Dear Student,

Welcome to Regis! Whether you are joining us for the first time as a first-year, transfer, or graduate student or returning as a current student, I am sure this will be a year filled with many new opportunities and challenges within the classroom and beyond. All of these experiences contribute to your growth and development and we in Student Affairs are here to support and your academic endeavors and your development. You are our first priority!

As a Catholic university founded by the Sisters of St. Joseph, we uphold their spirit and invite you to share in the same ideals and high standards that make Regis unique:

Welcoming all, Without Distinction
The Sisters of St Joseph promote unity, working to ensure that “all may be one.” At Regis, we strive to be hospitable and friendly towards everyone, irrespective of background, status, ideas, or faith.

Making a Difference
Service is an integral part of the Regis experience. Our students are encouraged to reach out and help the marginalized “dear neighbors” within our community as well as across the U.S. and globally.

Loving God and Others
We take the Gospel message of loving God and others seriously and endeavor to live this basic value in daily life, even when it is challenging. Together we strive to respect all of God’s creation.

Excellence with Gentleness
We are committed to promoting and providing excellence in all areas but always to temper it with gentleness, peace, and joy.

These are the values upon which Regis is built, values that help guide the university’s mission to lead and to serve. This is the context for the Regis Student Handbook—your first and most important reading assignment of the year. This handbook will guide you in knowing and understanding your rights and responsibilities and describes the expectations for behavior and conduct at Regis, as well as the procedures to be followed when these expectations are not met. This handbook also ensures that you have a listing of useful resources and services on the campus. Together we are committed to working with you to help you succeed, so be aware of these resources and use them as you move through the year.

May your time at Regis enable you to grow and mature, develop a love of learning and a greater sense of your gifts and purpose. May you grow in ability to make ethical and moral decisions that will have a positive impact on your own life and that of each member of the Regis community.

Sincerely,

Kara Kolomitz
Vice President of Student Affairs and Enrollment
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THE REGIS STUDENT HANDBOOK
The Regis Student Handbook is an official document of Regis College (Regis). It contains policies, protocols, and resources for all Regis students including undergraduate, graduate students, doctoral, and continuing education students, as well as those enrolled at Regis North in Lawrence, MA, and at other satellite locations, those in the Institute for Advancing Studies, and those enrolled online. Students should familiarize themselves with the Student Handbook at the start of each academic year in order to be knowledgeable about the various services on campus.

JURISDICTION OF THE STUDENT HANDBOOK
The Regis Student Code of Conduct and this Handbook apply to student and organization behavior that occurs on Regis premises, at Regis sponsored/related activities, via the electronic network, and to off-campus conduct that adversely affects the legitimate purposes, founding principles, mission, and interests of Regis. Further, Regis students pursuing Regis academic programs, coursework, or academic requirements at a location other than the Regis campus are subject to the Regis Student Code of Conduct and this Handbook. Finally, as Regis adheres to all local, state, and federal law, any student’s breach of such law(s) may be subject to the Regis Student Code of Conduct.

Regis College reserves the right to update the Regis Student Handbook as necessary.

ADDITIONAL HANDBOOK INFORMATION
In addition to this Regis Student Handbook, students are responsible for understanding and adhering to the information, policies, and procedures in handbooks relates to their academic program and/or involvement at Regis. The links below will bring you directly to these resources:
- Academic Catalog
- Classroom Code of Conduct
- Student Athlete Handbook
- Regis North Handbook
- Nursing Handbook Addenda

REPORTING
All members of the Regis community may report crimes or other issues of misconduct through Regis’ Reporting Tool, Ethics Point. Regis.ethicspoint.com. For more information, visit https://secure.ethicspoint.com/domain/media/en/gui/44169/index.html

For more information about Student Affairs at Regis, scan this QR code to be directed to the Student Affairs website or click here.
I. THE MISSION AND HISTORY OF REGIS COLLEGE

THE REGIS MISSION STATEMENT
Regis College, through education in the arts, sciences and professions, empowers women and men to challenge themselves academically, to serve, and to lead. A Catholic college, Regis is a diverse and welcoming community guided by the values of the Sisters of St. Joseph of Boston.

OUR CATHOLIC IDENTITY
As a Catholic College, Regis College embraces the Catholic intellectual and social justice tradition by embodying and living the values of the Sisters of St. Joseph characterized in excellence tempered by gentleness, peace, and joy. We espouse the following standards:

- The Pursuit of Truth
- Social Justice
- Community
- Formation of the Whole Person
- Sacramental Vision of Life

SISTERS OF SAINT JOSEPH
In 1650, the Congregation of the Sisters of St. Joseph was founded in LePuy, France. After surviving the French Revolution, six members of the group moved to the United States in 1836.

In 1873, four Sisters of St Joseph came to Boston under the leadership of Mother Mary Regis Casserly, for whom Regis is named. Initially, they opened an elementary school in Jamaica Plain and later, in 1927, through the efforts and determination of Mother Mary Domitilla, Regis College received its charter.

Regis was fostered and developed as a Catholic institution with a special emphasis on the heritage and spirit of the Sisters: unity and reconciliation. The sponsorship of Regis by the Sisters of St. Joseph of Boston is an on-going mission-to-mission relationship that is reciprocal and mutually beneficial to both Regis and the Congregation. The Congregation agrees to continue its sponsorship and Regis agrees to reflect in its mission and activities the graces of unity and reconciliation, hospitality, and the active and inclusive love of God and neighbor.

Over the years, scores of Sisters of St. Joseph have served at Regis and we are blessed that several still serve on the faculty, staff and administration on campus. Their presence serves as a reminder of Regis’ rich heritage and of the ways in which they have influenced the over 12,000 Regis alumni.

REGIS COLORS
The official colors of Regis College are crimson and gold. These colors are displayed on the College seal, the academic hood, and the burgee or pennant that flies from the Norman Tower below the U.S. flag.

REGIS SEAL AND MOTTO
The insignia was designed for Regis in 1927 by Pierre de la Rose, Professor of Heraldry at Harvard University. The field of arms of the seal is crimson, on which is a pattern of lilies symbolizing the Sisters of Saint Joseph. In the center of the field is an open book, the emblem adopted by European universities to represent scholarship. Inscribed across the pages are Christ’s words: “Via, Veritas, Vita”—the Way, the Truth, and the Life— the motto of the Regis. Three lozenges, set across the upper part of the seal, symbolize the arms of the family of Saint John Francis Regis, the patron saint of Mother Mary Regis.
REGIS ALMA MATER
The Regis Alma Mater, written by Sister of Saint Joseph Mary Emmanuel ‘48, is traditionally sung at major events, including Senior Cap and Gown, Baccalaureate, and Commencement.

High on the hilltop in sunshine and shadow E’er tenderly guiding the lives ‘neath your care,
Fostering goodness in hearts that are grateful, Our dear Alma Mater, attend our fond prayer.

Hold all our memories safe in your keeping And hallow our dreams of the future’s bright hours;
Dear Alma Mater, e’er watching and waiting, We twine in our hearts for you undying flowers.

Peace like an angel’s wing hovers around us, Through sorrow and laughter, its clear light we see.
Regis, our dear Alma Mater, we bless you, And faithful to you and your standards we’ll be.

Hold all our memories safe in your keeping And hallow our dreams of the future’s bright hours;
Dear Alma Mater, e’er watching and waiting, We twine in our hearts for your undying flowers.

MORRISON HOUSE AND THE NORMAN TOWER
In June 1927 the Morrison Estate in Weston, which consisted of 168 acres, became available to the Sisters of Saint Joseph under the leadership of Mother Mary Domitilla. It was previously the home of Mrs. Fanny Morrison. During her residency, the estate consisted of a frame house, a farm, a wooden tower, and extensive hayfields and apple orchards. When the Sisters established Regis on this site, they christened the mansion Peak Hall and later renamed it Regis Hall. This mansion was the center of the campus. The mansion housed a chapel, administrative offices, halls for lectures, socials, and receptions, the dining hall, and dormitory accommodations.

To the right of Morrison House stands the Norman Tower. Constructed in 1909, it was to be a copy of the ancient Norman towers used by feudal lords for the protection of their castles. Mrs. Morrison commissioned this piece of architecture for the Weston estate after she had viewed one during her tour of Chartres, France, but this one was designed to serve as a cover for a tank that would supply water to the estate. Ninety-four steps flanked by an iron staircase provide access to the tower’s observatory, which in 1944 became an observation post for the United States Air Force. Regis’ participation in the war effort was rewarded with the presentation of the Minuteman Flag.

For more information on the history of Regis College, click here

THE REGIS STUDENT PLEDGE
As a Regis student, I am called to serve, and to lead.
I promise to uphold the values of the Sisters of Saint Joseph:
• gracious hospitality,
• love and service to the Dear Neighbor without distinction,
• peaceful resolution of conflict,
• and care for all of God’s creation.

I strive to embody the identity of Regis and our founders.
I believe in the Pursuit of Truth.
I believe in a commitment to Social Justice.
I believe in the power of Community.
I believe in the Formation of the Whole Person.
I promise to uphold the mission of Regis and inspire others to lead, and to serve.
This I pledge.
II.A. REGIS CODE OF CONDUCT

REGIS STUDENT CODE OF CONDUCT
Regis is a co-ed college, open to men and women in undergraduate, graduate, and doctoral studies including on the Regis campus, satellite campuses such as Regis North, and online students. Our campus ethic is derived from our Catholic identity and emphasizes the dignity of the human person. It applies to all students, to temporary residents in special summer or winter programs, and all guests. For undergraduate students, this vision of respect for one’s self, for others, and for the common good has an even stronger dimension.

The Regis Student Code of Conduct, as outlined in this Handbook, holds all students to a high standard. Within the traditions of its mission and the Catholic Sisters of St. Joseph heritage, Regis expects its students to live by this high standard of behavior and personal values. Among these expectations include:

1. Respect for the rights and human dignity of others, especially in the conduct of relationships;
2. Respect for the rights and needs of the Regis community to develop and maintain an atmosphere conducive to academic study and personal development;
3. Respect for Regis’ traditions of honesty, freedom of expression, and open inquiry;
4. Tolerance and respect for the different backgrounds, religious traditions, personalities and beliefs of the students, faculty and staff members who make up the Regis community;
5. A willingness to serve as a prosocial bystander in the assistance of others in need of support, guidance, or care;
6. Respect for federal, state, and local laws and ordinances; and
7. Compliance with all local policies, procedures, and regulations including those as outlined within this Student Handbook and the directions of any staff or authority acting to enforce those policies, procedures, or regulations.

Each student is responsible for his/her own conduct and for upholding policies and standards of Regis as a whole. It is expected that students will act at all times in a manner that reflects favorably upon themselves, their families and Regis.

Sections II-III outline the standards of behavior in the Regis community as well the as the conduct process for students alleged to have violated these standards.

If a student is found in violation of the Regis Student Code of Conduct the student may be warned, sanctioned, placed on probation, suspended, or dismissed from Regis, depending on the nature of the violation. At Regis’ discretion, students are subject to sanctions for conduct off campus when that conduct contradicts Regis’ mission or policies.

Regis expects students to treat all people with dignity. Regis will not tolerate disrespectful behavior, psychological or physical threats, intimidation, slander, libel, and violations of the expectations listed about and elsewhere in this Handbook. Disregard for the privacy of self or others, including such things as obscene, indecent, or inconsiderate behavior and exposure of others to highly offensive conditions are strictly prohibited. Similarly, the Regis Student Code of Conduct requires students to honor welfare, health, and safety concerns by acting responsibly and considerately.

AIDING AND ABETTING
Aiding, abetting, or cooperating in an act or action that violates the Student Code of Conduct is strictly prohibited. A student may be held responsible through the Student Conduct process should he/she have been a direct or indirect participant in the action.

ALCOHOL
Regis complies with all aspects of Massachusetts General Law, Chapter 138. Those who do choose to consume alcohol should do so in way that is responsible and does not jeopardize the safety and well-being of the individual and the community.

The following is a summary of the current law of Massachusetts pertaining to alcoholic beverages set forth in Massachusetts General Law, Chapter 138:
• To lawfully purchase any alcoholic beverages in Massachusetts a person must be of legal drinking age (21).
• Any purchase or arrangement with another person to purchase or procure alcoholic beverages by a person who is less than 21 is punishable by a fine of $300.00.
• Any person who transfers, alters, or defaces any such identification, or who makes, uses, carries, sells, or distributes a false identification card, or furnishes false information in obtaining such a card, shall be guilty of a misdemeanor. Such persons are subject to immediate arrest.
• Any person under 21 who transports or carries on his person an alcoholic beverage is committing a crime punishable by a fine of $50.00 and may be arrested without a warrant.
• Any licensed establishment, patron of licensed establishment or any other person who procures an alcoholic beverage for a person under the age of 21 is committing a crime punishable by a fine of $200.00 or a maximum of six months’ imprisonment, or both.
• No person shall appear in a state of intoxication in a public place, or disturb the peace in any place while intoxicated.
• No person shall operate a motor vehicle while under the influence of alcoholic beverages.

In compliance with Massachusetts law, Regis adheres to the following policies:

### Underage Drinking
1. Underage students are not permitted to consume or possess alcohol and must accept responsibility for their behavior if Regis policy and state law is violated.
2. Individuals who are 21 years of age or older cannot purchase or provide alcohol for individuals under the age of 21, and must accept responsibility for their behavior if Regis policy or state law is violated.
3. Alcohol is not permitted in Angela Hall. Angela Hall is a dry residence hall, as it is predominantly occupied by underage students.
4. Empty alcohol containers (cans, bottles, boxes, shot glasses, packets) are prohibited in Angela Hall and those rooms on campus that are occupied by first-year undergraduate students.

### Responsible Drinking
1. All community members who are 21 years of age or older who choose to drink are expected to do so responsibly. Regis will make an ongoing effort to educate the community about responsible drinking from a health, safety, and legal viewpoint and students must accept responsibility as follows:
2. Substantial quantities of alcohol, such as kegs, handles, funnels, luges, cases of beer (24, 30, 36 packs), and beer balls, are not permitted on campus.
3. Students who are age 21 or older are permitted the following amounts of alcohol per person within the residence halls:
   • one six-pack of beer per of-age person or
   • one 750 mL bottle of wine per of-age person or
   • one 750 mL bottle of hard alcohol per of-age person.
4. Alcohol and open containers are not permitted in common areas, such as hallways, lobbies and lounges. Students aged 21 or older, who chose to drink alcohol, must do so within their residence hall rooms or at designated functions.
5. Drinking games or other paraphernalia that encourages rapid or dangerous drinking are prohibited. This includes but is not limited to funnels, drinking tables, ice luges, and beer pong with or without alcohol.
6. Residence Life staff and Campus Police reserve the right to inspect suspicious containers.
7. Regis staff may confiscate beverages and related materials that are in violation of Regis policies and regulations.
8. Regis students and guests who are clearly intoxicated and/or in potentially life-threatening situations will be treated as overdose victims and may be taken to the hospital. Campus Police, in conjunction with the Office of Student Affairs Staff, reserves the right to perform a field sobriety test. Intoxicated students forfeit the right to refuse medical treatment. If a student is transported to the hospital, regardless of age, his/her parent/guardian will be notified by Regis staff of the incident. Residential students transported to the hospital for alcohol intoxication will be required to meet with a member of the Student Affairs staff the following business day.
Alcohol and Guests of Regis
1. Guests of students must honor all Regis policies and it is the responsibility of the student to so notify his/her guests of that responsibility. If guests are planning to drink alcohol while on campus (provided they are of legal age), a designated driver should be chosen early in the evening. Guests who are removed from campus due to over-intoxication face sanctions including, but not limited to, being banned from campus. Regis will not assume responsibility for intoxicated guests. If guests are too intoxicated to drive, plan to:
   - send the individual home in a taxi
   - have the individual(s) sent to the Campus Police Station
2. Off campus guests are not permitted to bring alcohol to campus.
3. Guests, including Regis students, are not permitted to bring alcohol into Angela Hall, regardless of the guest’s age.
4. Guests under the age of 21 may not bring alcohol to their host’s room.
5. Regis students that are classified as guests that are 21 years of age may not bring alcohol into rooms where the host is under 21 years of age.
6. Guests found in violation of the Regis alcohol policy will be removed from campus.
7. Students are responsible for damages and/or cleaning costs incurred as a result of their own and/or their guest’s behavior.

Alcohol and Maria Hall Suites
1. Residents of the suites who are 21 years of age may have alcohol within their bedroom. The alcohol must be within the personal consumption limits as described in the student handbook.
2. If more than 50 percent of the students in a room are over 21 years of age, students may have alcohol in the common area (i.e. this is equal to three students in a 4-person suite or four students in a 6-person suite). The amount of alcohol cannot surpass the amount of personal consumption permitted per the student handbook.
3. Regis students that are guests of suite residents may bring alcohol to a suite only if the host and the guest are 21 years of age.
4. Off campus guests may not bring alcohol to a suite, regardless of age.

Alcohol at Regis Functions
1. A government issued military identification card, United States Passport, valid Massachusetts or state driver’s license, or a Massachusetts Liquor Purchase Card are the only acceptable identification card for establishing proof of age for Regis students and their guests. An individual may be refused service if his or her ID has been tampered with, is excessively damaged, or cannot be verified.
2. Only beer and wine can be served at functions for Regis students.
3. No one who is intoxicated may be served/given an alcoholic beverage.
4. Staff reserves the right to refuse service to any attendee.
5. Alcoholic beverages may only be served one drink at a time.
6. Non-alcoholic beverages must be available in at least the same quantity as alcoholic beverages.
7. Food must be available whenever alcohol is being served.
8. A pre-determined limit on the amount of alcohol available at a function will be set prior to any on-campus event.

Sanction for Violation of Alcohol Regulations
Students alleged to have violated the Regis Alcohol Policy will be subject to the disciplinary process described in this Handbook and may be administered the following sanctions listed in the table below. Regis reserves the right to impose more serious sanctions, up to and including expulsion, where Regis determines that the circumstances warrant such sanctions. Regis reserves the right to notify a student’s parent/guardian in any student conduct matter involving alcohol. In determining sanctions, both the severity of the case as well a student’s past conduct history in alcohol, other drugs, or any other matters will be considered. Violations and resulting sanctions are cumulative across a student’s career regardless of violation category.
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<th>Violation Category</th>
<th>Underage Possession/Consumption of Alcohol, Hosting an Intoxicated Guest Provide</th>
<th>Large Quantity or Restricted Drinking, Guest Violations</th>
<th>Irresponsible Drinking, Providing Alcohol to a Minor</th>
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<td>1st Violation</td>
<td>Written warning, disciplinary probation, community restitution, and/or educational sanction</td>
<td>Written warning, disciplinary probation, community restitution, and/or educational sanction</td>
<td>Written warning, disciplinary probation, community restitution, and/or educational sanction</td>
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<tr>
<td>2nd Violation</td>
<td>Probation, educational project/reflection, and referral</td>
<td>Disciplinary/housing probation, suspension, educational project, referral, and potential exclusion</td>
<td>Disciplinary probation, suspension, mandated counseling referral, educational sanction/reflection, potential exclusion</td>
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<tr>
<td>3rd Violation</td>
<td>Final probation, meeting with Assistant Dean of Student Affairs, mandated counseling referral, educational project, other referral, and potential exclusion</td>
<td>Final probation, meeting with Assistant Dean of Student Affairs, mandated counseling referral, educational project, and other referral</td>
<td>Final probation, housing probation/suspension, meetings with Assistant Dean of Student Affairs, mandated counseling referral, educational project, other referral, and potential exclusion</td>
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<tr>
<td>4th Violation</td>
<td>Final probation or suspension, meetings with Assistant Dean of Student Affairs, housing suspension, attend three or more sessions with alcohol educator/counselor, Other referrals as deemed necessary</td>
<td>Final probation or suspension, meetings with Assistant Dean of Student Affairs, housing suspension, attend three or more sessions with alcohol educator/counselor, community restitution, Other referrals and potential exclusions as deemed necessary</td>
<td>Final probation or suspension, meetings with Assistant Dean of Student Affairs, housing suspension, attend three or more sessions with alcohol educator/counselor, community restitution, Other referrals and potential exclusions as deemed necessary</td>
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For additional sanctioning information please see Section III. Fines may be instituted where deemed appropriate by the Administrative Hearing Officer, as restitution for damaged or broken property, to cover the cost of an educational sanction, or as a late fee for incomplete sanction,

**RESPONSIBLE ACTION (Amnesty Policy)**

It is expected that all members of the Regis community express care and concern for their neighbor. A student who seeks help of a Regis staff member or medical personnel for themselves or another person due to use or abuse or alcohol or drugs will not be subject to student conduct actions for minor alcohol or drug policy violations. Amnesty for minor violations of the student code of conduct is also extended to those who call for help in a serious incident such as violence, harm, or injury to another student or the Regis community. The Office of Student Conduct does reserve the right to meet with any student regarding their report or an alleged abuse from the standpoint of education, care, and concern.

**ALCOHOL SUPPORT AND EDUCATION RESOURCES**

Any time alcohol or other drugs are used, the risk for health problems increases. These problems can cause personal harm, injury or even death. The use and abuse of alcohol can negatively affect one’s academic success. Regis College provides educational programs and services on alcohol abuse for all students. Health and Counseling Services, located in Maria Hall, provide on campus counseling as well as referral to outside counseling services for students with dependency issues.
Further information about on-campus and off-campus assistance may be obtained in person at Counseling Services or by calling 781.768.7290.

AUTOMOBILES AND PARKING
Students are expected to abide by all parking and traffic regulations of the campus. This includes registering their vehicle, paying any fees associated with parking, parking in designated spots only, and obeying all traffic patterns on the campus. First-year students are not permitted to have a vehicle on campus. Temporary permits may be administered for guests. Students are responsible for their guests and for their behavior regarding parking and obeying traffic patterns.

Motorized scooters, motorized bicycles, and similar equipment are not allowed on campus. Hover boards or other electronic travel boards are prohibited on campus for the safety of the community. Exceptions to this include scooters or other equipment for those with registered accommodations approved by the Office of Disability and Accessibility Services.

Any community member found operating unauthorized equipment or automobiles will be subject to disciplinary sanctions, including, but not limited to, residential probation, loss of parking privileges, and repayment of any damage costs incurred. For further information on Regis parking policies and protocols, please visit the Campus Police website.

BIAS RELATED INCIDENT
Regis College values diversity and inclusion and is committed to maintaining a positive learning, living and working environment free of harassment and intimidation. Regis College, as an educational institution and an employer, is committed to a policy of equal opportunity for all persons without unlawful regard to race, color, religion, sex, age, sexual orientation, national origin, ancestry, legally recognized disability or veteran status. Students found to be creating a harassing or intimidating environment will be subject to the student conduct process.

For further information on the Bias Response Protocol, please see Section V.

CARBON MONOXIDE DETECTORS
By order of the Town of Weston, Regis has installed Carbon Monoxide detectors in hallways of all residence halls. The units are plugged into various areas on each floor of the residence halls and are secured by brackets. The units have visible warning signs on them noting they should not be removed. If a student is caught removing or vandalizing any Carbon Monoxide unit, he/she will be charged at minimum $150 fine and face further disciplinary action.

CLEAN COMMUNITY
As with any community, Regis has guidelines that help to maintain a community environment that is safe, healthy, respectful, and conducive to learning for all. This high standard of conduct includes that members of the community conduct themselves in a manner consistent with the founding principles of Regis.

To ensure a safe, respectful, and healthy environment, a reasonable level of cleanliness and appropriate conduct is expected in individual resident rooms, bathrooms, kitchens, common areas, and all other campus spaces. All students, faculty and staff are asked to assist in keeping these space as well as outdoor spaces clean and presentable for the Regis community. Personal trash, bottles, magazines, newspapers and other such items should be deposited in the appropriate receptacles and recycling bins locate throughout campus.

Additionally, students are expected to maintain appropriate volume levels for personal computing devices, radios, and similar systems when in public areas. This includes in the dining halls and study lounges. Students found violating statement are subject to fines and/or disciplinary sanctions.

CAMPUS COMMUNICATION
Because members of the faculty, staff and administration of Regis often need to be in contact with members of the student body, students are expected to regularly check their Regis email account and their campus post office boxes, as these are the primary means by which the representatives of Regis will communicate with the students. Students are expected to reply to email correspondence in a timely and professional manner. Students are expected to use the Regis servers and technology in an ethical manner and in accordance with the Regis College Email Policy.
All students must update their personal information each semester through the Registrar. They must also submit contact information in the Campus Emergency Notification system (personal cell phone and email). Additionally, they are required to provide emergency contact information through the Adirondack Portal managed by the Office of Residence Life.

Regis does not actively scan or monitor social networking websites; however, there may be instances in which staff, students and faculty view “Facebook,” “Twitter,” “Snapchat,” public online journals, instant messages, or similar public forums. Disciplinary or other action may be taken for photos, “groups,” “wall postings,” or other content which violate the terms of Regis Student Code of Conduct or pose a threat to self or others. This includes, but is not limited to: references (including posts, photos, and membership in groups) to alcohol use in violation of this Handbook, illegal drug use, violence, offensive language, questionable behavior, or photos or videos of an individual(s) without their consent. Students are encouraged to restrict the distribution of personal information on these online forums.

CONSENSUAL RELATIONSHIPS
At Regis, students, faculty, staff, and administrators are partners in learning. A sacred trust is fundamental to this process. Because of the unique environment of the Regis campus and the special relationships among students and faculty, staff and administrators, in particular, and the possibility of abuse of this relationship or the appearance of abuse, Regis views it as unacceptable, unprofessional, and inappropriate for faculty, staff, and administrators to engage in dating relationships, or relationships of a sexual nature, with students (undergraduate, graduate, or doctoral), even when both parties appear to have consented to the relationship. This statement extends to graduate interns who may be working with undergraduate students.

DRONES
Any use of a drone on campus that is not for official use by Regis or for an approved academic purpose, is strictly prohibited.

ENDANGERING SITUATIONS
If Regis reasonably believes that a student presents a direct threat to their own safety or to the safety of others based on mental health concerns, then Regis may require the student to undergo an immediate mental health or psychiatric assessment. Regis will review the results of the mental health or psychiatric assessment and/or any other available relevant information and determine whether the student may remain present on the Regis campus and/or in Regis residence halls. In making this decision, Regis will consider the student’s health and welfare and/or the safety of the Regis community. Prior to returning to Regis following a removal from campus as stated above, a student must make an appointment with Regis Counseling Services, who, in consultation with the Dean of Student Affairs, will determine whether it is appropriate for the student to return.

If Regis Health Services reasonably believes that a student presents a health risk to the Regis campus due to a highly contagious disease (e.g. Meningitis or Mumps), then Regis may require the student to remove themselves from campus. Regis Health Services will make such a determination based upon best practices, relevant regulatory requirements, and or consultation with regulatory agencies. Regis may require a student to receive medical clearance from Regis Health Services prior to returning to campus.

Regis reserves the right to notify a student(s), parent(s) or guardian(s) in a health or safety emergency.

FIRE, SAFETY, AND SECURITY
Fire safety is an area in which proactive actions can have life-saving effects for the individual and Regis community. Regis fire, safety, and security reinforce the importance of community involvement in maintaining a safe environment for all students, faculty, staff and guests.

Fire Equipment
All fire safety systems and equipment are checked by Regis personnel routinely and must pass fire code safety inspections. Residents should report any fire safety equipment problems (including missing equipment) immediately to a Residence Life staff member, Physical Plant, Campus Police, or to the Fire Safety Officer by notifying Campus Police.
All residents should familiarize themselves with the locations of a fire extinguisher near their rooms and locations of pull stations. Pull stations are usually located near the exits.

**Fire Evacuations**

All members of the Regis community should familiarize themselves with the fire evacuation plans located within each building on campus. In the event of a fire alarm, all individuals must vacate the building immediately. Failure to do so will result in disciplinary sanctions, including but not limited to, a fine of $150.

**Fire Regulations**

1. The deliberate triggering of a false alarm is an extremely dangerous occurrence. Any person found to have intentionally triggered a false alarm is subject to a fine, may be suspended from Regis housing, may also be suspended or expelled from Regis, and may be subject to criminal prosecution.
   - At times, actions may lead to the unintentional activation of a fire alarm in a residential or campus building. In this event, student will receive a warning and a fine for their first infraction. Subsequent infractions will result in the disciplinary action as stated above. Fines are set based on the fee to have the alarm deactivated.
2. Setting off fireworks and firecrackers is dangerous and disruptive and is prohibited.
3. The blocking off of egresses of any kind, including passageways between rooms, is strictly prohibited.
4. Items may not be hung from the ceiling, sprinklers, or other emergency related systems. Doing so may result in severe water by activating the sprinkler system and will result in disciplinary action as well as responsibility for any damages.
5. Students, faculty, and staff should refrain from keeping laptop computers or similar devices unattended on combustible surfaces (beds, couches, etc.), as this could ignite a fire.
6. Any action or threat of action which creates a fire hazard is not tolerated at Regis. This includes, but is not limited to, tampering with fire safety equipment, possessing or using any hazardous and/or explosive material, or knowingly making a false report or threat of a dangerous condition.
7. Candles are only permitted (lit or unlit) during events sanctioned by the Office of Student Affairs.

Violation of any of these items will result in student conduct sanctions including a minimum of a $150 fine. Fines and other sanctions will increase with subsequent violations.

Note: Additional fire regulations as they pertaining to Regis residence halls can be found under the “Residential Policies” section of this Handbook.

**FIREARMS AND OTHER WEAPONS**

Massachusetts law restricts the possession of firearms and other dangerous weapons such as switchblades and metal knuckles. The law specifically states that anyone carrying or possessing a firearm (regardless of whether or not the weapon is licensed or unloaded) in any building and/or on the grounds of any college without written authorization may be subject to a fine, imprisonment, or both. Regis views weapons as those objects that may be perceived by another individual to cause harm, injury, threat or duress. Regis takes immediate disciplinary action, including removal from Regis, if anyone possesses any type of weapon on campus.

**GAMBLING**

Gambling is not permitted on any Regis campus. In Massachusetts, it is illegal to play card games for money and students in violation of this policy are subject to disciplinary sanctions.

**HARASSMENT**

Harassment is defined as severe, persistent, or pervasive conduct, including any form of communication (including social media and cyber communication) or expression, any physical act or gesture, or any combination thereof, directed at one or more individuals that has the purpose or effect of:

- Causing physical harm or unreasonable emotional harm to such individual(s) or damage to their property
- Placing the individual(s) in reasonable fear of harm to their safety or property
- Infringing on the rights of other community members to fully participate in the programs, activities, and mission of
Regis will use the reasonable person standard when evaluating information provided by individual(s). Regis will also consider the full context of the conduct and situation, giving due consideration to the protection of the university climate, individual rights, freedom of expression, and academic freedom. Not every act that might be considered offensive to an individual or group constitutes harassment and/or a violation of Regis policy.

Any person who harasses another member of the community or invaded the privacy of a member of the community is subject to disciplinary sanction including loss of use of such a system and/or expulsion from the Regis community. This includes harassing or threatening postings on the internet, text messages, in "chat rooms," on social media outlets such as Facebook, Snapchat and Twitter, or other similar conduct.

Any bullying and/or cyber-bullying related to sex and/or gender will be reviewed in accordance with the procedures set forth in the Sexual Misconduct and Gender Discrimination Section (Section II.C).

HAZING
Regis supports all Massachusetts laws prohibiting the “hazing” of any student. Regis supports the right of all student organizations to recruit new members, but in no way condones any act of hazing. The specifics of the “anti-hazing” statute are in Sections 17, 18 and 19 of Chapter 269 of the Massachusetts General Laws, Crimes against Public Peace. According to statute:

1. “Hazing” means any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.
2. Prohibited conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, or drug, or any other forced physical activity which is likely to adversely affect the physical health or safety of any student or person, or which subjects students to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.
3. A principal organizer or participant in the crime of hazing faces: (a) fine of up to $3,000 or (b) imprisonment for not more than 1 year or (c) both imprisonment and a fine.
4. Witnesses of such crimes are required to report such crimes to appropriate law enforcement officers (Campus Police and the Office of Student Affairs) as soon as possible or face a fine of up to $1,000.

Regis will take disciplinary action against any individual(s) or organization(s) where evidence is found of hazing. Sanctions may include suspension/expulsion from residence or the university, suspension of the organization, fines, or probation.

IDENTIFICATION CARDS
Campus Police and other authorized Regis personnel (including on-call staff members) reserve the right to request that a student provide such identification when the student is on Regis property. Students must be able to produce a valid Regis ID card at all times. Students asked to produce their Regis ID by staff or faculty are expected to do so. Lost or stolen cards should be reported immediately to the Center for Student Services. A charge will be imposed to replace any lost Regis ID. Prior to receiving their replacement ID card, the student must satisfy the following conditions:

1. Register for courses during the semester for which the card is valid
2. Satisfy all financial obligations to Regis

Students found to have altered an ID card or possessing any official form of ID that has been altered may be immediately suspended or dismissed from Regis. Individuals who are not actively enrolled at Regis, including students on a mandated separation and alumni, may not use their Regis ID on campus.

Students in possession of another student’s ID card, regardless of their attempt to utilize it, may be immediately suspended or dismissed from Regis. Guests of students attempting to utilize a Regis ID are subject to sanctions, including but not limited to banning from the campus. Students found furnishing an ID, whether their own or another person’s, to another student or guest may also be held disciplinarily responsible.

ILLEGAL/ILlicit DRUGS

Student Handbook August 2018
The use of illicit and illegal drugs is dangerous and irresponsible to both self and community. Regis prohibits the possession, use, or sale of illegal or illicit drugs including marijuana. It also prohibits the illegal or irresponsible use of narcotics including misuse of prescription drugs. Further, Regis strongly prohibit the illegal sale, distribution, or abuse of both illegal and illicit drugs. Students suspected of these behaviors will be subject to an investigation and disciplinary sanctions. Allegations of the presence of illegal drugs and controlled substances on campus will be reported to Campus Police, who will make the determination as to whether a search is warranted of the person, vehicle, residential space, locker, etc. Evidence supporting a search may include odor or the presence of items typically used to disguise or eliminate odor, the presence of paraphernalia and/or physical signs of impairment.

Campus Police and Student Affairs Staff reserve the right to impose sanctions if the aroma or residue of a drug/banned substance is found on a person, companion, in a residence hall room, in an assigned commuter locker or elsewhere on the campus premises. A student may not be under the influence of an illegal or controlled substance at any time. Indications that an individual is under the influence of an illegal or controlled substance may include: altered mental status, bloodshot eyes, strong odor on the person’s clothing or breath, excessive mood swings, and excited or irrational behavior. Any student who is believed to be in class or a Regis sanctioned event under the influence of an illegal or illicit substance will be asked to leave and subject to action under the student conduct process.

The possession of drug paraphernalia is prohibited at any time on college premises and as part of any college activity. No evidence of drug use involving paraphernalia is necessary to be subject to disciplinary sanctions by the College. Drug paraphernalia includes, but is not limited to: electronic smoking devices manufactured for the delivery of marijuana, bongs, hookah pipes, bowls, scales, pipes, syringes, roach clips or any other item typically associated with the use of controlled substances.

In November 2012, Massachusetts voters approved a ballot question allowing qualifying patients with certain medical conditions the ability to obtain and use medical marijuana. However, colleges and universities must still comply with the federal Drug-Free Schools and Communities Act, which prohibits marijuana use, possession and/or cultivation at educational institutions in receipt federal funds. Therefore, the use, possession or cultivation of marijuana for medical purposes is not allowed in any Regis housing or any other Regis property; nor is it allowed at any university sponsored event or activity off campus.

Further, although in November 2016, Massachusetts voters approved a ballot question allowing the possession, growth, and distribution of marijuana, each of these activities is prohibited on the Regis campus and students found to be taking part in any or all will be subject to the student conduct process. This includes the odor or marijuana, which is a disruption to the residential and academic community. Students carrying the odor or marijuana on their body or whose housing assignments carry the odor or marijuana may face student conduct sanctions.

All illegal/illicit drugs, including marijuana and marijuana paraphernalia, will be confiscated by Campus Police and destroyed.

**Sanctioning Guidelines**

Violators of the Regis College Illegal/Illlicit Drug Policy are subject to Regis student conduct procedures, including but not limited to educational sanctions, participation in a drug rehabilitation program, referral to Health Services, suspension/expulsion from campus housing and/or Regis, or other sanctions deemed appropriate by the hearing officer or conduct board as outlined by the sanctioning guidelines in Section III and below. Violators are also subject to local, state and Federal law. If a student or his/her guest uses, sells, or possesses drugs or controlled substances, both the student and his/her guest are liable to public law enforcement actions and/or conduct sanctions.

In determining sanctions, both the severity of the case as well a student’s past conduct history in alcohol, other drugs, or any other matters will be considered. Violations and resulting sanctions are cumulative across a student’s career regardless of violation category.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Odor</th>
<th>Drug Paraphernalia</th>
<th>Possession, Use</th>
<th>Distribution or Intent to Distribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>Warning; Educational sanction for community</td>
<td>Educational sanction; Disciplinary probation</td>
<td>Disciplinary probation; Health Services</td>
<td>Housing suspension/expulsion; College suspension;</td>
</tr>
<tr>
<td>Second Violation</td>
<td>Disciplinary probation, Health Services referral; Educational sanction</td>
<td>Disciplinary probation, Health Services referral; Educational sanction</td>
<td>Drug assessment with local agency; final probation throughout time at Regis</td>
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<tr>
<td>Third Violation</td>
<td>Housing probation; weekend exclusions; fine</td>
<td>Housing probation/suspension; weekend exclusions; fine</td>
<td>Suspension/ expulsion from housing and/or the College</td>
<td></td>
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</tbody>
</table>

**DRUG SUPPORT AND EDUCATION RESOURCES:**
Any time alcohol or other drugs are used, the risk for health problems increases. These problems can cause personal harm, injury or even death. The use and abuse of illegal and controlled substances can negatively affect one’s academic success. Regis College provides a multitude of educational programs on substance abuse. Health and counseling Services, located in Maria Hall, provides referral to outside counseling services for students with dependency issues. Further information about on-campus and off-campus assistance may be obtained in person at Counseling Services or by calling 781.768.7290.

**Off-Campus Drug Resources**
For Drug Abuse Support and Information: [https://www.drugabuse.gov/](https://www.drugabuse.gov/)
Massachusetts Substance Abuse Helpline: [http://helpline-online.com/](http://helpline-online.com/)
Information from the Higher Education Center on Drug Use on Campuses: [http://hecaod.osu.edu/campus-professionals/prevention/marijuana/](http://hecaod.osu.edu/campus-professionals/prevention/marijuana/)

**MEDICAL TRANSPORT**
In the event that a student is transported from the Regis campus or a Regis sponsored event for medical treatment, including possible overdose of alcohol or other drugs, Regis may require that they complete an evaluation with Regis Health or Counseling Services prior to returning to campus. The purpose of this evaluation is to determine whether the student is safe to return to campus. Students should bring any discharge paperwork they received from the hospital or medical provider to this evaluation. If possible, this evaluation should occur within one (1) business day of their release from the hospital, but no later than one (1) business day prior to the student’s anticipated return to campus.

**PHYSICAL & VERBAL ASSAULT POLICY**
Regis College does not condone any act of violence. Physical assault, verbal assault, and/or harassment will not be tolerated and should be reported to Campus Police and the Office of Student Affairs. Any individual engaging in such behavior will be subject to disciplinary sanctions, including but not limited to suspension and expulsion from the College, as well as to other sanctions as determined by the Vice President of Student Affairs and/or the Student Conduct System and may also be subject to criminal prosecution.

**SMOKING POLICY**
All Regis buildings are smoke free. Smoking is permitted only in the designated areas away from windows and entryways and must be at least 25 feet away from any building. Smoking of any kind, including e-cigarettes or vapes, or medically prescribed marijuana, or hookahs, is prohibited in the residence halls. Individuals who smoke in restricted areas are subject to fines and/or sanctions through the student conduct system.

**THEFT**
Stewardship of space and belongings is the responsibility of all members of the Regis community. Theft or attempted theft of Regis property or the property of another person is prohibited. Students partaking in theft, larceny, or stealing will be referred to the Regis Student Conduct System.
VANDALISM
Each student in the Regis community has a responsibility to take an active role in discouraging and reporting vandalism on the Regis campus. Vandalism is the destruction of any Regis property or spaces. Students who vandalize will be held responsible for the repair of any damages areas, as well as additional disciplinary sanctions. In the event that a community space is damaged and no individual is directly identified as being responsible, the damages will be charged to the wing, floor, building or group most closely related to the damages. Students who are aware of the individual(s) involved in any incidents of vandalism may confidentially report the information to the Assistant Dean of Student Affairs/Chief Conduct Officer.

VIDEO/ELECTRONIC RECORDING
Any person who uses an electronic device to photograph or video or audio record or live stream another individual must receive consent from that individual to do so. This includes but is not limited to postings on Facebook, Snapchat, Instagram, Twitter, or other similar sites.
II.B. RESIDENCE HALL POLICIES

All Regis residents should read the Regis Resident Housing Contract (available on the Adirondack Portal) and understand that by occupying a residential room they agree to comply with all terms and conditions in the Resident Housing Contract. In addition to the policies above, the policies below expand upon the Resident Housing Contract. Failure to abide by any of these policies may result in a student conduct proceeding.

BALCONIES/ROOFS
Individuals are not allowed on the balcony or roof of any building. Offenders are subject to disciplinary sanctions, including but not limited to, a fine of $150.

CLEANLINESS & COMMUNITY DECENCY
Students are responsible for regularly cleaning rooms, removing waste materials, and for maintaining reasonable sanitation and safety standards. Residence Life staff will periodically conduct health and wellness inspections of individual rooms and suites. Residence Life staff members will provide students with details about these inspections in advance. Residents in violation of the items outlined within the inspections are subject to fines and/or sanctions through the student conduct system.

At checkout time and at semester breaks, students are responsible for removing waste and debris, and leaving their rooms in a clean and habitable condition. All resident rooms will be inspected at each hall closing (e.g. Thanksgiving, Winter, Spring, Easter, and May) Residents who leave their room or suite in unacceptable condition will be subject to fines and/or sanctions, which may include:
- Excessively unclean: $100 fine
  - Students who leave their room or suite excessively unclean will be charged $100. This includes but is not limited to excessive trash or small items left behind, non-removable stickers
- Large Item/Furniture Removal: $50 fine per item
  - Larger items/furniture include but are not limited to: mini-fridges, couches, Regis common furniture, etc.

Staff will regularly check kitchen areas and bathrooms to ensure the health and safety of students. Failure to maintain a reasonable level of cleanliness in any common area may result in a loss of access to that area and/or charges for excessive custodial time.

Students and their guests are further expected to maintain appropriate conduct within the Residence Halls that is conducive to a healthy and respectful living environment. Residents found in violation of community decency will be subject to fines and/or sanctions through the student conduct system.

DAMAGES
Before residents arrive and move into their residential placements, the Residence Life staff will inspect each room. This process ensures that all rooms are in satisfactory condition and that any pre-existing damage issues are taken into consideration. If any residential student has concerns about the condition of their room, she/he should speak directly to their Area Coordinator.

Reasonable care for residential rooms and Regis-owned furniture are expected of residents. Residents will be held responsible for the full cost of repairing damage incurred to their rooms, walls, ceilings, windows, and doors between move-in and move-out.

Any damage which occurs in common areas within the residence halls will be charged to the floor/wing or residence hall as a whole as determined by the Director of Residence Life.

ELECTRICAL EQUIPMENT
The following are the permitted and prohibited appliances/electrical equipment in the residence halls:
**Permitted**

Reading lamps (Non-halogen)

Computer

Refrigerator (up to a maximum of 4 cubic ft.)

Fan (no larger than 12 inches in diameter)

Extension cords with surge protectors

Light bulbs cannot exceed 100 Watts in an individual fixture

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**Prohibited**

Microwave

Air Conditioner

Halogen lamps

Drip Coffee Maker

Blender

Hot plate

Electric blanket

Space heater

Toasters and Toaster Oven

Lava Lamp

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**Note:** Small kitchen appliances such as, small blenders, Keurigs, or similar single cup coffee makers are not allowed to be used in students’ rooms. They may only be used in the common kitchen areas.

This list is not exhaustive and is intended to give the resident an idea of some items which will be permitted or prohibited in the residence halls. Residents should direct specific questions about an appliance or electrical equipment to the Director of Residence Life. As the above list is not all inclusive, the Office of Residence Life and Campus Police reserve the right to ask a resident to remove any equipment from the room that may pose a safety, health or fire hazard. Use or possession of any prohibited item is subject to a fine and further disciplinary sanctions.

**FIRE REGULATIONS**

For the health and safety of all members of the Regis community, students are expected to comply with all fire and safety regulations required by Regis or applicable local, state, and federal law. The Fire Safety Officer can be reached in the Office of Campus Police at 781-768-7111. It is important for each Regis resident to assume the responsibility for his or her own fire safety measures.

**Fire Emergency & Fire Drill Procedures**

Fire Drills are conducted quarterly according to state fire regulations. The Fire Safety Officer will work with the Weston Fire Department and Residence Life to ensure that the drills are completed. Fire drills allow the opportunity to test all fire alarms and equipment and allow occupants to familiarize themselves with evacuation exits throughout the building.

Fire safety rules and regulations are posted on each floor of a residence hall. Residents and their guests should familiarize themselves with these postings. All residents should be familiar with at least 2 exits from their building.

In case of an alarm, residents should touch the door to feel if it is hot and look under the door for any smoke seeping in. If it is safe to evacuate, leave the building immediately by way of the nearest exit. Assemble outside away from the building at the designated meeting place, not in the parking lots, as these must be kept clear for fire equipment. Do not reenter the building until the fire personnel clears reentry.

To the extent that personal safety permits, the Residence Life staff will assist residents with evacuation. However, it is the sole responsibility of each resident to evacuate whenever an alarm sounds. Any person who does not leave a building when an alarm sounds is subject to a $150 fine.

**Fire Hazards**

Residents should not hang anything from the sprinkler heads or pipes. Doing so may activate the sprinkler system and cause severe water damage to residents’ belongings. Once a sprinkler system is activated hundreds of gallons of water will be discharged, damaging the immediate and surrounding rooms on the floor.

Candles, wax melts, incense, and flammable materials are not permitted in the residence hall. Plants over two feet in height and/or width are not permitted. If a resident is found in possession of any of those items, they will be confiscated. Confiscated items will not be returned to residents. Violators of this policy may be held accountable through the Student Conduct System and are subject to a $150 fine.
Excessively large tapestries, wall hangings, and netting of any sort are prohibited within the residence halls. Tapestries cannot be used to cover ceilings and the walls. Items may not be hung from the ceiling, sprinklers, or other emergency related systems. Residence hall doors may only be decorated up to 50% of the surface of the doors. Residents with such items will be asked to remove them immediately and the resident in possession of said items will be subject to a $150 fine. Any questions regarding these items should be directed to the Resident Director in the residence hall or the Director of Residence Life.

The hallways and egresses of residence halls must be kept clear at all times. State fire regulations require that all paths of exit, including corridors and stairwells, be kept free of all obstructions. Prohibited obstructions include, but are not limited to mats, laundry racks, shower caddies, shoes, and sporting equipment. Residents responsible for obstructing egresses or hallways will be subject to a $25 fine per obstructing item.

Cooking in students’ rooms is prohibited. When cooking in the kitchens located in the residence halls, residents must not leave any cooking items unattended. Always be sure to completely shut off the stove or other appliance being used before leaving the kitchen.

Winter Holiday Season
- Holiday or any other type of lights may only be used for the holiday season from November 1 until the resident leaves for Winter Break.
- If strings or strands of lights are to be used, follow manufacturer’s guidelines for use. They must be UL approved, of the LED or miniature type style, and no more than 2 sets strung together at any time.
- At no point should any decoration or strand of lights be hung from the ceiling.
- Do not hang lights near or against any curtain, shade, bed or any other flammable material.
- Lights may be lit only while students are present in their rooms.
- Trees are not permitted in corridors, aisles, passageways, or stairways. Pathways leading to an exit must be free and clear of any obstruction at all times.
- Real trees, wreaths or other greenery are prohibited. Only certified fire retardant artificial trees and wreaths of two feet in height and width are to be used.
- The use of holiday cards or wrapping paper to decorate exit corridor walls is prohibited.
- Extension cords, for the purposes of hanging stringed lights are prohibited.
- Placing decorations on exit doors, exit door frames, exit signs, fire safety equipment, sprinkler heads, or across ceilings is strictly prohibited.
- Placing decorations on doors or frames labeled as an EXIT or in a position that may obstruct the view of exit signs, fire extinguishers or fire alarm pull stations is strictly prohibited.
- Placing decorations that may obstruct free passage through corridors, hallways or exits is strictly prohibited. Residents must not place decorations on handrails.

Furniture
Regis supplies residence hall rooms with the following furnishings: a bed frame and mattress, a bureau, a desk, a desk chair and in some instances, a wardrobe unit. The resident is responsible for these furnishings throughout their occupancy. No furniture may be removed from or added to the resident’s room without authorization from the Director of Residence Life or his/her designee. Any furniture added must meet Massachusetts fire code standards (Caltech 117, or California flammability 117 rating). Residences are expected to use the furniture for the purpose for which it was intended. Furniture may not be arranged in such a way as to prevent egress into or out of a room.

Common area lounge furniture may not be used in individual student rooms and may not be moved by students out of the designated common lounge area(s). Students will be fined $75 per item if common area lounge furniture is moved to an individual room. Students are required to treat common area lounge furniture with care. Any damage which occurs in common areas within the residence halls, including common area furniture, will be charged to the floor/wing or residence hall as a whole as determined by the Director of Residence Life.

Prohibited furniture includes any items glued or nailed to the wall, waterbeds, or cinder blocks.

KEYS/CODES AND SECURITY
Safety of the halls is everyone’s priority and responsibility. All individuals must enter and exit the residence hall through the main entrance and present a Regis ID or authorized state or government issued photo ID to the security personnel at the Student Handbook August 2018
front desk. All residents are required to tap in at the security desk when going into their residence hall, including when they have a guest. Side doors are alarmed and may be used only as fire emergency exits. The front doors of the residence hall are locked at all times. Students should report any concerns regarding security to the Residence Life staff and/or Campus Police.

A resident’s Regis ID will grant them access to their assigned residence hall and other public areas within residence halls (i.e. Angela and Maria Hall fitness centers). IDs should not be duplicated, shared, or transferred to any other student or guest.

When a resident checks into his/her residence hall at the start of the academic year, he/she will be issued a room key or a door code for entry to their room/suite. These keys and codes should not be duplicated, shared, or transferred to any other student or guest.

Residents should always make sure that they lock their room door whenever they leave, and be sure to take their keys with them.

The front door of each residence hall will be locked at all times. The front door will serve as the only entrance to the residence hall except in emergency situations. Individuals may face disciplinary sanctions if found using alternate egresses, including emergency doors, windows, and side entryways. Window screens must remain properly affixed and closed at all times. Propping of any exterior door is strictly prohibited. A resident may be fined up to $200 and face disciplinary action if found propping an exterior door or using an alternate method of egress or entry.

Lock Outs/Lost Keys
It is the responsibility of resident students to have their key and ID on them at all times. If a student is locked out, they should contact their Resident Assistant. Students will be charged to be let back into their rooms as follows:

- 1st Lockout: Documented Warning
- 2nd Lockout: Written documentation and $5 charged to student account
- 3rd Lockout: Written documentation, meeting with Residence Life Staff, and $10 charged to student account
- 4th and subsequent: Written documentation, student conduct meeting, and $20 charged to student account.

This payment schedule is per academic year. If a student loses his/her key, it should be reported to Campus Police and/or the Residence Life staff immediately. The first time a student loses their key, they will be issued a $25 charge on their student account. The second time a key is lost, a lock change will occur and the student will be charged $200 to their student account.

LAUNDRY
Each residence hall has a laundry room with coin operated washers and dryers for the residents’ use. In an effort to be more energy efficient, the washing machines offer free cold cycles. Students have the option to run hot cycles for $.50. The use of the dryers is free.

PETS
For reasons of health and sanitation, pets of any kind are not allowed in the residence halls. This includes pets that are just visiting. The only exceptions are small flake-eating fish and service animals authorized by the Director of Student Disability and Accessibility Services. A five-gallon fish tank is the largest fish tank acceptable in the residence halls.

Any other animal found in a residence hall must be removed immediately. Regis retains the right to remove any unauthorized animals. Residents who are found in violation of this policy will be subject to disciplinary sanctions.

QUIET HOURS/ACCEPTABLE NOISE
Every resident has the right to study, learn, and live in a quiet, comfortable community. For this reason, the following quiet hours are maintained in each residence hall throughout the school week:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday-Thursday</td>
<td>11 p.m. – 8 a.m. the following morning.</td>
</tr>
<tr>
<td>Friday and Saturday</td>
<td>1 a.m. – 10 a.m. the following morning.</td>
</tr>
</tbody>
</table>
Throughout the year, the residence halls maintain courtesy hours whenever quiet hours are not in effect. During courtesy hours, students are expected to keep conduct at volumes conducive to a living and learning environment. During courtesy hours, Resident Staff may ask residents to lower their volumes.

Students will receive warnings for their first violation of quiet hours. Subsequent incidents will result in documentation and either an informal or formal meeting with the student’s Residence Director.

Commercial grade sound systems (e.g. sub-woofers, DJ equipment) may not be used in the residence halls. Students are encouraged to connect with the Center for Student Engagement about opportunities to use this type of equipment in the Student Union or at campus events. Regis is not responsible for the storage of this equipment.

Residence Life will implement extended quiet hours during reading days and final exam periods. Violations during final exams may result in temporary removal from housing.

RECREATIONAL EQUIPMENT/HALL SPORTS
Residents may store bicycles and sporting equipment in their assigned residence room. All hallways, stairwells, entries and exits to the residence halls must be clear of all bicycles and sporting equipment. Storage of bicycles, sporting equipment, or other recreational items in any manner which blocks egress or causes damage to ceilings, floors, or walls, is prohibited. Regis assumes no responsibility for theft or damage to bicycles or sporting equipment belonging to community members.

Community members are not permitted to play sports or use sporting equipment within the residence halls; this includes but is not limited to the use of bicycle, sporting equipment, rollerblades, scooters, motorized vehicles, and skateboards.

SOCIAL GUIDELINES & GUESTS
Having guests on campus is a privilege. The right to be comfortable in one’s room and living environment takes precedence over the privilege of having guests on campus. The Residence Life Staff has the responsibility to enforce these guidelines and the Assistant Dean of Student Affairs/Chief Conduct Officer and/or her designee has the authority to cancel social hours and/or parties should circumstances so dictate. Residents are responsible for knowing, understanding and abiding by the following guidelines. Regis reserves the right to decide who may or may not stay in or have access to the residence halls as a guest or otherwise.

Any violations to the social guidelines or guest guidelines below will result in disciplinary sanctions as determined through the Student Conduct System and will require a meeting with the Assistant Dean of Students/Chief Conduct Officer or her designee.

Students who are on a mandated separation or voluntary leave from Regis are not considered Regis students during their absence and are therefore classified as guests.

Front Desk Personnel
Regis employs a security firm to work as front desk personnel for the residence halls. It is the responsibility of this security team to assist in ensuring the security of the residence hall and in protecting the privacy of the resident students. The security officer acts as a representative of the College in the enforcement of the guest regulations. All desk duty personnel work closely with the Residence Life Staff, the Office of Student Affairs, and Campus Police. Students who have questions or concerns about the security staff should contact the Office of Residence Life.

Guests of Residents
A guest is any individual, including other Regis students, who does not reside in a particular residence hall. Residents who are hosting guests must ensure that guests conform to all Regis policies and procedures. Regis may suspend or restrict from housing any guest who fails to conform with Regis policies or procedures. Resident hosts will be subject to disciplinary sanction for their guest’s violation of any Regis policy or procedure. Any resident host who allows a guest to access a residence hall in violation of this procedure will be subject to disciplinary sanction. Any community member who assists in guest’s improper entry into a residence hall will be subject to disciplinary sanction.

A resident student hosting a guest must sign the guest into and out of their residence hall with front desk personnel upon each entry and exit. Both the resident host and their guest must be present at the front desk to sign in and sign out of a
residence hall. Upon sign in, a guest must leave a valid government-issued form of identification bearing the guest’s full name (driver’s license, military ID, passport) at the front desk. College identification cards from other educational institutions are not valid forms of identification for these purposes.

Residents seeking to access residence halls other than their own may do so only as guests.

Prior to hosting guests that are under the age of 16, a resident host must obtain advanced written approval from the Office of Residence Life. Resident hosts must seek such approval at least 48 business hours prior to the guest’s arrival.

Resident hosts must not permit entrance to a guest who is intoxicated, incapacitated by drugs, in possession of a weapon, or who is in violation of any state or federal law. Resident hosts may not host any individuals whom Regis has restricted from campus and or the residence halls.

Community members found to be letting unattended guests into the residence halls may be documented and asked to attend a formal or informal meeting with their Residence Director regarding the matter.

Each resident host is allowed a total of two (2) non-student/resident guests to be signed in at one time. Maria Hall residents are permitted to sign in up to three (3) Regis residents as guests. They may also sign in two (2) non-student guests and one (1) student guests. However, the maximum number of guests is three (3) per student host.

Residents hosts must escort their guests within the residence hall at all times including sign in and sign out. If a resident host needs to step away for thirty minutes or less, they may arrange for another resident to host their guest for that time. Students are responsible for any actions of a guest in their room. Guests must use the gender-neutral bathroom or the bathroom of their gender in the residence halls.

**Overnight Guests**

Guests are allowed to stay overnight in a resident host’s room only with the mutual agreement of all room residents. An overnight guest is any individual guest that remains signed in after 12:00 a.m. on weeknights or 2:00 a.m. on weekends. Residents may establish an overnight guest visitation agreement by completing a Roommate Contract, available from the Office of Residence Life, or by developing their own written or verbal agreement system.

No one guest may stay overnight in the residence halls more than two (2) total nights in any week (Sunday to Saturday). Community members found hosting guests in excess of that limit are subject to disciplinary sanctions.

**Guests During Final Exams and Senior Week**

During final exams, resident hosts may not have any overnight guests, except registered and pre-authorized guest commuter students. All other guests will only be permitted in the residence halls from 8 a.m. to 12 midnight during final exams. Students will receive an email notification about this registration process prior to exam weeks.

During Senior Week (May), seniors are only permitted to sign in overnight guests if the guest is attending Senior Week event(s) on the requested day(s). A Senior Week Guest Registration form will be made available prior to Senior Week.

**Commuter Students as Guests**

Commuter students cannot sign themselves into a residence hall. Commuter students must sign into each resident hall with a Regis College resident who lives in the building in which they seek entry and must be escorted at all times. Commuter students must sign in at the front desk with their Regis College ID or other acceptable ID. Commuter students may not sign guests into residence halls. Commuter students may stay in the residence halls with a resident student no more than two total nights per week. The week begins on Sunday; overnight is considered staying past 12:00 a.m. on weeknights at 2:00 a.m. on weekends. Commuter students who stay beyond the allotted time may be banned from residence halls and/or subject to further disciplinary sanctions. Residents found harboring commuter students who are in violation of these restrictions are also subject to disciplinary sanctions.

**Sanctions for Guest Violations:** The Office of Student Affairs has the right to amend these sanctions at any time. Community members found in violation of guest regulations are subject to the following penalties:
### Violation Category Unescorted Guest/Inappropriate Guest Conduct Improper Sign-In/Check-Out Excessive Guest Visitation/Guest Capacity

<table>
<thead>
<tr>
<th>1st Violation</th>
<th>Written warning, educational sanction, guest privileges may be suspended for 2 - 4 weeks.</th>
<th>Written warning, disciplinary probation, guest privileges may be suspended for 2 - 4 weeks.</th>
<th>Written warning, community research/reflection, guest privileges may be suspended for 2 - 4 weeks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Violation</td>
<td>Educational sanction, guest privileges suspended for 4 – 8 weeks, disciplinary probation, referral</td>
<td>Guest privileges are suspended for 4 – 8 weeks, educational sanctions disciplinary probation.</td>
<td>Guest privileges suspended for 4 – 8 weeks, weeks, disciplinary probation, educational sanction or referral</td>
</tr>
<tr>
<td>3rd Violation</td>
<td>Guest privileges may be suspended for 8 to 12 weeks, educational sanctions, community restitution, probation</td>
<td>Guest privileges may be suspended for 8 to 12 weeks, educational sanctions, community restitution weeks, probation.</td>
<td>Guest privileges may be suspended for 8 to 12 weeks, probation, educational sanction and/or referral</td>
</tr>
<tr>
<td>4th Violation</td>
<td>Housing probation/restriction, guest privileges may be suspended for 12+ weeks, referral, educational sanctions</td>
<td>Housing probation/restriction, guest privileges may be suspended for 12+ weeks, referral, educational sanctions</td>
<td>Housing probation/restriction, guest privileges may be suspended for 12+ weeks, other restrictions, educational sanctions</td>
</tr>
</tbody>
</table>

Note: Additional sanctions may be added as deemed appropriate by the Hearing Officers/Conduct Board.

## SOCIAL GATHERINGS

At no time are more than ten (10) individuals, residents and guests, permitted in a single residence hall room. Suite residents may not have more than 16 people in a suite in a 4-person suite, or 22 people in a 6-person suite. A room which contains more than the permitted individuals will be considered in violation and is subject to sanctions through the student conduct system, including, but not limited, to fines (for damage or destruction of property), educational sanctions, loss of guest privileges, and suspension from housing. The Office of Residence Life and/or the designated on-call staff reserves the right to enter into a room in which there is a suspected violation of this limit.

### Social Gathering Registration: Residence Hall Lounges

Students who wish to reserve residence hall floor lounges for the purposes of hosting small gatherings, may do so by contacting the Office of Residence Life advance. Specific procedures and requirements are outlined in the application for these events.

### Social Gatherings: Lower Student Center

Student may reserve space in the Lower Student Center through the Center for Student Engagement. Gatherings must abide by all guidelines listed.

## TERMS OF OCCUPANCY

- Occupancy Schedule: Residents may occupy their rooms from the day preceding the first day of classes until the last day of student examinations. Residents are expected to vacate rooms 24 hours after their last final, or within the posted schedule as distributed by the Office of Residence Life for those who have finals on the last day of exam period. Seniors will be asked to leave the day of their graduation at a designated time shared by the Office of Residence Life.

- Students are not permitted to enter before these stated dates or to stay beyond these dates an approved
early arrival or late stay application. Any student who arrives before a hall opens with being pre-approved will be charged $50 per day until the hall opens and may face student conduct consequences. Any student who does not leave when a hall closes without being approved will be charged $50 per day until their departure and may face student conduct consequences.

- All residence halls will close during certain break periods, including but not limited to Thanksgiving, Winter, Spring, and Easter. During these periods, students must vacate their assignment unless they have been approved to stay.
- If a building must be closed due to an emergency, Regis reserves the right to relocate students to vacant and currently unoccupied spaces on campus.

- Eligibility: To be considered eligible for housing, a student must:
  - Be registered as a full time student and is sufficiently attending classes.
  - Make the residential housing deposit
  - Be financially clear through the Student Account’s office to participate in housing selection or college housing. Regis maintains the right to cancel a student’s housing if the above eligibility is not met.

- Liability: Residents are responsible for the loss, theft of, or damage to, both Regis property and/or personal property caused by a resident or his/her guests. Regis is not responsible for a student’s property, even in the case of emergencies. Each resident is encouraged to take appropriate steps to safeguard his/her property.
  - Regis does not offer storage space for personal belongings. Any personal belongings left in my room following the end of occupancy will be boxed up and stored for two (2) weeks and then donated to charity

- Damage: All residents are required to take proper care of all residence halls and areas in their use and to report vandals and vandalism. Residents are responsible for any charges resulting from damage to their assigned room or to residence hall common areas, notwithstanding normal wear and tear, occurring during their occupancy. All damage to walls, ceilings, floors, furniture or woodwork is to be charged to the individual residing in the room and that residents are held collectively responsible for damage to residence hall common areas (study rooms, halls, common areas, bathrooms, elevators, etc.).

- Emergency: Regis will respond to and mitigate the effects of an emergency in order to provide for the welfare of its residents. In an emergency, Regis reserves the right to close residence halls, student rooms, or common areas and/or dining facilities temporarily without making any adjustments in the charges. However, Regis will do everything reasonably possible in an emergency to restore normalcy.

- Right of Entry - Representatives of Regis are authorized to inspect rooms. Health and safety checks will take place by members of the Residence Life staff and/or on call staff no less than one time per semester and whenever there is reasonable concern regarding a student’s health, safety, and/or welfare, or for damage assessment and/or repairs. In addition, all resident rooms will be inspected at each hall closing (e.g. Thanksgiving, Winter, Spring, Easter, and May). When feasible, residents will be notified in advance.

- Termination: Regis reserves the right to terminate a student’s residence in a residence hall due to breach of the terms of the residence hall agreement or for violation of the Regis Code of Conduct and/or Student Handbook. Each resident is obligated to know these policies and procedures. Regis may immediately terminate a student’s residence as a result of behavior that is deemed to be physically or emotionally harmful to others or to oneself. If suspended or expelled from housing, students understand that they will not receive any refund on their room or board charges. Conduct that may result in suspension or expulsion from Regis College housing may include, but is not limited to:
  - Possession, use, or distribution of illegal or illicit drugs, including marijuana in any amount.
  - Illegal possession, use, or distribution of alcohol.
  - Violence or violent behavior of any kind
  - Possession or use of explosives, firecrackers, firearms, any weapon, or substance that might endanger the welfare of individuals or the community.
  - Tampering with or misuse of fire-fighting and safety equipment.
  - Failure to respond properly to fire and safety regulations, drills, or evacuation procedures.
  - Failure to attend required meetings convened for the purpose of discussing housing issues or other Regis College matters.
  - Behavior that demonstrates disregard for Regis College housing guidelines and expectations.
  - Nonpayment of room and board charges
Room Changes
All students in a double, triple, quad, or suite are expected to work cooperatively to arrive at a mutually agreeable living style for all residents of the room. Towards this end, the Residence Life staff have incorporated a “Roommate Agreement Contract,” that residents should discuss and fill out with their roommate. Assistance with conflict resolution through mediation can be sought from the RA, Residence Director, or the Director of Residence Life. Residents contemplating room changes should begin by discussing the situation with their roommate(s). Residents should then set up a mediation meeting with their RA. If the issue cannot be resolved with the assistance of an RA, the RD may then work with the residents towards a resolution. If mediation is not possible, students may submit a request for a room change. A change will be granted if space is available.

An unauthorized change in occupancy or function of resident rooms will carry a fine of $50.00 and possible further disciplinary sanctioning. The College will make every effort to respect a resident’s request for a room change. However, the College reserves the right to refuse such a change as deemed necessary and appropriate by Assistant Dean of Students/Chief Conduct Officer or her designee.

Any resident who has a vacancy in her or her room for any reason will be asked to find another roommate with which they are compatible. If they are unable to identify a potential roommate one will be given to them or they will be asked to move to another location in order to optimize space on the campus.

Any resident involved in deliberately discouraging or rejecting an individual could be re-assigned to another location. Every effort will be made to determine roommate compatibility and assignments will be made based on a reasonable assumption of compatibility whenever possible.

Withdrawal from Residence
Students planning to move off campus during the academic year must turn in their keys, confirm in writing their decision to move off campus to the Director of Residence Life, and comply with the financial requirements as published by the Office of Finance and Business Affairs. A student will be presumed to be a resident until official confirmation of date of departure is given to the Director of Residence Life. Students who change to commuter status will have 48 hours to remove all personal items and return room keys, unless otherwise stated by the Director of Residence Life. Items remaining on campus after two weeks from the end of occupancy will be donated or discarded.

Student Possessions
The College will take reasonable precautions to protect student possessions, but the College assumes no liability for damages to or loss of personal possessions. Every resident is encouraged to review his/her family’s personal property insurance coverage, since the College’s insurance program is limited to coverage of only College-owned property.

Emergency Contact Information
All students are expected to submit a person whom should be contact in case of emergency and a person whom should be contacted in the event he or she has been missing for over 24 hours. These two forms of contact may be the same person and should be submitted via the Adirondack Portal at the start of the academic year.
II.C. SEXUAL MISCONDUCT AND GENDER DISCRIMINATION

Regis is committed to creating and maintaining a community where all individuals - whether student, teacher, administrator or staff member - can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Consequently, Regis prohibits all forms of sexual misconduct (including sexual harassment, sexual assault, and sexual exploitation), domestic violence, dating violence, stalking, and gender discrimination. As such, Regis will uphold and comply with all federal, state, and local laws regarding sexual misconduct and gender discrimination.

Upon receipt of a report of sexual misconduct, domestic violence, dating violence, stalking or gender discrimination, Regis will conduct an investigation and, where appropriate, adjudicate alleged student violations through the Title IX Investigation Process outlined below. The Office of Human Resources will investigate reports involving Regis employees. The Office of Student Affairs and the Office of Human Resources will jointly investigate reports involving both students and employees. Regis disciplinary action against students or employees is separate from any criminal or civil proceeding.

DEFINITIONS

GENDER DISCRIMINATION
Gender discrimination is any harassing or disparate treatment based on gender, sex-stereotyping, sexual orientation, or gender identity, which limits or denies a person’s ability to participate in or benefit from Regis educational programs, employment, activities, or services.

CONSENT
Consent is mutual permission between partners. To consent to something, such as a sexual act, means a person knowingly and willingly agrees to the act. A person cannot give consent if he/she is incapacitated by substances, if they are unconscious, or if they are asleep.

SEXUAL MISCONDUCT
Sexual misconduct is a broad term referring to non-consensual sexual activity including, but not limited to, sexual assault, sexual harassment, and sexual exploitation. Sexual misconduct can occur between people who know or do not know each other, who are or are not in a relationship, who have previously had consensual sex, people who work together, or others. Sexual misconduct may be committed by or against people of all genders.

SEXUAL ASSAULT – Rape and Indecent Assault
Rape is the penetration of any bodily orifice by any part of the body, or by an object, performed against the person’s will, without consent, and with the threat of or actual use of force. Under Massachusetts law, both men and women may be the victims of rape, and both may be the perpetrators of a rape. Rape may occur when the victim is unable to give consent (as is the case when he or she is intoxicated or unconscious). Rape may occur between people who know each other, and between people who have previously had consensual sexual relations.

Indecent assault and battery is intentional physical contact of a sexual nature without consent. This may include, but is not limited to, touching a woman’s breasts or an individual’s genital area or buttocks.

SEXUAL HARASSMENT
Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual conduct that limits or denies a person’s ability to participate in or benefit from Regis educational programs, employment, activities, or services. Sexual harassment may include incidents between any members of the Regis community, including faculty, staff, coaches, students, or non-student or non-employee participants in Regis activities, such as vendors, contractors, or guests. Sexual harassment may occur in hierarchical relationships, between peers, or between persons of the same sex or opposite sex. Examples of prohibited conduct include, but are not limited to: lewd or sexually suggestive comments, explicit requests for sexual favors, unwelcome touching, off-color language or jokes of a sexual nature, slurs and other verbal, graphic or physical conduct relative to an individual’s gender, or any display of sexually explicit material.
SEXUAL EXPLOITATION
Sexual exploitation occurs when an individual takes non-consensual sexual advantage of another individual for the personal benefit of the alleged offender or for the personal benefit of another. Sexual exploitation includes non-consensual sexual activity that does not otherwise satisfy the definitions of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, the following:

- Sexual Exploitation by Recording: recording (whether by photograph, video, audio, or other means) an individual involved in sexual activity or in an intimate or private state of undress without their knowledge or consent. Consent to sexual activity does not equate to consent to the recording of sexual activity.

- Digital, Electronic, or Media Based Sexual Exploitation: dissemination (whether by mail, e-mail, internet, social media web site, electronic, or any other means) of any recording of an individual involved in sexual activity on in an intimate or private state of undress with their knowledge or consent.

- Voyeurism: observation of an individual involved in sexual activity or in an intimate or private state of undress without their knowledge or consent.

DOMESTIC VIOLENCE
Domestic violence is any act between family or household members which involves physical harm or the attempt of physical harm; places another in imminent fear of serious physical harm; or, causes another to engage in sexual relations without their consent. Family or household members include persons who are or were married; reside in the same household; are related by blood or marriage; have a child in common, or; are or have been involved in a substantial dating relationship.

DATING VIOLENCE
Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party. The existence of such a relationship shall be determined based on the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

STALKING
Stalking is 1) willfully and maliciously engaging in a pattern of conduct or series of acts towards a person which alarms or annoys that person and causes substantial emotional distress and 2) making a threat intending to place the person in imminent fear of death or injury.

RESOURCES AND PROCEDURES
RECOMMENDED ACTION
1. Get to a safe place as soon as possible
2. Call someone for help and support

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Location</th>
<th>Contact</th>
<th>Phone</th>
<th>Email/Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police</td>
<td>College Hall 102</td>
<td></td>
<td>781.768.7111 or 781.768.7777</td>
<td><a href="mailto:safety@regiscollege.edu">safety@regiscollege.edu</a></td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>College Hall 201</td>
<td>Adam Thrasher</td>
<td>781.768.7369</td>
<td><a href="mailto:Adam.thrasher@regiscollege.edu">Adam.thrasher@regiscollege.edu</a></td>
</tr>
<tr>
<td>Title IX Deputy Coordinator</td>
<td>Lower Student Center 125</td>
<td>Kelly Golden</td>
<td>781.768.7535</td>
<td><a href="mailto:Kelly.golden@regiscollege.edu">Kelly.golden@regiscollege.edu</a></td>
</tr>
<tr>
<td>Dean of Student Affairs</td>
<td>Upper Student Center 213</td>
<td>Walter Horner</td>
<td>781.768.7029</td>
<td><a href="mailto:Walter.horner@regiscollege.edu">Walter.horner@regiscollege.edu</a></td>
</tr>
<tr>
<td>Office of Residence Life</td>
<td>Lower Student Center 124</td>
<td>Bridget Buoniconti</td>
<td>781.768.7895</td>
<td><a href="mailto:Bridget.buoniconti@regiscollege.edu">Bridget.buoniconti@regiscollege.edu</a></td>
</tr>
</tbody>
</table>
3. Get Medical Attention
Regis will facilitate transportation to a hospital or health professional for medical treatment. Even if there is no obvious sign of physical injury, internal injuries are possible. Early testing and treatment for sexually transmitted illnesses and possible pregnancy can prevent further problems.

Reporting parties should avoid eating, drinking, showering, bathing, douching, or changing clothes before going to the doctor. These activities might result in destroying evidence. Evidence can be collected shortly after a sexual assault has occurred and will be helpful in any subsequent prosecution. It is a good idea to have evidence taken even if a reporting party is uncertain about reporting the assault.

4. Seek Counseling
It is often helpful for reporting parties to seek counseling. The crisis intervention and counseling services provided by Regis (see above) are available to all members of the Regis community regardless of where the assault may have happened.

REPORTING
Regis seeks to create an environment that encourages the reporting of sexual misconduct and gender discrimination. Reporting parties may report such incidents (of sexual misconduct (including sexual harassment, sexual assault, and sexual exploitation), domestic violence, dating violence, stalking, and gender discrimination (also referred to as “Title IX incidents”) to Campus Police, Weston Police, the Office of Student Affairs, the Title IX Coordinator, or any other Regis official.

Reporting parties may decide whether or not to file a criminal report with Campus Police or local law enforcement. Reporting an incident to the police does not commit a reporting party to further legal action or participation in any criminal proceeding. Should a reporting party choose to file a report, they will be asked what happened, where it happened, and what the alleged offender looked like. The earlier an incident is reported, the easier it will be for the police to investigate the crime and prosecute the case successfully. If desired, Regis personnel will assist reporting parties in contacting police to file a report.

Regis officials who receive a report of sexual misconduct, domestic violence, dating violence, stalking or gender discrimination will inform Campus Police of the incident, but will not include a reporting party’s personal or identifying
information without the reporting party’s consent. The purposes of this report are to determine whether the greater Regis community should be warned about a potentially dangerous situation and to collect crime statistics. Campus Police will investigate all received reports, but investigation will be limited where a reporting party has decided not to report their personal or identifying information. Note that Massachusetts law requires an individual who has witnessed a sexual assault or rape to contact police as soon as they can possibly do so without putting themselves in danger.

**STUDENT CONDUCT AMNESTY**

Regis does not want a student’s use of drugs or alcohol to discourage them from reporting an incident of sexual misconduct or gender discrimination. As a result, Regis will provide student conduct amnesty to students involved in a Title IX incident for their personal use of prohibited or illegal drugs or alcohol in connection with that incident. In other words, Regis will not pursue student conduct sanctions for a student’s own use of prohibited or illegal drugs or alcohol occurring in the context of an at Title IX incident. Regis will not provide this amnesty, and will pursue student conduct sanctions, for students who provide drugs or alcohol to another individual in a prohibited or illegal manner.

**CONFIDENTIALITY & PRIVACY**

Regis is committed to maintaining the privacy of individuals involved in a Title IX incident. The following individuals must be informed that an incident of sexual misconduct or gender discrimination has occurred on campus: Title IX Coordinator, Vice President of Student Affairs and Enrollment, Deans of Student Affairs, the involved Title IX Investigators, and Campus Police. These individuals will maintain the privacy of involved parties.

If a reporting party decides to file a criminal report with the police, his/her name will not be made public – Massachusetts law requires that the identity of an individual reporting a sexual assault be kept confidential in criminal proceedings.

**ACCOMMODATIONS**

Regis will accommodate reasonable changes to a reporting party’s and respondent’s academic and living situations following an alleged Title IX incident, regardless of the reporting party’s decision to report the crime to Campus Police or other law enforcement. These accommodations may include, but are not limited to, a new residential housing assignment, a leave of absence or withdrawal from Regis, Campus Police escorts, parking privileges, Regis-issued no-contact orders, and class schedule modifications. Further, Regis will assist in the enforcement of any lawfully issued restraining orders or orders of protection. In order to provide such accommodations or assistance, Regis may need to disclose a reporting party’s or respondent’s identity to certain Regis staff. Such disclosure will be made on a strict need-to-know basis.

If a student has a disability and feels they will need an accommodation during this process, they should immediately contact the Title IX Coordinator at adam.thrasher@regiscollege.edu and upon receipt of notice of investigation. All requests for accommodations must be made in writing via email in advance. Consultation may be made with the Office of Disability and Accessibility Services regarding any such requests.

**TITLE IX INVESTIGATIONS**

Separate from any criminal investigation, Regis will conduct an investigation into all reported instances of sexual misconduct or gender discrimination. Depending on the circumstances, this may be a formal Title IX investigation where Title IX investigators interview involved parties, review relevant documentation, and prepare an investigation report together with the Title IX Coordinator. In a formal investigation the reporting party and the respondent will be informed of each other’s identity and will have an equal opportunity to participate. If Regis does not conduct a formal investigation, it will conduct a limited investigation based on available information and will not disclose the parties’ identities to one another.

Both reporting parties and respondents will have the same opportunity to have an advisor of their choice present during Title IX investigation interviews and the Title IX student conduct process (see below). Advisors are permitted for the sole purpose of providing support to the student during an interview. The advisor may not offer any information, respond to any question, or ask any question.

**“CARE” ADVISOR**

Reporting parties and respondents will have access to a member of the Campus Assault Resources and Education Team, a “CARE” Advisor, throughout the Title IX investigation and any subsequent student conduct proceeding. A CARE Advisor can provide information about the investigation procedure, can help arrange reasonable accommodations, and can provide
general support. Consulting with a CARE Advisor is not mandatory – a CARE Advisor may be highly involved or only slightly involved depending on the wishes of the student.

**TITLE IX STUDENT CONDUCT PROCESS**

A Title IX student conduct proceeding follows a different process than the student conduct proceedings outlined in Section III of the Regis Student Handbook.

A reporting party is eligible for accommodations (see above) without regard to Regis’ pursuit of any student conduct action against a respondent.

Following a Title IX investigation, an investigation report is submitted to the Dean of Students or their designee for a student conduct review if 1) the respondent is a Regis student and 2) the respondent was notified of the Title IX investigation and had an equal opportunity to participate in the Title IX investigation.

The Dean of Students will review the Title IX investigation report and any related documentation and will make a finding as to the respondent’s responsibility by applying a preponderance of the evidence standard. In other words, 51% of the evidence would need to support a finding that a violation occurred and that the respondent committed that violation. If found responsible, a respondent may face sanctions including restriction from Regis property and functions, suspension, housing restrictions, or dismissal/expulsion from Regis, as more specifically defined Section III, The Student Conduct System of the Regis Student Handbook. Either party may appeal the Dean of Students’ or their designee’s decision according to the appeal process described in Section III, The Student Conduct System in the Regis Student Handbook.

The reporting party and the respondent will receive simultaneous, written notice of the outcome of the student conduct review, procedures for appeal, any changes prior to the final results, and the final results of any such appeal.

Regis reserves the right to modify the processes contained herein in order to promote an equitable and fair process to all parties. Regis maintains the right to re-open any Title IX investigation should further evidence become available.

**RETAILIATION PROHIBITED**

Regis prohibits individuals from retaliating against a person who makes a report of sexual misconduct or gender discrimination. Regis further prohibits individuals from retaliating against anyone providing assistance with such a report or participating in any manner in an investigation or resolution of a report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

**EDUCATIONAL PROGRAMMING**

Throughout the year, Regis offers the community sexual harassment and sexual assault educational opportunities including, but not limited to:

- **Peer Bystander Educators:** This is a group of undergraduate students dedicated to preventing acts of harassment and discrimination on campus. They are specifically aimed at being pro-social bystanders and ending sexual misconduct on campus. They work to offer programming and workshops throughout the year.
- **Bystander Committee:** The mission of the Bystander Intervention Committee is to educate the Regis community to issues of sexual assault and gender misconduct. Through programming, internal and external partnerships, social media engagement, and educational training, the team seeks to equip students, faculty, and staff with the tools to safely intervene as pro-social bystanders. The goal of the committee is to make all members of the community feel safe and valued, which is reflective of the tenets of the Sisters of Saint Joseph of Boston.
- **Rape Aggression Defense (RAD):** This self-defense training is offered by the Regis Campus Police Department.
- **SAVE (Sexual Assault and Violence Education) Week:** Hosted by the Bystander Committee, SAVE Week provides educational programming around issues of domestic, relationship, and sexual violence. Programming traditionally has included local and regional speakers, memorial displays, residence-hall programming, and events with Campus Police.
- **We See You and You Matter:** We See You and You Matter is Regis’ bystander intervention program. Through this initiative, members of the Regis community will have the opportunity to participate in bystander intervention training and other programming initiatives and media campaigns that will enhance the bystander movement on campus.
• Online Training: in addition to bystander education, first-year students are required to complete online training though their First-Year Seminar Moodle course.
• Other ongoing programming: other programs, poster campaigns, and educational sessions are offered throughout the year. Students will be informed of such events through weekly emails such as This Week and Regis.

SEX OFFENDER DATA
Students, faculty and staff members can obtain information on registered sexual offenders living in the immediate area by contacting the Weston Police Department. General information about the Commonwealth of Massachusetts Sex Offender Registry Board can be found using the following contact information:

Commonwealth of Massachusetts Sex Offender Registry Board
P.O. Box 4547
Salem, MA 01970
www.mass.gov/sorb
978.740.6400
III. THE STUDENT CONDUCT SYSTEM

MISSION
The Office of Student Conduct (OSC) is centered around student learning through promotion of responsible and ethical behavior consistent with the Regis Student Code of Conduct, the Regis Mission and the Charism of the Sisters of St. Joseph of Boston. The Office of Student Conduct is committed to maintaining a community that is safe, secure and respectful of all without distinction. The Student Conduct System establishes a procedure for determining the facts surrounding a charge that a student has violated policy and for arriving at a fair and informed resolution of the incident.

OVERVIEW OF THE CONDUCT PROCESS
The Student Conduct System and related procedures are distinct and separate from criminal and civil court proceedings and do not provide identical rights to the accused as are available in those proceedings. The Student Conduct System is not designed to be, and should not be expected to function as a court of law.

Regis reserves the right to modify the processes contained herein in order to promote an equitable and fair process to all parties. At times, this may include the opportunity for all parties to take part in a restorative mediation or process. This may happen alongside the student conduct process, or as a result of a student conduct hearing, but will not replace it. Student Conduct procedures will be adhered to as faithfully as possible, but variations dictated by circumstances will not invalidate the process.

In addition to the process described here, when an incident involves classroom conduct or violations of academic standards the student will also be subject to the Classroom Code of Conduct as described in the Regis Academic Catalog.

Student conduct matters related to gender discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking are subject to an alternate student conduct process described above in the Sexual Violence and Gender Discrimination section. Student conduct matters related to bias based on race, ethnicity, sexual identity, ability, or other protected identity may be resolved through the Bias Response Protocol in addition to the administrative process below.

There are two forums in which cases are traditionally adjudicated at Regis: An Administrative Hearing or a Conduct Board Hearing. An Administrative Hearing is a conduct hearing conducted by a trained staff member from the Office of Student Affairs. A case that is referred the Conduct Board is heard by several trained members of the Regis community.

If a student has a disability and feels they will need an accommodation during this process, they should immediately contact their hearing officer and/or Chief Conduct Officer at Kelly.golden@regiscollege.edu upon receipt of conduct hearing. All requests for accommodations must be made in writing via email in advance. Consultation may be made with the Office of Disability and Accessibility Services regarding any such requests.

RIGHTS AS A STUDENT IN THE CONDUCT PROCESS
All students (including respondents, victims, or complainants) who participate in the student conduct process have the following rights:
1. To receive timely notification of charges against them as well as the outcome of any conduct hearings. Victims of cases have the right to receive notification of the hearing and outcome.
2. To hear and review documentation associated with the case. All case notes are considered internal documents and are the sole property of Regis.
3. To provide additional evidence or information that is relevant to resolving the case.
4. To present a maximum of three (3) witnesses on a student’s behalf in a Conduct Board Hearing. Witnesses serve to offer details that substantiate circumstances related to the case. Character witnesses or statements are not permitted. Students must inform the Assistant Dean of Student Affairs/Chief Conduct Officer of the names of their witnesses prior to the hearing date.
5. To privacy in the conduct and record keeping as required by the Family Educational Rights and Privacy Act during the student conduct process. Under certain circumstances, Regis may exercise its right to disclose the results of student conduct hearings. Except in cases of suspension or expulsion, disciplinary information does not become a part of a student’s permanent academic record and is normally removed from Regis files and records after a
reasonable time period following departure or graduation from Regis.

6. To request an appeal based on the criteria outlined in the Submitting an Appeal Request section of this Handbook.

7. To reasonable accommodations such as having a no-contact order put into place between them and another student, a housing change, or access to campus resources to support their well-being on campus.

At no time is the recording of any kind permitted in a student conduct hearing.

ADVISOR FOR THE STUDENT

All parties involved in a student conduct hearing—including respondents, reporting parties, or witnesses—may have an advisor of their choice present during any conduct process meeting. Advisors are permitted for the sole purpose of providing support to the student during an interview. The advisor may not offer any information, respond to any question, or ask any question. The student must provide the name of their advisor to the hearing office in writing at least 24 hours prior to the scheduled hearing.

PARENTAL OR LEGAL GUARDIAN NOTIFICATION

Pursuant to the Family Educational Rights and Privacy Act (FERPA), Regis has the option to inform a parent or guardian of any student who is under the age of 21 of any alcohol or other drug violations. Regis may further choose to inform the parent or guardian of other types of incidents that involve violations that may be life threatening or harmful to the student's (or other's) health and general well-being.

Parent/guardian notification will either take the form of an email or phone call, predicated upon the seriousness of the violation and/or urgency of the situation.

STUDENT CONDUCT PROCESSES

I. Notification of Complaint

Incident reports, Campus Police reports, or other written reports indicating violations the Regis Student Handbook and Regis Student Code of Conduct will be referred to the Assistant Dean of Student Affairs/Chief Conduct Officer, who will contact the student(s) in question. These documents serve as formal student conduct complaints against the accused ("respondent") student.

Investigations may continue beyond the academic semester if additional time is needed to provide a comprehensive investigation of the incident(s) or materials.

II. Complaint Referral

The Assistant Dean of Student Affairs/Chief Conduct Officer will refer a complaint to either an Administrative Hearing Officer or the Conduct Board. The Assistant Dean of Student Affairs/Chief Conduct Officer will make this determination based on: a) the request of the complaining student (if applicable); b) the severity of the alleged incident; c) whether the incident involved a respondent student with repeated violations, or; d) whether the incident involved multiple parties, including witnesses.

III. Notice to Appear

Upon receipt and review of a student conduct complaint, the designated Administrative Hearing Officer will provide the respondent student with a written Notice to Appear. The Notice to Appear will describe the alleged violations and include the time, date, and location of the Administrative Hearing or Conduct Board Hearing.

A respondent student has 24 hours to confirm the time offered by the Administrative Hearing Officer or offer an alternative time they are available. They will receive no more than one reminder about the time of their hearing. A respondent student’s failure to attend or re-schedule will be treated as if the respondent student is not contesting the charges, and a decision will be made based upon the information available.

Students who are called as witnesses or are complainants in an incident will also receive timely notification regarding a time to appear. All summoned parties will be expected to maintain confidentiality regarding the case and the hearing.

Students with disabilities may request reasonable accommodations related to their participation in the student conduct process. A student must make this request in writing to the Director of Office of Student Disability and Accessibility.
IV. Administrative Hearing

The aim of the Administrative Hearing is to come to a resolution that promotes student accountability and learning. Throughout the Administrative Hearing, the respondent student may ask questions regarding the charges, the student conduct process, as well as the possible outcomes of the hearing.

An Administrative Hearing process includes, but may not be limited to, the following steps:

1. The respondent student will have the opportunity to review and acknowledge their rights in the hearing process.
2. The Administrative Hearing Officer will introduce themselves and ask if the respondent student has any questions.
3. The Administrative Hearing Officer will inform the respondent student of the alleged violations of the Student Code of Conduct. At that time, the respondent student will be asked to enter a plea of “Responsible” or “Not Responsible” to each alleged violation of the Student Code of Conduct.
4. The respondent student will have the opportunity to read and/or hear the incident report and any supporting documentation regarding the alleged violations.
5. The Administrative Hearing Officer may ask questions to clarify why the respondent student has entered this plea. They may also ask follow-up questions based on the information provided from reports and supporting documents.
6. The Administrative Hearing Officer will seek to work towards an agreement with the respondent student on whether they will be found Responsible or Not Responsible for each alleged charge. If an agreement can be made, the Administrative Hearing Officer may begin to discuss potential sanctions with the respondent student. Determinations of responsibility are made on the basis of a preponderance of the evidence. In other words, 51% of the evidence would need to support a finding that a violation occurred and that the respondent committed that violation.
7. If the Administrative Hearing Officer and the respondent student cannot agree on the respondent student’s responsibility in the incident, the Administrative Hearing Officer may take more time (up to 2 business days after the Administrative Hearing) to determine an outcome.
8. Following the Administrative Hearing, the Administrative Hearing Officer will send a Conduct Outcome Letter to the respondent student via email. The Conduct Outcome Letter will detail the findings of each charge (“Responsible” or “Not Responsible”), sanctions (if any), and options for appeal.

During an Administrative Hearing, additional information may become available and based on that additional information the Assistant Dean of Student Affairs/Chief Conduct Officer or designated Administrative Hearing Officer may refer the case to the Conduct Board or the Vice President of Student Affairs.

V. Conduct Board Hearing

A. Composition

The Conduct Board is composed of three (3) members, specifically one (1) faculty, one (1) staff, and one (1) student. The Vice President of Student Affairs and/or the Assistant Dean of Student Affairs/Chief Conduct Officer selects members of the Regis community to be part of the Conduct Board pool. The Conduct Board pool will convene at the beginning of each academic semester for training. Those who have been selected and trained may then be appointed to a Conduct Board Hearing.

The Assistant Dean of Student Affairs/Chief Conduct Officer will select Conduct Board members for each case and arrange the date, time, and location of the Conduct Board Hearing. Respondent students, witnesses, and victims will be given two (2) to three (3) business days’ notice regarding their role in the Conduct Board Hearing.

Respondent students have the right to offer up to three (3) witnesses to be interviewed by the Conduct Board. These names must be supplied to the Assistant Dean of Student Affairs/Chief Conduct Officer at least two business days prior to the scheduled Conduct Board Hearing.

All Conduct Board actions (e.g. findings and sanctions) will be decided by a majority vote.

B. Conduct Board Hearing Procedure

Each student (complaining student, respondent student, or witness) has the right to meet with the Assistant Dean of
Students/Chief Conduct Officer, and/or her designee, to review their rights and responsibilities as outlined in this Regis Student Handbook. During this meeting, various issues can be clarified: the rights of the responding student or complainant, the agenda of the hearing, the appeal process, or any other student concern related to the student and his/her involvement in the hearing and appeals process. The students are responsible for scheduling this preliminary meeting with the Assistant Dean of Students/Chief Conduct Officer or her designee.

1. Conduct Board members will meet a half hour in advance to review all incident reports and documentation regarding the incident.
2. The Chairperson of the Conduct Board (previously assigned by the Assistant Dean of Student Affairs/Chief Conduct Officer) assumes duties of conducting, moderating, and directing the hearing.
3. At the designated start time, the respondent will be invited into the room. All individuals are introduced.
4. The Chairperson of the Board reads charges against the respondent and the sections of the Student Code of Conduct that the respondent allegedly violated. The Chairperson of the Board asks for the respondent’s plea. If the Conduct Board is hearing the case as an appeal of an Administrative Hearing Officer decision, the Administrative Hearing Officer reads the original sanction letter(s) and the respondent’s appeal request.
5. Incident Report(s) are read by the Chairperson to the respondent(s).
6. The respondent is given the option to submit their testimony regarding the case. Testimony should be centered around the facts of the case. The Conduct Board may ask any clarifying questions based on the respondent’s testimony and/or the evidence of the case. Respondents reserve the right to refuse to answer any questions.
7. The respondent may submit questions for witnesses and opposing parties through the Conduct Board members. They do not have the opportunity to question witnesses or opposing parties. The respondent must then leave the hearing room while witnesses and opposing parties are called.
8. Other witnesses and/or victims, including students with information relevant to the incident, are then invited in one at a time. The Conduct Board may ask clarifying questions as needed. The Conduct Board will also ask the questions submitted by the respondent.
9. The Conduct Board may then call staff involved in the incident to submit testimony. This includes on-call staff, Campus Police, or other Regis personnel. It does not include confidential advisors to the student. The Conduct Board may ask clarifying questions as needed.
10. After all witnesses, opposing parties, and staff have been called and have left the hearing room, the respondent will return to the hearing room. The Chairperson will review the testimony and answers to questions of the witnesses, opposing parties, and staff and allow the respondent to respond.
11. The respondent may then make a final statement. The respondent will then be asked to leave while the board deliberates. The Board Chairperson will give the respondent instructions regarding their outcome notification.

C. Conduct Board Decisions
At the conclusion of the testimony, the Conduct Board concludes the Conduct Board hearing and convenes in private to determine a finding. Findings are based on a preponderance of the evidence; in other words, 51% of the evidence would need to support a finding that a violation occurred and that the respondent committed that violation. The Conduct Board submits, in writing, their finding (Responsible or Not Responsible) and sanctions, if any, to the Assistant Dean of Student Affairs/Chief Conduct Officer. The Assistant Dean of Student Affairs/Chief Conduct Officer will review sanctions as well as supporting documentation and may amend the Conduct Board’s sanctions in order to establish consistency across the conduct process. Sanctions will be evaluated based on the criteria in Section E (below). The Assistant Dean of Student Affairs/Chief Conduct Officer may not change the Conduct Board’s finding.

Assistant Dean of Student Affairs/Chief Conduct Officer will then send a Conduct Outcome Letter, by email, formally outlining the finding and sanctions to the respondent. Victims of cases will also receive timely notification of a finding.

VI. Sanctions
Consistent with our mission of the formation of the whole person, sanctions are applied in the student conduct process in order to give the alleged student the opportunity to learn and grow more fully. The sanctions listed below offer educational opportunities to the student as well as instill a high level of expectations of Regis students. Sanctions may also be applied that are aimed at keeping members of the Regis community safe on campus and within the residence halls.
A student’s conduct record is cumulative throughout his/her enrollment at Regis. Students are expected to complete all sanctions by the outlined deadlines. Students’ completion of sanctions will be actively monitored at the discretion of the Office of Student Conduct. Failure to comply with sanctioning may result in further disciplinary sanctions at the discretion of the Office of Student Affairs.

The Administrative Hearing Officer and/or Conduct Board determine sanctions based on the following criteria:

1. Alcohol violation sanctioning grid in Student Handbook (if applicable)
2. Student’s past conduct history and sanctioning (if any)
3. Severity of violation
4. Opportunity for student learning and development

Sanctions may include a combination of the following:

- **WARNING**: A status in which a student has been found “Responsible” for a violation of the Regis Code of Conduct but will not be issued further sanctions such as educational sanctions or restitution. Additional violations of the same or similar charges will apply in further sanctions.

- **EDUCATIONAL SANCTIONS**: The student will be assigned to complete an activity aimed at helping the student learn and grow from their actions. This may include reflective papers, essays, research, bulletin boards, community programming, or other ideas generated by the Administrative Hearing Officer, the Conduct Board, and/or student.

- **COMMUNITY RESTITUTION**: The student will complete volunteer hours on campus in order to restore the time and damage done to the community. These hours must be signed off by a supervisor and cannot be work/volunteering that the student would have typically completed.

- **FINES**: Fines are applied in cases involving the following:
  - Damage or destruction of property (includes vandalism and/or clean-up charges),
  - A fire code or other space violation,
  - To cover the costs of an educational sanction, or.
  - A student has not completed previously assigned sanction by the written deadline. In these cases, fines will repeat on a weekly basis until the student completes the sanction, except where the Assistant Dean of Student Affairs/Chief Conduct Officer or the Administrative Hearing Officer has granted an extension
  - A student does not appear to a hearing and the Administrative Hearing Officer or Conduct Hearing Board is unable to determine appropriate educational sanctions
  - As deemed appropriate by the Administrative Hearing Officer

- **REFERRALS**: Referrals may be made to campus resources that will best support the student’s learning and long-term growth at Regis. This includes referrals to Health/Counseling Services, Academic Center for Excellence, Financial Aid, Center for Ministry and Service, Director of Diversity and Inclusion or other campus resource. Additionally, students may be referred to a “Conversation Partner” which is a member of the faculty or staff at Regis who will meet with the student a minimum of two times in order to better get to know the student and allow them an interactive opportunity for reflection.

- **EXCLUSION** – The student will be excluded from access to or use of specified Regis activities or premises. **Note**: Students or other individuals excluded from campus may face subsequent arrest for trespassing if a violation of the exclusion order occurs. The person hosting this student, if any, also faces sanctions, including but not limited to, suspension or dismissal from Regis

- **NO CONTACT ORDER OR A CIVILITY AGREEMENT** – The student (s) will be prohibited from communicating with a named individual(s) or must verbally and/or in writing agree to refrain from contact with a named individual(s).

- **RESIDENCE HALL SUSPENSION** – The student will be excluded from the residence halls for a defined period of time, after which the student will be eligible to return. Conditions for return may be specified. Students suspended from housing will not be reimbursed housing costs. *

- **RESIDENCE HALL EXPULSION** – The student will be permanently removed from the residence halls. Students removed from housing will not be reimbursed housing costs. Students removed from housing will have 48 hours to remove all personal items and return room keys, unless another time period is established by the Office of Student Affairs. Items remaining on campus after the given deadline will be disposed of at the student’s expense.

- **PROBATION** – A status under which any subsequent misconduct by the student during the period of probation will likely result in additional discipline including, but not limited to, Suspension or Expulsion from Regis. Parents/guardians may be notified of such sanctions. This will likely be combined with other sanctions such as educational sanctions and/or exclusions.
• **FINAL PROBATION** – An elevated form of probation in which a student is formally notified that he/she will face Suspension or Expulsion upon the next infraction of Regis policies. Parents/guardians may be notified of this status.

• **SUSPENSION** – The student will be prohibited from Regis property, attending classes, residing in the residence halls or participating in any Regis activities for a set period of time. A written request to return to Regis on expiration of the suspension must be presented to the Vice President of Student Affairs well in advance of the time when the student wishes to re-enroll. Details of student eligibility to petition for the consideration of reinstatement will be outlined in the student’s Conduct Outcome Letter. Upon receipt of a request, the Vice President of Student Affairs will review the request, may ask for additional information and/or documentation, and will make a determination regarding suitability for return. Notifications of suspensions will be sent to appropriate offices, including the student’s academic advisor. Parents/guardians may be notified of the decision. *

• **EXPULSION** – The student is permanently removed from their Regis academic program without the option to return (pending appeal). Parents/guardians may be notified of the decision. *

• **SPECIAL SANCTIONS/CONDITIONS** – Regis reserves the right to impose Special Sanctions or Conditions at its discretion. Special Sanctions or Conditions are most often imposed in addition to other disciplinary sanctions (e.g. warnings, probation, final probation, suspension), and not instead of them. *

* Note: A student who receives a sanction of Suspension, Expulsion, Residence Hall Suspension, or Residence Hall Expulsion is not eligible for a refund on his/her tuition, room, or board.

**VII. Submitting an Appeal Request**

**Grounds for Appeal**

A student may appeal the outcome of an Administrative Hearing or Conduct Board Hearing on one or more of the following bases:

1. The student was not accorded his/her procedural rights as outlined in this Handbook;
2. New evidence that was unknown or unavailable at the time of the initial hearing has become available which would have significantly altered its results; or,
3. The sanction imposed is substantially disproportionate to the offense (including any consideration of the student’s prior offense(s)).

A student may appeal a sanction as disproportionate to the offense (basis #3 above) only in regard to the following sanctions:

1. Residence Hall Suspension*
2. Residence Hall Expulsion *
3. Suspension
4. Expulsion

*Exclusion from housing on weekends is not considered residential suspension or expulsion and cannot be appealed.

Note: Sanctions imposed following an Administrative Hearing or a Conduct Board Hearing will remain in effect until the decision of the appealing body is rendered.

**Process for Appeal:**

1. Appeal requests must be filed in writing to the Vice President of Student Affairs no later than three (3) business days after receipt of the Conduct Outcome Letter. Failure to submit such a request in the manner prescribed will be deemed a waiver of the right to appeal.

2. In most cases, the Vice President of Student Affairs’ review will consist of a review of the written appeal request, the case file, and written findings of the Conduct Board or Administrative Hearing Officer. In cases involving Suspension or Expulsion, the Vice President of Student Affairs may also review the case personally with the student, any witnesses, or other appropriate parties prior to making a decision.

3. If the Vice President of Student Affairs believes sufficient evidence exists to proceed, they will refer the appeal to the Conduct Board or another Administrative Hearing Officer to determine the outcome of the appeal. In the event the appeal is of a sanction given by the Conduct Board is overturned by the Vice President of Student Affairs, a new Conduct Hearing Board will be appointed to hear the case.
4. The Vice President of Student Affairs may render a decision on appeal without referring the appeal to the Conduct Board or another Administrative Hearing Officer where:
   a. A student is appealing based upon procedural error or new evidence (basis #1 or basis #2);
   b. The Conduct Board is not in session, (e.g. final exams, academic break periods, periods at the start of each semester prior to the convening of the Conduct Board);
   c. The Conduct Board is unable to conduct its proceedings according to the provisions of the outlined this Handbook;
   d. The number of cases to be heard cannot be scheduled in a timely manner;
   e. The cases involve a special need for confidentiality.

5. All decisions on appeal are final.

VIII. Violations of a Special Nature

It is the intention of Regis to create policies for the protection and well-being of the community. However, at certain times, situations of a special nature arise that may require investigation and administrative action beyond that which is specified in the Student Handbook. Depending on the nature of the incident, the investigation and hearing may be removed from the traditional student conduct system and the Vice President of Student Affairs will have the sole and unreviewable discretion to conduct hearings and impose sanctions as they may deem appropriate.

IX. Suspension Pending Investigation

In cases of serious misconduct, the Vice President of Student Affairs or their designee may impose a Suspension of a student pending further investigation or until further notice (“Suspension Pending Investigation”). During this time, the student is prohibited from being on campus or being involved in student events. The Vice President of Student Affairs may take this action where there are allegations of serious misconduct and/or it appears that the student’s continued presence on campus may present unreasonable risk of danger to himself/herself and/or the community. A student so sanctioned must leave campus immediately pending further notice.

A Suspension Pending Investigation shall remain in place until a hearing or other student conduct processes occur. Upon review, the Administrative Hearing Officer may decide to render a decision without conducting a hearing, in the interest of the safety and welfare of the campus community.

X. Administrative Evaluation

If it is determined by the administration that a student’s behavior indicates that he/she lacks the capacity to understand the nature of the charges against him/her, respond to those charges, participate in the student conduct process, or if he/she poses a danger to self or others, the case will be referred to the Vice President of Student Affairs, who will schedule an evaluation of the student by appropriate medical or mental health care professionals on or off campus.

The Vice President of Student Affairs will convene an evaluation team (Regis’s mental health services and other administrators involved in the situation) to determine the best course of action for the student, whether the student should remain at Regis, and if so, under what conditions.

In situations where it is believed that a student’s behavior or threatened behavior poses a danger of causing imminent harm to others, the Vice President of Student Affairs may issue an immediate Suspension.
IV. STUDENT AFFAIRS OFFICE AND PROCESSES

DIVISION OF STUDENT AFFAIRS AND ENROLLMENT

The Office of Student Affairs is committed to empowering students to grow academically, spiritually, and socially in a community that promotes service to others, universal respect, and unity through diversity in keeping with the values of the Sisters of St. Joseph of Boston. In college wide collaboration, we provide numerous leadership and learning opportunities, both locally and globally.

Guiding Principles

Guided by the values of the Sisters of St. Joseph of Boston and best practices in higher education, we will move forward the mission of Regis by strengthening and sustaining the undergraduate college. As a Division, we are:

• Inspired by the Regis mission and core values of the Sisters of St. Joseph of Boston:
  • Gracious hospitality
  • Love and service of the Dear Neighbor without distinction
  • Peaceful resolution of conflict
  • Care for all God’s creation
• Student-centered and focused on creating a transformative student experience
• Forward-thinking and strategic scholar-practitioners
• Committed to innovation, assessment, and reflective practice
• Collaborative, enthusiastic, competitive, and collegial

Learning Domains and Student Learning Outcomes (SLOs)

In order to assess our student-focused programs and practices, the Division of Student Affairs and Enrollment identified four critical areas (Learning Domains) that connect our work to the institutional educational goals and learning outcomes. The following Learning Domains should serve as the priority areas when developing any department-level and program-specific Student Learning Outcomes.

Co-Curricular Learning and Critical Thinking

Students who participate in SAE programs will use interactions and experiences outside of the classroom to promote intellectual growth and be able articulate the connections between their personal exploration, co-curricular experiences, and their Regis education.

Relationship Building and Healthy Living

Students who participate in SAE programs will be able to engage in conversations and activities that encourage and facilitate identification of healthy relationships and construct lifestyles that are congruent with self-care, including physical, emotional, intellectual, social, and spiritual wellness.

Service to the Dear Neighbor

Students who participate in SAE programs will demonstrate an understanding of and commitment to social justice and civic engagement by participating in positive social change through: personal leadership; service; and social responsibility; and by reflecting on the connection to the charism of the Sisters of Saint Joseph.

Student Formation

Students who participate in SAE programs will develop a wide range of skills and competencies that may be integrated into everyday life and the ability to manage one’s own identity formation, allowing students to create personal short and long term goals.

Peaceful Demonstrations and Expressions of Civil Discourse

As an institution rooted in the values of the Congregation of the Sisters of St. Joseph of Boston, Regis values a community of diverse ideas and civic engagement towards the pursuit of truth. Students are encouraged to participate in peaceful dialogue in many forms, but such participation is expected to respect the inherent dignity of all people, be civil, and be and free from intimidation, harassment and violence of any kind.

While the campus is open to the free exchange of ideas, Regis may limit the time, place, and/or manner of a demonstration, protest, event, or gathering (an “Event”). In general, Regis will impose time, place, and/or manner restrictions on Events...
that may:
1. Result in the defacement or destruction of property owned or leased by Regis
2. Deny or infringe upon the rights or result in harassment of other students, faculty, staff, or guests of the Regis community.
3. Disrupt or interfere (by volume, number of participants or banners, placards, leaflets or other types of written message) with Regis activities including but not limited to teaching, research, administration, resident students right to sleep and study, campus services, discipline, organized and/or sponsored events, and operation and maintenance of any property owned or controlled by Regis.
4. Obstruct pedestrian movement or vehicular traffic on the campus or Regis property owned or leased off campus.
5. Deny or obstruct use of offices or any facilities used by students, faculty, staff or guests.
6. Obstruct study period such as quiet hours or final exams.
7. Take place in any area that serves as a place of worship (Chapel, Peace Room, Grotto) or that works to protect student confidentiality (Health Services).
8. Interfere with a student’s academic requirements and standing.

In addition, Regis may impose time, place, and/or manner restrictions on an Event in order to address safety and/or security concerns. If Regis reasonably believes that safety or security concerns cannot be appropriately mitigated by time, place, and/or manner restrictions, then Regis may cancel an Event or refuse to allow an Event to occur on campus. Under no circumstances may an Event create a danger, safety, or security concern on the Regis campus or to any person on the Regis campus.

Regis will apply time, place, and/or manner restrictions without regard to the content of the view(s) being expressed by the participant(s) or speaker(s).

Regis will consider any violation of this policy will as a violation of the Student Code of Conduct subject to action under the Regis Student Conduct system.

**Regis Student Demonstration Registration**

Demonstrations, protests, and other expressions of civil discourse on the Regis campus may only be led by members of the Regis community. Any student planning to host an organized demonstration, protest, or other event must notify the Dean of Student Affairs at least three business days in advance of the event. If an event is time-dependent and needs to be scheduled in less than three (3) business days, students may request an expedited registration from the Dean of Student Affairs in advance. At minimum, students must inform Regis of the event’s time, date, location, the educational purpose of the event, the format of the event, and the expected number of participants. Advance registration helps ensure the event is peaceful, safe and constructive. The Dean of Student Affairs or their designee will contact the student organizers to discuss the event and any relevant time, place, and/or manner restrictions. Following this meeting, the Dean of Students will approve or deny the event in writing.

**CENTER FOR MINISTRY AND SERVICE**

**Mission**

The primary focus of the Center for Ministry and Service at Regis College is to foster and develop the spiritual life of students, faculty and staff. While preserving the rich Catholic heritage of the College, the Center seeks to provide opportunities for persons of all faiths to grow spiritually.

While preserving the rich Catholic heritage of the College, rooted in the tradition of the Sisters of St. Joseph of Boston, the Center for Ministry and Service is invested in the spiritual development of all students and offers programs and prayer experiences that foster students’ growth in faith, self-awareness, and service to others.

Centrally located in the first floor of St. Joseph Hall, the campus ministers welcome students of all faiths, especially those who are searching for spiritual growth at this time in their lives.

Along with student leaders, the campus ministers provide a variety of opportunities for students to engage in community service, both locally and internationally. In the Center, through retreats, liturgy, bible study and other worship and outreach experiences, students are able to explore deeper relationships with God, with themselves and with others, in an atmosphere of inclusion, respect and acceptance.
CENTER FOR STUDENT ENGAGEMENT

Mission
The Center for Student Engagement provides co-curricular and multicultural learning opportunities for undergraduate and graduate students that foster and recognize leadership, service, diversity, and education as outlined by the Sisters of Saint Joseph of Boston. We encourage student involvement in all facets of student life, beginning with their orientation experience and culminating with their commencement. We do this by following the Student Affairs and Enrollment learning objectives of Co-Curricular Learning and Critical Thinking, Relationship Building and Healthy Living, Service to the Dear Neighbor, and Student Formation.

RegisEngage
The development of the whole person and a commitment to leadership and service are Regis hallmarks. Each student is provided the opportunity, as well as the responsibility, to express his/her interests through a variety of campus activities, which are a vital part of the Regis College experience. The Center for Student Engagement uses an online system for all students to facilitate getting involved. Within the system, students can find more information about and join clubs and organizations, register for events, and create their co-curricular transcript. For more information about getting involved and using the system, please visit the Center for Student Engagement!

Student Organizations
Listed below are just some of the ways for students to become involved in the Regis community. If you are interested in joining a club, stop by the Center for Student Engagement or visit our online system RegisEngage.

Clubs and organizations
- American Medical Student Association
- African Student Association
- American Sign Language Club
- All Seasons Society
- Black Student Union
- Cheer Club
- Class Officers
- Commuter Association
- Dance Company
- Glee Club
- Graduate Student Nursing Association
- Gay Straight Alliance
- “Hemetera” Literary Magazine
- Instrumental Ensemble
- Latin American Student Organization
- Medical Imaging Club
- Multicultural Student Association
- Mount Regis (Yearbook)
- Nostalgia Fashion Show
- Orientation Staff
- Pride of Christ
- Pride Guides
- Regis College Theatre Company
- Residence Hall Association
- Serving the Dear Neighbor
- Student Athlete Advisory Committee
- Student Business Association
- Students of Caribbean Ancestry
- Student Government Association
- Student Nursing Association
- Video Game Club
- WRGS Radio Station

Multicultural Student Organization
The Office of Student Affairs and Center for Student Engagement are committed to providing our students, faculty and staff with an environment that is conducive to learning about all cultures represented and not represented on campus. These offices are charged with promoting and building awareness of differences among our campus community as well as the communities with which we come in contact. We strive to offer a welcoming community to all Regis community members of all ages and abilities, socio-economic classes, races and ethnicities, sexual orientations, gender identities and expressions, religion and spiritual traditions. Regis is rich in diversity; a characteristic we seek to celebrate in multiple ways through conversation and programming. The following student organizations fall under the Center for Student Engagement: Asian American Association (AAA), Black Student Union (BSU), Cape Verdean Student Association (CVSA), Gay Straight Alliance (GSA), Latin American Student Organization (LASO), Multicultural Student Association (MSA), and Students of Caribbean Ancestry (SOCA). Any student who would like to create a group to represent their identity should reach out to Erica Devine in the Center for Student Engagement for more information.
REGIS ACTIVITY POLICIES

I. Recognition of Regis Student Organizations

All Regis student organizations and activities must abide by and honor the mission, objectives, and philosophies of Regis. The Director of the Center for Student Engagement may grant or withdraw recognition from any student organization. This recognition may enable organizations to apply for the following:

- Use of Regis facilities
- Funding by the Student Government Association, and/or
- Use of the Regis name as part of the organization’s name

All organizations must register each year for recognition through the Center for Student Engagement and the Student Government Association. Such registration must include:

- List of officers with resumes and transcripts
- List of a minimum of ten active members
- Group Registration Form
- Faculty/staff advisor signature
- Constitution and mission statement

Subsequently, organizations may, but are not required to, apply for funding through the Student Government Association. Any organization submitting a funding request must abide by Student Government Association policies for access to, and use of, such funding. The Treasurer or other designated representative from each organization must attend mandatory meetings when called by the Student Government Association Treasurer. Failure to attend such meetings may result in the revocation or freezing of organization funds.

Students wishing to form new student organizations must present their proposals to the Student Government Association. After review, the Student Government Association submits recommendations to the Director of the Center for Student Engagement. Recognition may be granted according to standards reasonable and sufficient to the Director of the Center for Student Engagement. A proposal for student group formation includes:

Application for recognition using the materials required for group registration;

- A listing of group members in good academic and conduct standing totaling at least 10;
- A slate of officers with a minimum 2.5 GPA who assume the full responsibility of the conduct of the organization, who have a relationship with the College either by enrollment or employment and fulfill the requirements of executive membership. At minimum each organization must have an executive officer (usually the President), a financial officer, and a SGA Representative;
- A constitution and a written statement of purpose which honors and is consistent with the mission of Regis;
- The name and agreement of a faculty or staff advisor to oversee the organization.

Groups in the process of organizing and soliciting membership may apply for and receive a temporary authorization to use Regis facilities from the Director of the Center for Student Engagement, or his/her designee.

Recognition may be withdrawn or denied when:

The organization does not meet the criteria described above, or if activities are not conducive to the usual conduct of life at a private Catholic institution for men/women, due to:

- The group’s advocacy of views directed toward inciting or producing disrespect, hatred, or intolerance of the university community;
- The group’s failure to show a willingness to comply with reasonable institutional regulations;
- The group’s failure to provide the college with the minimum two activities per semester as outlined in the Student Government Constitution;
- Any apparent contradiction of the learning and living principles of Regis;
- The organization’s engaging in any unlawful, disruptive, or harassing activities or behavior, and/or
- Inactivity for two consecutive semesters.

Listings of current recognized groups will be maintained in the Center for Student Engagement and RegisEngage.
II. EVENTS

Clubs and organizations recognized by the Student Government Association and the Office of Student Engagement are permitted to host events on campus. Organizations must adhere to the policies set forth in the Club Manual. Individual students must adhere to the policies below for events.

A. Contracts

The Center for Student Engagement maintains a substantial file of information on professional talent, is a subscriber to a computerized college and university entertainment service, and has a library of materials relating to contract negotiations and specifications. Students cannot hire acts, negotiate or sign contracts for Regis College. All contracts must be submitted to the Center for Student Engagement and at least three weeks prior to the intended performance to ensure payment.

B. Guests at Events

Students are responsible for their guests on campus at all times. In case of problems on campus involving students' guest(s), students are held financially and disciplinarily accountable and may face disciplinary sanctioning for the behavior of their guests. Please refer to the Guest Policy in the Code of Conduct for more information regarding guests at campus events.

C. Student Bus Process

At various times, members of the Regis community will contract buses for a variety of reasons. These include:

- Transporting guests and visitors to campus.
- Transporting faculty, staff or guests to off campus events.
- Providing a service to the institution, educational resources, media resources, etc.

The Center for Student Engagement requires adherence to the following process in order to support these larger vehicles on campus.

The person who organized the bus service and is acting as the point of contact must email the Center for Student Engagement at student.programming@regiscollege.edu at least five (5) business days prior to the expected arrival date. We ask that the email contain the following information:

- Name of the point of contact
- Phone number(s) of the point of contact
- Name of the department or organization sponsoring the bus
- Expected arrival date and time, length of time on campus and purpose for being on campus
- Type of bus/ buses and approximate size(s)
- Any additional services required such as specific parking locations, electrical power, space reserved around the vehicle, etc.

The Director of the Center for Student Engagement will respond via e-mail within 48 hours to confirm authorization and provide further information.

"Party Buses" are specifically prohibited from coming on campus at any time. If a student or organization is found to be involved, in any way, in bringing a "party bus" to campus, the situation will be documented and considered a "Student Code of Conduct" violation. The Center for Student Engagement will then refer the incident to the Chief Conduct Officer for further action.

D. Student Use of Campus Spaces for Social Gatherings

Students may reserve the Lower Student Center for social gatherings. Those individuals must follow the guidelines below:

- Student must receive permission from the Director of Center for Student Engagement no less than 3 business days in advance
- No more than 75 students may gather during the event. Should more than 75 students gather, it then becomes considered a party and will be shut down by either the Center for Student Engagement or Campus Police
• The gathering must end by 12 a.m.
• Lights must remain on at all times
• Students may not promote the social gathering via social media
• Volume level of any music will be controlled by the Center for Student Engagement
• No alcohol is permitted
• No smoke machines or candles may be used
• Monitoring will occur by the Welcome Center Staff and the Professional Staff on Call.
• Campus Police and the On Call staff reserve the right to shut down the event for any reason they deem appropriate

*Failure to comply with the provisions of these guidelines will result in the loss of campus space privileges for future social gatherings for one full calendar year.*

E. Tabling
Tables set up outside of the Main Dining Hall in the Student Center are available for use by any recognized club or organization. The request must be processed through RegisEngage, with final approval from the Director of the Center for Student Engagement.

Any other individual or group wishing to utilize the table outside of the Main Dining Hall must contact the Director of the Center for Student Engagement directly for approval.

III. ADVERTISING
Any individual, club, or organization wishing to advertise an event must adhere to the following procedures:

A. On-Campus Posting
• There are 8 designated posting locations located in main campus buildings that clubs and organizations may use for flyers. Additionally, a club or organization may bring extra flyers for the residence halls.
• All flyers must come to the Center for Student Engagement for approval. Authorization must include stamped approval of each individual posting. All flyers will be posted by staff from Residence Life or the Center for Student Engagement. Any flyer that is posted without authorization will be immediately removed and the club or organization may incur a fine.
• All notices and posters must be authorized 72 hour priors to posting.
• In an emergency situation when an item must be posted immediately, a representative of the club or organization must contact the Center for Student Engagement relaying all information on the item to posted.
• Student organizations must take responsibility for creating and copying all postings.
• Student organizations may not post on the glass entryways to any building, the second floor of College Hall, or any other area deemed restricted by the Center for Student Engagement.
• Only masking tape and/or clear tape may be used. No glues, Velcro, double sided tape, or other adhesives may be used.
• Residence Halls: Any student group wishing to advertise door to door must receive approval by both the Center for Student Engagement and the Office of Residence Life. No individual may solicit door to door in the residence halls.

B. Digital Signage
• The Center for Student Engagement encourages all clubs and organizations to utilize the various digital signage throughout the campus in lieu of paper postings.
• The club or organization must send a digital copy in .jpeg form to the Center for Student Engagement no less than 72 hours prior to posting for approval.
• The Center for Student Engagement will ensure that the flyer is posted to digital signage in a timely manner.

C. Off-Campus Posting
• Off campus posting is prohibited for any Regis student organization or event, unless appealed to the Center for Student Engagement. In order for an off-campus posting request to be considered, the individual, club or organization must:
• Receive approval from the Center for Student Engagement. Receive approval from the off-campus location (for example, the Office of Student Affairs at a local college). Regis student activities may only be posted at area colleges. Posting in other public areas—MBTA, dance clubs—is strictly prohibited.
• A list of off campus posting (Colleges and Universities) must be submitted to the Center for Student Engagement before they can post advertisements.

D. Posting Online
Student groups may use limited social media posting as a way to promote their organization and events, provided that these forums are directed specifically towards Regis community. Any material posted on any website or public forum is subject to review by the Office of Student Affairs and the Center for Student Engagement. Any graphics that are posted online must be approved in advance and be consistent with the posting policy of the college.

E. Use of Mailboxes and Distribution of Literature
Distribution of literature or publicity materials through the mailboxes is limited to recognized student organizations and must be approved by the Center for Student Engagement.

F. Name of the University
No group of students shall use the name of the institution in outside activities, thereby representing Regis, unless approved and authorized by the Office of Student Affairs. The name of the institution may not be used for unauthorized commercial purposes.

G. Violations
Any of the following violations result in immediate removal of the item posted:
• Items placed on doors, glass entryways of residence halls, walls, ceilings or any area not designated for such use.
• Items overlapping other items that cover other important information.
• Items that are inappropriate in design or wording.
• Any posted item not exhibiting approval of Center for Student Engagement may be removed.
• Items posted using unapproved adhesives.

Any violation of the posting policy may be addressed by Student Government Action Standing Committee and/or the Office of Student Affairs, and may include penalties or consequences as determined by either of these bodies. Sanctions include fines, removal of the posting, and potential suspension of the student group’s activities.

Note: The Center for Student Engagement reserve the right to refuse approval of items to be posted by an individual, club, or organization. Student groups that post items illegally, abuse the posting policy or that misuse the Activities Stamps will be subject to disciplinary sanctioning, including but not limited to fines, group probationary status, and loss of posting privileges. Illegal posting is considered a violation of the Regis Vandalism Policy.

IV. Fundraisers
All student organizations must get written approval from the Director of Center for Student Engagement prior to conducting any fundraiser, including raffles or sales of any kind.

A. Bake Sales on Campus
To insure the safety of all members if its community, the institution regulates the sale of food on campus outside of its contracted food service provider. Only events which are fundraisers for charities or student organization activities are permitted to sell food on campus. No student may sell food products on campus for personal profit. All fundraisers involving food must receive prior approval from the Center for Student Engagement. This policy may also be applied to non-fundraising events in which homemade food is prepared.

This policy does not apply to personal celebrations and events, such as a group dinner not open to the entire Regis community or outside guests.

Special Considerations for Student Prepared Foods
• Only foods that are not potentially hazardous may be sold or provided.
• No student-prepared foods that require constant heat or refrigeration may be offered.
• Foods must be prepared in a dorm kitchenette or other kitchen facility.
• All ingredients must be listed (or available) for each food product.
• If food has nuts in it, or if it is prepared in conjunction with other foods that have nuts in them, nut warnings must be provided on all the foods, whether they have nuts in them or not. Allergen warnings must be provided on all foods with potential allergens.

B. Sales on Campus

Any salesperson who wishes to solicit on campus must have written approval from the Office of Student Affairs.

V. Conduct Process for Student Organizations

In the case of violation of the club policies listed above, the organization may face consequences including but not limited to temporary loss of funding, suspension, or recognition removal. In the case of an on-campus violation of policy or an off-campus citation by individuals or groups of students that have violated the student Code of Conduct, the student organization is subject to referral to the Chief Conduct Officer or the Conduct Hearing Board. The student organization retains the same rights as an individual student in the Student Conduct System.

COMMUTER STUDENT SERVICES

The Office of Student Affairs, the Office of Residence Life, and the Center for Student Engagement serve as resources for commuter students. The Center for Student Engagement is the office with whom commuter students can share ideas, needs, concerns and suggestions. The following services are available for commuter students:

Lockers

Lockers are available in the lower level of College Hall and the Student Center. Interested commuters can reserve a locker in the Office of Student Affairs.

Mailboxes

Mailboxes are assigned to all full-time commuters upon registration. Information about mailboxes can be obtained at centralized check-in (CCI) or at the Regis Post Office (located in the Lower Student Center).

Parking

All commuters who drive to campus must obtain a parking sticker in the Office of Campus Police. For further information on Regis parking policies and protocols, please visit the Campus Police website.

HEALTH AND COUNSELING SERVICES

MISSION

Regis Community Health Services promotes health and wellness for the Regis community by supporting the physical, emotional and social wellbeing of our patients by providing high quality, culturally sensitive, cost effective, efficient care.

Services

Regis Community Health Services is open and available to treat all Regis students, faculty and staff. Our clinic’s mission is to provide the Regis community with the finest professional care in a courteous and safe atmosphere with the convenience of on-site, urgent and routine health care. Appointments are required to take advantage of this service. We will bill your health insurance for your visit.

Conditions treated at Health Services include:
- Sore throats, coughs, earaches, cold and flu
- Eye infections, irritations or injuries
- Asthma, bronchitis and pneumonia
- Vomiting and diarrhea
- Wounds, dressing changes, suture removal
- Minor sprains or strains
- Muscle aches or pains
- Urinary issues
- Routine gynecological exams
With respect to students, faculty and staff insured by a health maintenance organization (HMO) or point-of-service plan which require a primary care provider (PCP), referrals must be obtained for care at Health Services. Your insurance may require prior authorizations or referrals in order for services to be covered. When scheduling an appointment, patients will be reminded of this requirement and asked to call their PCP for a referral prior to their appointment at Health Services.

With regard to emergency treatment and after hours care, patients are transported to Newton Wellesley Hospital Emergency for any emergent situation. For urgent care after clinic hours, patients are advised to seek care at American Family Care, Waltham Urgent Care Center, or Newton Wellesley Hospital. Contact information and directions are posted on the Regis Community Health Services website.

In addition to medical services provided by board certified nurse practitioners, Regis Community Health Services offers free counseling to all Regis students. This includes counseling, medication, evaluation and referral. We do not bill health insurance companies for mental health services.

Mental health professionals are on campus Monday through Friday and are available to help students deal with present concerns, such as academic pressure or homesickness, gain perspective on their lives, gain tools to deal with the adjustment of living independently, or to deal with specific issues that have been discovered in previous therapy or counseling situations. The counseling staff will work to link students with appropriate off-campus agencies, if necessary.

With regard to confidentiality, all information in your medical record is protected by HIPAA. Information is released only with your written permission, except as required by law or in a life-threatening situation.

Health Services offers health education programs in coordination with other areas of the Regis community, such as the Office of Residence Life and Office of Student Conduct. The goal of health education is to give students the tools needed to make positive health choices by providing up-to-date health information. The highly qualified health care providers at the Regis Community Health Services are committed to providing students, faculty and staff with the utmost comprehensive, superior health care.

**INTERCOLLEGIATE ATHLETICS**

**Varsity Athletic Teams**

As a member of the Great Northeast Athletic Conference, Regis fields varsity intercollegiate athletic teams in the following sports: Fall – Women’s Tennis, Field Hockey, Women’s Volleyball, Women’s Soccer, Men’s Soccer, and Men’s and Women’s Cross Country; Winter – Men’s Swimming, Women’s Swimming, Men’s Basketball, Women’s Basketball, Men’s and Women’s Indoor Track and Field, and Men’s Volleyball; Spring – Men’s Lacrosse, Women’s Lacrosse, Softball, Men’s Tennis, and Outdoor Track and Field. Regis College is a member of the NCAA (Division III) and therefore must adhere to the Association’s rules regarding conduct of competition, athlete recruitment, and eligibility.

**REGIS COLLEGE ATHLETICS MISSION STATEMENT**

The Department of Athletics emphasizes academic excellence, commitment to service, competition on the national level and the principles of good sportsmanship. In keeping with the goals of Regis College, the Sisters of St. Joseph and Division III of the NCAA, Regis College Athletics joins tradition with innovation to provide a positive, well-balanced and competitive athletic experience for our male and female student-athletes. We expect our student athletes will grow and develop into responsible, ethical, global citizens. We believe that after graduation, our athletic alumni/ae will make a successful and positive impact upon our increasingly diverse and evolving world.

In support of the above mission, we espouse the following core values:

1. To act with respect, honesty and integrity in all endeavors
2. To provide opportunities to serve others locally, nationally and globally
3. To encourage the discovery of passion for wellness and sport through broad-based programming.
4. To promote relationships among students, faculty, staff, alumni/ae and friends of the college through diverse activities
5. To provide a challenging experience that promotes personal growth and develops lifelong skills.

EXCERPT FROM THE REGIS COLLEGE STUDENT ATHLETE HANDBOOK
As per Bylaw 14.1.3.1 and 30.12 in order to compete in NCAA competitions, student-athletes must sign the NCAA Student-Athlete Statement and NCAA Drug Testing Consent Forms. Please note that within the NCAA Student-Athlete Statement you are also consenting to disclose your educational records to authorized representatives of Regis College, the NECC, and the NCAA. Authorized representatives include coaches, Administrative Personnel, Faculty and Conference Commissioner. Specific educational records are outlined on Part II of NCAA Form 04.3C; the Student-Athlete Statement-Division III.

STUDENT ATHLETE CODE OF ETHICS
As a member institution of the NCAA, and the Great Northeast Athletic Conference (GNAC), Regis has adopted the following code of ethics that reflects the importance that those organizations place on sportsmanship. This code of ethics is to be adhered to by the institution, its coaches, and its athletes.

Regis College and the GNAC provide experiences and opportunities for student-athletes to develop socially acceptable and personally fulfilling values and characteristics. Through its competitions, Regis College and the GNAC hope to provide opportunities to make value judgments and develop social relationships, which will help to determine desirable behavior and personal qualities. Integration of athletics, academics, and accomplishments will provide each institution and our athletic participants a rewarding experience.

Specifically, each student should:
1. Recognize the uniqueness and worth of each individual and help them to build confidence, exhibit cooperation and make a contribution to themselves and others around them.
2. Have pride in being a good example in appearance, conduct, language, and sportsmanship
3. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
4. Demonstrate and instill a respect for, and courtesy towards, opposing teams, players, coaches, fans and officials
5. Exhibit and develop in our programs, an ability to accept defeat or victory gracefully without undue emotion
6. Play each contest within the spirit of the game and the letter of the rules. Work towards eliminating all possibilities, which tend to destroy the best values of the game

For more information about participating in intercollegiate athletics, please contact Pamela Roecker, Dean of Athletics at pamela.roecker@regiscollege.edu. A copy of the full student-athlete handbook can be accessed via our website at www.goregispride.com

SPORTS AND FITNESS
Athletic Facility
The athletic facility features a regulation 25-yard swimming pool with an outdoor patio; sauna (in the women’s locker room); a gymnasium that can be used for basketball, tennis and volleyball; a lounge and athletic offices; athletic training room; a dance studio; the Mary Carr Simeone Fitness Center with cardiovascular machines, selectorized weight training equipment and free weights.

Hours
The facility is open during the following hours:

Monday – Thursday 7:00 a.m. to 12 midnight
Friday 7:00 a.m. to 7:00 p.m.
Saturday and Sunday 10:00 a.m. to 5:00 p.m.

Facility hours change during College vacation periods, on holidays, during the summer, and when events are scheduled, e.g., varsity team practices, games and matches. Hours may also change due to unforeseen maintenance or repairs. Please consult the brochures available in the Athletic Facility and at the Regis College web site for open swimming times and hours of availability of the Mary Carr Simeone Fitness Center. Daily updates for pool and fitness center hours are also available by calling the Athletic Complex Hotline at 781.768.7141.
Regulations
1. Failure to observe the rules and regulations as posted and written may lead to loss of facility use privileges.
2. Students, as well as their guests, assume responsibility for injury and the loss or damage to their personal property while in the Regis College Athletic Facility.
3. Children under the age of 12 must be accompanied by an adult while using the athletic facilities. Users of the Mary Carr Simeone Fitness Center must be 16 or older.
4. Smoking and alcoholic beverages are not allowed in the athletic facility.
5. No street shoes, black-soled running or turf shoes are allowed on any of the playing surfaces or courts of the building or on the pool deck.
6. Bathing suits are required in the pool and Jacuzzi (no gym shorts, running shorts or cutoff jeans). A bathing suit or towel is required in the sauna.
7. All equipment must be used properly, that is, for its intended purpose.

Outdoor Facilities
A synthetic turf field, 8-lane track, 6 tennis courts and softball complex are located across the parking lot from the athletic facility. Use is on a first-come, first-serve basis. However, classes, intramurals and intercollegiate athletics take precedence. A basketball hoop is located outside of the Lower Student Center.

Fitness, Intramurals & Recreation
A schedule of fitness activities is available at the front desk in the athletic facility. The intramural program includes a variety of team and individual sports such as: basketball, flag football, soccer, and volleyball. Times for open recreation are available in all areas on a daily basis. For more information, call the 781.768.8654.

RESIDENCE LIFE
MISSION
The Office of Residence Life is committed to fostering the development of all residential students as they engage as members of the Regis community. We seek to provide a safe and inclusive environment in which all are welcome without distinction. By living on campus, students will gain skills of communication, relationship building, and stewardship that will serve them in life beyond Regis. We are dedicated to the growth and development of the whole person in the context of the mission of Regis & the charism of the Sisters of St. Joseph of Boston.

Residence Life Staff
Living on campus at Regis College provides an opportunity to experience a world that is both challenging and rewarding. The Residence Life staff is dedicated to being helpful and supportive. If a resident has any questions about his/her room, roommate, the rules and regulations, the community or the College itself, the Residence Life staff is a great place to start finding the answers.

The guidance for the College’s Residence Life Program comes from the Associate Dean of Student Affairs, whose office is located in the Lower Student Center, Room 123. This office’s responsibilities include staff selection and training, counseling, program planning, and all general housing concerns. The Director of Residence Life and Residence Life staff strive to make students’ on-campus living experience as fulfilling and enjoyable as possible.

A professional Residence Director manages each residence hall. As a member of the Residence Life staff, the Residence Director lives in the residence hall. Each Residence Director heads up a team of Resident Assistants and is responsible for their training, supervision, and evaluation. The Residence Director is also responsible for the administration of the residence hall, informal counseling of residents, and for encouraging and supporting programs and activities within the hall.

As members of the Residence Life staff, Resident Assistants (RAs) are the first, and often best, individuals to turn to with a question. Resident Assistants live on each floor or wing and is available to discuss personal and interpersonal conflicts, to refer students to resource persons, to help develop residence hall programs and to work closely with the Residence Director in the administration of the residence hall. RA’s are also on duty to address incident and immediate concerns in the residence halls.

STUDENT DISABILITY AND ACCESSIBILITY SERVICES (OSDAS)
MISSION
The Office of Student Disability and Accessibility Services (OSDAS) at Regis is committed to providing all students equal access to learning opportunities, programs, resources, and facilities. As such, OSDAS coordinates support services and reasonable accommodations for students with documented disabilities. In keeping with the mission of Regis and the Charism of the Sisters of St. Joseph of Boston, OSDAS takes an individualized approach, promotes self-advocacy, and works to empower each student to achieve his or her fullest academic potential.

Students must self-disclose their disability and/or need for accommodations to receive OSDAS services - it is not assumed that all students with disabilities want or need accommodations. You may contact the Director of Student Disability and Accessibility Services for more information by calling 781.768.7384, emailing courtney.mulligan@regiscollege.edu or by visiting the office on the third floor of the library.

PROCEDURES FOR THE OFFICE OF STUDENT DISABILITY SERVICES

- Any student interested in receiving accommodations or services must self-disclose her/his disability and request accommodations by completing an OSDAS Application form. This can be found on the Regis OSDAS website, or by logging into the Regis Accommodate System: http://www.regiscollege.edu/student-life/disability-support-services.cfm
- Students must also submit supporting documentation, including their diagnosis and recommended accommodations, along with evaluative explanations as to why these accommodations are useful for the student. It is important to note that high school Individual Education Plans (IEPs) and 504 plans are not sufficient documentation of disability. There must be accompanying educational testing, or medical diagnostics. IEPs and 504 plans can be used as a guide, but they are not transferable at the college level. All information provided will be kept confidential and is used only by the Director in determining eligibility for accommodations or services.
- Once the necessary documentation is received and reviewed, the Director of OSDAS will set up an intake meeting with the student. During this meeting the appropriate accommodations will be discussed and formalized. Accommodation letters will be sent to both the student and their faculty members outlining the approved accommodations.
- As student needs can change over time, this process is ongoing. Each semester, or term, the Director will review approved accommodations with each student to determine if they are still reasonable and necessary. Accommodations approved for the Fall semester or term, will extend into the January intersession as well. Students may also request additional accommodations at any time throughout the year.
- While students may apply for accommodations at any time throughout their Regis career, insufficient advance notice may delay the implementation of certain accommodations.

GRIEVANCE PROCEDURE: REASONABLE ACCOMMODATION APPEAL

Any student who believes that he/she has been denied reasonable accommodations, despite having the necessary documentation and proof of qualifying disability, is permitted to file a grievance with Regis as follows:

1. If the complaint cannot be resolved in an informal manner, the student may file his/her concern in writing with the Office of Student Disability and Accessibility Services. The grievance statement should be as specific as possible regarding the action(s) that precipitated the grievance: date, place, and people involved: efforts made to settle the matter informally; and remedy sought. The grievance must be filed within fifteen (15) days of the alleged incident.
2. The Director of OSDAS, with the assistance of appropriate parties will conduct an investigation. The reporting student shall have an opportunity to present witnesses or other evidence to the Director in support of his/her complaint. The Director or designated individuals may choose to meet with concerned parties, to receive oral or written presentations, and to make other appropriate independent inquiries. The Director will play the primary role in the investigation, will write a report of the results, and will provide the report and the decision to the complainant within fifteen (15) days of receipt of the complaint.
3. The complainant may appeal the Director's determination by submitting a written document to the Office of Academic Affairs if the grievance is related to faculty or academic matters and/or to the Vice President of Student Affairs if the grievance is related to student/community life matters. The appeal must be received within fifteen (15) days of the date of the Director's determination. The appropriate administrative head will convene a review panel. The review panel in either case will consist of four members and will include the following: one full-time student affairs staff member or faculty member recommended by the student (the student shall recommend two from whom the Vice President will select one); one full-time staff or faculty member selected by the party against whom the grievance is lodged, and one full-time staff or faculty member selected by the Dean. The Office of Academic Affairs designee or Vice President of Student Affairs will convene and chair the committee. The
committee will hear presentations from the student filing the grievance, the Director of Student Disability and Accessibility Services, and other Regis individuals, as the panel deems necessary. The committee will also receive any supporting documents from the student or the Director of OSDAS. The committee will make a recommendation to the Office of Academic Affairs, or the Vice President of Student Affairs, who will make a final and binding determination and inform the complainant in writing within fifteen (15) days of the panel’s convening and no later than thirty (30 days) of the student’s appeal of the Director’s determination.

If a student’s complaint implicates the Director of OSDAS, the student may submit their complaint to the Dean of Student Affairs who will conduct the investigation described above in place of the Director of OSDAS.

Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes discriminatory educational practices or policy is prohibited under College policy and by State and Federal law.
V. CAMPUS OFFICES AND IMPORTANT ON-CAMPUS SERVICES

CAMPUSS OFFICES – THE ADMINISTRATIVE COUNCIL

OFFICE OF THE PRESIDENT
The President of the College is the Chief Executive of the College. The President is responsible for overall leadership, direction, supervision, and coordination of all departments of the College. This responsibility includes: long-range planning, the development of financial support, the maintenance of sound external relations and ensuring quality curricular and co-curricular opportunities.

OFFICE OF ACADEMIC AFFAIRS
The Office of Academic Affairs is the administrative office responsible for all the academic affairs of the College. The Office of Academic Affairs is responsible for the planning, execution, and evaluation of all academic programs and services provided by the College.

OFFICE INSTITUTIONAL ADVANCEMENT AND ALUMNI RELATIONS
The Office of Institutional Advancement and Alumni Relations is responsible for planning and implementing a comprehensive program, promoting interest in the College and financial support for all of its programs. Financial support from alumni, trustees, parents, friends, foundations, government grants, corporate gifts and various planned giving opportunities for unrestricted and restricted purposes provide budget support for current operations and capital projects of the College. Our fundraising efforts are augmented by the active participation of the Institutional Advancement Committee of the Board of Trustees, the Regis Fund Executive Committee, class reunion chairs and class fund agents. The Office is also responsible for implementing an active Alumni Relations Program by working with the Alumni Board, the President’s Office, and alumni throughout the world. Our goal is to keep alumni informed and engaged with the College through on-campus and regional events, Reunion Class Programs, and the Alumni in Admissions program.

OFFICE OF FINANCE AND BUSINESS
The Office of Finance and Business is responsible for all financial affairs of the College, including budgets, financial planning and reporting, treasury functions, real estate, risk and administrative management, legal affairs and oversees the departments of Business Office, Physical Plant, Purchasing, Human Resource, ITS and Campus Police, as well as auxiliary services such as the bookstore and dining services.

OFFICE OF MARKETING AND COMMUNICATIONS
The Office of Marketing and Communications is responsible for managing the university’s brand and graphic identity and telling the Regis story through a wide range of print, digital, and social platforms. In addition to managing the Regis website, the office oversees social media strategy, print production and creative design services, video, advertising, and public relations on behalf of the university.

OFFICE OF STUDENT AFFAIRS AND ENROLLMENT
The Office of Student Affairs is committed to empowering students to grow academically, spiritually, and socially in a community that promotes service to others, universal respect, and unity through diversity in keeping with the values of the Sisters of St. Joseph of Boston. In college wide collaboration, we provide numerous leadership and learning opportunities, both locally and globally.

ACADEMIC ADVISING
The Academic Advising system at Regis is designed to provide each student with individualized advising, both in setting goals and in devising plans for using curriculum to achieve these goals. Each undergraduate student is assigned a faculty
advisor upon entering the College. For students at the first-year level, their First Year Seminar instructor also serves as their faculty advisor until they declare their major. At this point the Director of Academic Advising assigns the student a faculty member representing the major in which the student has declared. The strengths of all first-year students and transfer students will be assessed as part of their Regis orientation process. Based on the findings and on a student interview, the student’s faculty advisor will assist the student in developing and in modifying, on an ongoing basis, academic interests and life/career goals.

ATHLETIC FACILITIES
The Regis campus features an athletic complex featuring a turf field for field hockey, lacrosse, and soccer, an eight-lane track, six tennis courts, and a softball field. Indoor facilities include the gymnasium for basketball and volleyball, a training room, dance studio, and six-lane swimming pool. The Mary Carr Simeone Fitness Center, featuring state-of-the-art Cybex equipment, flat screen HDTVs, and cardiovascular equipment can also be found inside the facility. Additionally, both the Maria Residence Hall and Angela Residence Hall have fitness centers on the first floor that are open to all Regis students with their student ID.

Regis North students will also be able to access athletic facilities on the NECC campus with their student ID.

BOOKSTORE
The Regis College Bookstore, owned and operated by the Follett Higher Education Group, is located on the lower level of the Student Center. Many course materials are now available for rent in addition to new, used and e-book formats. All materials can be found in the store or online at www.regiscollegeshop.com. Credit purchases are accepted with a valid ID and must be made by the holder of the credit card.

While book buyback season is at the end of each semester, students can sell their textbooks back to the bookstore every day. In addition to academic needs, the bookstore is the best and only place to get Regis College clothing, gifts, notebooks and folders. Leisure reading, drinks, snack foods, and health and beauty aids are also conveniently available. The Bookstore can be reached at 781-768-8119.

For Regis North Students, NECC’s Follett bookstore located at 420 Common Street will provide all textbooks that are required and suggested reading for Regis North courses. Regis North students will also be able to order all required and suggested textbooks on-line through the Regis bookstore to be delivered to the NECC Follett bookstore or their homes. Additionally, the NECC library will have copies of all texts available for lending.

BUSINESS OFFICE
The Business Office is located in College Hall. These offices include Payroll, Accounting and Accounts Payable. The payroll office processes student federal work-study and institutional payrolls in coordination with the Financial Aid Office.

In addition, the Business Office maintains the day-to-day business and accounting records of the College including:

- The processing of faculty and staff payrolls
- The disbursement of College funds for departmental expenditures
- The recording of donations, miscellaneous receipts
- Investment activity
- Prepares various monthly, quarterly and annual financial reports for internal and external parties

CAMPUS POLICE
The Campus Police Office is located in College Hall, Room 102.

The Campus Police staff is on duty 24 hours a day, 7 days a week. Each officer is trained to handle on-campus incidents or problems. The Campus Police Department urges each student to report any situation that could threaten the security of the campus. This includes thefts, strangers on campus, and unsafe conditions. Security and safety is everyone’s responsibility. The Campus Police Department depends on and is appreciative of the help of students, faculty and staff to maintain a safe campus environment.

Students may go to the Campus Police Office anytime for assistance, or dial the office at Ext. 7111. Campus Police provides
on campus escorts 24 hours a day. Health Services (during their office hours), and the Community Coordinator on duty can be in direct contact with Campus Police. In case of emergency, call the Campus Police emergency line at Ext. 7777.

Public Safety & Campus Security Act (Clery Act)
The Public Safety and Campus Security Act (Clery Act) require colleges to collect information and publish an annual report on campus crime statistics and campus security policies. This report is available in Campus Police, located in CH 102 as well as on the Regis Public Safety website.

Parking Information
Only graduate students, commuter students, and residential sophomores, juniors and seniors are permitted to park a motor vehicle on campus. All eligible students (resident and commuter) who park a motor vehicle on campus must register it annually with the Campus Police and obtain a valid parking decal that must be displayed on the vehicle. This must be completed within the first two weeks of the semester.

1. Eligible students with registered vehicles may only park in designated student parking areas. Unregistered vehicles may not park on campus and will be towed at the owner’s or user's expense.
2. To register your vehicle with Campus Police, each eligible student must have in his/her possession a valid driver's license, vehicle registration certificate, and Regis student ID.
3. Students are expected to pay all fees associated with parking.
4. A copy of the current Campus Parking Rules and Regulations are on line in the about section under Campus Police. A copy of the parking rules can be obtained when you pick up your parking decal. Included in these regulations is the monetary fine assigned to each type of violation. All fines and towing charges are payable to Regis College at the Campus Police.
5. Temporary parking permits are available from Campus Police. Temporarily parked vehicles remaining on campus for more than 7 days must display a valid annual parking decal.
6. Students are encouraged to utilize the UCar and shuttle services available on campus. Information regarding UCar rental and the shuttle is available via Campus Police. Students may not park personal automobiles in the marked UCar spaces, adjacent to the Power House.
7. Motorcycles are permitted to park in designated areas on campus. When you register your motorcycle with Campus Police they will instruct you where to park.

For more information about parking, please visit the Campus Police website.

Grill Procedure
Students or staff who wish to grill over an open flame outside may do so by completing a permit with Campus Police. This can be found online on the Regis Public Safety webpage or in the Campus Police Station.

School Closing and Emergency Notifications
The Regis Academic Calendar is available on the Regis website. This is the official academic calendar of Regis and will be adhered to unless a change to the calendar becomes institutionally necessary.

Regis maintains an automated emergency messaging system. In the event of a weather, health, or safety event, Regis administrators and safety personnel will use this system to automatically send information and instructions to students – by email, phone, and text message. Students should provide and update their contact information by logging in to RegisAccess at https://regisaccess.regiscollege.edu (using their current username and password). Information regarding weather-related closings will also be available on the Emergency Announcement Line at 781.768.8000 (x8000 on campus) and by checking the following local television stations: Channel 4 (CBS), Channel 5 (ABC), Channel 7 (NBC), and Channel 13 (Fox).

School Closing Information: Newton Campus
Closures on the Newton Campus will follow the same closures and delays as the main campus in Weston. Students taking classes in Newton should follow the information outlined above. In addition, those faculty, staff, and students who regularly visit the Newton Campus should join the Emergency Alert system for the University of Massachusetts in order to receive additional alerts.

School Closing Information: Regis North
Regis will inform NECC campus security of Regis North students’ requirements to access NECC campus buildings, including the standard class schedules as well as vacation week schedules. Regis North students and faculty will abide by NECC’s snow days and campus closures.

Shuttle Service
Regis offers a free shuttle service to faculty, staff, and students. Individuals using the shuttle must be active members of the Regis community and be able to furnish a valid Regis College ID upon boarding. Shuttle service is offered to/from the Riverside T-Stop, the Natick Mall, and the Newton campus.

The shuttle schedule is posted online, in the Campus Police office and at the shuttle drop-off and pick-up location outside of the Student Center. Students are responsible for getting on and off the shuttle at the scheduled posted times. Regis is not responsible for students who fail to make the posted arrival times. It is the rider’s responsibility to check the shuttle schedule prior to its use, especially during inclement weather and holidays. Once in transit, the shuttle will not deviate from its route to pick up students and/or their guests. The shuttle does not operate when Regis is not in session.

Guest Use of Regis Shuttles
Guests of Regis students must produce a valid state or government issued photo ID upon boarding the Regis shuttle. The host/hostess must be present with their guest at the MBTA Riverside Station, the Natick Mall, or other specified pick-up location in order for the guest to be allowed access to the shuttle. Unescorted guests will not be allowed on the Regis shuttle unless granted prior authorization from the Campus Police or the Office of Student Affairs. When leaving campus, the host/hostess must escort their guest to the shuttle stop outside of the Student Center and remain with his or her host/hostess until the guest boards the shuttle. The host/hostess does not need to ride the shuttle with the guest who is leaving campus.

CENTER FOR GLOBAL CONNECTIONS

Mission
The Center for Global Connections provides members of the international community at Regis with resources that enable them to achieve their academic and co-curricular goals. The CGC supports its international community members and their families in all dimensions of the Regis student experience. The CGC endorses an environment in which all members of the campus have an understanding and appreciation of the international perspective and sustains this mission through cultural, educational, and social programming. Honoring the tenets of the CSJ, the CGC welcomes all members of the global community without distinction into the Regis community.

Maintaining Status
International students are required by United States law to abide by immigration regulations throughout their stay in the US and are admitted to the US for the sole purpose of being full-time students. It is the responsibility of the student and not the College for knowing and abiding by all immigration rules and for maintaining legal student status. The institution must report updated information and violations of student status to the government via an electronic tracking system (SEVIS) within 21 days of the violation. Therefore, knowing these rules is absolutely vital to your ability to remain in the United States and to complete your academic program.

In order to maintain status, a student must:
- Remain a full-time student every fall and spring semester. To be considered full time, undergraduate students must register for at least 12 credits, and graduate students must register for 9.
- Keep all documents valid. This includes:
  - I-20—the dates and major should always be up-to-date and accurate.
  - Passport/Visa
  - I-94 Card (given electronically upon arrival to the United States)
- Report to the designated school official before travelling abroad, who will sign page 3 of your I-20 for travel at least 2 weeks prior to traveling.
- Inform the designated school official within 10 days of any changes in personal information. This includes:
  - Address
  - Name
  - Citizenship
  - Major
- File the proper paperwork with the designated school Official should the student decide to study abroad, take
a leave of absence, withdraw, graduates early, or transfer to another institution.

- Not work without authorization. International students are only permitted to work outside the College with special permission from either the designated school official or the U.S. Citizenship and Immigration Services (USCIS).
- File income taxes for each year income is earned from U.S. sources.

Regis requires all new international students to attend the International Student Orientation where they receive the above information. Each student is required to sign the International Student Responsibilities Contract.

For additional information, international students are encouraged to reference the International Student Guidebook located on the Regis website or in the Center for Global Connections.

David Crisci
Director, Center for Global Connections
235 Wellesley Street
Weston, MA 02493
(781) 768-7849
david.crisci@regiscollege.edu

Study Abroad

Regis College study abroad experiences can be tailored to individual comfort levels so students get exactly what they want from the experience. The amount of time spent overseas could range from a week during Spring Break, a few weeks in the summer to an entire semester. Students can choose to live with host families, among foreign students, or surrounded by other Americans. A number of programs are offered and scholarships and financial aid are also available. Regis College may grant credit to students who are admitted to established programs conducted by other American colleges or through Study Abroad Third Party Partners such as API, ISA, or AIFS. Students interested in foreign study should consult with David Crisci, Director of the Center for Global Connections for information on programs and procedures early in the process. David is located in College Hall, Room 207. Phone: 781.768.7843 or david.crisci@regiscollege.edu.

CENTER FOR INTERNSHIPS AND CAREER PLACEMENT (CICP)

The College’s Center for Internships and Career Development is a centralized, comprehensive resource for Regis College students and alumni. The Center for Internships and Career Development assists students and graduates in preparing resumes, interview coaching, implementing effective job search strategies and identifying employers in various industries by providing online self-assessment tools, one-on-one counseling, workshops and recruitment events throughout the year. The Center also maintains internship and job listings for full-time, part-time and summer job opportunities as well as internships. The CICD is located on the third floor of the Library.

The CICD utilizes CAREERlink, an online board created specifically for Regis students. Students can use this site to create a resume, cover letter, as well as search for jobs and/or internship opportunities. All jobs, including full time professional jobs, summer jobs, work-study jobs and internships can be found on CAREERlink. An account has been created for every student. Students can access the system at https://regiscollege-csm.symplicity.com/

All Regis students are required to complete at least one internship for academic credit as a requirement for graduation. Nursing students can use their clinical rotations to satisfy that requirement and Education students can use their student teaching experience to satisfy the requirement, if eligible. (Note: this requirement is in effect for all majors as well as the science majors starting with the class of 2021.) There are also some majors that require more than one internship. Your Academic Advisor can discuss that with you. Details on the Regis Internship Program can be found here: http://www.regiscollege.edu/academics/cicp-internships.cfm

The CICD offers many job search tools that are available to students at any time. Resume and cover letter templates and tutorials can be found on the student resources page: http://www.regiscollege.edu/academics/cicp-resources.cfm. The MyRegis app also offers many job/internship tools that students can access at any time. Questions on career-related topics can be addressed here: careerlink@regiscollege.edu

THE CENTER FOR STUDENT SERVICES

The Center for Student Services supports both undergraduate and graduate students in their everyday experience as a
student at Regis. The Center for Student Services is located in College Hall, Room 221. It includes the Registrar, Student Accounts, and Financial Aid offices.

We provide ONE STOP assistance in the following areas:

- Assist with registration and requirement information
- Update academic records: add/drop, pass/fail, declaration of major and advisors, change of address
- Process official and unofficial copy of student transcript
- Process enrollment verifications
- College IDs
- Class scheduling/final exams/classroom assignments /room requests

**Student Accounts**

- Answer billing questions
- Help with discrepancies on bills and with Financial Aid
- Process bill payments
- Process refund requests
- Answer questions regarding refunds and handle refund check distribution
- Process scholarship payments
- Answer questions regarding health insurance enrollment and waiving

**Important Student Account Information**

Billing Statements from the Bursar Office are available at any time on Regis Access. Paper statements are not mailed after the first semester.

The student understands that he/she responsible for the payment of tuition and fees. If the balance is unresolved by the due date a financial hold may be placed on the student’s account. The financial hold will prevent the student from registering for classes, changing course schedules, participating in housing selection, obtaining grades, transcripts, and diplomas, and causing suspension of academic learning technology. Unpaid balances will be assessed late fees and assigned to a collection agency whereupon the student is responsible for any and all costs incurred to collect payment; collection costs, and attorney’s fees. By registering for classes and enrolling in housing, the student understands the financial obligation as stated above.

**Financial Aid Services**

- Apply for financial assistance: Students can apply for federal and state aid. Merit awards are given at the time of Admission
- Answer application questions
- Process student employment contracts
- Answer award questions
- General alternative loan information
- Process loan applications

**Regis Financial Aid Staff:**

Yolande Stephenson: Last Names A - F 781.768.7184 or Yolande.stephenson@regiscollege.edu
Raffaela Pixton Last Names G - N 781.768.7257 or Raffaela.pixton@regiscollege.edu
Janet Casey: Last Names O - Z 781.768.7183 or janet.casey@regiscollege.edu
Valerie Paterson: Online graduate programs/Regis North 781.768.7987 or Valerie.paterson@regiscollege.edu
Ludnie Deneus: Online graduate programs/Regis North 781.768.8122 or Ludnie.deneus@regiscollege.edu

**Additional Resources**

- Forms provided for: summer courses, transcript request, pass/no pass, cross registration, and withdrawal
- Make appointments with financial aid
- Pick up refund checks
- Room requests
- Online assistance: Regis Access registration, grade posting, advising, on-line billing, transcript requests
FERPA: STUDENTS’ RIGHT TO PRIVACY – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which states that: (a) Regis must have a written institutional policy governing education records, and (b) that Regis make available a statement of adopted procedures covering the privacy rights to students. FERPA provides that Regis will maintain the confidentiality of student education records and permit student access to them in accordance with law.

Education Records under FERPA:

FERPA defines education records as any information recorded in any way, including but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche which contains information directly related to a student and which are maintained by Regis or a person acting for Regis. A student is any individual who is or has been in attendance at Regis. A student’s attendance commences upon the individual’s acceptance of admission and payment of the required deposit.

The term “education record” does not include records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto that are in the sole possession of the maker of the record and which are not accessible or revealed to any other person except a substitute; records on a student who is 18 years of age or older that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity, or assisting in that capacity and in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student’s choice; records of students as employees unless the employment results from the employee’s status as a student; alumni records (records that are created or received by Regis after an individual is no longer a student and that are not directly related to the individual’s attendance as a student); records created and maintained solely by the law enforcement unit of Regis; and grades on peer reviewed papers before they are collected by the instructor.

Access to Records

No one outside Regis shall have access to, nor will Regis disclose students’ education records without the written consent of students except as permitted by FERPA. FERPA-permitted disclosures without a student’s prior consent include, but are not limited to, disclosures to Regis “school officials” with legitimate educational interests, persons or organizations providing students financial aid, accrediting agencies carrying out their accrediting function, parents of a student who is their “dependent” for federal tax purposes, and persons in connection with a health or safety emergency. Regis may decide to disclose information under an applicable FERPA exception at its own discretion. Regis will also release information in compliance with a judicial order or lawfully issued subpoena. In most cases, Regis will make a reasonable attempt to notify the student of the order or subpoena in advance of compliance at the student’s last known address.

A “school official”, as noted above, is a person employed by Regis in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Regis has contracted as its agent to provide a service instead of using Regis employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibilities for Regis.

Regis also responds to requests for information pursuant to applicable Federal Laws.

Disclosure of Education Records with the Student’s Consent

Regis will disclose a student’s education records at a student’s request when Regis receives a signed and dated written consent from the student that specifies: (i) the records that may be disclosed; (ii) the purpose for which they may be disclosed; and (iii) the persons or classes of persons to whom they may be disclosed. Regis will comply with requests only after using reasonable methods to identify and authenticate the identity of the student and the designated recipients of the education records.
Directory Information

At its discretion Regis may provide Directory Information in accordance with the provisions of FERPA to include: Name, Local Address, Permanent Address, Local Phone Number, Dates of Attendance, Degrees Earned, Dates of Degrees, Awards/Honors/Scholarships, Majors, Minors, Sports and Activities, Height and Weight of Members of Athletic Teams, Advisor, and Computer User Name. It should be known that it is Regis’ choice to release information, and careful consideration is given to all requests to ensure that the information is not released indiscriminately. A student may withhold all Directory Information by notifying the Registrar’s Office in writing. Requests for non-disclosure will be honored by Regis until the Center for Student Services is notified in writing by the student to remove the action.

Review Process

FERPA provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel are unacceptable. The Center for Student Services coordinates the inspection and review procedures for student education records. Students wishing to review their education records must make written requests to the Center for Student Services listing the education records of interest. Requested educational records will be made available within 45 days of the request. All education records will be reviewed in the presence of a designated official. A student may have copies of any education record he/she sees, unless a financial hold exists or the student has waived his/her right to access. These copies will be made at the student’s expense.

Restricted Information

As outlined by FERPA, a student may not inspect and review the following: financial information submitted by parent(s)/guardian(s); letters of recommendation to which the student has waived the rights of inspection and review; records upon which admission decisions were made; or education records containing information about more than one student, in which case Regis will permit access only to the part of the record which pertains to the inquiring student. Regis is not required to permit a student to inspect and review confidential letters and recommendations placed in the files prior to January 1, 1975, provided the letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Challenge Procedures

A student who believes that the education records contain information that is inaccurate or misleading or otherwise in violation of his/her privacy or other rights may discuss the problem informally with Center for Student Services. If the outcome of the discussion is that an amendment of the education record is required, the Center for Student Services will make the amendment. If the outcome of the discussion is that the education record will not be amended, the student will be so notified within a reasonable period of time and the student will be notified that they have a right to a formal hearing.

A request for a formal hearing must be made in writing to the Center for Student Services who, within a reasonable period of time after receiving such a request, will inform the student of the date, place, and time of the hearing. At the hearing, the student may present evidence relevant to the issues raised and may be assisted or represented by a person of the student’s choice. The hearing panel that will adjudicate such challenges will be composed of three members appointed by the Center for Student Services as follows:

1. A Regis employee chosen by the Center for Student Services;
2. A Regis employee selected by the student
3. A Regis employee whose responsibilities include knowledge concerning the education record which is being challenged.

No member of the hearing panel may have a direct interest in the outcome of the hearing.

Recommendations of the hearing panel will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the recommendation, and will be submitted to Director of the Center for Student Services, who will make the final decision. The education records will be corrected or amended in accordance with the recommendations of the hearing panel if the decisions are in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education record statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panels.
The statements will be placed in the education record, maintained as a part of the student record, and released whenever the record in question is disclosed.

A student has the right to submit a written complaint to the Family Policy Compliance Office, U.S. Department of Education, Washington, 20202-4605, if the student believes that Regis has violated the student’s right under the Family Educational Rights and Privacy Act. Revisions, clarifications, and changes may be made in this policy at any time and without prior notice. Additionally, the Family Compliance Office (FPCO) may, on its own initiative, investigate a potential FERPA violation "when no complaint has been filed or a complaint has been withdrawn.” Investigative and Enforcement Provisions (34 C.F.R. 99.62-99.67)

**Annual Notification**

Students will be notified of their FERPA rights annually by publication in the Student Handbook.

The Center for Student Services
781.768.7270
CH 221

**Patriot Act**

The U.S. Patriot Act provides law enforcement agencies with access to confidential Regis records pertaining to faculty, staff, and students. The U.S. Patriot Act takes precedent over FERPA and individuals may not be made aware of the release of otherwise confidential information. As required by law, Regis will comply with any request for information requested under the parameters of the U.S. Patriot Act. The Center for Student Services will respond to and request for student information under the authority of the U.S. Patriot Act.

**CHECK CASHING**

The Regis bookstore offers a check-cashing service for payroll and work-study checks from Regis or from Aramark. Check limit is $200, and a valid ID is required. Third party checks are not accepted.

**CLASSROOM TECHNOLOGY: MOODLE**

Moodle is a Course Management System (CMS) that supports students learning beyond the classroom. Moodle allows students to sharpen their technology, organization, communication, and resource skills. Students are expected to regularly log into Moodle to review their syllabus, see course updates, and complete course assignments.

In this guide you will be introduced to the basics of participating in an online course. Moodle User Guide: https://www.regiscollege.edu/UserFiles/File/academics/its/resources/moodle-student-guide.pdf

Students enrolled in fully online degree programs participate in a different instance of Moodle located: https://myonline.regiscollege.edu

**DINING SERVICES**

Regis Dining Service is an integral part of student life on campus. Aramark manages multiple food services locations at Regis College. An all-you-care-to-eat dining facility serves breakfast, lunch and dinner daily. Other convenience locations on campus provide access to quick and healthy food options for students who are on the go or taking evening classes. Click here for Dining Hall hours and links to menus

**DIVERSITY AND INCLUSION**

Regis values diversity and inclusion and is committed to maintaining a positive learning, living and working environment free of harassment and intimidation. Regis College, as an educational institution and an employer, is committed to a policy of equal opportunity for all persons without unlawful regard to race, color, religion, sex, age, sexual orientation, national origin, ancestry, legally recognized disability or veteran status.

**Bias Response Protocol**

The Diversity Incident Response and Education Collaborative Team (DIRECT) is committed to maintaining an environment that is safe, welcoming, and responsive to unlawful discrimination or harassment. DIRECT is Regis’ Bias Incident Response
and Hate Crime Protocol and offers an opportunity for incidents to be addressed as appropriate through education, restorative justice practices, community dialogue and/or formal conduct processes (review, investigation, resolution). Bias incidents may or may not be hate crimes. Hate crimes are criminal offenses motivated in whole or in part, by bias against the person’s protected class. All hate crimes are bias incidents, but not all bias incidents are hate crimes.

Definitions
Bias: Any conduct (verbal, written, nonverbal) that is threatening, harassing, intimidating, discriminatory, hostile, unwelcoming, exclusionary, demeaning, degrading or derogatory based on a person’s real or perceived identity or group affiliation in a protected class recognized by law including, but not limited to, race/ethnicity, gender, disability status, gender identity, age, national origin, sexual orientation, veteran status or religion. Examples include acts of vandalism, telling jokes based on stereotypes, posting offensive language about someone based on identity on social media/bulletin boards/white boards. A bias incident can occur intentionally or unintentionally. Speech or expression that is consistent with academic freedom does not constitute a bias incident.

Discrimination: When an individual suffers an adverse consequence based on membership in a legally protected category.

Harassment: An incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student or employee's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, or disability that undermines, detracts from or interferes with an individual’s academic or work performance or creates an intimidating, hostile or offensive environment.

Hate crime: Under Massachusetts law, Chapter 22C, Section 32, a hate crime is “any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, threatened attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation, coercion, or which seek to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation.” Examples include verbal threats of violence, physical attacks, property damage, etc., against a protected class of people.

Reporting Process
Students, faculty, staff, vendors and visitors are encouraged to report any bias incident or hate crime to the College. In the case of an emergency, please contact Campus Police at 781.768.7777 or dial 7777 from any campus phone.

1. Report to Campus Police
   In case of emergency for immediate assistance, please contact Campus Police at 7777 from an on-campus phone or 781.768.7777 from a cell phone.

2. File a Report
   To file a report electronically, please use the EthicsPoint (form we should put the link here maybe). Please note: Reports are sent to Adam Thrasher, Director of Institutional Risk Manager and Michelle Cromwell Chief Diversity Officer.

Investigation Process:
The DIRECT core team (Risk Manager, Chief Diversity Officer, Chief of Police, AVP Human Resources, and Dean of Student) reviews all reports of bias.

If the reported act is determined to be a bias incident or hate crime, DIRECT core team refers received report to relevant office (Human Resources, Academic Affairs, Student Affairs, Campus Police). The appropriate educational processes and formal investigations will be followed.

1. Reporting Mechanism
2. Formal Investigation
3. Climate Response: Forms of climate response are informal resolutions and may include:
   • A mandatory hall or floor meeting in residence hall where incident occurred.
   • A mandatory meeting of the department or specific area of the University impacted by the incident.
   • A mediated conversation using victim-offender mediation model between alleged perpetrator and targeted person if parties are willing and agree.
   • A restorative peacemaking circle

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A community-wide facilitated dialogue.

(Note: Informal resolution is never appropriate when the alleged behavior constitutes sexual misconduct. The nature of the incident will determine the level of consequences, which may range from education, restorative justice practices, legal intervention, to dismissal.)

Restorative Justice at Regis

At times, conflict may arise that is best be resolved through an alternative process. This process may happen parallel to or separate from a student conduct hearing. Regis uses restorative justice practices of circles and conferences that intend to bring together targets, alleged offenders, and other community members in non-adversarial ways. These community-based processes are aimed at responding to the offence by holding respondents accountable and repairing the harm caused to targets and the university community. As noted by Howard Zehr (1990) restorative justice emphasizes three very distinct questions:

1. What is the nature of the harm resulting from the offence?
2. What needs to be done to “make it right” or repair the harm?
3. Who is responsible for this repair?

Participation in a restorative mediation, conference, or circle is voluntary and all parties must willingly agree to attend. The Respondent must have previously accepted responsibility for the behavior in question in order for a restorative conference to occur. Circles and conferences are facilitated by trained faculty or staff members and may or may not result in additional restorative actions, depending on the outcome of the conference. Restorative action may also be used as a sanction within the student conduct process.

CONFERENCES AND EVENTS ON CAMPUS

The Regis College Office of Campus and Conference Events promote collaboration, communication, and community relations for civic, educational, legal, private, corporate, and business groups. The Office of Campus and Conference Events provides rental opportunities for outside visitors. When an off-campus group utilizes these spaces, the general college community is notified when possible. Individual students are not permitted to rent student spaces, including but not limited to Residence Hall Lounges and the Student Center, for personal use during the academic year.

FINE ARTS CENTER

The Fine Arts Center provides the ideal setting for the integration of modern technology into the interdisciplinary approach to the study of art, music and drama. Set into a steep wooded hill, the Center blends the traditional with the contemporary. Its red brick design was coordinated with the color and texture of the adjacent O’Connell Hall and the Athletic Facility. The centerpiece of the Fine Arts Center is the Eleanor Welch Casey Theatre, a 650-seat theatre/concert hall. The theatre is supported by offstage spaces, including a scenic workshop and actor’s Green Room. The Patricia Teehan Sullivan Studio Theatre accommodates approximately 80 people. Its open floor plan serves performances, drama workshops, rehearsals and classes. The Carney Gallery, an intimate room of 1,100 square feet, is located off the atrium and features rotating exhibitions by contemporary artists. Approximately four exhibits are held during the academic year. The Music Program, located on the second floor of the Fine Arts Center, contains a keyboard lab, choral, and practice rooms. The third floor is home to graphic arts studios and a lecture room for the Art Program.

Reservations

The facilities are managed, scheduled and reserved by the Director of the Fine Arts Center. First priority for use of the venues in the Fine Arts Center is given to academic programs of the College, including classes, performances, recitals, workshops, guest artists, lecturers or events, and such other programs as will forward the academic and public mission of the College. Second priority for use of the Center is offered to non-profit and for-profit organizations. A facility usage policy is available online or by contacting the Fine Arts Center at 781.768.7034.

FIRST YEAR EXPERIENCE

What is First-Year Experience?

First-Year Experience (FYE) is a year-long program designed to help students prepare for the transition from high school to
college and facilitate their introduction as new members of the Regis community. The FYE program utilizes a holistic and collaborative approach in providing students with the opportunities, information, and support needed to be successful during the first year of college and beyond.

**FYE Goals**

Goal 1: Foster Academic Engagement  
Goal 2: Build Community  
Goal 3: Support Student Development and Success

The cornerstone of FYE is First-Year Seminar, a three-credit course offered to all incoming students during the fall semester. During First-Year Seminar, new students are introduced to the Regis history and heritage, build their academic and social skills, engage in a variety of co-curricular experiences, and participate in a challenge-based learning project.

But First-Year Experience is much more than First-Year Seminar. The FYE program begins during the admission process and continues throughout the academic year—from Orientation, to the Common Reading Program, to Learning Communities, to academic and co-curricular programming. FYE participants and partners include Admission, Academic Advising, First-Year Seminar (FYS), Orientation, Residence Life, Career Services, Athletics, Disability & Accessibility Services, Center for Ministry and Service, Learning Commons, Center for Student Engagement, Library, Center for Student Services, Center for Global Connections, and more.


**GRADUATE AFFAIRS**

The Office of Graduate Affairs works with prospective and current graduate and professional students (IAS, B.S. Completion) at Regis to ensure a positive and enriching student experience. If you are a prospective student and would like to talk to us about our graduate and professional programs, please feel free to contact us at 781.768.7330 or speak directly with the specific counselor assigned to your program of interest.

The Office of Graduate Affairs is comprised of the Vice President of Graduate Enrollment and Student Affairs, the Office of Graduate Admission, the Director of Graduate and Professional Student Affairs, and the Graduate Programs Career Placement Manager. The Office of Graduate Admission works with prospective students through their application and matriculation process at Regis. The Director of Graduate and Professional Student Affairs, located in College Hall 217 works to ensure graduate students are engaged in the Regis College community. In addition to being a first point of contact for Graduate Students, the Director provides social and career oriented experiences on campus that help students form strong connections with Regis, its expansive alumni network and fellow students.

Programs and services offered include:

- January and August Graduate Student Orientations  
- The monthly Gradwire e-newsletter  
- Social events including monthly lunches with the Regis College President, Dr. Antoinette Hays, graduation week activities and graduate student socials  
- Career oriented events including featured speakers and networking events  
- A graduate student government, which helps plan events and advocates for the needs of graduate students  
- A Graduate Student Connection Moodle Page with information for current graduate students.

The Graduate Program Career Placement Manager serves as a career resource for graduate students. Located in College Hall 213, the Career Placement Manager supports the professional development of graduate students through the following services:

- Employer partnerships in all graduate fields of study  
- Career fairs, information sessions, and lectures  
- Webinars, workshops and on-campus interview sessions  
- Individualized career counseling: self-assessment, resume, cover letter, interview preparation, job search, electronic applications

Current students are invited to visit our current student page, where you can log-on to Moodle (your course management
system), pay your tuition bill, download our Orientation Packet for New Graduate and Professional Students, or access contact information for offices on campus. Additional information for new Graduate and Professional students can be found on our orientation website at: http://www.regiscollege.edu/student-life/mstrs-orientation.cfm.

The Office of Graduate Affairs is located in College Hall 229, near the College Hall Foyer and Graduate Student Lounge. The Graduate Student Lounge is a dedicated quiet space for graduate students seeking a place to gather and study on campus.

INSTITUTE OF ADVANCING STUDIES
The Institute of Advancing Studies (IAS) has great programs to continue your academic career beyond the associate degree. Courses are affordable and offered online, on-ground—both in Weston and at satellite locations—and in a hybrid format. Students can begin taking up to two courses in their discipline before applying to the program. Regis accepts transfer credits from your AS degree along with Liberal Arts and Sciences coursework completed at other institutions to accelerate your BS completion. The MassTransfer block is accepted and will grant credit for your associate degree resulting in as little as one year of full-time study to complete your BS. Some programs allow entry during any semester as well as part-time study. At Regis, you can achieve your bachelor degree in nursing, medical imaging or public health.

INFORMATION TECHNOLOGY SERVICES
Information Technology Services (ITS) is committed to the integration and support of technology in every aspect of campus life. Accordingly, ITS provides campus-wide networking, communication and information services and support. Our campus-wide network provides students, faculty, and staff with Internet access, email, telephone services, cable TV, access to library services, and web-based application services. ITS provides the following technology services to the Regis community:

- ITS Helpdesk
- Academic Computer Labs
- Internet Access (wired and wireless)
- Network services and storage
- iPad support
- Moodle Learning Management System
- Regis Access student web applications
- Smarthinking 24/7 online tutoring service
- Email
- Phone service
- IPTV Cable Television

The ITS Helpdesk is available to students, faculty, and staff in need of technology assistance 7 days per week during the academic year.

Please visit the current student webpage for links to academic applications at: http://www.regiscollege.edu/current_students/index.cfm.

The ITS webpage is located at: http://www.regiscollege.edu/administration/information_technology.cfm

Students are required to read and comply with the Technology Ethics and Privacy Agreement. The Technology Agreement is available at the ITS Helpdesk in College Hall Room 131 or online at http://www.regiscollege.edu/administration/ethics_privacy_agreement.cfm.

Use of College technology accounts constitutes acceptance of the terms of the Technology Agreement.

The agreement reads as follows, and must be adhered to at all times when utilizing Regis technology services:

I understand that for the purpose(s) of performing work and/or pursuing an education at Regis College, I am provided access to computers, computer networks, the Internet, data and other Regis College technological and information resources. I will use Regis College technological and information resources for legitimate academic and administrative purposes only. I agree to use these resources in an ethical manner, and to adhere to high moral, legal and professional standards.

- I will not attempt to access password-protected systems for which I do not have an assigned password.
• I will not share my password(s) or personal identification number (PIN) with anyone. I understand that I am responsible for all actions performed on my account(s). I will take the precautions necessary to prevent the unauthorized use of my account(s).
• I will not attempt to access personal or confidential information unless authorized to do so. I respect the privacy rights of others.
• I will not disclose confidential information.
• I will not impersonate other individuals or misrepresent myself in any way when using Regis College technological resources.
• I will not use computers, computer networks, the Internet, data, and/or other Regis College technological and information resources to harass, threaten, defame, or otherwise cause harm or damage to another person, institution, or company within or outside the Regis College community.
• I will comply with the copyright laws and provisions of the licensing agreements which apply to software, printed and electronic materials, graphics, multimedia, and all other technological resources licensed and/or purchased by Regis College or accessible over network resources provided by Regis College.
• I will not create, install, or disseminate software (e.g., viruses, Trojan horses) or communications (e.g., chain letters, broadcast messages) that may disrupt, overcrowd, or otherwise harm or degrade Regis College technological and information resources, or other network resources available through Regis College.

By using Regis College technology resources, I accept these obligations and agree to abide by them. Violations of this policy may result in the loss of computing privileges, probation, suspension and/or dismissal from the College.

Additionally, misuse of any technological and information resource will require financial restitution to the College for funds expended, and could result in disciplinary, civil or criminal action. Violations should be reported directly to the Director of Campus Police.

Campus Network
The campus network provides access to campus applications and the Internet through both wired and wireless connectivity. Regis provides an extensive and robust wireless network for the campus to over 621,000 square feet of campus building space. The ubiquitous wireless coverage provides full wireless coverage across campus, including all classrooms and learning spaces. Exterior wireless service is provided to further enhance the “classroom without walls.” To facilitate collaboration between students and faculty, students are required to login to the Regis Secure network.

Students using personal computers, smartphones and devices to access the Regis network (wireless and wired) must utilize anti-virus, firewall and anti-spyware software to protect their computers and devices as well as campus technology resources.

Helpdesk
The ITS Helpdesk is available to students, faculty and staff in need of technology assistance. The Helpdesk is available via telephone at 781.768.7177, by email at helpdesk@regiscollege.edu and in person at College Hall 131. The Helpdesk hours during the academic year are Monday through Thursday from 8am to 8pm and Friday through Sunday from, 8 a.m. to 5 p.m. Click here for more information and Helpdesk Hours

Academic Computer Labs
Information Technology Services (ITS) maintains twelve computer labs throughout the campus for student use. There are six general purpose labs located in the Library and College Hall. The remaining six labs are discipline-specific labs located in various centers on campus. The Fine Arts Center and College Hall 8 Multimedia labs offer 27” iMacs with Creative Suite 6 and other software applications to support the Communication programs. SPSS, Mathematica and other discipline-specific software is provided in designated labs. The Windows labs are provisioned with 23” touch screen all in one computers. All lab computers have the Microsoft Office productivity suite that includes Word, Excel, and PowerPoint.

Multifunction printers are available to provide color and black and white printing as well as scanning and copying using your Regis College campus ID. An annual printing quota is assigned to each student for the year. Should the limit be reached, students can add money to their account using PayPal via the https://printing.regiscollege.edu link.

The first floor College Hall labs are available 24 hours a day. The 24 x 7 labs are secured late evenings, weekends and holidays at the discretion of Campus Police.

iPad Initiative
Regis College is committed to providing its students with an education in which the core professor-student relationship is
increasingly enriched by technological resources. Through the iPad initiative, students are provided with iPads to facilitate collaboration and enhance learning.

Regis College is recognized as an Apple Distinguished School for 2014-2016 for going all iPad® and implementing digital pedagogy. The Apple Distinguished School designation is reserved for institution-wide programs that meet criteria for innovation, leadership, and educational excellence, and demonstrate a clear vision of exemplary learning environments.

Telephone Services
One phone number with shared voicemail is provided in each suite or room for resident students. Students are responsible for providing their own phone. Local telephone service is provided to all resident students. Long distance calling cards are available either at the campus bookstore or at the off campus retailer of your choice.

IPTV Cable Television
Regis offers an IPTV cable television channel lineup to all students. Currently, Comcast supports Rokus, iPads, Androids, and computers/laptops for on campus only viewing. For more information, contact the ITS Helpdesk (ext 7177).

HEOA Peer-to-Peer File Sharing Requirements
H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. The Act includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing.

Illegal uploading and downloading of copyrighted works is against the Regis College Technology Ethics Agreement. Please review and become informed on the requirements of the HEOA P2P provisions posted at: http://www.regiscollege.edu/administration/HEOA_P2P_File_Sharing.cfm.

Emergency Notification System
Regis College utilizes Blackboard Connect, an automated emergency notification messaging system. With this system, in the event of a weather, health, or safety event, College administrators and safety personnel will be able to send information and instructions to students, faculty and staff by email, phone, and text message automatically. Please enter your emergency contact information in the Emergency Message Contact Information Screen in RegisAccess (http://regisaccess.regiscollege.edu).

Contact information submitted on the Emergency Messaging Contact Information Screen will only be used for College-wide, emergency and safety messages and will be handled confidentially. Contact information for the emergency messaging system is maintained separately from information collected for general communications and from information collected for notifications in the event of personal illness or injury.

REGIS LEARNING COMMONS
The Regis Learning Commons, located on the second floor of the Library, is dedicated to enhancing the success of graduate and undergraduate students of all abilities. We are a positive, flexible, and welcoming resource committed to supporting all students and faculty by providing easily accessible and responsive services designed to develop and improve students’ academic abilities. Services provided in the Learning Commons include:

**Academic Coaching:** Academic coaching is a service open to all Regis students where they can meet with professional staff in the Learning Commons to ask questions, get connected to services on campus, or seek support tailored to their individual learning needs. The Regis academic coaching model is anchored in current research from the fields of neuroscience, psychology, and learning. Since learning is ongoing throughout life, we follow a holistic model of academic coaching, emphasizing with students the importance of setting and working towards individual goals. We support students as they develop learning strategies that will help them meet their goals.

**Center for the Study and Teaching of Writing:** Located in the Carr Room on the second floor of the Library, the CSTW welcomes students to meet with tutors on a drop-in or appointment basis (although appointments are recommended) to work on all genres of writing at any stage of the writing process.

**Quantitative Support Services:** Drop-in tutoring is available for courses with a quantitative component. These include math
and science courses as well as those business courses with a math component.

**Health Sciences Support Services:** Drop-in tutoring is available for Health Science and Nursing courses. Additional tutoring support for Nursing classes is available through the Nursing Resource Center located in College Hall.

**Humanities and Social Sciences Support Services:** One-on-one and small group tutoring is available by appointment for courses in the humanities and social sciences. Requesting a tutor can be done through the MyRegis app or by filling out a tutor request form in the Learning Commons.

**Smarthinking:** Online 24/7 tutoring is available via Smarthinking in a variety of subjects. Students can submit papers for review or chat with a live tutor. Students are able to access this service by logging onto Starfish and clicking the services tab.

**LIBRARY**

**I. Facilities**
The Regis Library facilitates access to a well-balanced collection of books, eBooks, periodicals, microforms, electronic indexes, and full text online databases. The Regis Library has over 100,000 print books, over 647,000 online academic eBooks and 55 databases. As a member of the Minuteman Library Network, Regis students may borrow from over six million items via our book delivery service. These collections may be searched using the Library’s online Minuteman catalog, plus additional collections are available through Minuteman’s access to the Commonwealth Catalog. Students have borrowing privileges at all Minuteman libraries including 5 academic libraries.

On the first floor of the Library is the Reference collection, current print journals and newspapers, and the microfiche/microfilm collections. The Reference area has 24 PC’s for students to conduct their research. A book scan station is available along with color and black and white copiers, fax machine and microform reader/printers. Study space is available throughout the building including group study rooms, individual study carrels and large worktables. The new entrance with outside patio space and foyer with Dunkin Donuts service is available.

**II. Services**

**A. Library Hours**
During the semester, the Library is open 113 hours per week, 69 hours during summer sessions and 45 hours during semester breaks and after the summer sessions. Library hours are available and updated regularly on the Library homepage. However, eResources are available 24 hours a day from any location with your Regis login information.

**B. Library Homepage**
The Library homepage may be accessed from computers throughout the Library, on campus, and from off campus at: http://www.regiscollege.edu/academics/library.cfm. Available from the homepage are the online catalog, electronic databases, web links, library staff information, and forms to request library services. You can also access the Library from Moodle and the MyRegis App.

**C. Reference & Research Help**
During the academic year, the Reference & Research Help desk is staffed seven days a week with librarians, and six days during the summer sessions. The librarians provide both group and individual instruction to teach students to define their information needs, identify and select appropriate sources of information, evaluate these sources in terms of relevance, reliability, currency, and objectivity, and to use information ethically. They also teach students strategies and skills for information seeking. The librarians are available through email, telephone, and a drop-in basis or by appointment. Check out the Research Guides for additional assistance at this link: http://libguides.regiscollege.edu/?b=g&d=a

**D. Interlibrary Loan**
Books and journal articles not owned by Regis Library may be requested through Interlibrary Loan. There is a rapid turnaround for these requests.

**E. Circulation**
Students may borrow library materials and reserve items at the Circulation Desk. Reference books and periodicals do not
circulate but can be used in the Library. Stop by anytime to get your free barcode for complete borrowing privileges. Books available at other Minuteman libraries may be requested at the Circulation Desk or online for delivery to the Regis Library. Reserve books are available for check out and use in the Library for 2 hours at a time. A valid Regis ID is required.

F. The Pearl Nelson Education Resource Center

The Pearl Nelson Education Resource Center, located on the third floor of the library, is an integral part of the Regis education program. It offers a totality of services focused on the best utilization of resources to facilitate, support, and improves the teaching process. Recognizing that learning is based on horizons broader than the textbook alone, the Center offers easy access to a wide variety of resources, which include technology and accompanying software, a small preview and production facility and a conference room.

POST OFFICE

The Post Office, located on the lower level of the Student Center, is accessible during all hours of Student Center operation. The service window is open Monday through Friday from 9:00 a.m. to 4:30 p.m. All full-time students are provided with a post office box and combination. All mail is distributed daily by 3:00 p.m. The Post Office sells stamps, mails domestic packages (with certain restrictions) and international packages.
VI. ACADEMIC REGULATIONS AND PROCEDURES

CLASSROOM CODE OF CONDUCT

The Regis College Student Code of Conduct, as defined in the most recent Regis College Student Handbook, “…applies to student and organization behavior that occurs on the College premises, at College sponsored/related activities, via the electronic network, and to off-campus conduct that adversely affects the legitimate purposes, founding principles, mission and interests of Regis College.” The Classroom Code of Conduct is designed to apply the principles of the Student Code of Conduct to the specific context of the classroom. The classroom is a learning community where every member shares an obligation and responsibility to foster attentiveness, courtesy, respectfulness and meaningful dialogue.

The Classroom Code of Conduct is composed of the five (5) principles below.

1. Students are expected to read the course syllabus carefully and comply with all rules established by the course instructor (i.e. professor, faculty, etc.), including, but not limited to, policies regarding attendance and the right of students to leave the classroom during class.

2. Students will promote academic discourse and the free exchange of ideas by listening with respectful attention to comments made by all individuals.

3. Students will maintain an atmosphere in the classroom conducive to learning, without unnecessary distractions that disrupt the learning environment (e.g., cell phone usage, individual "side" conversations, sleeping, and reading/viewing/sharing materials unrelated to the course). Access to iPads or other technology in the classroom is appropriate only when used as part of a classroom exercise.

4. Students will use modes of conduct that are not offensive and/or demeaning to any individual, ethnic group, social class, religion, sexual orientation or gender identity.

5. Students will maintain academic integrity according to the policies and procedures provided in the Regis College Academic Catalog, Academic Integrity Handbook, and Student Handbook.

For information on how Violations of the Classroom Code of Conduct are handled please refer to the Academic Catalog.

ACADEMIC CALENDAR

All Regis students follow the Regis academic calendar which can be found here:
http://www.regiscollege.edu/academics/academic-calendar.cfm

ACADEMIC INTEGRITY

All students enrolled in classes at Regis College are expected to maintain integrity in all academic pursuits. Such academic pursuits may include, but are not limited to, the writing of papers, examinations, assignments, records, proper citation of all sources (including the Internet) and other elements of student performance, falsifying data. Any dishonesty with regard to these matters is subject to censure or penalty in proportion to the seriousness of the action and may result in dismissal from the College.

Dishonesty includes copying the answers of another person or persons during an examination, secreting unauthorized materials to assist in an examination, plagiarism, taking as one’s own statements of another without giving due credit to the author, failing to cite external sources (including the internet) even though such material may have been restated in one’s own words, fraudulently obtaining test information, and falsifying records, transcripts, recommendations, or other documents indicative of student qualifications.

In proportion to the seriousness of the action, censure and penalty may extend from a failing grade for the work in question to dismissal from the College. The initial responsibility for resolving the issue lies with the faculty member and student. Should there be a need, Department Chair should be contacted. If the issue is not resolved at those levels or is unusually serious, the matter is referred to the Office of Academic Affairs.
ATTENDANCE
Students are expected to attend all classes and class-related activities. Attendance and class participation are contributing factors in the instructor’s determination of the student’s course grade. It remains a student’s responsibility to make up any class work that has been missed.

WITHDRAWAL PROCEDURES
In addition to these policies, students are expected to understand and review the Regis Academic Catalog. Specifically, they are responsible for understanding the following policies and procedures:

Withdrawal from courses
Course withdrawal process (WP and WF)
Final Examinations
Deferred Final Examinations
Withdrawal from the College*
Incomplete Course Work
Leave of Absence Procedures
Leave of Absence: Graduate Students
Academic Appeal Procedures and Process
Academic Integrity

*For refund policies related to withdrawal from Regis or from Regis housing, please see the Academic Catalog or visit http://www.regiscollege.edu/about/sab-refunds.cfm
Appendix I: Regis College Accreditation

REGIS COLLEGE ACCREDITATION
Regis College is accredited by the New England Association of Schools and Colleges ("NEASC"). NEASC ensures that accredited institutions comply with established educational standards. If a student feels Regis has not satisfied those standards, they may file a complaint with NEASC’s Commission on Institutions of Higher Education ("CIHE") using the following contact information:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods, Suite 100
Burlington, MA 01803
http://cihe.neasc.org
https://cihe.neasc.org/information-public/comments-and-complaints (complaint site)

Students may also submit complaints to the Massachusetts Department of Higher Education or the Massachusetts Attorney General using the following contact information:

Massachusetts Department of Higher Education
Office of the General Counsel
One Ashburton Place, Room 1401
Boston, MA 02108
617.994.6950
www.mass.edu
http://www.mass.edu/forstu/fam/complaints/complaints.asp (complaint site)

Massachusetts Office of the Attorney General
Consumer Advocacy & Response Division
One Ashburton Place, 18th Floor
Boston, MA 02108
http://www.mass.gov/ago/consumer-resources/consumer-assistance/consumer-complaint.html