

Lasell College

Student Handbook

2011-2012

Dear Lasell Students,

All of us on the staff and faculty hope that the 2011-12 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

*Small acts*, when  
multiplied by *millions*  
of people, can  
transform the world.  
~ Howard Zinn ~

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## **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 students 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 the evening Fashion Shows.

### **Lasell College First Year Seminar Program**

The First Year Seminar (FYS) is part of the General Education Core Curriculum and a requirement for all incoming first year students and transfer students with fewer than 15 credits. The First Year Seminar is a theme-based course that engages students in a specific area of interest while providing support for a smooth transition into the Lasell College community and the Connected Learning philosophy. First Year Seminar is designed to help students develop skills in speaking, reading, writing, research, technology and learning strategies required for college level work and for becoming active and effective learners. This is accomplished through engaging activities, involving reading, discussion, working on team projects, participating in field trips, and explorations of the campus. Civic engagement and service-learning activities are often part of this course as is participation in the Connected Learning Symposium. Through the seminar, students develop close ties with faculty and peer mentors who serve as advocates for first year students' academic success. This requirement may be fulfilled by taking either FYS 103 or HON 101 (for students enrolled in Honors Program).

### **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
- Build self-confidence
- Contribute to an organization's mission
- Produce original work for inclusion in a professional portfolio

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. Internships 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.

A new opportunity for Lasell students of junior standing, is participation in the Washington Semester at American University in Washington, D.C. This program is built around an internship. There is an internal application process, and students must be nominated in order to attend the program.

International students on an F-1 visa are required by U.S. law to seek employment authorization from the Coordinator of International Services prior to the start of their academic internship. Academic internships are considered Curricular Practical Training (CPT) and are the only form of internship experience in which international students are permitted to participate. Due to the strict regulations that surround internships and employment in general for international students, it is best to consult the Coordinator of International Services before accepting any type of job offer.

### **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 (not including work-study), Lasell scholarships such as the Presidential scholarship, Service scholarships, and other institutional aid.

The Lasell Study Abroad Program consists of affiliations that provide opportunities for study abroad all over the world. The normal 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 spring of the senior year. 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 in good academic standing are allowed to study abroad, and many programs have minimum GPA requirements. 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 Coordinator of International Services and pick up a Study Abroad application packet. The Office of International Service is located in the Campus Center on the 2<sup>nd</sup> Floor in Room 212.



## **Undergraduate Academic Support Services**

### **Center for Academic Advising and First Year Programs**

The Center for Academic Advising and First Year Programs serves as a resource for both students and faculty. The Center oversees all academic advising for undergraduate students, as well as all Undeclared Majors. The Center for Academic Advising and First Year Programs also oversees the First Year Seminar Peer Mentoring programs for first year students. The Center aims to help students succeed as productive members of the Lasell College community.

### **Academic Advising**

Upon arrival, all students at Lasell College are assigned an academic advisor. First-year students' advisors are either faculty or staff members who not only advise students about academic issues, but also support and guide students in their transition to college life at Lasell. If students are admitted to the College in a particular major, they will be assigned a faculty advisor from that major in the summer prior to their second year. If they are enrolled as undeclared they will be assigned a new faculty advisor in the summer prior to their second year or during their second year. All academic advisors work with students in selecting classes, arranging course schedules, and identifying resources to solve problems or meet specific needs. Students meet with their advisors regularly during scheduled advising times and open times throughout the semester. Advisors will refer students to the many support services offered at the College to help ensure academic success; these include: the Center for Academic Achievement, the Registrar's Office, Student Financial Planning, Career Services, Residential Life, the Health and Counseling Offices, the Center for Spiritual Life, and International Services.

The advantage of attending a small institution is the personalized approach provided. There is a network of faculty and staff ready to work with students both in and out of the classroom so they may meet their full potential.

### **What Is Academic Advising at Lasell College?**

Academic Advising at Lasell College is based on four central principles: *connection, whole-life planning, transition, and personal responsibility/empowerment.*

1. The advisor/advisee relationship should facilitate the student's experience of connectedness to the Lasell community, especially the Lasell faculty, while also making the student fully aware of the range of resources and supports at the college.

2. The advising process should enable the student to make academic choices within the context of forward-thinking planning, where current or potential interests, possible career choices, and personal fulfillment are carefully considered.
3. The academic advising process should view college life as a series of transitions, where students move, with guidance, from one point to another in their lives.
4. The advising relationship should focus upon and foster 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.

Academic advising is a collaborative relationship between advisor and student – “co-navigators” through a college career of educational choices (Ford, 1998). The advisor serves as an *academic* counselor; the focus is on courses and academic programs viewed within the broad context of who the student is and can become.

### **What are the responsibilities of my Academic Advisor?**

1. Work with students to plan an educational program consistent with their interests/major
  - Understanding and following course prerequisites.
  - Work with students to register for coursework each semester, focusing on appropriate course sequences.
  - Work with students to choose or change their major.
2. Work with students to monitor and evaluate their educational progress
  - Ensure students know their academic standing, including options and requirements related to academic probation and suspension.
  - Contact students and discuss issues that emerge. For instance, instructors should contact the advisor if a student has missed three or more consecutive classes.
  - Meet with students to discuss mid-term status reports.
3. Work with students to develop/formulate educational goals and career goals
4. Work with students to understand and value their college education
5. Perform frequent degree audits to ensure students meet college and program requirements for graduation and degree completion
  - Advisors will need to academically clear students for graduation. A degree-audit review will be conducted jointly with the Registrar’s office in early October for December graduates and in early February for May graduates

- Potential graduates must file an **application for graduation**. Advisors should know when advisees intend to graduate and determine with them if this is possible. An Application for Graduation must be submitted to the Registrar's Office prior to September 1 for December graduates and prior to December 15 for May graduates.
6. Keep good records on advising meetings, decisions, and use the **Student Advising Form** for recording notes of meetings with students.
    - Be available to meet with students during regular class times, and communicate availability clearly to advisees
    - Be available to advisees during preregistration and registration periods, including Summer and Fall orientation
  7. Provide accurate information
    - Educational options.
    - Requirements.
    - Policies & Procedures.
    - How to meet the Core Curriculum.
  8. Know when and where to refer students to others (e.g., medical staff, counseling staff, career services, financial aid)
  9. Forward student files to the Director of Advising when a student changes advisors.

### **What are my responsibilities in the Advisor-Student relationship?**

1. One of the most important components to a good relationship is to meet regularly. Students are responsible to schedule regular meetings with their advisor. It is recommended that you meet with your advisor every other week and whenever you have questions or issues. These meetings are in addition to registration meetings to plan your schedule and prepare for pre-registration and registration.
2. Students should be prepared to meet with their advisor. Familiarize yourself with curriculums, courses, prerequisites, and requirements for Good Academic Standing.
3. Set academic and career goals with your advisor.
4. Know your advisor's office hours, office location, phone number and email address.
5. Be familiar with College services

### **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. The Registrar distributes the progress reports and warning notices to academic advisors, who provide copies to students during advising appointments. 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.

### **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.

The AAC provides practical strategies for developing time management and study skills, improving note and test taking, reading, and writing research papers. The ACC also provides English language assistance to students for whom English may not be their first language. Study groups are organized to allow students to share ideas, support one another, and prepare for tests. Additionally, an English language conversation group has been organized to allow non-native English speakers a chance to converse with native English speakers and fine-tune their conversation skills. 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.

### **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. For the students, the 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).

### **Donahue 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.

### **Brennan Library**

The Brennan Library's collection consists of approximately 56,500 titles and over 50 electronic databases that include 34,492 text journals. Lasell shares an online catalog with 41 members in the Minuteman Library Network (MLN) with a total of 1,280,000 titles and free delivery of interlibrary loan provided by Massachusetts Metrowest Regional Library System. The library has an archive, a Curriculum library, as well as study rooms.

The reference staff assists students with their information needs and provides access to additional resources elsewhere. The library web page leads students to collections, databases, and websites. In order to train students how to use this wealth of information, there is a library lab with computers for hands-on library instruction. Students receive assistance and training in classes as well as one-on-one time with librarians. The library is open 90 hours a week during the academic year.

### **Information Technology Services**

The College's approach to technology is based on the 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.

The RoseMary B. Fuss Technology for Learning Center (TLC) located on the ground floor of Brennan Library assists faculty in the use of technology as a tool to achieve curricular objectives, complement pedagogy, engage a diverse population of students, as well as support assessment efforts. Through consultation, training and support, research and development, the Center helps faculty members transition their teaching practice to one that supports students' effective learning. The Center, in conjunction with the Academic Achievement Center and IT Student Service Desk, also provides direct service to undergraduate and graduate students in the form of

workshops and direct tutoring. A Website provides a variety of resources and tutorials for students and faculty.

## **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](http://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. Rights 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**  
**College Snow Line (617-243-2208)**

When classes are cancelled or the College is closed due to weather conditions, announcements of such cancellations are made over local radio and television, as well as on the College 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).. Please note that delays are calculated in reference to an 8 a.m. start time (hence, a two-hour delay refers to a 10 a.m. start; three-hour delay refers to an 11 a.m. start). Some classes may *overlap* the announced opening time. In the event this is the case, these classes will simply begin at the announced opening time and will conclude at their normally scheduled time (for example, in the event of a two-hour delay, a 9:30 a.m. class would begin at 10 a.m. and conclude at its regular 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, Cushing, East, Gardner, Holt, McClelland, Mott, 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:

- 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

## **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 (eg. 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.



# **STUDENT POLICIES FOR THE DIGITAL COMMUNITY AT LASELL COLLEGE**

## **Introduction**

Welcome to the electronic community at Lasell! The campus-wide network offers a wide array of computing, networking, and telecommunications resources and services to members of the Lasell College community (also referred to as "Lasell" or "Community.") These services, overseen by the Information Technology department (also referred to as "IT", "ITeam" or the "Help Desk"), are designed to facilitate teaching, learning, research, and administrative activities in accordance with the Lasell's educational mission. This document contains information technology policies and outlines the responsibilities of those who use the computing and networking facilities at Lasell. Users of these services agree to abide by and be subject to the terms and conditions contained in this and all other applicable Lasell policies. Some departments on campus may have additional facilities, practices, and policies that apply to use of computing facilities in those departments.

Questions or suggested improvements on these policies and procedures or other computing matters should be addressed to Deborah Gelch, Chief Information Officer. This policy is posted on the IT section of My.Lasell.edu and is reviewed at least every two years by the Library and Technology Committee.

## **Appropriate Use of IT Systems**

Information Technology (IT) systems consist of computer hardware, software, telephone systems, cable television, computer networks, services, data, cable and other informational resources. These are made available at Lasell to support and facilitate the teaching, research and administrative functions of Lasell. Access to these resources is provided to all students and employees of Lasell (faculty, administration, staff, maintenance and operations, and Lasell Village Residents) referred to as "users."

Users of the Lasell community are to act as responsible members of the digital community and not misuse this resource. Some examples of inappropriate access and use include the following: unauthorized use of a computer account; providing misleading information in order to obtain access to computing facilities; using the campus network to gain unauthorized access to any computer system; using IDs or passwords assigned to others; connecting unauthorized equipment to the campus network; unauthorized attempts to circumvent data protection schemes to uncover security loopholes (including creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data); spoofing or misrepresentation of identity, by alteration or appropriation of IP address,

packet content, or other identifying or authentication information; knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; deliberately wasting or overloading computing resources, such as printing too many copies of a document or downloading music/videos; disrupting the network; destroying information; removing software from public computers; spreading viruses, or other activities.

### **Instant Messaging, Internet Phones and Internet Gaming**

Users are permitted to use the Lasell network for Instant Messaging (IM) and to place voice calls over the Internet, to the extent that doing so does not violate this or other policies. Ports that are required to be opened on the firewall for gaming, video phones, etc. will be opened at the discretion of the Director of Voice and Data Systems.

### **Virus Protection**

Lasell protects every file and mail server on the network with a copy of Norton Anti-Virus with up-to-date virus definitions. Lasell forbids any student computer to connect to the Lasell network unless it has a copy of updated anti-virus software installed. Students are required to perform a full virus scan and update prior to connecting to the network. Any student who fails to comply with the College's anti-virus policies, will be subject to a \$50 fine.

### **Network Storage ("H" Drive)**

The personal "H" drive is a private space on the Lasell College Network for saving files relative to curricular and/or co-curricular work at the College. In order to conserve space on the network, do not save any MP2, MP3, MPG or AVI file on your personal "H" drive or any public space on the network. IT will be searching for these files on a regular basis and deleting them without notice. The College backs up this personal space on a daily basis and maintains a monthly backup for historical reasons.

### **Responsible Use of Printers**

Printers are a valuable shared resource, and abusing this resource can seriously interfere with the work of others. Do not use department or office printers without authorization. Printers should not be used as copy machines. Printing multiple copies of documents is not permitted on public domain machines. For multiple copies, print one copy and then use a copy machine. Use only paper supplied by the Technology Center because some paper can damage laser printers. Be selective in what you print and avoid printing long unnecessary documents, such as all the messages on a bulletin board to which you subscribe. Always preview your documents before sending them to the printer.

## **Unacceptable Use of Software and Hardware**

Users should not violate or compromise the College's 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; or violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, or other materials; using imaging equipment to duplicate, alter and subsequently reproduce official documents.

## **Electronic Mail Policy**

The Lasell email system is a tool for exchanging educational and business-related content pertinent to education/research at Lasell. This tool works best within a culture of collaboration, collegiality, respect and recognition of the value of differing opinions. Each user is responsible for all email transactions made under the authorization of his or her username and password, and for all network email activity originating from that connection.

## **Appropriate Use of Email**

Lasell strongly recommends that email not be used for confidential communication. Email is considered a formal written record that carries the same legal weight as any written document. Users of email should remember that email messages become the possession of the receiver and can be easily duplicated and redistributed by recipients. Messages that have been deleted can unintentionally be retained on system backup files. In addition, even secure passwords are not completely confidential. When a private message needs to be conveyed between two individuals, a conversation is the best way to accomplish it.

## **Inappropriate Use of Email, Instant Messaging, and Internet Access**

Email and IM communications are subject to standards of conduct as published in the Student Handbook as well as all applicable federal and state laws. In addition, other activities that threaten the integrity of the system or harm individual users are not allowed. These include, but are not limited to, initiating or propagating electronic chain letters; inappropriate mass mailing including multiple mailings to newsgroups, mailing lists, or individuals; forging the identity of a user or machine in an electronic communication or sending anonymous email; using another person's email account or identity to send email messages; attempting to monitor or tamper with another user's electronic communications; reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner; or using

email or personal web page advertising to solicit or proselytize others for commercial ventures, religious or political causes, or for personal gain. Additionally, viewing, displaying, downloading or hosting objectionable or pornographic material may also be interpreted as a form of harassment and as such will not be tolerated. Sending email or instant messages that may be perceived as harassment, libel, pornographic, off-color, obscene, political-campaigning, commercial solicitation or hate mail; invading the privacy of others, and subscribing others to mailing lists or providing the email addresses of others to bulk mailers without their approval is prohibited.

As a service to the Lasell community, several email-based mass mailing lists and My.Lasell.edu have been developed to facilitate the timely and cost-effective distribution of information to the campus community. Only faculty and staff have security privileges to send messages to these groups. Students must make a request to a member of CAB, SGA or the Student Affairs staff to send an email to a mass mailing list or post to my.lasell.edu on their behalf. The sender's real name must be identified (in full) within the body of the message. Mass mailing lists are intended for: critical announcements of a newsworthy nature; announcement of campus events and deadlines; changes in campus policies, procedures, organizations, or departments; notification of the availability of services and/or facilities.

## **Security**

IT monitors potential security threats to campus systems with an intrusion detection system. All potential security threats will be investigated and reported to the Chief Information Officer and Vice President of Student Affairs.

## **Security on Data Networks**

Security for access to data networks and files or applications on a server is implemented via username and password systems. Users are personally responsible for the security of the username and password assigned to them. Viewing, copying, altering or destroying any file, or connecting to a computer on the network without explicit permission of the owner is prohibited. Users may not use Lasell systems to attempt to circumvent protection schemes or exercise security loopholes in any computer, network, or voice system component.

## **User IDs and Passwords**

Passwords should be known only to the person responsible for the account. Ways to ensure this include avoiding storing passwords or any other information that could be used to gain access to other computing resources on your workstation, never sharing passwords, and never taping passwords to a wall, under a keyboard, or in other easily discoverable areas. Access to

usernames may not be loaned or sold, and any suspected breach of password security should be immediately reported to the ITeam Help Desk. Passwords should be changed (at least) every six months and should be changed to something that can't be guessed. Avoid passwords such as "welcome," your last name, your username, or your birth name. Passwords should include a combination of letters (both caps and lower case,) and numbers, i.e. 8Kog96p.

### **Confidentiality and Privacy**

Lasell takes reasonable steps to protect users from unauthorized entry into their accounts or files, whether by other users or by system administrators, except in instances where a system-related problem requires such entry. A limited number of authorized Lasell personnel must occasionally monitor information on the network and/or computer systems. This access is required for reasons that include, but are not limited to, trouble-shooting hardware and software problems; preventing unauthorized access and system misuse; providing for the overall efficiency and integrity of the systems; protecting the rights and property of Lasell; ensuring compliance with Lasell policies concerning the use of the computer network; and complying with legal and regulatory requests for information.

### **Monitoring of Network Traffic**

System monitoring is a mechanism for keeping track of computer system activities, rather than a method for accessing private information. IT personnel also take reasonable steps to prevent the dissemination of information concerning individual user activities. It is the policy of IT to disclose neither the contents of electronic mail and data files stored in or transmitted via the College computer system nor the activities of individuals on the campus network to other individuals within or outside the Lasell community in the absence of a court order, other legal mandate, or permission of the owner.

Use of network monitoring, management or decoding tools to capture and/or view network traffic including SNMP probing or use of network discovery tools, is forbidden, except to the ITeam staff. Lasell reserves the right to monitor the network for use of such tools, and to immediately terminate network service with or without notice, to any individual and/or device found to be using such tools in violation of this provision of the policy.

### **Personal Computers on the Network**

The rules and regulations contained in this policy pertaining to electronic mail and Internet access are equally applicable to the use of personal machines for file sharing or as servers. If bandwidth or other problems occur, IT reserves the right to discontinue access to the machine. Computers connected to the network may not be used as servers for private enterprises,

commercial activity, or personal profit. Computers connected to the network may not be used to provide access to the Internet for anyone not formally affiliated with the College. If personal computers on the Lasell network are used as servers, the administrator has the additional responsibility to respond to any use of the server that is in violation of these policies and procedures. Server administrators must take steps to prevent recurrence of such violations and report these violations to the Help Desk ([support@lasell.edu](mailto:support@lasell.edu)).

### **Central Computer Operations**

Access to computer operations areas (including but not limited to the back room, switch closets and phone closets) is restricted to those responsible for operation and maintenance. Computing facilities on campus are secured when not open for business. IT takes action to provide reasonable protection against environmental threats such as flooding, lightning, extreme temperatures, and loss or fluctuation of electrical power for central server and network facilities. IT maintains procedures for protecting critical data that reside on central servers. While Lasell provides security for files stored on central computing facilities, IT cannot be responsible for protection against floods, fires, and other catastrophic events of this type. Monthly backup files from central servers are kept off-site for five years; however, IT does not guarantee the availability of backups for the restoration of files deleted through user error.

### **Legal Compliance and Personal Responsibility**

All existing federal and state laws and Lasell regulations and policies apply to the use of computing resources and all users of such resources are required to be in compliance with all laws, regulations and policies at all times. This includes not only those laws and regulations that are specific to College systems, but also those that apply generally to personal conduct.

### **Individual Responsibility**

While the ITeam is responsible for monitoring the use of computer systems, it is also the responsibility of all individuals in the Lasell community to urge their peers and colleagues to use the network and other computer systems appropriately. This is the only way that the integrity and availability of the network and related systems can be ensured for everyone. Each member of the community is responsible for using only those accounts or computers for which he or she has authorization and is responsible for protecting all passwords. Individual responsibility also includes respecting the rights of other users. Individuals are urged to report unauthorized use of computers, networks, voice, or other IT facilities on campus by calling the ITeam Help Desk or notifying the Chief Information Officer.

## **Copyright on Digital Information Systems**

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 IT systems to violate copyright (which includes network equipment, computers owned by Lasell, and any other equipment purchased or run by the College.) Violation of copyright could result in the suspension or removal from the Lasell network, the denial of access to Lasell equipment, or more serious actions. 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 a Lasell student is caught in violation of copyright **he or she will be targeted by the record companies and the distributors, not Lasell.**

## **Indemnification of Lasell College and Lasell Village**

Users agree, in consideration of access to Lasell's computing, networking, voice, and AV services, to 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/loss/security breach of a student's PC, data, peripheral, phone, television, VCR or other digital equipment as a result of connecting to the College systems, and access to or use of Lasell's computing, networking, voice, and AV systems and facilities.

## **Noncompliance and Sanctions**

Information Technology may suspend or terminate all computing privileges of any individuals who engage in improper activities without notice. Serious cases, as determined by the Chief Information Officer, will be referred to the Vice President of Student Affairs for disciplinary action. Such disciplinary action may include the counseling, suspension, or dismissal of the offending individual, as appropriate and determined at the sole discretion of Lasell College. Where violation of state and federal law is involved, cases may be referred to the proper legal authorities for action.

**Credits:** Babson College, Hamilton College, Haverford College, and Marist College IT Policies.

Policy revised March 17, 2004

## **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 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 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**

### **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 we have 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. 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 or employees 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 and Vice President of Student Affairs, Diane M. Austin, at the Edwards Student Center, Lasell College, 1844 Commonwealth Avenue, Auburndale, MA 02466, (617) 243-2124. If for any reason a student might be uncomfortable bringing the matter to the Title IX 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.

## **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 government agencies set forth below or, as applicable, with the Department of Education's Office for Civil Rights. Using the College's grievance/complaint process does not prohibit a student from filing a complaint with these agencies.

### **1. The United States Equal Employment Opportunity Commission (EEOC)**

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

### **2. 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 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 fifteen varsity sports teams: basketball, volleyball, soccer, field hockey, cross country, lacrosse, softball, and track and field are offered for women; and basketball, baseball, soccer, cross country, lacrosse, volleyball, and 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](http://www.collegecentral.com/lasell) on the web. It's never too early to check out the Office of Career Services.

**CENTER for SPIRITUAL LIFE** Edwards Student Center, 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 on the top level of the Edwards Student Center.

**COUNSELING CENTER** Edwards Student Center, 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 Counseling Center located on the top level of the Edwards Student Center. 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.

### **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.

Massachusetts law requires that students provide documentation regarding all immunization requirements (three Hepatitis B, two MMR, one tetanus Tdap within the past ten (10) years, one Meningitis (or a signed Meningitis

Waiver form), and two (2) Varicella (also known as chicken pox) vaccines and/or documentation of having had the disease, prior to arrival on campus. 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. The Health Services staff may be able to provide some of the missing immunizations to students. 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 perform routine pelvic exams, blood pressures, pregnancy tests, urine and blood tests and prescribes 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.

**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**

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 50 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 135 study abroad programs in 26 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 2<sup>nd</sup> floor of the 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](mailto: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 by sending the appeal **in writing** to parking@lasell.edu. The appeal must contain the ticket number and the license plate number. 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.

## **Booting**

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 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!**

### **2011-2012 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. 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.
4. 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".
5. Students must park in designated areas, and must not use their cars for transportation to and from classes, or meals.
6. 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.
7. 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.
8. Lasell College is not responsible for any damage or theft of motor vehicles or their contents while on College property.
9. 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 47 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 2011-12 include: Briggs House, Cushing House, and Mott 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, Hoag House, Holt Hall, Karandon House, Keverer House, McClelland Hall, Mott House, 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, Case House, Cushing House, Ordway 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, Cushing House, East Hall, Gardner House, Holt Hall, McClelland Hall, Mott House, 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 2011-2012 academic year:

Fall opening date for new students: Friday, September 2, 2011

Fall opening date for returning students: Monday, September 5, 2011

Fall semester closing date: Sunday, December 18, 2011 at 9 a.m.

Spring semester opening date: Monday, January 16, 2012 at noon

Spring break closing date: Saturday, March 10, 2012 at noon

Spring break re-opening date: Sunday, March 18, 2012 at noon

Spring semester closing date, non-graduating students: Wednesday, May 9, 2012 at noon

Spring semester closing date, graduates participating in Senior Week: Sunday, May 13, 2012 at noon

**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 clinical); 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 AY2011-12, 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. 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, Cushing, East, Gardner, Holt, McClelland, Mott, 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 2010-11 (for AY 2011-12, 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, 2012 (or by March 1, 2012, 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.

## **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** 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"), 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](http://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](mailto:studentactivities@lasell.edu) or find the Office on twitter at LCactivities and on Facebook at [www.facebook.com/lcactivities](http://www.facebook.com/lcactivities). The website for the Office is: [www.lasell.edu/studentactivities](http://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, 2012, and has graduated in December 2011 or will graduate in May 2012 or December 2012. 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 , 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 October 1 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 Campus Center). Information about the funding process and specific requirements, are available from the Student Government Association by emailing them at [sga@lasell.edu](mailto: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.

#### **Accounting/Finance Club**

The Accounting/Finance Club is a student-led organization that is available to accounting/finance majors and anyone else who might be interested in learning more about the accounting/finance profession. Several meetings throughout the year provide the opportunity for self-development, service, and association among members and practicing professionals, while encouraging a sense of ethical, social, and public responsibility.

#### **Alpha Phi Sigma**

Alpha Phi Sigma is the National Justice Studies Honor Society. Lasell's chapter is Theta Rho, and the chapter is in its third year. In order to be eligible to join, a student needs to be a Legal Studies or Criminal Justice major, with a 3.2 in the major and a 3.2 overall. New members are always welcome.

## **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](mailto:cheerleading@lasell.edu).

## **Class Committees** (Class of 2012, 2013, 2014, and 2015)

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 "Gumboot Dance". Stepping in the U.S. can be traced as far back as the 1920s with fraternity pledges at Howard University. As it evolved, step shows became the format of choice to display pride in ones 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.

### **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 Chorus**

### **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 Hillel Club**

The purpose of this organization is to unite members of the Lasell College community who identify with the Jewish faith. The club will offer an outlet for discussion about issues related to religion and will partake in celebrations of Jewish holidays.

### **Lasell College Photography Club**

The mission of the Lasell College Photography Club is to serve their members by encouraging: the development of their photographic skills, through weekly assignments and exhibitions of their photographic accomplishments; friendship with others who share a love of photography; and the sharing of members' talents with individuals and organizations in the Lasell community.

### **Lasell College Roller Hockey Club**

Lasell College Roller Hockey League 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 leagues 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.

### **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.

### **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.

### **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 wash, and recycling.

### **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**

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.

### **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.

### **Students Against Drunk Driving (SADD)**

Students Against Drunk Driving is an organization at Lasell College that focuses on raising awareness of the dangerous consequences and results of drunk driving.

### **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.

### **Students Advocating for Equality**

Students Advocating for Equality (SAFE) is a student organization whose mission is to offer a SAFE, confidential environment for people of all sexualities and other such differences, and educate the Lasell community on issues of safe sex, sexual orientation, and other issues of sexuality. SAFE aims to get students involved in social issues surrounding sexuality, AIDS, sexual discrimination, etc, as well as address other issues of general safety so that no person has to feel threatened on this campus for any reason.

### **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.

### **TV Media Club**

Lasell College TV Media Club is a club that will bring Lasell-related news, as well as other news, to Lasell students. It will provide students a chance to have hands-on experience with all the aspects of shooting a TV show, as well as allow them to film outside of the TV show.

### **Wiffle Ball Club**

Lasell College Wiffle Ball Club is a league established to bring students together to have some fun playing the game of Wiffle Ball by official league rules. The Club promotes fair play, team work, and school spirit through season games, playoffs, and events such as Home-Run Derby. The Club also

helps to raise money for various charitable organizations through intramural league play.

## **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

Maple Terrace, 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, and the Conduct System.

### **Lasell Village:**

Dr. Paula Panchuck

Vice President and Executive Director of Lasell Village

### **BOOKSTORE** Campus Center, x2183

Donahue's, the College Bookstore, is conveniently located in the 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.

### **CAMPUS CENTER**

The 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"; 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 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. Outside 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 Garage
11. West Garage
12. Campus Center Garage Complex
13. McClelland Main Entrance
14. East Hall Main Entrance
15. West Hall Main Entrance

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 2011-12 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 5:00 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.

Meal 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, in person or by phone 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, the Knotty Pine restaurant, and Bruegger's Bagels. Money can be added to a student's account specifically for use in the bookstore. Please contact the Dining Services office 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. 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 may be mailed and stamps may be purchased through the Lasell Post Office.

### **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, as are an ATM and a change machine. Administrative offices contained in the Student Center include: the Office of the Vice President of Student Affairs, Career Services, the Center for Spiritual Life, the Counseling Center, 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 2011-12 academic year, the scheduled dates when student payroll checks will be issued are:

September 15, 2011	January 19, 2012
September 29, 2011	February 2, 2012
October 13, 2011	February 16, 2012
October 27, 2011	March 1, 2012
November 10, 2011	March 15, 2012
November 24, 2011	March 29, 2012
December 8, 2011	April 12, 2012
December 22, 2011	April 26, 2012
January 5, 2012	May 10, 2012

## **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

Dean of Undergraduate Education

Dr. Steven Bloom Holway House, x2440

Dean of Advising and First Year Programs

Dr. Helena Santos Wolfe Hall, x2127

Dean of Graduate and Professional Studies

Dr. Joan Dolamore Holway House, x2497

Director of Technology for Learning Center

Dr. Linda Bruenjes Brennan Library, x2247

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 Potter Hall, x2156

### **Department Chairs**

Accounting/Finance

Dr. Tulin Johansson

Art and Graphic Design

Kenneth Calhoun

Athletic Training/Sports Science

Cristina Haverty

Communications

Dr. Janice Barrett

Education

Dr. Catherine Zeek

Environmental Studies

Dr. Steven Bloom, Dean

Fashion	Aaron Toffler, Program Director
Humanities	Lynn Blake
Interdisciplinary Studies	Dr. Dennis Frey
Justice Studies	Dr. Steven Bloom, Dean
Marketing/Management	Linda Bucci
Math/Science	Dr. Nancy Waldron
Social Sciences	Dr. Bradford Allen
Sport Management	Dr. Lori Rosenthal

### **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 and Plant Operations

Thomas Koerber                                Winslow Hall, x2269

Assistant Director of Plant Operations and Sustainability

R. Marc Fournier                              Winslow Hall, x2291

Lieutenant - Campus Police

Edward Conlin                                  Winslow Hall, x2269

Administrative Assistant, Campus Police & Plant Operations

Erin Tracy                                        Winslow Hall, 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 Maple Terrace, x2141

Director of Development  
Mark LaFrance Klingbeil House, x2178

Associate Director of Alumni Relations  
Lauren McCauslin Klingbeil House, 2139

Director of Communications  
Michelle Gaseau Klingbeil House, x2150

Director of Annual Fund  
Haegen Forrest Klingbeil 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 Campus Center, x2475

Assistant Director of Student Activities  
Kristen Gallo-Zdunowski Campus Center, x2475

Coordinator for Student Organizations



Carlton Jones	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	Edwards Student Center, x2451
Counselor Sabrina Ferris	Edwards Student Center, x2451
Health Educator/Counselor Kaitlin DeLucia	Edwards Student Center, x2451
Manager, Sodexo Food Services Mairead Van Heest	Valentine Dining Hall Edwards Student Center, x2164
Director of Residential Life Scott Lamphere	Edwards Student Center, x2124
Coordinator of Housing Operations Elisa Scarsella	Edwards Student Center, x2140
Area Coordinator Candace Ruta	Edwards Student Center, x2128
Area Coordinator Danielle Mastronardi	Edwards Student Center, x2129
Area Coordinator Jeremy LaPointe	Edwards Student Center, x2123
Area Coordinator	Edwards Student Center, 2015
Area Coordinator James Lincoln	Edwards Student Center, x2082

Director of Career Services  
Marie Smith 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 Cappiello Campus Center, x2094

Director of the Center for Spiritual Life  
Rev. Dr. Thomas Sullivan Edwards Student Center, x2059

Student Affairs Administrative Assistant  
Hillary Capeless Edwards Student Center, x2124

Counseling and Health Services Administrative Assistant  
Katie Malhenzie Edwards Student Center, x2451

## **STUDENT ACCOUNTS INFORMATION**

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](mailto: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 here, 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 when the student first enrolled, and again in September 2010, December 2010, and July 2011. Anyone calling the Student Accounts Office for information on an account will be asked for the Billing PIN.

### **Payment schedule**

Payment for the Fall 2011 semester is due by August 4, 2011. Payment for the Spring 2012 semester is due by January 3, 2012. 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 2011. 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](http://www.afford.com/lasell) or call 888-216-4258.

### FULL TIME FEES

FEE DESCRIPTION	ANNUAL COST	COST PER SEMESTER
Tuition	\$26,500	\$13,250
Comprehensive Fee	\$1,000	\$500
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	\$1200 (estimate)	billed first semester

### PART TIME FEES

FEE DESCRIPTION	COST PER ENROLLMENT
Tuition	\$900/credit hour
Comprehensive Fee	\$270/semester
Accident and Sickness Insurance	\$1200/year (estimate)

### MISCELLANEOUS FEES

FEE DESCRIPTION	COST
Allied Health Major Fee	\$200/semester
Break Housing	\$175/week
Excess Credit Hours	\$900/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](http://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: Sports 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 \$900 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](mailto: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.*

<b>Withdrawal Adjustment Schedule for Tuition, Room and Board, and Comprehensive Fee</b>	
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

\*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. For a copy, please contact our Office of Student Financial Planning at 617.243.2227. Students are required to maintain satisfactory academic progress in order to remain eligible for all Federal Title IV aid, as well as meet all requirements for institutional aid. Please refer to the College Catalog for details about the College's Satisfactory Academic Policy Standards.