

Lasell College

Student Handbook

2012-2013

Dear Lasell Students,

All of us on the staff and faculty hope that the 2012-13 academic year will be a productive and successful one for you. Lasell College is an exciting place to be, and membership in the Lasell community is a privilege that I know we all hold dear.

I encourage you to become fully engaged in the life of this campus. Approach your coursework with curiosity and an eagerness to integrate new learning. Become a partner with your faculty members, and make the classroom setting a place of intellectual exchange and dynamic exploration. Take time to reflect on your learning, and consider how you might apply those new insights. Make connections with others ... faculty members, staff members, and your peers ... and make those connections meaningful. Contribute to the Lasell community by giving of yourself to make this a better place for all of us: join a club or organization, participate on a sports team, become a member of your Class Committee, become active with the Center for Community Based Learning. Even the smallest efforts can have a significant impact; and in combination and taken together, the efforts of us all can produce amazing change.

In keeping with our commitment to fostering a campus community that is characterized by the civility of its members, I would ask that you approach each other with kindness and consideration; and I would ask that you demonstrate in word and action, your respect for the individual rights of others.

With my best wishes for a very good year,

Diane M. Austin
Vice President of Student Affairs



Lasell College's Values to Live By
For the Students, By the Students

We live by **THE GOLDEN RULE.**

The Golden Rule is never out of style; Treat others the way you want to be treated!

We live by **RESPECT.**

Consider others regard with kindness and respect in honor of their beliefs!

We live by **ACCEPTING DIFFERENCES.**

Do not be afraid to look around campus. It is nice that things may seem different than where you come from. New people lead to new experiences and new friends!

We live by **MATURITY.**

As the years progress, so should your levels of maturity and responsibility. Be the mature adult you are capable of being!

We live by **RANDOM ACTS OF KINDNESS.**

A Kind and Courteous gesture can make all the difference in creating an enjoyable and ideal community!

We Live By **COMMITMENT.**

Believe in something, dedicate yourself to it, follow through on it and honor it. Make a pledge to yourself to take a respectful stand and commit yourself to a worthy cause!



Lasell College Student Handbook 2012-13

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Class and Work Schedule

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
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Instructors:

Name: _____
 eMail: _____
 Phone: _____
 Office Hours: _____

Name: _____
 eMail: _____
 Phone: _____
 Office Hours: _____

Name: _____
 eMail: _____
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Name: _____
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 Office Hours: _____

Class and Work Schedule

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
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Instructors:	Name: _____	Name: _____
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	Phone: _____	Phone: _____
	Office Hours: _____	Office Hours: _____
	Name: _____	Name: _____
	eMail: _____	eMail: _____
	Phone: _____	Phone: _____
	Office Hours: _____	Office Hours: _____

Priorities:

August

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September

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Monday

27



Tuesday

28

Wednesday

29

August 2012

*Words are the most powerful drug
used by mankind.*

—Rudyard Kipling

Thursday	30	✓
Friday	31	
Saturday	1	Residence halls open for new students; food service begins for new students Convocation Ceremony for new students 3 pm Lasell Laser Welcome Weekend begins
Sunday	2	Lasell Laser Welcome Weekend

Priorities:

September

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October

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21	22	23	24	25	26	27
28	29	30	31			

Monday

3

- ✓ Labor Day
- Lasell Laser Welcome Weekend
- Residence halls open for returning students; food service begins for returning students (with dinner)
- CAB Welcome Back Event—9 pm, Arnow Campus Center

Tuesday

4

- First Day of Classes
- Tickets on sale for New York City trip—10 am, Office of Student Activities
- CAB Mall Trip sign-ups begin—Office of Student Activities

Wednesday

5

- CAB Music—9 pm, Arnow Campus Center

September

2012

You cannot be a leader, and ask other people to follow you, unless you know how to follow, too.

—Sam Rayburn

Thursday	6	<input checked="" type="checkbox"/> CAB General Board Meeting— 12:30 pm, Arnow Campus Center Class of 2014 BBQ— 5 pm, Arnow Campus Center Courtyard
Friday	7	CAB Comedy—9 pm, Arnow Campus Center
Saturday	8	
Sunday	9	

Priorities:

September

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October

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28	29	30	31			

Monday

10 _____ ✓



Tuesday

11 _____

Add/Drop Deadline

Wednesday

12 _____



September

2012

Education is when you read the fine print. Experience is what you get if you don't.

—Pete Seeger

Thursday	13	<input checked="" type="checkbox"/> Student Activities Fall Activities Fair—12:15–2 pm, Athletic Center
		SGA Intent Packets available at Activities Fair
		Class of 2016 Committee applications available
		CAB Trivia Night—9 pm, Arnow Campus Center
Friday	14	CAB Mall Trip—departs 12 noon, Arnow Campus Center
		CAB Bingo—7:30 pm, de Witt Hall
Saturday	15	NYC Trip, sponsored by Student Activities
Sunday	16	Rosh Hashanah (begins at sundown)

Priorities:

September

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October

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28	29	30	31			

Monday

17 _____ ✓

Tuesday

18 _____

Study Abroad Fair

Class of 2015 BBQ 5 pm,
Van Winkle Quad

SGA Intent Packets due to Office
of Student Activities, 12 noon

Wednesday

19 _____

Mandatory Club Officer
Meeting — 7 pm,
Rosen Auditorium

CAB Open Mic Night – 9 pm,
Arnow Campus Center

Dance Team tryouts

September

2012

You don't have to burn books to destroy a culture. Just get people to stop reading them.

—Ray Bradbury

Thursday	20	✓ CAB General Board Meeting — 12:30 pm, Arnow Campus Center SGA Elections on My.Lasell (all day) MSU General Board Meeting — 12:30 PM, Winslow Academic Center CAB Movie Popcorn Night — 8 pm, Rosen Auditorium MSU Welcome Back Dance — 9 pm, Arnow Campus Center Dance Team Tryouts
Friday	21	Club Registrations Due Class of 2016 Committee applications due CAB Movie — 7 pm, Rosen Auditorium CAB Hypnotist — 8 pm, Yamawaki Auditorium SGA Election Results announced via email
Saturday	22	CAB Movie — 7 pm, Rosen Auditorium
Sunday	23	CAB Apple Picking Trip

Priorities:

September

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October

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Monday

24



Tuesday

25

Yom Kippur (begins at sundown)

Wednesday

26

SGA Meeting — 6 pm, Arrow
Campus Center Classroom

September

2012

Success is dependent on effort.

—Sophocles

Thursday	27	<input checked="" type="checkbox"/> MSU General Board Meeting — 12:30 pm, Winslow Academic Center
		LCR Concert — 8 pm, Yamawaki Auditorium
Friday	28	Deadline for Spring Semester Study Abroad Applications
		SGA Budget Packets due
Saturday	29	
Sunday	30	SGA Budget Hearings

Priorities:

October

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November

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Monday

1



Tuesday

2



Wednesday

3

CAB Music—9 pm,
Arrow Campus Center

SGA Meeting—6 pm,
Arrow Campus Center
Classroom



October 2012

Education is the best provision for old age.

—Aristotle

Thursday	4	<input checked="" type="checkbox"/> CAB General Board Meeting— 12:30 pm, Arnow Campus Center MSU General Board Meeting— 12:30 pm, Winslow Academic Center CAB Trivia Night—9 pm, Arnow Campus Center
Friday	5	CAB Comedy—9 pm, Arnow Campus Center
Saturday	6	
Sunday	7	

Priorities:

October

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November

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Monday

8

✓ Columbus Day—No Classes

Tuesday

9

SGA Spirit Week begins

Wednesday

10

SGA Spirit Week
SGA Meeting— 6 pm, Arrow
Campus Center Classroom

October 2012

The more we study the more we discover our ignorance.

—Percy Bysshe Shelley

Thursday	11	<ul style="list-style-type: none"> ✓ SGA Spirit Week MSU General Board Meeting— 12:30 pm, Winslow Academic Center CAB Movie — Popcorn Night— 8 pm, Rosen Auditorium LCR Acoustic Show— 8 pm, Arnow Campus Center
Friday	12	<ul style="list-style-type: none"> Pass/Fail Deadline SGA Spirit Week Family, Friends, and Alumni Weekend begins Alumni, Parents & Friends Golf Outing CAB Movie— 7 pm, Rosen Auditorium
Saturday	13	<ul style="list-style-type: none"> SGA Spirit Week Family, Friends, and Alumni Weekend Fall Fest and BBQ— 11:30 am–2:30 pm, Wass Patio CAB Movie— 7 pm, Rosen Auditorium
Sunday	14	<ul style="list-style-type: none"> SGA Spirit Week Family, Friends, and Alumni Weekend River Day Races and Feast— 11 am–1 pm, Stoller Boat House

Priorities:

October

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November

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Monday

15 _____ ✓

Tuesday

16 _____

Wednesday

17 _____

CAB Music—9 pm,
Arrow Campus Center

SGA Meeting—6 pm,
Arrow Campus Center
Classroom

October 2012

There are more men ennobled by study than by nature.

—Cicero

Thursday	18	<input checked="" type="checkbox"/> CAB General Board Meeting— 12:30 pm, Arnow Campus Center MSU General Board Meeting— 12:30 pm, Winslow Academic Center
Friday	19	CAB Ghost Hunter—8 pm, Rosen Auditorium
Saturday	20	
Sunday	21	

Priorities:

October

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November

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Monday

22 _____ ✓



Tuesday

23 _____



Wednesday

24 _____

CAB Music—9 pm,
Arrow Campus Center

SGA Meeting—6 pm,
Arrow Campus Center
Classroom

October 2012

All that is necessary to break the spell of inertia and frustration is to—act as if it were impossible to fail.

—Dorothea Brande

Thursday	25	✓ MSU General Board Meeting— 12:30 pm, Winslow Academic Center
Friday	26	
Saturday	27	CAB Six Flags Fright Fest Trip
Sunday	28	

Priorities:

October

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November

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Monday

29



Tuesday

30

Wednesday

31

Halloween
 LCR "Creeps and Ghouls"
 Dance—9 pm, de Witt Hall

November

2012

To educate a person in mind and not in morals is to educate a menace to society.

—Theodore Roosevelt

Thursday	1 _____ _____ _____ _____ _____	✓ CAB General Board Meeting— 12:30 pm, Arnow Campus Center MSU General Board Meeting— 12:30 pm, Winslow Academic Center CAB Trivia—9 pm, Arnow Campus Center
Friday	2 _____ _____ _____ _____ _____	
Saturday	3 _____ _____ _____ _____ _____	
Sunday	4 _____ _____ _____ _____ _____	Admissions Open House

Priorities:

November

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30	31					

Monday

5

✓ Academic Planning Week begins

Tuesday

6

Election Day
Academic Planning Week

Wednesday

7

Academic Planning Week
CAB Music—9 pm,
Arnow Campus Center
SGA Meeting—6 pm,
Arnow Campus Center
Classroom

November

2012

A kind word is like a spring day.
—Russian proverb

Thursday	8	✓ Academic Planning Week MSU General Board Meeting— 12:30 pm, Winslow Academic Center
Friday	9	Academic Planning Week Intergenerational Screening of “Sense of Wonder”, and talk-back with writer/actor Kaiulani Lee; sponsored by the Fuss Center; 2–4 pm CAB Comedy — 9 pm, Arnow Campus Center
Saturday	10	
Sunday	11	Veterans' Day

Priorities:

November

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December

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30	31					

Monday

12

✓ International Education Week begins
 Spring Course Registration begins

Tuesday

13

Lasell College Founder's Day
 International Education Week
 Spring Course Registration

Wednesday

14

International Education Week
 Spring Course Registration
 CAB Open Mic Night—9 pm,
 Arnow Campus Center
 SGA Meeting—6 pm,
 Arnow Campus Center
 Classroom

November 2012

Character is much easier kept than recovered.

—Thomas Paine

Thursday	15	<input checked="" type="checkbox"/> Course Withdrawal Deadline — Undergraduate Courses International Education Week Spring Course Registration CAB General Board Meeting — 12:30 pm, Arnow Campus Center MSU General Board Meeting — 12:30 pm, Winslow Academic Center CAB Movie — Popcorn Night — 7 pm, Rosen Auditorium
Friday	16	International Education Week Spring Course Registration CAB Movie — 7 pm, Rosen Auditorium
Saturday	17	CAB Mall Trip CAB Movie — 7 pm, Rosen Auditorium
Sunday	18	

Priorities:

November

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December

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23	24	25	26	27	28	29
30	31					

Monday

19 _____ ✓



Tuesday

20 _____



Wednesday

21 _____

Thanksgiving Recess begins

November

2012

*Character, not circumstance,
makes the person.*

—Booker T. Washington

Thursday	22	✓ Thanksgiving
Friday	23	
Saturday	24	
Sunday	25	

Priorities:

November

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December

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23	24	25	26	27	28	29
30	31					

Monday

26



Classes Resume

Tuesday

27

Wednesday

28

MSU "Wild 'N Out Wednesday"

SGA Meeting— 6 pm,
Arnow Campus Center
Classroom

November

2012

Education makes a people easy to lead, but difficult to drive; easy to govern, but impossible to enslave.

—Omar N. Bradley

Thursday	29	<input checked="" type="checkbox"/> CAB Winter Weekend Holiday Fest— co-sponsored by the Center for Spiritual Life and Student Activities, 12:15–2 pm, Valentine Dining Hall CAB General Board Meeting— 12:30 pm, Arnow Campus Center MSU General Board Meeting— 12:30 pm, Winslow Academic Center
Friday	30	CAB Winter Weekend Exploring Leadership applications due, 7 pm, Office of Student Activities
Saturday	1	CAB Winter Weekend CAB New York City Trip— departs 8 am from Arnow Campus Center
Sunday	2	CAB Winter Weekend CAB Winter Festival— 3 pm, de Witt Hall

Priorities:

December

Calendar grid for December with days of the week (S, M, T, W, T, F, S) and dates (1-31).



January

Calendar grid for January with days of the week (S, M, T, W, T, F, S) and dates (1-31).

Monday

3

✓ Fall Connected Learning Symposium

Tuesday

4

Symposium Showcase

Wednesday

5

Fall Connected Learning Symposium
SGA Meeting — 6 pm, Arrow Campus Center Classroom

December

2012

The future belongs to those who believe in the beauty of their dreams.
—Eleanor Roosevelt

Thursday	6	✓ Fall Connected Learning Symposium
Friday	7	
Saturday	8	Chanukah (begins at sundown) CAB Bingo — 7:30 pm, de Witt Hall
Sunday	9	Class of 2015 Laser Tag Trip

Priorities:

December

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



January

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday

10 _____ ✓



Tuesday

11 _____

Last Day of Classes

Wednesday

12 _____

Reading Day
 Study Abroad Pre-Departure Orientation
 SGA Midnight Breakfast—
 10 pm–12 am,
 Valentine Dining Hall
 SGA Meeting— 6 pm, Arrow
 Campus Center Classroom

December 2012

*If you want to work for world peace,
go home and love your families.*
—Mother Teresa

Thursday	13	✓ Final Exam Period
Friday	14	Final Exam Period
Saturday	15	Final Exam Period
Sunday	16	Final Exam Period

Priorities:

December

Calendar grid for December with days of the week (S, M, T, W, T, F, S) and dates (1-31).



January

Calendar grid for January with days of the week (S, M, T, W, T, F, S) and dates (1-31).

Monday

17 _____

✓ Final Exam Period

Tuesday

18 _____

Final Exam Period—Winter Recess begins after last exam

Wednesday

19 _____

December

2012

Intelligence plus character—that is the goal of true education.

—Martin Luther King, Jr.

Thursday	20	✓	
Friday	21		
Saturday	22		
Sunday	23		

Priorities:

December

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
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30	31					



January

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday

24



Tuesday

25

Christmas



Wednesday

26



December 2012

Know the true value of time; snatch, seize and enjoy every moment of it.

—Lord Chesterfield

Thursday	27	✓
Friday	28	
Saturday	29	
Sunday	30	

Priorities:

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



January

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20	21	22	23	24	25	26
27	28	29	30	31		

Monday

31



New Year's Day

Tuesday

1

Wednesday

2

January

2013

*Reason often makes mistakes but
conscience never does.*

—Josh Billings

Thursday

3

✓

Friday

4

Saturday

5

Sunday

6

Priorities:

January

S	M	T	W	T	F	S
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27	28	29	30	31		



February

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Monday

7



Tuesday

8

Wednesday

9

January

2013

The greater part of our happiness or misery depends on our dispositions, and not our circumstances.

—Martha Washington

Thursday	10	✓	
Friday	11		
Saturday	12		
Sunday	13		

Priorities:

January

S	M	T	W	T	F	S
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27	28	29	30	31		



February

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17	18	19	20	21	22	23
24	25	26	27	28		

Monday

14 _____ ✓

Tuesday

15 _____

Wednesday

16 _____

January

2013

*There are two ways of spreading light:
to be the candle or the mirror that
reflects it.*

—Edith Wharton

Thursday	17	_____	✓

Friday	18	_____	

Saturday	19	_____	

Sunday	20	_____	

Priorities:

January

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20	21	22	23	24	25	26
27	28	29	30	31		



February

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Monday

21

✓ Martin Luther King, Jr. Day
Residence halls reopen at 12 noon

Tuesday

22

Enrollment confirmation
Laser Winter Orientation

Wednesday

23

First Day of Classes
SGA Meeting— 6 pm,
Arnow Campus Center
Classroom

January

2013

We are the people our parents warned us about.

—Jimmy Buffett

Thursday	24	<input checked="" type="checkbox"/> CAB General Board Meeting— 12:30 pm, Arnow Campus Center MSU General Board Meeting— 12:30 pm, Winslow Academic Center
Friday	25	
Saturday	26	CAB Bingo—7:30 pm, de Witt Hall
Sunday	27	Office of Student Activities Leadership Retreat (invitation only)

Priorities:

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		



February

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24	25	26	27	28		

Monday

28



Tuesday

29

Winter Activities Fair,
Office of Student Activities—
12:15–2 pm, de Witt Hall

Wednesday

30

Add/Drop Deadline
Mandatory Club Officer Meeting—
7 pm, Rosen Auditorium
SGA Meeting—6 pm,
Arnow Campus Center Classroom

January

2013

If you think you can, you can. And if you think you can't, you're right.

—Mary K. Ash

Thursday	31 _____ _____ _____ _____ _____	✓ MSU General Board Meeting — 12:30 pm, Winslow Academic Center MSU Welcome Back Dance — 9 pm, Arnow Campus Center
Friday	1 _____ _____ _____ _____ _____	
Saturday	2 _____ _____ _____ _____ _____	
Sunday	3 _____ _____ _____ _____ _____	

Priorities:

February

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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24	25	26	27	28		



March

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday

4



Tuesday

5

Study Abroad Fair

Wednesday

6

“Life After Lasell” —
Young Alumni Panel
SGA Meeting — 6 pm,
Arrow Campus Center Classroom

February

2013

Liberty is always unfinished business.
—American Civil Liberties Union

Thursday

7

✓ CAB General Board Meeting— 12:30 pm, Arnow Campus Center
MSU General Board Meeting – 12:30 pm, Winslow Academic Center

Friday

8

First-Year Achievement Awards

Saturday

9

Sunday

10

Priorities:

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28		



March

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday

11 _____ ✓

Tuesday

12 _____

Wednesday

13 _____

SGA Meeting — 6 pm,
Arnow Campus Center Classroom

February

2013

Eighty percent of success is showing up.

—Woody Allen

Thursday

14

✓ Valentine's Day
MSU General Board Meeting—
12:30 pm, Winslow Academic
Center

Friday

15

Saturday

16

Sunday

17

Priorities:

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		



March

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday

18 _____

✓ Presidents' Day — No Classes

Tuesday

19 _____

Wednesday

20 _____

SGA Meeting — 6 pm,
Arnow Campus Center Classroom

February 2013

The lessons of the past are ignored and obliterated in a contemporary antagonism known as the generation gap.

—Spiro Agnew

Thursday	21	<input checked="" type="checkbox"/> CAB General Board Meeting— 12:30 pm, Arnow Campus Center MSU General Board Meeting— 12:30 pm, Winslow Academic Center
Friday	22	Orientation Leader applications due, 4:30 pm, Office of Student Activities
Saturday	23	
Sunday	24	

Priorities:

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		



March

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday

25

✓

Tuesday

26

Wednesday

27

SGA Meeting – 6 pm, Arnow
Campus Center Classroom

February 2013

There is nothing worse than a brilliant image of a fuzzy concept.
—Ansel Adams

Thursday	28 _____ _____ _____ _____ _____	✓ Pass/Fail Deadline MSU General Board Meeting— 12:30 pm, Winslow Academic Center
Friday	1 _____ _____ _____ _____ _____	Deadline for Fall Semester Study Abroad Applications
Saturday	2 _____ _____ _____ _____ _____	
Sunday	3 _____ _____ _____ _____ _____	

Priorities:

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Monday

4



Tuesday

5

Wednesday

6

SGA Meeting — 6pm,
Arrow Campus Center Classroom

March

2013

Libraries are where it all begins.
—Rita Dove

Thursday

7



CAB General Board Meeting –
12:30 pm, Arnow Campus Center
MSU General Board Meeting –
12:30 pm, Winslow Academic
Center

Friday

8

Saturday

9

Sunday

10

Priorities:

March

Calendar grid for March with days of the week (S, M, T, W, T, F, S) and dates (3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31).



April

Calendar grid for April with days of the week (S, M, T, W, T, F, S) and dates (7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30).

Monday

11 _____ ✓



Tuesday

12 _____



Wednesday

13 _____

SGA Meeting — 6 pm, Arrow Campus Center Classroom

March

2013

*Whereas mankind owes to the child
the best it has to give . . .*

—Declaration of the
Rights of the Child

Thursday	14	✓ MSU General Board Meeting— 12:30 pm, Winslow Academic Center
Friday	15	
Saturday	16	Spring Recess begins
Sunday	17	

Priorities:

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Monday

18 _____ ✓

Tuesday

19 _____

Wednesday

20 _____

March

2013

Extinct is forever.

—Friends of Animals

Thursday	21	✓
Friday	22	Awards Banquet Award Nominations due, 4:30 pm, Office of Student Activities Undergraduate Commencement Speaker applications due, 4:30 pm, Office of Student Activities
Saturday	23	
Sunday	24	Palm Sunday

Priorities:

March

Calendar grid for March with days of the week (S-M-F-S) and dates (3-31).

April

Calendar grid for April with days of the week (S-M-T-W-T-F-S) and dates (7-30).



Monday

25

✓ Passover (begins at sundown)
Classes Resume
SGA Intent Packets Available

Tuesday

26

Wednesday

27

SGA Meeting — 6 pm,
Arnow Campus Center Classroom

March 2013

You cannot shake hands with a clenched fist.

—Indira Gandhi

Thursday	28	<input checked="" type="checkbox"/> Course Withdrawal Deadline CAB General Board Meeting— 12:30 pm, Arnow Campus Center MSU General Board Meeting— 12:30 pm, Winslow Academic Center
Friday	29	
Saturday	30	Lasell Day— Undergraduate Admission
Sunday	31	Easter

Priorities:

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



May

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday

1

✓ Academic Planning Week begins

Tuesday

2

Academic Planning Week

Wednesday

3

Academic Planning Week
 SGA Meeting— 6 pm,
 Arnow Campus Center
 Classroom

April 2013

Courage is contagious. When a brave man takes a stand, the spines of others are often stiffened.

—Bill Graham

Thursday	4	<input checked="" type="checkbox"/> Academic Planning Week CAB General Board Meeting— 12:30 pm, Arnow Campus Center Classroom MSU General Board Meeting— 12:30 pm, Winslow Academic Center
Friday	5	Academic Planning Week SGA Intent Packets due to Office of Student Activities
Saturday	6	
Sunday	7	

Priorities:

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



May

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday

8

✓ Fall Course Registration begins

Tuesday

9

Fall Course Registration

Wednesday

10

Fall Course Registration
 SGA Meeting— 6 pm,
 Arnow Campus Center
 Classroom

April 2013

*Self-respect is the fruit of discipline;
the sense of dignity grows with the
ability to say no to oneself.*

—Abraham Heschel

Thursday	11	<input checked="" type="checkbox"/> Fall Course Registration “Life After Lasell” — Senior Send-Off Fair MSU General Board Meeting – 12:30 pm, Winslow Academic Center SGA Elections on My.Lasell (all day)
Friday	12	Fall Course Registration SGA Election Results announced via email
Saturday	13	
Sunday	14	

Priorities:

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



May

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday

15

✓ Patriots' Day — No Classes

Tuesday

16

CAB Spring Fest Week

Wednesday

17

CAB Spring Fest Week
SGA Meeting — 6 pm,
Arnow Campus Center Classroom

April 2013

That is what learning is. You suddenly understand something you've understood all your life, but in a new way.

—Doris Lessing

Thursday	18	<input checked="" type="checkbox"/> CAB Spring Fest Week CAB General Board Meeting — 12:30 pm, Arnow Campus Center MSU General Board Meeting — 12:30 pm, Winslow Academic Center
Friday	19	CAB Spring Fest Week
Saturday	20	CAB Spring Fest Week CAB Spring Carnival — 3–7 pm, Athletic Center
Sunday	21	CAB Spring Fest Week

Priorities:

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday

22

✓ Class Week

Tuesday

23

Class Week
The Sophomore Connection

Wednesday

24

Class Week
SGA Meeting— 6 pm,
Arnow Campus Center Classroom

April 2013

You've got to get obsessed and stay obsessed.

—John Irving

Thursday	25 _____ _____ _____ _____ _____	✓ Class Week Annual Awards Banquet (invitation only)
Friday	26 _____ _____ _____ _____ _____	Class Week Relay for Life
Saturday	27 _____ _____ _____ _____ _____	Class Week Relay for Life
Sunday	28 _____ _____ _____ _____ _____	

Priorities:

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



May

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday

29

✓ Spring Connected Learning Symposium

Tuesday

30

Symposium Showcase

Wednesday

1

Spring Connected Learning Symposium
SGA Meeting — 6 pm,
Arrow Campus Center Classroom

May 2013

Let us never negotiate out of fear. But let us never fear to negotiate.

—John F. Kennedy

Thursday	2 _____ _____ _____ _____ _____	✓ Spring Connected Learning Symposium
Friday	3 _____ _____ _____ _____ _____	Spring Connected Learning Symposium
Saturday	4 _____ _____ _____ _____ _____	
Sunday	5 _____ _____ _____ _____ _____	

Priorities:

May

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



June

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Monday

6



Tuesday

7

Last Day of Classes
 Torchlight Parade — 7:30 pm,
 meet in Central Parking lot
 Senior Soiree, immediately
 following Torchlight Parade

Wednesday

8

Reading Day
 Study Abroad Pre-Departure
 Orientation
 SGA Meeting — 6 pm,
 Arnow Campus Center Classroom
 SGA Midnight Breakfast —
 10 pm–12 am,
 Valentine Dining Hall

May 2013

Everything that we see is a shadow cast by that which we do not see.

—Martin Luther King, Jr.

Thursday	9	✓ Final Exam Period begins
Friday	10	Final Exam Period
Saturday	11	
Sunday	12	Mother's Day

Priorities:

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



June

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Monday

13

✓ Final Exam Period

Tuesday

14

Final Exam Period
Senior Week 2013

Wednesday

15

Senior Week 2013
Residence halls close for all students not participating in Senior Week, 12 noon

May 2013

*Whatever must happen ultimately
should happen immediately.*

—Henry Kissinger

Thursday	16	✓ Senior Week 2013
Friday	17	Senior Week 2013
Saturday	18	
Sunday	19	Commencement Residence halls close for all Senior Week participants, 5 pm

Priorities:

May

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



June

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23	24	25	26	27	28	29
30						

Monday

20



Tuesday

21



Wednesday

22



Important Dates

2012

Canada Day	Jul 1
Independence Day	Jul 4
¹ Ramadan begins	July 19
Civic Holiday (Can.)	Aug 6
¹ Eid-al-Fitr (end of Ramadan)	Aug 18
Labor Day	Sept 3
¹ Rosh Hashanah	Sept 16
¹ Yom Kippur	Sept 25
¹ Sukkot	Sept 30
Columbus Day (U.S.A.)	Oct 8
Thanksgiving Day (Can.)	Oct 8
United Nations Day	Oct 24
Halloween	Oct 31
All Saints' Day	Nov 1
Standard Time Resumes	Nov 4
Election Day	Nov 6
Remembrance Day (Can.)	Nov 11
Veterans Day (U.S.A.)	Nov 11
Thanksgiving (U.S.A.)	Nov 22
¹ Chanukah	Dec 8
Winter Solstice	Dec 21
Christmas	Dec 25
Kwanzaa Begins	Dec 26
Boxing Day (Can.)	Dec 26

2013

New Year's Day	Jan 1
Martin Luther King, Jr. Day	Jan 21
Chinese New Year	Feb 10
Ash Wednesday	Feb 13
Valentine's Day	Feb 14
Presidents' Day (U.S.A.)	Feb 18
¹ Purim	Feb 23
Daylight Saving Time Begins	Mar 10
St. Patrick's Day	Mar 17
Palm Sunday	Mar 24
¹ Passover	Mar 25
Good Friday	Mar 29
Easter Sunday	Mar 31
Earth Day	Apr 22
Cinco de Mayo	May 5
Eastern Orthodox Easter	May 5
Mother's Day	May 12
¹ Shavuot	May 14
Memorial Day (U.S.A.)	May 27
Father's Day	Jun 16
Summer Solstice	Jun 21

¹ Jewish & Islamic holidays "begin at sundown" on the day listed.

Personal Holidays or Important Dates:

The Lasell Plan of Education: Connected Learning

The Lasell curriculum builds upon the concept of “connected learning,” which combines breadth in the arts and sciences, professional/technical coursework, and educational projects that tackle real issues. Connected learning refers to explorations of issues, problems, and events through in- and out-of-classroom activities and projects. Lasell College strives for students to be so engaged with academic subject matter that learning itself *matters* to them in ways that go beyond meeting course requirements and earning grades. We thereby emphasize the idea of Lasell students being *productive* versus *consumptive* learners as they become committed simultaneously to a successful and rewarding career, an ongoing life of intellectual exploration, and active citizenship. Through course-based projects, internships, clinical experiences, and on-site training, all of Lasell College’s degree-granting programs center on students’ understanding of the value of their academic work as they prepare to become imaginative and ethical practitioners in their chosen professions.

In support of its commitment to connected learning, Lasell has created several on-campus opportunities for linking classroom and professional experience. For instance, students across the curriculum work with experienced teachers and children at our on-site Child Study Centers. The Athletic Training students work with Lasell athletes in a state-of-the-art training facility. The Fashion programs bring experts from more than a dozen major corporations to the campus to work with our Fashion/Retail Merchandising and Design/Production students. Students also organize and run fashion shows displaying their own designs. *Lasell College Radio* engages Communication majors as well as students across the curriculum in hands-on media production, as does *The 1851 Chronicle*, the College’s student newspaper, and *Polished*, which is becoming one of Boston’s premier fashion, culture, and trends magazine. Criminal Justice and Legal Studies students learn about the court system through participation in Mock Trials. Our Sports Science Lab allows students to practice and master assessment and rehabilitative techniques as they learn them in class. At the College’s annual fall and spring Connected Learning Symposia, students showcase their academic accomplishments in a professional conference-like setting.

The College experience should aid students in forming a view of life, and this includes understanding not only the requirements of a successful professional career but also the positive contribution one can make as an active community member and global citizen. Lasell’s Center for Community-Based Learning provides opportunities for volunteer work as well as course-based community service-learning projects, including a January interim

session in Mexico. Lasell's Donahue Institute for Values and Public Life fosters awareness of the importance of civility and active participation in the creation of a civil society. The Institute sponsors various events and programs in support of its mission.

Lasell College is known nationally for its living-learning retirement community, Lasell Village. Although Lasell Village is among a growing number of College-affiliated retirement communities in the country, it is the first to feature a formal, individualized, required continuing education program for its residents. The Village provides a host of intergenerational learning opportunities. Lasell College students can work and learn at Lasell Village in a variety of program related internships, as well as interact with Lasell Village residents on campus in classes, at College events, and by working collaboratively on a variety of on- or off-campus projects.

Lasell College academics are designed to provide a supportive and empowering environment for every student. To begin with, a low student to faculty ratio ensures close attention to varying learning styles. The academic advising system focuses upon and fosters the development of personal initiative and decision-making; the advisor serves as a facilitator and a guide, helping the student to make choices rather than making choices for the student. There are many additional support services offered at the College to facilitate student learning, quality of co-curricular life, and academic and professional planning. These include: the Academic Achievement Center (AAC), the Registrar's Office, Student Financial Planning, Career Services, Residential Life, the Health and Counseling Offices, the Center for Spiritual Life, and International Services. Connected learning beyond the curriculum also includes a wealth of opportunities for leadership development and participation in organizations and College activities.

The goal of the Lasell Plan of Education is to provide educationally sound and engaging opportunities for each student to realize his or her fullest potential. Lasell College students graduate with an enriched sense of the contribution they can make in their profession and their community, enhanced confidence in their ability to learn and grow, and an eagerness to meet the challenges they will face throughout their personal and professional lives.

Lasell College Connected Learning Symposium

The Lasell College fall and spring Connected Learning Symposia include presentations, displays, exhibitions, and performances involving both traditional Lasell College and Lasell Village students. Launched in the spring of 2002, the Symposia showcase students' academic work within a connected learning environment. These end-of-semester events gather the Lasell community in celebration of the collaborative accomplishments of students

and faculty, helping to further establish the relevance of teaching and learning beyond the walls of the classroom. The week-long Spring symposium culminates with *Runway*, undergraduate and senior fashion shows.

Honors Program

The Honors Program offers an intensive setting for intellectual and social development, and provides a range of academic and professional benefits, including close work with individual faculty and collaborative work with highly motivated peers in many majors.

The Program strives to foster independent thinking and social responsibility, enthusiasm for intellectual inquiry and learning, and an appreciation for the power and relevance of ideas. It maximizes engagement with Lasell hallmarks — student centered teaching and connected learning — through a mix of discussions, field explorations, customized research projects, leadership training, and community-based service.

The Honors Program aims to produce interdisciplinary thinkers and problem solvers with a critical moral sensibility. Students gain the skill to research problems and approach solutions from a number of angles as they develop the leadership strategies to organize action and implement solutions.

In addition, the Honors Program provides many benefits, including an intensive setting for development of oral and written communication skills, critical thinking, leadership training through team-building, service-learning and professional networking through national and regional Honors associations, and formal recognition including an Honors designation on the student transcript. Designation as a Lasell Honors student represents a high level of academic achievement and unique accomplishments that demonstrate initiative and responsibility.

Academic Internships

Internships across the curriculum are a critical part of the College's connected learning philosophy. Internships (also known as practica, clinicals,, and student teaching) serve several purposes. They help students:

- Apply coursework knowledge to a non-academic setting
- Learn/strengthen technical, professional, interpersonal, and work performance skills
- Demonstrate strong work ethic in a professional setting
- Explore and refine career choices
- Enhance and develop professional skills
- Network with professionals in the field
- Enhance marketability for employment

- Prepare for future graduate school education
- Work with diverse populations

Each academic major's internship practices are designed to meet licensure, certification, and professional requirements and expectations, and, thus, internships differ across departments. In every major, internships are an integral component of a comprehensive program, which includes course preparation, the internship work experience, mentoring, guided supervision, and reflection. Internship requirements can range anywhere from 120 to 400 hours in a semester. Some majors, such as Human Services, Sociology, Psychology, Athletic Training, and Education, require more than one internship.

Linked Credits

Linked-Credits are one credit experiences linked to a host course, involving work in an area that is tied to the classroom experience. Linked-Credits provide connected learning opportunities in areas that support the mission of the College and that often tie into the work of various Centers at the College.

There are four possible Linked-Credit options:

Service-Learning (SVL)

For this credit, students do 15 to 20 hours of service learning with an agency off-campus, coupled with reflection on the social justice issues related to the service agency. Examples of work that students might do include being a tutor for America Reads, American Counts, or ACES Early College Awareness Program; helping build trails through a nature preserve; being a peer mentor in a local recreation program; or developing a website or planning an event for a non-profit agency.

Social Justice Activism (SJA)

For this credit, students participate in activities specifically aimed at promoting social justice and which act to address issues of justice by raising awareness or advocating for change. Examples of work that students might do include petitioning, lobbying, participating in or organizing a march or protest, or doing voter education/registration.

Research Across the Curriculum (RAC)

For this credit, students conduct a research project that extends an area of study in the host course. Examples of work that students might do include completing a content analysis of a particular aspect of the media, surveying and analyzing student opinions on a political issue, or conducting an experiment on social behavior.

Intergenerational Studies (IGS)

For this credit, students design and complete a project that compares some aspect of thought or behavior across individuals of different ages. Examples of work that students might do include writing an in-depth paper on parenting practices or work habits across different generations, gathering narratives of children's and adolescents' best friends, or examining changes in an artist's work across his/her lifetime.

Service-Learning

Service-learning, a form of connected learning, is both an action-oriented teaching method and an educational philosophy. Through public service projects, students apply classroom material to address real life challenges and social justice issues in and beyond the Lasell campus. Typically, service-learning projects are developed in response to a community need and are undertaken with a non-profit organization. Assignments include students' preparation for and engagement in service, as well as reflection on the service experience, particularly as that experience relates to larger social structures, US culture, and global relationships. In addition to service-learning course projects and service-learning internships, students may also elect the Linked Credit Service-Learning Option (SVL 115, 215, 315, or 415) that is offered in selected courses. Students register early in the semester after the instructor presents this option. To earn a linked credit, which receives a separate grade, students conduct public service projects combined with an academic assignment, which could take the form of essays, reports, journals, oral presentations, portfolios, or other creative products as determined by the instructor. A linked credit service-learning selection is an attractive feature on a student's academic transcript. A student who completes three linked credit options receives credit for a three-credit arts and sciences or unrestricted elective. See the course description section of the Catalog for further information and restrictions.

Study Abroad/International Education

Lasell encourages students to study abroad and/or do internships abroad. Study abroad helps students gain independence, maturity and confidence. It broadens the educational experience through knowledge of another country and culture, and gives a new perspective on the world and on the USA. Study abroad can entail a semester of coursework at a foreign university, an international internship, or international service-learning. Lasell has a home-school tuition model – this means that students studying abroad through one of our affiliate programs are regarded as full-time Lasell students and pay Lasell tuition, fees, room and board. Financial aid is awarded as if the student is full-time and living in residence at Lasell. Because students maintain full-time enrollment, financial aid is portable – including state and federal aid (excluding work-study), Lasell scholarships such as the Presidential

scholarship, Service, Donahue and Leadership scholarships, and other institutional aid.

Lasell College students have the option of studying abroad through an affiliate study abroad program that includes over 90 institutions in approximately 40 countries. The Lasell Study Abroad program recently expanded to include two, new partnership programs. The Lasell College/Franklin College partnership provides a unique, one-semester international experience for students at both institutions. Franklin College is located on a hillside above Lugano, Switzerland, the principal city of Switzerland's southernmost Italian-speaking region of Ticino. Located just 45 minutes from Italy's fashion capital of Milan, Franklin College is the perfect location for Lasell students to study a variety of disciplines from a cross-cultural perspective. Franklin College also affords Lasell students with a unique opportunity to participate in a mandatory, two-week academic travel program to another country in the world. This is included at no additional cost. The Franklin College academic travel programs allow students to visit an array of places around the globe ranging from the nearby Swiss Alps, to the deserts of Namibia. The program is open to students in all majors, with specially designed opportunities in International Business, for students studying at Franklin. Franklin College students can travel to Lasell to study in a variety of programs, with specially designed opportunities in Fashion.

The Lasell College/Letterkenny Institute of Technology (LYIT) partnership provides Lasell students in Business, Communication, Education, Graphic Design, Hospitality, and Sport Management majors with a unique opportunity to directly enroll in an Irish university that, like Lasell, believes that practical experience should be an integral part of the collegiate learning experience. The College has two campuses: the main campus is based in Letterkenny, the commercial hub and largest city in County Donegal, a region in the northwest of Ireland that is often seen as being a bastion of Gaelic language and culture. The second, smaller campus is located in Killybegs, a picturesque fishing town that is also Ireland's premier seaport. It is at this campus that specially designed programs in tourism and culinary studies have been created for Lasell Hospitality and Event Management students. In addition to studying major-specific coursework, students can also choose from a variety of Irish cultural classes such as Irish History & Heritage, Irish Cultural Studies, or Gaelic Language. LYIT students also have the opportunity to travel to Lasell for semester-long study abroad in all of the above-noted majors.

The typical timing for semester-long study abroad is during the fall semester of the junior year, or the spring semester, if there are compelling reasons why a student cannot go in the fall semester (such as fall athletics). Study abroad is not allowed during the freshman year or during student's final semester at

the College. Under certain circumstances, students with an exceptional academic record may be allowed to study abroad during their sophomore year, if this better fits the needs of their academic program, and if their academic advisor approves their application. Only students with an overall GPA of 2.5, or better, are permitted to study abroad; several programs abroad require a GPA higher than 2.5. Falling out of good academic standing after applying to a study abroad program renders students ineligible to study abroad and students must then assume responsibility for any nonrefundable costs that may have been incurred in setting up the experience.

Students interested in study abroad should notify their academic advisors to begin academic planning at the end of their freshman year or the start of their sophomore year. Once the student and their academic advisor have determined the general plan for study abroad, the student should meet with the Director of International Services and pick up a Study Abroad application packet. The Office of International Services is located in the Arnow Campus Center on the 2nd Floor in Room 212.

International Service-Learning (Shoulder-to- Shoulder)

International service-learning at Lasell College involves credit-bearing coursework coupled with a one to two week community service field experience, working “shoulder-to-shoulder” with community members in another country. For the experience in Ecuador, students participate in Environmental Service Learning. Students explore the rich culture of Ecuador while helping to protect the country’s biologically diverse environment. The January trip entails a 10-day on-the-ground study of, and service related to, the environment in Ecuador. Students traveling to Mexico study the history, diverse peoples, and cultures of Mexico. The field experience in January includes individual home-stays with Mexican families, intensive manual labor, and reflective intellectual work. The Nicaragua program incorporates volunteer work for literacy, public health, and social justice. A spring trip to San Juan Del Sur, Nicaragua provides opportunities for students to work side by side with community members, gain understanding through cultural exchange, and participate in reflection and academic exercises examining poverty and development. The Brazil experience focuses on ecotourism. Students study a holistic approach to planning and tourism development, reviewing standard industry practices and processes. In May, students travel to the Amazon rainforest to view, research, and participate in a newly developing ecotourism system. The May program in Uganda offers students the opportunity to work with rural schoolchildren to improve their performance on national tests, as well as to present relevant workshops to the local community. Our partnership in Uganda with the Arlington Academy of Hope, focuses on education, public health, and small business development.

ACADEMIC CENTERS AND SUPPORT SERVICES

Center for Academic Advising and First Year Programs

The Center for Academic Advising and First Year Programs provides a centralized location for all first-years students' academic advising services. This important resource is located in Bancroft House, where someone is available throughout the day, every week day. In addition, the Center oversees all academic advising for undergraduate students, and serves as a resource for students and faculty. The Center for Academic Advising and First Year Programs provides additional services for first-year students, including First Year Seminar Peer Mentoring and Peer Advising. The Center aims to help students succeed as productive members of the Lasell College community.

Academic Advising

All students at Lasell College are assigned an academic advisor who assists with academic issues, guides them through their transition to life at Lasell, and helps them prepare for the world after Lasell. Academic advising is a teaching and learning process that engages advisor and student in an ongoing relationship focused on helping the student connect higher education with educational, career and life goals. Advising promotes active student participation and supports intellectual and personal development toward academic success. Advisors often identify additional resources available to students to help solve problems or meet specific needs; these include: the Center for Academic Achievement, the Registrar's Office, Student Financial Planning, Career Services, Residential Life, the Health and Counseling Offices, and the Center for Spiritual Life.

Upon arrival to campus, new students are assigned to a professional academic advisor according to their major. In the summer prior to their second year, if students have a declared major, they will be assigned a faculty advisor from that major's academic advising team. If they are enrolled as undeclared students, they will be assigned a new advisor in the summer prior to their second year or during the second year. Students meet with their advisors regularly during scheduled advising appointments and during open office hours throughout the semester.

Mid-Term Progress Reports

As part of the academic advising process, course instructors issue progress reports at approximately the mid-point of each semester, by a deadline determined by the Registrar. Students receive a "Gd" ("Good") when they are evaluated at the time to be doing work at a grade level of B or above; they receive an "S" ("Satisfactory") when they are evaluated at the time to be doing work between a grade of C and B-; and they receive a "WA" (Warning) when

they are evaluated at the time to be doing work at a grade level of C- or below. Students who are first-year standing or sophomore-standing will receive progress reports in-person from their advisor. Students who are junior-standing or senior-standing may access their progress reports through Self-Service. In an effort to support Lasell's "green initiative", the Registrar distributes the progress reports and warning notices electronically to academic advisors in the form of a PDF. After meeting with first-year and sophomore students, advisors may either forward the PDF to the student, or may print a hard-copy for the student's record. Mid-term progress reports are indications of progress at points-in-time. They are to be understood as prompts for working constructively to do the best work possible in a course; they are not, in any way, indications of what a student will earn for a final course grade.

Lasell's Early Action Partnership for Student Success (LEAPS)

Lasell's Early Action Partnership for Student Success (LEAPS), led by a faculty-staff LEAPS Committee, enhances and coordinates the academic warning system to support academic advising. In addition to the individual conferences that occur informally between students and faculty, several formal mechanisms are also in place. These mechanisms are important advising tools that create opportunities for students, especially first-year students, to discuss their academic progress and explore appropriate resources such as classroom faculty, academic advisors, the Center for Academic Achievement, and the Counseling Center. Students who receive a LEAPS notice via email are asked to speak with their advisor as soon as possible to resolve the issue.

The Academic Achievement Center

The Academic Achievement Center (AAC) provides free academic support services through a wide range of programs available to all students seeking a successful academic experience. The AAC offers tutoring services available on a walk-in basis or by appointment. Assistance is available for many courses, and students are given individual instruction for specific course work. Professional and peer tutors assist students individually or in small groups in a variety of subjects including, but not limited to, writing, reading, math, science, fashion design, computer applications, and presentation skills. Online tutoring is also offered free of charge to all Lasell College students through the Academic Achievement Center. Papers or questions are submitted online, and feedback is returned in a timely fashion. The AAC provides practical strategies for developing time management and study skills, improving note and test taking, reading, and writing research papers. Study groups are organized to allow students to share ideas, support one another, and prepare for tests. The AAC also maintains resources on the student intranet that provide tips on time management, test preparation,

writing research papers, and more. The intranet also provides tutor schedules.

Lasell College recognizes the individuality of each student's learning style. Students with documented learning disabilities, who request accommodations, may be provided with accommodations such as extended time for tests, use of a tape recorder in the classroom, and note takers for those with vision or auditory challenges. The Academic Achievement Center is located on the ground floor of the Brennan Library, and is open Monday - Friday.

Differently-Abled Students

Lasell College accepts the definition of learning disabilities defined in Public Law 94-142, "as a disorder in one or more of the basic processes involved in understanding and using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or do mathematical calculations." Students with learning and/or physical disabilities seeking accommodations must submit documentation which describes the nature of their disability as well as appropriate modifications. The College makes every effort to provide reasonable accommodations, but may not be able to meet every request. Students must submit the relevant documents to the Director of the Academic Achievement Center. The Family Educational Rights and Privacy Act (FERPA) prohibits the College from sharing any information about a student unless the student has granted permission. Therefore, students who want their instructors to make classroom and/or assessment modifications will need to sign a waiver authorizing the Director of the Academic Achievement Center to make such arrangements. It is to the student's advantage to make these arrangements as soon as possible and in a timely manner. Faculty members are not required to make adaptations unless they have been notified in advance by the Academic Achievement Center. Frequently, students assume that their high school counselors have notified the College regarding students' learning styles; the College has found that high schools do not always forward such records. Students should meet with the Director of the Academic Achievement Center within the first week of classes to review what documentation is available and what modifications can be arranged.

Center for Community-Based Learning

The Lasell College Center for Community-Based Learning provides support and opportunities for students, faculty, staff, and community organizations to engage in mutually beneficial projects. Community involvement deepens academic learning; promotes values of citizenship; provides practical, project-focused experience; and develops initiatives that make a direct and lasting contribution to local communities and society. The Center works with

students and faculty to design and implement community service-learning projects as an integral component of the connected-learning philosophy at Lasell College, and the Center provides service leadership training across the campus to help students increase their communication effectiveness, understanding of diversity, self-awareness, accountability, and ability to meet challenges with creativity and resourcefulness.

Students and faculty engage in a wide range of service including: tutoring in public schools; supporting agencies serving victims of domestic violence; providing tax assistance for Greater Boston residents; building and/or renovating low-income homes in the United States and Mexico; becoming stewards of the environment both locally and in Ecuador; mentoring underserved youth; providing service through fashion; visiting with the elderly; promoting voter registration; and raising awareness and resources for pressing local and global issues such as health pandemics, poverty, and natural disasters. Important on-going programs include: after-school literacy and math tutoring (America Reads & Counts), an Alternative Spring Break focused on hunger and poverty relief, early college awareness mentoring (A.C.E.S.), and mentoring for children affected by domestic violence (Second Step).

Nancy Lawson Donahue '49 Institute for Values and Public Life

The mission of Lasell College's Donahue Institute for Values and Public Life is to foster awareness of the importance of a civil society and to create sensitivity to the moral dimensions of choices individuals make. To this end, the Donahue Institute sponsors forums and workshops that not only augment but also extend beyond classroom experience. Overall, the Donahue Institute seeks to help raise awareness of social issues and our responsibility as members of different communities, both locally and globally. The Donahue Institute collaborates with faculty to provide programming that connects classroom learning to the wider community. Students are actively involved in initiating and planning Donahue-sponsored events.

Each fall the Donahue Institute hosts a Donahue Distinguished Scholar, who leads discussion in different classes, meets with students and faculty informally and gives a public lecture. Other regular programs such as the "Student Voices" series involve students in panel discussions and debates, and a film series forms the basis for discussion around issues of race, gender and other social themes. Every semester, the Donahue Institute sponsors lectures or debates on various local and global issues such as hunger and genocide, domestic violence, crime, military intervention, and international trade policies. The Donahue Institute also works with students to encourage civic engagement, including voting and student activism.

Jessie S. Brennan Library

The Jessie S. Brennan Library contains a collection of more than 60,000 items, and through the library webpage, provides access to over 80 databases that include 31,140 text journals, along with e-books and e-journals. As a member of the Minuteman Library Network, the library shares resources with 42 libraries, including six academic libraries. This allows us to provide easy access to over six million items, all searchable through a shared online catalog. The reference staff assists students with their research and provides access to additional resources elsewhere. In order to train students on how to use this wealth of information, there is a library lab for hands-on library instruction. Students receive assistance and training in classes and at the reference desk. There are over 60 computer workstations, along with printers and scanners located throughout the library, which also houses the Winslow Archives, a Curriculum Library, and several study rooms. The library is open 92.5 hours a week during the regular academic year.

RoseMary B. Fuss Center for Research on Aging and Intergenerational Studies

Established in 2001, the RoseMary B. Fuss Center for Research on Aging and Intergenerational Studies is dedicated to enhancing the quality of life for older adults through research, community partnerships, and teaching focused on aging, lifelong learning and intergenerational programs. Located at Lasell Village, the Center sponsors conferences, workshops and lectures on issues related to aging and intergenerational studies. The Center also facilitates research studies initiated by members of the Lasell College community and provides support to scholars and research groups from outside the College community who wish to conduct studies on aging and intergenerational learning.

Information Technology Services

Our approach to technology is based on the College's philosophy of connected learning, infusing the classroom environment with the most current systems, web sites, and social media. Lasell integrates technology and multimedia systems throughout the curriculum and community, to support students' academic and co-curricular endeavors. All campus classrooms are equipped with technology to support an engaging, interactive learning environment. Industry specific software and systems are available in the computer labs, and students utilize these systems in their course projects. The Technology Help Desk is located on the ground level of Brennan Library, and Help Desk staff members provide support services to students, faculty and staff. Our high-speed wireless network covers all residential buildings, as well as most classrooms and public areas throughout the campus.

RoseMary B. Fuss Center for Teaching and Learning

The RoseMary B. Fuss Technology for Learning Center (TLC) located on the ground floor of Brennan Library, engages faculty in identifying and implementing learning-centered strategies for teaching in facet-to-face, web-enhanced, and online environments. The TLC provides workshops and consultation in using academic technology and web-based resources, as well as supporting faculty professional development. The Center, in collaboration with the IT Help Desk and the Academic Achievement Center, also supports undergraduate and graduate students through small-group and one-on-one workshops. An internal website provides a variety of resources and tutorials for faculty and students.

Lasell College Summer Online Undergraduate Program

Lasell College offers online undergraduate courses during two summer sessions. These courses provide undergraduates with an opportunity to earn credits so that they can stay on track for their intended graduation date if they have, for some reason, fallen behind in credits, or students can accelerate their degree program by earning credits over the summer. Many summer courses will fulfill General Education requirements; some may fulfill major requirements; and some may be taken as unrestricted electives. Students may also complete internship requirements during the summer, earning credits for professional work on-site and course work online; please see individual department internship requirements.

UNDERGRADUATE ACADEMIC POLICIES

Students are responsible for reviewing and understanding academic policies as described in the College Course Catalog as well as policies and requirements specific to and communicated separately by each individual program and major. Academic policies and program requirements are subject to change each academic year, and students are responsible for understanding these changes and how they may impact academic progress. The College Catalog is available in the Registrar's Office as well as online (www.Lasell.edu).

Graduate Academic Policies are located in the Graduate Student Handbook.

Academic Dishonesty

Students have a responsibility to maintain the highest level of academic integrity. Academic dishonesty, intentional or unintentional, is grounds for failure on any assignment or failure in the course, at the instructor's discretion. Academic dishonesty is also grounds for suspension from the

college at the discretion of the Vice President for Academic Affairs and may be subject to appropriate legal investigation and prosecution.

Helping another student in an act of academic dishonesty constitutes an act of academic dishonesty.

Academic dishonesty may take the following forms.

Plagiarism: The act of taking or passing off another's ideas, or writing, as one's own; copying or paraphrasing another's words without credit; buying or accepting work and presenting it as one's own. Students bear the responsibility for demonstrating the evolution of original work.

Copyright violations: The Copyright Law (Title 17 U.S. Code) protects electronic, print and other copyrighted materials. Any infringement of copyright is a violation of academic integrity. Electronic copyright infringement involves video, audio and computer materials and any other materials made electronically. Copying videos, cassettes or software, selling or disseminating programs without the owner's permission, putting pirated software on the College computers or your computer is not permitted. As long as appropriate credit is given, making a copy of a small portion of a book or a portion of an article for use in your assignments is acceptable. The correct citation method for sources of ideas and information obtained electronically or in print is available in the library.

The library has a copy of the complete Copyright Law for further reference.

Cheating: Dishonesty or deception in order to obtain some advantage or gain (e.g., stealing or receiving stolen examinations). Additional examples of cheating include, but are not limited to, submitting work produced for one course to fulfill the requirements in another, as well as submitting work that is or has been submitted by another student in the same or different course, unless approved by the current instructor.

Theft/Vandalism: Taking or defacing library materials or educational equipment such as a VCR, computer or software. Cutting pages out of a book or magazine or taking material out of the library and not checking it out is stealing.

Forgery: Signing another's name to exams, forms, or other institutional documents.

Disciplinary Action

Students who violate the Academic Dishonesty policy will be subject to one or more of the following disciplinary actions.

- Warning
- Temporary or permanent suspension of computer, network and/or library privileges.
- Academic suspension
- Investigation and action taken in accordance with the appropriate student, faculty, or staff handbook.
- Investigation and/or prosecution by state or federal law enforcement agencies.

Incidents of academic dishonesty are reported by the instructor in writing to the Vice President for Academic Affairs. The Notice of Academic Dishonesty that is filed by the instructor will remain in the Vice President for Academic Affairs Office and will be destroyed when the student leaves the college. A student who wishes to appeal a charge must follow the process for ACADEMIC APPEAL as described in the Lasell Student Handbook.

A student who violates standards of College policy by taking or vandalizing library materials or educational equipment may be referred to the College conduct system as described in the Lasell Student Handbook.

Class Attendance Policy

The College expects students to attend classes and assigned out-of-class events. Attendance is taken in every class. The College does not, however, set specific guidelines regarding procedures and penalties for absences. Instead, each faculty member sets his/her own guidelines as deemed appropriate for each learning experience. Instructors will distribute their specific course attendance policies as a part of the course syllabus during the first week of classes. Students have the responsibility of knowing these attendance policies. The serious student assumes the responsibility of attending every class and assigned out-of-class events. The instructor should not penalize a student for class or assigned out-of-class event absence, as long as there is a legitimate reason for the absence. The term "absence" refers to failure to attend all or part of a class session or assigned out-of-class event, as defined by the instructor's class attendance policy. Students who are granted an excused absence should be provided, within reason, an opportunity to make up missed work. Legitimate reasons for absence include, but are not necessarily limited to: illness, family emergency, observance of major religious holidays, participation in official College events or trips, or, in the case of an assigned out-of-class event, overlap in time with other courses in the student schedule, or participation in scheduled meetings of officially recognized college organizations. In most cases, including any reason for an

excused absence that the student knows about in advance of missing class, it is the responsibility of the student to make prior arrangements with their professors to make up any missed work or assignments. The student should be communicating with the professor as soon as the need to miss a class is known – that is, as far in advance of the class session as possible. The instructor may require that a student submit appropriate documentation for any excused absence. Appeals can be directed to the Vice President for Academic Affairs.

Late Class Start Policy

Students and instructors are expected to arrive at their class by the official start-time of the class. In the event the instructor is delayed, students are required to wait a minimum of fifteen (15) minutes beyond the official start-time of the class before leaving.

Class Cancellation

In the event a class meeting must be cancelled, the instructor calls the Registrar's Office, and staff in the Registrar's Office will post an official class cancellation notice bearing the College seal on the classroom door.

Student Confidentiality

Lasell College regulates access to and release of a student's records in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended (PL 93-380, Section 438, The General Education Provisions Act.) The purpose of the act is to protect the privacy of students regarding:

1. the release of records
2. access to records maintained by the institution

In compliance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), Lasell College has committed itself to protecting the privacy rights of its students and to maintaining the confidentiality of its records. A copy of the law is available in the Registrar's Office.

The following is a summary of the rights of students under the Family Educational Rights and Privacy Act (FERPA.)

STUDENTS' RIGHTS

1. Review and Inspection of Records

Students have the right to review and inspect their educational records as defined in Section VII of the Policy within a reasonable time of a request to the Registrar's Office. All requests to inspect records will be fulfilled within 45 days. The College has an obligation to respond to reasonable requests from students for explanation of their education records. If a student is unable to

inspect personally his/her education record, the College is obligated to provide a copy of the record requested upon the payment of a copying fee.

2. Right to request an Amendment of Records

A student has the right to request that the College amend education records which the student believes are inaccurate, misleading, or in violation of the privacy or other rights of the student. The College will decide whether or not to amend such records and so inform the student.

3. Right to a Hearing to Challenge the Contents of Records

A student has the right to challenge the contents of education records the student believes are inaccurate, misleading or in violation of the privacy or rights of the student. The hearing is conducted by the Vice President for Academic Affairs. If the student prevails at the hearing, the student has the right to request an amendment to the record. Should the student not prevail, the student may enter an explanation in the records setting forth the reason(s) for disagreeing with the hearing decision.

4. Right to Refuse Designation of Directory Information

Lasell College considers the following as public information (described in the Policy as "directory information"): name, term, home and electronic address, campus address and mailbox number, telephone (home and cell) and voice mailbox number, date and place of birth, photograph, electronic portfolio (EPortfolio), major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, program of enrollment, expected date of graduation, degrees and awards received, and most recent previous institutions attended by the student. Some or all of this information may be published in directories such as a student directory; an electronic student directory; a sports program; the Lasell intranet (MyLasell); the Lasell College website; or other campus publications.

A student must notify the Registrar, in writing, within three days of his/her registration, of a desire not to permit the designation of one or all of the categories of directory information. With regard to external inquiries, the Registrar's Office will verify directory information, unless advised to the contrary by the student as indicated above. "Verify" means to affirm or deny the correctness of the information. The College will not provide corrections for inaccurate information. All non-directory information, which is considered confidential, will not be released to outside inquiries without the express consent of the student except under the provisions of the Family Educational Rights and Privacy Act (FERPA). However, the College will verify financial awards and release data for government agencies.

5. Right to file a complaint

Complaints regarding violations of the rights accorded students under this policy should be directed to the Registrar. (Complaints failing resolution internally may be filed directly with the Department of Education, 330 Independence Avenue, Washington, D.C. 20202.)

LASELL COLLEGE UNDERGRADUATE ACADEMIC GRIEVANCE PROCESS

The Academic Grievance Process provides students with a mechanism to appeal faculty actions related to the process of instruction and evaluation of academic performance or other academic matters pertinent to the teacher-student relationship. In filing a grievance, it is understood that the student believes his/her interests as a student have been adversely affected by someone's departure from or misinterpretation of existing academic policy (the College reserves the right to establish academic standards and the necessary policies to support them. Consequently, there may be no academic appeal of the contents of published Academics Policies established by the College, including those of individual Academic Programs and individual instructors.)

Informal Conciliation Process

A student wishing to alter or reverse any academic action must first attempt to resolve the matter informally and expeditiously. The student shall contact the faculty member within seven (7) calendar days of the action in question to schedule an appointment (in cases where the dispute is over a grade for an assignment or test, or a final course grade, "action in question" shall refer to the date of receipt of the grade). The student is expected to present his/her concerns and to weigh the faculty member's response. If not resolved, the student may discuss the matter with the faculty member's Department Chair. If the student's complaint is with the Department Chair, then he/she may discuss the matter with the Vice President for Academic Affairs (VPAA).

If no resolution is reached, the student may begin the Formal Grievance Process. In any event, if the matter is not resolved, any formal grievance must be filed within twenty-one (21) calendar days of the action in question.

Formal Grievance Process

The steps to be followed in filing a Formal Grievance are presented below. Failure to adhere to these procedures automatically leads to dismissal of the grievance. All days referred to in this procedure shall be calendar days. Forms for filing a Grievance may be obtained in the Office of Academic Affairs.

1. If the matter is not resolved through informal conciliation, the student may file a written grievance to the Academic Standards Committee of the Faculty. This grievance must be filed within twenty-one (21) days of the action in question. To file this grievance, the student fills out the Grievance Form (Grievance Forms are available in the Office of Academic Affairs) and shall file that Form with the VPAA. The VPAA in turn will see to it that the Form is forwarded to the faculty member about whom the student complained and to the Chair of the Academic Standards Committee.
2. The faculty member shall respond in writing to the student's Grievance and shall send a copy of that response, along with any relevant documentation, to the Chair of the Academic Standards Committee and to the student.
3. (A) The Chair of the Academic Standards Committee will schedule a meeting of an ad hoc Grievance Committee to hear the grievance within fourteen (14) days of receipt of the grievance. The Grievance Committee shall consist of two faculty members of the Academic Standards Committee, two student representatives appointed by Student Government, and the Chair of the Academic Standards Committee. All members shall be voting members.

(B) Any documentation that either the student or the faculty member wishes to submit must be sent to the Chair of the Academic Standards Committee within three (3) days of the scheduled meeting. The Chair will forward copies of the Grievance Form, the faculty member's response, and any documentation to each of the Grievance Committee members. At the hearing, the Chair may admit further documentation in his/her discretion.

(C) Prior to the meeting date, the Grievance Committee may meet to review the grievance, review any documentation submitted, and consider areas of inquiry for the hearing.

(D) Any member of the committee who perceives a conflict of interest will disqualify him or herself prior to the hearing, and a new member will be appointed. Hearing dates may be rescheduled to deal with any delays caused by the disqualification of a member.

- (E) At the hearing, the student may be supported by another Lasell student. The faculty member whose actions are being grieved may bring another faculty member for support. Such support persons are free to fully participate at the hearing.
 - (F) The Chair will conduct the hearing and shall rule on any questions of procedure that may arise. The student and the faculty member will each be given a fair opportunity to present their positions at the hearing and to explain the facts, and each shall be allowed appropriate rebuttal time as well. Members of the committee may ask questions of both the student and the faculty member. The hearing itself shall be closed to spectators and shall be limited to the committee members, the student and faculty member, and their support persons. All discussions shall be confidential. There shall be no transcript of the proceeding nor shall anyone be allowed to tape or record the proceedings in any way.
 - (G) Following the hearing, the committee shall meet to consider the case and shall render a decision (including any recommendations) in writing within seven (7) days of the hearing. The decision shall be sent to the VPAA with copies to both the student and the faculty member.
4. If either the student or the faculty member is dissatisfied with the committee's decision, he or she may submit a response within seven (7) days of receipt of the answer to the VPAA. Either party may request a private meeting with the VPAA to discuss the case, but it is the prerogative of the VPAA to decide how to proceed.
 5. The VPAA will review the grievance, the committee's decision, and any responses by the faculty member and student and shall respond in writing to the student and the faculty member within seven (7) days of receiving the responses of the student and/or the faculty member to the committee's report.
 6. Copies of the VPAA's response shall be sent to the student, the faculty member and his/her Department Chair, and to the Chair of the Academic Standards Committee. If the response reflects a change in a student's academic status, a copy shall be sent to the Registrar.
 7. The decision of the VPAA shall be final.

Time Constraints

All participants to this formal procedure are directed to abide by time deadlines and to otherwise act in an expeditious manner. In the case of a pending graduation or transfer to another academic institution or for other good reason, the Vice President for Academic Affairs (VPAA), may make an expedited determination in the matter which shall be final. If any deadlines referenced above effect course registration, the VPAA will consult with the Registrar and appropriate Department Chair regarding any special arrangements that may be necessary. Any exceptions to deadlines referenced above will be made solely at the discretion of the VPAA.

WEATHER RELATED DELAYS AND CANCELLATIONS

When classes are cancelled or the College is closed due to weather conditions or some emergency, announcements of such cancellations are made over local radio and television, as well as on the College Emergency Alert/ Snow Line (617-243-2208). Decisions are also posted on both MyLasell and the main Lasell website, and, additionally, announcements are sent over the Lasell College Emergency Text Message/Email System. Please note that problems may be experienced in any of these methods of notification; it is best to check multiple sources. During the period that the College is closed, all on-campus events and all home and away sports events that are scheduled during that time are cancelled.

There are five options for delays or cancellations at Lasell College:

- Delayed opening
- Morning classes cancelled
- Early closing
- Evening classes cancelled
- Full-day closing

Delayed opening: in the event of an announced delayed opening, classes will begin at the announced opening time, and the classes scheduled regularly at that time that will be held (classes scheduled prior to that time are cancelled). Some classes may *overlap* the announced opening time. In the event this is the case, these classes now simply begin at the announced opening time and conclude at their normally scheduled time. Hence, in the event of a 2-hour delay, these classes begin at 10 a.m. and end at 10:50 a.m. (or later if they typically do so). For example, a 9:30 a.m. class now begins at 10 a.m. and concludes at its normally scheduled time.

Morning classes cancelled: in the event morning classes are cancelled, all College offices will open at 12 p.m. and classes will begin at that time (the

common period would begin as normally scheduled on Tuesday or Thursday). Any classes normally beginning prior to 12 p.m. and extending beyond that time now begin at 12 p.m. and end as normally scheduled.

Early closing or cancellation of afternoon and evening classes: if the College has remained open during the day, any decision about closing the College or canceling classes that evening will be made no later than 4 p.m. of the same day. All day and evening classes scheduled to begin at the time of the announced closing and thereafter are cancelled for the day. Any classes beginning prior to the announced closing time will be held and conclude at their normal time at the discretion of the instructor, or unless otherwise notified.

Full-day closing: in the event the College closes for the day, all undergraduate and graduate classes are cancelled, and all offices remain closed for the entire day.

The College's announcements of delays and closings are entirely separate from the Newton Schools' announcements. **The College does NOT follow the Newton Schools' schedules for delays and closings;** oftentimes Newton Schools will cancel, and the College will remain open.

LASELL COLLEGE MISSION STATEMENT

Lasell College integrates challenging coursework with practical experience in an environment that fosters lifelong intellectual exploration, active citizenship and social responsibility.

The values we hold that guide our daily decision making:

- **Student focus**
- **Innovative education across the lifespan**
- **Integrity, honesty and ethical decision making**
- **Social responsibility**

POLICIES AND ISSUES OF GENERAL CONDUCT

Lasell College is committed to creating an environment that fosters student growth and development. The quality of life at Lasell is directly tied to the actions of the members of the community, and their mutual

respect and consideration. Members of the Lasell College community are expected to:

- **Contribute to the creation of an environment that supports learning, personal development, and civil discourse;**
- **Honor the rights of others to work and live in the Lasell College community without concern for verbal or physical abuse, or the threat thereof;**
- **Respect the differences inherent in the diversity of our community members; and**
- **Commit to behaving in ways that acknowledge the dignity of each individual.**

Lasell College students, and Lasell College student organizations and teams, are expected to conduct themselves in a manner that demonstrates an understanding of the above-noted expectations. Behavior inconsistent with these expectations is a violation of the Lasell College policy on general conduct.

Members of the Lasell College community are held accountable for respecting the personal and property rights of others. The responsibility of all citizens to comply with local, state, and federal laws applies both on- and off-campus. Violations of local, state, and federal laws will likewise constitute a violation of Lasell College's policy on general conduct.

Students (organizations and teams) are personally and financially responsible for their own conduct, and (if applicable) for the conduct of any and all guests. Students are expected to comply with the requests of Campus Police officers, Residential Life staff, and members of the faculty, staff, and administration; failure to do so will be regarded as a violation of the College's policy on general conduct. Disrespectful behavior (including but not limited to: verbal abuse; misrepresentation of facts; and use of foul and/or obscene language or gestures) towards any employee of the College (including student staff members) will not be tolerated, and will be regarded as a violation of the College's policy on general conduct. Similarly, disrespectful behavior (including but not limited to: verbal abuse; misrepresentation of facts; and use of foul and/or obscene language or gestures) towards any guest of the College (including visiting athletic teams) or towards approved vendor of the College will not be tolerated, and will be regarded as a violation of the College's policy on general conduct.

ALCOHOL AND OTHER DRUGS POLICIES

Alcohol Policy

Lasell College's alcohol policies and procedures were developed to establish and maintain an atmosphere conducive to academic success and personal

development. Lasell College supports the observance of all Massachusetts state laws and regulations governing the sale, purchase, service and consumption of alcoholic beverages. Any violation of the Massachusetts state laws and regulations governing the sale, purchase, service and consumption of alcoholic beverages will likewise be considered a violation of the Lasell College alcohol policy.

Massachusetts State Law

Massachusetts state law (applicable to all students attending Lasell, regardless of home state or country) makes it illegal for anyone under the age of 21 to purchase, arrange to have purchased, transport or possess, consume or carry alcoholic beverages. Cities and towns of Massachusetts, specifically Newton, prohibit public consumption of alcohol and impose fines for violation. The Department of Conservation and Recreation also prohibits public consumption of alcohol in its parks. Unlawful use of alcohol, drunk/disorderly conduct, (including assault/battery and property damage) and violation of these regulations is considered a serious offense and will result in judicial action by the appropriate body and possible suspension from housing and/or the College.

The state law allows for the issuance of a liquor ID card to persons who reach 21 years of age. Any student of legal age who wishes to purchase/consume alcohol is encouraged to obtain a card from a Massachusetts Registry of Motor Vehicles Office if he/she does not have a Massachusetts driver's license with a photograph.

For your information, the Massachusetts state law reads in summary:

- a.) illegal sale to or purchase for underage person carries a penalty of up to \$5,000.00 fine and/or up to two and a half years imprisonment.
- b.) purchase of alcohol or alteration of ID by underage person carries \$300.00 fine, and if motor vehicle is involved, suspension of the driver's license.
- c.) transportation or carrying of alcohol by underage person/\$50.00 fine for the first violation, \$150 fine for subsequent violations, and if motor vehicle is involved, suspension of driver's license for up to 3 months.

Lasell College Policy

The Lasell College alcohol policy, which was originally developed by a group of students and administrators, is predicated on the idea that students are capable of making decisions about their actions, and are members of a greater community. Those individuals who choose to violate the laws and policies must be prepared to accept responsibility for their individual or

collective actions, and should understand that they will be sanctioned accordingly.

Guidelines

1. The use and/or possession of alcoholic beverages by any person under the age of 21 is prohibited by the laws of the Commonwealth of Massachusetts and the regulations of Lasell College.
2. Sale or deliveries of alcoholic beverages to persons under the age of 21 is prohibited.
3. Provision of alcoholic beverages to persons under the age of 21 is prohibited.
4. Lasell College prohibits delivery of alcoholic beverages by retail distributors to the campus.
5. Persons 21 years of age and over may use alcohol in the privacy of their rooms providing all guidelines governing guests, alcohol policy, noise and appropriate behavior are followed.
6. Persons under the age of 21 years may not be in a room where alcoholic beverages are contained and/or are being consumed. This does not apply to College-sponsored events where the distribution of alcoholic beverages is overseen by staff specifically designated to do so.
7. The distribution, consumption or possession of alcohol is prohibited in all common areas of the residence hall unless permitted by the Office of the Vice President of Student Affairs.
8. The presence, possession or use of "common carriers" by individuals or groups is prohibited; the definition of "common carriers" includes but is not limited to: kegs, beer balls, trash can punches.
9. All persons in a private room must be 21 years of age or older in order for anyone in the room to be in possession of alcohol, or to be consuming alcohol. Students under the age of 21 who may have visitor(s) 21 years of age or older are not allowed to have alcohol in their room based on their age; students 21 years of age or older may not have alcohol in their room with underage guests.
10. Persons who provide alcohol bear a responsibility to see that no one is coerced to drink or drink excessively. Drinking games or contests in any form are prohibited. Funnels and alcohol bladders are prohibited.
11. Alcoholic beverages are not permitted in any public areas including, but not limited to: residential hallways, lounges, stairwells, and lobbies; patios, parking lots, and roadways; sidewalks or recreational fields. Alcohol is not permitted in non-residential campus buildings or on campus grounds, except at College sponsored events in designated areas as sanctioned by the Office of the Vice President of Student Affairs. Faculty sponsored receptions held in academic

- buildings require the approval of the Vice President for Academic Affairs.
12. Students will be held accountable if they are found to be under the influence of alcohol at the time that they are operating any type of motorized vehicle.
 13. Students/Guests at a College sponsored event are not permitted to bring their own alcohol.

Additional Information for “Dry” Buildings

Students residing in Briggs, Carpenter, East, Gardner, Holt, McClelland, Mott, North, Ordway, Rockwell, Van Winkle, West, and Woodland Halls will not be permitted to have alcoholic beverages or empty alcohol containers in these buildings. This guideline is applied equally to all students living in these buildings regardless of age; and to all students entering these buildings regardless of age and place of residence.

Additional Information for Suites-Style Buildings

Lasell College policy, in accordance with the laws of the Commonwealth of Massachusetts, stipulates that individuals under the age of 21 may not possess or consume alcohol. In addition, Lasell College policy stipulates that individuals who are 21 or older may not possess or consume alcohol in the presence of minors. For the residents of Bragdon, Butterworth, and Forest Halls, the following additions are made to the alcohol policy:

1. Within an individual suite, if all occupants are 21 or older, alcohol may be kept anywhere in the suite, including the common area refrigerator of the suite.
2. Within an individual suite, if all occupants are not 21 or older, alcohol may not be kept in the common areas of the suite, including the common refrigerator. However, within an individual suite, if an occupant of a single bedroom is 21 or older, or both occupants of a double bedroom are 21 or older, alcohol may be kept in that bedroom.
3. Within an individual suite, alcohol may be consumed in the common area if EVERYONE PRESENT IS 21 OR OLDER. For these purposes, the definition of “present” will include all persons who are in the suite area, whether in the common area, the individual bedrooms or bathrooms, at the time that the alcohol is being consumed.
4. Within an individual suite, alcohol may be consumed within the privacy of a single bedroom or a double bedroom if everyone present in that room is 21 or older.

Enforcement

At College-sponsored events: the College reserves the right to deny service of alcohol, or entrance to areas of alcohol service, to anybody at any time.

Obviously intoxicated individuals will not be served alcoholic beverages under any circumstances.

In College-owned housing: while Lasell respects the privacy of student rooms, that privacy is conditional. Staff may respond and take appropriate action if and when students or their guests create a disturbance, become a nuisance, or appear to be in danger. If a staff member has reasonable cause to suspect a violation of the alcohol policy, he/she may inspect all bags, etc. that enter Lasell property; confiscate all alcoholic beverages, cans and bottles; make searches of rooms including refrigerators; and take the steps necessary to enforce the alcohol policy. Students will be held responsible for any infractions that occur in their rooms, and may be held collectively accountable for infractions in common areas of the residence hall or campus. Students will be held responsible for the actions of their guests.

Sanctions for Violations of Alcohol Policy

Sanctions for violations of the Lasell College alcohol policy include, but are not limited to: warnings, fines (from \$50 to \$500, levied on a per person basis); community and conduct probation; and suspension/dismissal from the College; for students in residence, temporary and permanent revocation of housing privileges is also possible.

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

- A first violation of alcohol policies will result, at a minimum, in a \$50 fine and a conduct warning; mandated participation in an alcohol education program will also likely be required.
- A second violation of alcohol policies within two years of a first violation will result, at a minimum, in a fine of \$100 and community probation for a semester; additionally, if a student is a financial dependent of a parent/guardian, a letter will be sent to the student's parent/guardian informing him or her of the violation.
- A third violation of alcohol policies within two years of two previous violations will result, at a minimum, in a \$250 fine and conduct probation; if the student lives in college housing, s/he will likely have their housing privileges revoked for a semester.
- Subsequent violations may result in the permanent loss of housing privileges, and/or suspension or dismissal of the student from the College.

Other Drugs Policy

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

Any violation of the Massachusetts state laws and regulations governing the use of controlled substances will likewise be considered a violation of the Lasell College drug policy.

Massachusetts and Federal Laws

Possession of drugs is illegal without valid authorization. Penalties for possession are generally not as great as for manufacture and distribution. Under both state and federal laws penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served. Massachusetts makes it illegal to be in a place where heroin is kept and to be “in the company” of a person known to possess heroin. Anyone in the presence of heroin at a private party or residence hall risks a serious drug conviction. Sale and possession of “drug paraphernalia” is illegal in Massachusetts.

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction; five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first; 10 years after the second; permanently after the third conviction.

Under the federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs, if death or serious injury results from use of the substance.

Lasell College Policy

At Lasell College, any illegal use, possession or supply of drugs, drug paraphernalia, narcotics and marijuana (including marijuana plants) will result in disciplinary action by the College and/or criminal prosecution. Students who are found to be in the presence of drugs (including marijuana), whether they themselves are using that drug or not, may be held equally liable for disciplinary action by the College. Sanctions may include, but are not limited to: suspension or permanent revocation of housing privileges; conduct probation; suspension or dismissal from Lasell College; and/or fines (ranging from \$200 to \$1000, levied on a per person basis).

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

- # 12-13
- A first violation of policies related to controlled substances will result, at a minimum, in a \$200 fine and conduct probation for a period of one year.
 - A second violation of policies related to controlled substances will result, at a minimum, in a \$500 fine, conduct probation for the remainder of the student's tenure at Lasell, and (if applicable) loss of housing for two years; additionally, if a student is a financial dependent of a parent/guardian, a letter will be sent to the student's parent/guardian informing him or her of the violation.
 - A third violation of policies related to controlled substances will result, at a minimum, in the student's suspension from the College for a period of at least one year and may result in the student's permanent dismissal from the College.

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUGS

Lasell College is committed to reducing and preventing drug and alcohol-related problems within the College community. Harm reduction is the primary focus of Lasell's drug and alcohol abuse prevention program. Education, with an emphasis on providing information to increase awareness of the psychological, physical and legal ramifications of drug and alcohol use and abuse, is the cornerstone of the program.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence and variety of aggressive acts, including partner abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other drugs, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake after long-term use is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver.

Women who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

Illicit drug use (including, but not exclusive to, marijuana, designer/synthetic drugs, hallucinogens, heroin, cocaine, volatile solvents, inhalants, anesthetics), and alcohol abuse problems have become a national health concern. When prescribed by a health care provider, in therapeutic doses, medicine is for the treatment of a specific illness. Medication should be used exactly as prescribed to prevent medical complications. Medications should not be shared.

Lasell College provides substance use and prevention education and training for all Residential Life staff during the academic year. Alcohol and drug education programs are offered to the members of the student body throughout the academic year.

The following resources for drug and alcohol counseling treatment, and rehabilitation programs are available to Lasell College students. On-campus offices providing information and assistance with drug and alcohol counseling education include:

Office of the Vice President of Student Affairs	x2124	Health Services	x2451	Counseling Center	x2451
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Off-campus resources include:

Newton-Wellesley Hospital 2014 Washington Street Newton, MA 02162 (617) 243-6000	McLean Hospital 115 Mill Street Belmont, MA 02178 (617) 789-3000
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COLLEGE PROPERTY

Care of College property and facilities is a responsibility of all College community members. Students will be held accountable for the damage, defacement, destruction or theft of any College property, or property belonging to approved vendors or guests of the College. Students will likewise be held accountable for any littering of the campus for which they are responsible. Students may not relocate College belongings (e.g. furniture, equipment) without specific written permission. Students are expected to respect the integrity of all College owned or operated buildings and spaces within buildings; and only enter those areas where, and when, they are clearly permitted to do so.

Students are also expected to respect the property rights of all members of the College community. Students will be held accountable for the damage, defacement, destruction or theft of any property belonging to a member of the Lasell community or a guest thereof.

In addition to paying appropriate restitution for damaged or stolen property, students who are found to be responsible for violations of this policy will also be subject to disciplinary action, and may have sanctions imposed including, but not limited to: monetary fines; community or judicial probation; and revocation of housing privileges.

COMMUNICATION POLICY

Since members of the faculty, staff and administration of Lasell College often need to be in contact with members of the student body, all students are expected to regularly check their Lasell College email account and to check My.Lasell, as these are two of the primary means by which the representatives of the College will communicate with students. Additionally, residential students are expected to register their preferred phone number with the Office of the Registrar at the beginning of the academic year (and whenever a change in phone number is made). Students will be held accountable for information that is conveyed via the means outlined above.

LASELL ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

Introduction

Lasell College and Lasell Village (Lasell) maintain information technology and services which are essential to the mission of these organizations. All employees (including student employees), students and residents of Lasell College and Lasell Village, guests and affiliates of Lasell (Lasell Community) are obliged to use the information technology appropriately and lawfully and maintain the College's values of integrity, honesty, and ethical decision making. Upon acceptance of your account information and agreement to follow this policy, you will be granted access to Lasell's information technology.

Some departments on campus may have additional policies and procedures that apply to use of information technology within those departments. In addition to this Acceptable Use of Information Technology Policy, the use of these information technologies is governed by the Student and Employee Handbooks, Written Information Security Policy, Record Retention and Disposition Policy, and all other College policies.

Scope

This policy applies to all users of information technology resources owned or managed by Lasell College and/or Lasell Village. Individuals covered by the policy include (but are not limited to) Lasell full-time and adjunct faculty, staff, students, Lasell Village residents, guests or agents of the administration,

external individuals and organizations accessing network services via Lasell College's information technology facilities.

Acceptable Use of Information Technology Systems

Information technology consists of, but is not limited to, computer hardware devices, software, databases, audiovisual equipment, multimedia, information services the college is subscribed to, telephone systems, mobile devices, cable television, computer networks, data, wiring, infrastructure and other services in ways that threaten Lasell's tax-exempt or other statuses information systems that are made available to support and facilitate the missions of Lasell College and Lasell Village.

The Lasell Community and affiliates must satisfy the requirements outlined below. Examples include, but are not limited to all misuses.

- **Comply with intended use of Lasell's information technology, processes and services**
Circumventing Lasell's technical, administrative, or process controls is prohibited. One should not cause, intentional or not, disruption to day-to-day or "normal" activity on Lasell's information systems unless official authority is given to do so.
- **Respect Lasell Policies and local, state, and federal laws**
Lasell College and Lasell Village are subject to the federal, state and local legislations and must comply with legislation. Lasell forbids the use of its resources for activities such as sharing, selling or subversion of Lasell information technology, services, or data which is outside of official authority that is given. Under no circumstances may anyone use information technology and services in ways that threaten Lasell's tax-exempt statuses.
- **Ensure ethical use of Lasell information technology and services**
Use of any Lasell information system or service for unethical or illegal activity or personal gain is prohibited. Harassment, violation of privacy, inappropriate data use, forgery or other misrepresentation of one's identity, and attacks using Lasell information technology are some examples of unethical activities.
- **Respect personal property**
Data pertaining to the security protection and/or mechanisms of Lasell technology assets, including, but not limited to, system administrative passwords, key codes, and firewall policy definitions, must be kept in the strictest confidence, and may not be disclosed or intentionally discovered without official authority given to do so. The Lasell Community and affiliates must respect the propriety rights of those within or outside the Lasell Community. Use of or sharing Lasell

Standard 1: Network and Lasell Owned Computer Usage Standard

Introduction

Lasell's network (wired and wireless) is essential to the day-to-day operations of Lasell College and Lasell Village. This standard defines acceptable use of Lasell's wired and wireless network.

The Lasell Community and affiliates must satisfy the requirements outlined below:

- The security of Lasell information systems is the responsibility of all members of the Lasell Community and affiliates. Everyone is personally responsible for the security of their accounts, credentials and passwords. Passwords should be difficult to guess and never be disclosed, loaned or sold to another individual. Ways to ensure this include avoiding storing passwords or any other information that could be used to gain access to other technology resources on workstations, sharing passwords, or by leaving them in easily discoverable locations. Everyone has the responsibility to report a suspected breach of any Lasell account, credential, or password to the Technology Help Desk.
- The Lasell network should be used ethically and it is unacceptable to access systems or data (even when available) which are outside the job duties and responsibilities or role in the Lasell Community. Information technology should not be used to gain unauthorized access to other computer systems; create and/or run programs that are designed to identify security loopholes, network schemes, data protection schemes and/or decrypt secured data; spoofing or misrepresentation of identity by alteration or appropriation of IP address(es), packet content, or other identifying or authentication information. It is unacceptable to create unauthorized credentials; provide misleading information in order to obtain access to information technology. Unauthorized use of monitoring, management or decoding tools to capture and/or view network traffic including SNMP probing, packet capturing, network discovery tools or tools used to assess security (e.g. vulnerability scanners) is forbidden. Access to information technology operations areas (including but not limited to the server room, switch closets and phone closets) is restricted to those responsible for operation and maintenance.

- The Lasell Community and affiliates must act responsibly when using the Lasell network and Lasell owned computers and should not compromise internal or external information systems. Some examples include, but are not limited to, knowingly or carelessly running or installing unlicensed software on any computer system or network; giving another user a program intended to damage the system; running or installing any program that places an excessive load on a computer system or network, or compromises the security of the systems or network; violating terms of applicable software licensing agreements, including copying or reproducing any licensed software; unauthorized removal of software from Lasell computers; spreading viruses; unauthorized destroying of information and using imaging equipment to duplicate, alter and subsequently reproduce official documents.
- Lasell requires that all computers connected to the Lasell network have all critical patches applied to the operating system and updated anti-virus software installed.
- All employees must keep a copy of all electronic work-related files and data on the Lasell network so they are properly backed up and archived. Personal files or data (non-work or academic related) may not be stored on the Lasell network as they waste Lasell resources.
- Additionally, viewing, displaying, downloading or hosting objectionable or pornographic material will be interpreted as a form of harassment and as such will not be tolerated.
- Lasell’s wireless network provides wireless access to the Lasell network resources and in order to ensure a safe and secure network all wireless computers must access the network through CiscoNAC. Students using personal access points may not identify them with ESSIDs which mimic or suggest official Lasell network access. It is prohibited to use wireless sniffers; wireless services or software that interferes with normal functionality or perform any activity that denies wireless network use; and violates the privacy of other wireless users.

Standard 2: Electronic Communication and Social Network Usage

Introduction

Electronic communication tools such as, but not limited to, Lasell web sites and email accounts, social networks, blogging, cell phones, instant messaging, texting, videos and video conferencing are covered under this Acceptable Use of Information Technology Policy. Everyone in the Lasell Community is

responsible for all communication made under the authorization of his or her (owned or assigned) device or account, credential or password.

The Lasell Community and affiliates must satisfy the requirements outlined below:

- Electronic communication and social networks should be used ethically and responsibly. Inappropriate uses of these systems include, but not limited to harassment; sending email that may be perceived as harassment, libel, pornographic, off-color, obscene, hate mail, and initiating or propagating electronic chain letters. Employees should not use Lasell electronic communications for the following, but not limited to, personal reasons: soliciting support (financial or otherwise) for charity or special causes not connected with Lasell or proselytizing and espousing political and religious views. (Please refer to the Employee Manual for the College's Solicitation Policy.)
- Respect the personal privacy and identity when using electronic communication. This includes, but is not limited to, unauthorized subscribing others to mailing lists or providing the email addresses of others to bulk mailers without their approval; forging the identity of a user or machine in an electronic communication or sending anonymous email; attempting to monitor or tamper with another user's electronic communications; and reading, copying, changing, or deleting another user's email or communications without the explicit agreement of the owner.
- Electronic communication tools such as email should be treated as public information as the confidentiality cannot be assured. PI should never be communicated through unencrypted electronic communication tools. Accounts, credentials, passwords and PI (Personal Information) PI includes a first name and last name or first initial and last name in combination with any one or more of the following data elements: (a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account; provided, however, that PI shall not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.
- Employees and affiliates are forbidden to automatically forward emails messages or entire mailboxes to a third party account such as Gmail, HotMail, etc. Instances of such must be approved by the Vice President for the respective department or office.

- The CAN-SPAM Act requires that all unsolicited email messages to promote a service or product must adhere to the following compliances: ability to unsubscribe compliance, content compliance, and sending behavior compliance. If you are unsure if your email falls under the CAN-SPAM, please contact the Office of Web & Electronic Marketing clynett@lasell.edu.
- Lasell employees who contribute to social networks including Facebook and blogs that mention Lasell, employees, partners, customers, and competitors of the college, must write knowledgeably, accurately, and use appropriate professionalism as well as identify that you are an employee of Lasell and that the views expressed on the blog or Web site are yours alone and do not represent the views of Lasell. If you are charged with the responsibility for creating an electronic presence outside of Lasell College's external website, included but not limited to social networking web sites, photography web sites, blogs, video, etc. there must be at least two administrators per account. One administrator must be from the Office of Web & Electronic Marketing.
- Lasell employees who have access to maintain their department web page(s) on the College website(s) shall not deploy their own code, code of third party websites, manipulate the website functionality nor tamper with the system. Those employees responsible for the content shall do so ethically and without personal bias.
- Email groups are intended for: announcement of major Lasell events and deadlines; changes in campus policies, procedures, organizations, or departments; and notification of the availability of services and/or facilities.
- MyLasell announcements are intended for: announcement of Lasell related information, events and deadlines; campus policies and procedures; lost and found items; and soliciting support (financial or otherwise) for charity or special causes connected with Lasell.

Standard 3: Responsible Copyright Standard

Music, programs, books, or other intellectual works that a person buys from a store or company usually are protected by a copyright. What this means is that the purchased work is meant for personal use only and that the buyer cannot copy it, hand it out, or make a profit from it. This is how writers, artists, and musicians protect their work and the profit that work will generate.

What a copyright law controls or states is that the author is the owner of the work and controls how it can be used. That includes the reproduction, distribution and public display of a work. In recent years with the development of the computer and an increase in the number of people who own them, there

has also been an increase in the violation of copyrights with such things as movies, music, and computer software.

The Digital Millennium Copyright Act addresses these issues. This act also limits the liability of Internet Service Providers from the actions of its users who may be using their equipment to distribute copyrighted material. This means that if a record company or some other company wants to sue for a violation of copyright they will sue the user violating it and not the Internet Service Provider.

Lasell does not allow the use of its information technology to violate copyright. In addition to action by Lasell, copyright violators can be subject to criminal prosecution. Because Lasell is also classified as an Internet Service Provider, the Digital Millennium Act protects Lasell from legal actions. If the Lasell community is caught in violation of copyright **he or she will be targeted by the record companies and the distributors, not Lasell.**

Standard 4: BYOD (Bring Your Own Device) Standard – Employees and Affiliates Only

Introduction

Lasell recognizes that employees and affiliates may connect to the Lasell network through personal computers and digital devices. This standard defines the responsibilities of the employee and affiliates well as Lasell's rights when Lasell information technology resources and data are accessed from devices and computers not owned by Lasell.

The Lasell Community and affiliates must satisfy the requirements outlined below:

- Employees or affiliates who connect personal devices to the Lasell Exchange email system are required to agree to Lasell's password policy for these devices.
- Lasell data classified as PI should never be accessed from a non-Lasell owned device or computer except through a remote desktop connection.
- Lasell data classified as PI should never be printed or faxed from a non-Lasell owned printer or fax machine.
- A remote desktop connection may not be used on any computer or device unless approved through Lasell's Change Management system.
- If a personal device or computer which has access to Lasell's information technology has been lost or stolen, the employee or affiliate must immediately notify the Technology Help Desk.

- When an employee or affiliate separates from Lasell, they must wipe (by reinstalling the OS) all devices (such as iPads, smartphones, etc) that have connected to Lasell's information systems. This does not apply to non-Lasell computers.
- It is forbidden to connect jailbreak devices or devices that have been modified in any way which makes them more susceptible to security risks to Lasell's information systems.

Monitoring of Information Technology

The Department of IT reserves the right to monitor and collect data on all traffic and devices on the Lasell network and those managed or owned by Lasell. Lasell may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources can be used by anyone who needs them. The Department of IT will immediately terminate network service with or without notice, to any individual and/or device that is found out of compliance with this policy or is a threat to security of privacy of data. All potential threats will be investigated and reported to the Chief Information Officer. All data pertaining to the activity of an employee or student will be released when permission from the Director of Human Resources (employees) or Director of Campus Police (students and Village Residents) and the Vice President for the area or President of the College is obtained. All data pertaining to legal matters will be released with the permission of Lasell's legal counsel or the Vice President of Business and Finance.

Violation of Policy

The Department of Information Technology enforces the Lasell Acceptable Use Policy and its standards at all times. The Department of IT works in concert with the Office of Student Affairs, Human Resources, Campus Police, and the Executive Director of Lasell Village to ensure fair and appropriate investigation, considerations, and consequences where appropriate. Consequences may include the monitoring of the offenders account by an Information Technology (IT) staff member. In addition, the offender may be subject to disciplinary action, up to and including termination, expulsion, and notification of legal authorities.

Indemnification of Lasell College and Lasell Village

The Lasell Community and affiliates, in consideration of access to Lasell's information technology indemnify, defend, and hold harmless Lasell College and/or Lasell Village for any suits, claims, losses, expenses or damages, including, but not limited to, damage, corruption or loss of data, security or breach of a data, as a result of connecting to or using Lasell's information systems.

Policy Governance

This policy is governed by IT (Information Technology) for Lasell College and Lasell Village. IT Governance reserves the right to modify or amend this policy and to limit or restrict the use of information technology and services.

Reporting

It is the responsibility of all individuals in the Lasell Community to urge their peers and colleagues to use Lasell information technology and services appropriately and according to this policy. Individuals are urged to report violations of the Acceptable Use Policy to the Office of Student Affairs daustin@lasell.edu, their supervisor, Human Resources kbryne@lasell.edu, or Chief Information Officer dgelch@lasell.edu.

Questions and Assistance

If you have any questions or concerns about this policy, contact the Office of Student Affairs daustin@lasell.edu, a direct supervisor, Human Resources kbryne@lasell.edu, or Chief Information Officer dgelch@lasell.edu.

FIRE REGULATIONS/ARSON

When a fire alarm is sounded in any building on campus, the building MUST be evacuated IMMEDIATELY. Any individual refusing / failing to vacate a building during a fire alarm will be subject to disciplinary action. Fire extinguishers are installed in pre-determined locations and must remain where mounted except in the case of a fire. At no time may fire extinguishers be used to prop doors open. Tampering with fire extinguishers, fire protection equipment such as smoke detectors, or fire exits, is a criminal offense and will result in disciplinary action, a fine and possible criminal action. Blocking fire doors or activating door alarms will also result in disciplinary action and possible fine.

Each residence hall is equipped with smoke detectors and fire extinguishers in all hallways. Resident students are urged to take the following precautions:

1. In advance:

- Become familiar with fire equipment, fire exits and evacuation procedures
- Keep rooms and lounges free of fire hazards
- Report all damaged or inoperable fire equipment to your R.A. or A.C.

2. In case of fire:

- Sound the nearest alarm
- Evacuate the building
- Keep driveway clear and stay at least 100 feet from the building
- Do not re-enter the building until it has been cleared by the fire department or Campus Police

3. To prevent fires, students must refrain from the following:

- Overloading electrical circuits
- Covering smoke detectors
- Blocking fire doors or propping fire doors open

4. The following are prohibited:

- Storing or possessing internal-combustion engines of any kind in any campus building
- Storing or possessing flammable liquids of any kind
- Storing or possessing propane tanks or propane grills inside of any campus building
- Using or possessing candles, incense, etc.
- Using interior decorations (including live Christmas trees, wreaths or roping) that do not meet fire and safety codes

Students are permitted to cook in approved cooking areas in the residence halls. Students are also permitted to bring and use microwave ovens in approved areas and/or in their residence rooms. With these privileges comes responsibility. Students who choose to cook, or use a microwave to heat or reheat food items, must monitor the items they are cooking at all times, and remain in the room where the cooking devices are being used. If a cooking device or microwave is unattended and causes the activation of the building's fire alarm, the individual who was cooking will likely be held responsible for any costs incurred in relation to the fire alarm activation.

In the interest of public safety, incidents involving damage or misuse of alarm systems or protection equipment will not be condoned. In a residential building, if no individual can be determined to be responsible for a misuse of an alarm system, all of the residents of the hall will be held financially responsible for any costs associated with the violation. False alarms endanger the residents of a building, as well as the public and the firefighters who respond to the incident. Individuals found responsible for a malicious false alarm will be referred to the College's conduct system, and may face the loss of housing privileges (in the case of a residential student) and / or suspension from the College. Persons responsible for these activities may also face criminal prosecution.

Students are not to be on, or use, fire escapes except in cases of emergency. Property may not be stored on fire escapes, and fire exits onto fire escapes are to be kept closed at all times but for emergencies.

Acts of arson are considered intolerable in that they jeopardize life and/or property. Persons found responsible for such activities (including trash fires, lighting of bulletin boards or door decorations) within the Lasell community will be referred to the judicial system and face the loss of housing privileges

(in the case of a residential student) and/or suspension from the College. Persons responsible for these activities may also face criminal prosecution.

EMERGENCY PREPAREDNESS

Lasell College is committed to insuring the safety and security of all members of the community. As a means to providing an effective and efficient response to any emergency or disaster that may occur on campus, the college has prepared an in-depth Emergency Response and Management Plan. This plan serves as a guide and resource that can be utilized in the event of any campus emergency. It provides procedures for insuring the safety of all members of the community and the methods and steps necessary to return the college to normal operations as soon as possible after an emergency. Most importantly it was designed so that it is easy to use and follow by everyone. Members of the faculty and staff receive annual training in the use of the plan. Some of the many aspects of the emergency plan include Emergency Text Messaging, Lasell Emergency Net and the Lasell College Emergency Guides which are described briefly below.

Emergency Text Messaging

As part of the Emergency Response and Management Plan we have instituted an Emergency Text Messaging System on campus. Sign up is free and the list of users remains confidential and is not shared with anyone outside of Lasell College. This prevents individuals from receiving advertisements, "SPAM" text messages, or any other annoying messages. This system will be used to provide immediate notification (or timely information) to the community during emergencies or disasters when deemed necessary. Members of the Senior Management Team work in conjunction with the Campus Police to determine when an Emergency Alert should be sent. In addition to emergency notifications, the system will be used to notify the members of all weather related school closings.

All members of the community are urged to sign up for this system in order to remain informed of situations that require notification. To sign up go to MyLasell and follow the instructions; it's simple and quick to do.

Lasell Emergency Net

In the event of a campus-wide emergency or closure of the College, information and instructions will be posted on the Lasell Emergency Net page for faculty, staff, students, parents, and media. This page can be accessed via the internet at <http://lasellemergency.net>.

Emergency Guides

Emergency Guides have been placed on every floor in every building on campus. They have been mounted next to all phones in common areas throughout campus and in all of the building lobbies. These guides provide individuals with information on reporting emergencies, actions to take for medical emergencies, along with what to do in case of a fire or other natural or manmade disaster. They also provide information on building evacuations and a map with the location of all Emergency Phones on campus.

GAMBLING

The College prohibits any form of gambling on campus. Provisions against gambling are contained in Massachusetts General Laws, Chapter 137, 139 and 271.

An increasing preoccupation with gambling activities can develop into a problem behavior known as “compulsive gambling”. Individuals may seek assistance at the College’s Counseling Center, if they find that they are unable to resist the impulse to gamble, despite significant loss of money and/or disruption to the personal, academic, vocational, and family areas of their lives.

GUESTS

Members of the Lasell College student body are permitted to have guests visit them on the College campus, and it is expected that members of the College community will treat those guests in the manner described in the section of this Handbook entitled, “Policies and Issues of General Conduct”.

Students are responsible for the conduct of their non-Lasell guests, and for insuring that their guests know, understand, and adhere to the College’s rules and policies. Guests who fail to comply with College policies may be required to leave the campus immediately, and may not be permitted to return to the campus. Students whose guests fail to comply with College policies will be liable for sanctions appropriate to the situation including, but not limited to: monetary fines; restitution for damages; suspension of their guest privileges; community or conduct probation; and/or revocation of their housing privileges (if they are resident students). Guests who visit students in residential buildings must comply with the College’s visitation policy, as outlined in the “Residential Life” section of this Handbook.

HAZING

Massachusetts state law (applicable to all students attending Lasell, regardless of home state or country) makes it illegal to organize or participate in any form of hazing activity. The term hazing refers to any conduct or method of initiation that recklessly endangers the physical or mental health

of any student or other person. Any member of the Lasell community that knows that another person is the victim of hazing or any such crime should report it to the Vice President of Student Affairs. Any such actions may result in disciplinary action.

CONDUCT SYSTEM

With the College's commitment to the creation of an environment that fosters student growth and development, and the maintenance thereof, comes the concomitant responsibility to enforce policies and procedures designed to achieve those goals. The Lasell College Conduct System is charged with the task of addressing alleged student violations of the non-academic policies and procedures detailed in this Student Handbook, as well as any behaviors which are deemed to be in violation of the spirit of mutual respect and consideration that serves as the foundation for the actions of all members of the Lasell community.

The College will not protect students who violate local, state or federal laws from prosecution by the appropriate law enforcement agencies. The College may choose to proceed with its conduct review process regardless of any off-campus legal actions that are in progress, and whether or not the alleged offender chooses to take part in the campus conduct hearing.

The College reserves the right to take immediate action prior to the convening of a conduct hearing under the following circumstances: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; c) if the student poses a definite threat of disruption of or interference with the normal operations of the College; d) if it is alleged that the student has engaged in a serious violation of College policy and/or local, state or federal laws. Such interim action shall remain in effect until the hearing process has been completed. The requisite notice and hearing process shall follow as soon as it is possible.

Structure of the Conduct System

The conduct review process is designed to bring resolution to issues of discipline in an educative and timely fashion, and with a commitment to due process. The conduct system is not a court of law and is not held to the same standards of evidence as a legal proceeding. The Lasell College Conduct System is facilitated by Administrative Hearing Officers. The Vice President of Student Affairs and the Dean of Student Affairs are responsible for the oversight of the system. Complaints are brought to the attention of the conduct system through Incident Reports filed by members of the College's staff and/or initiated by a student through a staff member.

After a complaint has come to the attention of the Office of the Vice President of Student Affairs, a decision is made about the seriousness of the allegation(s) and the case is assigned to an Administrative Hearing Officer. Less egregious issues will most often (though not necessarily) be assigned to Administrative Hearing Officers that include (but are not limited to) the Area Coordinators (from the Residential Life staff); and the Director of Student Activities. Issues of a more serious nature will most often (though not necessarily) be assigned to Administrative Hearing Officers that include the Conduct System Coordinator; the Director of Residential Life, the Dean of Student Affairs; and the Vice President of Student Affairs.

Students who are charged with violations will be contacted by the appropriate Administrative Hearing Officer and apprised about the charge. During a hearing meeting between the Administrative Hearing Officer and the student, the student will be fully informed about the complaint and about the conduct review process, and will be asked to respond to the charges and provide whatever information he/she has about the case at hand. The student may choose to resolve the case immediately by acknowledging responsibility for the allegation as charged and accepting the decision of the Administrative Hearing Officer regarding sanctions. Otherwise, the Administrative Hearing Officer will listen to the student's statements, ask whatever clarifying questions they have, and in some cases continue to gather information from other sources (including, but not limited to: other students involved in the same incident(s); witnesses to the alleged incident(s); and reports from Campus Police or other members of the College community. The Administrative Hearing Officer will consider all of the available information, and reach a decision regarding whether the student is responsible for the allegation as charged; and if responsibility is determined, the Administrative Hearing Officer will then determine what (if any) sanctions will be imposed. If a student fails to respond to communications from an administrative hearing officer, or fails to meet with an administrative hearing officer, the case may be decided in his/her absence.

Conduct hearings are not open to the public. Only those individuals approved by the Office of the Vice President of Student Affairs as having a direct relationship to a case may be present at a hearing. Students charged in a case may ask to have witnesses provide additional information, and the names of those witnesses should be submitted to the Administrative Hearing Officer assigned to the case.

At no time may legal counsel be present at a hearing (in any capacity). Hearings may not be taped or recorded. Written notes made during a hearing are kept in conduct files in the Office of the Vice President of Student Affairs.

Conduct files are educational records and are therefore covered under the Family Educational Rights and Privacy Act.

Appeals of original decisions made by the Area Coordinators and/or the Director of Student Activities and/or other individuals designated to serve as Administrative Hearing Officers for less egregious cases, must be submitted in writing to the Dean of Student Affairs. The Dean must receive a student's appeal within five business days of the receipt of the letter from the Administrative Hearing Officer. The decision of the Dean of Student Affairs (or his designee) is final. Note: For purposes of the conduct system, a "business day" will be defined as a day when the offices of the College are open.

Appeals of original decisions made by the Conduct System Coordinator, the Director of Residential Life and the Dean of Student Affairs (or his designee), must be submitted in writing to the Vice President of Student Affairs within five business days of the receipt of the letter from the Administrative Hearing Officer. The decision of the Vice President (or her designee) is final. Should the Vice President of Student Affairs serve as an Administrative Hearing Officer for a case, appeals of original decisions made by the Vice President of Student Affairs (or her designee), must be submitted in writing to the President of Lasell College within five business days of the receipt of the letter from the Dean. The decision of the President (or his designee) is final.

Sanctions

Sanctions that may be imposed by Administrative Hearing Officers, the Dean of Student Affairs, the Vice President of Student Affairs and/or the President of Lasell College (or their designees) include (but are not limited to):

Reprimand - a written notice to a student describing the policy that he/she has violated and acknowledging that the student's violation will be kept in their conduct file.

Warning - a written notice to a student describing the policy that he/she has violated, outlining a specific time period during which the warning will be in effect, and indicating that future violations of any policy during the warning period will automatically result in more serious sanctioning.

Educational Sanctions - students may be required to attend an educational program or workshop series, do research about a specific topic, design and create bulletin boards, work with Residential Life staff on a program or project, meet with a counselor or staff person, and/or participate in some other form of community-based service which is educational in intent.

Community Probation - students placed on community probation will have a period of time designated to them during which any additional violations of College policy might result in the immediate suspension of their residential housing privileges and/or a restriction of their privileges regarding participation in activities and/or student organizations.

Conduct Probation - students placed on conduct probation will have a period of time designated to them during which any additional violations of College policy might result in suspension from the College.

Fines - students may have fines levied upon them ranging in amount from \$50.00 and not usually exceeding \$1000; the monies collected from conduct fines go directly into the general operating budget of the College, and do not revert to Student Affairs.

Restitution - students may be held responsible for any financial obligations resulting from damage / theft of personal property or College property.

Relocation within the residential system - students may be moved from their current housing assignment to another assignment.

Temporary or permanent revocation of residential housing privileges - students may be removed from the residential system for a specified period of time or permanently.

Suspension of activities privileges - students may have their opportunity to take part in some or all campus activities and/or their access to specific buildings abridged for a specified period of time or permanently.

Suspension from the College - students suspended from the College will not be able to pursue course work and will not be considered to be in "good standing" during the time of the suspension; after the designated period of the suspension, students may apply to be re-instated to the College (and if allowed to return, may be required to be on a conduct probationary status).

Dismissal from the College - students dismissed from the College will be permanently denied access to degree work.

Educational sanctions that are not completed by the prescribed date may result in a fine being levied in addition to, or in lieu of, the original sanction, and a letter or reprimand may be added to the original sanction. Fines and restitution payments which are not paid by the prescribed due date will be billed to the student's account with the College, an additional late fee may be levied, and a letter of reprimand may be added to the original sanction.

Parental Notification

Lasell College reserves the right to notify parents/guardians in certain situations when students violate College policies. Most specifically, this would include repeated or egregious alcohol policy violations, drug offenses and/or violations that jeopardize the student's continued association at the College.

Appeals Process

A student may appeal the decisions rendered in the Conduct System only if: 1) due process has not been observed; 2) new information has been identified that would significantly influence the case; and/or 3) the sanctions imposed are deemed to be inappropriately harsh. Appeals must be made in writing within five business days of receipt of the letter relating the outcome of the administrative hearing. Students will be informed in writing as to the status of their appeal. If an appeal is granted, the Vice President of Student Affairs (or her designee), or the President (or his designee), may require a meeting with the student submitting the appeal before rendering his/her final decision. NOTE: sanctions take effect immediately unless otherwise specified; if a sanction is successfully appealed the change takes effect at the time that decision is communicated in writing to the student.

LIFE-THREATENING SITUATIONS**Mental Health Emergencies**

This policy is designed to address students who appear to be potentially harmful to themselves or those around them. A staff member of the College Counseling Center should be contacted directly (617-243-2145) and an appointment arranged immediately. If a counselor cannot be reached, the student should be taken directly to Newton-Wellesley Hospital for evaluation.

Students who have had an emergency medical evaluation for mental health reasons, or who have been hospitalized for mental health-related reasons, and who wish to return to a College residence hall, will need to meet with the Vice President of Student Affairs (or her designee), and the Director of the Counseling Center (or her designee) as part of the discharge planning process. In most instances, these meetings will need to take place prior to the student's return to campus. The results of a psychiatric evaluation will be the basis for the College's decision whether or not to allow the student to remain in the residential and/or College system. The focus of any such decision will be on the best interest of the student's health and development, and that of the College community at large.

Recommendations for ongoing outpatient treatment may include the Counseling Center or off-campus providers. Students should be in contact

with their academic advisors and the Dean of Advising regarding their academic status. The College retains the right to assess each situation individually.

Alcohol and Drug Related Emergencies

When a Campus Police officer determines that a student is at risk for alcohol poisoning, (which may be life-threatening), the student will be transported via ambulance to a hospital where a Blood Alcohol Level (BAL) will be drawn. BAL is a medical measurement used to determine the amount of alcohol content circulating in the blood. If the BAL is over 0.08 the student may be given intravenous fluids and other medical treatment. The next business day, upon returning to the campus, the student will receive follow-up care from the professionals in the Health Services.

Should an occasion arise where a student observes an individual who is incoherent, belligerent, severely vomiting, and/or “passed out”, these may be signs of alcohol poisoning and the individual may require emergency treatment. **Students observing these symptoms/behaviors should not attempt to care for these individuals themselves, but should contact Campus Police at x2279 immediately.**

Parental Notification

Lasell College reserves the right to notify and involve parents/guardians in certain emergency, life threatening situations when it is perceived to be in the best interest of the student. Notification would likely be made by the Office of the Vice President of Student Affairs, and would not violate any issues of legal confidentiality. If a student’s medical condition can be interpreted as life threatening (i.e. a serious injury on campus; an eating disorder that results in excessive weight loss of greater than 15% of total body weight), the Health Center reserves the right to contact the family.

Separation from the College

If a decision is reached that involves a student taking a Leave of Absence from the College, or withdrawing from the College, most often a member of the Counseling Center staff and the Vice President of Student Affairs (or her designee) will meet with the student (and her/his family) to discuss resources available to the student and the procedures necessary to separate from the College. The student will be encouraged to be in contact with the Dean of Advising, and with other necessary individuals in Academic Affairs, the Registrar’s Office, and other key offices on the campus. If appropriate, members of the College Counseling staff will be available to meet with other members of the campus community who may be working through the effects of a crisis (eg. the student’s roommate(s), Resident Assistant, teammates, faculty).

**NOTICE OF NON-DISCRIMINATION AND POLICY
PROHIBITING SEXUAL HARASSMENT AND OTHER
FORMS OF UNLAWFUL HARASSMENT**

12-13

I. Introduction

It is the policy of Lasell College that all students, faculty and staff should be able to enjoy a work and/or educational environment that is free from discrimination and harassment. This policy applies to discrimination and harassment on the basis of: (1) age, (2) race, (3) color, (4) national origin/ancestry, (5) religion, (6) sex, (7) sexual orientation, (8) mental or physical disability, (9) genetic information, (10) veteran status, (11) membership in or application to the uniformed services, and (12) any other characteristic protected by applicable law. In accordance with applicable law, Lasell College will not discriminate on the basis of these characteristics in connection with employment, admission or enrollment or participation in any of its programs or activities.

Harassment of employees/students occurring on campus or in other settings in which employees/students may find themselves in connection with their employment/enrollment is unlawful and will not be tolerated. Further, retaliation against an individual who has complained about sexual or other unlawful harassment or discrimination or who has cooperated with the investigation of such a complaint is similarly unlawful and will not be tolerated. To achieve the College's goal of providing a work and educational environment that is free from sexual and other unlawful harassment and discrimination, the conduct that is described in this policy will not be tolerated, and a procedure has been provided by which inappropriate conduct will be dealt with.

Because Lasell College takes allegations of harassment and discrimination seriously, the College will respond promptly to complaints of such conduct, and will investigate all allegations of harassment and/or discrimination. Where it is determined that inappropriate conduct has occurred, the College will act reasonably to eliminate the conduct and impose such corrective action as is deemed necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the College's goal of promoting a work/educational environment that is free from sexual and other forms of unlawful harassment and discrimination, the policy is not designed or intended to limit the College's authority to discipline or take remedial action for conduct which is deemed inappropriate or unacceptable, regardless of

whether that conduct satisfies the legal definitions of harassment or discrimination.

II. Definition Of Sexual Harassment

Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a) submission to or rejection of such advances, requests or conduct is either: (i) made explicitly or implicitly a term or condition of employment or participation/enrollment in a program or activity of the College; or (ii) is used as a basis for employment/educational decisions; or
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work/educational performance by creating an intimidating, hostile, humiliating, or sexually offensive work/educational environment.

Under these definitions, direct or implied requests (by a supervisor, faculty member or other individual responsible for work/academic matters) for sexual favors in exchange for actual or promised job/academic benefits (such as favorable reviews/grades, salary increases, promotions, increased benefits or continued employment/enrollment) constitute sexual harassment.

The legal definition of sexual harassment is broad, and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female workers/students may also constitute sexual harassment.

While it is not possible to list all those circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances — whether they involve physical touching or not;
- Creation, dissemination or display of sexually explicit voicemail, e-mail, graphics, downloaded material or websites;

- Sexual epithets, sexual jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Comment about an individual's body and/or comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and/or
- Discussion of one's sexual activities.

Students and employees should note that sexual harassment can occur between individuals of the same sex and regardless of sexual orientation. The same standards that apply to harassment between individuals of the opposite sex also apply to individuals of the same sex.

III. Other Forms of Harassment

In addition to sexual harassment, this policy prohibits harassment based on the following characteristics: (1) age, (2) race, (3) color, (4) national origin/ancestry, (5) religion, (6) sex, (7) sexual orientation, (8) mental or physical disability, (9) genetic information, (10) veteran status, (11) membership in or application to the uniformed services, and (12) any other characteristic protected by applicable law.

Harassment includes the display or circulation of written materials or pictures which are degrading or hostile on the basis of the above factors and verbal abuse, slurs or insults based on those factors and directed at or made in the presence of persons having those characteristics.

Harassment also refers to behavior that is personally offensive, impairs morale and interferes with the work/educational effectiveness of employees/students. Harassment of students, visitors, faculty or other employees by any member of the campus community will not be tolerated.

The complaint and investigation procedure discussed herein applies to both sexual harassment and other unlawful harassment based on protected characteristics.

IV. Complaints of Sexual and Other Forms of Harassment and Discrimination

Any student or employee who believes he/she has been subjected to harassment by a faculty/staff member, a supervisor, a student, a vendor/supplier, a visitor or other individual, whether or not employed or enrolled by the College, is advised to make it clear to the offender that such behavior is offensive and/or unwelcome. When the alleged harasser is an employee of the College, the aggrieved student should speak with the Vice President of Academic Affairs if the situation is related to a member of the faculty, or with the Vice President of Student Affairs in all other instances. When the alleged harasser is another student, the aggrieved student should speak with the Vice President of Student Affairs. In addition, any student or employee who becomes aware of harassment or other violation of this policy, whether he or she is personally affected or not, should immediately advise one of these designated individuals.

If any of our students, employees, or third parties (including parents and visitors to the campus), believes that he or she has been subjected to sexual harassment, or other forms of harassment or discrimination based on protected status, the student/employee has the right to file a grievance/complaint with our organization. This may be done in writing or orally.

If a student would like to file a grievance/complaint, he/she may do so by contacting the College's Title IX Coordinator, Ms. Diane Parker, Associate Vice President of Business and Finance, at Eager House, Lasell College, 1844 Commonwealth Avenue, Auburndale, MA 02466, (617) 243-2124, or by contacting the College's 504 Coordinator, Mr. Scott Lamphere, Director of Disability Services, Office of Student Affairs, Edwards Student Center, Lasell College, 1844 Commonwealth Avenue, Auburndale, MA 02466. If for any reason a student might be uncomfortable bringing the matter to the Title IX Coordinator or the 504 Coordinator, that student may also contact James Ostrow, Vice President of Academic Affairs, (617) 243-2112 or the Director of Human Resources, (617) 243-2176. These individuals are also available to discuss any concerns a student may have and to provide information to the student about the College's policies on harassment and non-discrimination, as well as the College's complaint process.

All students and employees should take special note that, as stated above, retaliation against an individual who has complained about harassment, and retaliation against individuals for cooperating with the investigation of such a complaint, is unlawful and will not be tolerated.

V. Investigation of Complaints

When a complaint of sexual or other harassment or discrimination is received, the College will investigate the allegation in as fair and expeditious a manner as reasonably possible. The investigation will be conducted in such a way as to maintain confidentiality to the extent consistent with a full investigation and practicable under the circumstances. The investigation generally will include interviews with: (1) the person filing the complaint; (2) the person alleged to have committed the wrongful conduct; and (3) witnesses (if any and if deemed necessary and appropriate by the College). All employees and students will be expected to cooperate fully in our efforts to investigate and enforce this policy. When the College has completed its investigation, the College will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. College investigations will normally be completed within 60 days of the reported complaint.

VI. Disciplinary Action

If the College determines that inappropriate conduct has been committed by a member of the campus community, the College will take such action as is deemed appropriate under the circumstances. Such action may range from counseling to termination/expulsion, and may include such other forms of disciplinary action as is deemed appropriate under the circumstances.

VII. State and Federal Remedies

In addition to the above, if a student believes that he/she has been subjected to unlawful harassment or discrimination, that student may make inquiry or file a formal complaint with the Department of Education's Office for Civil Rights or one of the other government agencies set forth below. Using the College's grievance/complaint process does not prohibit a student from filing a complaint with these agencies.

The United States Department of Education, Office for Civil Rights (OCR)

Boston Office:
U.S. Department of Education
8th Floor, 5 Post Office Square
Boston, MA 02109-3921
(617) 289-0111

Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building
Government Center
Fourth Floor, Room 475
Boston, MA 02203
(617) 565-3200

The Massachusetts Commission Against Discrimination (MCAD)

Boston Office:
One Ashburton Place, Rm. 601
Boston, MA 02108
(617) 994-6000

Springfield Office:
436 Dwight Street, Rm. 220
Springfield, MA 01103
(413) 739-2145

These agencies have a short time period for filing a claim: EEOC and MCAD – 300 days. Revised June 2009

SEXUAL ASSAULT

Definition

The term “sexual assault” in Massachusetts State law refers to the crimes of rape, and indecent assault and battery. **Rape** is defined as having sexual intercourse or unnatural sexual intercourse with a person without clear consent of the person, and through the use of force or the threat of force. **Indecent assault and battery** is defined as physical contact of a sexual nature with a person without the clear consent of the person.

Both women and men may be the victims of sexual assault. The assailant may be a stranger, but in many instances victims know their assailants and may currently be, or at one time have been, involved in a relationship with the assailant.

When someone has been sexually assaulted . . .

Of first concern are the immediate needs of the victim. The physical well-being of the victim is very important. A victim may have been bruised or suffered internal injuries; and/or may have been exposed to one or more sexually transmitted diseases; and/or may have been at risk of being impregnated. Victims should be encouraged to seek medical attention as soon after the assault as possible. On campus, the medical professionals on the Health Services staff are available to provide assistance during normal

business hours (617-243-2216); off campus, students may seek 24-hour professional medical care at the Newton-Wellesley Hospital Emergency Room (617-243-6193). Campus Police are available 24 hours a day to transport any student who has been sexually assaulted to the Newton-Wellesley Hospital Emergency Room.

If the assault has occurred very recently, there may be physical evidence present that can be collected. The collection of physical evidence does not require a victim to pursue criminal or civil charges through the courts; however, should that decision be made at some point in the future, having the physical evidence collected can be important in future legal proceedings. The staff at the Newton-Wellesley Hospital Emergency Room is trained to collect whatever physical evidence may be present following a sexual assault. If the assault has occurred within the last several hours, victims should refrain from bathing, douching or removing their clothing as these actions could destroy evidence. It is advised that the victim bring a change of clothing with her/him to the Hospital or Health Services.

Regardless of how recently the assault took place, victims most often find themselves experiencing a vast array of emotional responses. It is common for victims of sexual assault to feel frightened, angry, nervous, sad, and distanced from those around them. Victims may find themselves experiencing changes in their sleeping and eating patterns, and having difficulty focusing on their normal, daily routine. On campus, the professionals in the Counseling Center are available to provide confidential assistance during normal business hours (617-243-2145); and the professional staff members in the Office of Student Affairs and the Office of Residential Life are also available. Off campus, students may seek 24-hour assistance from the Boston Area Rape Crisis Center Hot Line (617-492-7273).

If a victim wishes to pursue charges . . .

There are various options available. A victim may wish to report the sexual assault to the Newton Police Department, to the Middlesex District Attorney's Office, or to the Lasell College Campus Police.

On campus, a victim may begin the reporting process by speaking with a member of the Campus Police staff (617-243-2279). If a victim would prefer to speak with a female Campus Police officer, s/he may so request. The Campus Police officers have received specialized training in how to respond to a reported sexual assault, and the contents of the report will be kept confidential. Identifying information about the victim is protected under Massachusetts law. Off campus, a victim may contact the Office for Victims' Assistance through the Middlesex County District Attorney's Office (617-494-4050) or may choose to file a complaint with the Newton Police Department.

In the last instance, if desired, a victim can request to be escorted to Newton Police by a member of the Lasell College Campus Police staff (617-243-2279).

Victims may choose to press charges through the criminal justice system and/or the College's conduct system (if the assailant is a member of the Lasell College student body). If a victim wants to pursue a complaint through the conduct system, s/he should begin that process by contacting the Vice President of Student Affairs, the Dean of Student Affairs, or the Director of Residential Life (all of whom can be reached at 617-243-2124).

For support and guidance at this confusing time . . .

It is strongly suggested that a victim speak with someone who they trust. After being assaulted, sometimes it is hard to make decisions and to remember all the information that has been given to you ... and try to sort through it. Staff members in the Counseling Center and Health Services, and in the Office of the Vice President of Student Affairs, are all available to help a victim to deal with the many issues and reactions they may be encountering, as well as provide information that can assist in making whatever decisions s/he may face.

SMOKING POLICY

Lasell complies with the Massachusetts Clean Indoor Air Act (Massachusetts General Laws, Chapter 270, Sect. 22), which requires that smoking be prohibited at private colleges within the Commonwealth except in areas designated by the College as smoking areas. Smoking is not permitted in any building on campus. Students who do smoke are to use appropriate receptacles to dispose of cigarettes. Students living in College owned or operated buildings will find further information on the College's smoking policy in the "Residential Life" section of this Handbook.

WEAPONS

Firearms and Fireworks

Firearms of any type (including BB guns), assembled or disassembled, ammunition, knives, machetes, javelins, martial arts devices, clubs, any device that is capable of shooting a projectile, or any device that can be considered hazardous to the welfare of members of the College community are strictly prohibited on campus. Any violation of state laws or city by-laws, prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, fireworks, firecrackers, any other explosives, incendiary devices, or other deadly weapons will result in criminal prosecution, and will be subject to removal from residence (if applicable) and/or suspension or dismissal from the College. Under the Bartley-Fox Gun Control Law, there is a one-year mandatory sentence for anyone possession a firearm without the proper license.

Mace

Any student having possession of any type of tear gas, chemical mace, or any other device or instrument which contains or emits a liquid, gas, powder or any other substance designed to incapacitate, must have a valid Massachusetts Firearms Identification Card on their person (Chapter 140 section 121c & 129c). Violations of this policy will result in confiscation of the object.

STUDENT LIFE**OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS**

Edwards Student Center, x2124

Students and their family members may avail themselves of the Vice President's office for assistance in many areas. If a student is unsure exactly where to address a question or concern, s/he may come to the Student Affairs office for help or to get the appropriate referral. The Vice President, with assistance from the Dean of Student Affairs, is responsible for coordinating all of the various student life services, and for working with students and staff to create a vibrant and supportive campus environment in which all members of the Lasell College community can study, work, recreate, and live.

ATHLETIC DEPARTMENT Athletic Center, x2330

It is the philosophy of the Lasell College Athletic Program to place the highest priority on the overall quality of the educational experience and on the successful completion of academic goals. Athletics are conducted as a part of the student-athlete's educational experience. The athletic program is meant to complement the educational program and vice-versa. The Athletic Department will strive to encourage participation by maximizing the number and variety of opportunities offered in varsity and intramural programs. It is the goal of the Athletic Department to foster the development of sportsmanship, community, fair play, positive societal values and physical well-being in all participants.

Lasell College holds membership in the National Collegiate Athletic Association (NCAA) Division III, the Eastern College Athletic Conference (ECAC), the Great Northeast Athletic Conference, the North Atlantic Conference (for field hockey), and the Northeast Collegiate Volleyball Association (NECVA). All teams have access to post-season play through conference championships, the ECAC and the NCAA. Lasell currently sponsors seventeen varsity sports teams: basketball, volleyball, soccer, field hockey, cross country, lacrosse, softball, indoor track and field, and outdoor track and field are offered for women; and basketball, baseball, soccer, cross

country, lacrosse, volleyball, indoor track and field, and outdoor track and field are offered for men. Participants in the athletic program receive the same treatment as all other students. Student-athletes have no privileges in admission, financial aid, advising, grading or living accommodations. The emphasis of the program is placed on the welfare of the participants, and not on the spectators or the entertainment value of sport.

Intramural programs are provided for the college community throughout the year and include flag football, beach volleyball, dodge ball and basketball. Step-aerobics, cardio kickboxing and muscle conditioning classes are offered as non-credit class activities throughout the semester.

The Athletic Center is located in the middle of campus and is home to the basketball/volleyball courts, locker rooms, overhead track, and aerobic/dance studio. The Edwards Fitness Center, located adjacent to the Athletic Center on the first level of the Edwards Student Center and the McClelland Fitness Center, located on the first floor of McClelland Hall, are equipped with both cardiovascular and weight training equipment. Both Fitness Centers are staffed and available for student use approximately 80 hours a week; whenever the Fitness Centers are open for use, there is a certified staff member available (students may not use the Fitness Centers in the absence of a certified staff member). Taylor Field is adjacent to the field house and is used for varsity soccer and softball. Grellier Field is located on Aspen Road and is an artificial turf field used for varsity field hockey, and lacrosse. The Athletic Center and Fitness Centers are open for students, faculty and staff use during the academic year. Please check the Centers for hours of operation. Students are encouraged to use the facilities regularly to maintain health and fitness. Other facilities include tennis courts located on Maple Terrace, a beach volleyball court located on Woodland Road, and a boathouse on the Charles River.

CAREER SERVICES Edwards Student Center, x2125 or x2307

The Office of Career Services is dedicated to assisting students in exploring career and major options, as well as supporting students in seeking full- and part-time employment. Students typically participate in workshops and/or work individually with a Career Counselor to clarify career goals, take career interest assessments, develop a resume, prepare for interviews, apply to graduate school, and develop successful job search strategies. The Office maintains a library of reference materials on job-hunting techniques, career descriptions, and requirements related to various majors. Job listings are provided in the Office and at www.collegecentral.com/lasell on the web. It's never too early to check out the Office of Career Services.

CENTER for SPIRITUAL LIFE Case House, x2059

The mission of the Center for Spiritual Life is to provide educational and support activities to all students seeking assistance and information pertaining to their spiritual and religious lives. Programming sponsored by the Center has included: discussion groups, speakers, religious holiday events, and worship services. The Center seeks to foster students' development as they reflect on personal and community values; grow in understanding of various faith traditions; participate in an exchange of ideas with other students; and receive counsel and support when faced with life's challenges. The Director of the Center is an ordained minister who is available for pastoral counseling. Students are always welcome to stop by at the Center, which is located in Case House.

COUNSELING CENTER Case House, x2451

The Counseling Center offers students a place to confidentially discuss issues, problems, or feelings that are important to them in reaching their potential. The members of the Counseling staff are committed to assisting students to grow towards greater independence in making mature choices, and taking responsible action for themselves and towards others, as well as for their education and career. Students come to the Counseling Center to address various issues including relationship conflicts, college adjustment, academic stress, depression and anxiety, family stress, sexuality, and healthy lifestyles. The Center maintains a resource library to provide helpful information on stress management and relaxation techniques, substance abuse, eating disorders, dating violence, anger, grief, communication, and self-esteem. A Health Educator works in the Center, along with Peer Health Educators, to provide educational programs designed to promote healthy lifestyles and relationships.

The professional counseling staff is available to work with students individually and through group programs. Short-term counseling, referral services, and workshops are provided at no cost. Counseling is confidential and privacy is respected. Appointments can be made by calling 617-243-2451, or by stopping by the Reception Desk at the Health Services Office in the Edwards Student Center, or by contacting a member of the Counseling staff at Case House. The Counseling Center Office hours are Monday, 8:30 a.m. to 6:30 p.m.; Tuesday – Friday, 8:30 a.m. – 4:30 p.m. during the academic year.

DISABILITY SERVICES Edwards Student Center, x2124

The Office of Disability Services supports Lasell College's commitment to help students achieve academic and personal success, both inside the classroom and in the out-of-classroom environment. Our goal is for all students to have access to the various aspects of the Lasell College community. This

commitment honors the legal requirements for individual with documented needs requiring accommodation. The Director of Disability Services, who functions as the College's 504 Coordinator, works closely with students who have self-identified as requiring accommodations, and provides support and advocacy, when necessary.

HEALTH SERVICES Edwards Student, x2451

Located on the top level of the Edwards Student Center, the Health Center is staffed Monday through Friday, when classes are in session. Hours: Monday: 8:30 a.m. to 12 noon; and 1:00 to 6:30 p.m.; Tuesday through Friday: 8:30 a.m. to 12 noon; and 1:00 to 4:30 p.m. The Health Center is staffed by nurse practitioners and a physician. Emergency services are available through the Newton-Wellesley Hospital (approximately one-half mile from the Lasell campus). When the Health Service is closed, non-emergency care may be received at the Newton-Wellesley Hospital Urgent Care Center in Waltham (approximately 2.5 miles from campus. Any student requiring off-campus care should bring their health insurance information with them to the medical provider. Any fees incurred for off-campus care is the responsibility of the student, and students will need to arrange their own transportation. Whenever a student feels that they require emergency medical care after business hours, they should first contact Campus Police @ 617-243-2279.

Clinical Philosophy — Maintaining good health takes into account the effects of physical, emotional, social, sexual, and nutritional factors. The Health Services staff members work to assist students in developing habits that will enhance their quality of life. Students are encouraged to become active participants in their own care. The staff of Health Services will not provide written excuses for student absences from class.

Confidentiality — All visits, discussions, treatments and records are confidential. The HIPPA Privacy Rules (April 14, 2003) safeguard the use and disclosure of your identifiable health information and place certain requirements on what is known protected health information. **We do not release health information to anyone without your written permission unless, in our judgment, it is necessary to protect you or others from immediate physical danger.**

Prior to registration Lasell College requires all full-time students to submit a health form which includes a physical examination with 12 months of matriculation and a medical history form. The Commonwealth of Massachusetts requires that every full-time student provide proof of immunization. These requirements include: three Hepatitis B, two MMR, two Varicella (chicken pox), one tetanus/pertussis also known as TDap, within the past ten (10) years, one Meningitis (or a signed Meningitis Waiver form). In

addition, Lasell College requires completion of a Tuberculin Risk Questionnaire. If these documents are not completed within thirty (30) days of arrival to Lasell, a student will be prevented from registering for classes for the following semester. Any student considering an international study abroad program/international service learning experience is urged to get the immunizations appropriate to their travel/study experience. Students should not delay in getting the appropriate immunizations. It is suggested that Hepatitis A vaccines (two shot series) be initiated at least 6 months prior to international travel.

The College's comprehensive fee entitles students to consultations with the professional medical staff during their scheduled hours. In addition to treatment of illnesses and injuries, the staff members perform routine pelvic exams, various STD tests, blood pressures, pregnancy tests, urine and blood tests, referrals to specialists, and prescriptions to most commonly used drugs including birth control methods. Health education and counseling are available on various subjects such as nutrition, alcohol education, sexuality, eating disorders, birth control, emotional problems and sexually transmitted diseases. If a student should become ill, hospitalization may become necessary. If a student contracts a contagious disease, the College reserves the right to require that student to return to their home within 24 hours of diagnosis. Health Services does not initiate or prescribe treatment for Attention Deficit Disorders.

Students must be enrolled in some health insurance policy as stipulated by Chapter 23 of the General Laws of Massachusetts. Students must provide documentation of their health insurance policy name and identification number. Insurance is necessary to cover the costs of any lab fees (i.e. X-rays, throat cultures, pap smears), prescriptions for medications, or costs to other specialists. For further information about insurance issues, students should contact the Office of Student Accounts, x2103.

I.D. CARDS

As members of the Lasell College community, students are required to have a college ID card and to carry it with them at all times. The ID card is a student's official College identification, and must be presented upon request by any member of the College community. The ID card allows a student access to College facilities including the library, computer center, and for students on meal plans, the dining hall.

Students on meal plans **MUST** present a valid ID to gain entrance to the dining hall or to use LaserLoot funds. Cashiers will not accept ID numbers that are given to them verbally or in writing; ID cards must be presented.

Students may not be in possession of a fraudulent ID card (of any type), and no one but the student to whom an ID is issued may use that card.

The Lasell College ID card is used for the duration of a student's stay at Lasell. There is no charge for a student's first ID card; there is a charge of \$25 for any replacement ID card that is issued with the following exception: **if the ID card is also serving as a student's access card for their residence on campus, the replacement card costs \$50 each.** Replacement IDs are issued by the Campus Police and can be obtained 24-hours a day at the Campus Police offices, located on the lower level of Winslow Hall.

OFFICE OF INTERNATIONAL SERVICES

Arnow Campus Center, x2094

The Office of International Services has a dual focus: it provides comprehensive direct service to the undergraduate and graduate international student populations on campus, as well as to the population of undergraduate students who wish to study abroad for a semester, summer, or academic year.

International Student Advising: Lasell has over 65 international students each year who come from approximately 35 countries. The Office of International Services provides immigration support and advising, information on maintaining one's status as an F-1 visa holder, general support and assistance in navigating the Lasell community, and cultural adjustment resources. The Office sponsors several programs throughout the school year including: resume and career workshops; presentations by immigration attorneys; and CPT and OPT information sessions. Additionally, students may receive individual assistance with a variety of topics, ranging from how to obtain a social security card, to where the nearest grocery store is located. International students also receive a weekly newsletter from the Office of International Services that outlines important announcements and upcoming events happening in and around campus.

Study Abroad Advising: Lasell currently offers over 90 study abroad programs in 40 countries. Students who wish to study abroad during their time at Lasell can visit the Office for information and guidance on study abroad opportunities, and the Office holds several programs throughout each semester also designed to inform students about study abroad opportunities. These programs include: information sessions for first year students; tables at the annual Activities Fairs; fall and a spring study abroad fairs; classroom visits; site-specific information sessions; and pre-departure orientation sessions. There is also a study abroad resource room attached to the Office, where students can browse through study abroad catalogues and travel books.

Once a student has made the decision to go abroad, there is a specific application process that must be followed. Students must choose a program from Lasell's list of approved programs and then be approved for study abroad before they can apply to the study abroad program of their choice. Students must be in good academic and disciplinary standing, and any student who falls out of good academic or disciplinary standing at any point in the application process or prior to going abroad, will no longer be permitted to study abroad. Upon returning from studying abroad, students can choose to apply to be a Global Ambassador and assist the Office with study abroad programs and offer peer to peer advice to students who may be considering study abroad.

For more information, students should stop by the Office of International Services on the 2nd floor of the Arnow Campus Center or call (617)-243-2094.

PARKING RULES AND REGULATIONS

Parking at Lasell College is under the control of the Department of Public Safety. The Campus Police offices are located on the first level of Winslow Hall, 80 Maple Street; the telephone number is 617-243-2279 (or extension 2279 in the College system). **Parking at Lasell College is a privilege, not a right. Students found in violation of any College policy, rule or regulation may have their parking privileges revoked by the Director of Public Safety; this is in addition to any other sanctions that may be issued to a student. Any student who receives six or more tickets for parking violations will have their parking permit revoked by the Director of Public Safety. Any student who receives six or more parking violations, will not be eligible for a parking permit for a period of one year,**

Vehicle Operation on Campus

Vehicles are only permitted to operate on proper streets and in parking lots. Driving and parking is prohibited on fields, grass, or walking paths. Drivers must obey all traffic laws, and operate their vehicles in a safe manner at all times while on Lasell College property. Operating vehicles in an unsafe manner may result in the revocation of parking privileges and / or possible criminal complaints. Students may not drive on the Emergency Vehicle Access road that connects the Central and Valentine parking lots. Neither mopeds nor mini-bikes are permitted on or in Lasell College property at any time.

Parking Permits

Any commuting student may obtain a parking permit. For returning resident students, parking permits are issued through a "lottery by academic class" priority-ranking system. A limited number of spaces may be available for

transfer, resident students. Students bringing their own vehicle to campus, (or one registered to a family member), must register the vehicle with Campus Police. All students must complete the proper paperwork, pay the appropriate fee, obtain a parking permit, and observe all rules and regulations for vehicles on campus. A student's vehicle must be properly registered and insured in the student's home state in order to be permitted to remain on College property. Unregistered and/or uninsured vehicles are subject to immediate ticketing and towing.

Any individual who alters a permit, or is found in possession of a counterfeit or altered parking sticker, may be subject to criminal prosecution, temporary or permanent loss of parking privileges, and fines in the amount up to the cost of a full-year permit.

Parking Fees

A \$100.00 **non-refundable** parking deposit is required of all students applying for a parking permit, and the remaining fee amount must be paid in full prior to the issuance of a parking permit. Parking fees may be paid by the semester or the year. Within a semester, no refund of parking fees will be made to a student who leaves the College or no longer has a vehicle on campus. If applicable, parking fees will be refunded, upon request, to a student who terminates parking prior to the beginning of an academic semester.

Designated Student Parking

Commuter and resident students are issued permits allowing them to park in a specific lot. The assigned lot is the only lot in which a student may park his/her vehicle.

Commuter Students:

All commuters will be issued a commuter parking permit. Commuters may park in the Central Street lot during daytime or evening hours. **This permit does not permit overnight parking.** If on occasion a commuting student wishes to park his/her vehicle on campus overnight, that student must notify the Campus Police and let them know that the vehicle will be parked in the Central Street lot. This will insure that a parking ticket will not be issued that night.

Resident Students:

Students residing in College housing who are eligible to have their cars registered on campus, will be issued resident parking permits that designate the lot to which they are assigned. Students may only park in their assigned lots. Parking permits must be displayed on your vehicle at all time while it is

parked on campus. Failure to properly display your permit may result in your vehicle being ticketed.

Transferring Permits:

Students are not permitted to transfer their permit to another student. If a student no longer requires their permit they must notify Campus Police by sending an email to parking@lasell.edu notifying them that they no longer require a permit.

Temporary Medical Permits

Temporary medical permits may be obtained from Campus Police. An individual wishing to obtain a temporary medical permit must submit written documentation from a medical doctor, explaining the need for a medical permit and the duration that it is required. Campus Police staff, in consultation with the Director of Health Services, will review applications for medical permits, and a determination will be made as to their issuance. Temporary medical permits DO NOT allow individuals to park in handicap-only parking spaces. Students must have a handicap plate or placard issued by the Department of Motor Vehicles in their home states, in order to make use these spots.

Temporary Parking Permits

Students bringing a vehicle to campus for one week or less may obtain temporary parking permits. Permits must be obtained for overnight parking. Students must register the vehicle upon arrival at the campus, or they will be subject to ticketing and towing. Temporary permits may be purchased at Campus Police until 1 am. Temporary permits may be limited at the discretion of Campus Police. The fees for student temporary permits are: 1-3 days = \$3.00; 4-7 days = \$5.00. No temporary permits may exceed 7 days.

Lost or Stolen Parking Permits

If a permit is lost or stolen, a request must be made for a duplicate permit. Lost or stolen permits must be reported to Campus Police, and a Lost/Stolen Permit Form must be completed before a new permit can be issued. A \$5.00 fee will be charged for a duplicate/replacement permit.

New Vehicles

If a student changes vehicles, he/she must obtain a new permit from Campus Police. The cost for the replacement permit is \$5.00.

No Parking Zones/Areas

Any vehicle found in the following areas will be subject to immediate ticketing & towing:

- Fire lanes

- Handicap spaces, unless you have a handicap plate or placard
- Bus Parking Only
- Any field, area of grass, or walking path
- Any driveway of a residence hall, classroom or administrative building
- Any area reserved for Faculty/Staff
- Any city street adjacent to the Lasell Campus
- Any area that has a **No Parking** or a **No Student Parking** sign

Faculty/Staff Only Parking

The following areas are designated as Faculty/Staff parking only. If a student's vehicle is found parked in any of these areas it will be subject to immediate ticketing and towing:

- Valentine/Athletic Center/Woodland Lot; there is **no student parking** allowed in any area of this lot for any amount of time; the lot includes the area from the entrance on Woodland Road near Case House to the exit near Woodland Hall.
- Holway/Haskell Lot
- Any other areas that are posted as Faculty/Staff Parking

Temporary Parking Areas

There are **NO** temporary parking areas or spaces for students at Lasell College. If a student needs to park their vehicle for a limited time in an area for which they do not have a permit, they must notify Campus Police at ext. 2279 prior to parking their vehicle. An officer will advise them of where to park and the vehicle must be moved within the designated time period or it will be subject to ticketing. Students who arrive at their assigned lot and find all of the parking spaces taken, **MUST** notify Campus Police immediately. They will advise the student where to park until spaces in the assigned lot can be made available. Students **MUST NOT** take it upon themselves to park in another lot, as they will be subject to being ticketed and towed. Activating one's emergency flashers while parked illegally will not prevent a ticket from being issued.

Guest Parking

All guests visiting Lasell College must register their vehicle with the Lasell College Police. Vehicles may be registered and a Guest Permit may be obtained from Campus Police at any hour. The student and the guest must both be present to obtain the permit. The student is required to present their Lasell I.D., and the guest is required to present their driver's license and vehicle registration. Short-term permits (up to three nights) are free.

**Please note that guests, while on Lasell College property, are the responsibility of the Lasell student. The host Lasell student is responsible for all fines or towing*

charges incurred. Failure to register guest vehicles will result in a ticket and tow of the vehicles at the student's expense.

Violations

Tickets that are issued by Lasell College police officers, for violations of College rules and regulations, will indicate the date, time, place, and reason for the violation. If the violation occurs on Lasell College property a copy of the ticket will be left on the windshield of the vehicle. If the violation occurs on a city street a copy of the ticket will be left in the student's mailbox. All state, city and College rules and regulations will be strictly enforced by Lasell College Campus Police.

Unpaid Tickets

It is important to pay all outstanding tickets in a timely fashion. If a ticket remains unpaid for a period over 21 days the fines will be doubled.

Appeals

Any individual wishing to appeal a parking ticket must do so within seven (7) days of issuance. The appeals process is listed on the Campus Police page of My.Lasell. If the ticket was issued because a car was illegally parked for any reason, and/or for any amount of time, the appeal will be denied. Please review the Parking Rules and Regulations to insure that you were not in violation prior to sending an appeal.

Bootling

Vehicles with three (3) or more outstanding tickets will be subject to receiving a boot device that prevents the vehicle from being moved. Once attached, all outstanding fines must be paid within three (3) days or the vehicle will be towed. There will then be a fee for the boot, the tickets and the towing.

Towing

If a vehicle has been towed, the owner should report to the Campus Police Office on the first level of Winslow Hall to pay all outstanding fines and obtain the vehicle release form. All fines must be paid prior to the vehicle's release. Payments must be made through Cashnet, Pay\$Online, in cash or money order. **No personal checks will be accepted.** Students will be issued a release for the vehicle once all fines have been paid. **The Lasell College Police reserve the right to tow any vehicle that creates a safety hazard.**

Fines

Fines for violations may be paid at the Campus Police Office, located on the first level of Winslow Hall, or by mail. Students are required to pay the fine that corresponds to the violation code on the ticket. Failure to pay fines within 21 days of issuance may result in the towing of the vehicle or loss of parking privileges.

ANY NUMBER OF UNPAID TICKETS WILL RESULT IN A HOLD BEING PLACED AGAINST ALL COLLEGE SERVICES AND MAY RESULT IN YOUR VEHICLE BEING TOWED or BOOTED, WITHOUT FURTHER WARNING OR NOTIFICATION!

2012–2013 Rules and Regulations

1. All vehicles must display a proper parking permit at all times while parked on Lasell College property.
2. All vehicles must be properly registered and insured in their home state in order to park on Lasell College property.
3. All non-resident students must obtain a Non-Resident Student Parking Permit from Campus Police.
4. Any change in vehicle information (such as new vehicle or plate number) must be reported to the Campus Police Office within three (3) business days.
5. Parking stickers are to be placed on the rear windshield passenger side. Any improperly placed sticker will result in a ticket being issued for “failure to display decal”.
6. Students must park in designated areas, and must not use their cars for transportation to and from classes, or meals.
7. All motor vehicles must be parked within lined parking spaces. An improperly parked car in an adjacent space does not constitute an excuse for straddling any painted lines.
8. Any student violating Lasell’s alcohol policy while operating or in control of a motor vehicle will be subject to arrest and will have their parking privileges revoked.
9. Lasell College is not responsible for any damage or theft of motor vehicles or their contents while on College property.
10. During Snow Emergencies, all vehicles must be moved upon notice from Campus Police.

RESIDENTIAL LIFE

Edwards Student Center, x2124, residentiallife@lasell.edu

Living on campus can be a rewarding part of the Lasell College experience. The Residential Life staff members are committed to fostering an atmosphere in the living residential communities that will enhance the emotional and social growth of the students residing there. Students must be physically and emotionally healthy to live in the residential community, and all resident students must live within the guidelines set out in this Handbook. Any student deemed to pose a threat to themselves or to other members of the Lasell community, may not be permitted to remain in residence.

The staff in the residence buildings consists of Area Coordinators and Resident Assistants. Resident Assistants (RAs) are student staff members with

at least sophomore standing. Every resident student will have an RA on their floor, wing or house who is assigned to them. There are currently 50 Resident Assistants on campus. Area Coordinators (ACs) are professional staff members who live on campus in residential buildings. The ACs are responsible for supervising the RAs, and working with them to create a healthy, supportive, and educational environment in the residential communities.

Types of Residence Halls

Traditional Residence Halls – traditional residence halls offer a wonderful environment in which students can learn about the campus, get to know many other students, and share the residential living experience with their peers. Traditional residence halls consist primarily of double and triple rooms, with a limited number of singles and quads, and most students living in traditional residence halls will make use of shared, common bathrooms (that are specifically designated for either males or females). Most first-year students will be assigned to traditional residence halls.

Contemporary Residence Halls – contemporary residence halls consist of quads, made up of two double rooms connected by a bathroom shared by the four residents.

Suite-Style Residence Hall –suite-style residence halls consist of two or four bedrooms, along with a common living area, a small kitchenette, and one or two bathrooms.

Housing Options

Quiet Study - Students choosing to live in quiet/study housing agree to maintain a quiet environment conducive to studying. 24-hour quiet hours will be in effect between 7 p.m. on Sunday and 4 p.m. on Friday. Weekends will have a combination of quiet and courtesy hours. Quiet hours are those times when there will be no unreasonable noise. Courtesy hours are those times when excessive noise will not be allowed. At the time of this writing, the Quiet Study buildings for 2012-13 include: Mott House and Ordway House.

Wellness – Students choosing to live in the wellness house are committed to a healthy life style that will focus on balanced living in a variety of areas, including: nutrition, exercise, healthy relationships, and living substance-free. All students living in this community will agree to refrain from the use of substances such as alcohol, tobacco products or other illicit drugs, at all times (in and out of the residence), and students will agree not to return to the community under the influence of alcohol or drugs. Guests in the house must abide by all community rules. Depending upon the interests of the residents, programming may include: presentations on the mind-body connection, yoga and exercise, stress reduction, and spirituality. Briggs House is the designated wellness house.

Community Service – Students choosing to live in the community service house agree to abide by the additional guidelines established by the Center for Community-Based Learning. Keever House is the designated community service house.

Coeducational Housing – Students assigned to coeducational housing will live in a community of female and male students. Residential buildings will be coed either by wing, floor, quad or suite. All bathrooms are designated for either male or female use. At the time of this writing, coeducational buildings include: Bragdon Hall, Briggs House, Butterworth Hall, Campus Center, Chandler House, East Hall, Forest Hall, Gardner House, Haskell House, Holt Hall, Karandon House, Keever House, McClelland Hall, Mott House, North Hall, Pickard House, Rockwell Hall, Saunders House, Spence House, West Hall, and Woodland Hall.

All-Female Housing - Students assigned to all-female housing must accompany their male guests at all times. At the time of this writing all-female buildings include: Carpenter House, Hoag House, and Van Winkle Hall.

“Dry” Buildings – Students residing in “dry” buildings are not permitted to be in possession of alcoholic beverages or empty alcohol containers. This guideline is applied equally to all residents of a “dry” building, regardless of the age of the student, and also applies to all students visiting these buildings. At the time of this writing, “dry” buildings include: Briggs House, Carpenter House, East Hall, Gardner House, Holt Hall, McClelland Hall, Mott House, North Hall, Ordway House, Rockwell Hall, Van Winkle Hall, West Hall, and Woodland Hall.

Policies and Procedures

The College reserves the right of members of the Student Affairs/Residential Life staff, the Campus Police staff, and the Plant Operations staff to enter rooms at any time deemed necessary for reasons of health, safety, maintenance and/or if there is reason to believe that a violation of College policy or local, state, or federal law is being committed.

Students are responsible for following all policies for residence outlined in this Handbook. **Lasell reserves the right to terminate a student’s privilege to live on campus if he/she violates hall policies and/or acceptable standards of community behavior.** Lasell reserves the right to require counseling as a condition to remain in housing under certain circumstances.

Definition of Residency

A resident is defined as a student who has been assigned by Residential Life to a specific room in the residential system. Only the student(s) assigned to a given room have the right to reside in that room, and students may only reside in the room and building to which they have been assigned by

Residential Life. The commitment to College housing includes mandatory participation in the College meal plan.

Any visitor or guest who stays in a room for more than three nights in a seven day period will be defined as having established residency. Any student whose visitor or guest establishes residency will be subject to disciplinary action, as will any student who establishes residency in a room to which he/she has not been assigned.

The Roommate Relationship

Sharing a room with one or more other students in a residential building can be a valuable learning experience regarding interpersonal communication and cooperation, and it can also be the basis upon which life-long friendships may be established.

New students have the opportunity to request specific roommates and share personal preferences for roommate matching when they complete their on-line Housing Application; returning students have the opportunity to choose their roommates during the on-line Room Selection process in the spring.

Making the roommate relationship a successful one requires all parties to be considerate and respectful of the belongings, preferences, and privacy of the individuals. At the beginning of each academic year, the Residential Life staff members encourage roommates to complete a "roommate contract" as a means of learning more about each person's likes, dislikes, and personal styles.

As the academic year progresses, should two or more roommates encounter some difficulty navigating the roommate relationship, the Resident Assistants and Area Coordinators are all available to assist in mediation and conflict resolution. A last resort, when feasible, is a change in room assignment (see section entitled, "Change of Residence Room").

Resident students are expected to respect the privacy rights of their roommate(s), including the use of their belongings; they are also expected to understand that their roommate(s)' rights to privacy supersede their own opportunity to entertain visitors and guests in the room. Students who demonstrate through their behaviors that they do not respect the rights of their roommates may jeopardize their housing privileges and/or may be referred to the College's Conduct System.

As the academic year progresses, should two or more roommates encounter some difficulty navigating the roommate relationship, the Resident Assistants

and Area Coordinators are all available to assist in mediation and conflict resolution. A last resort, when feasible, is a change in room assignment.

At times in the academic year, vacancies may occur in a residential room. Whenever possible, the Office of Residential Life will attempt to give the roommate(s) who continue to reside in the room the opportunity to find another roommate to fill the vacancy. When this occurs, students will be given clear time limits during which they can identify a new roommate. If a new roommate cannot be identified, or if the allotted time frame established by Residential Life passes without the identification of a new roommate, the current resident(s) **must** accept a new roommate if someone is assigned to the room by Residential Life. Failure to do so, which includes the demonstration of behaviors that are purposefully “unwelcoming”, will put the housing privileges of the current resident(s) in jeopardy.

Lasell reserves the right to make changes in room assignments as deemed necessary, and to consolidate vacancies in order to best utilize facilities

Room Occupancy

The following opening and closing dates are in effect for the 2012-2013 academic year:

Fall opening date for new students:	Saturday, September 1, 2012
Fall opening date for returning students:	Monday, September 3, 2012
Fall semester closing date:	Wednesday, December 19, 2012 at 9 a.m.
Spring semester opening date:	Monday, January 21, 2013 at noon
Spring break closing date:	Saturday, March 16, 2013 at noon
Spring break re-opening date:	Sunday, March 24, 2013 at noon
Spring semester closing date, non-graduating students:	Wednesday, May 15, 2013 at noon
Spring semester closing date, graduates participating in Senior Week:	Sunday, May 19, 2013 at 5 p.m.

Senior Week Note: Graduating seniors wishing to stay in the residence halls prior to Commencement, must be paid participants of the Senior Week activities. During the Senior Week period, participants are not permitted to host guests, with the exception of other, paid, Senior Week participants. Seniors must be eligible for College housing to stay on campus during Senior Week. Any Senior Week participant who violates College policies during Senior Week, or is deemed to be a danger to themselves or others, will likely be asked to vacate Senior Week housing.

During College break periods, student meal plans are not in operation and the College shuttle system ceases operation. The residential buildings are closed during the winter and summer break periods. All students are

expected to vacate their rooms 24 hours after their last exam. Students are not permitted to stay in residential buildings during vacation periods.

Room Selection for Returning Students

Rooms are chosen in the spring in an on-line Room Selection process, on the basis of seniority (determined by the number of credit hours completed). In order to participate in the Room Selection process students must: pay their enrollment deposit for the upcoming academic year, to the Student Accounts Office by the established deadline; be pre-registered for a minimum of 12 credit hours for the fall semester; and have financial clearance. Part-time students may petition to live in on-campus housing; petitions must be done in writing, to the Director of Residential Life. **More information is provided in the annual "Room Draw Booklet" which is distributed weeks prior to the date of the Room Draw process, and which is posted on My.Lasell.**

Change of Residence Room

Students who are interested in moving from their assigned room may request to be relocated to an open space in another room. Any proposed move must be discussed with, and approved by, the student's Area Coordinator and the Coordinator of Housing Operations. Room changes are not typically approved during the first two weeks of a semester, and the last two weeks of a semester.

Summer and Winter Break Housing

Although residence halls are closed during the winter and summer breaks, the Office of Residential Life provides a limited housing operation during both of the aforementioned break periods, for Lasell students who wish to reside in College residences.

The Break Housing program is designed to accommodate matriculated, registered Lasell students who are: involved in an activity directly related to their academic program (including credit-bearing internships or practica or clinicals); or are employed by the College or Lasell Village during the break period. Students who wish to apply to stay at Lasell during break periods must complete the appropriate Break Housing Application (available on-line). This form requires the student to provide a reason for the application: specific internship information, along with the signature of the related Department Chair; or specific information about on-campus employment, along with the signature of the related work supervisor; or special permission from the Director of Residential Life.

Students wishing to participate in the Break Housing program must be in good academic standing at the College; must be financially cleared by the Student Accounts Office; and must be in appropriate status with the College's

Conduct System. The cost associated with Break Housing is the equivalent of \$175 per week. Students must pay the full balance of their Break Housing costs in advance of their stay; specific requirements are described in full on the Break Housing Application.

For AY2012-13, students participating in the winter Break Housing program will stay in McClelland Hall; Haskell House may also be used for winter break housing if more space is required. It is not expected that the residents of McClelland Hall or Haskell House will vacate their rooms before leaving for the winter break; however, those residents will be required to strip their beds and leave their rooms in a condition that is habitable.

Students who have been given permission to live in Break Housing, must complete and sign a Break Housing Agreement. Students living in Break Housing will be expected to observe all College policies during their stay. The Agreement states that the College observes zero tolerance for policy violations during break periods, and reserves the right to withdraw housing at any time during the break, based on the conduct of the student. Students will be held responsible for any damage done to the room in which they are assigned and/or to the common areas of the building in which they are residing.

Student meal plans are not in operation during winter and summer break periods. Students may have the opportunity to purchase meals on an a la carte basis at the Dining Hall when it is in operation. Students may cook in the residence hall if they observe all guidelines for keeping the kitchen clean, and for storing food appropriately.

Questions about the Break Housing program may be directed to the Office of Residential Life in the Office of Student Affairs, Edwards Student Center, 617-243-2124.

Residential Facilities

Doors

All of the exterior doors of the campus residences are kept locked 24 hours a day. Students are required to use the identified main door(s) of their residence building (the door for which they have a key or swipe card) as the only point of entrance into, and departure from, the building. The identified main door(s) is the only means by which students are permitted to enter or exit a residential building. Students are not to remove screens from their windows at any time, and may not enter or exit a building through a window.

In an effort to keep the residence buildings secure, we ask that the exterior doors to the halls never be propped open. Tampering with the locking mechanism of any exterior door may present a serious safety concern, and students found to be responsible for such actions will face sanctioning through the College's Conduct System. Students are encouraged to keep their room doors locked at all times when they are not in their rooms, and when they are asleep.

Furnishings

Each room includes an extra long twin bed, a desk, a chair and a dresser, and closet space for each resident. Suite style rooms will also include a kitchen table, kitchen chairs, loveseat(s), club chair(s), and a coffee table. Room windows will have blinds or shades. All furniture must be kept in the room in which it was originally provided, and beds must be kept together. Room furniture found in common areas of the residence buildings will be removed by Plant Operations staff, and residents with furniture missing from their rooms when they vacate the rooms, will be assessed the current cost for new replacement furniture. Students are **not permitted** to paint their residence hall rooms, and may not build lofts or any other type of structure in their rooms

Personal property in rooms: Students may bring their own curtains, but the curtains must be made of fireproofed materials. Any upholstered furniture brought into a residential building must be fire-rated. Additional furnishings allowed in residence hall rooms include: clocks, radios, stereos, televisions, DVD players, mini-refrigerators, computers, and lamps (with the exclusion of halogen and sun lamps). Interior decorations need to be hung with care, and at no time should tacks, tape, screws, adhesive material or staples be used on ceilings, walls, woodwork or doors. Fabric or other material may not be hung across entryways in student rooms, on the ceiling or over lights and/or fire safety equipment.

Lasell College carries no insurance covering personal property, and assumes no responsibility for items lost, damaged or stolen from student rooms or storage at any time. Residents are encouraged to review their family personal property insurance coverage and obtain appropriate coverage. At the end of the academic year, or whenever a student vacates his/her assigned room, students must remove possessions from their room and broom-clean their room. The College cannot be responsible for any personal effects left in a student's room, and will dispose of any abandoned property.

The following items are **not permitted** in residents' rooms:

- heat producing appliances including (but not limited to): halogen lamps, sun lamps, electrical blankets, space heaters, air conditioners and heating pads
- barbecue grills
- combustibles such as gasoline, lighter fluids, or cleaning fluids
- candles, potpourri burners and incense burners
- live Christmas trees, wreaths, roping, etc.
- fireworks or firecrackers
- weapons of any sort (including firearms; hunting, survival, and pocket knives; archery and target practice equipment; martial arts weapons)
- non-prescription drugs and/or drug paraphernalia (includes hookahs intended for tobacco use)
- alcoholic beverages, if the student is under the age of 21 years
- alcoholic beverages or their containers, if living in a "dry" building (including: Briggs, Carpenter, East, Gardner, Holt, McClelland, Mott, North, Ordway, Rockwell, Van Winkle, West or Woodland Halls)

No cooking appliances may be used in student residence rooms. Items falling into this category include (but are not limited to): coffee makers; toasters; toaster ovens; George Foreman grills; rice cookers; popcorn machines; hot pots; warming trays; and free-standing burners. Each residence building has a kitchen, and many of these kitchens are equipped with a stove and/or microwave, and a sink, and residents are welcome to use the kitchens whenever they wish. Students who choose to bring cooking appliances (not including microwaves) to campus, may only use them in the designated kitchen area.

Health and Safety Inspections

Residential buildings and student rooms are routinely inspected by members of the Residential Life staff to ensure the health and safety of all residents in the community. Particular attention is paid to the physical condition and cleanliness of rooms, the condition of all fire safety equipment, and the presence of prohibited items in the residence halls. Unauthorized items or equipment may be confiscated without prior notice to building occupants if the occupants cannot be reached during the time of the inspection; notification would follow shortly thereafter. Inspections may take place with or without the presence of the room's occupants.

Room/Building Condition and Damage

Students are responsible for the condition of their rooms and furnishings. It is an expectation of each resident that they will maintain a basic level of cleanliness in their individual living spaces, and in the common areas of their

suites and/or residence buildings. If a student's room (or bathroom) is found to be excessively dirty; or the condition of the room threatens the health or safety of other residents in the room, suite or building; said student may be subject to disciplinary action, fines, and/or may have his/her housing privileges revoked on a temporary or permanent basis.

A Room Condition Report (RCR) will be filed at the start of the semester to verify the condition of the room and furnishings. When a student moves out of a room, the RCR will be reviewed and fines will be levied as appropriate for repairs, replacement of furnishings, or cleaning required beyond the normal "wear and tear".

The condition of a building's common areas (including kitchens, lounges, study rooms, bathrooms, halls and corridors) is the responsibility of the residents of that building. When damage occurs in a common area, if no individual(s) can be determined to be directly responsible, the residents of that building will be held equally responsible for any financial obligations resulting from the damage.

As a general guideline, the following are some sample costs associated with various damage assessments for Academic Year 2011-12 (for AY 2012-13, it is anticipated that some of these costs may increase):

- Failure to formally check-out of the residence hall: \$25.00
- Failure to adequately broom-clean room before vacating: \$25.00 - \$300.00, depending upon condition of the room/bathroom
- Failure to remove cinder blocks and/or personal items from room before vacating: \$50.00 per block/item
- Missing or broken window screen: \$150.00 most residences; \$200.00 in suite-style buildings
- Pulled fire alarm: \$150.00 building charge (shared by residents) + \$25.00 per person fine (charged only when perpetrator cannot be identified)

After rooms have been vacated (usually at the end of the academic year) members of the Residential Life staff inspect each room, and document any damages to the room and to the public areas in each building; students' damage deposits are then debited accordingly. The amounts charged to students for damages most usually include the costs associated with materials, labor, and administrative fees. Students may expect to receive the statements about the charges assessed against their damage deposits within 4 – 6 weeks after the end of the academic year (or after they leave the College). The College assumes no responsibility for personal items left in a

room after a student has vacated that room; and abandoned property will be disposed of.

Students who wish to appeal a damage assessment must do so in writing, identifying the charge(s) in question, and outlining the basis of their appeal. Appeals should be sent to the Coordinator of Housing Operations, c/o Office of Student Affairs, 1844 Commonwealth Avenue, Newton, MA 02466. In order to be considered, appeals of damage assessments must be received by July 1, 2013 (or by March 1, 2013, if the student leaves the College mid-year).

Other Residential Areas

Many of the residential buildings have patios, decks, picnic areas, and/or recreational and gathering areas nearby. These areas are designed for the use of the Lasell College community members, and should be treated with the same respect as any other College property. All College and Residential Life policies are enforceable in these areas outside of the residential buildings. Quiet and courtesy hours are to be maintained in these areas consistent with those maintained in the buildings. Alcoholic beverages are not permitted in any public areas, including but not limited to: patios, parking lots, and roadways. The use of barbecue grills and lighter fluids is prohibited on College property, unless officially sanctioned by the College using College equipment.

Residential Operations

Keys

Resident students will be issued a combination of the following keys, depending on their assigned residence hall room: room key, suite key, and exterior door key. Many larger buildings have card swipe access, using the student's College identification card. Keys are for resident student use only, and they may not be lent to anyone, including roommates and guests. College IDs or any other identification should not be attached to keys, to assist with the security of the building should the keys be lost or stolen.

Lost Keys: if a student loses his/her room, suite, exterior door key or access card, he/she will be responsible for the replacement of each new key (\$50.00 cost per key/access card).

Stolen Keys: if a student's room or suite key is stolen, he/she must meet with the Coordinator of Housing Operations, who will determine if the door lock should be changed. The student will be responsible for the expense of the new lock and keys for him/her and any roommate(s).

If a student's key to a building's front door is stolen, that must be reported immediately to the Coordinator of Housing Operations, and if that individual is not available, the student should contact the AC on duty or Campus Police. It will be determined whether the front door lock should be changed for the building. The student may be held responsible for the cost of the new lock and for the cost of making new keys for all of the residents of the building.

Keys Found: after paying for a replacement key, if a student finds the original key within two (2) weeks, a credit for the replacement cost will be posted to the student's account with the Office of Student Accounts.

Maintenance

All matters within the residence halls requiring maintenance should be reported to the appropriate Residential Life staff member. Matters requiring immediate attention (such as faulty plumbing or electrical failures) should be reported immediately to the staff member in the building or if unavailable, to the Residential Life staff member on duty. In true emergencies, should a Residential Life staff member not be available, students should contact Campus Police to report a problem. All other matters (such as wobbly chairs, light bulbs changes, or fallen shades) should be reported to the Resident Assistant in the student's residence hall. The RA will submit an electronic work order to the Coordinator of Housing Operations, who will review the request and forward it on to Plant Operations. Students should be aware that maintenance staff members are permitted to enter student rooms at any time in order to complete maintenance requests and/or to deal with operations issues that are determined to need immediate attention; most usually, this will occur between the hours of 8 a.m. and 4 p.m..

Pets

Students are allowed to have fish in non-filtered tanks no larger than five gallons. Students may not have pets other than fish, with the exception of a guide dog for visually- or hearing-impaired students. Violations of this policy will be treated as unacceptable behavior and will be referred to the Conduct System; resulting sanctions may include fines, probation, community service, and temporary or permanent revocation of housing privileges.

Quiet and Courtesy Hours

Quiet hours are those times when there will be no unreasonable noise in residence buildings in order to provide an atmosphere wherein students may study and sleep. Quiet hours are enforced between 10:00 p.m. and 8:00 a.m., Sunday nights – Friday mornings; and 12:00 a.m. and 8:00 a.m. Friday and Saturday nights, although more restrictive specific quiet hours may be determined by the residents of a given residential building. Courtesy hours are those times when excessive noise will not be allowed; courtesy hours are

between 8:00 a.m. and 10:00 p.m. Sundays through Thursdays; and between 8:00 a.m. and 12:00 a.m. Fridays and Saturdays.

Unreasonable noise, inside or outside halls, including excessive volume of stereos or radios will be treated as unacceptable behavior and will be referred to the Conduct System; resulting sanctions may include fines, probation, community service, and temporary or permanent revocation of housing privileges.

Smoking

In compliance with the Massachusetts Clean Indoor Air Act (Massachusetts General Laws, Chapter 270, Sect. 22), all residence buildings at Lasell College are smoke-free. Students who violate this policy, and/or who tamper with the smoke detectors in the residence buildings, will be subject to disciplinary action. Students who choose to smoke outside of the residence buildings are asked to use appropriate receptacles to dispose of cigarettes, and are asked to smoke away from residence hall entryways and windows.

Storage

The College does NOT provide any storage facilities for resident students' belongings

Laundry

All residential buildings come equipped with washing machines and dryers. The number of units in each building is determined by the maximum resident occupancy in the building. The cost for each laundry cycle is \$1.50 and is paid by swiping a laundry card. Laundry cards may be purchased and/or cash value may be added to a card, at the Public Safety office, lower level of Winslow Hall. Laundry services on campus are managed by Mac-Gray Services. If a machine debits the cost of a laundry cycle from a user's card and there is a malfunction with the machine, users may contact Mac-Gray at 1-800-MAC-GRAY to request a refund. Any maintenance concerns regarding laundry equipment or the laundry room should be directed to Residential Life by calling 617-243-2124. When reporting an equipment problem, it is important to specifically identify the problem machine to help facilitate a prompt repair by the Mac-Gray technician. Note: users of the washing machines should only use high efficiency detergents, and be careful about overloading a washing machine or dryer.

Telephones and Cable TV

Upon request, the College will provide a resident student with a land-line phone number. Students living in specified buildings will need to rent an IP phone from the College in order to establish a land-line connection.

All residence hall rooms at Lasell College have access to basic cable TV services. The campus cable TV service is provided by Comcast. The Lasell cable TV system is designed to provide a fixed channel lineup across the campus.

It is a crime under both federal and state laws for anyone to make obscene or harassing phone calls. The College will cooperate with the telephone company and/or federal and state authorities to act against such incidents should they occur.

Roofs, Balconies, Fire Escapes and Fire Doors

For safety reasons, students are not to be on, or use, fire escapes, balconies, or building roofs, except in cases of emergency. Property may not be stored on fire escapes, balconies or roof-tops, and fire exits onto fire escapes are to be kept closed at all times but for emergencies. Doors that are marked "Fire Door" are not for student use. Fire doors located between student rooms, in many of the residential houses, must be accessible at all times; students may not block these points of egress with their belongings (including furniture). Any violations of these policies will result in disciplinary action.

Visitation Policy

Resident students may host visitors and guests in their residence building. A visitor is a Lasell student who is not a resident of the room that s/he is visiting. A guest is someone who is not a member of the Lasell student body.

Visitors and guests may be in the residence buildings at any hour during the day and evening. Visitors and guests are allowed to stay over a maximum of three nights in a seven day period (between Monday and Sunday) and no more than three consecutive nights. A visitor or guest is considered to have stayed "overnight" if s/he is present in the room any time between the hours of 2 a.m. and 7 a.m. It is important that roommates discuss when, and how often, visitors and guests may stay in their room, to insure that the rights of all roommates are being honored.

On Thursday, Friday and Saturday evenings, between 6 p.m. and 2 a.m., all guests must be registered. The guest registration procedure involves the following:

1. the centralized guest registration station is located at the Campus Police office, on the lower level of Winslow Hall
2. only guests who have a valid, picture identification (e.g. driver's license; passport) will be allowed to be registered
3. the Lasell student host will need to show his/her Lasell ID at the time of registration

4. regardless of what time a guest arrives on the Lasell campus, if that guest is present at 6 p.m. s/he must be registered at that time
5. Lasell students may register no more than two guests at any one time
6. a guest who has been officially registered will be issued a "Guest Pass," which the guest will be required to have with them at all times, and to present upon request by any member of the College community; failure to present a Guest Pass upon request, will result in that individual being required to immediately vacate the Lasell campus
7. guests may not tamper with, or attempt to alter, their Guest Pass; a Guest Pass that has been altered or tampered with will be considered null and void, and the guest holding that Guest Pass will be required to immediately vacate the Lasell campus and their Lasell student host may be held responsible for a violation of the College's visitation policy
8. guests may not be in a resident's room unless the resident is present
9. residents may not lend residence hall keys or access cards to guests in order that they may enter a building on their own
10. any guest bringing a vehicle to Lasell College must register it with the Lasell College Campus Police, at the Campus Police office, lower level of Winslow Hall; the Lasell student host and his/her guest must both be present in order for the guest to obtain a Guest Permit; before being issued a Guest Permit, the guest is required to present his/her driver's license and vehicle registration; short-term permits (up to three nights) are free.

As members of the Lasell College community, Lasell students are required to have a Lasell College ID and to carry that ID with them at all times. The Lasell College ID is a student's official College identification. Students must produce their Lasell College ID whenever requested by any member of the College community. Lasell students who do not produce an ID upon request may be denied entrance into, or be asked to leave, a residential building. On Thursday, Friday, and Saturday evenings between 6 p.m. and 2 a.m., Campus Police personnel will be stationed at various residential buildings. Students and their guests, will need to show their Lasell College ID cards or an official Lasell College Guest Pass, in order to be admitted into those buildings. Failure to comply with this procedure will result in the student or guest being denied admittance into the building.

Resident students are fully responsible for the actions of their guests, and must insure that guests conduct themselves in ways consistent with the policies of the College. Resident students will be held accountable for any policy violations perpetrated by their guests.

Lasell resident students living in single, double, triple or quad rooms in residence halls or houses may have no more than 8 individuals in their room at any one time. Lasell resident students living in suite-style residence halls (including: Bragdon, Butterworth, and Forest) may have no more than 20 individuals in their suite at any one time.

At a minimum, the College will observe the following sanctioning guidelines regarding violations of the Visitation Policy (including: not registering guests during the times outlined above; attempting to register more than two guests; not escorting one's guests; exceeding the occupancy limits noted above):

- a first violation of the Visitation Policy will result, at a minimum, in a \$50 fine and a 30-day suspension of guest privileges;
- a second violation of the Visitation Policy within a year of a first violation, will result, at a minimum, in a \$100 fine and a 90-day suspension of guest privileges;
- a third violation of the Visitation Policy within a year of two previous violations, will result, at a minimum, in a \$200 fine and the likely revocation of housing privileges.

Revisions adopted on November 13, 2003; and February 1, 2010

Unescorted Guests

It may happen that a student may encounter a non-Lasell guest who wishes to be let into a residence hall to visit a resident. Such an individual should be encouraged to call the person they wish to visit to see if s/he is available, and wishes to escort them into the building. Students should not allow unescorted persons into any residential building. If a student is identified as the person who admitted an unescorted individual into a residence building, s/he will be liable for sanctioning ranging from a temporary revocation of guest privileges; a fine; and/or a temporary suspension from housing. If an unescorted individual is found in a residential building, the best recourse is to contact a member of the Residential Life or Campus Police staffs.

Service People

Delivery or repair service people are not exempt from the guest policies. If a student arranges for a service person to come to a residential building, that student must escort that person as they would any other guest. Employees of the College do not fall under these restrictions.

STUDENT ACTIVITIES Arnow Campus Center, x2475

The Office of Student Activities is a comprehensive office that supports many aspects of student learning and development. Within a student development framework, the Office of Student Activities provides support to all registered student organizations as well as social, cultural and educational programs for

the entire Lasell community. The Office of Student Activities offers many services including: leadership programs; student organizational management; advising and program planning; advisors for the Student Government Association and Campus Activities Board; and hosting and planning large-scale campus events such as Family, Friends and Alumni Weekend.

The Office of Student Activities conducts four different Orientation Programs: one for first-year students during the month of June (“Laser Link Orientation”) and a make-up Orientation in August, one for transfer students in August (“Laser Transfer Transitions”), one prior to the start of classes in September (“Lasell Laser Welcome Weekend”), and one in January (“Laser Winter Orientation”). Each program is designed to aid students in their transition to Lasell College by introducing them to the campus, preparing them to begin their collegiate academic experience, and welcoming them into the Lasell College community. Orientation Leaders, current undergraduate students, play an important role in delivering these programs. For more information on the Orientation programs please visit: www.lasell.edu/orientation .

Students are encouraged to get involved outside of the classroom throughout their college years. Through the Office of Student Activities, there are many opportunities for participation, including orientation, student organizations, leadership development programs, attendance at major events and employment in the Office of Student Activities. For more information on getting involved, students should stop by the Office of Student Activities on the second floor of the Campus Center, call (617) 243-2475, e-mail studentactivities@lasell.edu or find the Office on twitter at [LCactivities](https://twitter.com/LCactivities) and on Facebook at www.facebook.com/lcactivities. The website for the Office is: www.lasell.edu/studentactivities

Office of Student Activities Sales

The Office of Student Activities offers discounted tickets to professional sporting events, theater productions, movie tickets, various trips, Senior Week, club and organization ticket sales, Class Apparel, and other items throughout the year. These sales are advertised on MyLasell, the campus calendar, and flyers. All tickets or items sold by the Office of Student Activities are sold on a first come, first serve basis. Tickets cannot be reserved or held ahead of time. All sales are final and there are no refunds or exchanges. Payment can be accepted in cash or check made payable to Lasell College.

Senior Week

Senior Week is offered every year by the Senior Class Committee and the Office of Student Activities. All students who wish to participate in Senior Week must register in advance, for the entire week of activities. A “senior” is

defined as a student who is in good conduct standing by April 30, 2013, and has graduated in December 2012 or will graduate in May 2013 or December 2013. Guests are not permitted to attend Senior Week activities. Graduating seniors living in on-campus housing must be paid participants of Senior Week in order to stay in the residence halls during Senior Week. Senior Week payments are non-refundable, non-transferable, and cannot be exchanged. All Senior Week participants will be required to sign a Senior Week Contract. All College policies are in effect during Senior Week. Information about Senior Week activities, payment options, and dates of events will be sent to seniors via email and U.S. mail. Questions regarding Senior Week can be addressed to the Director of Student Activities at x2475.

Student Organizations

The many different student organizations at Lasell College provide numerous opportunities for involvement. Students can choose from programming, cultural, governance, and special interest clubs and organizations. With so many choices, most students are able to find an organization that suits their needs and interests. For a current list of student organizations please visit: <http://my.lasell.edu/clubs/default.aspx> . To join a club, attend the Fall or Winter "Activities Fairs" or contact the Office of Student Activities, x 2475

Creating a Student Organization

Starting a new club or organization is simple, and there are three steps: 1) have an idea, 2) find three other students that are interested , and 3) meet with the Coordinator for Student Organizations. Students who are interested in starting a new student organization should contact the Office of Student Activities.

Registration of Student Organizations

Any student organization wishing to function under the Lasell College name, or wishing to utilize campus facilities, must be registered with the Office of Student Activities. Student organization policies include:

1. No student organization may discriminate on the basis of race, color, religion, gender, national or ethnic origin, age, sexual orientation, handicap or disability, or an individual's previous affiliation in criteria for membership, assignment of voting privileges, rank or office.
2. Student organizations must register with the Office of Student Activities at the beginning of each academic year by submitting a Student Club/Organization Registration Packet no later than September 21 online at <http://my.lasell.edu/clubs/default.aspx> . This packet includes an officer roster and anti-hazing information which must be signed.

3. All recognized student organizations are required to complete an Event Registration form with the Office of Student Activities, for any programs or events held outside of the scope of organizational meetings. This form is designed to assist student organizations in planning better programs and maximizing the resources available. This form is due at least ten (10) business days prior to an event and is available at: <http://my.lasell.edu/clubs/default.aspx>
4. All student organizations must adhere to College policies whether they are on- or off-campus. Student organizations alleged to be in violation of College policies will be referred to the Director of Student Activities and may be subject to a hearing through the campus Conduct System, and may possibly lose their registration privileges.
5. New organizations may form at any time by meeting with the Coordinator for Student Organizations. Registered organizations may also seek recognition from the Student Government Association making them eligible for funding. Please see the Office of Student Activities for more information.

Privileges of Registered Student Organizations

- use of College facilities (rooms, vans, etc.)
- use of College services (My.Lasell postings, plasma board postings, etc.)
- use of resources provided by the Office of Student Activities (program planning, staff support, assistance with team building, etc.)
- flyer and advertising privileges on campus
- a mailbox in the Campus Center, and an account with OrgSync (<http://my.lasell.edu/clubs/default.aspx>)
- inclusion in College publications, directories, and distribution databases
- participation in the College's *Student Activities Fairs* to recruit new members
- opportunity to obtain student organization office and/or storage space

Participation In Student Organizations

All students may participate in the co-curricular life on campus as long as they meet the requirements for *good academic* as well as *good conduct standing*. For a complete description of "*good academic standing*" please refer to the appropriate section in the College Catalog.

Students who are not in good academic standing will receive notification from the Office of Academic Affairs. Students (full- and part-time) who are not

in good academic standing will be required to curtail their participation in the co-curricular life of the campus in the following ways:

- students who are serving in an executive board position in a registered student organization (i.e. whose name appears on the “Officer Roster” as submitted to the Office of Student Activities) will be considered to be in probationary status for that semester.
- no student organization officer may remain on probationary status for two consecutive semesters.
- students who are not in good academic standing will not be permitted to stand as candidates for an executive board position in a student organization.

In addition, any student leaders (executive board members or committee chairs) whose residential privileges are revoked for conduct reasons, may be suspended from all club/organization activities until their housing privileges are reinstated. When a student leader is found responsible for violations of College policy, the Director of Student Activities reserves the right to impose additional, organization-specific sanctions at any time depending on the severity of the incident.

Hazing

Hazing is illegal in the State of Massachusetts and will not be tolerated by the College. All registered student organizations are required to read and sign an Anti-Hazing Form at the start of the academic year. Please refer to the policy section of this Handbook for the complete text on this policy.

Student Organization Funding

Registered student organizations are eligible for funding through the Student Government Association. Clubs that do not receive funding from another source (eg. an academic department or the Office of Student Activities), and are registered and recognized, may request funding each semester from the Student Government Association.

How to Request SGA Funding

All registered clubs and organizations must submit an SGA Funding Budget Packet to the Office of Student Activities, in order to request funding in the fall and spring semesters. Forms can be downloaded from <http://my.lasell.clubs/default.aspx> or picked up from the SGA office or the Office of Student Activities (both offices are located on the second level of the Arnow Campus Center). Information about the funding process and specific requirements, are available from the Student Government Association by emailing them at sga@lasell.edu.

Recognized Clubs and Organizations

1851 The Chronicle

The 1851 Chronicle is published by a group of committed students. The goal of The 1851 Chronicle is to give students an opportunity to voice their opinions about campus happenings. The newspaper covers various events that occur both on and off campus that are of interest to the Lasell College community.

Active Minds

Active Minds was established to increase the awareness of Lasell College students, faculty, and staff about issues surrounding mental health. The group serves as a liaison between the student body and the mental health community by hosting guest speakers, providing informational fact sheets, organizing fundraisers, maintaining a comprehensive website, and organizing other events designed to reduce stigma and raise awareness

Beccarla Society

The Beccaria Society is Lasell College's Criminal Justice Association. Their goal is to provide criminal justice students at Lasell with an organization to further their understanding and opportunities in the criminal justice and law enforcement arenas. To accomplish this goal they offer events on campus, open to all students, regarding justice matters, and host events where professionals working in the field of criminal justice will come to Lasell to discuss with students what their careers are like as well as talk about job and internship opportunities. The Beccaria Society can be used in this way as a networking tool for criminal justice students at Lasell.

Campus Activities Board

It is the mission of the Campus Activities Board is to provide campus wide programming for the Lasell community throughout the school year. CAB uses four committees to achieve this goal: Major Events, Music/Movies/ Bingo, Communications, and Community Development. It is open to all students and the general board meets every other week. Past events include lectures from Nick Verreos and Sweet Pea of Project Runway, trips to NYC, Six Flags and Apple Picking, movie series, comedians and musicians. Annual campus events such as Spring Fest, Spring Ball, the Halloween Dance and Bingo nights are favorites among Lasell students.

Cheerleading Club

Lasell College Cheerleading is dedicated to rallying Laser Athletics to victory. The program emphasizes teamwork and enables all cheerleaders to develop to their highest potential. All students are welcome to try out for Cheerleading. The Cheerleading Team performs at various events on campus

including basketball games and Fan Fest. For more information please send an email to: cheerleading@lasell.edu.

Class Committees (Class of 2013, 2014, 2015, and 2016)

Class Committees plan activities for their entire class, throughout the year. Past events have included social events, community service activities, fundraising, organizing class weeks such as Senior Week, and creating class identity and class community. Class Presidents are elected through the SGA election process and the Class Secretary, Treasurer, and Vice President positions are chosen through an application and interview process.

Divine Step Team

Stepping is a dance tradition that is a complex performance involving synchronized percussive movement, singing, speaking, chanting, and drama. It can be traced to the peoples and cultural dance traditions of Africa, specifically, the "Gumbo Dance". With a focus on precise foot movements and hand-clapping, gumbo dancers use dance as a means to communicate. Stepping in the U.S. can be traced as far back as the 1920s with fraternity pledges at Howard University. As stepping evolved into the 1940s and 50s, various elements of military drill formations became prevalent, partially due to the fact that many military men joined fraternities upon returning from WWII. Step shows became the format of choice to display pride in one's organization and is now produced in many African-American churches, schools, community groups, fraternities, and sororities, as well as Latino, Asian-American, and multicultural Greek-letter organizations. The Divine Step Team of Lasell College promotes unity and pride, and seeks to showcase all that Lasell has to offer. Step is a skill that can be learned with practice and we encourage all to join.

Fashion and Service Society

The club promotes community service and social awareness within the greater Boston area and the Lasell College community through the medium of fashion. The club holds various events throughout the year to raise awareness, funds, and resources for local agencies.

Fashion Connection

The purpose of this club is to bring students in the Fashion majors together to experience and explore different career opportunities. The Fashion Connection brings in guest speakers and takes trips to fashion hot spots so students can see opportunities in the world of fashion.

Graduate Student Union

The mission of the Lasell Graduate Student Union is to build community, create networking and social opportunities, and create a bridge of communication within the Graduate Student Program.

Graphic Design League

Lasell College's Graphic Design League was formed in the fall term of 2005 to encourage a spirit of unity, collaboration and professionalism in Lasell College's graphic arts community. It is their intention to promote Connected Learning experiences for students with the larger communities of Boston and beyond. The organization is creating a "Design Studio" for the campus – a clearing house for connected learning projects. The GDL also creates posters and publications for campus events sponsored by other clubs and Lasell College departments.

Habitat for Humanity

The purpose of the organization is to provide students with an opportunity to perform community service while building affordable housing for low-income families.

Hope for Humanity

Hope for Humanity is an organization focused on raising awareness about people in need, through positive action on a domestic and global level.

Hospitality Club

The mission of this organization is to familiarize members with the different aspects of the hospitality industry, through real world, hands-on experiences.

Lasell College Chapter of Niños de Veracruz

This non-profit organization is recognized by the federal government. The entity raises money to develop libraries and literacy projects as well as to provide educational scholarships for very poor children in the state of Veracruz, Mexico. Funds are raised by special events including leaf raking, car washes, and recycling.

Lasell College Crew Club

The purpose of this organization is to help members gain a strong knowledge of the sport of crew while working together on a team. The Crew Club was formed in 2009, and is growing in student involvement and opportunities to practice and compete around Boston.

Lasell College Dance Team

The dance team, which is student run, plans to perform a mix of jazz and hip-hop routines at events both on and off campus. The team will consist of males and females of various dance levels, and they hope to have a fun, energetic, friendly group. The team is a creative outlet and a way to meet new people. The team performs at half time during basketball games and various other events on campus.

Lasell College Roller Hockey Club

Lasell College Roller Hockey Club is an organization established to provide the members of the Lasell community an additional social and recreational setting, and to promote school spirit and the game of hockey itself. The season runs from October to December, with all games being played at Hockeytown, USA in Saugus, MA, and includes playoffs, and an awards night. Members of the league and the Lasell community can track the progress of the current season or past history through the league's official website which will launch shortly.

Lasell College Radio

It is the primary mission of Lasell College Radio to serve as the ultimate Free College Radio station and Connected Learning experience. Lasell College Radio offers college students numerous volunteer, credit-earning and paid positions with real-world radio experience outside of the classroom. In addition to free college radio, we also offer free podcasts. Their College radio and podcast programming promotes new acts and developing artists often not aired on commercial radio. This is college radio's contribution to the music industry which creates fresh, original podcasts and free college radio that is unique to Lasell College and that does not mirror mainstream play.

Lasell College Rugby Club

The Lasell Rugby Club works to run a successful rugby club from the ground up. Rugby provides another athletic activity for Lasell's student body and community to enjoy. The Rugby Club plays against other colleges and universities in New England and strives to be a source of pride and fun for Lasell College.

Lasell College Television (LCTV)

Lasell College Television provides the campus community with relevant, helpful information, and creates and organizes a purposeful club for students interested in television broadcasting.

LEAF (Lasell Environmental Action Force)

The purpose of LEAF is to promote action, spread awareness, and to incorporate the environment into everyday living.

Legal Society

The mission of this organization is to offer support, advice, and connections to students who are interested in law school. The organization participates in the Americas Mock Trial Association (AMTA).

Long Distance Lasers Club

The primary goal of Long Distance Lasers (LDL) is to work towards improving commuter students' daily life on campus. To accomplish this, they serve as a

forum for communication and expression of commuter student views on campus.

Marketing & Management Club

Lasell's Marketing & Management Club organizes events for students to network with classmates and local professionals in order to deepen their understanding of the industry they are studying, and gain real-world insights.

Multicultural Student Union

The club's mission is to work with and better understand the many cultural and ethnic differences which shape our College community. Through education and programming, members hope to bring all Lasell students closer through understanding. MSU hosts very popular events on campus such as their dances and Food Fests. Members also have the opportunity to participate in culturally diverse events in Boston and the surrounding community.

Nicaragua Sister City Club

The purpose of the Nicaragua Sister City Club is to enable students to contribute to activism and advocacy of human rights, and access resources and service learning opportunities pertinent to the Newton-San Juan Del Sur Sister City Project, and the Nicaragua Shoulder-to-Shoulder program at Lasell College.

Polished

Polished is Lasell's student-run publication focusing on fashion, art, culture, and all things Boston. Interested students can write articles, work as part of the graphic team, the marketing department, the event planning team, or as a fashion stylist. <http://polishedfashion.com/>

Price Center Mentoring Club Polished

The purpose of Price Center Mentoring is to work with children with disabilities, to reach out to individuals who have not had a collegiate experience, and to be a mentor to someone who may not have one. Price Center participants will come to the Lasell campus and spend two hours of time, learning from Lasell students about college. Through this mentoring program, members hope to make a difference and form strong bonds with the Price Center participants.

PRIDE

Lasell PRIDE is a student organization whose mission is to offer a safe, confidential environment for people of all sexualities and gender identities, and to educate the Lasell community on issues concerning lesbian, gay, bisexual, transgender, and queer (LGBTQ) people. We aim to get students involved in social issues surrounding sexuality, such as coming out,

discrimination, and issues of safe sex. Everyone is welcome in PRIDE. Our straight allies are so important. Join us for support, fun, and making a difference on campus!

Psychology Club

The Psychology Club holds monthly meetings with a general goal of organizing campus events to raise awareness of various psychological topics. Psychology club member's work together to generate ideas for interactive events for any student interested in psychology – and being a psych major is not a requirement for membership! The Psychology Club hopes to be a foundation for starting a Psi Chi chapter at Lasell, which is a national honors society in psychology.

Scribe Tribe

The purpose of this organization shall be to provide a group consisting of those who have a passion for any aspect of the performing arts, and to spread the wonders of the theatrical world throughout the Lasell community.

Ski and Snowboarding Club

The Ski and Snowboarding Club is an organization created to allow the members of the Lasell community to take off-campus trips to various mountains around the New England area.

Sports Management Club

The mission of the Sports Management Club is to provide students with experience and appreciation for the sports industry while learning what it takes to be successful in merging the world of business and sport. The Lasell College Sport Management Club provides students with the opportunity to gain worthwhile contacts and networking while raising awareness of the Lasell Sport Management Club throughout the campus and the community as a whole.

Student Government Association

SGA is the representative body for all students of Lasell College. SGA works to ensure that the needs of the student body are being met on campus. It acts as the liaison for all students with faculty, administration, and trustees of the College. Committees on SGA represent the causes Lasell students are most concerned about and include the Food Committee, Shuttle Committee, Finance Committee and Academic Committee. SGA also plans events on campus such as Spirit Weekend, a time for students to represent their class with fun games and events.

Student-Athlete Advisory Committee

Also known as SAAC, the Student Athlete Advisory Committee is made up of two members of each varsity sport. They serve as a liaison between school administration, the NCAA, the GNAC and the student-athletes. They meet

once a week to discuss topics that affect the student-athlete as well as accomplish community service projects.

Studio Artists Guild

The purpose of the Studio Artists Guild is to refine the skills of any enthusiasts of drawing and to give these artists a sense of kinship with the other members of the club. Students will be assigned a multitude of assignments to refine and build upon one's skills. These activities will sometimes include group projects, pairs, or individual assignments that will then be followed by a group critique and discussion of everyone's work. This group will also enable students to have a more varied and substantial portfolio. We will also branch off into forms of community service projects later on as the club develops.

Tennis Club

If you love the sport of tennis, this club is for you! The club meets once a week to practice and enjoy a game of tennis on Lasell's outdoor courts. All students are welcome to come and participate, even if you haven't played before.

The Lamp Yearbook

The Lamp is Lasell College's Yearbook which is published every year and given to the graduating class. The Yearbook is a club in which students with many different interests and skills come together to create the publication from start to finish. With photography editors, copy editors, section editors, and more, the yearbook staff consists of the many dedicated and talented students here on campus.

Tomorrow's Teachers

The purpose of the club is to provide Lasell students with opportunities to have an impact on the community by supporting local schools, providing guidance to those pursuing professional development, raising awareness of common issues in modern day communities and youth, creating collaboration amongst other students at Lasell College, and providing preparatory sessions to aid in the Massachusetts Tests for Educator Licensure.

COLLEGE SERVICES

ADMINISTRATIVE AREAS

There are six general administrative areas of the College. The regular business hours for most College offices are 8:30 a.m. to 4:30 p.m., Monday through Friday. During the months of June, July and August, many of the College offices are closed on Fridays.

Academic Affairs:

Dr. James M. Ostrow
Vice President for Academic Affairs
Holway House, x2111

Academic Affairs includes the various programs of study, Brennan Library, the Center for Community-Based Learning, the Donahue Institute, and the Holway Child Study Centers.

Enrollment Management:

Dr. Kathleen M. O'Connor
Vice President for Enrollment Management
Potter Hall, x2225

Enrollment Management includes the Office of Undergraduate Admission, the Office of Graduate Admission, the Office of the Registrar, the Office of Student Financial Planning, and the Office of Institutional Research.

Business and Financial Affairs:

Dr. Michael Hoyle
Vice President for Business & Finance
Eager House, x2101

The Business and Financial Affairs area includes the Business Office, the Office of Student Accounts, Information Technology, the Donahue Bookstore, the Post Office, Plant Operations, Human Resources, Campus Police, Housekeeping and Food Services.

Institutional Advancement:

Ruth Shuman
Vice President for Institutional Advancement
Irwin House, x2141

This area includes: Alumni Relations, Annual Fund, and Public Information/Relations. It organizes the College's fundraising efforts, phonathons, and publications.

Student Affairs:

Diane M. Austin
Vice President of Student Affairs
Edwards Student Center, x2124

The Vice President and her staff want to help students make the most of their college years, and are available for general counseling and information concerning personal and academic matters. Student Affairs covers the following areas: Athletics, Residential Life, Health Services, Counseling Center, International Services, Student Activities and Orientation, Career Services, the Center for Spiritual Life, Disability Services, and the Conduct System.

Lasell Village:

Dr. Paula Panchuck

Vice President and Executive Director of Lasell Village

BOOKSTORE Arnow Campus Center, x2183

Donahue's, the College Bookstore, is conveniently located in the Arnow Campus Center and is managed by the Follett Higher Education Group. The store stocks new and used textbooks for Lasell courses as well as school supplies, magazines, snacks, greeting cards, and health and beauty products. In addition, there are Lasell sweatshirts, t-shirts and other insignia items. Students or their parents may set up prepaid Bookstore accounts through the Student Card Office located in Dining Services.

ARNOW CAMPUS CENTER

The Arnow Campus Center is the home to: the Office of Student Activities; the Office of International Services; the Meditation Room; the College's Bookstore, "Donahue's"; an ATM; club and organization offices; some faculty offices; and two a la carte food service operations; additionally, 22 students are housed on the top level of the Arnow Campus Center.

CAMPUS POLICE Winslow Hall, x2269/x2279

The Lasell Campus Police Department provides professional officers to protect and patrol the campus 24 hours a day, seven days a week. The Campus Police Office can be reached by calling extension 2269 for non-emergency business. The emergency line is extension 2279.

The safety of our community rests with all of us. Campus security depends on the reporting of any suspicious behavior any member of the community might happen to detect. Problems can be prevented if Campus Police is contacted whenever one detects suspicious behavior or individuals. The best security is prevention. Students are urged to travel in groups of at least two, especially at night, and to make use of the campus shuttle. Residential students are encouraged to lock their rooms, keep careful track of keys, and never prop residence hall doors open. Residence halls are only as safe as the most careless resident.

There are emergency telephones located throughout the campus. These telephones will automatically connect the caller with Campus Police. They are located:

1. Central Parking Lot
2. Main entrance to Yamawaki Art and Cultural Center
3. 1851 entrance to Edwards Student Center
4. Plaza at Van Winkle Hall

5. Entrance to Woodland Hall
6. Blodgett Green
7. Campus Center Front Entrance
8. Wass Plaza, at the main entrance
9. Adjacent to McClelland Fitness Center near East/West Quad
10. East-West Garage Complex
11. Entrance road to Valentine Hall/Athletic Center
12. Arnow Campus Center Garage Complex
13. McClelland Main Entrance
14. East Hall Main Entrance
15. West Hall Main Entrance
16. North Hall Garage Complex
17. Butterwoth/Bragdon/North Hall Courtyard

Familiarity with the exact locations of these telephones can help to hasten the response time in an emergency.

COMMUTER / GRADUATE STUDENT LOUNGE

Main Level, Brennan Library

The lounge area is set aside for use by commuting students and graduate students. The space contains a sitting area, a bathroom, work space with a computer, and a small kitchen area.

DINING SERVICES Edwards Student Center, x4325

Valentine Dining Hall

For the 2012-13 academic year, Valentine Dining Hall will be open for the following meal periods:

Monday – Friday

Breakfast 7:30 a.m. – 10:30 a.m.

Continental Breakfast 10:30 a.m. – 11:30 a.m.

Lunch 11:30 a.m. – 2:00 p.m.

Late Lunch 2:00 p.m. – 3:30 p.m.

Dinner 4:30 p.m. – 7:30 p.m.

Saturday and Sunday

Continental breakfast 9:30 a.m. – 11:00 a.m.

Brunch 11:00 a.m. – 1:30 p.m.

Dinner 4:30 p.m. – 7:00 p.m.

Students are required to swipe their meal card for each entry into the dining hall.

Meal Plans

All resident students are required to purchase one of three meal plans.

Meals Plans are:

- Gold – Traditional, nineteen (19) meals per week, with \$25 in Dining Dollars per semester; 2 guest passes for Valentine Dining Hall per semester (open to all students)
- Silver – Fourteen (14) meals per week, with \$75 in Dining Dollars; 6 guest passes for Valentine Dining Hall per semester (open to all students)
- Bronze – Ten (10) meals per week, with \$125 in Dining Dollars per semester; 2 guest passes for Valentine Dining Hall per semester (*only available to those student in the second collegiate year or higher*)

Weekly meals reset beginning with breakfast on Friday.

Commuter students may purchase one of three meal plans: Block 25 (25 meals a semester); Block 50 (50 meals a semester); or Block 75 (75 meals a semester).

Students may enter the Dining Hall as often as they like during regular hours of operation. However, once a student has used all of his/her allotted meals during a weekly meal period, s/he must pay for meals at the door. Cash, credit card, Dining Dollars or Laser Loot may be used to pay for any additional meals. Dining Dollars may be used in any retail location (Campus Center, Library, Wolfe) or to purchase additional meals or guest meals in the Dining Hall.

All resident students are required to participate in a meal plan. Students will not be released from participation in a meal plan for any reason.

Special Meals

Students who need special meals for religious or medical reasons, should make an appointment to see the General Manager, Dietitian, or Chef, to work out particulars. All medical diets will be accommodated if accompanied by written orders from the Lasell College Health Services Office, or the student's own physician, dietician, or clinical nutritionist. Please make certain that any written orders are done on letterhead stationary.

Commuters & Graduate Students

Commuting students and graduate students may purchase one of the three Block Plans or they may add Laser Loot to their ID card with dining services. Check out the "Cinch" program!

Laser Loot

Students may add additional money to their accounts called Laser Loot. This can be added on-line through My.Lasell, or, if paying by check or cash, in person at the Campus Police office. In addition, students may transfer funds from their Student Account, if available. Students interested in transferring funds, should contact the Student Accounts Office for information.

Laser Loot can be used to make purchases at any Dining Services location as well as at the Bookstore. Additionally, Laser Loot may be used at various off-campus locations including: CVS, Bruegger's Bagels, Domino's, and Bertucci's. Money can be added to a student's account specifically for use in the bookstore. Please visit My.Lasell for more information.

Meals During Break Times

Valentine Dining Hall is closed to meal plans during Thanksgiving break, the December-January break, and March break. Similarly, meal plans are not in operation during the summer months. The Dining Hall will be open during part of the December-January break. **During this time, meal cards are not valid.** Students may use Laser Loot to purchase meals during these times, however money that is attached to a meal plan (Dining Dollars) may not be used during break times.

Meal Cards

Your Lasell College ID card is also your meal card. Without your ID, you will not be able to enter the Dining Hall. Students should carry their IDs with them at all times. Meal cards **are not transferable**; students are not permitted to lend their meal card to someone else, nor are they permitted to use someone else's meal card.

Meal cards should be treated like bankcards, and should be protected from extreme heat or cold. Avoid placing the meal card near magnetic waves, such as a stereo or television, which have been known to "demagnetize" the programming which has been coded on the back of the card. **Cards will be pre-punched with a hole for carrying on a key ring or lanyard. DO NOT punch additional holes in the ID card as they can interfere with the reading of the card.** If you make additional holes in your Torch Card and it no longer works you will be responsible for purchasing a new card. Students should be aware that carrying an ID card on a ring with keys or other cards may result in the scratching and/or disintegration of the card over time.

POST OFFICE Edwards Student Center, x2219

Full-time resident students are assigned a mailbox on the first floor of the Edwards Student Center. Mailboxes should be checked daily, since important notices and information are sent through the mail. A resident student's

mailbox is another means of communication between the College (faculty, staff, administration, etc.) and the student. Students are notified via email when a package has been received by the Post Office. Packages may be picked up whenever the Post Office is open. Hours of operation are 8:30 a.m. to 5:00 p.m. Monday through Friday, when the College is in session. Packages with pre-paid postage affixed to them may be mailed, and stamps may be purchased through the Lasell Post Office.

A self-service postal kiosk is located in the Butterworth Lounge; you may use your credit/debit card to purchase stamps, postage, and mail letters and packages.

SHUTTLE SERVICE

A van shuttle service is provided to students seven days a week (excluding break periods) throughout the academic year. The shuttle follows a scheduled route that transports students throughout the campus, and to the public transportation site at the Riverside T Station, the West Newton business district, and to a local supermarket. The schedule is available on-line at My.Lasell. Emergency phone service is provided in all parking lots to summon Campus Police.

STUDENT CENTER

The Edwards Student Center is a focal point for many students, providing both student services and several places to relax and meet friends. Valentine Dining Hall, the College radio station, the Post Office, and one of the College's Fitness Centers are all located in the Student Center. Administrative offices contained in the Student Center include: the Office of the Vice President of Student Affairs, Career Services, Disability Services, Dining Services, Health Services, and Residential Life.

STUDENT PAYROLL

Students holding on-campus jobs will be paid bi-weekly, on an hourly basis. The Offices of Student Financial Planning and Human Resources will be able to guide you to the necessary paperwork that needs to be completed. Payroll checks/vouchers will be delivered to your on-campus mailbox each payday. Direct deposit of your net pay is encouraged. Students can find the direct deposit form on My.Lasell. If a student receives a check and it is then lost, misplaced or stolen, contact the Business Office at payroll@lasell.edu. A \$10 fee will be charged to place a stop payment on the original check and re-issue the check.

During the 2012–13 academic year, the scheduled dates when student payroll checks will be issued are:

September 13, 2012	January 17, 2013
September 27, 2012	January 31, 2013
October 11, 2012	February 14, 2013
October 25, 2012	February 28, 2013
November 8, 2012	March 14, 2013
November 21, 2012	March 28, 2013
December 6, 2012	April 11, 2013
December 20, 2012	April 25, 2013
January 3, 2013	May 9, 2013

THE TECHNOLOGY CENTER

The Technology Center, located on the ground floor of Brennan Library consists of three computer labs, the ITeam Help Desk, the Technology for Learning Center, and the Information Technology staff. The computer labs and ITeam Help Desk are open during the following hours:

Monday – Thursday	8:00a.m. – 11:00p.m.
Friday	8:00a.m. – 5:00p.m.
Saturday	2:00p.m. – 5:00p.m.
Sunday	2:00p.m. – 11:00p.m.

The ITeam Student Help Desk is staffed by student Help Desk consultants and provides front-line technical support for students. If the Help Desk consultant does not resolve your problem, it is assigned to the appropriate second tier member of IT support. Queries can be made in person, online, or by telephone at xHELP (x2200).

Every Lasell student is issued a network account that allows him/her to log onto the network from a computer in one of the College's nine labs, with a personal computer in a residence hall, or a public computer throughout the campus, and have access to all of the resources of the Lasell College network. A new student will be sent her/his personal username and password in the mail after s/he sends a deposit to the College. A returning student should use their username and password from last year. Students who forget their username and/or passwords, should see a Help Desk Consultant and bring their College IDs for identification.

Upon request, the College will provide a resident student with a land-line phone number. Students living in specified buildings will need to rent an IP phone from the College in order to establish a land-line connection; IT can provide additional information and the information is also located on My.Lasell.

All residence hall rooms at Lasell College have access to basic cable TV services. The campus cable TV service is provided by Comcast. The Lasell cable TV system is designed to provide a fixed channel lineup across the campus.

Students who would like specific information about the Department of Computer and Information Science course offerings may call the Director of Computer and Information Science at x2252.

WHO, WHAT, WHERE**Office of the President**

President

Michael B. Alexander Brennan Library, x2221

Executive Assistant to the President

Pamela Faria Brennan Library, x2221

Academic Offices:

Vice President for Academic Affairs

Dr. James M. Ostrow Holway House, x2111

Associate Vice President and Dean of Undergraduate Education

Dr. Steven Bloom Holway House, x2440

Dean of Advising and First Year Programs

Dr. Helena Santos Brancroft House, x2127

Dean of Graduate and Professional Studies

Dr. Joan Dolamore Klingbeil House, x2497

Director of the Center for Academic Achievement

Ro Frolick Brennan Library, x2259

Director of Brennan Library

Marilyn Negip Brennan Library, x2242

Director of the Donahue Institute

Dr. Tessa LeRoux Plummer House, x2104

Director of the Center for Community-Based Learning

Dr. Sharyn Lowenstein Klingbeil House, x2156

Department Chairs

Accounting/Finance

Dr. Tulin Johansson

Art and Graphic Design

Kenneth Calhoun

Athletic Training/Exercise Science

Cristina Haverty

Communications

Dr. Janice Barrett

Education

Dr. Catherine Zeek

Environmental Studies

Dr. Steven Bloom, Dean

Aaron Toffler, Program Director

Fashion

Lynn Blake

Humanities

Dr. Rebecca Kennedy

Interdisciplinary Studies

Dr. Steven Bloom, Dean

Justice Studies

Linda Buccia

Marketing/Management

Dr. Nancy Waldron

Math/Science

Dr. Neil Hatem

Social Sciences
Sport Management

Dr. Lori Rosenthal
Dr. Dwayne Thomas

Enrollment Management

Vice President for Enrollment Management

Dr. Kathleen M. O'Connor Potter Hall, x2225

Dean of Undergraduate Admission

James Tweed Hamel House, x2225

Registrar

Dianne Polizzi Potter Hall, x2133

Director of Student Financial Planning

Michele Kosboth Potter Hall, x2227

Director of Graduate Admission

Adrienne Franciosi Hamel House, x2214

Financial and Business Affairs

Vice President for Business and Finance

Dr. Michael Hoyle Eager House, x2101

Director of Public Safety

Edward Conlin Winslow Hall, x2269

Interim Director of Plant Operations and Sustainability

R. Marc Fournier 26 Maple Terrace, x2291

Administrative Assistant, Campus Police & Plant Operations

Erin Tracy 26 Maple Terrace, 2220

Director of Student Accounts

Kristen Polletta Potter Hall, x2103

Chief Information Officer

Deborah Gelch Brennan Library, x2390

Postmaster

Karen January Edwards Student Center, 2219

Institutional Advancement

Vice President for Institutional Advancement

Ruth Shuman Irwin House, x2141

Director of Development

Mark LaFrance Irwin House, x2178

Associate Director of Alumni Relations

Lauren McCauslin Irwin House, 2139

Director of Communications

Michelle Gaseau Irwin House, x2150

Director of Annual Fund

Haegen Forrest Irwin House, x2165

Student Affairs

Vice President of Student Affairs

Diane M. Austin Edwards Student Center, x2124

Dean of Student Affairs

David J. Hennessey Edwards Student Center, x2124

Director of Athletics

Kristy Walter Athletic Center, x2147

Assistant Director of Athletics/Men's Lacrosse Coach

Tim Dunton Forest Hall, x2188

Director of Student Activities and Orientation

Jennifer Granger Arnow Campus Center, x2475

Assistant Director of Student Activities

Sarah Richardson Arnow Campus Center, x2475

Coordinator for Student Organizations

Arnow Campus Center, x2475

Director of Health Services/Nurse Practitioner

Ann Sherman Edwards Student Center, x2475

Nurse Practitioner

Kirsten Bergstrom Edwards Student Center, x2475

Physician

Cynthia Hunt, M.D. Edwards Student Center, x2475

Director of Counseling

Janice Fletcher Case House, x2451

Counselor

Sabrina Ferris Case House, x2451

Health Educator/Counselor

Edwards Student Center, x2451

Manager, Sodexo Food Services

Valentine Dining Hall

Mairead Van Heest Edwards Student Center, x2164

Director of Residential Life

Edwards Student Center, x2124

Coordinator of Housing Operations Elisa Scarsella	Edwards Student Center, x2140
Area Coordinator Patricia Moran	Edwards Student Center, x2128
Area Coordinator Christopher Faulkner	Edwards Student Center, x2129
Area Coordinator Jeremy LaPointe	Edwards Student Center, x2123
Area Coordinator James Lincoln	Edwards Student Center, x2082
Area Coordinator Kerry Webster	Edwards Student Center, x2015
Conduct System Coordinator Scott Lamphere	Edwards Student Center, x2124
Director of Career Services	Edwards Student Center, x2125
Career Counselor Kelly Buckley	Edwards Student Center, x2056
Career Counselor/Coordinator of Employer Relations Sallyann Kakas	Edwards Student Center, x2307
Director of International Services Lena Berc	Arnow Campus Center, x2094
Director of Disability Services/Conduct System Coordinator Scott Lamphere	Edwards Student Center
Director of the Center for Spiritual Life Rev. Dr. Thomas Sullivan	Case House, x2059
Student Affairs Administrative Assistant Hillary Capeless	Edwards Student Center, x2124
Counseling and Health Services Administrative Assistant Katie Malhenzie	Edwards Student Center, x2451

The Student Accounts Office offers information and guidance regarding payment of educational costs. This office issues billing statements, collects payment for tuition and fees, offers payment plan information, assists students with enrollment in the school-sponsored health insurance plan, transfers excess aid funds to the Bookstore or Laser Loot accounts, and issues refund checks. The Student Accounts Office also assists former students with Perkins Loan repayment. The office is located on the second floor of Potter Hall and can be reached at 617-243-2103 or studentaccounts@lasell.edu.

Student Enrollment Policy

In registering as a student at Lasell College, you agree to pay all charges on your account when due, and you agree to abide by the Billing Policies and Fees stated in both the College Catalog and the Student Handbook. Your financial responsibilities to Lasell College include meeting payment deadlines, fulfilling loan or grant requirements, and addressing outstanding balances. The Office of Student Accounts' official means of communication are via the student's home address on file and/or the student's Lasell email account. It is important to understand that communications will be directed toward the student, rather than a parent or guardian. If a parent or other individual is assisting with educational finances, please discuss all billing information with that person.

Account Privacy Policy

Per federal regulations on the right to privacy, bills are in the student's name and therefore, the student bears the responsibility for payment. All statements are mailed in the student's name to the billing address on record. If a parent or another third party is accepting responsibility for making payments on the student's behalf, it is the responsibility of the student to share all correspondence, including billing statements, with those individuals.

A Billing PIN is issued to all students to assist in providing information while complying with privacy policies. The PIN number was sent to each student's Lasell email account upon enrollment. It can also be found on each student's Self Service page on the Account link of the myProfile tab. Anyone calling the Student Accounts Office for information on an account will be asked for the Billing PIN.

Payment schedule

Payment for the Fall 2012 semester is due by August 7, 2012. Payment for the Spring 2013 semester is due by January 3, 2013. Please contact the Office of Student Accounts with any questions regarding your statement well in advance of the payment due date.

Late Payment and Returned Check Policy

A late charge of 18% per annum (1.5% per month) will be assessed to accounts not paid by the due date. Any check returned unpaid will result in a \$25 fine. The College reserves the right to suspend or terminate services and/or enrollment due to delinquency in payment. In the case of delinquent accounts, if an outside collection agency is utilized, the student's account will be assessed collection fees.

Alternative Payment Policy

If you choose a payment plan or loan to pay your bill, applications must be approved and completed prior to the payment due dates listed under the 'Payment Schedule' section. When determining the amount to borrow, any fee charged by the lender must be added to the balance due to Lasell College to insure your College account is paid in full.

Parent and Alternative Student Loans

Student loan programs may allow students and/or parents to borrow up to the entire *yearly cost* of college, less any awarded financial aid. For information on applying for a Parent PLUS Loan or Alternative Student Loan, please visit <http://www.lasell.edu/Tuition-and-Aid/Types-of-Financial-Aid/Loan-and-Financing-Options.html>.

Monthly Payment Plan

Lasell College has contracted with Tuition Management Services (TMS) to allow monthly payment options. Students may budget the *yearly cost* over ten months, payments beginning June 2012. Semester plans are also available. Comprehensive information will be mailed directly to all current and prospective students. For more information about the TMS payment plan, or to enroll, visit www.afford.com/lasell or call 888-216-4258.

FULL TIME FEES

FEE DESCRIPTION	ANNUAL COST	COST PER SEMESTER
Tuition	\$27,800	\$13,900
Comprehensive Fee	\$1,200	\$600
Room and Board		
Standard Double/Triple Suite Rooms	\$12,300	\$6,150
Suite Rooms	\$13,300	\$6,650
Single Room Supplement	\$1250	\$625
Dorm Damage Deposit	\$450	billed first semester
Accident & Sickness Insurance	\$1698	billed first semester

PART TIME FEES

FEE DESCRIPTION	COST PER ENROLLMENT
Tuition – Fall 2012/Spring 2013	\$940/credit hour
Comprehensive Fee – Fall 2012/Spring 2013	\$300/semester
Tuition – Summer 2012 Online Courses	\$400/credit hour
Accident and Sickness Insurance	\$1698

MISCELLANEOUS FEES

FEE DESCRIPTION	COST
Allied Health Major Fee	\$200/semester
Break Housing	\$175/week
Excess Credit Hours	\$940/credit hour
Fashion Design/Production Major Fee	\$150/semester
Graphic Design Major Fee	\$150/semester
Lab Fees	\$20 - \$100/course
Late Payment Fee	1.5% of balance due/month
Late Registration Fee	\$50
Parking Permit	
Resident	\$530/year
Commuter*	\$100/year
Replacement Identification Card*	\$50
Replacement Keys*	\$50/key

*must be paid to appropriate department at time of purchase

Accident and Sickness Insurance Policy

The Commonwealth of Massachusetts mandates accident and sickness insurance coverage for all students enrolled in at least 9 credits per semester. Lasell College will initially bill all students enrolled in 9 or more credits for the insurance plan. Students in an existing plan with comparable coverage may waive the fee by completing the online waiver form at www.consolidatedhealthplan.com.

International students are required to purchase the Lasell-sponsored insurance plan, regardless of other coverage.

The health insurance fee will be credited to the student's account upon the College's receipt of the waiver information, provided the information is submitted by published deadlines. Students who do not submit valid waiver information will be enrolled in the plan and are responsible for the associated fee. *Health information sent to the Health Center, Registrar's Office or Athletic Office does not absolve the student of submitting proof of coverage via the online waiver process.* Once purchased, the plan may only be cancelled if the student enrolls in the armed forces.

Fee Descriptions

Full Time Tuition: covers the instructional costs for a minimum of 12 and a maximum of 18 credit hours per semester. Students exceeding 18 credit hours per semester will be charged per additional credit.

Comprehensive Fee: pays for services available to all students, such as: transfer credit evaluation, student activities, technology services, athletic facilities, original identification cards, graduation, and use of the College Health Services.

Room and Board: includes the cost of room and a meal plan. All students residing on campus must be enrolled in the meal plan. Meal plan selection does not alter the cost of Room and Board. For further information about your obligations regarding Room and Board, see the 'Housing Changes' portion of this document. If you have questions about housing, please contact Student Affairs at 617.243.2124.

Residence Hall Damage Deposit: charged the first semester and credited back to the account at the end of each academic year; applied toward any individual and/or communal damage costs above normal wear and tear, as assessed by the Residential Life staff. The cost of unreturned keys will also be deducted from this deposit.

Allied Health Major Fee: covers liability insurance, clinical placement and lab usage required for students enrolled in the following majors: Exercise Science and Athletic Training.

Excess Credit Fee: the full-time tuition rate covers up to 18 credit hours per semester. Students exceeding this allowance are charged \$940 per additional credit hour. Excess credit fees are not reduced or refunded for schedule changes made after the add/drop period. If you have questions about scheduling, contact your advisor, or the Registrar's Office at 617.243.2133.

Graphic Design Major Fee: charged to all students enrolled in the Graphic Design major to pay for hardware, software, guest speaker honorariums and miscellaneous materials/supplies that are necessary to maximize student learning. The Graphic Design Fee is not reduced or refunded for changes of major made after the add/drop period.

Fashion Design/Production Major Fee: charged to all students enrolled in the Fashion Design and Production major to cover the basic costs of clothing construction. This fee does not cover the cost of the clothing construction kit to be purchased separately. Lab fees may also apply to courses within this department. The Fashion Design and Production Fee is not reduced or refunded for changes of major made after the add/drop period.

Lab Fees: fees ranging from \$20-\$100 are charged for materials, services and other extraordinary costs for courses such as Fashion Illustration, Pattern Generation, Visual Merchandising, Fashion Promotion and Photography. Lab fees are not reduced or refunded for schedule changes made after the Add/Drop period.

Parking Permit: The College requires all vehicles parked on campus to be registered with Public Safety. Parking is permitted in assigned lots only. Unauthorized vehicles may be ticketed or towed. Please direct questions regarding campus parking to parking@lasell.edu.

Account Adjustment and Refund Policies

Student Account with a Credit Balance

Refund checks for credit balances occurring as a result of excess loans or financial aid, will not be issued until the entire loan and/or aid funds have been received by Lasell College. Credit balances for enrolled students will remain on the account unless requested by the student, or federal funds exceed the cost of attendance. Refunds will be issued within three weeks of the request and will be made payable to the student. Students who request a refund check prior to the end of the academic year understand that, if additional charges are assessed and/or financial aid is adjusted following receipt of a refund check, a balance may be due to the College.

Enrollment Changes

Students who change their status from full time to part time, OR part time students who reduce their number of credits after the Add/Drop period, will be responsible for 100% of tuition and associated fees for the semester.

No adjustment is made to the following fees after the published Add/Drop Period: Accident and Health Insurance, Allied Health Fee, Fashion Design/Production Fee, Graphic Design Fee, Excess Credit Fee, and Lab Fees.

Housing Changes

Students wishing to change their status from resident to commuter at any point in the academic year must petition the Director of Residential Life, in writing, for release from the Housing Agreement, and may be assessed penalty charges as outlined in the Housing Agreement. Students who change their status from resident to commuter after the Add/Drop period, will be responsible for 100% of Room and Board charges for the semester.

Withdrawal from the College

The following *Withdrawal Adjustment Schedule* applies to a student who has completed the appropriate steps to cancel his/her enrollment at Lasell

College. Non-attendance does not relieve the student of financial obligation or imply entitlement to a refund. Please contact the Registrar’s Office for proper withdrawal procedures.

For all withdrawals after the published Add/Drop period, no adjustment is made to the following fees: Accident and Health Insurance, Allied Health Fee, Fashion Design/Production Fee, Graphic Design Fee, Excess Credit Fee, Parking Permit, and Lab Fees.

Room and Board will be adjusted according to the schedule below *only if* the room is vacated within the time period determined by the Office of Residential Life. Students remaining in housing past the time period granted will be charged for daily Room and Board.

For purposes of account adjustments, no differentiation is made between voluntary withdrawal, administrative or academic suspension. *Unpaid charges may remain after adjustments and will be owed to the College.*

Fall or Spring Semester - Withdrawal Adjustment Schedule for Tuition, Room and Board, and Comprehensive Fee	
Prior to the Academic Calendar’s ‘First Day of Classes’	100% refund, less enrollment deposit
Through first week* of classes	90%
Through second week* of classes	80%
Through third week* of classes	70%
Through fourth week* of classes	60%
Through fifth week* of classes	50%
Through sixth week* of classes	40%
Through seventh week* of classes	30%
Through eighth week* of classes	20%
Through ninth week* of classes	10%
After ninth week* of classes	No refund of charges

Summer Online Courses - Withdrawal Adjustment Schedule for Tuition	
Prior to the Academic Calendar’s ‘First Day of Classes’	100% refund
Through first week* of classes	80%
Through second week* of classes	60%
Through third week* of classes	40%
Through fourth week* of classes	20%
After fourth week* of classes	No refund of charges

*For purposes of determining account adjustments due to withdrawal, a week of enrollment ends on a Friday, regardless of the number of courses scheduled or attended during that period.

Adjustments to Federal Financial Aid are made in accordance with the regulations set forth by the Federal Department of Education. Please contact our Office of Student Financial Planning at 617.243.2227.