

2018 – 2019

Student Handbook



VAN LOAN SCHOOL
AT ENDICOTT COLLEGE

Special Notice

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

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

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

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
781-425-7785
info@neche.org

Mission and Values



Mission Statement

Shaped by a bold entrepreneurial spirit, Endicott College offers students a vibrant academic environment that remains true to its founding principle of integrating professional and liberal arts with experiential learning including internship opportunities across disciplines. The College fosters a spirit of excellence by creating a challenging yet supportive and inclusive environment in which students are encouraged to take intellectual risks, pursue scholarly and creative interests, contribute to the community, and explore diverse career paths. Endicott is committed to supporting the personal and professional development of its students, preparing them to assume meaningful roles within the greater community both domestically and internationally.

Approved by the Endicott College Board of Trustees, May 3, 2014

Statement of Understanding

Endicott College is committed to providing an educational experience that will encourage students to view the concept of diversity from a variety of perspectives in order to foster understanding and ultimately greater respect and acceptance among individuals. Embracing diversity means understanding and respecting our individual differences, which includes the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, differing abilities (e.g., physical, emotional, and cognitive), religious and political beliefs. Central to the exploration of the differences and similarities among individuals is the need to offer a safe, positive, and supportive environment. The goal is to reach a greater understanding of each other and to move beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

- Statement of Understanding adopted by the Endicott College Board of Trustees - February 2005

The Strength of Our Community: Our Common Values and Beliefs

At Endicott, we come together as a community of learners, seeking to grow in wisdom and knowledge. Though our personal and professional goals may vary, the College's founding principles of respect, trust, integrity, and commitment continue to guide us. College is a time for exploration and self examination, for intellectual freedom and new ideas. It is a place where diversity and individuality should be celebrated and fostered; it is also a place where the rights and responsibilities of the individual should be examined in the context of the social contract.

We believe that a community's strength depends on a common core of beliefs and values. At Endicott, we believe that we are strongest when students, families, faculty, and staff work together in mutual respect. Our interaction becomes the fabric of the Endicott experience, and it determines our success.

We Believe That:

1. Commitment and hard work lead to success.
2. Individual rights and group rights begin and end with responsibility and accountability.
3. Mutual respect among students, families, faculty, staff, and the greater community should be inherent in all our interactions.
4. Each person should strive to achieve their fullest potential, and our community should foster that growth.
5. Each person should reflect on and take responsibility for their words and actions, in the context of both personal growth and the welfare of others.
6. As a community of learners, each of us succeeds when we contribute to an environment that is rich in opportunity and understanding.
7. Our goal is to graduate individuals with skills, attitudes, and character traits that will make them productive and successful in their own lives and in their communities.

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





Emergency, Safety, and Community Resources

College Resource

	Phone Number
Public Safety	978-232-2222
Residence Life	978-232-2141
Counseling Services	978-232-2106
Dining Services	978-232-2110
Health Services	978-232-2104
<i>Open Monday and Friday 8:00 a.m. - 5:00 p.m., and Tuesday - Thursday 11:00 a.m. - 7:00 p.m.</i>	
Advising Services	978-998-7735
Physical Plant	978-232-2351
Vice President of Student Affairs and Dean of Students.	978-232-3096
Vice President of the Undergraduate College	978-232-2055
Vice President of Finance	978-232- 2384
Vice President and Dean of Academic Resources and Student Success	978-232-2292
Interim President	978-232-2000

Community Resources

	Phone Number
Beverly Police Department	978-922-1212
Beverly Fire Department	978-922-2424
Beverly Hospital (General Number)	978-922-3000
Beverly Self Storage	978-922-4806
Northshore Rape Crisis Center 24-hour Hotline	800-922-8772
MBTA (T and Train Information)	800-392-6100
Logan Airport	800-23-LOGAN
Registry of Motor Vehicles	617-351-4500
Beverly Cleaners (Dry Cleaning)	978-927-0222
Flair of Beverly (Dry Cleaning)	978-922-0786
Magic Touch (Dry Cleaning)	978-927-9011
A C Moore (Art Supplies – Liberty Tree Mall)	978-750-0420
Art Supplies Wholesale	978-922-2420
CVS	978-921-0632
Walgreens	978-921-0506
Target Pharmacy	978-762-4439
Sunshine Taxi	978-501-5014

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Welcome to Endicott

Welcome to the Van Loan School at Endicott College!

A Message from the Interim President

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

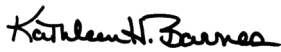
Services provided include: academic advising; personal counseling and spiritual programs; career planning and placement; study skills and tutoring; on-campus living opportunities; financial aid; health care; varsity, club, intramural, and recreational sports; student activities; and Student Government.

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

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

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

Sincerely,



Kathleen H. Barnes, *Interim President*

A Message from the Vice President and Dean of Graduate and Professional Studies

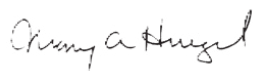
The *Student Handbook* is designed to provide you with information that will assist you in your program at Endicott College.

Our mission is to provide you with quality, adult-oriented educational programs as part of your professional and personal growth. As an adult learner, it is incumbent upon you to take the initiative, along with our guidance and assistance, to plan your educational experience at the College. The sacrifices you make and the balance you must achieve with school, personal, and professional responsibilities are a significant challenge. The partnership that we will develop will enable you to navigate your educational journey successfully.

The Handbook, though not all-inclusive, will provide you with many details associated with the programs offered by the Van Loan School. I encourage you to review the *Handbook* and become acquainted with our respective responsibilities. Most of your questions should be addressed. However, if you would like additional information and/or clarification, please do not hesitate to contact the program director, or me.

Best wishes in successfully pursuing and completing your degree program.

Sincerely yours,



Mary Huegel, Ph.D.
Vice President and Dean, Van Loan School of Graduate and Professional Studies



Campus Resources

Administrative Leadership

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

President's Office

College Hall

978- 232-2000

Dr. Kathleen Barnes, *Interim President*: drbarnes@endicott.edu

Jillian Dubman, *Chief of Staff*: jdubman@endicott.edu

Pam Droney, *Assistant to the President*: pdroney@endicott.edu

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

Provost

Life Sciences Building

978- 232-2264

John Caron: jvcaron@endicott.edu

The Office of the Provost is located on the third floor of the Gerrish School of Business Building. The Provost is responsible for leadership of educational affairs and activities and works closely with the Vice President and Dean of the Undergraduate College, the Vice President and Dean of Graduate and Professional Studies, and the Executive Director of the Endicott Research Center.

Vice President and Dean of the Undergraduate College

Wax Academic Center

978-232-2055

Dr. Laura Rossi-Le: lrossile@endicott.edu

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

Vice President and Dean of Graduate and Professional Studies

Van Loan School of Graduate and Professional Studies

978- 232-2199 or 2044

Dr. Mary Huegel: mhuegel@endicott.edu

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

Vice President of Student Affairs and Dean of Students

Callahan Center
978-232-3096

Brandi Johnson: bjohnson@endicott.edu

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

Vice President of Finance

College Hall 978-232-2384

Anthony Ferullo: aferullo@endicott.edu

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

Vice President of Communications and Marketing

Brooks Hall 978-232-2321

Bryan Cain: bcain@endicott.edu

The Vice President of Communications and Marketing is responsible for all Endicott College Communications including publications, photography, logo use, media relations and public relations, digital and social media, the web, and news. We work to give Endicott a consistent and meaningful voice both externally and internally, and to tell the stories of the imaginative students and dedicated faculty that make up our College.

General Counsel

College Hall 978-998-7768

Karen Abbott: kabbott@endicott.edu

The General Counsel is responsible for the legal affairs of the College, providing legal counsel and preventative guidance to the President, Board of Trustees and administration on a wide range of legal issues affecting the College.

Vice President of Admission and Financial Aid

College Hall 978-232-2005

Evan Lipp: elipp@endicott.edu

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

Vice President of Institutional Advancement

College Hall 978-232-2376

David W. Vigneron: dvignero@endicott.edu

The Office of Institutional Advancement is responsible for overseeing all activities and engagement of the College's 19,000 alumni. The Vice President of Institutional Advancement also oversees all efforts relating to philanthropic support of the College from alumni, parents, students, friends, corporations, foundations, and governmental grants.



Campus Services and Resources

Academic Technology

Diane M. Halle Library and Wax Academic Center 978- 232-2282

Kent Barclay, Associate Dean of Academic Technology: kbarclay@endicott.edu

The mission of the Academic Technology department is to promote and support more effective teaching and learning through the use of technology. Our goals are to be supportive in the use of current technologies, proactively research and evaluate new and innovative technology trends, and to be responsive to the needs of those that we serve by listening, keeping an open mind and reacting in a timely and appropriate manner.

Academic Technology at Endicott College is comprised of several areas, the campus computer labs, laptop support, mediated and technology enhanced classrooms, Canvas- the campus Learning Management System, YuJa cloud based media storage and distribution system, Big Blue Button and other web conferencing systems, the Digital Media Center and iPad program and support. Academic Technology staff provides Endicott faculty, staff and students with workshops, training and support in the use of various software programs, web tools, digital media and audio/video production technologies.

Athletics

Post Sport Science and Fitness Center 978-232-2305

Dr. Brian Wylie, Assistant Vice President and Director of Athletics: bwylie@endicott.edu

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

Banking

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

Bookstore

Callahan Center 978-232-2105

Lori McMahon, Manager: bkstore@endicott.edu

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

Bursar Office

College Hall 978-232-2036

Sarah Kidd, Bursar: skidd@endicott.edu

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

Communications Services: Voice, Video, and Data

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

Community Service

Callahan Center
978-232-2241

Lauri Rawls, *Assistant Dean of Students*: lrawls@endicott.edu

Endicott's Community Service Program offers a wealth of opportunities for students to volunteer their time and talents to help those in need. The mission of the Community Service office is to provide resources and raise awareness for both Endicott and the surrounding communities. This goal is backed by the belief that in helping others you are helping yourself.

Interested students (or student groups) can take part in one-time service projects such as our Annual 9/11 Day of Caring or in long-term programs such as our campus based mentoring program with Big Brother Big Sister. Whether it's one afternoon working with Habitat for Humanity, a commitment of tutoring on a weekly basis or something entirely different, the Endicott Community Service Program has a need for volunteers of all types, interests, and skill-sets.

Commuter Student Resources

Callahan Center 978-232-2119

Alyssa Laurenza, *Assistant Director of Student Activities*: alaurenz@endicott.edu

Endicott is committed to connecting commuters to the campus and dedicated to assisting all students to have a positive experience. The Office of Student Activities advises the Commuter Board in its development of programs and activities for students who commute to Endicott. The Office of Student Affairs is available as a resource for commuters as they connect to the Endicott community.

Copy Center

Callahan Center 978- 232-2107

Bill Melanson, *Site Manager*: copycntr@endicott.edu

The Copy Center is located in the Callahan Center adjacent to the Mail Room. Hours are posted. The Copy Center accepts personal checks as well as cash for purchases. Students may use their Gull Cards as a method of payment if funds have been placed on their cards.

Counseling Center

Callahan Center 978-232-2131

Karen Tompkins, *Director*: ktompkin@endicott.edu

Endicott College recognizes that many students experience adjustment issues and personal difficulties which can have a significant negative impact on their academic success. In order to help students cope with the personal challenges that face them, the Counseling Center provides individual and small group counseling, implements programming on issues relevant to college-aged students, assists during crisis situations, and is available as a resource for referral to both on-campus and community support services. Confidential counseling is provided to all currently enrolled Endicott students at no charge. In addition to counseling, the department also offers educational programs that addresses alcohol and drug use and misuse.

Dining Services

Callahan Center 978-232-2110

Paul Belski, *Director*: dining@endicott.edu

Endicott College dining services is managed by Sodexo Campus Services with offices in the Callahan Center. Sodexo provides a variety of services to meet the needs of the College community. These include the Callahan Dining Hall, Einstein's, Courtyard Café, The Lodge, and campus catering. See pages 13 - 14 for meal plan options, dining facilities, and off-campus Gull Card restaurants.

Financial Aid

College Hall 978-232-2060

Marcia Toomey, *Dean of Financial Aid*: mtoomey@endicott.edu

Marilyn Berroa, *Assistant Director, Van Loan* mberroa@endicott.edu, 978-998-7715

Linda Lugo-Israelsohn, *Financial Aid Assistant Van Loan*: llugoisr@endicott.edu, 978-998-7790

Joelle Fabrizio, *Financial Aid Assistant/Boston*: jfabrizi@endicott.edu, 857-265-3917

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

Endicott Research Center

978-232-2058

Peter Hart, *Executive Director*: lehart@endicott.edu

The Research Center provides educational leaders and policy makers with the development and inquiry capacity to support efforts in the reform of educational policy and practice. We conduct research and evaluation designed to inform educational policy and leaders at the state, national, and international levels.

Diane M. Halle Library

978-232-2279

Brian Courtemanche, *Library Director*: bcourtem@endicott.edu

The Diane Meyers Halle Library (endicott.edu/library) is a major academic support unit of Endicott College for all levels and locations of curricular programming. Situated in the heart of the campus, Halle Library is open 96.5 hours per week during the academic year, with the Bourke Corcoran cyber-café level open 24/7 for students. Halle Library has ample seating, environmentally-friendly lighting, wireless connectivity and an attractive open floor-plan. Numerous computer workstations, printer kiosks, photocopiers and a scanner are available. Over 260,000 print, ebook, and media titles support the curriculum. Library periodical and research databases aggregate and enable access to hundreds of thousands of individual full-text journal articles across disciplines. Reference librarians are available to provide both individual assistance and group instruction to support students with their research and information needs, and to develop information literacy skills that will facilitate lifelong learning. Endicott College is a member of the North of Boston Library Exchange (NOBLE), a network of 28 academic and public libraries. A shared online catalog enables access to over three million items across the network. Halle Library is also a participating member of the Massachusetts Libraries Commonwealth Catalog, a virtual resource enabling Endicott patrons to access additional millions of library items across the state. Weekday delivery service among NOBLE libraries expedites the transfer of requested materials. On-site reciprocal borrowing privileges between NOBLE member libraries are also available. In addition to library materials and reference services, the Library building also houses the Office of International Education, Academic Technology, Internship and Career Center, Archives, Disability Services, Student Support Center, Tutoring Center, and Writing Center.

Hours of Operation during the academic year are:

Monday through Thursday: 7:30 a.m. to midnight | Friday: 7:30 a.m. to 8:00 p.m.

Saturday: 12:00 to 6:00 p.m. | Sunday: noon to midnight

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

Gull Card Office

College Hall 978-232- 2054

Jaimie Klopotoski, *Gull Card Administrator*: jklopoto@endicott.edu

The Gull Card is more commonly known as your ID card, and it currently provides a multitude of services. The Gull Card:

- Serves to identify you as a member of the Endicott College community
- Tracks your meal plan usage in the Dining Hall, Courtyard Cafe, Einstein's, and The Lodge
- Allows access to designated residence halls for resident students
- Is used to check books out of the Halle Library (and all other NOBLE member libraries) and grants (remote) access from off campus to (a selection of) Endicott's on-line databases

Health Center/Family Medicine Associates

Callahan Center 978- 232-2104

fma@endicott.edu

The Health Center is run by Family Medicine Associates. Family Medicine Associates (FMA) is a member of Lahey Health Primary care with offices located in Hamilton and Manchester, Massachusetts. Endicott's Health Center is a full-service center with an FMA Site Coordinator, Medical Assistant/Phlebotomist, Nurse Practitioner and supervising Medical Director providing a full range of medical services to the Endicott community. FMA is affiliated with Lahey Health, which includes Beverly Hospital, Addison Gilbert Hospital and Lahey Health Outpatient Center at Danvers.

As a student, you will have full access to all medical services at the Health Center, including sick or accident visits, physical exams, injections, flu shots as well as full lab services. FMA provides medical care based on a team approach with each team under the direction of a board certified Physician.

Please go to page 49 of this *Student Handbook* for details about the Massachusetts Immunization requirements for college students.

Information Technology

College Hall 978- 232-2948
Amy Donovan, *Chief Information Systems Officer*: adonovan@endicott.edu

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

Internship and Career Center

Diane M. Halle Library 978-232-2330
Eric Hall, *Dean of Internship and Career Center*, ehall@endicott.edu at extension 2294
Dale McLennan, *Director of the Career Center*, dmclenna@endicott.edu
Cindy Richard, *Director of Internship*, cirichar@endicott.edu

An Endicott Education will give you the skills and confidence that can only be achieved through professional work experience, to ensure that you are career-ready upon graduation. In keeping with our philosophy of experiential learning, we believe that students should actively search and apply for internship opportunities to learn valuable skills they will be able to use throughout their careers. Over the course of your time at Endicott, you will participate in three distinct internships. These experiences are supplemented with classes designed to provide you with the professional insight and competencies you need to be successful in the workplace. Internship coordinators will assist you with securing internship sites that offer many opportunities for self-enrichment. The Internship and Career Center offers comprehensive programs to help you prepare for a professional career. From freshman to senior year, you will have access to individualized career advising to clarify your career goals and plan your transition from college to professional life. Each year, a number of employers and alumni help us prepare students by sharing their expertise at scheduled events, recruiting for jobs and internships, and acting as mentors to students. They also participate in mock interviews and host student interns in various industries.

Lost and Found

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

Mail

Callahan Center 978-232-2107
Bill Melanson, *Director*: copycntr@endicott.edu

All full-time students are issued a campus mailbox. Mailboxes are located in the Callahan Center. Mailbox combinations can be located on a student’s COAST account; parcels will be distributed to the addressee at the window. Incoming mail should be addressed to:

Student’s Name,
Mail Stop #
Endicott College,
376 Hale Street,
Beverly, MA 01915

Newspaper – Endicott Observer

Callahan Center
The *Endicott Observer* serves the Endicott College community as a primary source for information, entertainment, and persuasion. A student staff that strives to offer students and staff a reputable source for news supports the *Endicott Observer*.

Public Safety

Public Safety Building at the Main Gate
Charles J. Femino, *Chief of Police*: cfemino@endicott.edu 978-232-2222

The Public Safety department is a 24-hour per day operation charged with the protection of people and property of Endicott College. In addition to patrolling the campus regularly, the Public Safety officers provide, assist visitors, respond to emergencies and suspicious activities, and investigate incidents and other concerns that students or staff may have.

On-Campus Employment

If you have been awarded Federal Work-Study, a Job Fair is held at the beginning of each school year that showcases the various student positions available on campus. Students may find employment in a variety of areas. International students are eligible to work on campus up to 20 hours per week when classes are in session and up to 40 hours per week during other periods in non-work-study positions.

Participating Off-Campus Gull Card Locations

Restaurant	Beverly Location	Phone
Boston Bagel Company	3 Oak St	978-969-6913
Cabot Pizza	133 Cabot St	978-921-0300
CVS	434 Rantoul St.	978-921-0632
CVS	19 Dodge St.	978-927-0060
Domino's Pizza	43 Beckford St.	978-927-2999
Jacob's Corner restaurant	278 Rantoul St	978-969-1774
Little Italy	294A Cabot St.	978-922-4704
Neapoli Café and Pizzeria	299 Rantoul St	978-927-6117
Panera Bread	57 Dodge St.	978-998-6860
Prides Deli and Pizzeria	644 Hale St.	978-921-1109
Jersey Mikes	55 Dodge St.	978-927-7353
Subway	386 Cabot St.	978-927-0077
Super Sub and Salad Shop	324 Cabot St	978-927-4788

Post Sport Science and Fitness Center

978-232-2337
Mark Kulakowski, Assistant Athletic Director, Facilities and Recreation: mkulakow@endicott.edu

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

Registrar

College Hall 978- 232-2064
Rosa Cadena, Registrar: rcadena@endicott.edu
Steve Negron, Assistant Registrar, Van Loan School: snegron@endicott.edu, 978-232-2047
Alicia Kessler, Operations Coordinator, Van Loan School: akessler@endicott.edu, 978-232-5261

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

Religious and Spiritual Life

Chapel 978-232-2163
Gail Cantor: gcantor@endicott.edu

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

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

Residence Life

Callahan Center 978-816-7627
Caitlin Courtney-Biedrzycki, Director of Housing and Residence Life: ccourtne@endicott.edu

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

Student Activities

Callahan Center 978-232-2146

Brianne McGann, *Assistant Dean of Students*: bmcgann@endicott.edu

Student Activities collaborates to serve as a hub of student involvement initiatives designed to educate students through relationship building, advising, program planning, and experiential opportunities. Student Activities offers late night and weekend programming throughout the academic year and runs a variety of programs including educational speakers, concerts, movie nights, off-campus trips, beach days, and much more!

Safety Escort Service

978-232-2222 (x2222 from campus phone)

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

Safe Ride Van

978-232-2465

Safe Rides are provided by Public Safety Sundays through Wednesdays from 9:00 p.m. to 12:00 a.m. and Thursdays through Saturdays from 9:00 p.m. to 3:00 a.m. This is a van driven continuously around campus to safely transport students from place to place on campus. When the Safe Ride Van Service is in operation, it can be called for or can be flagged down.

Transportation Services

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

Callahan Center 978-232-2607

Dritan Aranitasi, *Transportation Coordinator*: transportation@endicott.edu

Endicott College provides shuttle service to various places of interest for both students and staff. These areas include the Beverly Depot, both the Liberty Tree and North Shore Mall, as well as the Cummings Center and CVS. Shuttle transportation is free to all Endicott College student and staff ID holders, and run seven days per week during the academic calendar year (excluding holidays, January break, and summer break). Schedules may be altered to reflect changing semester needs. For a completely up-to-date of all service, please visit our page at endicott.edu/shuttle.

In addition to off-campus transportation, on-campus transportation is available for students, faculty, and staff. Service will include the overflow parking lot on our South Campus, Solar Lot, the Callahan Center, the Post Center, Lot 35, the Manninen Center for the Arts, Peter Frates Hall, and College Hall. Regular service will be Monday-Friday, 8:00am-6:00pm.

Writing Center

Diane M. Halle Library,
978-232-2237

Dr. David DiSarro, *Associate Dean, Director of The Writing Center*: ddisarro@endicott.edu

The Writing Center, located in the Diane M. Halle Library (Room 230), has dedicated professional and peer tutors from a variety of fields who work with hundreds of Endicott students, faculty, and staff each semester. We offer free one-on-one conferences to discuss any writing for any Endicott class -- undergraduate or graduate. Though we welcome walk-in appointments if tutors are available, the best way to meet with a tutor is to make an appointment through our online scheduling system.

Wylie Inn and Conference Center

978-867-1959

John Zimmerman, *General Manager*: john.zimmerman@pyramidhotelgroup.com

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



Endicott College Student Code of Conduct

Endicott College, is committed to creating a community of learners in which student growth, development, and maturity are fostered in the classroom, across the campus, and in professional settings. Foremost in this community are commitments to respect, civility, trust, and understanding. The student conduct system is in place to foster and protect the core mission of the College, to foster the growth of the individual student in a safe and secure learning environment, and to protect the welfare of the College community.

Each student is expected to make choices that preserve a safe and secure environment in which all individuals are able to pursue their academic endeavors, to practice responsible citizenship, to respect the rights of others, and to be accountable for their own actions and the conduct of their guests. All students and their guests are expected to be aware of and abide by this Student Code of Conduct (“Code”). Failure to uphold College rules and expectations as well as federal, state, and local laws and regulations may result in student conduct action under the authority of this Code.

PURPOSE

The purpose of maintaining student conduct in the Endicott College setting is to protect the character of the College community by discouraging conduct inconsistent with the values of the institution. The purpose of publishing student conduct regulations is to give students general notice of prohibited behavior and their rights and responsibilities during the student conduct process. The purpose of campus student conduct proceedings is to provide a forum through which to determine whether or not a student is responsible for violating College regulations. This Code establishes and details student rights and responsibilities within the College student conduct system. The Code seeks to preserve the individual rights of students while ensuring that the interests of the entire College community are also maintained.

I. APPLICABILITY

- A. The Code applies to the on-campus conduct of all students. The Code also applies to off- campus conduct of students in any location that, in the College’s judgment, involves or affects the College or other members of the College community, such as conduct in connection with:
 - 1. Academic work or other College-related educational activities and experiences, such as class projects, field trips, study abroad, student teaching, or internships;
 - 2. Activities sponsored, conducted, or authorized by the College or its student organizations;
 - 3. Activities that cause or threaten harm to the health, safety, well-being, or property of the College or members of the College community, including the student themselves; or
 - 4. Activities that unreasonably disturb the peace and privacy of the student’s neighbors when living off campus.
- B. The Code applies to conduct by a student while a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at the College and even if the College does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the College.
- C. Students also continue to be subject to federal, state, and local laws while at the College. While those laws are separate and independent from the Code and impose different standards, violations of them may also constitute violations of the Code. In such instances, the College may take action under the Code, independent of any other legal proceeding involving the same conduct, and may impose consequences for violation of the Code even if such other proceeding is not yet resolved or is resolved in the student’s favor.

II. AUTHORITY FOR STUDENT CONDUCT

- A. Ultimate authority over student conduct is vested in the President of the College (“President”), who may take immediate action at their discretion for any violation of College policies or procedures whatsoever. Action taken by the President is final and closes the matter. As an ordinary matter, the President has delegated authority over student conduct to the Vice President of Student Affairs, who may delegate and exercise it consistent with these procedures. With respect to the conduct of students of the Van Loan School at Endicott College, the President has delegated authority to the Vice President and Dean of the Graduate School.

- B. Vice President of Student Affairs (or designee) reserves the authority to take immediate, necessary, and appropriate action to protect the health, safety, and well-being of an individual and/or the College community. Vice President of Student Affairs (or designee) may take an interim action to remove a student from College housing, restrict a student's access to and movement about the campus, and/or suspend a student from the College whenever the continued presence of the student at the College is deemed to pose a serious threat to themselves or to others or to the stability and continuance of normal College functions. The interim action shall become effective immediately upon delivery of oral or written notification to the student or their designee. A hearing or conference will be granted as soon as possible.
- C. With respect to the undergraduate campus students, the Office of Student Affairs, under the direction of and guidance from the Vice President of Student Affairs is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with College policies and procedures. With respect to the Van Loan School of Graduate and Professional Studies, the Vice President and Dean of the Graduate School is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with College policies and procedures.
- D. Student conduct action may be pursued for any violation of College policy, or district or federal law, on or off College premises by a student that affects the College's interests and/or is inconsistent with the College's expectations for students.
- E. Student conduct action may be pursued to address the behavior of a student organization (as an entity) when members of the student organization have engaged in potential violations of this Code for which they received the consent or encouragement of the organization or the organization's leaders/officers.

III. PROHIBITED CONDUCT

The following are examples of prohibited behaviors and activities which may result in student conduct action under this Code. Commission of or attempts to commit these acts, condoning, supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may be treated as violations of this Code.

1. Sexual Misconduct and Relationship Violence

Sexual misconduct and sexual assault are antithetical to the standards and values of the College, violate College policy and in some instances state and federal law, and will not be tolerated. In particular, Title IX of the Educational Amendments of 1972, 20 U.S.C. SS 1681 et seq., prohibits discrimination on the basis of sex in educational programs and activities operated by recipients of federal financial assistance. It is important to understand that sex discrimination includes sexual harassment, which encompasses sexual violence and other forms of sexual misconduct, which include sexual assault, domestic violence, dating violence, and stalking. **See the College's Sexual Misconduct and Relationship Violence Policy , at page 27 of this Handbook**, for definitions of prohibited conduct.

2. Endangerment

- a. Physical violence towards another person or group.
- b. Action(s) that endanger the health, safety, or well-being of another person, group, or oneself.
- c. Interference with the freedom of another person to move about in a lawful manner.

3. Harassment

- a. Conduct, not of a sexual nature, which creates an intimidating, hostile, or offensive environment for another person.
- b. Action(s) or statement(s) that threaten harm or intimidate another.
- c. Acts that invade the privacy of another person.
- d. Bullying behavior, defined as the systematic and chronic infliction of physical hurt or psychological distress by teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, harassment, or destruction of property.
- e. Stalking, defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety or to suffer substantial emotional distress.

4. Hazing

- a. Hazing is a crime punishable by Massachusetts state law as well as a violation of this Code. Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade a person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing. Hazing includes, but is not limited to:

- i. Unreasonable interference with a student's academic performance
 - ii. Forced or coerced consumption of food, alcohol, drugs, or any other substance
 - iii. Forced or coerced wearing of apparel which is conspicuous and/or inappropriate
 - iv. Forced or coerced exclusion from social contact
 - v. Branding
 - vi. Creation of unnecessary fatigue (including but not limited to acts that stem from forced physical activity, such as calisthenics and deprivation of sleep)
 - vii. Deprivation of food
 - viii. Beating, whipping, or paddling in any form
 - ix. Line-ups and berating
 - x. Physical and/or psychological shocks
 - xi. Personal servitude
 - xii. Kidnapping or abandonment
 - xiii. Unreasonable exposure to the weather
 - xiv. Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation or humiliation
 - xv. Expectation of participation in activities that are unlawful, lewd or in violation of College policy.
- b. Consent by any student or other person shall not be available as a defense to any charge of hazing activity.
- c. Failure to report hazing: Whoever knows that another person is the victim of hazing as defined above and is at the scene of such action shall, to the extent that person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official (or coach, Athletic Director, Dean of Students, Public Safety, college counselor or any college faculty or staff member) as soon as is reasonably possible. Failure to report such activity is punishable under this Code and under state law.

5. Retaliation for Reporting Hazing

Retaliating against any individual who reported a hazing violation or suspected hazing violation to College or law enforcement officials.

6. Weapons, Fireworks and Explosives

- a. On-campus possession or use of firearms, antique firearms, explosives, destructive devices, or other weapons or dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball guns, slingshots, crossbows, stun guns, tasers, metallic knuckles, archery equipment, swords, sword canes, replica ornamental or decorative weapons/swords/daggers/knives, or any dangerous chemical or biological agent.
- b. Fireworks and/or explosives of any kind are prohibited without expressed permission from the College.
- c. Off-campus unlawful or unauthorized possession or use of firearms, explosives, or other weapons or dangerous articles or substances.

7. Fire and Safety

- a. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
- b. Unlawful possession, or removal of, damage to, or tampering with fire safety or other emergency warning equipment.
- c. Failure to evacuate a College building or facility within a reasonable amount of time after a fire alarm is sounded.
- d. Arson, or the setting of any unauthorized fire in or on College property.

8. Alcohol, Controlled Substances, and Illegal Drugs

- a. Unlawful possession or use of controlled substances, including prescription medicine for which the student does not have a prescription in their name.
- b. Possession or use of illegal drugs.
- c. Purchase, distribution, delivery, or sale of illegal drugs or controlled substances.
- d. Possession or use of drug paraphernalia.
- e. Possession or consumption of alcohol when under the age of 21 as specified by the State of Massachusetts.

- f. Providing alcoholic beverages to an individual who is under the age of 21 as specified by the State of Massachusetts.
- g. Being in the presence of alcoholic beverages (consumed or possessed) by any person under 21 years of age.
- h. Operating a motor vehicle while under the influence of alcohol or any controlled substances or illegal drugs.
- i. Being in the presence of illegal drugs and/or drug paraphernalia
- j. Intoxicated behavior that endangers self or others, or brings discredit to the college.
- k. Open house party. An open house party is defined as an event at a residence where hosts, owners, or others in control of the event fail to take reasonable steps to ensure legal compliance, reduce the risk of harm, and ensure the safety of guests (including, but not limited to, removing those in violation or requesting Public Safety to assist if alcoholic beverages are known to have been consumed at the residence by person/s under the age of twenty-one and/or illegal drugs or controlled substances are unlawfully possessed, distributed or used).
- l. Violation of Registered Party Policy.
- m. Alcohol consumption or possession of an open container of alcohol is prohibited at any time in College owned or leased hallways, lobbies, lounges, stairwells, classrooms, technical facilities, meetings spaces, bathrooms, outdoor areas, vehicles or any other public areas regardless of age, without written authorization from the College.
- n. Common sources of alcohol (i.e. kegs, party balls, etc.), alcoholic punches, grain alcohol, and binge drinking paraphernalia (i.e. funnels, etc.) are prohibited.
- o. Drinking Games (i.e. beer pong, water pong, card games, etc.) or furniture/paraphilia that encourage high risk drinking (i.e. beer pong tables, etc.) are prohibited.

9. Disruption

- a. Disrespect or failure to comply with a lawful order of a College official or any law enforcement official.
- b. Providing false information to a College official or to a law enforcement official, including student conduct hearing bodies.
- c. Acts that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College or the rights of other members of the College community. This includes acts that occur both inside and outside of the classroom setting and may involve use of electronic or cellular equipment. This also includes behavior off campus during a college sanctioned event or activity or an event where the student serves as a representative of the College (including, but not limited to an organizational leadership role).
- d. Acts that disrupt the College student conduct process including attempting to coerce or influence a person regarding their participation in any student conduct proceeding.

10. Misrepresentation or Misuse of Identity or Identification

- a. Permitting another person to use one's identification.
- b. Inappropriate use of another person's identification.
- c. Impersonation, or misrepresenting the authority to act on behalf of another or the College.
- d. Forgery, alteration, or misuse of identification, documents, records, keys, or access codes.
- e. Manufacture, distribution, delivery, sale, purchase, possession, or use of false identification.

11. Property

- a. Damage or destruction of College, public, or private property.
- b. Theft - without authorization removes or uses the property or services of another person or of the College, with the intent to permanently deprive the person or College of the property.
- c. Misappropriation – without authorization temporarily removes or uses the property or services of another person or the College, but without the intent to permanently deprive the person or the College of the property.
- d. Receipt, possession, sale, or purchase of property or services that are known or reasonably should have been known to have been stolen.
- e. Entering or using the property or facilities of the College or of another person without the proper consent or authorization.

12. Computers

- a. Unauthorized access or entry into a computer, computer system, network, software, or data.
- b. Unauthorized alteration of computer equipment, software, network, or data.
- c. Unauthorized downloading, copying, or distribution of computer software or data.

13. Recording of Images Without Consent

Using electronic or other means to make a video or photographic record of any person where there is a reasonable expectation of privacy without the person's consent and when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The sharing and/or distributing of such unauthorized records by any means is also prohibited. This behavior may also be addressed under the Endicott College Sexual Misconduct and Relationship Violence Policy.

14. Recording of Oral Communications without Consent

Acquiring, by listening or by recording using any device, any wire, oral, or electronic communication, when such communication is uttered by a person exhibiting an expectation that such communication is not subject to interception under circumstances justifying such expectation (i.e., in a situation in which the person has a reasonable expectation of privacy), and the person has not given consent to the acquisition or recording of the communication. This behavior may also be addressed under the Endicott College Sexual Misconduct and Relationship Violence Policy.

15. Gambling

Engaging in any form of illegal gambling is prohibited.

16. Other Violations

- a. Violation of federal or state law or local ordinance.
- b. Aiding, abetting, conspiring, soliciting, inciting, or attempting to commit, any other violation of federal law, state law, or local ordinance.
- c. Violation of any other College regulation or policy as described in any recognized College publication, or other College policies directly related to departments, organizations, residence halls, or clubs.
- d. Violation of the Academic Integrity Policy when the student is not currently enrolled in the related course or when the incident cannot otherwise be processed under the Academic Integrity Policy.
- e. Being present or otherwise involved, in such a way as condoning, supporting or encouraging any acts which would violate this Code. (Note: Students who observe acts in violation of this Code are expected to remove themselves and are encouraged to report the matter).
- f. Sanction Violation: Violating the terms of any student conduct sanction as imposed in accordance with student conduct procedures, including the failure to complete sanctions by the stated deadline.
- g. Solicitation: Unauthorized solicitation, sale, or promotion of any goods or services in College owned or operated property, including residence halls, or at College-sponsored events.
- h. Concerning Behavior: Behavior that disrupts, threatens, or adversely affects the learning, teaching or living environment of other student(s), off campus residents and neighbors.
- i. Lewd or indecent behavior, including public urination and public nudity.
- j. Intentionally concealing one's identity or wearing masks (Halloween or costume) is prohibited on campus.



IV. STUDENT CONDUCT SYSTEM AND PROCEDURES

These guidelines are intended to provide general notice of rights and responsibilities during the student conduct process. This Code does not, nor is it intended to, afford the specificity or the due process rights of criminal or civil statutes or procedures.

A. Case Referrals

1. Any person may refer a student or student organization suspected of violating this Code to the Office of Student Affairs or to the Vice President and Dean of the Graduate School, as appropriate. The referral will be reviewed to determine the appropriate student conduct or administrative action to be taken in accordance with this Code including, in the event that there is insufficient evidence to support formal action, a determination that student conduct or administrative action is not warranted.
2. Referrals should be made within a reasonable timeframe after the alleged incident (or after the latest alleged incident in cases of harassment or where there is a succession of documented incidents). Student conduct action may be pursued after considering the amount of time that has passed since the alleged incident and whether there is enough information available to substantiate the reported behavior.
3. Administrative action, in lieu of formal student conduct action, may be taken at the discretion of the College, in an appropriate and reasonable manner, to address student behavior.
4. Interim sanctions and measures. The College may take any measures it deems necessary to protect the safety and well-being of students, other members of the College community, or the community as a whole, pending the determination of any suspected violation, up to and including removal from housing and/or interim suspension from the college.

B. Student Conduct Proceedings

A student potentially subject to sanctions is entitled to a hearing which will normally consist of a meeting between the student responding to allegations ("respondent") and an administrator. Such hearings may be audio recorded by the College at its discretion. In any conduct matter, an investigation may be performed at the College's discretion by the hearing officer, by internal staff as designated by the Dean of Students or Vice President of Student Affairs, or by an external party selected for such purpose.

In matters involving violations of the College's Sexual Misconduct and Relationship Violence Policy, students will be afforded the protections and process set forth in the Sexual Misconduct and Relationship Violence Policy, under the direction of the Title IX Coordinator, in addition to the conduct proceeding set forth herein.

At the discretion of the Vice President of Student Affairs (or designee) or the Vice President and Dean of the Graduate School, in certain circumstances, the hearing may be referred to the Student Accountability Board for hearing and determination, rather than a hearing conducted by an appropriate conduct officer.

C. Guidelines for Student Conduct Proceedings

The following procedural guidelines shall be applicable in student conduct proceedings. Formal rules of process, procedure, and technical rules of evidence, such as applied in criminal or civil court, are not used in student conduct proceedings. Deviations from prescribed procedures shall not necessarily invalidate a decision, unless significant prejudice to an accused student (respondent), complainant or the College results.

1. The respondent shall receive advanced written notification of the charges and the date, time, and location of the scheduled proceeding. Notice will most often take the form of a letter delivered to a student's College email account and/or available for pickup at the Office of Student Affairs.
2. The respondent will have the option to request an informational meeting prior to the hearing to inquire about the process and to assist in preparation for the hearing. The informational meeting may occur immediately prior to the hearing or will be scheduled soon as is reasonably possible.
3. The respondent may request a reasonable extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two business days except in unusual circumstances where the respondent can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least 24 hours prior to the scheduled proceeding, except in cases of documented serious illness or emergency.
4. The respondent shall be afforded reasonable access to review the case file prior to and during the proceeding, and may request to review a copy of a redacted incident report from administration. If additional information becomes available and is relevant, it will be discussed and reviewed at the proceeding.
5. The respondent shall have the opportunity to provide additional relevant information for the student conduct proceeding.

6. The respondent shall have the opportunity to respond to the information related to the alleged violation of the Code; the respondent may provide the names of material witnesses who have relevant and necessary information pertaining to the incident. These individuals will be invited at the discretion of administration to participate in the proceeding, but are not required. Character witnesses will not be heard.
7. Student conduct proceedings will be closed to non-participants and to the public.
8. A respondent may be accompanied by one advisor. The role of the advisor shall be limited to support and consultation; the advisor may not speak during any student conduct proceeding except privately to the respondent, nor shall the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from a student conduct proceeding at the discretion of the student conduct administrator.
9. A respondent who fails to appear at a scheduled proceeding without good cause (e.g., serious illness), after proper notice of such a proceeding, may be adjudicated in absentia, and forfeits all rights to an appeal unless it is for lack of proper notice, as required herein. In such cases, decisions will be based solely on witness testimony and other written information and/or other evidence presented during the proceeding.
10. Proceeding outcomes must be supported by a preponderance of evidence. Preponderance of evidence means that a greater weight of evidence has been demonstrated in order to decide in favor of one side over the other, to determine whether a fact is true, or to establish that an event occurred. A preponderance of the evidence does not necessarily mean the greater amount of evidence, but rather the greater quality of evidence – making it more likely than not the matter in question is true.
11. A respondent may be found in violation of any prohibited conduct (including sections of the Code for which he or she was not originally charged) when behaviors that were previously unknown are discovered during the course of the student conduct proceeding or if it is determined that a different section of the Code more appropriately addresses the conduct in question.
12. The outcome of the student conduct proceeding shall be conveyed to the student in writing.

Student Accountability Board Hearings

During a Student Accountability Board hearing, the accused student and complainant are given the opportunity to express his or her version of events on the matter at hand. The Board seeks to determine whether a violation of Endicott policies has occurred based on evidence presented by questioning the complainant, witnesses, and accused student. At the conclusion of a hearing, the Board discusses the evidence and testimony and makes a determination. The Board decides by a simple majority vote whether it is “more likely than not” that a violation of college policy has occurred. The Student Accountability Board will recommend action steps and/or sanctions when necessary to the Associate Dean of Students. The Associate Dean of Students (or designee) will make a final determination in consultation with the Vice President of Student Affairs or President as is appropriate about what disciplinary action will be imposed. All outcomes of the Student Accountability Board will be communicated in writing.

V. SANCTIONS

- A. The imposition of sanctions is based on the nature of the violation and the severity of any damage, injury, or harm resulting from it, and the character, disciplinary record, and rehabilitative potential of the student respondent.
- B. In some cases, a sanction may be held in abeyance for a specific period. This means that, should the student be found in violation of the Code during the stated period, the student may be subject to the deferred sanction in addition to the student conduct action appropriate to the new violation.
- C. The following mitigating and aggravating factors may be considered in imposing a sanction:
 - Past conduct history of the student, which may include the completion of conduct action steps and/or sanctions from past conduct cases.
 - Nature of the offense.
 - Severity of the damages, injury, or harm resulting from the offense.
 - Whether the responsible student promptly took responsibility for their actions.
 - The responsible student’s demeanor, honesty, and cooperation with staff during the investigation of the complaint and conduct proceeding.
 - Whether the violation involved an action directed at another based on his or her race, religion, ethnic origin, gender, age, physical ability, or sexual orientation.

D. The College cannot anticipate all social behaviors that may impact the community, therefore, the College reserves the right to combine sanctions when appropriate and/or deviate from the published sanctions in consultation with the President.

E. Conduct Hold on Student Account as a Result of Sanctions

A conduct hold is an administrative notation on a student's record. It freezes a student's record, preventing them from registering for classes, dropping and adding courses, or obtaining an official transcript.

The Conduct Office places a hold on a student's record when that student fails to complete their sanctions by the prescribed deadlines. The hold may be temporarily lifted due to special circumstances upon request of the student. Following the hold's temporary lift, the hold will be reinstated until the completion of required sanctions.

F. In order to provide as much information as possible to students about the types of sanctions commonly assigned for violations of College policy, the College has created the tables below. These tables include the College policies most commonly addressed by our conduct office, and the recommended sanctions for each. These tables are intended to be an education reference for students curious about conduct sanctions at Endicott College. Please understand that each conduct case is unique, and the College reserves the right to issue sanctions that are appropriate for each case. In some cases, the sanctions assigned may differ from what is listed below. Repeated or ongoing violations of the Student Code of Conduct may result in suspension or dismissal from the College. All sanctions issued are intended to act as an educational learning opportunity for the student and are designed to prevent similar behaviors.

G. Sanctions that may be imposed in accordance with this Code include:

1. Reprimand: An official written reprimand for violation of specified regulations.
2. Probation: A period of time in which a student is expected to demonstrate positive behavioral change. Violations of the terms of student conduct probation, or any other violation of this Code during the period of probation, may result in further sanctions, including eviction from residence, suspension or expulsion from the College.
3. Restitution: Repayment to the College or to an affected party for damages resulting from a violation of this Code.
4. Denial of Access to Specific Areas: Ban from certain non-academic area(s) for a specified length of time.
5. Relocation or Removal from Residence: Suspension or termination of the residence hall agreement and exclusion from visiting within certain or all residential facilities, as set forth in the notice of relocation or removal, for a specified period of time. A student who is removed from his or her residence arrangement is not entitled to a refund of room fees.
6. Revocation of Privileges: Restrictions placed on activities and/or use of College services and facilities for a specified period of time.
7. Parental/Guardian Notification: The College reserves the right to notify the student's parent or guardian in various situations it deems appropriate. The parent or guardian would be notified by telephone in emergency situations and in either writing or by telephone in disciplinary matters to the full extent permitted by law. Letters sent home are for informational purposes, with the belief that parents, students and College administrators are all part of the educational development process. A student may be asked to notify a parent or guardian about policy violation(s) as well as sanctions imposed with a request that a parent or guardian contact the hearing officer to discuss the situation.
8. Parental/Guardian Conference: Parents or guardians of the students may be requested to attend a parental conference if and when a student chronically violates the Code or the nature of the incident warrants parental intervention.
9. Suspension: Exclusion from classes and other privileges or activities, including access to College premises or College-sponsored activities off campus, as set forth in the notice of suspension. A student who is suspended is not entitled to any tuition or fee refund and is banned from College premises for the duration of the suspension.
10. Dismissal or Expulsion: Termination of student status, and exclusion from College premises, privileges and activities. A student who is dismissed or expelled shall not be entitled to any tuition or fee refund. In the case of expulsion, the student will be banned from College premises permanently.
11. Discretionary Sanctions: Other sanctions may be imposed instead of or in addition to those speci-

fied above. Discretionary sanctions include, but are not limited to: service hours, fines, educational reflection assignments, participation in alcohol or drug awareness programs, and trainings, counseling and education regarding sexual assault and misconduct.

12. In the event that a student fails to complete their assigned sanctions within the required timeframe, the College may impose further sanctions and/or may institute a hold on the student's ability to register for classes. All deadlines for completing a sanction will be outlined in the student's finding letter. It is the student's responsibility to read their finding letter thoroughly and to know the deadline of each assigned sanction. Students who are assigned sanctions will receive one email reminding them that their sanction due date is approaching. Any questions or concerns regarding sanctions or sanction due dates must be submitted in writing prior to the sanction due date.

Any student who would like to request an extension for completing their sanctions must contact the Student Conduct Office. Requests may be submitted by email to: conduct@endicott.edu. Extension requests are approved at the discretion of the College.

VI. Appeals

The outcome of a student conduct proceeding may be appealed subject to the following guidelines:

- A. A letter of appeal should be submitted to the Office of the Vice President of Student Affairs or the Office of the Vice President and Dean of the Graduate School, as appropriate, by the student within three (3) business days of receipt of the outcome of the student conduct proceeding.
- B. A student adjudicated in absentia forfeits all rights to an appeal process unless it is proven that it is for lack of proper notice, except in an extraordinary circumstance.
- C. The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the student conduct proceeding or an appeal for mercy is not appropriate grounds for appeal. The written appeal must specifically address at least one of the following criteria:
 1. Significant procedural error that changes the findings of fact of the student conduct proceeding.
 2. New evidence that significantly alters the findings of fact, that was previously unknown to the respondent, has been discovered and is available during the appeal process..
- D. The appellate officer may affirm, reverse, modify (including increasing sanctions), remand hearing outcomes and/or sanctions back to the original hearing officer, or order a new hearing as a result of an appeal finding.
- E. For matters resulting in removal from residence, suspension or expulsion, the Vice President of Student Affairs and/or the President of the College will review and determine the outcome of the appeal. For all other matters, the Vice President of Student Affairs or Vice President and Dean of the Graduate School (or designee), as appropriate, will review and determine the outcome of the appeal.
- F. Victims in cases of alleged physical violence and/or sexual misconduct are permitted to appeal.
- G. One appeal is permitted on the grounds set forth in C above. The decision on the appeal is final and shall be conveyed in writing. Every effort will be made to resolve cases in an expedient manner. For more complex incidents, the College reserves the right to take extended time to resolve the appeal and will communicate with the involved parties regarding the need for extended time.
- H. The imposition of sanctions may be deferred while the appeal process is pending unless, at the discretion of the Vice President of Student Affairs (or designee) or Vice President and Dean of the Graduate School, as appropriate, the continued presence of the student on the campus poses a serious threat to themselves or to others, or to the stability and continuance of normal College functions.

SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY

Policy Statement

Sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, and stalking are prohibited and will not be tolerated at Endicott College. Any act or attempted act that falls within the definition of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking is a violation of Endicott College policy. Disciplinary sanctions for any member of the Endicott College community engaging in such conduct may include suspension or dismissal from the College, termination of employment, and referral for criminal investigation and prosecution by local law enforcement. The College will investigate all reports of violations of this policy in an impartial, prompt, and equitable manner. The College will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the reporting party and others as appropriate.

Reason for the Policy

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

Notice of Non-Discrimination Endicott College is committed to establishing an environment free from all forms of discrimination and harassment for all members of the Endicott community. The College prohibits discrimination against any person on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity or expression, genetic information, military service, or because of marital, parental or veteran status, or any other protected class. Title IX of the Educational Amendments of 1972, 20 U.S.C. SS 1681 et seq., prohibits discrimination on the basis of sex and gender in educational programs and activities operated by recipients of federal financial assistance, including employment by such institutions. Title VII of the Civil Rights Act of 1964 likewise prohibits discrimination in employment. It is important to understand that sex and gender discrimination includes sexual harassment, which encompasses sexual violence and other forms of sexual misconduct, as discussed below. The College complies with all federal and state laws regarding nondiscrimination, including Title IX, and does not discriminate on the basis of sex or gender in its educational programs and activities, admissions, or employment.

Applicability of the Policy

This policy applies to all members of the Endicott College community.

Definitions:

Sexual Harassment:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or written or electronic communication of an intimidating, hostile, or offensive sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the effect of substantially interfering with an individual's academic or job performance or creating a hostile, intimidating, or offensive employment, educational, or living environment for the person as a student and/or employee.

A hostile environment is created when sexual harassment is:

- sufficiently severe; or
- persistent or pervasive, and objectively offensive.

Examples of conduct which may constitute sexual harassment include but are not limited to: conditioning a promotion, pay raise, or course grade upon the receipt of sexual favors; unwelcome hugging, kissing, embracing, patting, pinching, or any other unwelcome touching; leering; persistent unwelcome social invitations; use of vulgar language of a sexual nature; graphic comments about a person's body; displaying sexually explicit pictures or other materials; making sexually suggestive comments or telling sexually suggestive or "dirty" jokes or stories; asking an employee or student questions about their sex life; and/or continuing to engage in any such behavior if it is known or should be known that the behavior is unwelcome.

Nonconsensual Sexual Contact:

Nonconsensual sexual contact is defined as any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent and/or by force.

Examples of sexual contact include, but are not limited to: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

Nonconsensual Sexual Intercourse:

Nonconsensual sexual intercourse is defined as any sexual intercourse, however slight, with any body part or object, by a person upon another person that is without consent and/or by force.

Examples of sexual intercourse include, but are not limited to: vaginal or anal penetration by a penis, finger, tongue, or any other body part or object, and/or oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Exploitation:

Sexual Exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; nonconsensual digital, video, or audio recording of nudity or sexual activity; unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity; engaging in voyeurism; going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); knowingly exposing someone to or transmitting an STI, STD, or HIV to another person; intentionally or recklessly exposing one's genitals in nonconsensual circumstances..

Relationship (Dating and Domestic) Violence:

Relationship violence is abuse, violence, or intentionally controlling behavior between partners or former partners involving one or more of the following elements: (i) battering that causes bodily injury; (ii) purposely or knowingly causing reasonable apprehension of bodily injury; (iii) emotional abuse creating apprehension of bodily injury or property damage; (iv) repeated telephonic, electronic, or other forms of communication - anonymously or directly - made with the intent to intimidate, terrify, harass, or threaten. Relationship violence can occur in all types of relationships (e.g., heterosexual, same sex, or any other type of relationship). Relationship violence may constitute a violation of this policy when it involves an Endicott College student or employee, and the conduct is gender-based.

Stalking:

Stalking is a course of conduct involving more than one instance of inappropriate and unwanted attention, harassment, threatening or intimidating physical or verbal conduct, or any other course of conduct directed at a person that could be reasonably regarded as likely to alarm or place that person in fear of physical, emotional, or psychological harm. This includes the use of technology to pursue, harass, threaten, intimidate, or otherwise make unwelcome contact with another person. Stalking may involve people who are known to one another or have an intimate or sexual relationship, or may involve people who are not known to each other. Stalking is prohibited by Massachusetts law. Stalking can also constitute a violation of this Policy when the conduct involves an Endicott student or employee and is gender-based.

Retaliation:

Retaliation is an adverse action or attempt to seek retribution against the complainant, or any or person or group of persons involved in the investigation and/or resolution of a sexual misconduct complaint. Retaliation can be committed by any person or group of persons, not just a respondent. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel. It is a violation of Massachusetts and federal law and a violation of this policy to retaliate against a person for filing a complaint of sexual misconduct or for cooperating in a sexual misconduct investigation. Any person who retaliates against a person who has reported sexual misconduct, filed a sexual misconduct complaint, or participated in a sexual misconduct investigation is subject to disciplinary action up to and including expulsion or termination by the College.

General Definitions

Consent:

Consent is permission to engage in sexual activity. Consent must be informed and voluntary, and can be withdrawn at any time. Consent can be given by words or actions as long as those words or actions create mutually understandable permission regarding the scope of sexual activity. There is no consent when there is force expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing or future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired such that they are unable to understand the fact, nature, or extent of the sexual interaction, there is no consent. This includes impairment or incapacitation due to the consumption of alcohol or drugs that meets this standard, or being asleep or otherwise unconscious. In the state of Massachusetts, consent can never be given by a minor under the age of sixteen.

Effect of alcohol and other drugs on consent: Individuals should be aware of, and carefully consider, the potential consequences of the use of alcohol and other drugs. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. If there is a question about whether someone has consented to sexual activity after having consumed alcohol or other drugs, the College will examine the issue from the perspective of a reasonable person. Specifically, the College will consider whether the respondent reasonably should have known about the impact of alcohol and other drugs on the complainant's ability to give consent.

Incapacitation:

An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Someone who is drunk or intoxicated is not necessarily incapacitated. Individuals who are asleep, unresponsive, or unconscious are incapacitated and therefore unable to give consent.

Coercion:

Coercion is the use of expressed or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury, or causes a person to engage in unwelcome sexual activity. A person’s words or conduct amount to coercion if they wrongfully impair the other’s freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person’s ability to consent prior to engaging in sexual activity.

Complainant:

The complainant is a person who alleges that they are the victim of a violation of Endicott College policy.

Respondent:

The respondent is a person who has been accused of an alleged violation of Endicott College policy.

Reporting Sexual Misconduct and Relationship Violence

All members of the Endicott College community who experience, witness, or hear about an incident of sexual misconduct or relationship violence are encouraged to immediately report the incident to the Endicott College Public Safety Department, the Title IX Coordinator, or any of the Deputy Title IX Coordinators listed below. Students are also encouraged to report any incident to any Residence Director, Resident Assistant, or other Student Affairs personnel.

Privacy and Confidentiality

Endicott values the privacy of its students, employees, and other community members. Endicott wants all community members to seek the assistance they need without fear that the information they provide will be shared more broadly than they would like. Federal and state laws, however, impose reporting obligations on certain College employees that require them to disclose information from a report of sexual misconduct with those College employees responsible for responding to such a report.

Even when college employees have an obligation to report to others, which means their office is described as “non-confidential” under this policy, they will protect and respect an individual’s privacy to the greatest extent possible and share information only on a need-to-know basis.

There are several confidential resources available to students who wish to report sexual misconduct, or seek emotional support or medical care. The following resources are completely confidential under most circumstances:

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

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

College Chaplain: 978-232-2163

Endicott College Health Center: 978-232-2104

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

Other Reporting Resources (Non-Confidential):

Title IX Coordinator:

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

Deputy Title IX Coordinators:

Public Safety

Kerry Ramsdell, Police Captain, 978-232-2225 or kramsdell@endicott.edu Endicott College, 376 Hale Street, Beverly, MA 01915

Student Affairs

Stephen Sweet, Associate Dean of Students, 978-232-2113 or ssweet@endicott.edu Endicott College,
376 Hale Street, Beverly, MA 01915

Athletics

Sean Quirk, Associate Athletic Director, 978-232-2010 or squirk@endicott.edu Endicott College,
376 Hale Street, Beverly MA 01915

Undergraduate Academics

Aileen Torrance, Assistant Dean, School of Business, 978-232-2154 or atorranc@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 01915

Graduate Academics

Chrystal Porter, Assistant Dean of the Graduate School, 978-232-2817 or cporter@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 01915

If an individual requests that a report of sexual misconduct remain confidential, the College will make all reasonable efforts to preserve the privacy of the parties involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal laws. Individuals should understand, for example, that under conditions of potential imminent harm to the community, the College may be required by law to inform law enforcement and the community.

The complainant and any respondent may request that the College treat information regarding alleged sexual misconduct as confidential. The College takes such requests seriously, however, such requests may limit the College's ability to investigate and take reasonable action in response to a report of misconduct. In such cases, the College will evaluate the request(s) that a report remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment.

Even if the College cannot take disciplinary action against the respondent because of the request for confidentiality, the College will nevertheless take prompt and effective action to limit the effects of the alleged sexual misconduct and to prevent its recurrence to the extent warranted and practicable. Victims of sexual misconduct and relationship violence have other reporting options, which they can pursue regardless of whether or not they choose to invoke the College disciplinary processes described in this policy.

Victims can pursue criminal charges through Public Safety at 978-232-2222 or through the Beverly Police Department at 978-921-6040. The College does not wait for the conclusion of a criminal investigation to begin the investigation of complaint of sexual assault or violence. The College will take immediate steps to protect the alleged victim the educational setting and prevent recurrent forms of sexual harassment and assault.

INTERIM MEASURES

During the investigation and prior to a final determination, the Title IX Coordinator or designee may take appropriate interim measures to protect the complainant. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. The College may limit a student's or organization's access to certain College facilities or activities pending resolution of the matter. The College may impose an interim suspension of the respondent pending the resolution of an alleged violation when the College determines that it is necessary in order to protect the safety and well-being of members of the College community.

OVERVIEW OF INVESTIGATION

During the investigation, the complainant and respondent will have an equal opportunity to participate, including the opportunity (1) to be heard by providing written statements, providing verbal statements, and responding to questions from the investigator(s); (2) to submit information and corroborating evidence; (3) to identify witnesses who may have relevant information about the reported conduct; (4) to submit questions that they believe should be directed by the investigator to each other or to any witness; and (5) to respond to the facts and statements gathered during the investigation. The investigator will notify and seek to meet separately with the complainant, the respondent, and any witnesses, and will gather other relevant and available evidence and information, including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, video, and medical records (subject to the consent of the applicable party). The investigator has the discretion to determine the relevance of any witness or proffered evidence and to include or exclude certain types of evidence in preparing the draft and final investigative reports.

Participation of Advisor in the Investigation and Resolution Process

The complainant and respondent are entitled to an advisor of their choice to guide and accompany them throughout the investigation and resolution process. The advisor may be a friend, mentor, family member, attorney, or any other support person a party chooses to advise them. People who may be called as witnesses in the investigation may not serve as advisors. The College can help identify Endicott staff or faculty members to serve as advisors should it be necessary. The role of the advisor shall be limited to support and consultation; the advisor may not speak during any proceeding except privately to the student they are advising, nor shall the advisor question or address witnesses.

While the exact order and number of meetings will vary depending on the unique facts and circumstances in each case, the investigation will typically involve an initial meeting with the complainant; a notice letter sent to the respondent; a first interview with the complainant to discuss the specifics of the allegation or review a written statement; a first interview with the respondent to discuss the specifics of the allegation or review a written statement; a second interview with each party to review what the other has revealed in their first interview and/or to share their written statement; interviews of witnesses identified by either party or the investigator; collection of any relevant information; potentially a third interview with each party to review information shared by the other during their second interview, witness statements, and information collected. At the conclusion of the investigation, the investigator will prepare a draft investigation report summarizing the information gathered. The complainant and respondent will have an opportunity to review the draft investigation report and to submit additional comments and information to the investigator. The investigator will designate a reasonable time for this review and response by the parties. The investigator will then prepare a final investigative report, which will include a summary of the relevant evidence and recommendation as to whether there is sufficient evidence, by a preponderance of the evidence, to support a finding of reasonability for a violation of Endicott policy. In reaching this finding, the investigator will consult with the Title IX Coordinator.

The complainant and respondent will have an opportunity to view the final report and related documents in person in College offices, but in general, copies of the report will not be distributed.

The investigator will present the final investigation report with the recommended findings to the Vice President of Student Affairs or their designee for review and determination. The purpose of this review is to provide an independent review of the report from someone who is trained in these issues but has not been involved in the case. The review will evaluate the report for completeness, ensure there is no bias, and that the recommendation is supported by the facts of the case. At the conclusion of this review, the Vice President of Student Affairs or designee will either agree with the investigator's recommendation or direct the investigator to pursue additional lines of inquiry, make revisions, or other suggestions that are materially relevant to the recommendation or facts necessary to make a recommendation. The Vice President of Student Affairs or designee will then make the final determination and communication regarding the findings and any sanctions, if applicable. In any case, both the complainant and the respondent will be notified in writing of the outcome of the investigation and the sanction imposed, as well as any amendments/changes from an appeal.

In any case, both the complainant and respondent will have the right to appeal the decision based on the criteria:

1. Significant procedural error that changes the findings of fact; or
2. New evidence that significantly alters the findings, which was previously unknown to the appeal party, has been discovered and is available during the appeal process.

A letter of appeal setting forth the basis for either of the grounds above should be submitted to the Office of the Vice President of Student Affairs by the student within three business days of the receipt of the determination. An Appellate Officer will be assigned by the Vice President of Student Affairs who may affirm, reverse, or modify the outcomes.

One appeal is permitted on the grounds set forth above. The decision on the appeal is final and shall be conveyed in writing to both parties. The imposition of sanctions may be deferred while the appeal process is pending at the discretion of the Vice President of Student Affairs.

SANCTIONS

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

Safe Bystander Interventions

Observers of sexual misconduct and relationship violence may be able to help the victim. However, it is important that you do so in a positive manner and in a way that keeps you and the victim safe. Appropriate interventions will depend on the situation. Safe and appropriate options for bystanders may include calling the police to report violent or potentially violent situations, intervening if you believe someone is in a potentially uncomfortable or unsafe situation, and/or encouraging the target of such conduct to report the incident and seek support.

CONTACT INFORMATION FOR OUTSIDE GOVERNMENT AGENCIES

Individuals who believe that they have been subjected to sex discrimination, sexual harassment, sexual misconduct or other acts of unlawful harassment, discrimination, or retaliation may contact the government agencies set forth below and use the complaint procedures established by those agencies to file a complaint (using the College's complaint process does not prohibit an individual from filing a complaint with these agencies).

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

1. ENSURE YOUR PHYSICAL SAFETY

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

2. SEEK MEDICAL ASSISTANCE AND TREATMENT

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

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

3. OBTAIN EMOTIONAL SUPPORT

Do not isolate yourself. Get support. Options include:

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

4. OBTAIN INFORMATION / REPORT MISCONDUCT

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

Good Samaritan Policy/Medical Amnesty

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

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

Students should be aware that this policy does not prevent action by local and state authorities. alcohol and other drug abuse safety risks

Alcohol and Other Drug Abuse Safety Risks

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

Administrative Withdrawal

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

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

An administrative withdrawal constitutes a complete withdrawal from all courses, and a grade of “W” is recorded on the academic transcript. Students who officially withdraw may be granted a refund of tuition, room, and board according to the published policies of the College. Students who are dismissed due to disciplinary action will not be entitled to any refund.

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

Re-Admission Process for Administratively Dismissed Students

re-admission process for administratively dismissed students

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

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

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

Athletic and Academic Sanctions

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

The United States Equal Employment Opportunity Commission (“EEOC”) John F. Kennedy Federal Building 475 Government Center Boston, MA 02203 617-565-3200; (800) 669-4000	Massachusetts Commission Against Discrimination (“MCAD”) One Ashburton Place Sixth Floor, Room 601 Boston, MA 02108 617-994-6000	Office of Civil Rights (“OCR”) U.S. Department of Education 8th Floor 5 Post Office Square Boston, MA 02109-0111
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Parking and Traffic Regulations

The Public Safety Department

The Public Safety Department is a 24-hour-a-day operation charged with the protection of person and property within the grounds of Endicott College. The Endicott Public Safety Department is comprised of both sworn and non-sworn personnel, as well as civilian personnel who are led by the Chief of Police.

A description of each division is as follows:

Campus Police Division: Comprised of Sworn Police Officers who have attended Massachusetts state certified police academy or its equivalent as well as attending annual in-service training programs. Upon completion of a police academy, Endicott College Police Officers have full law enforcement and arrest authority as special state police officers under Massachusetts General Law Chapter 22c section 63, in or upon the lands and structures owned, used, or occupied by the College. Campus Police officers have the authority to enforce violations of Massachusetts General Laws. Sworn officers are also commissioned as Deputy Sheriffs thus expanding their police authority throughout Essex County. Sworn Campus Police Officers are armed with firearms.

Public Safety Division: Comprised of non-sworn Public Safety Officers which includes patrol officers who do not have sworn police powers and therefore do not enforce Massachusetts criminal violations. Although public safety officers have no arrest powers, they are an essential part of the department. These officers are empowered by the College to uphold college policy and by-laws. Public Safety Officers may also assist in the investigation of criminal matters as needed.

Both Endicott College Police and Public Safety Officers are trained as first responders and some are Emergency Medical Technicians. Annual in-service training is provided to all officers and they frequently participate in specialized training programs to enhance their professional development.

In addition to conducting foot and mobile patrols of the campus on a regular basis, both Endicott College Police and Public Safety Officers provide medical escorts as requested, respond to emergencies and suspicious activities, and investigate concerns that students or staff may have, work collaboratively with the Beverly Police Department, as well as the Beverly Fire Department to conduct scheduled inspections. Public Safety also provides ongoing workshops and informational meetings on safety issues for all community members.

Civilian Staff: Our civilian staff includes administrators, dispatchers, and student workers.

Driving while impaired - use of breath alcohol testing devices

Driving under the influence of alcohol or drugs poses a serious threat to the individual and community; therefore, the College will take immediate action to eliminate this threat. Public Safety officers are authorized to stop drivers that are suspected of operating a motor vehicle while impaired or who exhibit any threat to the community and at a minimum must remove the driver from the road.

If an officer believes that the individual is impaired (alcohol and/or drugs), the officer may have the individual perform a number of sobriety tests and give the individual the option of submitting to an intoxilyzer test. Submitting an intoxilyzer test is strictly voluntary. Endicott College adheres to the state law and legal limit(s) for purposes of determining intoxication (0.08 for 21+ and 0.02 for under 21 persons). Whether an intoxilyzer test is performed or not, officers can still deem an individual under the influence or impaired based on his or her observations.

Students found in violation of this section will be required to relinquish their keys to a Public Safety Officer, have their car towed off campus, and may be placed under arrest pursuant to Massachusetts General Laws.

All students in violation of this section will be referred to the College's judicial process. Keys will be returned once the student has gone through the judicial conduct process, or after a time deemed appropriate by College officials. Students found responsible during the conduct process for driving while impaired will lose their vehicle privileges for a minimum of the remainder of the semester or up to the full academic year, with no parking fee refund. The determination of the hearing officer shall be final. During the conduct process, students found not to have been impaired will have their vehicle privileges restored.

Students who refuse to relinquish their vehicle keys, or if an officer feels that a student may still attempt to use their vehicle after their keys have been turned over, may have their vehicle towed off campus at the owner's expense, to ensure community and student safety.

Anonymous Hotline

Endicott College has established an anonymous hotline where students can report activity taking place within the Endicott community that is contrary to the ideals and values of the College.

If you see an incident-taking place, and would like to report it anonymously, please call 978-998-7777, or ext. 7777 from on campus. An administrator appointed by the College President and/or Public Safety personnel will retrieve this message and investigated as deemed necessary. The caller may indicate their name or leave an anonymous message.

Campus Alert System

Endicott College has established an anonymous hotline where students can report activity taking place within the Endicott community that is contrary to the ideals and values of the College.

If you see an incident-taking place, and would like to report it anonymously, please call 978-998-7777, or ext. 7777 from on campus. An administrator appointed by the College President and/or Public Safety personnel will retrieve this message and investigated as deemed necessary. The caller may indicate their name or leave an anonymous message.

Anonymous Reporting Form

Also available is an anonymous reporting form where students can report activity taking place within the Endicott community that is contrary to the ideals and values of the College. This form can be located on the Endicott website at endicott.edu/crimetips.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)

The Clery Act is a federal law designed to ensure that people are properly informed about campus crimes.

Originally named the Crime Awareness and Campus Security Act of 1990, the policy was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) in 1998.

Under the Clery Act, any postsecondary institution that participates in federal Title IV student financial assistance programs is required by law to:

- issue an annual security report that discloses campus crime statistics to current and prospective students, employees and the U.S. Department of Education.
- advise students and employees of Clery crimes and issue timely safety warnings and emergency notifications for crimes that pose a serious or continuous threat to the campus community.
- make available its campus security policies.
- maintain a public, daily log of reported crimes.

Individuals in certain positions throughout campus are designated as Campus Security Authorities (CSAs) and they are required to promptly report Clery crimes of which they are aware so that the incidents can be included in campus crime reports in accordance with the Clery Act. CSAs also help promote campus safety because timely reports allow campus police to issue alerts when others on campus may be in danger.

Annual Security Notice of Availability

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

In-Line Skating, Bicycles, Skateboards, Scooters

For the safety of everyone, the use of in-line skates, skateboards, scooters, bicycles, or any other wheel-utilizing recreational equipment is not permitted inside any College building, as well as designed plazas, exterior staircases, railings, or entrances. Bicycles are not permitted in residence hall rooms.

Bike racks are provided at several locations on campus for storage. Care and caution should be used at all times on campus roadways, walkways and parking areas when using any type of recreational equipment. The use of protective gear, especially helmets is strongly encouraged.

Missing Student Notification Policies and Procedures

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

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

The College must inform the parent or guardian of students under 18 years of age and not emancipated, within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Endicott College will notify Beverly Police within 24 hours of the determination that the student is missing, unless Beverly Police was the entity that made the determination that the student is missing.

Procedures to follow when a student who resides in an on-campus housing facility is determined to have been missing for 24 hours:

1. Notify contact person (if the student has designated a contact person) within 24 hours that the student is missing.
2. Notify the student's custodial parent or guardian, if the student is under 18 years of age and is not emancipated, and any other designated contact person within 24 hours that the student is missing.
3. Inform the Beverly Police – regardless of whether the student identified a contact person, is above the age of 18, or is an emancipated minor – within 24 hours that the student is missing.

Parking and Traffic Regulations 2018-19

I. PURPOSE

The information contained herein is also available on the Parking and Traffic Office's page on the Endicott College website: endicott.edu/trafficoffice

The Endicott Public Safety Department has been delegated the authority to enforce parking regulations necessary for the safety and welfare of the College community. From time to time it may be necessary to amend, rescind, modify, or edit existing parking regulations at which time appropriate notifications will be made to the College Community.

The Parking and Traffic Office is located in the lobby of the Public Safety Building at the main entrance of the College. For Academic Year 2018-2019, the business hours of the Parking and Traffic Office are as follows:

- | | |
|------------------------------|------------------------------------|
| • Monday, Tuesday, Wednesday | 8:00 a.m. to 7:00 p.m. |
| • Thursday, Friday | 8:00 a.m. to 4:00 p.m. |
| • Saturday, Sunday | CLOSED |
| • Traffic Hearings | Wednesdays 10:00 a.m. to 1:00 p.m. |

II. SCOPE

The Parking and Traffic regulations are applicable to all students, faculty, staff, and visitors of the College. College parking regulations are part of the terms and conditions placed upon students, faculty, staff, and visitors when entering onto the private property of Endicott College to park motor vehicles and to operate a motor vehicle on the College roadways and within its parking facilities.

It is the responsibility of all Endicott community members bringing a vehicle to campus to read and follow these policies and regulations. Please contact the Parking and Traffic Office with any questions at one of the following numbers:

- Phone: 978-232-2227 or ext. 2227 from on-campus phone.
- Email: parking@endicott.edu
- Fax: 978-232-5226

III. REGISTRATION, FEES, AND DECAL PLACEMENT

A. Registration Process

All vehicles must be preregistered online at endicott.edu/trafficoffice prior to the vehicle being-brought to campus. Preregistration for the fall 2018 semester will begin on August 6, 2018. Eligible students who preregister between August 6, 2018 and August 23, 2018 will be able to pick up their parking decal directly from their campus mailbox.

Students who preregister between Friday, August 24, 2018, and Monday, September 3, 2018, will be able to pick up their parking decal at the Post Center during check-in on Returning Student Check-in Day.

Any student registering their vehicle after the start of the fall semester must first preregister online prior to bringing the vehicle to campus. Freshman Commuters must register in person during normal posted business hours and collect their pass from the Parking and Traffic Office.

After the start of the fall semester, permits will be issued from the Parking and Traffic Office during posted business hours. Each authorized user of a motor vehicle must personally pick up their permit or pass from the Parking and Traffic Office. A College ID, driver's license, vehicle registration, and proof of motor vehicle insurance, must be presented at the time of pick-up.

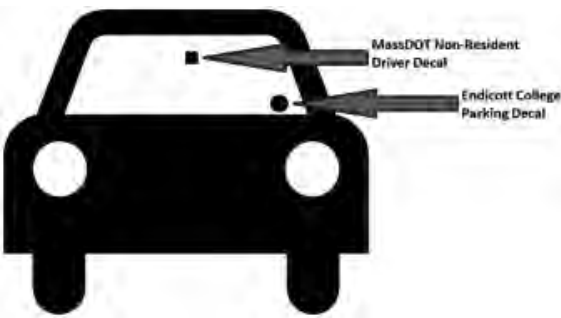
B. Registration Fees

- Undergraduate resident students: \$400.00 per year
- Graduate resident students: \$400.00 per year
- Full-time undergraduate commuter students: \$225.00 per year
- Part-time undergraduate commuter students: \$150.00 per year

Fees for parking permits are non-refundable. The fee for a student's parking permit is applied to the student's tuition account. Contact the Bursar's Office at 978-232-2035 in regards to any financial matters.

C. Decal Placement

The parking permit must be affixed inside the front windshield on the lower driver's side corner. Failure to properly display a permit in the required location will subject the vehicle to citations and towing. In accordance with the Commonwealth of Massachusetts regulations, the Non-resident Driver decal must be affixed inside the front windshield behind the rear-view mirror.



(Front of Vehicle)

IV. TEMPORARY PARKING PASSES

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

The Parking and Traffic Office on a case-by-case basis may issue a temporary parking pass. All passes must be hung on the vehicle's rearview mirror at all times while on campus, and must be discarded at the time of expiration.

Community members with a current parking permit who based on extenuating circumstances, need to temporarily drive a different vehicle, may be issued a Temporary Parking Pass from the Public Safety Department for a maximum of one week. These passes are limited to three (3) per semester per person.

Community members who have not been issued a parking decal who based on extenuating circumstances need to temporarily drive a vehicle, may be issued a Temporary Parking Pass from the Public Safety Department valid for a maximum of one (1) week. A charge of \$100.00 for each week pass will be assessed. These passes are limited to two (2) per semester per person.

Any person found in possession of an altered or fraudulent Temporary Pass will be assessed a \$500.00 fine and may lose his/her parking privileges on campus.

V. PARKING AREAS

For clarification, unless clearly designated as a parking area with signage, all roadways on campus, whether marked or unmarked as a fire lane, are considered fire lanes and must be clear of parked vehicles at all times. Parking in front of buildings, in gated areas, and all roadways and parking lots unless designated as legal parking spaces with painted lines or signs, is considered parking in a fire lane. Vehicles parking in a fire lane will be issued a ticket and will be subject to tow without warning and at the owner's expense.

Painted lines on both sides of the space or painted lines on one side with curbing or a wall on the other as well as appropriate signage signifies a legal parking space. Areas covered with wood chips, grass, and gravel are not considered legal parking spaces. Vehicles not parked in a legal space will be issued a ticket and are subject to tow without warning and at the owner's expense.

A. Parking Lot Designations

Campus parking lots are designated by a color-coded system; community members are allowed to park in lots in which the colored border of the parking lot sign matches the color of the community member's assigned parking decal. For a visual representation of the designations, please refer to the online map at map.endicott.edu.

Unless otherwise posted or announced, parking lot designations are in effect 24 hours a day, seven

days a week. Parking in any lot other than the permit-authorized lot is a violation and may result in ticketing and towing without warning at the vehicle owner's expense.

Resident Student – Green Lots:

Lot 2 – Hawthorne
Lot 4 – Front Kennedy
Lot 5 – Side Kennedy
Lot 6 – Hempstead Stadium
Lot 7 – Wax Center West
Lot 8 – Across from Williston
Lot 9 – Rear Williston
Lot 13P – Outside Perimeter ONLY (NO PARKING in or under Parking Garage)
Lot 15 – Manninen Center for the Arts
Lot 16 – Strip below Trexler Hall
Lot 18 – Rear Bayview
Lot 19 – Across from Bayview
Lot 21 – Marblehead Quad
Lot 22 – Village and Standish
Lot 23 – Village Road
Lot 24 – Rear Stoneridge
Lot 25 – Solar Lot
Lot 26 – Center for Nursing (NO PARKING in spaces front of building)
Lot 27 – Stoneridge Lane
Lot 28 – Overflow Lot (NO PARKING in row facing Hale Street)
Lot 32 – Farmhouse and Ledge
Lot 33 – Cliff and Essex House
Lot 35 – North Lot

Keys to Degrees Program (LAVENDER lots)

Lot 20 – Front Bayview

Faculty, Staff, and Commuter (BLUE lots)

Lot 10 – Post Center Front
Lot 11 – Post Center Rear
Lot 13 – Parking Garage- Faculty/Staff **ONLY**
Lot 14 – Halle Library-Faculty/Staff **ONLY**
Lot 16 – Frates Hall - Main Lot only - (NO PARKING along strip below Trexler Hall)
Lot 17 – Misselwood Estate
Lot 26 – Center for Nursing (directly in front of building only)
Lot 28 – Overflow Lot (Row facing Hale Street only)
Endicott Drive- Chapel to Kennedy Intersection along right side of road

Commuter Students:

Commuter students will be allowed to park in any Green lot. Commuter students will also be allowed to park in Blue lots **with the exception** of Lots 13 (parking garage) and 14.

Sodexo (BROWN lots)

Lot 31 – The Inn
Lot 34 – Service Lane

Wylie Center Staff (YELLOW lots)

Lot 29 – Tupper Manor

Lot 30 – Meeting Place

Lot 31 – The Inn

President’s Council (SILVER lots and SILVER Designated Spaces)

Lot 1 – College Hill

Other spaces on campus marked with a silver decal sign

B. Visitor Parking

A “Visitor” is defined as any individual visiting the campus who is not a member of the Endicott community. **All visitors** must collect a visitor parking pass from the Public Safety Department. In order to acquire this pass, the visitor will need to provide the vehicle license plate number and vehicle make, model and color. The College’s designated “Visitor” lot is Lot 3, located at the main entrance behind the Public Safety Building.

1. Visitors of Students

Visitors of students may park in any Green Lot. The hosting student will be held responsible for any parking violations received by their guests. Parking spaces that are specifically designated “Visitor Parking” are not to be used by students or students’ visitors at any time.

Unauthorized vehicles found parked in any Visitor’s space will be issued a ticket and may be subject to tow without warning at the owner’s expense.

2. Visitor of Faculty and Staff

Visitors of Faculty or Staff should be registering with Public Safety and will be directed where to park. Parking is prohibited in designated “Visitor Parking” spaces located at College Hall and Center for the Arts.

Unauthorized vehicles found parked in any visitor’s space will be issued a citation and may be subject to tow without warning at the owner’s expense.

C. Reserved Spaces

Parking spaces designated by signage indicating that the space is designated for a particular reason (e.g., Silver Decal, Parking by Permit Only, Reserved Parking, Zipcar, etc.) have been set aside by the College. No one should park in those spaces without prior authorization from the Public Safety Department. Vehicles found parked in designated spaces without prior authorization from the Public Safety Department will be issued a citation and are subject to tow without warning at the owner’s expense.

VI. UNDERGRADUATE STUDENT PARKING

A. Resident Students with More Than 30 Credits - Eligibility:

Resident students, who have completed 30 college-earned credits towards their Baccalaureate Degree Program, are authorized to have a motor vehicle on campus.

Resident students with less than 30 college-earned completed credits towards their Baccalaureate Degree are prohibited from (a) registering or having a vehicle on campus unless they have been approved for a waiver under the limited circumstances set forth in Section B of this section.

Any student requesting a parking permit for a vehicle that is not registered to them, or to an immediate family member (parents or sibling), must have a signed letter from the registered owner of the vehicle granting permission to the student to use the vehicle. The student requesting a parking permit for a vehicle not registered to him/her will be responsible for any violations the vehicle incurs and/or any damage(s) caused by the vehicle while on campus property.

B. Resident Students with fewer than 30 College-Completed Credits

Resident students, who have fewer than 30 completed college-earned credits towards their Baccalaureate Degree Program, are NOT authorized to have a motor vehicle on campus.

Any resident student with fewer than 30 college-completed credits who brings a vehicle onto campus without prior written approval from the Parking and Traffic Office will be subject to ticketing

and towing at the owner's expense. Towed vehicles will be located at New Beverly Auto Clinic at 126 Rear Park Street in Beverly, MA. (Telephone # 978-922-3650).

Resident students with fewer than 30 completed credits may seek a waiver for a documented medical exemption. Any such request must be supported with medical documentation. If approved, a temporary pass or decal will be issued for the period of time needed to support the medical condition.

The Waiver Request Form is located online at endicott.edu/trafficoffice and must be submitted no less than one (1) week prior to the date needed. Last minute waiver requests will not be accepted. Extreme circumstances will be considered on a case-by-case basis. Anyone granted a waiver under this section may be required to park in designated lot as specified by Public Safety personnel.

As the Parking and Traffic Office does not conduct business on the weekends, voicemail messages should not be considered a form of approval and parents or guardians should not send their student back to campus with a vehicle without speaking directly with Parking and Traffic Office personnel.

The Public Safety Parking and Traffic Office will not issue a Temporary Pass or permanent Parking Decal to a student with fewer than 30 completed credits for any duration unless the Parking and Traffic Office has granted the student's waiver request

C. Commuter Students

Commuter students, regardless of the number of completed credits, may register a vehicle with Endicott and purchase a parking decal.

D. Students with Vehicles Registered outside of Massachusetts

Students with vehicles registered in another state or country other than Massachusetts are required by Massachusetts law to complete and submit a copy of the Massachusetts Department of Transportation Non-Resident Driver Statement to the Parking and Traffic Office at the beginning of each academic year. In accordance with Massachusetts General Laws Chapter 90, section 3, students are required to:

1. Print out the Massachusetts Department of Transportation Non-Resident Driver Statement form, located on the Parking and Traffic Office website endicott.edu/trafficoffice or from the MassDOT website massrmv.com/rmv/forms/20098.pdf
2. Fill out the form and sign it
3. Scan and email the signed document back to parking@endicott.edu or fax it to 978-232-5226

Once received, the Parking and Traffic Office personnel will assign an Endicott decal and State decal to the applicant. Students who preregister between August 6, 2018 and August 23, 2018 will be able to pick up both their State- and Endicott-issued parking decals directly from their campus mailbox. Students who preregister after August 24, 2018 through Returning Student Check-in Day on September 3, 2018 or do not have access to a scanner or fax machine, the student must appear in person with the appropriate identification to pick up their decals at the Post Center. Students who preregister after the start of the semester must appear in person at the Parking and Traffic Office to receive their decals.

E. Keys to Degrees Pass

Keys to Degrees students will be issued a color-coded parking decal. Parking has been designated in the front Bayview Lot (#20), as "Reserved Parking" for use by the Keys to Degrees students only.

F. Vacation Periods:

The parking policies are in effect throughout the entire calendar year and citations are issued in accordance with these policies. During the breaks, students with current parking permits may leave their vehicles on campus. A parking request form must be filled out and submitted to Public Safety at which time he or she will be informed of a designated parking area where to leave the vehicle. Vehicles left on campus outside of the designated parking areas may be towed at the owner's expense. Motor vehicles are left at the students' own risk.

VII. GRADUATE STUDENT PARKING

All Graduate and Professional Studies students must preregister online at endicott.edu/trafficoffice, and must pick up their permit at the Parking and Traffic Office. If they are unable to get to the Parking and Traffic Office during the posted business hours, they may request in writing that their parking decal be left in an envelope at the Public Safety Dispatch Center to be picked up at their convenience.

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

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

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

VIII. FACULTY AND STAFF PARKING

All Faculty and Staff must preregister online at endicott.edu/trafficoffice, and must pick up their permit at the Parking and Traffic Office. If they are unable to get to the Parking and Traffic Office during the posted business hours, they may request in writing that their parking decal be left in an envelope at the Public Safety Dispatch Center to be picked up at their convenience.

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

Faculty and Staff parking decals are valid for up to five (5) consecutive academic years at a time, depending on the expiration date printed on the decal.

All faculty and staff members are responsible for the knowledge of and compliance with the college's parking and traffic policies.

All parking and traffic regulations apply to faculty and staff.

IX. HANDICAP PARKING

Vehicles displaying state-issued Handicap (HP) registration plates, placards or parking permits may park in any Endicott HP designated space.

X. MOTORCYCLES, MOPEDS, AND SCOOTERS

Motorcycles, scooters, and mopeds are NOT allowed to be driven on campus. Operators must enter through the main gate and must park in the designated area of Lot #2. These vehicles are not allowed on the grass areas, in buildings, or under building overhangs. Helmets must be worn at all times pursuant to Massachusetts State Law. Community members who attend classes, functions, or work on South Campus (Van Loan School, Tupper Manor, Meeting Place, and the Inn) or at the Bourque Arena or Center for Nursing and Health Professions area are allowed to park their motorcycles, scooters, and mopeds in Lot #28.

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

Possession of use of lost, stolen, or forged parking decal or pass will result in towing of vehicle off campus, a mandatory charge for the original value of the parking decal/pass plus a \$500.00 fine, and revocation of parking privileges for the current and next semester.

Penalties for registering another person's vehicle with the College by means of false statements may also include revocation of parking privileges for one-year, a \$500.00 fine, and referral to the appropriate College disciplinary process (students – Dean of Students office, staff – the employee's supervisor and Human Resources for all parties involved).

XII. PARKING AND TRAFFIC VIOLATIONS, CITATIONS/FINES, AND THE APPEALS PROCESS

A. Common Violations

The following are common violations that occur on campus that may result in a ticket with a specific fine or be listed under a general category considered "Other."

- Parking on any grass area or sidewalk is prohibited
- Parking on service roads or in loading areas is prohibited
- Parking in a manner that blocks or partially blocks a crosswalk
- Parking in an area that is not designated as a parking space (not between 2 yellow lines)
- Parking in a manner that blocks or partially blocks any fire hydrant, fire lane, or delivery entrance
- Exceeding the posted speed limit (15 MPH) or driving recklessly
- Attempting to destroy or remove any fire lane gates, bollards, cones, barricades or chains
- Parking in any areas that are restricted by the presence of chains, gates, bollards, cones or barricades
- Operating a vehicle on sidewalks or any pedestrian walkway
- Operating a motor vehicle on any campus land other than on paved roadways

- Removing or defacing posted traffic signs
- Athletic Fields: Any unauthorized vehicle parked on any of the athletic fields will be subject to immediate towing
- Operating Under the Influence: Any person on campus operating a vehicle under the influence of alcohol or drugs may be subject to arrest and will immediately lose their driving privileges on campus pending a review by the Student Conduct Office. A citation will be issued for driving to endanger (\$100) and the vehicle will be towed off-campus at the vehicle owner's expense to New Beverly Auto Clinic, 126 Rear Park Street in Beverly, MA. Failure to comply with a College official can result in the loss of parking privileges for up to one year.
- Driving to Endanger: Any person stopped on campus for driving to endanger will be issued a \$100 citation and will immediately lose their driving privileges on campus pending a review by the Student Conduct Office. Failure to comply with a College Official may result in the loss of parking privileges for up to one year.

B. Citations/Fines

The following violations will result in a citation being issued by the Public Safety Department. Multiple violations may result in several fines.

• Accessible Parking Area - Tow Zone	\$150
• Driving to Endanger	\$100
• Tow Fee	\$100
• Fire Hydrant - Tow Zone	\$50
• Fire Lane - Tow Zone	\$50
• No Campus Decal/Permit (Subject to Tow)	\$100
• Speeding	\$75
• Stop Sign Violation	\$50
• Driving in Wrong Direction	\$50
• Parked on any Lawn	\$50
• Snow Emergency Parking Space	\$50
• Restricted Area	\$35
• Visitor Parking Only	\$30
• Other (violations not specifically named)	Fee based on violation

Payments of fines for those citations must be paid on or before the first (1st) of each month. Students' unpaid citations will be charged to their account. Faculty and Staff will receive a bill from the College via email.

C. Appeals

Community members who wish to appeal a citation must complete the online appeal process within ten (10) days of the date of violation. Submitting an appeal does not mean the citation will be automatically overturned.

Appeals are submitted online through endicott.edu/trafficoffice and clicking on the "Violation Appeal" link. Appeals are reviewed and processed within ten (10) business days. Results are sent via email to the appellant.

Any community member who accumulates three (3) tickets will be contacted by the Public Safety Department and will be scheduled for a Parking and Traffic hearing. All hearings will take place on Wednesdays from 10:00 a.m. to 1:00 p.m.

If scheduled for a hearing, the hearing personnel shall take all information under advisement and render a decision. Appellants will receive in writing the decision no later than three (3) business days from the date of the hearing. No appeals will be adjudicated for individuals who fail to appear for a hearing at their scheduled time. Subsequent violations may result in towing of the vehicle off campus at the owner's expense.

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

XIII. ALTERNATE TRANSPORTATION

Student Activities provide the following transportation options. Please direct any questions on these services to Student Activities at 978-232-2607 or at transportation@endicott.edu.

A. On Campus Shuttle:

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

B. Off Campus Shuttle:

Endicott College offers shuttle bus service to such locations as the Beverly Depot train station, the North Shore Mall and the Liberty Tree Mall. Shuttle transportation is free and organized through the Student Activities Office. Schedules will be adjusted by the time of the year and needs of the students. For further information on shuttle service, please contact Office of Student Activities at 978-232-2607 or visit endicott.edu/shuttle.

C. Service Taxi:

Several taxi services are available. Please contact the Office of Student Activities for more information.

D. Zipcar:

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

Public Safety provides the following on-campus transportation:

A. Safe Ride Van:

Primarily for those students who are walking alone late at night, the Safe Ride Van will operate from point to point ON CAMPUS during the academic year Thursday, Friday, and Saturday nights from 9:00pm to 2:00am. To arrange for a Safe Ride pickup, call the Safe Ride Line at 978-232-2465.

XIV. DAMAGE OR THEFT

Endicott College shall not be responsible for any loss or damage to a vehicle, its accessories, or its contents due to theft, accident, fire, flood, or otherwise while on the College's campus. The responsibility for a vehicle, its accessories, and contents while on campus, shall at all times reside with the registered user and/or operator of the vehicle. Registered users should take precautions such as always locking valuables and vehicles and activating anti-theft devices. Registered users also should ensure that they have appropriate insurance coverage for this purpose.

XV. TOWING

The Endicott Public Safety Department is authorized to remove, impound, or immobilize any vehicle on College property at the owner/operator's risk and expense. If possible, an attempt will be made to identify, locate, and notify the owner prior to the towing of a vehicle off campus. A vehicle is subject to being towed when:

- A vehicle is left under circumstances that indicate that it has been abandoned; i.e. expired or missing license plates.
- A vehicle is parked in a Handicap space without a Handicap pass or placard.
- A vehicle is in violation of snow removal operations or within restricted posted areas for construction.
- A vehicle constitutes an impediment to vehicular traffic flow or pedestrian travel.
- A vehicle is parked in a fire lane, a crosswalk, blocking a fire hydrant, or blocking building ingress or egress.
- A vehicle is blocking emergency response vehicles, whether or not an emergency is in progress.
- A vehicle is not registered with the College, and has received three (3) or more citations. (Immediate tow - no notification)
- A registered vehicle is issued its fourth violation. (Immediate tow - no notification)

All vehicles towed off campus are towed to New Beverly Auto located at 126 Rear Park Street, Beverly, Massachusetts. The phone number is 978-922-3650. Towed vehicles will not be released until full payment is made to the tow company.

Towing and storage charges are billed directly from the towing service and payments need to be made with the towing service. The College is not responsible for damages to vehicles towed from College property or streets. Claims for damages due to towing must be submitted to the towing company. Tow companies can lawfully assess a drop charge where a properly summoned tow truck arrives, but due to owner/operator intervention, the vehicle is not towed. All towed vehicles are subject to being fully inventoried by Public Safety prior to towing.

Impounded vehicles not claimed by the owner/operator within 30 days will be considered abandoned and disposed of by the tow company in accordance with Massachusetts General Laws.

In the event a vehicle is towed, but relocated on campus, a separate Public Safety citation with a \$100.00 fine will be issued.

XVI. REVOCATION OF DRIVING PRIVILEGES

When a community member’s privilege to maintain or operate a motor vehicle at Endicott College is revoked, that community member is given until the upcoming weekend to turn in their issued parking permit and remove their vehicle from the campus.

Once privileges are revoked, if the community member returns to campus with a vehicle, the vehicle is subject to immediate towing off-campus without warning.

Disobeying a revocation order will result in disciplinary action. Irresponsible or reckless operation of a motor vehicle or repeated or serious motor vehicle infractions may result in the revocation of driving privileges on campus.

Endicott College reserves the right to revoke a community member’s driving and parking privileges at any time

XVII. SNOW EMERGENCIES

A snow emergency is a declared state as determined by College officials caused by impending weather conditions or existing snow accumulations. The campus may remain open, but parking restrictions will apply. Snow emergency parking procedures will be posted and distributed to all students prior to winter months. Once a snow emergency has been declared, announcement of the emergency will be broadcast by several different methods.

Blue strobe lights will typically be activated twelve (12) hours prior to a storm’s estimated arrival. When the blue strobe lights are activated, all vehicles parked in parking spaces with a blue “NO PARKING DURING SNOW EMERGENCY” sign must be moved from those spaces. The “SNOW EMERGENCY” spaces are then not to be used until Physical Plant completes the snow removal and the blue strobe lights are turned off.

There are four (4) blue strobe lights on campus:

- Public Safety (main gate)
- Public Safety’s substation (across from Marblehead Hall)
- Physical Plant
- Endicott Hall



Snow Removal Process:

- Once a timeline is created by Physical Plant and Public Safety regarding the removal of snow in the parking lots, an email will be sent to the community informing them of when and where to move their vehicles.
- Residence Life will create posters and signs for the Residence Halls for when and where cars should be moved.
- Residence Life staff will be available within their respective halls for questions that students have regarding snow removal.
- Each Residence Life staff office has a shovel that students can sign out for use of removing their vehicles.

Enforcement During a Snow Emergency:

In the event that a student cannot be reached by Public Safety to remove their vehicle during a snowstorm, the Contact RD will be notified to have a staff member attempt to locate the student. If the contact RD or staff member is unable to locate the student, the vehicle will be towed.

Vehicles with valid parking decal towed for snow removal purposes will be issued a Public Safety ticket (\$100.00) and towed to another lot on campus.

Vehicles without a valid parking decal that need to be towed for snow removal will be issued a Public Safety ticket for “NO DECAL” and towed off campus. (\$100 fine and in addition, there will be a separate tow fee levied by the private tow company, New Beverly Auto, located at 126 Rear Park Street in Beverly, MA (Phone: 978-922-3650).





General College Policies

Americans with Disabilities Act Statement and Guidelines

Endicott College seeks to provide a supportive environment for students, staff, and faculty, and is committed to providing equal access to educational programs and services to our students with disabilities. The College has a written statement and procedural guidelines on ADA standards and expectations that are available upon request from the Accessibility Office, within the Department of Student Success, located on the second floor of the Library.

How to refer students to Disability Services

Faculty, staff, and students should refer students who disclose to them a medical condition that may meet the definition of a disability to the Accessibility Services Office (ASO). Faculty and staff should relay to the student in question that they will be making a referral to the ASO on their behalf and that the student should also contact the ASO for support.

Endicott has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints regarding any action prohibited by the ADA or Section 504. Complaints should be addressed to the 504 Coordinator via email at: success@endicott.edu, or phone at 978-232-2292 or via fax at 978-232-2150.

Beaches and Sunbathing

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

Campus Communications

Freedom of expression, the right to agree and disagree, the spirit of inquiry, and free exchange of thought are essential in an open society. As part of society, each institution of higher education must help maintain these rights for all who are a part of its concern. Endicott presumes that all students and staff members who exercise their rights in these areas will do so with full responsibility. This responsibility extends to other individuals who may either agree or disagree and extends to the institution itself, its well being, its physical property, and its reputation.

An individual student or campus group may call a meeting of students in the Student Center without need for club sponsorship as long as it is cleared by the Dean of Students and falls within normal College operational procedure and regular hours.

Students may have free use of the intra-campus mailing facilities, including faculty and administrative mailboxes, with the stipulations that all mail/notices must be given to the Mail Room ready for distribution, that such requests are within the capacity of the intra-campus mail system, and that priority must be given to official College business. The use of the intra-campus mailing facilities for unauthorized solicitation is prohibited. Any student-generated mailing must be approved by the Dean of Students prior to distribution.

Day and Overnight Trip Policy

The following terms and conditions apply to all trip participants:

- It is the participant's responsibility to behave in accordance with the Endicott College Student Code of Conduct as stated in the current Endicott College Student Handbook.
- If bringing a guest, the student is responsible to ensure that the guest behaves in accordance with the Endicott College Student Code of Conduct as stated in the current Endicott College Student Handbook.
- Endicott College assumes no responsibility for the participant's personal property.
- The student assumes all the risks and responsibilities surrounding their participation in the activity and waives all claims against Endicott College. A Risk and Release Form MUST be on file at the Office of Student Activities before the departure of the trip.
- College provided transportation MUST be taken to and from all destinations (unless otherwise noted).

- Alcohol is not permitted on the vehicle of transportation and during the trip.
- It is the participant's responsibility to adhere to the departure schedule stated prior to trip commencement. Endicott College is not responsible for travelers who fail to comply with this regulation.

In addition, the following terms and conditions apply to all overnight trip participants:

- The student will be assigned a room for overnight accommodations. The student is responsible for all damage to that room. In addition, the student will not change their room location. Also, if asked to leave the hotel for duration of stay, the student will be responsible for the payment and location for which they stay.

Unauthorized Access to College Facilities and Possession of Keys

Unauthorized access, use, or occupancy of College facilities is a violation of College policy and may result in disciplinary action. Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys are prohibited as well.

Disruptive Classroom Behavior

The faculty may dismiss any student from a class who persists in behavior which disrupts or adversely affects the learning and teaching process in their classrooms. Students must understand behavior that undermines favorable conditions for learning and teaching will not be tolerated.

If continued, such behavior may lead to removal from the course and a grade of "F" recorded.

Fundraising

There are a variety of student fundraising events during the course of the year. The College does limit the number of fundraising efforts for the purpose of supporting outside groups and tries to effectively manage these activities to limit its impact on employees. All fundraising by student groups must be reviewed and approved. **Fundraising Approval Forms** are available on **MyEndicott** and require signatures from the sponsoring faculty/staff person and Student Activities.

Good Neighbor Policy

As members of both the Endicott College and local community, all students, including those who reside off-campus, have a responsibility to demonstrate respect for all members of both communities. Endicott College may hear complaints regarding alleged violations of College regulations or policies whenever or wherever the conduct in question occurs and will refer any inappropriate behavior to the code process.

At the beginning of the fall semester, the College and local officials from the Beverly Police Department and the City of Beverly host a mandatory educational workshop for local commuters to help eliminate complaints of negative student behavior off campus in order to help the commuter avoid the severe consequences that could follow.

Also, it is the policy of Endicott College to gather addresses for all students living off campus, and we will confirm the addresses we have during the workshop. This allows the College to contact students in case of an emergency both on campus and off campus (e.g., fires, criminal activity). Additionally, when a complaint is filed about an off-campus location, accurate address information will allow the College to determine if the residents are Endicott students.

- Endicott students are expected to exhibit appropriate behavior at all times and follow the Endicott College Student Code of Conduct as outlined in the Student Handbook.
- The College will not tolerate negative behavior or lack of civility toward our neighbors in the Beverly community and surrounding municipalities.
- Students living off campus are subject to Code of Conduct sanctioning by the Office of Student Affairs for any inappropriate behavior that is conducted and reported to their office. Students are also subject to state and local laws and the authorities that govern them. The College does not represent students with local authorities.
- The Endicott College Campus Police Officers may be asked to respond to off-campus housing locations by the Beverly Police Department. If so, students may be referred to the Student Conduct process based on any violations of student policies or law observed at these off-campus locations.

Gull Card Policy

Photo identification cards, known as Gull Cards, are issued during the first day of the fall Orientation to new students. Students are responsible for retaining their Gull Cards during enrollment at the College. Students are expected to carry their Gull Cards on their person at all times. Students must produce a valid Gull Card upon request by any campus official. The initial card is free; if it is lost, there is a replacement fee of \$25.00. If the card is damaged and the cardholder has the remains, there is a replacement fee of \$10.00. If there is a problem with the Gull Card, contact the Gull Card office.

Students should only be in possession of their own ID. Use of an ID other than their own is prohibited. Students found in possession of using an ID not their own may face disciplinary action. Improperly used IDs will be confiscated and turned in to the Gull Card office. Students may add dollars to their Gull Card at machines located in the Callahan Center, in the School of Business/Center for Sciences, the Halle Library, and the Business Office.

Immunization Requirement

The Commonwealth of Massachusetts mandates that all all full-time college students and all health science students show documentation that they have been immunized before attending class or residing on campus.

The required documentation includes:

- MMR (Measles, Mumps, Rubella) Vaccine: two doses required.
- Tetanus, Diphtheria, Acellular Pertussis (Tdap) Vaccine: one dose required within past ten years.
- Hepatitis B Vaccine: three doses required according to vaccine schedule.
- Meningococcal Vaccine: one dose required for all full-time residential students within the past five years or sign the *Information about Meningococcal Disease and Vaccination and Waiver for Students at Residential Schools and Colleges* form.
- Varicella Vaccine: two doses required.

In lieu of immunizations, the student may present documentation of a blood test (titer) or request a religious or medical waiver.

In lieu of immunization for Varicella disease only, students may submit documentation by their health care provider of history of disease; no documentation is required for those students born before 1980.

Health Science students are required to submit documentation of the tuberculin skin test prior to clinical rotations.

In addition to the required immunizations, the College requires that all students complete a Tuberculosis risk assessment including skin test results if performed.

This form is part of the main Health Form. can all be found on the Health Center webpage at endicott.edu/StudentLife/Health-Center/Health-Forms.aspx

Technology Ethics and Policy Statement

Endicott College is committed to providing access to local, national, and international sources of information through its technology resources in an atmosphere that encourages communication for business, education and research purposes. The technology resources are managed by administrative and academic departments. The Information Technology Department maintains all college-owned video, data, telephone lines, and hardware on campus. The Academic Technology Department assists with the integration of technology in the curriculum and supervises the computer labs. The use of computers and other electronic resources at Endicott College are governed by this document and by policies of the College contained in the *Student Handbook*, *The Policies and Procedures Handbook*, and the *Faculty Handbook*. The Technology Ethics and Policy Statement and the Information Technology Acceptable Use Policy can be found online at the Endicott College web page in the Information Technology Department section and may be requested from the Information Technology Department in writing. This document may be modified at any time by the President of the College and/or the President's Council. Timely notification of changes in the policy will be provided. All technology users are expected to read The Technology Ethics and Policy Statement and the Information Technology Acceptable Use Policy and abide by the stated policies and guidelines.

Privacy Issues

Reasonable efforts will be made to guard against possible violations of an individual's work as a result of tampering, destruction, and/or theft. All electronic communication systems along with the information developed and stored in those systems are the property of Endicott College and are to be used for work-related purposes only.

Consequently, the College has the right to retrieve and review material at any time, including information protected by password in all college-owned computers.

Statement of Consequences

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

Social Media and Online Communication

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

Student communication on social sites (which include, but are not limited to: blogs, social networks, location-based presence applications, chat rooms, discussion boards, and public comments hosted on external sites) are not actively monitored by Endicott College, but may be reviewed by conduct officials when they are seen as possible violations of Endicott College's Code of Conduct and will be acted on accordingly. This may include, but is not limited to: harassment, threats, hate-speech, bullying, privacy concerns, or public documentation of illegal or inappropriate activity.

Communication within online communities and social media sites represents public and open communication. As with other public arenas, information found on internet sites is acceptable as information that may be presented in conduct code hearings and other proceedings related to the College. Information that is acceptable may include, but is not limited to: wall postings, journal entries, blog posts, pictures, videos, comments, status updates, avatars, and other openly accessible communications. Messages between individuals including: instant messages/chat logs, text messages, email, Facebook messages, Snapchat screenshots or other electronic forms of private communication may also be used in the conduct code process when they are shared with officials by an involved party.

Endicott College advises students who participate in online social networks to follow established safety practices and protect private information with the utmost care. Students should set privacy features to restrict access to their profiles, passwords, and pictures, and should not accept a connection request from someone who is unfamiliar or who the student cannot identify. The College also discourages the inclusion of personally identifying information in personal profiles such as address (including campus address), class schedule, phone numbers, screen names, email addresses, and full birth date. Students are reminded that administrators, parents, law enforcement personnel, future employers and even predators may have access to view this information.

Technology Access Guidelines

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

- Use only those computer accounts for which you have College authorization. The unauthorized use of accounts as well as giving false or misleading information in order to obtain access to computer facilities is prohibited.
- Do not attempt to gain access to restricted portions of the system.
- Do not authorize anyone to use your account for any reason, as you are responsible for any actions performed with your account. You must take all reasonable security precautions, including password maintenance and file protection measures.
- Passwords should be changed regularly. A password automatically expires after 120 days before-which time the computer will issue a reminder. If you feel that your password security has been violated, immediately change your password and notify the Chief Information Systems Officer.

- Your password should not be given to anyone including staff members that work with you. Temporary login codes can be assigned if you have a special project that requires individuals to perform tasks not normally associated with their positions.
- Memorize your password rather than writing it down. Use passwords that you can easily remember but that others cannot easily guess.
- If you suspect that your files have been tampered with, contact the Chief Information Systems Officer immediately.
- User names not accessed for ninety days will be disabled for security reasons. If you know that you will not be using your account for more than three months, contact the Information Technology Department.

Internet Use

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

Electronic email

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

- Students may access their web mail from any computer with an internet connection through **gmail.com**
- Because email by nature is not secure, users should be aware of the limitations on the expectation of privacy. Therefore, users are responsible for changing their email passwords periodically and removing confidential mail from their computers as soon as possible.
- Information stored on College computer resources is the property of Endicott College, which reserves the right to retrieve and review material at any time, including information protected by password.
- The system must not be used to send chain letters or to transmit offensive material such as messages that are derogatory, obscene, or otherwise inappropriate. Any such incidents will be forwarded to the conduct code system.
- Endicott College email can be forwarded to your favorite personal email account (ie. Yahoo, Hotmail). Students are responsible for maintaining their forwarding address. Instructions for forwarding email can be found at endicott.edu/infotech
- The College uses the email system as a primary method of communication to students for important College matters, individual correspondence, and notifications. It is expected that all students regularly check their Endicott email as they will be held responsible for all communication delivered through email.

Student Virus Policy

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

MyEndicott

MyEndicott is Endicott's web portal. Think of it as a gateway to many important areas, information and functions, including class registration, room draw, access to your grades and other personal information, announcements, campus event calendar, and other resources such as downloadable documents and links to other pages and sites. Each academic school has a [MyEndicott](#) page, as do other departments such as Internship and Career Services, Student Services, Financial Aid, Bursar's office, etc. There is also an area to create online groups for campus clubs and organizations, sports teams, and academic activities.

Academic Technology Lab Policies and Classroom Policies

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

Laptops

All incoming first year students for the 2018-2019 academic year, are required to bring laptops to campus. Please review the College Laptop Requirements and view the new hardware recommendations for all majors. (Note: The new models/packages for 2019-20 have not been released yet. Please check back mid to late June.)

Computer Labs

Endicott College has a total of five full computer labs, a Cyber Cafe open 24/7, numerous special purpose mini labs for individual departments located throughout the campus and multiple computer workstations in the library. For more information about the labs and other public workstations, please visit the Computer Labs page. If you need to reach us for computer labs, printer, or software support, please email acadtech@endicott.edu.

Media Services

Media Services provides the campus AV services including event setup and support, video production and editing, and the campus digital signage. They support the Digital Media Center, as well as all the technology enhanced and mediated classrooms. Media Services also delivers, sets up, and signs out laptop computers, portable LCD projectors, TV carts, audio equipment, digital cameras, and other AV equipment to the campus community. For more information about Media Services, please visit endicott.edu/academics/academic-resources-support and they also have a page on *MyEndicott*.

The Digital Media Center

The Digital Media Center is Endicott's TV studio/multimedia center that encompasses an HD video production studio, control room and multimedia post production/editing suite. The Center's resources include the Broadcast Pix digital production studio, a Telvue media storage and distribution server, Scala digital messaging system, as well as portable digital video cameras, digital non-linear video and audio editing workstations, and professional lighting and audio recording equipment.

Canvas and YuJa

Canvas is the Learning Management System (LMS) and YuJa is our cloud based media storage and distribution server, allowing faculty to embed videos, distribute podcasts and other media files to their students in an efficient and secure manner. These online web tools allow faculty, students, and staff to collaborate and communicate in a variety of ways for courses and other approved campus departments and groups. Handouts, documents, and files of just about any type can be posted to these sites by faculty or administrators for access and download by students and others. Additionally, online forums where faculty, staff, and students can post topics and responses for discussion can take place 24/7. Chat rooms, web conferencing, online quizzes, tests, and other coursework and assignments, as well as announcements and online grading are also part of the Canvas LMS.

Workshops and Training

Academic Technology workshops for faculty, students, and staff are offered throughout the academic year on a variety of learning technologies, including Smart classrooms, digital media technologies, Canvas, and web conferencing/ virtual classroom technology. Schedules are posted each semester.

Jury Duty

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

Photography Policy

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

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

Poster Policy

- An individual may not promote events using a poster, flyer, or promotional items unless the organization's name appears on the poster, flyer, notice, table tent, or handout. The advertisement will be removed if the sponsoring organization's name does not appear on the item. Posting of any kind in parking lots is strictly prohibited.
- All posters/flyers will be approved for a maximum of 7 days. Items must be removed by the sponsoring organization at the conclusion of the event. The organization in violation will be notified of the offense and the poster privileges of the organization will be revoked for a specified time.
- All flyers must be placed in appropriate locations when posted in Residence Halls. Locations include: bulletin boards or poster strips. Students can also work with the Residence Life staff for additional locations.
- Posters found covering other posters or in violation will be taken down. Posters in violation will be kept at the Student Activities booth for 24 hours.

Press Releases to Community and Hometown Newspapers

The College sends news releases regarding student achievements such as Dean's List, student honors, awards, athletic team activities, and other recognitions received to hometown newspapers. The newspapers are identified based on the home zip code of the student. The College will also generate a shareable notice of achievement which will be emailed to the parent email address on file. No action

is necessary to ensure these notices are sent out - it is an automatic process and all information shared is "directory information" per The Family Educational Rights and Privacy Act (FERPA). Students who have opted out of directory information sharing with the Bursar's Office will not be included in the press release lists.

To opt out of this service or if you have any questions, please contact the Director of Public Relations and Digital Communications at 978-232-2218 or PR@endicott.edu.

Smoking and Vaping

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

The following behaviors will automatically result in a minimum fine of \$500, as well as, a two week residence hall suspension:

- Deliberately pulling the fire pull station or setting off the fire alarm
- Covering smoke alarms and/or tampering with fire safety equipment
- Smoking of any kind in any College building, including the use of vaporizers, electronic cigarettes, or any other smoking paraphernalia
- Students who fail to evacuate during a fire alarm will be subject to a conduct hearing.

If you know of any covered and/or tampered with fire equipment, or have information about a pulled alarm, please share this information with a College official immediately. If you are uncomfortable meeting with a staff member, please feel free to use the anonymous tip form.

Solicitation Policy

Generally, the sale, distribution of goods and services, and the solicitation for promotion of and advertising of any item, program, or service is prohibited on the College campus. The use of College facilities for solicitation purposes is prohibited. Individuals or businesses may apply to participate in the vendor program by contacting the Office of Student Activities. Written approval must be obtained prior to participation. The College reserves the right to restrict and/or prohibit any individual, company, or group from participation in this program. Door to door solicitation within the residence halls and College facilities, and the canvassing of Endicott property by external groups/individuals is prohibited. The unauthorized posting or distribution of literature on College property is prohibited. The unauthorized use of College-owned and/or operated technology and media for solicitation purposes

is prohibited. Individual Endicott community members and or recognized clubs/organizations should refer to the Campus Communications section (p.53) when considering the appropriateness of their activities. Violations of the solicitation policy may result in the Persona Non Grata Status (restricted/prohibited from all College facilities/properties and subject to trespassing) for non-Endicott violators and disciplinary action for Endicott community members.

Vendor Policy

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

Wooded Areas

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





College Policies for Van Loan School

Academic Integrity

The value of an Endicott degree is directly affected by the academic integrity of students. Violations of academic integrity are serious and degrade the value of an Endicott College education. Incidences of plagiarism, cheating on exams, or other violations of academic integrity in any learning environment will not be tolerated. The procedures to be followed in cases of suspected violations of the Academic Integrity Policy are described below.

If the faculty member suspects that a student has violated the Endicott College Academic Integrity Policy, he/she will meet privately with the student within five business days of the alleged violation. During the meeting the faculty member will discuss the violation and possible sanctions with the student and present the evidence if applicable. Within 48 hours of the initial meeting, the student may seek advice from an individual within the academic community before meeting a second time with the faculty to resolve the issue. One of several outcomes may result:

- a. Both parties agree that the alleged violation did not occur. No further action is taken.
- b. The student admits to the integrity violation, and both parties agree on an appropriate sanction in keeping with the severity of the incident. The faculty member and the student complete the Academic Integrity Incident Report Form (available on the Intranet), which is sent to the Vice President and Dean of the Graduate School, who forwards a copy to the student's school dean and the dean of the school in which the violation occurred. If the Vice President believes the incident is a potential repeated offense, he/she will submit the case to the Academic Integrity Committee for review.
- c. The student does not agree that a violation has occurred or disagrees with the sanction and decides to appeal. The faculty member and the student complete the Academic Integrity Incident Report Form, which the faculty submits to the Vice President and Dean of the Graduate School, who then forwards it to the Academic Integrity Committee for review. The Chair of the Committee contacts the faculty member and the student in writing to set up separate meeting times for each party and requests that the student submit a written appeal to the Committee Chair prior to the meeting.

If the student fails to respond to the faculty member within the 48-hour deadline, the faculty's sanction will be imposed, and the student will forfeit his or her right to appeal.

In the case of an appeal, the Committee makes a recommendation to reject or uphold the student's appeal and forwards its decision in writing, along with sanction recommendations in the case of a rejection, to the Vice President and Dean of the Graduate School. The Vice President takes the Committee's recommendations under advisement and makes the final decision regarding the student's appeal. If the Vice President upholds the appeal, no sanctions are imposed. In the case of a rejected appeal, the Vice President makes a final decision regarding sanctions in consultation with the faculty member. In the case of a repeated offense, the Vice President's recommended sanctions may include dismissal from the College. In the case of a potential dismissal, the final decision rests with the Vice President in consultation with the President of the College. A completed copy of the Academic Integrity Incident Report Form is sent to the student's dean and to the dean of the school in which the violation occurred.

Academic Probation and Dismissal

Students in the Graduate School must maintain a GPA (grade point average) of:

- 3.0 for graduate students
- 2.0 for adult undergraduate students.

Students who do not maintain satisfactory grade point averages will be placed on Academic Probation.

The student's academic record will be reviewed by an Academic Review Committee, which may make recommendations that would allow the student to improve the student's academic status within a specified time period.

For graduate students, in addition to the minimum GPA of 3.0 that is required, students who receive grades lower than B- for six graduate credits will be placed on academic probation.

Continued unsatisfactory academic progress may lead to dismissal from the program or loss of financial aid.

Add and Drop/Withdrawal Policy

Withdrawal from a course must be requested officially in writing and delivered to the Office of the Assistant Registrar at the Van Loan School, either in person or via email at vlregistrar@endicott.edu. Students must send requests for withdrawals from a course from their Endicott email address.

Semester-long undergraduate courses comply with the add/drop dates and policies within Endicott College's traditional academic calendar (September-December, end of January-May). The academic calendar is available online at www.endicott.edu/Undergrad/Academic-Calendar.aspx.

Students in semester-long graduate and doctoral courses may enroll in courses within the first two weeks of the start of a course.

Students in accelerated undergraduate and graduate courses may enroll in a course up to and including the first day of the course.

Students in semester-long graduate and doctoral courses and accelerated undergraduate and graduate courses must withdraw 7 business days prior to the last day of the class to receive a W on the college transcript. Failure to withdraw will result in an "F" on the transcript.

Attendance

The following policies regarding attendance do not apply to classes utilizing distance-learning methods.

Students are expected to attend all scheduled classes. While it is understood that an emergency or other unforeseeable situations may result in an occasional absence, students should, to the extent possible, schedule outside activities around course meeting dates. In the rare event of an unavoidable absence from a class, students, upon consultation with the instructor, may be given an additional assignment related to the subject matter discussed in the missed class. In addition, absent students are responsible for all work missed in the class. Only the subject matter discussed during a missed class can be made up. Class participation for a missed class cannot be made up and such absences will affect the student's grade. Two or more absences from a course may result in failure of the course.

Course Cancellation Policy

The Van Loan School strongly encourages students to register early to minimize the cancellation of courses due to insufficient enrollment. The decision to cancel a course will be made as close to the course start date being offered. In the event a course is cancelled, every effort will be made to contact the student via telephone or email to assist in the selection of another course or to arrange a refund. When courses are cancelled by the College, refunds include 100% tuition and fees.

Course Evaluation

The College appreciates students' input and feedback regarding program offerings and considers it of significant importance for improvement. Students' willingness to complete the course evaluation form at the conclusion of each course and their candid remarks regarding the instructor, the course, and the College's role in their educational program is greatly appreciated.

Course Expectations

For Fall/Spring semester-long courses that meet the standard 3-day or 2-day meeting patterns:

A three credit course means that in addition to the scheduled meeting times, students are expected to do at least 6 hours of course-related work outside of class each week during the semester. This includes time spent completing assigned readings, participating in lab sessions, studying for test and examinations, preparing written assignments, and other course-related task.

For Fall/Spring semester-long courses with non-standard meeting times (i.e. not the standard 3-day or 2-day meeting patterns):

A three credit course means that students are expected to do at least nine hours of course-related work or activities each week during the semester. This includes scheduled class meeting times, as well as time spent completing assigned readings, studying for tests and examinations, preparing written assignments, and other course-related tasks.

For Accelerated face-to-face courses:

A three credit course means that in addition to the scheduled meeting times, students are expected to do at least 18.5 hours of course-related work each week of the 6-week term. This includes work done completing assigned readings, studying for test and examinations, preparing written assignments, and other course-related tasks.

For Accelerated fully online courses:

A three credit course means that students are expected to do at least 22.5 hours of course-related work each week of the 6-week term. This includes work done completing assigned readings, studying for test and examinations, preparing written assignments, and other course-related tasks.

For Winter session face-to-face courses:

A three credit course means s that in addition to the scheduled meeting times, students are expected to do at least 37 hours of course-related work outside of class each week during the three-week Winter session. This includes work done completing assigned readings, studying for test and examinations, preparing written assignments, and other course-related tasks.

For Winter session fully online courses:

A three credit course means that in addition to the scheduled meeting times, students are expected to do at least 45 hours of course-related work outside of class each week during the three-week winter session. This includes work done completing assigned readings, studying for test and examinations, preparing written assignments, and other course-related tasks.

Grading:

General requirements are provided below. Those requirements specific to a given program are included under each program listing.

- 1. A minimum G.P.A of 3.0 must be maintained within all graduate programs offered by Endicott College. Students receiving grades lower than B- for six graduate credits will be placed under academic review. Students will be placed under academic probation if their G.P.A. falls below 3.0. Continued unsatisfactory academic progress may lead to dismissal or loss of financial aid.
- 2. A grade of C- or lower is not applicable to any graduate degrees. Students receiving a grade of C- or lower may repeat the course once.
- 3. If a student receives a failing grade, he/she may retake the exact course and earn a new grade. The new grade will be calculated into the student's grade point average. The "F" grade stays on the transcript but is no longer used in calculating the student's grade point average.
- 4. All graduate programs follow the grading schema prescribed in the *Van Loan School at Endicott College Academic Catalog*.
- 5. Transfer credits: Students may request transfer of not more than six graduate credits (unless otherwise specified by a particular program) completed at other accredited institutions, where applicable.

Only courses relevant to the program of study in which a student has received at least a grade of "B" or equivalent grading will be accepted. Courses completed more than five years prior to the student's acceptance into his or her present program will not be considered for transfer credit. Any exception to this policy requires the approval by the Vice President and Dean of Graduate and Professional Studies.

Students who are dismissed for academic reasons have the right to a hearing before the Graduate Council for the purpose of presenting information in support of possible reinstatement.

Grading System--Graduate Programs

Letter Grade	Numerical Equivalent	Grade Point Value
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
F	Below 69	0.0

A grade of W appears on the transcript but is not calculated into the GPA. The grade point average is determined by multiplying the grade point value by the number of credits for a given course, summing the products and dividing by the number of credits attempted.

Grading System--Undergraduate Programs

Letter Grade	Numerical Equivalent	Grade Point Value
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	Below 60	0.0

A grade of W appears on the transcript but is not calculated into the GPA. The grade point average is determined by multiplying the grade point value by the number of credits for a given course, summing the products and dividing by the number of credits attempted.

Grade Appeals

It is the purview and responsibility of the faculty to assess student progress. Students who wish to appeal a grade should do the following: 1) make an appointment with the faculty member to discuss the grade, 2) if not resolved, write an appeal to the program director/dean and arrange a meeting with the faculty member, the director/dean, and the student, and 3) if not resolved by steps one and two, the student may appeal in writing to the Vice President and Dean of the Graduate School. Appeals can only be initiated due to error or other documented extenuating circumstances. Grade appeals must be filed within one year of the conclusion of the course.

Graduation

The Van Loan School holds its own commencement ceremony in May. Other graduation ceremonies are held at international campuses. Students may attend one commencement event. Degrees, however, can be awarded in August, December, January, and May. Graduating students must apply for graduation and pay the designated graduation fee. Applications received after the due dates in a semester (the Van Loan School Student Calendar is available on the website endicott.edu/VanLoan) will be processed as soon as possible; however, applicants' names may not appear in programs and activity listings if not received in a timely manner. Student files will be audited to determine that all required documentation has been received and all financial obligations have been met. Students will not be permitted to participate if either of these requirements has not been completed.

Health Insurance for Students

The Massachusetts Universal Health Care Program requires all students registered for nine credit hours or more per semester (graduate) or twelve credits hours or more per semester (undergraduate) to have health insurance. Health insurance is made available through Endicott College and will be charged unless the student can provide proof of comparable health insurance coverage and complete a waiver form. The waiver form must be completed online at www.gallagherkoster.com. Failure to complete this form will result in the student being enrolled and charged for health insurance via the plan offered by Endicott College.

Incomplete Grades

An Incomplete grade, while not encouraged, may be given to a student that denotes that some part of the course, for reasons acceptable to the instructor, has not been completed and the student is to this point passing the course. The majority of the coursework should be completed at the time an Incomplete grade is given. An Incomplete grade should be given as an exception only, such as a medical emergency. An Incomplete grade should not be given to a student with the sole objective of the student having more time to complete assignments and, therefore, receive a higher grade. The work must be made up within seven weeks after the last session of the course. Any circumstances warranting an extension must be submitted via the Grade Change/Incomplete Form link found on MyEndicott

Internal Research Board

Endicott College is committed to the highest ethical, professional, and legal standards in all matters relating to humanistic and scientific research. Endicott students and personnel engaged in research involving human subjects are required to follow the Endicott College Guide for Approval of Human Subjects Research Projects. Guidelines may be found in the faculty handbook, the college intranet, and at the academic department offices. Faculty or supervisors should consult the Internal Review Board (IRB) with questions regarding exemption standards or informed consent protocols. Research proposed by external investigators involving the use of Endicott students must be approved by the IRB. Completed documentation of approved projects will be stored at the office of the appropriate academic department. Any projects requiring approval of the IRB will also be stored by the chair of that committee.

Registration

Semester-long undergraduate courses comply with the add/drop dates and policies within Endicott College's traditional academic calendar (September-December, end of January-May).

The academic calendar is available online at endicott.edu/Undergrad/Academic-Calendar.aspx.

Students in semester-long graduate and doctoral courses may enroll in courses within the first two weeks of the start of a course.

Students in accelerated undergraduate and graduate courses may enroll in a course up to and including the first day of the course.

Registrations not received by the start date of the course are subject to a mandatory \$50 per course late fee.

Registration for courses is the responsibility of the student. Non-availability of a site coordinator (off-campus) or a Van Loan School representative to register students in class does not negate the student of the responsibility to register for courses on time. Registration for courses may be completed by mail (as long as it arrives at the Van Loan School in compliance with the terms outlined above), in person or online via the Endicott College web site.

Residency

In some cases residential housing is available. Van Loan students interested in residential housing should contact the Office of Residence Life at 978-232-2141 or reslife@endicott.edu.

Schedules

Undergraduate, Graduate and Doctoral Class Schedules are posted online at vanloan.endicott.edu/admission-registration/register-for-classes/registration-schedules. Courses are posted online as soon as possible to allow students adequate time to register for classes. Course schedules are subject to change.

Student Classification/Permission to Take Courses at the Day School

An undergraduate Van Loan student based at Boston needs permission from the Program Director to take a Day school course and needs permission of the day school director or dean. This is intended to provide appropriate advisement. The permission form that must be completed is called Boston and Gloucester Student Permission to Take a Course at the Day School. No registration form is accepted at the Office of the Registrar unless this permission form is completed and attached (or e-mailed by the Program Director) to the registration form. This statement applies to all of the payment categories listed on the attached form. Proper registration for a Day School course is the sole responsibility of the student.

Syllabi

Syllabi include information such as course learning outcomes, required readings and evaluation methods. If you have questions regarding course syllabi please contact your faculty member or program director.

Textbooks

If a textbook is identified for a course, students are expected to purchase the textbook prior to the start of a course. Courses conducted by Endicott College, Van Loan School require student involvement in the development of his/her learning. Assigned readings must be completed prior to class to ensure that the maximum learning benefit is attained through the informed exchange of ideas in the class- room. Instructors expect students to be prepared for class and will grade accordingly.

Students are advised to check the course syllabus or the Endicott College website for required text(s) which are listed by course section.

Transcripts

The Registrar sends out all academic transcripts. Students seeking transcripts to be sent should fill out a transcript request form that is available in the Registrar's Office and on the College's website (www.endicott.edu). This form must be completed each time a student wishes to be sent a transcript. All transcript requests must include the student's signature; phone requests will not be accepted. The charge for transcripts is \$6 per copy.

Tuition Refund Policies

Refund Policy

Refunds are permitted according to the date the withdrawal request is received:

For courses that are less than 2 weeks:

- 100% of tuition if requested before the start date of the course;
- 50% if requested before the second day;
- No refund after the second day.

For courses that have 2 to 7 weeks:

- 100% of tuition if requested before the start date of the course;
- 50% if requested at any time before the second week;
- No refund after the start of the second week.

For courses that have 8 to 12 weeks:

- 100% of tuition if requested before the start date of the course;
- 75% of tuition if requested by the second week;
- 50% of tuition if requested by the third week;
- No refund after the start of the third week

For the semester-based Graduate and Doctoral Programs:

- 100% of tuition and doctoral fee prior to the start of the semester;
- 75% of tuition (no refund of doctoral fee) within one week of the first class of the semester;
- 50% of tuition (no refund of doctoral fee) within two weeks of the first class of the semester;
- No refund of tuition or doctoral fee after fifteen days of the first class of the semester

For semester-long undergraduate courses:

- 100% of tuition prior to course start date;
- 80% of tuition within the first week of the course;
- 60% of tuition within the second week of the course;
- 40% of tuition within the third week of the course;
- 20% of tuition within the fourth week of the course;
- No refund of tuition the fifth week and after.

Please note: Application and registration fees are NOT refundable.

Endicott College complies with the refund policies as outlined in the Higher Education Amendments of 1998. First-time students who receive Title IV assistance should contact the Financial Aid Office to obtain the Title IV refund policy or review online in the college catalog at <http://catalog.endicott.edu>

Winter/January Intersession

Winter intersession courses are defined by the dates in the College's traditional academic calendar. Traditionally winter intersession courses begin during the first week in January and end at the third week in January.

Please visit: endicott.edu/Undergrad/Academic-Calendar.aspx for further information.

Withdrawal from Course Policy

Withdrawal from a course must be requested officially in writing and delivered to the Office of the Assistant Registrar at the Van Loan School, either in person or via email at vlrregistrar@endicott.edu.

Semester-long undergraduate courses comply with the add/drop dates and policies within Endicott College's traditional academic calendar (September-December, end of January-May). The academic calendar is available online at www.endicott.edu/Undergrad/Academic-Calendar.aspx.

Students in semester-long graduate and doctoral courses and accelerated undergraduate and graduate courses must withdraw 7 business days prior to the last day of the class to receive a W on the college transcript. Failure to withdraw will result in an "F" on the transcript.

Withdrawal from a Program

A student may: 1) officially withdraw; 2) take a leave of absence from the College; or 3) be administratively withdrawn from a program. Withdrawal from the program implies withdrawal from all courses, and regulations concerning grades and tuition refunds are applicable.

The student must notify both the appropriate director of the program in writing as well as the Day School Registrar's Office of his or her intent to withdraw a program. Withdrawal from a course must be officially requested in writing and delivered to the Office of the Registrar, either by U.S. mail, by fax, or from a student's Endicott College email address.

Non-attendance does not constitute official withdrawal from a course or a program.

POLICIES FOR GRADUATE PROGRAMS

Comprehensive Examination Policies

Policies pertaining to graduate programs that require successful completion of a comprehensive exam for graduation are explained in the VLS catalog. Graduate students who have successfully completed 30 credit hours may be eligible to sit for the examination. The program director decides who is eligible.

Candidates seeking teaching licensure must pass all relevant sections of the Massachusetts Tests for Educator Licensure (MTEL) to be eligible to sit for the comprehensive exams. The comprehensive examination is normally administered each semester.

A student must pass all three components.

Examinations are read by the instructor. Upon successful completion of the examination, and when course work is completed, the degree will be awarded.

Students failing the exam are allowed two retakes within a one-year period of time. Failure to successfully complete the examination within that period of time results could result in dismissal from the program. Students are allowed up to seven years from the date of starting the first class to the date of completing the Master's degree. Courses more than seven years old are lost under the default policy of the Van Loan School.

A student must take and pass all applicable Massachusetts tests for licensure prior to being eligible to take the Comprehensive Examinations.

Comprehensive Exams are not requirements in the following graduate programs; Athletic Administration, Organizational Management, Non-Licensure education programs, and International Education. The doctoral program Comprehensive Exam will be administered under alternate guidelines.

Endicott College Test Preparation

Students enrolled in the Education programs at Endicott College are required to take a number of MTEL's prior to graduation from the programs. Free workshops will be provided to assist students towards successful completion of teacher tests.

Master Thesis

Certain graduate programs require completion of a Master Thesis while others require successful completion of a comprehensive examination or capstone experience. Program directors provide the guidelines and format for the research project for those graduate programs that require the completion of a Master Thesis.

Time Limitation

A maximum of seven years from the data of matriculation in a master's degree program is allowed for completion of the work for the degree, including satisfactory completion of all examinations required. This includes the date of completion of transfer credits.

Transfer Credits – Graduate Programs

A maximum of 6 credits obtained at another institution may be accepted toward a graduate degree program provided it either fulfills a degree requirement or is applied as an elective course. The transfer courses that may be considered must carry graduate credit earned from a regionally accredited institutions, carry grades of B or better, and not have been used to fulfill degree requirements at other institutions

Policies for Undergraduate Programs for Adults

Advising/Academic Update

Students are encouraged to meet with their advisor at least once a year and more frequently if necessary. Off-campus students may schedule off-campus advising sessions at the mutual convenience of the advisor and the student. To ensure that updated transcripts and course schedule are available for the advising session, please telephone your advisor to schedule your advising/academic update session.

Assessment of Prior Learning (APL)

Assessment of Prior Learning (APL) provides adult learners with the opportunity to gain college credit for work and life experiences. APL is a semester based, three-credit course that uses the case study method, written narratives and documentation to demonstrate college-level learning through portfolio submission. Students completing the portfolio requirements in APL may earn a maximum of 30 credits toward the Bachelor degree.

Fifteen credits may be applied toward the Associate degree. Assessment of Prior Learning requires an academic advisory prior to registration. Students registering for APL must be matriculated into an Associate or Bachelor Degree program.

Diploma in Nursing from an Accredited Diploma Program

Endicott awards up to 39 Nursing credits from accredited non-degree Nursing diploma programs toward completion of the Bachelor of Science degree in Nursing. Applicants must request that an official transcript be sent directly by the awarding institution to the Admissions Office at the Van Loan School at Endicott College.

Transfer Credits – Adult Undergraduate Programs

A maximum of 32 credits may be transferred from other accredited colleges in the Associates Degree program at the beginning of the admission process. Grades of “C” or better will be accepted and no more than six credits may carry a “C-” grade.

For the bachelor’s degree program a maximum of 85 transfer credits may be applied to Endicott College Bachelor degree program provided they fit the curriculum of the major and degree. Grades of “C” or better will be accepted and no more than six may carry a “C-” grade. To facilitate the official awarding of transfer credit on your Endicott College transcript, official transcripts should be mailed to:

**Endicott College
Van Loan School
Office of Admissions
376 Hale St.
Beverly, MA 01915.**

Students must be admitted as a degree candidate before transfer credits can be added to the Endicott College transcript.

Policies for Doctoral Programs

Dissertation

The doctoral program requires completion of a Dissertation. The dissertation is research-based and must include original research. Students develop dissertation proposals in consultation with their dissertation committee. The program director provides the guidelines and format for dissertations.

Dissertation Approval Process

Part of the approval process for the dissertation stage is approval of the student’s dissertation committee. A chair and 2 other readers are identified for each dissertation committee. These names should be forwarded to Chrystal Porter once the team is formed by the doctoral directors.

When the student completes the dissertation, all members of the dissertation committee are required to sign the form that is attached. Once the signatures are affixed to this form, the form should be

forwarded to Chrystal Porter who will inform the Registrar's Office as each doctoral student completes his/her dissertation. This will allow for a coordinated and orderly response to the Registrar's Office staff.

In order to have accurate information in the Spring Commencement program and to have diplomas prepared correctly, a date will be established each spring by the College Registrar that will be the last date she will be able to accept a doctoral student's name for the Spring Commencement, this date usually falls in the 3rd week of April.

Degrees are also conferred each year on the dates of 8/31, 12/31, and 1/31. The Spring date is the only one that varies depending on the date of the Commencement ceremony.

Financial Aid – Dissertation Stage

During the dissertation stage of doctoral students' programs, the doctoral student must register for dissertation continuation courses and pay the doctoral continuation fee.

Students in this phase of their programs are defined as half-time students for enrollment purposes.

Rights to Review Educational Records

FERPA affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days from the date that Endicott receives a request for access. A student should submit to the Registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Typically, requests are made to the Registrar's Office, College Hall, Monday through Friday from 9 a.m. to 5 p.m. The student will present full and complete personal identification to the staff member responsible.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Endicott to amend a record should write the Endicott official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. Such requests shall be made to the Registrar's Office, College Hall, Monday through Friday from 9 a.m. to 5 p.m.
3. If Endicott decides not to amend the record as requested, Endicott will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. The student may request a hearing with the Vice President and Dean of the Undergraduate College regarding the request to amend the record. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to provide written consent before Endicott discloses identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Endicott to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-5901

Release to Third Parties

The College may disclose personally identifiable information in the student's educational record to a third party only after receiving written consent by the student (or on his/her behalf by an authorized individual), except to the extent that FERPA or other applicable law authorizes disclosure without consent.

Under FERPA, prior consent of the student is not required to disclose information in the student's educational record in a number of circumstances, including but not limited to the following:

1. School Officials with legitimate educational interests. Information in the student's educational record may be disclosed to other school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position, including teachers, law enforcement personnel, and health staff; a person or company with whom the College has contracted, including attorneys and auditors; a person serving on The Board of Trustees; or a student serving on an official committee, or assisting another school official if the official needs to review the educational record to fulfill his/her professional responsibilities.

2. Parents or Legal Guardians. The College assumes all full-time undergraduate students are claimed by their parents or legal guardians as dependents for federal income tax purposes. For adult students the College assumes they are independent. The College may release information in a student's educational record to parents or legal guardians of dependent students unless instructed in writing by the student that he/she is not claimed by his/her parents or legal guardian as a dependent for federal income tax purposes. The form to notify the College that a student is not claimed as a dependent by his/her parents or legal guardian is available in the Registrar's Office and on the Endicott home page under Registrar's Office.

Please note that this statement does not apply when full-time students take Van Loan classes.

3. In connection with financial aid, which a student has received or for which he/she has applied, if the information is necessary for the purpose of : (a) determining eligibility for the aid; (b) determining the amount of the aid; (c) determining the conditions for the aid; or (d) enforcing the terms and conditions of the aid.
4. To any authorized organizations conducting studies on behalf of educational agencies or institutions for the purpose of (a) developing, validating, or administering predictive tests; (b) administering student aid programs; or (c) improving instruction.
5. To comply with a judicial order or lawfully issued subpoena, after making reasonable effort to notify the student of the order or subpoena in advance of compliance, unless the terms or nature of the order or subpoena require that no notice be given.
6. To appropriate parties in connection with a health or safety emergency if the information is necessary to protect the health or safety of the student or other individuals.
7. To another educational institution where the student seeks or intends to enroll





376 Hale Street • Beverly, Massachusetts 01915 | 978-232-2206
24-Hour Security: 978-232-2222



VAN LOAN SCHOOL
AT ENDICOTT COLLEGE

vanloan.endicott.edu