARASSMENT (RELIGIOUS)/NON-PROSELYTIZING

Suffolk University does not tolerate any behavior that constitutes harassment on the basis of race, color, sex, religion, national origin, veteran's status, sexual orientation, or disability. 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, doubts, and open critical reflection in healthy spiritual growth are affirmed. Religious harassment is constituted by coercive behavior that affects one's own religious practices.
**COMPLIANCE WITH REQUESTS**

Students are required to comply with reasonable requests, directives, or orders by authorized University personnel including members of the residence life staff, custodial staff, food service staff, student employees, maintenance/ building staff, faculty, secretaries/support staff and administrators. This requirement includes, but is not limited to, reasonable requests for students to meet for appointments in administrative or faculty offices, to be cooperative at disciplinary investigations and hearings and to properly identify oneself upon request. Students subjects to disciplinary action. In addition, students are expected to be respectful in verbal and written exchanges.

**SOLICITATION**

No student or person representing any company is permitted to solicit any product or service on the campus or in the student residences unless approved through the Student Activities Office or Office of Residence Life and Summer Programs. Students or student groups are not to solicit funds by letter or in person from individuals, companies, or groups by using the name of the University. Students or student organizations wishing to raise money through raffles and other means for special projects must obtain permission from the Office of Student Activities & Service Learning.

**GAMBLING**

Any form of gambling on Suffolk University property or involving college functions including, but not limited to, athletic events and other extra-curricular activities is prohibited. Gambling is defined as playing a game for money, chips, markers, or property, or otherwise placing a bet on an uncertain outcome. This is a serious offense and will, therefore, be treated as such. Students found responsible for participating in gambling activities are subject to sanctions ranging up to dismissal from the University.

University-approved non-cash gambling activities such as casino nights with profits must be approved by the Director of Student Activities or designee. The sponsoring organization must obtain appropriate licenses and complete required reports for legal gambling activities.

Students who experience serious difficulties with gambling are urged to call Gamblers Anonymous at (617) 899-7943 or GamAnon at (617) 227-2700.

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**CLASSROOM DISRUPTIONS**

Suffolk University strives to create an educational environment that fosters the personal and intellectual development of all community members. While Suffolk University is committed to the fundamental principles of freedom of speech, all types of speech and behavior must be balanced with principles of appropriate classroom behavior.

Learning and the exchange of ideas may take place in many settings, including the formal classroom. When students and faculty come together, the expectation is always that mutual respect and civility will prevail to ensure that every student has the optimum opportunity to learn and that each faculty member has the best opportunity to teach. Disruptions of any kind affect the atmosphere of civility that is expected and interfere with the opportunity for learning and growth to which both faculty and students are entitled.

Differences of opinions or concerns related to the class should be welcomed if presented in a mutually respectful manner. The challenging of viewpoints is part of the academic experience, but should occur in a manner that opens up dialogue and does not threaten any member of the learning community.

Each faculty member is responsible for the management of the classroom environment, which includes creating a setting for the safe and open exchange of ideas by all students. Each student is responsible for ensuring that his or her own behavior promotes these goals. Disruption of the learning process will not be tolerated. The following behaviors and those of a like sort are prohibited in the classroom or any learning setting:

- Persistent speaking without permission
- Inappropriate use of electronic devices, cell phones, or pages
- Threating any kind students and/or harassment
- Poor personal hygiene
- Sleeping in class
- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Disrupting authority and arguing with faculty and other students
- Groundswimming
- Physical disruptions or physical altercations

Faculty members should report incidents involving classroom disruption in writing to their department head and the Dean of Students Office. Incidents will be handled in accordance with the Student Discipline System.
HAZING

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.

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 section.

SECTION 18. FAILURE TO REPORT HAZING.

Whoever knows that another person is the victim of hazing as defined in section seventeen and is in the same room or place as such person, 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 SECS. 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 a part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known to 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 may issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations only on a basis proportionate to the number of students in such groups and sections. 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 acknowledgment 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 post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the 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 full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the
HEALTH INSURANCE AND IMMUNIZATION LAWS

The Office of Health Services staff is comprised of nurse practitioners, physician's assistants, a consulting physician, a health educator, an office coordinator, and a staff secretary. During the academic year, office hours are Monday–Thursday, 8am–6pm and Friday from 9am–5pm. Summer hours are Monday–Friday, 9am–5pm. The office is not open on weekends or holidays. Care is available weekdays during vacations. Health Services is located at 73 Tiernan Street, 5th floor. The phone number is 617.573.8266.

SERVICES

Routine medical care includes: gynecological services, pregnancy testing, sexually transmitted disease evaluation, premarital blood work, throat and urine cultures, and physicals for University athletic teams. In addition, Health Services maintains a library of health information and can provide pamphlets and brochures on various health-related topics. Health services also sponsors health promotion programs throughout the school year including AIDS and STD education, smoking cessation, and alcohol awareness education.

All visits to health services are confidential. A student's permission must be obtained before information will be given to anyone not directly connected with his or her care. This applies to University officials and parents.

All accidents or injuries occurring on Suffolk University property should be reported to health services. Anyone who is exposed to or contracts a communicable disease should also contact health services. In the event of an emergency when health services is closed, please call the Suffolk University Police at 617.573.8111 or 911 if you are calling from on campus.

HEALTH INSURANCE

Massachusetts state law mandates that all students enrolled in nine credits or more have adequate health insurance. Effective September 1, 2000, all international students are required to purchase the University-sponsored health insurance plan. Domestic students can opt to waive the insurance program if they have comparable insurance. To waive participation in the University plan, visit www.universityhealthplans.com no later than September 30 of each year that you are a student taking nine or more credits. Those who wish to go on University health insurance should also visit www.universityhealthplans.com, and enroll as soon as possible, no later than September 1 and continue until August 31 of the following year. By enrolling prior to the deadline you avoid any lapse in coverage. The cost of the insurance for the 2007-2008 academic year is $1,490 for all students who are not on a J-1 visa and $1,553 for international students on a J-1 visa. If you do not waive or enroll in the insurance, you will automatically be enrolled after the deadline of September 30, 2007.

IMMUNIZATIONS

Massachusetts State Law requires that all students who are enrolled in 12 credits or more provide the University with evidence that they have been properly immunized against measles, mumps, rubella, hepatitis B, and tetanus/diphtheria. All international students, regardless of number of credit hours, must submit proof of the above immunizations. This information must be sent to Health Services within thirty days of matriculation into Suffolk University. Failure to do so will result in students being blocked from registering for classes.

All students entering Suffolk in or after fall 2005, regardless of the number of credits they are registered for, must have either a meningococcal vaccine within 5 years or submit a written waiver. The only acceptable waiver is the Commonwealth of Massachusetts Department of Public Health waiver form. This form can be found on www.suffolk.edu/health or www.universityhealthplans.com. If you choose to have the meningococcal vaccine, it must be administered at least two weeks prior to the first day of orientation.
LOST AND FOUND

Recovered property that is turned in to the University Police will be kept for 30 days. Students finding recovered property are encouraged to turn such property over to the University Police. If you are checking to find out if a piece of property has been turned in to the University Police, please call 617.573.8333.

MILITARY SERVICE

When Suffolk University students are called into active military service, the University will make the necessary accommodations to ensure that students will not be penalized academically or financially. Students called into active service should contact the registrar and student accounts office.

RIGHTS AND PRIVACY (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") Suffolk University has adopted the regulations given below to protect the privacy rights of its students.

DISCLOSURE OF INFORMATION FROM RECORDS

Suffolk University shall consider as directory information subject to public disclosure the following items: name, address, enrollment status, dates of attendance, major, minor, degrees, graduation honors, academic honors, awards received and graduation date. All other student information will not be released to students, parents, or outside agencies unless accompanied by a written release of information from the student.

Students may request that directory information not be released to any person by completing a Request to Prevent Disclosure of Directory Information form, available in the registrar's office.

No office maintaining an education record of a student will disclose any non-directory information from that record to anyone other than the student himself/herself without the written consent of the student, except as provided below:

1) The records of the student will be disclosed without his/her written consent to any academic and administrative offices within the University who have legitimate educational interest in the information. "Legitimate educational interest" means the demonstrated need to know by those persons who act in the student's educational interest. This includes the following persons and their professional and clerical staffs acting under their instructions: academic deans, the registrar, bursar, director of financial aid, president and vice presidents, director of advising, dean of students, dean of enrollment management, academic standing committee members, learning center, counseling center, ESL office, faculty advisor, career services, student activities, director of retention, department chair, personnel of student's major, any faculty member or administrator to whom or to whose office, the student has addressed an educational request, application, or inquiry for which the records are needed to prepare a reply, and honor society faculty advisors.

2) The records of a student will be disclosed without his/her written consent to certain federal and state government agencies and officials provided by law.

3) The records of a student will be disclosed without his/her written consent to any agency to which the student has applied for or from which he has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.

4) The records of a student will be disclosed without his/her written consent to certain educational agencies and institutions, as permitted by the law.
5) The University reserves the right to furnish to parents or guardians of financially dependent students any information relating to academic status.

6) The records of a student will be disclosed without his/her written consent to comply with a judicial order or subpoena.

7) The records of a student will be disclosed without his/her written consent in a health or safety emergency, as provided by the law.

ROLLERBLADES, ROLLERSKATES, SKATEBOARDS, AND BICYCLES

The use of rollerblades, roller skates, skateboards, and bicycles is not allowed while outside any University buildings. The bicycle racks located next to the Donahue Building on Temple Street and on the Somerset Street side of One Ashburton Place should be used for securing bicycles. Students' full cooperation is expected and appreciated for the safety of everyone.

SEXUAL ASSAULT

Sexual assault and rape are each defined as criminal behavior in the Commonwealth of Massachusetts. It is, simply put, never acceptable to assault another human being in a way that is either violent, sexual, or both.

In Massachusetts law, there are two major categories of sexual assault against adults: rape, and indecent assault and battery.

The crime of rape occurs when the offender has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his or her will, or compels such person to submit by threat of bodily injury. Rape and attempted rape are punishable by up to twenty years' imprisonment. Heavier penalties may apply if the rape causes serious bodily injury, is the result of group attack, or occurs during the commission of certain specified crimes such as robbery.

Under Massachusetts law, both men and women may be the victims of rape, and both may be the perpetrators of rape. Rape may occur when the victim is unable to give consent because he or she is unconscious.

Rape may occur between people who know each other, and between people who have previously had consensual sexual relations.

The crime of indecent assault and battery occurs when the offender, without the victim's consent, intentionally has physical contact of a sexual nature with the victim. This contact may include an offender touching a woman's breasts or buttocks, or the public area of a man or woman. Indecent assault and battery may be punished by up to five years' imprisonment.

ACQUAINTANCE RAPE

Acquaintance rape is a rape committed by someone known to the victim. This might be a friend, classmate, co-worker, instructor, relative, or casual acquaintance such as a clerk in a store. It is important to remember that acquaintance rape is not a separately defined crime. Any person, whether an acquaintance or not, who compels a person to submit to sexual intercourse against his or her will, by force or by threat of bodily injury, commits the crime of rape.

Victims of acquaintance rape are often involved in situations in which they trust their acquaintance not to be a assailant. Some assailants foster a false sense of friendliness in order to sustain a level of trust in their intended victim. They use this technique to gain their victim's initial cooperation in going to an apartment or vehicle where the aggressor can more easily exert force or threat of force on the victim.

If You Have Been Raped or Sexually Assaulted

• Get to a safe place as soon as you can.

• Contact someone you trust—a close friend, relative, or University staff—to be with you and support you.

• Contact campus police by calling 617.573.8111 or Boston Police by calling 911.

• Try to preserve all physical evidence. Do not wash, use the toilet or change clothing, if at all possible. If you do change clothes, put all the clothing that you were wearing at the time of the attack in a paper, not plastic, bag.
• Get medical attention as soon as possible. A medical examination will provide any necessary treatments and collect important evidence. Injuries may not be immediately apparent.

• Talk with a counselor as soon as possible, preferably within 24 hours of the incident. They will maintain confidentiality, help you explore your options, give you important information, and provide emotional support. On campus, the counseling center can be reached at 617-573-8226. The Boston Area Rape Crisis Hotline is 617-492-7273.

Medical Treatment
Even if you were not hurt, it is important to seek immediate and follow-up medical attention for several reasons:

• To assess and treat any physical injuries you may have sustained;

• To determine the risk of sexually transmitted diseases or pregnancy and take appropriate medical measures;

• To gather evidence that would aid in a criminal prosecution;

• Physical evidence should be collected immediately, ideally within the first 24 hours after the incident. It may be collected later than this, but the quality and quantity of evidence may be diminished.

Emergency Services
A special hospital examination will be performed by an emergency department physician or gynecologist. A nurse is present throughout the procedure, as well as a support person of your choice. Hospital emergency departments follow national standard procedures for victim care, rape examination, and evidence collection.

Non-Emergency Medical Procedures
Even if you choose not to have a hospital examination, it is still important to get medical attention. An exam in this case would include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. This non-emergency treatment can be arranged on-campus by calling Health Services at 617-573-8260.

During the academic year, office hours are Monday to Thursday, 8am to 5pm and Friday, 8am to 3pm. Summer hours are Monday to Friday, 8:30am to 5:30pm. The office is not open on weekends or holidays. If you fear that you are a victim of a sexual assault, you will receive priority scheduling.

Reporting the Incident to University Police
Immediately following the incident, contact the University Police Department. Reporting the incident to the police helps to:

• Protect yourself and others from future victimization;

• Apprehend the alleged assailant;

• Maintain future options regarding criminal prosecution, institute disciplinary action, and/or civil action against the perpetrator.

When you report the incident, a Suffolk University Police officer will take a statement from you regarding what happened. You will be asked to identify or describe the alleged assailant(s). You may be asked questions about the scene of the crime, any witnesses, and what happened before and after the incident. If you wish, a female officer or staff member can be called in to support you while giving your statement.

The University Police will take a written report, which will be important to you in case you wish to bring up charges, whether immediately or in the future. You may request that your identity remain confidential.

Incidents of sexual assault may also be reported and investigated by the Boston Police Department by calling 911.

Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are not obligated to continue with legal proceedings or University disciplinary action. But it is important to file a report as soon as the incident occurs.
COUNSELING & EMOTIONAL SUPPORT

On Campus
You can reach a counseling center counselor at 617.573.8226 between 8:30am and 4:30pm. Counselors in this office are available to assist you in a crisis situation and to provide you with information about your options including medical assistance, psychological counseling, University disciplinary action, and legal prosecution.

These counselors can provide safe, confidential support for you during this difficult period. They can inform you of common reactions to crises and discuss coping methods that may assist you immediately following the assault and after. Talking about your concerns with one of these counselors may help you sort through feelings and decide what to do.

Off-Campus
The Boston Area Rape Crisis Center operates a 24-hour confidential hotline that provides survivors of sexual assault with telephone counseling and personal support. The center maintains a referral network of support groups. The telephone number is 617.492.RAPE (617.492.7273).

PAST ABUSE
Many individuals experience sexual assault and never tell anyone at the time of the incident. If you were victimized weeks or even years ago, assistance is still available. Talking with someone now may help you to cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment. See section on Counseling & Emotional Support.

MALE VICTIMS
While most victims of sexual assaults are women, some men are also victims. Male victims at Suffolk receive the same services as women. Emotional support, counseling, and medical treatment are available to assist all those recovering from sexual assault.

CRIMINAL INVESTIGATION & CHARGES
Reporting a sexual assault to the University or Boston Police does not commit the victim to further legal action. In the initial meeting with the police, you will be asked to tell the police what happened, where it happened, and what your attacker looked like. The sooner you report an assault, the easier it will be for police to investigate the crime and to prosecute the case successfully, if that is your choice. It helps to preserve your options for the future. University Police provides services to help and inform victims of sexual violence moving through the prosecution process.

If you wish to have the assailant prosecuted, the police and the district attorney's office will handle the legal proceedings without expense to you. You do not need to hire an attorney. Regardless of which police department you report the crime to, you can be assured your name will not be made public. Massachusetts law requires that the identity of a sexual assault victim be kept confidential.

SMOKING POLICY
Smoking is prohibited throughout Suffolk University academic and administrative facilities, and the residence halls. The policy is based on two principles:

1. Suffolk University has a responsibility to take reasonable steps to protect the health of people while working or attending the University.
2. Optimal, no one at the University should be exposed involuntarily to tobacco smoke.

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.

STUDENT IDENTIFICATION CARDS
Student identification cards (IDs) are revalidated each year. To obtain a student ID, students must bring a picture ID (Massachusetts driver's license, passport, etc.) and a statement of course registration to the Suffolk University police in the Sawyer Building's second floor security office.

General hours are 7am-11pm Monday-Sunday, and other times as requested by calling 617.573.8333 when staffing allows. Students are required to carry their IDs while at the University and may be required to present their ID at any time. IDs are required to check out books from the library, to use...
the fitness center, and to enter the residence halls. IDs may also be required for admission or identification at University- or student-sponsored programs or to use various equipment or supplies on campus. The replacement cost for an ID is $20. This fee will appear on students' tuition bill.

**STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT—
THE JEANNE CLERY ACT**

In November 1990, the Student Right-to-Know and Campus Security Act was signed into law. The Act was amended and renamed the Jeanne Clery Act in 1998. The Act requires institutions receiving Title IV student aid assistance to prepare and distribute an annual report which sets forth its policies on crime prevention issues and gives statistics on a number of specific crimes.

In addition to publishing crime statistics, the Act requires colleges and universities to maintain a daily log of all reported crimes and provide timely warnings to the campus community of certain crimes reported to the University Police or local law enforcement which may be considered a threat to other students and employees. The information must be disseminated in a manner that will aid in the prevention of similar occurrences.

**POLICY STATEMENT**

1. A safety alert will be posted on all University bulletin boards and at University Police locations within three days of having received a confirmed incident report. The alerts will only be issued for the following types of crimes, and only if they occurred on Suffolk University property:
   - Murder and Non-Negligent Manslaughter
   - Aggravated Assault
   - Rape
   - Burglary
   - Robbery
   - Motor Vehicle Theft
   - Manslaughter by Negligence
   - Arson

2. A safety alert will remain posted a minimum of ten (10) days from the date of posting.

3. A file of all safety alerts will be maintained along with the incident report by the Suffolk Police Department and the risk manager.

4. A safety alert will contain all relevant information pertaining to the crime.

5. When the Suffolk University Police Department obtains a confirmed incident report of one of these eight crimes, murder and non-negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter by negligence, or arson occurring off the property of Suffolk University that may be considered a threat to students and employees, a review of the incidents will be made by the chief of the Suffolk University Police Department and the vice president of Suffolk University as to the posting of a safety alert on campus. If a safety alert posting is decided upon, the policy will be the same as if it had occurred on University property.

**DEFINITIONS**

For purposes of this safety alert policy, the following words are defined:

Suffolk University Property: Inside any building owned or controlled by Suffolk University and used by the institution in direct support of or related to its educational purposes.

A. Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

B. Rape: The carnal knowledge of a person forcibly and/or against that person's will, or not forcibly and/or against that person's will where the victim is incapable of giving consent because of other than temporary or permanent mental or physical incapacity, or an attempt to commit rape by force or threat of force.

C. Robbery: The taking or attempting to take, of anything of value under circumstances that would lead a reasonable person to believe the actor is using force or fear to commit theft.

D. Aggravated Assault: An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.

E. Burglary (Breaking and Entering): The unlawful entry into a building or other structure with the intent to commit a felony or theft.
F. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

G. Manslaughter by Negligence: Unlawful killing of another human being through gross negligence.

H. Arson: Willful and malicious setting fire to, or causing to be burned, or aiding, counseling, or procuring the burning of a dwelling house or building adjoining or adjacent to a dwelling house, or a building by the burning whereof a dwelling house is burned, whether such dwelling house or other building is the property of himself or another, and whether the same is occupied or unoccupied.

These definitions may be supplemented, in appropriate circumstances, by the definitions of analogous crimes contained in Massachusetts law.

NOTICE

Safety alerts will be posted on all University bulletin boards, including human resources bulletin boards.

COMPLIANCE

The University Police as well as the vice president/treasurer will comply with the Act. On September 1, 1992, and each year thereafter, the University will publish and distribute through publications or mailings, an annual report of campus security policies and crime statistics to all current students and employees, provide copies of the annual report to any applicant for enrollment or employment upon request; and, upon request, submit a copy of the annual report to the secretary of education.

Questions may be directed to either the chief, risk manager, or the University safety office. This policy is subject to review and revision by the co-chairs of the risk management/safety/crime committee.

WEAPONS POLICY

Possessing firearms loaded or unloaded (with the exception below), explosive or other weapons, or the use of any item in a threatening manner is prohibited on the Suffolk University campus or at off-campus events. In addition, items such as switchblades, silencers, mace/sprays, slaghows, BB guns, paintball guns, chemicals, fireworks, ammunition (with the exception below) and any item that may be used as a weapon are also prohibited. Improper use of laser beam instruments is also prohibited. Possession without appropriate authorization and/or misuse of weapons will result in serious disciplinary action by the University. Weapons of any kind may not be stored in any building or on the grounds of Suffolk University.

Students, in possession of a valid FID card, are permitted to carry mace or pepper spray. The FID card must be made available to the University Police upon request.

A law enforcement officer, as recognized by the chief of Suffolk University Police, may submit a request (registration form) to carry a firearm on the Suffolk campus along with a photocopy of his/her valid license to carry firearms permit. FID cards alone will not be acceptable authorization to carry a firearm on University property. Registration forms are available at the University Police Dispatch Center, located on the first floor of the Donahue Building. Registration forms will be approved or denied by the Chief of Suffolk University Police and may be revoked at any time. Requestors will be informed of the approval status of their requests by mail. If approved, the registration form will be maintained at the University Police Dispatch Center.

The registration form must be renewed one year from the date of approval. All approved firearms must be carried on the recognized law enforcement officer at all times and in a concealed manner. University Police will not hold/store any firearms for any recognized law enforcement officers at any time. No rifles or any other firearms of this sort will be allowed on University property.

UNIVERSITY WITHDRAWAL AND LEAVE OF ABSENCE TUTION LIABILITY POLICY

Any student may be granted an official leave of absence from the University for up to one year. Students on official leave remain subject to the degree requirements under which they were admitted rather than the degree requirements in effect when they return as long as they resume their studies within one year of leaving. Students who are away from the University for longer than one year should contact the Office of Undergraduate Admissions to inquire about reentry without having to reapply for admission. Eligibility for reentry and determination of how long students have been away and if there have been significant changes to the curriculum under which they were admitted.
The registrar's office emails registration information to students expected back from a leave just prior to the published registration periods. The information is only sent to the student's Suffolk email address.

Requests for leaves of absence are made through the Office of the Dean of Students, 73 Tremont Street, 12th Floor, 617.573.8239.

WITHDRAWAL

If it becomes necessary for a student to withdraw from the University, students are expected to complete an official withdrawal form available from the Office of the Dean of Students. It is the student's responsibility to notify the University if they plan to withdraw. If you have questions, please call the Office of the Dean of Students.

WITHDRAWAL, LEAVE OF ABSENCE, OR DROP REFUND POLICY

Tuition liability will be based on the date in which the leave of absence/withdrawal form is received by the Office of the Dean of Students, or the drop form is received by the registrar's office.

Non-attendance does not constitute official withdrawal or dropping of a course. Tuition is not refunded after the fourth week of class. Reasonable collection costs, including attorney fees, will be added to delinquent accounts. All tuition charges are subject to change by action of the Board of Trustees. Any such change may be made applicable to students already enrolled in the University. For Executive MBA students and students enrolled in master of finance courses, workshops, and seminars, please consult the student accounts office for the appropriate liability schedule. For special short courses and institutes, consult the student accounts office on the refund policy.

REFUND POLICY FOR FINANCIAL AID RECIPIENT

Return of Title IV Funds (Federal Funds)

When a student officially withdraws from the University, federal regulations require the institution to prorate the financial aid awarded based on the percentage of the term completed. Once 60% of the term is over, the student is eligible to receive 100% of his/her aid awarded. If a student does not officially withdraw from the University and fails to complete all classes, the student is eligible for only 50% of aid awarded. However, the student may be charged 100% of all applicable tuition costs, fees, etc. Questions on applicable charges should be directed to the bursar.

In accordance with federal regulations, whenever a student's withdrawal requires the return of financial aid, the funds will be distributed in the following order:

1. Unsubsidized Federal Stafford/Direct
2. Subsidized Federal Stafford/Direct
3. Federal PLUS/Direct
4. Federal Perkins
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV programs

Return of State Funds

The Massachusetts state financial aid programs follow the same refund policy as the Title IV programs. However, if a student has a tuition liability due to the return of Title IV funds, state funds may be retained to cover such liability.

Leave of Absence Form, Withdrawal Form, or Drop Form Filed and Approved within Student Liability

First two weeks of classes: 9%
Third week of classes: 59%
Fourth week of classes: 75%
After fourth week of classes: 100%