



STUDENT HANDBOOK

2010–2011



SUFFOLK
UNIVERSITY



INTRODUCTION

This Student Handbook provides an easy reference for policies and procedures that govern student conduct and other aspects of campus life at Suffolk University. Also contained in this handbook is important information that the University is obligated by law to provide to its students each year.

Additional documents that should be consulted for other policy information are the academic catalog, the course bulletin, and the guide to residence hall living.

This handbook is prepared and produced by The Office of Student Affairs. Questions should be directed to staff in that office, located at 73 Tremont Street, 12th Floor, 617.573.8239, TDD 617.557.4875.

SUBJECT TO CHANGE NOTICE

The rules, regulations, policies, fees and other charges, courses of study, and academic requirements that appear in this handbook were in effect at the time of its publication. Like everything else in this handbook, they are published for informational purposes only, and they do not constitute a contract between the University and any student, applicant for admission, or other persons

SUFFOLK
UNIVERSITY

Boston, Massachusetts

Student Handbook

2010-2011

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MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

The Student Handbook serves as your introduction to Suffolk University’s student life, facilities, services, and policies. It is updated annually. All students are encouraged to use this book as a reference guide to the various resources on campus.

I hope this handbook will make it easier for you to find what you are looking for in as little time as possible. The handbook provides general information and gives the location of the appropriate offices where you can obtain more complete information. Many people throughout the University are willing to assist you with problems or questions.

If you have any suggestions on how we might improve this handbook for future students, please do not hesitate to contact the Student Affairs Office with your ideas.

Welcome to Suffolk. I hope you have an exciting and rewarding year.

Nancy C. Stoll, Ed. D.
Vice President for Student Affairs

MESSAGE FROM THE STUDENT BODY PRESIDENT

I would like to take this opportunity to welcome you to Suffolk University on behalf of your Student Government Association.

You are attending one of the most unique universities in the city of Boston. Suffolk’s distinct location on Beacon Hill gives us unparalleled access to the seat of government in Massachusetts as well as easy access to the quaint neighborhoods that surround the area, such as the North End and the Theater district. Immerse yourself in the culture of the city and enjoy all that it has to offer you; it will truly enrich your time here at Suffolk.

The Suffolk community is full of endless opportunities for you to get involved. Over 70 student organizations on campus cover a wide variety of interests, including Suffolk Students for Smile Train, the Black Student Union, the Program Council, the Rainbow Alliance, the Seriously Bent Improv Comedy Troupe, and many more. Throughout your college career, you will find an abundance of opportunities to get involved. I strongly encourage you to do so this year; there is no time like the present. Your co-curricular involvement is an integral part of college life and will help to round out your education.

Suffolk’s academic programs will also offer you many opportunities. The study abroad program allows you to explore different parts of the world while maintaining academic standing and earning credits. Whether you want to spend a semester in London or two weeks in Uganda, there are dozens of places you can explore through this program. Here in Boston, the classes you take will help prepare you for your next step in life. Suffolk’s professors are highly skilled in their fields and go the extra mile for each and every one of us.

I would like to wish you well as you journey through this academic year. Remember all the opportunities both in and out of the classroom that await you, and take full advantage of as many of them as you can. If I can be of any assistance to you throughout the year, please do not hesitate to contact me.

Best of luck and welcome to Suffolk University!

Mitchell R. Vieira, Class of 2011
sga@suffolk.edu

SECTION 1

About Suffolk University



SUFFOLK UNIVERSITY HISTORY

Suffolk University grew from humble beginnings in the Roxbury parlor of Gleason L. Archer, a young lawyer who had worked his way through high school and college. A chance meeting brought him together with a benefactor who loaned him money for his law school studies, asking only that Archer pass along the favor.

In 1906, Archer opened the Suffolk School of Law, a night school established to “serve ambitious young men who are obliged to work for a living while studying law.” He believed that the growing waves of immigrants who came to America’s shores should be given the same opportunities that had been the privilege of the wealthy few.

In 1907, Archer moved the school into his downtown law offices, and a year later, machinist and Archer student Roland E. Brown passed the bar. News of Brown’s achievement led to a boost in registration, so Archer gave up his law practice to devote himself full time to the Suffolk School of Law.

By 1930, Archer had built Suffolk into one of the largest law schools in the country. At the time, fewer than 2 percent of Americans could afford to attend college, so Archer decided to create “a great evening university” that working people could afford. The College of Arts and Sciences was founded in 1934, and the Sawyer Business School—then known as the College of Business Administration—followed in 1937.

That same year, the three academic units were incorporated as Suffolk University. Over the years, the University shifted away from its night-school format to incorporate a range of full- and part-time programs and fully evolved into the urban University students attend today.

THE UNIVERSITY TODAY

Gleason Archer’s commitment to offering opportunity to all continues to inspire the mission of the University to this day. In 1995, the University’s first international campus was opened in Madrid, Spain. A second international campus, in Dakar, Senegal, opened in 1999. Satellite campuses also have been established in Massachusetts at Cape Cod Community College, Merrimack College, and Dean College.

Today, the College of Arts and Sciences consists of 19 academic departments, offering more than 70 programs of specialized study, including master’s and doctoral programs. The New England School of Art and Design became part of the College in 1996.

The Sawyer Business School’s undergraduate and graduate programs emphasize global business practice. Nine undergraduate majors are offered, and graduate programs lead to more than a dozen advanced degrees, including joint degree programs with the Law School. The Business School also offers an online MBA program with four areas of concentration.

The Law School offers Juris Doctor and Master of Laws degrees, with a choice of several academic concentrations.

Suffolk students today hail from across the nation and around the world. The one-time commuter school now has three residence halls, allowing resident students to fully realize the academic and cultural promise of their downtown surroundings.

Suffolk students today hail from across the nation and around the world. The one-time commuter school now has three residence halls, allowing resident students to fully realize the academic and cultural promise of their downtown surroundings.

CAMPUS LOCATION

The University's Beacon Hill campus is only a short ride by public or private transportation from the Museum of Fine Arts, Harvard's Peabody and Fogg museums, the Prudential Center, and the Boston Public Library, and within walking distance of the historic Freedom Trail. Within Boston, there are few places more steeped in tradition, history, and quaint beauty than Beacon Hill. For more than 100 years, Suffolk University has stood proudly as an integral part of the Hill. Many faculty, students, and friends of Suffolk University make Beacon Hill and Downtown Crossing their home.

The University's relations with its neighbors have always been cordial, but this is a two-way proposition, for the people of Beacon Hill have always accepted the University as friends and welcome neighbors, and neighbors in Downtown Crossing have been receptive to students now residing in their neighborhood. The maintenance of good relations with the people of Boston is the duty of every student at the University. It is essential that students respect the privacy of persons and property in our densely occupied neighborhood so that the residential character of the area can be preserved.

UNIVERSITY MISSION STATEMENT

Suffolk University is a private, comprehensive, urban university located on historic Beacon Hill in Boston, with three other Massachusetts locations as well as international campuses in Madrid, Spain, and Dakar, Senegal. Suffolk University's mission is to provide quality education at a reasonable cost for students of all ages and backgrounds, with strong emphasis on diversity. The University is committed to educating students to become lifelong learners as well as professionals who lead and serve the communities in which they live and work. The University seeks to prepare students to live in a diverse, global society, appreciating the richness of various cultures.

The University accomplishes its mission by providing educational opportunities through undergraduate study, graduate study, and professional training. Suffolk University is a teaching University, where research and scholarship are interrelated with the unique character of each academic discipline. It does so by means of courses that provide theoretical, experiential, and practical dimensions. The University supports and encourages diversity in a challenging, supportive environment for motivated and capable students from various backgrounds and cultures.

UNIVERSITY DIVERSITY STATEMENT

Suffolk University has given high priority to creating a truly multicultural, multiracial, gender-balanced community receptive to cultural diversity. The future vitality of Suffolk and other urban universities depends on their ability to be responsive to and provide a welcoming climate for people of many cultures. As part of Suffolk's efforts to reach this goal, the University strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain, and support a culturally diverse faculty and staff. University policies and procedures concerning faculty and employee development are structured to encourage such diversity. Likewise, the University strives to actively recruit and retain a widely diverse student body. Faculty and employees are encouraged to actively promote a diverse and welcoming environment for all. Efforts to achieve those goals will be favorably considered in evaluations.

The University is also committed to creating and maintaining educational curricula in each of its schools that incorporate the values of a multicultural and diverse community and that reflect the pluralism of the United States and the global society.

This commitment is congruent with the University's stated mission to prepare and educate men and women to be future leaders

and citizens who can function effectively in an evolving, pluralistic, and increasingly diverse society.

The University further seeks to ensure that student support services, academic support services, and co-curricular programs at Suffolk are sufficiently diverse to meet the needs of a multicultural student body. Alumni activities and community networks will also be utilized to promote the goals of diversity.

UNIVERSITY ADMINISTRATION

David J. Sargent, *President*

Francis X. Flannery, *Vice-President and Treasurer*

Barry Brown, *Provost*

Janice Griffith, *Vice President for Academic Affairs*

Marguerite J. Dennis, *Vice President for Enrollment and International Programs*

Christopher Mosher, *Vice President for Advancement*

Nancy C. Stoll, *Vice President for Student Affairs*

John Nucci, *Vice President for External Affairs*

Office of the Provost

Suzanne Gallagher, *Assistant Provost for Regulatory Affairs and Policy Counsel*

Irene Good, *Assistant Provost for Information Management*

Jason Potts, *Director of Financial Planning and Strategy*

Office of the Vice President for Academic Affairs

Michelle Auerbach, *Director of Research and Sponsored Programs*

ACADEMIC ADMINISTRATION

College of Arts and Sciences

Kenneth S. Greenberg, *Dean*

Sebastian Royo, *Associate Dean, Director of the Madrid Campus*

Krisanne Bursik, *Associate Dean*

Sharon Lenzie, *Assistant Dean*

Mark Rotondo, *Assistant Dean*

Andrea Ortisi, *Director of College of Arts and Sciences Budget*

Thomas Dellicicchi, *Director of College of Arts and Sciences Academic Computing*

David J. Gallant, *Director of Undergraduate Advising*

Lindy Briggette, *Academic Advisor*

Peter Palumbo, *Academic Advisor*

Sawyer Business School

William J. O'Neill, Jr., *Dean*

Morris McInnes, *Associate Dean, Dean of Academic Affairs*

Laurie Levesque, *Associate Dean, Dean of Undergraduate Programs*

Lillian Hallberg, *Assistant Dean of Graduate Programs*

Myra Lerman, *Assistant Dean of Undergraduate Programs*

Lauren Mahoney, *Assistant Dean of Undergraduate Programs*

Jack Shields, *Associate Director of Undergraduate Programs*

Linda Nazzaro, *Assistant Director of Undergraduate Programs*

Dina Kiesel, *Academic Advisor*

Kim Larkin, *Academic Advisor*

Jason Riccio, *Academic Advisor*

Helen O'Brien, *Assistant Dean for Administration*

Miriam Weismann, *Director of Accreditation and Assurance of Learning (AOL)*

John McCoy, *Director of Internships*

ACADEMIC SUPPORT SERVICES

Wilma Busse, *Director of the Counseling Center*

Rebecca Fulweiler, *Acting Director of the Sawyer Library*

Carl L. Merrill, *Director of the Robert S. Friedman Laboratory in Cobscook Bay, Edmunds, Maine*

Michael Dickinson, *Director, Ballotti Learning Center*

Tim Brown, *Assistant Director, Peer Services*

Hillary Ornberg, *Assistant Director, Peer Services*

Jason Knowles, *Associate Director, Academic Success Programs*

Faith Litchock-Morelato, *Assistant Director, Academic Success Programs*

Orla Downey, *Associate Director, Developmental Education Support Programs*

Rebecca Fiore, *Assistant Director, Developmental Education Support Programs*

Greg Freed, *Assistant Director, Developmental Education Support Programs*

Lori Rosenberg, *Educational Consultant*

Tawanya Garrett, *Educational Consultant*

Lauren Simonetti, *Educational Consultant, NESAD*

ENROLLMENT SERVICES

Marguerite J. Dennis, *Vice President for Enrollment and International Programs*

Walter F. Caffey, III, *Associate Vice President for Enrollment and Retention Management*

Michael B. Duggan, *Director of Enrollment Research and Planning*

John Deehan, *Associate Director of Enrollment Research and Planning*

Barbara Pfeiffer, *Assistant Director of Enrollment Research and Planning*

Megan Daley, *Research Analyst, Enrollment Research and Planning*

John Hamel, *Assistant Vice President for Enrollment, Director of Undergraduate Admission*

Nancy Fine, *Managing Associate Director of Undergraduate Admission*

Jeanne Aversa, *Senior Associate Director of Undergraduate Admission*

Joyce Caruso, *Associate Director of Undergraduate Admission*

Joseph Walsh, *International Recruiter*

Rafael Muroy, *Senior Assistant Director of Undergraduate Admission*

Sara M. Port, *Senior Assistant Director of Undergraduate Admission*

Jackie Gould, *Senior Assistant Director of Undergraduate Admission*

Kristen Cahalane, *Assistant Director of Undergraduate Admission*

Daniel Connolly, *Assistant Director of Undergraduate Admission*

Jonathan Darden, *Admission Counselor*

Matthew D. Petrarca, *Admission Counselor*

Lindsey A. Darling, *Welcome Center Coordinator and Assistant Director of Undergraduate Admission*

Bob Cutler, *Regional Representative for Undergraduate Admission (Chicago)*

Judith L. Reynolds, *Director of Graduate Admission*

Theresa Bishop, *Managing Associate Director of Graduate Admission*

Ellen Driscoll, *Associate Director of Graduate Admission*

Mara Collins, *Assistant Director of Graduate Admission for Technology and Data Management*

Judith A. Entin, *Administrative Manager*

Cathy Bright, *Graduate Admission Counselor*

Christine Perry, *Assistant Vice President for Enrollment/ Director of Student Financial Services*

Jennifer Ricciardi, *Managing Associate Director of Student Financial Services*

Dianne Goguen, *Associate Director of Student Financial Services*

Michelle Lemay, *Associate Director of Student Financial Services*

Robert Rauseo, *Associate Director of Student Financial Services*

Antonia Rizzo, *Associate Director of Student Financial Services*

Barbara Wendland, *Associate Director of Student Financial Services*

Glory Peguero, *Assistant Director of Student Financial Services*

Elizabeth Bassett, *Financial Services Counselor*

Hilary Haley, *Financial Services Counselor*

Michelle Young, *Financial Services Counselor*

Susan James Leyva, *Director of Retention Services*

Susan M. Bonvouloir, *Director of Enrollment Suffolk University—Dean College Programs*

Jessica Krywosa, *Director of Web Communication*

Mary Lally, *Assistant Vice President for Enrollment and Registrar*

A.J. Meyers, *Managing Associate Registrar*

Rachel Scott, *Associate Registrar*

Shirley Alexander-Hunt, *Assistant Registrar, Commencement*

Courtney R. Cohen, *Assistant Registrar, Service Operations*

Nohara Lopez, *Assistant Registrar, Information Systems*

Douglas Peterson, *Assistant Registrar, Record Services*

Eric Hatch, *Assistant Registrar, Scheduling*

Tiffanie L. Pierce, *Associate Director of Internationalization Services*

Tracy Fersan, *Coordinator of International Students*

R. Scott Reedy, *Director of International Student Programming*

Youmna H. Hinnawi, *Director of Study Abroad Programs*

Danielle Santoro, *Co-Director of Study Abroad Programs*

Melanie Funken, *International Programs Advisor, Madrid*

Dan Wu, *Director of International Alumni Relations and East Asia Initiatives*

Oliver Stone, *Director of International Communication*

STUDENT AFFAIRS

Nancy C. Stoll, *Vice President for Student Affairs*

Ann E. Coyne, *Dean of Students*

Richard J. DeCapua, *Associate Dean of Students*

James E. Nelson, *Director of Athletics*

Cary McConnell, *Associate Director of Athletics*

Keri Lemasters, *Associate Director of Athletics*

Adam Nelson, *Assistant Director of Athletics*

Jeff Stone, *Athletic Trainer*

The Rev. Amy L. Fisher, *Director of the Interfaith Center*

Paul S. Tanklefsky, *Director of Career Services and Cooperative Education*

Elizabeth McDowell, *Associate Director of Career Services*

Michelle Rapp, *Associate Director of Graduate Career Services*

Peter McQuaid, *Director of Cooperative Education*

Gary A. Wallace, *Associate Director of Cooperative Education*

Laura Marchant, *Associate Director of Employer Relations*

Jacinda M. Félix Haro, *Director of Diversity Services*

Craig Cullinane, *Associate Director of Diversity Services*

Richard Arnold, *Director of Health and Wellness Services*

George Leehan, *Associate Director of Health and Wellness Services*

Elizabeth Drexler-Hines, *Assistant Director of Health and Wellness Services*

Robin Bianchi, *Nurse Practitioner*

Traci Doherty, *Nurse Practitioner*

Paul Heinzelmann, MD, *Consulting Physician*

Victoria Lothrop, *Health Insurance Coordinator*

Yvette Velez, *Director of Off-Campus Housing*

Kristen Baker, *Director of Performing Arts*

Kathy Maloney, *Assistant Director of Performing Arts*

Rod Waters, *Director of Residence Life and Summer Programs*

Josh Cheney, *Associate Director of Residence Life and Summer Programs*

Brittany Garner, *Assistant Director of Residence Life and Summer Programs*

Alvin Nguyen, *Assistant Director of Residence Life and Summer Programs*

Lisa Shell, *Assistant Director of Residence Life and Summer Programs*

John Silveria, *Assistant Dean of Students*

David DeAngelis, *Director of Student Leadership and Involvement*

Kate Schuit, *Associate Director of Student Leadership and Involvement*

Karen Jasinski, *Director of Orientation and New Student Programs*

Alexa Simeone, *Assistant Director of Orientation and New Student Programs*

Venis Williams, *Manager, Campus Card System*

Carolina Garcia, *Director of Service Learning*

Tim Albers, *Assistant Director of Service Learning*

Kirsten Behling, *Director of Disability Services*

Elizabeth Irwin, *Associate Director of Disability Services*

SUPPORT SERVICES ADMINISTRATION

Laura Piscopo, *Director of Alumni for the College of Arts and Sciences*

Eliza Parrish, *Director of Alumni for the Sawyer Business School*

Maureen Stewart, *Director of Budgeting*

John Kineavy, *Business Manager*

Karen Kruppa, *Risk Manager*

Paula M. Fleck, *Bursar*

Midge Wilcke, *Chief Communications Officer*

George Comeau, *Associate Chief Communications Officer*

Kathleen Peets, *Director of Creative Services*

Brian McDermott, *Director of Media Services*

Julia Collins, *University Archivist and Director of the Moakley Institute*

Anne MacDonald, *University Webmaster*

Jane Scherban, *Manager, Voice Communications*

James Wallace, *Director of Facilities Management*

John Pagliarulo, *Director of University Police and Security*

Eric Francis, *Acting Environmental Health and Safety Manager*

Paul Lyons, *General Counsel*

Sheila McGarry, *Deputy General Counsel*

John DeLuca, *Senior Associate General Counsel*

Judy Minardi, *Director of Human Resources*

Fouad Yatim, *Chief Information Officer*

Gregory Gatlin, *Director of Public Affairs*

Mariellen Norris, *Senior Marketing and Public Relations Strategist*

SECTION 2

Academic Information



ACADEMIC ADVISING

Matriculating freshmen and transfer students are assigned a faculty advisor, based on chosen major, shortly after the beginning of the term. Students are required to confer with their faculty advisors at least once a semester to complete registration forms and review academic programs. Students wishing to change majors or academic advisors should initiate the process by notifying the faculty advisor of their intent.

College of Arts and Sciences

Before that time, College of Arts and Sciences (CAS) students seeking academic advice should go to their academic major department for assistance or seek counsel with their Seminar for Freshmen instructor, who also serves as a first-year advisor. CAS students who have open or undecided majors should consult with their Seminar for Freshmen instructor or seek assistance from the CAS Office of Undergraduate Advising (Fenton 104, 617.305.1971). Students confused about their advising assignments should contact this office at the earliest opportunity.

Sawyer Business School

New students seeking assistance (until assigned an advisor) should visit the Undergraduate Programs Office on the 8th floor of the Sawyer Building or call 617.573.8345. All Business School students must meet with an advisor at least once per term for registration. We highly recommend additional meetings with your advisor to develop a strong student/advisor relationship and to ensure you meet your academic goals. After your first year with the Business School, you will be assigned a faculty advisor who specializes in your selected major to continue your program planning.

GRADE GRIEVANCES AND ACADEMIC COMPLAINTS

A student who believes that an academic evaluation has no basis in fact or is arbitrary should bring this to the attention of the

instructor for resolution, preferably within the semester the course is taken. If the complaint is not resolved with the instructor, the student may then bring the complaint to the department chairperson. If the complaint is not resolved equitably after meeting with the department chair, the student may raise the issue with the dean of students, or designee. Written requests for review by the dean of students, or designee, must be submitted no later than the end of the semester following the semester in which the course was taken. Requests for review by the dean of students, or designee, for courses taken during summer sessions must be submitted by the end of the following fall semester. Complaints from graduating students must be received by the dean of students, or designee, at least two weeks prior to graduation. The dean of students, or designee, will make a recommendation to the academic dean of the college, or designee, in which the course is offered, whose decision shall be final.

ACADEMIC REGULATIONS

For complete regulations covering academic matters, please refer to the 2010–2011 Academic Catalog.

ACADEMIC STANDING FOR UNDERGRADUATE STUDENTS

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

Please note that a student who is a financial aid applicant or recipient and is placed on academic probation is required to contact the Office of Financial Aid immediately. Financial aid could be affected, as federal regulations stipulate that all federal aid recipients must make satisfactory progress.

At any point during the academic year, a student may be dismissed from Suffolk University if, in the opinion of the Academic Standing Committee, his/her academic record is unsatisfactory.

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

College of Arts and Sciences Petitioners: The petition and a check or money order for \$20 should be made out to Suffolk University and hand delivered to the Office of the Dean of the College of Arts and Sciences. The filing deadline for petitioning is 15 working days prior to the start of the semester.

Sawyer Business School Petitioners: The petition and a check or money order for \$20 should be made out to Suffolk University and hand delivered to the Office of the Dean of the College of Arts and Sciences. The filing deadline for petitioning is 15 working days prior to the start of the semester.

Academic Standing and Co-Curricular Activities

No student on academic probation shall be eligible to compete in athletics or hold an elected or appointed office. A student on academic probation may continue his/her membership in extracurricular activities such as clubs or organizations, and may write for, but not be a member of, the staff of campus publications. In the event his/her GPA does not improve, the dean of the college or the Academic Standing Committee may require

the student to limit extracurricular activities as a condition for continuation at Suffolk.

In order to hold elected or appointed office in a club or organization, a student must have a GPA of 2.3 or higher. Some positions may require a student to have a GPA higher than 2.3.

ATTENDANCE AND ABSENCES

Requirements for attendance and class participation are established by the instructor in each course. Instructors are responsible for informing students about their attendance policy at the beginning of each course. Students are responsible for all material and information covered in classes missed. Students should contact the Student Affairs Office at 617.573.8239 or at studentaffairs@suffolk.edu if they expect to be absent for a period of a week or more.

Jury Duty

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "every US citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50 percent of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college or university, you are an inhabitant for more than 50 percent of the year and, therefore, eligible to serve as a juror in Massachusetts."

It is not unusual for students residing in Suffolk County or in other Massachusetts counties to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Suffolk University supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service. They contain helpful information on confirming, postponing, rescheduling, or relocating service and address many of the most frequently asked questions. Jury duty

is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill jury service should notify each of their instructors at least two weeks in advance prior to jury duty to make arrangements to complete missed work. Students who do not inform their instructors in a timely fashion may not receive accommodations to make up missed work. Students should provide a copy of the summons notice to the Student Affairs Office, located at 73 Tremont Street, 12th floor.

If you have questions about jury duty—including confirming, postponing, rescheduling, or limiting your service—consult the Student's Guide to Jury Duty brochure, available from the Office of the Jury Commissioner by calling 800.843.5879. Additional information may be viewed online at www.massjury.com.

An Act Excusing the Absence of Students for Their Religious Beliefs

In keeping with the amendment of Chapter 151C of the Massachusetts General Laws, Section 2B, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon the school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any students availing themselves of the provisions of this section.

CLASS OBLIGATIONS

In emergencies created by winter storms, unusual traffic jams, or breakdowns in public transportation, a faculty member may be delayed in getting to class. If, in the case of an emergency, an instructor comes late to class, it is expected that students will wait for a minimum of 15 minutes after the normal time for starting the class. In the absence of any message to the class concerning probable arrival time, members of the class are not required to wait longer than 15 minutes.

CANCELLATION OF CLASSES

In case of snow, other inclement weather, or other emergency closings, Suffolk University will notify students, faculty, and staff about school cancellations or delays according to the following protocols:

1. When classes are delayed or cancelled, the cancellation will apply to the entire University, including all three schools—the College of Arts and Sciences (including NESADSU), the Business School, and the Law School—as well as the libraries and all other University activities (student affairs, performances, etc.). To determine whether athletic events will be held, please consult the Athletics Department's Web site at www.suffolk.edu/athletics or call 617.573.8379.
2. Announcements of University delays and closings will be communicated via the emergency alert system (students must provide their contact information on the University portal), the information line at 866.312.2632, and the University's home page at www.suffolk.edu, as well as by the television and radio stations listed below. *Every attempt will be made to communicate these announcements in a timely manner.*
3. In the event of a delayed opening, classes will begin and administrative offices will open at 10am. Classes scheduled prior to 10am will be cancelled for the day.

4. For an afternoon closing, the standard closing time will be 4pm (no classes will be held after 4pm), unless weather conditions require earlier closing.
5. Weekend and holiday closings or delays, including the libraries, will be handled in the same manner as during the regular school week.

School delays or cancellations will also be announced on the following television and radio stations:

Television Stations

ABC, Channel 5, www.thebostonchannel.com
CBS, Channel 4, www.wbz4.com
NBC, Channel 7, www.whdh.com
WFXT, Fox 25, www.fox25.com
Rhode Island Broadcaster's Association, www.ribroadcasters.com

Radio Stations

WBZ (1030 AM), www.wbz1030.com
WBUR (90.9 FM), www.wbur.org
WZID (95.7 FM), www.wzid.com

UNDERGRADUATE ACADEMIC HONESTY POLICY

Cheating on examinations, plagiarism, improper acknowledgement of sources in essays or research papers, and/or the use of a single essay or paper in more than one course without the permission of the instructor constitute unacceptable academic conduct. It is dishonest to buy, sell, download, borrow, or lend papers. It is unacceptable to make up or falsify data that are supposed to be collected from survey, experimentation, or other means. Work that is represented as yours should be your own; if not, the source should be properly identified. This applies to lab reports, computer projects, and group projects as well as to individual assignments. Each instructor should fully explain the requirements of the course and the applicable policies regarding academic dishonesty.

Students alleged to have violated this policy will be referred to the dean of students,

or designee, and are subject to sanctions including a 0 on the assignment, grade of F in the course, suspension, enforced withdrawal from the course, or dismissal from the University or appropriate lesser penalties if warranted by the circumstances.

STUDY ABROAD PROGRAMS

To learn about foreign study opportunities, visit the Office of Study Abroad Programs Web site at www.suffolk.edu/studyabroad, call 617.573.8072, send an e-mail to studyabroad@suffolk.edu, or visit the office in person at the Center for International Education at 73 Tremont Street, 6th floor.

Requirements

In order to participate in Suffolk University's study abroad programs, students must:

- Be enrolled in an accredited university or college.
- Have a cumulative GPA of 2.5 or higher. Some programs may require a higher GPA; please consult the study abroad office for the GPA requirements for your particular program. If your GPA is slightly lower than required, your application will be reviewed on an individual basis.
- Have completed at least 45 credit hours at Suffolk University. Students who have completed less than 30 credit hours are only eligible to study abroad at Suffolk University's overseas campuses in Madrid, Spain, and Dakar, Senegal. If you are within 30 credits of graduation, you will only be eligible to study abroad at Suffolk University's overseas campuses in Madrid, Spain, and Dakar, Senegal, unless you receive written consent from the dean of your college.
- Not have transferred to Suffolk University with more than 61 credit hours.
- Submit a completed application with the required documents signed by yourself, your advisor, and the dean of your college.

Choosing Time Abroad – Semester or Academic Year?

You may choose to study abroad for a semester or for a full academic year. However, the decision to stay longer than one semester needs to be made prior to your departure from the United States, and the necessary documents must be submitted. If you decide to study abroad for longer than stated in your signed acknowledgement form, you will not receive any credit for the courses you take. All students must obtain written approval from their academic advisor and dean of their college for all the courses they wish to receive credit for prior to their departure. There are no exceptions to this rule!

Transfer of Credit and Records

Ideally, your study abroad program will allow you to take courses abroad that will fulfill your graduation requirements at your home university. Because Suffolk University's study abroad programs are only affiliated with recognized universities, it is easy to arrange for your credits to transfer back to your home university. In order to ensure a smooth transition of credit hours, as noted above, you must receive approval for your courses prior to your study abroad experience. These signatures are required on the course authorization sheet within the application.

Your application will not be reviewed prior to receiving these and other required signatures. In order for credits to transfer back to your home university, the course you select/take must meet the same requirements as a similar course offered at your home institution. To determine the transferability of a course, your academic advisor and the dean of your college will want to see a description of the courses you intend to take. To obtain written descriptions of these courses, please contact the Office of Study Abroad Programs.

After you have completed the coursework and have made all of the appropriate payments to Suffolk University and the host institution, your home institution will be issued a transcript from the host school.

Suffolk University students must obtain a grade of C or higher in every course for credits to transfer back. Prior to departure, you might want to check with your home institution regarding the required grade for obtaining transfer credits. You should expect this process to take about two months. It is not recommended that you study abroad during your final semester as this may have a direct effect on your graduation requirements. Please keep in mind that your academic records will not be released if you have any outstanding financial obligations to the host institution or to Suffolk University.

Pre-Departure Orientation

All students accepted into Suffolk University's study abroad programs are required to attend the Pre-Departure Orientation. The date, time, and location will be mailed to students after they have made their nonrefundable deposit. If students cannot attend the Pre-Departure Orientation due to interstate distance, other arrangements will be made.

Application Deadlines

Summer Semester: March 15
Fall Semester: April 15
Spring Semester: October 15

Code of Conduct When Studying Abroad

Study abroad students are expected to follow the Suffolk University Community Standards, as outlined in this student handbook. Any departure from these standards that can be shown to be injurious to the study abroad program's pursuit of its normal activities may be subject to appropriate disciplinary actions, which could include dismissal from the program.

A student studying through Suffolk University also assumes an important personal obligation to conduct himself/herself in a manner that is compatible with local laws and regulations. Also, the student is responsible to know and comply with all rules and expectations of the study abroad program and/or host institution regarding student conduct.

The Suffolk student's conduct abroad may be subject to disciplinary proceedings at Suffolk University if his/her alleged conduct violates Suffolk University's expectations for student conduct and academic responsibility. The following disciplinary actions may be taken:

1. The Office of Study Abroad Programs will notify the appropriate dean(s) and Student Affairs Office of the alleged offense. These offices will decide together the disciplinary action for the student, which can range from financial implications, holding of transcript, or dismissal from the study abroad program with no credits received and no refund of tuition or other program-related costs or other sanction(s).
2. The student and the parents of the student will be asked to attend a meeting with the above-stated offices to discuss the alleged offense. After a decision is made, another meeting will be held, if deemed necessary. If the student participates in illegal activity while abroad, he/she will be solely responsible for any legal action that may be taken against him/her by local governments and authorities, for which neither Suffolk University nor the US government or agencies may provide assistance. The University/host institution may terminate the student's participation in the study abroad program if the student engages in action endangering himself/herself or others or jeopardizing the success of the study abroad program.

Payment Plan

Students who enroll in Suffolk University study abroad programs and wish to receive credit toward their degree will pay Suffolk University the full cost of tuition. Room and board costs are not included in the tuition for the program and vary from program to program. The payment for room and board is paid directly to the program/host institution. To find out the cost of room and board for your program, please contact the Office of

Study Abroad Programs. For some students, their financial aid package may cover the cost for them to study abroad.

Cancellation Policy

Because Suffolk University makes financial commitments on students' behalf well in advance of the program start date, refunds can only be made in accordance with the following terms:

- I. A student who withdraws voluntarily will receive the following refund of fees paid:
 - A. Withdrawing more than 30 days prior to program commencement will result in a refund of all fees paid less the application fee (non-Suffolk students) and the program deposit
 - B. Withdrawing less than 30 days prior to program commencement will result in no refund.

All voluntary cancellations must be made in writing to the Office of Study Abroad Programs at Suffolk University.

- II. In cases where Suffolk University is forced to cancel or suspend a program or in the case of serious documented illness, the following refund policies will be applied:
 - A. If the program has not yet begun, all funds will be refunded, less the application fee (non-Suffolk students)
 - B. If the program has begun, Suffolk University will refund any portion of the student's expense (excluding travel expenses) that has not been used or committed, less the application fee (non-Suffolk students).

Cancellation or suspension of any program will result if (1) the United States Department of State issues a travel warning advising US citizens not to travel to a particular country or, if in the country, to leave, or (2) Suffolk University deems it necessary to cancel or suspend the program for any other reason.

Any serious illness that causes a student to withdraw must be documented by a licensed US physician with notification sent to the study abroad office at Suffolk University.

Travel Insurance

Since travel expenses (including airplane tickets and other means of travel) are not paid to Suffolk, nor is Suffolk responsible for paying these fees, Suffolk University strongly recommends purchasing travel insurance. This will protect you if cancellation or suspension of any program results from the United States Department of State issuing a travel warning advising US citizens not to travel to a particular country or, if in the country, to leave. Please contact your travel agent for more details.

Safety Issues

Safety is often a concern to students and their families when deciding to study abroad. Suffolk University is an official member of the SAFETI Consortium, which gives helpful information on safety issues and answers many questions you and your family may have about studying in another country. To learn more, go to www.globaled.us/safeti/. If you have any additional questions about your safety or any of our policies and procedures, please feel free to contact the Office of Study Abroad Programs.

READING DAYS

Reading days are set aside each semester between the end of classes and the beginning of final exams to provide students with specific time to prepare for exams.

WITHDRAWING FROM COURSES, LEAVE OF ABSENCE, AND WITHDRAWING FROM THE UNIVERSITY

Withdrawing from All Courses Prior to the First Day of Classes

Students who wish to withdraw from all courses prior to the start of the semester must contact the Student Affairs Office and submit a Leave of Absence form or a Withdrawal form. The Student Affairs Office can be reached at 617.573.8239 and is located at 73 Tremont Street, 12th floor. Leave of Absence forms and Withdrawal forms are also available online at www.suffolk.edu/campuslife/23014.html.

Leave of Absence

A leave of absence may be granted for two consecutive or two non-consecutive semesters (excluding summers). A student applying for a leave of absence must give a definite date for return. Students on leave will be required to meet the degree requirements under which they were admitted or appropriate equivalences. A leave of absence may not be used for the purpose of taking academic courses at another institution with the intent of transferring the credits to Suffolk University.

Students requesting a leave of absence for military duty are permitted to extend their leaves of absence beyond two non-consecutive semesters.

After the Student Affairs Office has received a leave of absence form, the following will occur:

- The leave of absence request will be reviewed and approved or denied.
- If the request is denied, other options will be discussed with the student.
- If the request is approved, the student will receive a letter from the Student Affairs Office with the anticipated date of return

and any specific issues the student must resolve before return.

- During a leave of absence, the student will continue to have an active e-mail account with the University. It is the student's responsibility to check periodically for important University information, including registration and financial aid deadlines.
- The student will receive information from the Registrar's Office via e-mail concerning pre-registration for the semester the student is expected to return.

When the student is ready to return from a leave of absence, the student is encouraged to contact the advising center of either the Sawyer Business School or the College of Arts and Sciences, depending on the student's academic program, to review the student's program evaluation. The student will not be able to participate in pre-registration without the approval of the advising center. If the student decides to return to Suffolk after preregistration has occurred, the student must contact the appropriate advising center below for advising and registration assistance should also log on to the student's MySuffolk account to review any personal restrictions preventing registration.

Sawyer Business School: 617.573.8345
College of Arts and Sciences: 617.305.5102

Withdrawing from the University

Students who are transferring to another institution or who do not plan to return to Suffolk University in the future must submit a Withdrawal form. The University's refund policy will determine refunds. Withdrawal forms are available online at www.suffolk.edu/campuslife/23014.html.

Withdrawing from Classes Once the Fall or Spring Semester Has Begun

1. If a student withdraws from all courses, he/she will be placed on a leave of absence for the semester.

2. Between Week 1 and Week 4 (actual dates are published at the Registrar's Office), a student may drop a course(s) online by logging onto MySuffolk. The course(s) will be removed from the student's transcript.
3. Between Week 5 and Week 9 (actual dates are published at the Registrar's Office), a student may withdraw from a course(s) online by logging onto MySuffolk. The course(s) will remain on the student's transcript, and a W (for Withdrawal) will be entered on the transcript. A W does not impact a student's GPA, but it may impact a student's financial aid status. The student is encouraged to speak with Student Financial Services to discuss the financial aid implications of withdrawing from a course.
4. After Week 9 (the actual date is published at the registrar's office), a student may **NOT** withdraw from a course, with the following exceptions:
 - a. A student may withdraw from **all** courses at any time in the semester by contacting the Student Affairs Office. The student will be automatically placed on a leave of absence for the semester only. If the request is made between Week and Week 4, all courses will be removed from the student's transcript. If the request is made between Week 5 and Week 13, the courses will remain on the student's transcript, and a W (for Withdrawal) will be entered on the transcript.
 - b. A student may petition for an individual Late Course Withdrawal from a course for extenuating medical or personal circumstances. This request must be submitted immediately with complete documentation so the petition can be considered prior to the close of the semester in which the course is taken. The student must submit a Late

Course Withdrawal form to the Student Affairs Office along with appropriate medical or personal documentation. If documentation is not submitted, the petition will not be considered. The student is encouraged to meet with the dean of students, or designee, if possible. The dean of students, or designee, will review the request and will approve or deny the petition.

The student may appeal the dean's decision within five days of notification from the dean that the Late Course Withdrawal request has been denied. The decision will be e-mailed to the student's Suffolk University e-mail account and it is the student's responsibility to check the account. The appeal will be reviewed by the Late Course Withdrawal Appeals Committee, which may include representatives from Student Affairs, the Office of the Registrar, Student Accounts, Student Financial Services, Counseling, Disability Services, Health and Wellness Services, and a representative from the student's school or college. The decision of the Appeals Committee is final.

5. The University's refund policy will determine refunds for withdrawals from courses once the semester has begun. Please contact Student Accounts at 617.573.8407 for information about the refund policy.

Withdrawing from Classes During Summer Sessions or at Times Other Than Fall or Spring

The same rules apply to summer session courses and those courses offered at times other than fall and spring. Students should contact the Registrar's Office at 617.573.8430 to learn about drop and withdrawal dates.

Issues to Consider

There are a number of issues students must consider prior to taking a leave of absence, withdrawing from the University, or dropping or withdrawing from a course. Students must contact the appropriate office below if they answer "yes" to any of the following questions:

- *Is the student receiving financial aid from Suffolk University (grants, loans, work study, etc.)?*

Before making a decision to take a leave of absence, the student should be aware of the financial implications. Federal laws are in place that may require the Student Financial Services office to return all, or a portion of, the student's financial aid to the government, donors, etc. Charges that were covered by financial aid would then become the student's responsibility. In some cases, the student could also be ineligible for financial aid in the future.

Occasionally, satisfactory academic progress requirements may be waived if mitigating circumstances prevented the student from meeting the requirements. Such circumstances would include illness of the student or death or illness of a family member. All requests for a waiver of the requirements must be submitted in writing to the director of Student Financial Services. The request must outline the reason for the waiver and should include any supporting documentation. The director of Student Financial Services will determine what action will be taken.

If yes, the student must contact Student Financial Services at finaid@suffolk.edu or 617.573.8470.

- *Does the student owe Suffolk University money for tuition or other fees?*

If yes, the student must contact Student Accounts at 617.573.8407.

- *Is the student enrolled in Suffolk University's student health insurance*

program? If the student purchased the Suffolk University health insurance plan, the policy will not be impacted by the student's leave of absence or withdrawal. The student will be covered through the end date of the Suffolk policy.

If yes, the student must contact Health and Wellness Services at 617.573.8260.

- *Is the student living in a Suffolk University residence hall?* In order to live in campus housing, students must be registered for 12 or more credits. Students who drop below 12 credits must meet with the dean of students.

If yes, the student must contact Residence Life and Summer Programs at 617.305.2500.

- *Is the student an international student with F-1 (I-20) or J-1 (DS-2019) status?*

If yes, the student must contact International Advising at 617.573.8154.

Requesting a Late Course Withdrawal for a Course Taken in a Previous Semester

Requests for late course withdrawals during the fiscal year following the semester in which courses are taken will be considered only for extenuating medical or personal circumstances. The student must submit a Late Course Withdrawal form to the Student Affairs Office along with appropriate medical or personal documentation. If documentation is not submitted, the petition will not be considered. The student is encouraged to meet with the dean of students, or designee, if possible. The dean of students, or designee, will review the request and will approve or deny the petition.

The student may appeal the dean's decision. The appeal will be reviewed by the Late Course Withdrawal Appeals Committee, which may include representatives from Student Affairs, the Office of the Registrar, Student Accounts, Student Financial Services, Counseling, Disability Services, Health and Wellness Services, and a representative from

the student's school or college. The decision of the Appeals Committee is final.

INCOMPLETE GRADES

Students on a leave of absence who have previous incomplete (I) grades must finish those incomplete (I) grades by the date specified. After one (1) year, any incomplete (I) grades negotiated with professors will turn into a failing grade (F*), with the exception of College of Arts and Sciences graduate courses. Students may not request a late course withdrawal once an incomplete (I) grade has turned to F*. A leave of absence does not extend a deadline for an incomplete (I) grade. Please read the incomplete (I) grade policy located in the Academic Catalog for further details.

TUITION LIABILITY

Tuition liability is based on the date that the Withdrawal form is received by the Student Affairs Office or the Drop form is received by the Office of the Registrar. Refer to the information listed below for Suffolk University's prorated withdrawal policy.

If the drop occurs or your Withdrawal form is received and approved by the Student Affairs Office:

- Through the second week of classes: 0%
- Third week of classes: 50%
- Fourth week of classes: 75%
- After the fourth week of classes: 100%

For special short courses, workshops, and institutes, please visit www.suffolk.edu/bursar for withdrawal dates. International students holding F-1 or J-1 immigration status must also visit the immigration services staff at the Center for International Education to discuss the immigration aspects of withdrawal from the University. Generally, students cannot remain in the United States after their withdrawal.

WITHDRAWAL, LEAVE OF ABSENCE, OR DROP REFUND POLICY

Tuition liability is assessed according to the date that the Leave of Absence/Withdrawal form is received by the Student Affairs Office or the Drop form is received by the Office of the Registrar.

Non-attendance does not constitute official withdrawal or dropping of a course. Tuition is not refunded after the fourth week of class. Reasonable collection costs, including attorney fees, will be added to delinquent accounts. All tuition charges are subject to change by action of the Board of Trustees. Any such change may be applicable to students already enrolled in the University. For Executive MBA students and students enrolled in master of finance courses, workshops, and seminars, please consult www.suffolk.edu/bursar or the Office of the Bursar for your liability schedule.

REFUND POLICY FOR FINANCIAL AID RECIPIENTS/ RETURN OF TITLE IV FUNDS (FEDERAL FUNDS)

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

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

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

RETURN OF STATE FUNDS

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

SECTION 3

University Policies



ACCIDENTS

All accidents or injuries occurring on Suffolk University property should be reported to Suffolk University at 617.573.8111, or 617.573.8333 if you are calling from on campus.

COMPLIANCE WITH REQUESTS

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

ONLINE SAFETY AND SECURITY

Suffolk University strongly advises all students to be responsible when posting information online. You are encouraged to self-monitor your online postings and activities and to consider carefully how your online conduct will affect your safety, reputation, and friendships. It is the University's policy not to monitor online communities (Facebook, MySpace, Friendster, etc.). The University may, however, respond to online issues when a legitimate formal complaint is filed by a member(s) of the University community against a student. If the student is found to have engaged in inappropriate online conduct, the student will be subject to the Student Conduct System, up to and including dismissal from the University.

STUDENT E-MAIL COMMUNICATION POLICY

An official Suffolk University e-mail address is assigned and required for all students. **The University-assigned e-mail address is an official means of communication with students.** Students are expected to read e-mail received at their Suffolk University-assigned e-mail address on a regular basis.

Students are responsible for all information, including all attachments, sent to their University-assigned e-mail address. Students may elect to forward e-mail sent to their University e-mail address to another e-mail address; however, students do so at their own risk and remain responsible for all information sent to their University-assigned e-mail address.

ACCEPTABLE USE OF COMPUTING POLICY

The Suffolk University community is encouraged to make innovative and creative use of information and technology in support of the University's mission of education, research, and public service. E-mail, computing facilities, printers, or any other technology resources must be used efficiently, lawfully, and in accordance with University policies. Acceptable use of technology and information includes uses related to research, learning, teaching, enrichment, and dissemination of scholarly information.

Examples of impermissible use include:

- Using e-mail or other technology resources to harass or threaten others
- Sending mass e-mail messages, junk mail, or spam
- Unauthorized dissemination of confidential records obtained through computer or information resources
- Unauthorized access, alteration, copying, or deletion of system accounts, passwords, directories, files, or programs belonging to any other user

- Tampering with or adversely affecting University technology resources, such as bandwidth, security, or performance

The full text of the Acceptable Use Policy and other information technology policies can be found on the Information Technology Services Web site at www.suffolk.edu/offices/1058.html.

COPYRIGHT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQs, at www.copyright.gov/help/faq

University policies relating to copyright infringement and peer-to-peer file sharing can be found on the Information Technology Services Web site at www.suffolk.edu/offices/37591.html.

DISRUPTIVE OR LIFE-THREATENING BEHAVIOR POLICY

Suffolk University recognizes that certain life-threatening behaviors (e.g., serious threats, suicide attempts, eating disorders, use of alcohol or other drugs, threats to others, etc.) by students are a means of attracting attention or asking for help. While the University is committed to helping students alleviate whatever stress factors are precipitating life-threatening behaviors, such behavior is considered disruptive to and unacceptable in the academic and social/living environments of the University community. At the discretion of the Student Affairs Office, or designee, a parent, guardian, or family member may be notified of such behavior.

Any student who demonstrates behavior that endangers himself/herself or others while enrolled at Suffolk University may be required to undergo a psychological evaluation to assist the University in making an individualized assessment of the student's ability to participate and contribute to a rigorous academic/living community. The results of a psychological examination will be considered in determining whether, or under what circumstances, the student may continue to live in University housing or attend Suffolk University. A student may be placed on interim suspension from the University and/or University housing pending an evaluation. Based on the results of the evaluation, the University may insist that the student actively engage in counseling while enrolled at Suffolk University and/or may be required to withdraw from University housing and/or the University or meet other conditions.

EMERGENCY COMMUNICATIONS

All Suffolk University students are required to submit (or confirm) current emergency contact information each semester and when such information changes. This will ensure that the University has current and accurate information in the unfortunate event of a campus emergency.

In the event of a major emergency or campus shutdown affecting the Suffolk University community, students will receive an emergency communication via voice mail and text messaging through the University's provider, Connect-Ed, on all of the phone numbers provided by students. For additional information, please go to the University's Web site. All contact information provided will be used only for the explicit purpose of notification in the event of a campus emergency, including school closings for inclement weather.

It is the students' responsibility to maintain accurate and up-to-date contact information in the system.

SHELTER-IN-PLACE

In some emergency situations, such as extreme weather, release of hazardous materials, or the presence of an intruder, emergency responders may order protective actions for persons who live or work on campus. Typically, these protective actions are to evacuate to a safer area or to shelter in place. This plan describes the general procedures to be followed when shelter-in-place is required in response to a major campus emergency. Shelter-in-place is the action of seeking immediate shelter indoors at the location where you are when shelter-in-place is activated. When such actions are warranted, students will be appropriately advised by police, fire, safety or university officials via emergency notification messaging, the University Web site, local radio and television stations, or other appropriate means, if safe to do so.

Steps to Shelter-in-Place

- Remain in the location where you are unless you are instructed to do otherwise.
- Close all doors and windows (and lock them if possible).
- When possible, turn off air conditioning and heating units.
- Silence all audio equipment and cell phones.
- Wait for the "all clear."

EMERGENCY FIRE EVACUATION

Important fire safety information and fire evacuation procedures are provided to all students at the beginning of each semester. Since the type of fire alarm system and the procedures that must be followed vary slightly for each University building, students are required to familiarize themselves with the evacuation procedures for each building that they have classes in or occupy. All building occupants are responsible for becoming familiar with and adhering to the emergency evacuation procedures and for evacuating the building when an alarm is sounded. Follow the instruction of University police and security or local emergency officials.

General Procedures

When the alarm sounds in any Suffolk University building:

- Follow the instructions of the communication message if given in the building.
- Evacuate the building immediately if there is no communication message.
- Use the closest available exit stairwell to evacuate the building.
- Do NOT use elevators.
- When exiting the building, use sidewalks and walk away from the building to allow for access by the Boston Fire Department and emergency personnel.
- Go to the designated assembly area as indicated at www.suffolk.edu/campuslife/30868.html.
- Do NOT reenter the building until the "all clear" has been given by the Boston Fire Department or emergency personnel.

ENVIRONMENTAL HEALTH AND SAFETY POLICY

The health and safety of University employees and students and the protection of the environment are Suffolk University's greatest responsibilities. It is the policy of the University to operate in accordance with federal, state, and local environmental, health, and safety regulations. The University is committed to providing its employees and students with a work and educational environment free from recognizable hazards. Each employee and student shall comply with the regulations and established procedures that are applicable to his/her own activities, actions, and conduct in order to help the University provide this safe environment.

Students are responsible for:

- Ensuring their own personal safety. Students should not perform unsafe acts that compromise personal safety or the safety of others.
- Working and/or behaving in an environmentally responsible manner by observing established policies and procedures, including required procedures concerning the collection and/or disposal of chemical wastes (i.e., in science laboratories, photography darkrooms, and art studios).
- Making sure he/she understands safety procedures when performing work-study or class-related tasks.
- Using safety equipment when required (i.e., gloves and safety goggles when using chemicals in laboratories).
- Reporting unsafe conditions and/or practices immediately to his/her professor or to the Office of Environmental Health and Safety.
- Becoming familiar with and adhering to the procedures described in the Suffolk University Occupant Safety Guide (distributed as a separate pamphlet to students).

- Demonstrating good environmental citizenship by supporting University recycling and energy and water conservation efforts.

GAMBLING

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

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

Students who experience serious difficulties with gambling are urged to call Gambler's Anonymous at 617.899.7943 or Germanton at 617.227.2700.

HAZING

Suffolk University does not tolerate any form of hazing. In compliance with the Commonwealth of Massachusetts' anti-hazing statute, the University annually provides each student with a copy of the state law and requires officers of student organizations to distribute a copy of the law to all members. See Mass. Gen. Laws Ch. 269, sec. 17, 18, 19.

Section 17: Hazing: Organizing or Participating; Hazing Defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in

a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Failure to Report a Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19: Copy of Sections 17–19; Issuance to Students and Student Groups, Teams and Organizations; Report

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name

or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set

forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

The University disciplinary processes will be applied in cases of alleged hazing.

HEALTH INSURANCE REQUIREMENT

Massachusetts state law requires that students enrolled in at least 75 percent of a full-time course load per semester have adequate health insurance (as specified by the Massachusetts QSHIP regulations). All international students are required to enroll in the Suffolk Student Health Insurance Plan regardless of course load. Insurance from outside the United States cannot be accepted.

Students who already have health insurance coverage may choose to waive participation in the University health insurance plan. You must complete the waiver online at www.universityhealthplans.com before September 25 every year you are a student (January 31 for new spring semester students). This waiver must be completed by the deadline or you will automatically be enrolled in the plan for the full year without a refund. Please contact Health and Wellness Services **before the deadline** if you have not received confirmation that your waiver was accepted or if you have any questions.

All students wishing to enroll in the Suffolk Student Health Insurance Plan should also go online to the above Web site to enroll **every year** you are a student. Once enrolled, you will be covered until the plan year ends each August. We recommend enrolling prior to the deadline to avoid any lapse in coverage and to ensure you will have your insurance ID card in a timely manner. Please visit the Health and

Wellness Web site at www.suffolk.edu/health for more detailed information and links to important forms and sites.

REQUIRED IMMUNIZATIONS

Massachusetts state law requires all full-time students to provide documentation that they have been properly immunized against hepatitis B, measles, mumps, rubella, diphtheria, and tetanus. Students are required to have had two doses of the measles (two MMRs are recommended) and three doses of hepatitis B shots. Failure to comply with this regulation will result in students being blocked from registering for classes.

All international students must submit immunization records regardless of the number of credit hours in which they are enrolled.

All students living in University housing must also provide proof of being immunized against meningitis within the past five years, regardless of the number of credits hours in which they are enrolled. This immunization must be administered at least two weeks prior to arrival on campus. Students who cannot receive the meningitis vaccine due to medical, religious, or other reasons must submit a signed copy of the Massachusetts Department of Public Health waiver form. This form is available at www.suffolk.edu/health. Proof of immunizations should be submitted to Health and Wellness Services in conjunction with the Health History form by August 1. Please visit the Health and Wellness Services Web site at www.suffolk.edu/health for more detailed information and links to important forms and sites.

INVOLUNTARY WITHDRAWAL POLICY

Students may voluntarily withdraw from Suffolk University at any time during their matriculation at Suffolk University. However, situations as described below may arise when the University determines on an individualized, case-by-case basis that a student may need to be involuntarily withdrawn from the University.

When a student demonstrates conduct that violates the Suffolk University Community Standards or other Suffolk policies, that conduct will be addressed through the appropriate disciplinary processes. This policy is not intended to be disciplinary in nature. Rather, this policy outlines the criteria and procedures for when and how a student may be involuntarily withdrawn from the University for demonstrating behavior that creates a direct threat to the safety or health of the student or others or that unreasonably disrupts the normal education processes and orderly operation of the University. There may be situations in which both this policy and the Suffolk University Community Standards and/or other Suffolk policies are applicable.

Criteria for an Involuntary Withdrawal

A student may be involuntarily withdrawn from Suffolk University if the University determines on an individualized, case-by-case basis, in accordance with the procedures listed below, that the student:

1. Demonstrates behavior that endangers himself/herself or that creates a direct threat that the student may endanger himself/herself, or;
2. Demonstrates behavior that endangers himself/herself or that creates a direct threat that the student may endanger himself/herself, or;
3. Demonstrates behavior that endangers others or that creates a direct threat that the student may endanger others.

Involuntary Withdrawal Process

If it becomes evident—through observed behavior or by report(s) from faculty, staff or students—that a withdrawal from the University may be in the best interest of a student and the University and the student do not agree, the following procedures will be engaged:

- The dean of students, or designee, will collect all available information obtained from incident reports, conversations with students, faculty, and staff, and the expert opinions of appropriate medical professionals.

- If reasonably possible, the dean of students, or designee, will meet with the student, giving notice to the student of the meeting and providing an opportunity for the student (and his/her family if the student has a signed waiver indicating permission to share information) to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary withdrawal from the University.
- If, after conversation, the student maintains that he/she would like to remain enrolled, the dean of students, or designee, will consult with appropriate medical professionals regarding the evidence presented by the student. Failure by the student to sign the Consent to Share Information form so that medical/clinical professionals may be consulted will result in the involuntary withdrawal from the University as Suffolk University will have insufficient evidence to render an individualized determination. The dean of students, or designee, will also consult with other University officials as appropriate.
- The dean of students, or designee, will then convene a committee comprised of the director of the Counseling Center, the director of Health and Wellness Services, the director of Disability Services, the director of Residential Life and Summer Programs (if appropriate), and a representative of the college in which the student is enrolled to review collected information and evidence presented by the student. The committee will engage in a determination on an individualized, case-by-case basis and will apply the direct threat analysis, taking into consideration the nature, duration, and severity of the risk and the likelihood, imminence, and nature of the future harmful conduct, either to the student or to others in the University community.

- The Committee will render a decision and present that decision to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be

contained within the withdrawal letter. Should the student choose to appeal the Committee's decision, he/she will make such appeal to the vice president for Student Affairs within five (5) business days of the date of the withdrawal letter. The decision of the vice president for Student Affairs will be final.

- Prior to returning to or enrolling at the University, a student who has been involuntarily withdrawn must submit a written plan that identifies how the student will resume his/her status at the University. The plan must respond to the condition that gave rise to the need for the student's involuntary withdrawal (i.e., need for ongoing medical or psychological care, ability to maintain a standard of responsibility and self care, ability to assume class participation). If the student will reside in University housing, the plan must also state how the student will transition back into this community.
- The Committee will review the student's plan to determine on an individualized, case-by-case basis whether the student's request to re-enroll at that time shall be granted or denied by taking into consideration all of the relevant factors and information presented. The decision of the Committee is final.

Deviations from Established Procedures

Reasonable deviations from this policy will not invalidate a decision or proceeding unless significant prejudice to a student may result.

MILITARY SERVICE

Suffolk University will make the necessary accommodations to ensure that active-duty students will not be penalized academically or financially. Any student called into active service must contact the Offices of the Registrar, Bursar, and Student Affairs to make the proper arrangements associated with his/her student record.

OFF-CAMPUS STUDENT BEHAVIOR POLICY/GOOD NEIGHBOR POLICY

Suffolk University students have a responsibility as members of both the Suffolk community and the neighborhood community to demonstrate respect and concern for their neighbors. Suffolk University imposes an obligation upon all its students, both resident and non-resident, to demonstrate responsible citizenship in their local neighborhoods. Therefore, the University reserves the right to refer any student to the Student Conduct System who is identified as being involved in disruptive, disorderly, or destructive behavior, or any other behavior that is disruptive of the University's community/neighborhood relations; interferes with or obstructs the lawful missions, processes, and functions of the University; or that is found by the University to be abhorrent or offensive to generally accepted standards of social conduct.

If found responsible, the student is subject to sanctions up to and including loss of University privileges, suspension, or dismissal from Suffolk University.

Sanctions may also include parental notification consistent with the provisions of the Family Education Rights and Privacy Act (FERPA). Repeated violations or the severity of the misconduct may heighten the University's response and may include suspension or expulsion.

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

- Inappropriate, disorderly, or disruptive conduct: letter of warning and educational program
- Disruptive party off-campus (host): probation, fine, educational program, and parental notification
- Disruptive party off-campus (participant): letter of warning, fine, and educational program

- Noise disturbance: letter of warning, fine, and educational program
- Possession or consumption of alcoholic beverages in locations or under conditions prohibited by University policy or by law, including allowing minors to consume alcohol in an off-campus residence: probation, fine, educational program, and parental notification
- Illegal possession or consumption of drugs: probation, fine, educational program, and parental notification
- Aiding, abetting, or cooperating in an act that violates the Suffolk University policy on off-campus behavior—any student who is present at the time when a policy violation occurs may be charged with the violation: letter of warning, fine, and educational program
- Possession of a false ID card: probation, fine, and parental notification

PERSONAL PROPERTY

Compensation for loss or damage to personal property on campus is not a University responsibility. Individuals desiring such protection must make arrangements for the necessary coverage at their own expense. Residential students are encouraged to consider securing personal property insurance, either through the homeowners' policy of their parents or through a separate renters' insurance policy.

PETS AND SERVICE ANIMAL POLICY

Pets are not permitted in University buildings, including residence halls, with the exception of service animals as described in this policy.

Suffolk University adheres to the current definition of "service animal" as described in section 36.104 of the Americans with Disabilities Act (ADA). This definition states:

"Any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items."

Responsibilities of Students with Service Animals at Suffolk University Training:

To work on campus, a service animal must be specifically trained to perform a service function. Evidence of successful completion of a recognized licensing or certification program for service animals, or a letter documenting training, is required. A copy of the proof of certification should be on file with the Office of Disability Services (for students) or Human Resources Office (for faculty/staff).

Identification: The service animal must wear a harness, cape, identification tag, or other gear that readily identifies its working status. It also must wear an owner-identification tag.

Licensing and Vaccination: The animal must be licensed and immunized in accordance with the laws, regulations, and ordinances of the city of Boston, Suffolk County, and the state of Massachusetts.

Health: The animal must be in good health. Service animals that are ill should not be taken into public areas. A student with an ill animal may be asked to leave University facilities.

Leash: The animal must be on a leash or otherwise under the control of the student at all times.

Under Control of the Student: The student must be in full control of the animal at all times. The care and supervision of the service animal is solely the responsibility of its student.

Cleanup: The student must clean up after the animal.* Feces must be disposed of properly in a plastic bag and put into a waste receptacle.

*Note: Individuals with disabilities who physically cannot clean up after their own service animal shall not be required to pick up and dispose of feces. However, the individual is required to notify the Office of Disability Services so that other accommodations can be made.

When a Service Animal Can Be Asked to Leave Disruption: The student of a service animal that is unruly or disruptive (e.g., barking, running around, nipping, bringing attention to itself) may be asked to remove the animal from University facilities. If the improper behavior happens repeatedly, the student may be required to take significant steps to mitigate the behavior before bringing the animal into any University facility. Mitigation may include muzzling a barking animal, obtaining refresher training for both the animal and the student, or other appropriate measures.

Cleanliness: Students with animals that are unclean, noisome, and/or bedraggled may be asked to leave University facilities. An animal that becomes wet from walking in the rain or mud or from being splashed on by a passing automobile, but is otherwise clean, should be considered a clean animal. Animals that shed in the spring sometimes look bedraggled. If the animal in question usually is well-groomed, consider the animal tidy even though its spring coat is uneven and messy or it has become wet from weather-related incidents.

Areas Off-Limits to Service Animals

Research Laboratories: The natural organisms carried by dogs and other animals may negatively affect the outcome of research. At the same time, the chemicals and/or organisms used in research may be harmful to service animals**

Areas in Which There Is a Danger to Service Animals: Any room, including a classroom, where there are sharp metal cuttings, other sharp objects on the floor or protruding from a surface, hot material on the floor, a high level of dust, or moving

machinery is off-limits to service animals (e.g., mechanical rooms, custodial closets, wood shops, metal/machine shops). **

**Note: Professors may make exceptions on a case-by-case basis. The final decision shall be made based on the nature of the research or machinery involved and the best interest of the animal.

Procedures for Relating to Students with Service Animals

When relating to service animals and their student, faculty, staff, and students should:

- Allow a service animal to accompany the student at all times and everywhere on campus, except where service animals are specifically prohibited due to health, environmental, or safety hazards.
- Always speak to the student first but remember that service animals are not walking "show and tell" exhibits.
- Refrain from petting, feeding, or deliberately startling a service animal. Resist the temptation to offer treats to the service animal.
- Immediately report any disruptive behavior of a service animal to University Police. No attempt should be made to separate a student from his/her service animal.

Any questions regarding service animals or their students should be directed to the Office of Disability Services (for students) or Human Resources (for faculty/staff).

Service Animal Checklist

Students utilizing service animals on the Suffolk University campus need to submit the following materials to the Office of Disability Services (ODS) before the first day of classes. This information should be updated on an annual basis and submitted to ODS:

- License
- Identification worn when the animal is working

- Proof of training
- Rabies vaccination
- Owner tag

POLICY AGAINST SEXUAL MISCONDUCT

Suffolk University supports the rights of all students to live and study in an environment free from sexual coercion and violence. Sexual contact with another person without his/her consent or with the use and/or threat of force violates the standards of civility, decency, and respect expected of all members of the campus community.

Suffolk University prohibits non-consensual sexual activity (including, but not limited to, sexual assault and rape) and sexually exploitative behavior (jointly referred to as “sexual misconduct”).

Acts of sexual misconduct may be committed by men against women, women against men, men against men, and women against women. The issue in any case is not the gender or sexual orientation of the persons involved but the acts committed.

Any retaliatory action or behavior taken toward an individual as a consequence of his/her decision to report a violation or pursue action or criminal prosecution, or any retaliatory action or behavior taken toward any individual who cooperates in an investigation is prohibited. Retaliatory acts may include, but are not limited to, threats, intimidation, or harassment. Retaliation may result in immediate disciplinary action.

Prohibited Conduct

Non-Consensual Sexual Activity

Non-consensual sexual activity includes, but is not limited to, sexual assault and rape, any sexual activity by a group of students that takes place without the consent of the other student(s) or individual(s) involved. The crime of rape occurs when the offender has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his/

her will, or compels such person to submit by threat of bodily injury. Sexual activity includes intentional contact with the breasts, mouth, buttocks, groin, or genitals, or touching another person with any of these body parts, or forcing another person to touch you or themselves with or on any of these body parts; intercourse, however slight, meaning vaginal penetration by a penis, object, tongue, or finger, anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

Sexually Exploitative Behavior

Sexually exploitative behavior occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Sexually exploitative behavior may also constitute non-consensual sexual activity. Examples of sexual exploitation include, but are not limited to:

- Prostitution (such as selling or exchanging money or something else of value or benefit for sexual acts);
- Taking pictures or video or audio recording another in a sexual act or in any other private sexual activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent);
- Unauthorized posting or distribution of materials involving the sexual activity of another person, including electronic postings;
- Sexual voyeurism (such as watching a person who is undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed);
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or

another sexually transmitted disease (STD) and without informing the other person of the infection

- Administering alcohol or drugs (such as “date rape” drugs) to another person without his/her knowledge or effective consent.

Sexual Harassment

Suffolk University prohibits sexual harassment. Refer to the Policy in Opposition to Harassment, Including Sexual Harassment available in this Student Handbook.

Consent

Consent must be informed and given freely by all participants to any sexual activity. For consent to be valid, there must be an exchange of mutually understandable words or actions between participants to a sexual interaction. Consent must be present throughout the activity and can be revoked at any time. Silence, or the fact that the parties had previously been in a relationship, by itself is not sufficient to indicate consent. Consent may not be given by someone who is disoriented, asleep, drugged, intoxicated, unconscious, under 16 years of age, physically helpless, or mentally disabled. Consent cannot be obtained by the use of physical force, compelling threats, intimidating behavior, or coercion.

A student who engages in sexual activity when the student knows, or should know, that the other person is disoriented, asleep, drugged, intoxicated, unconscious, under 16 years of age, physically helpless, or mentally disabled has violated this policy. It is not an excuse that the student accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Sexual activity with someone whose incapacity results from the ingestion of alcohol, drugs, or a so-called “date-rape” drug is in violation of this policy. Possession, use, and/or distribution of any of these substances, including, but not limited to, Rohypnol, Ketamine, GHB, and Burundanga, is prohibited, and administering one of these substances to another student for

the purpose of inducing incapacity for a sexual purpose is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

Confidentiality

Suffolk University understands that a student who has been the survivor of sexual misconduct may wish to talk about the incident with the assurance that the discussion will be confidential. Confidentiality may not be assured when there is imminent risk of harm to the survivor or others. Students may speak with staff members in the Counseling Center or with the University chaplain confidentially for emotional support:

Counseling Center

73 Tremont Street, 5th floor
617.573.8226
www.suffolk.edu/offices/989.html

Amy Fisher, University Chaplain

Donahue Hall, 5th floor
617.573.8325
www.suffolk.edu/interfaith

Because these services are, in most cases, confidential, a discussion with any of these sources may not result in a complaint being filed with the University or result in action being taken by the University to respond to the incident. A student who wants emotional support only should contact the confidential counseling resources listed above. A student wishing to have an incident investigated, mediated, or adjudicated must make a complaint in accordance with the procedures described below.

The University endeavors to respect and follow the wishes of any individual who brings forward a sexual misconduct concern. However, students should understand that the University may have ethical and legal obligations to investigate, attempt to resolve, or adjudicate incidents of sexual misconduct that come to its attention and also may have obligations to report the matter to the local police department. Therefore, depending on the circumstances, it may not be possible for a conversation with Suffolk University Police

(SUPD), a Resident Assistant (RA), or other administrators to be kept in confidence, or, said another way, for these individuals simply to listen without taking action.

What to Do After a Sexual Misconduct Incident

Students who are survivors of sexual misconduct should give strong consideration to reporting the incident. Reporting sexual misconduct to SUPD or other law enforcement authorities may not result in the filing of criminal charges, but it does allow all support systems to be put in place for the survivor. Reporting is best done as soon as possible after the sexual misconduct occurs, but it may be done at any time. Please note that the definition of sexual misconduct is broad and that the facts and circumstances of the sexual misconduct incident will dictate the immediate response a student may take. The procedures identified below are provided as guidelines only.

1. **Get to a safe place quickly.** If the perpetrator is still in the area or his/her presence on campus is threatening, call SUPD at 617.573.8111. Off campus, call 911 to contact the police department in the city or town where you are located.

Please note: Once SUPD is informed that sexual misconduct may have taken place, SUPD may inform the Boston Police Department's Sexual Assault Unit (when an alleged sexual assault is reported) of the survivor's name, and an investigation may be conducted. An SUPD incident report will be prepared by an SUPD officer. The survivor will be identified as Jane or John Doe. A summary of the incident will be maintained for reporting purposes. SUPD will share the survivor's name with the dean of students so the Student Affairs Office can follow up with the survivor to offer support and resources.

Survivors may ask SUPD for a taxi voucher to Massachusetts General Hospital (MGH) without having to report sexual misconduct.

2. **Preserve physical evidence.** Because evidence of the misconduct and the perpetrator's identity (hair, seminal fluids, bits of skin, etc.) may be left on the survivor's body, it is important not to bathe, shower, douche, or even use the toilet if avoidable. If the survivor was assaulted orally, drinking or brushing teeth prior to an exam should be avoided. Survivors should not straighten up the scene of the incident and should take a change of clothes to the hospital. If the survivor must change clothes, put the items that were worn at the time of the attack in a paper bag (not plastic) and bring them to the hospital. Having physical evidence collected can strengthen a case if the survivor pursues legal action.

3. **Seek timely medical attention.** Survivors are encouraged to go for a sexual assault exam as soon as possible because injuries should be treated promptly and evidence deteriorates quickly. If you are on campus, SUPD can arrange free taxi transportation for you to MGH. MGH employs trained sexual assault nurse examiners (SANE) to collect forensic evidence, check for injuries, and provide preventative treatment for pregnancy and exposure to sexually transmitted diseases. A survivor may bring a friend or family to the hospital for support.

Hospitals in the Boston area with sexual assault nurse examiners are:

Massachusetts General Hospital
55 Fruit Street
Boston, MA 02114-2622
Web site: www.massgeneral.org
Contact page: www.massgeneral.org/contact.html

Boston Medical Center
One Boston Medical Center Place
Boston, MA 02118
617.638.6800
Web site: www.bmc.org
Contact page: www.bmc.org/patients

Beth Israel Deaconess Center
330 Brookline Avenue
Boston, MA 02215
617.667.7000
Web site: www.bidmc.org
Contact page: www.bidmc.org/ContactUs.aspx

Brigham and Women's
75 Francis Street
Boston, MA 02115
617.732.5500
Web site: www.brighamandwomens.org
Contact page: www.brighamandwomens.org/forms/contactus.asp

Cambridge Hospital
1493 Cambridge Street
Cambridge, MA 02139
617.665.2300
Web site: www.challiance.org
Contact page: www.challiance.org/contact_us/phone_list.shtml

Children's Hospital
300 Longwood Avenue
Boston, MA 02115
617.355.6000
Web site: www.childrenshospital.org
Contact page: www.childrenshospital.org/contactus.cfm

Newton-Wellesley Hospital
2014 Washington Street
Newton, MA 02462
617.243.6000
Web site: www.nwh.org
Contact page: www.nwh.org/contact.asp

The **Boston Area Rape Crisis Center (BARCC)** can provide a free medical advocate to meet survivors and their families in hospital emergency departments. In the immediate aftermath of a sexual assault or rape, survivors face a host of emotional, medical, and legal decisions. BARCC medical advocates are certified rape crisis counselors who provide information and support to the survivor and/or family at the hospital. Advocates provide support throughout the entire forensic exam if the survivor wishes. They can also be helpful with safety planning, arranging transportation, paperwork, and with follow-

up plans. Research has shown that survivors who have a rape crisis advocate present at the hospital are more likely to feel positive about the experience of going to the hospital. This is an important start to the healing process. BARCC can be reached at its 24-hour hotline at 800.841.8371.

Suffolk University's Health and Wellness Services can provide referrals for physical exams, pregnancy tests, and screening and treatment for sexually transmitted diseases.

4. **Contact someone trained to help.** Students who are survivors of sexual misconduct may wish to contact any of the following based on comfort level or personal circumstances. There is not a clear best place to start in all cases. Be sure to read the following section carefully prior to contacting someone trained to help because it contains information about maintaining your confidentiality.

Suffolk University Counseling Center
617.573.8226
73 Tremont Street, 5th floor
www.suffolk.edu/offices/989.html

The Counseling Center provides free, confidential services to students involved in sexual misconduct incidents and other Suffolk students. Confidentiality may not be assured when there is imminent risk of harm to the survivor or others. The Counseling Center member will maintain a summary of the incident for record keeping but will not share the survivor's name without his/her permission. Counselors at the Counseling Center are available to assist survivors in a crisis situation and provide information about options, including medical assistance, psychological counseling, University disciplinary action, and legal prosecution. Counselors can provide safe, confidential support during this difficult period and can inform students of common reactions to crises and discuss coping methods that may assist students immediately following the assault and after. Talking about concerns with one of these counselors may help students sort

through feelings and decide what to do. An individual appointment with a counselor may be made by contacting the Counseling Center at 617.573.8226, or the survivor may be seen without an appointment anytime between 11am and 12pm (arrive by 10:30am) or between 2pm and 3pm (arrive by 1:30pm) Monday through Friday. The Counseling Center is located on the fifth floor of 73 Tremont Street. In an emergency, the survivor will be seen immediately.

Boston Area Rape Crisis Center (BARCC)

800.841.8371 (24-hour hotline)
www.barcc.org
BARCC offers free, confidential services to sexual assault survivors, their friends, and families. It also operates a 24-hour confidential hotline that provides survivors of sexual assault with telephone counseling and personal support. The Center also maintains a referral network of survivor support groups (call 617.492.RAPE or 617.492.7273).

Suffolk University Health and Wellness Services

617.573.8260
73 Tremont Street, 5th floor
www.suffolk.edu/offices/932.html
Health and Wellness Services can provide free medical care and referrals for follow-up care, emergency contraception, and screening and testing for sexually transmitted diseases. Health and Wellness Services may be required to report the incident to the dean of students.

Interfaith Center

617.573.8325
Donahue Hall, 5th floor
www.suffolk.edu/interfaith
The Interfaith Center provides confidential pastoral care and support for survivors of sexual misconduct. Confidentiality may not be assured when there is imminent risk of harm to the survivor or others.

Resident Assistant (RA) or Residence Life Staff Member

An RA or Residence Life staff member can provide immediate support and referrals for further care. An RA or Residence Life staff member must report the incident and your

name to his/her supervisor.

Suffolk University Police Department (SUPD)

617.573.8111
SUPD can provide emergency response and coordinate transportation to and from the hospital. SUPD may report the survivor's name to the Boston Police Sexual Assault Unit, and an investigation may be conducted. An SUPD incident report will be written by an SUPD officer, and the survivor will be identified as Jane or John Doe. A summary of the incident will be maintained for reporting purposes. SUPD will share the survivor's name with the dean of students so the Student Affairs Office can follow up with the survivor to offer support and resources.

The Student Affairs Office

617.573.8239
73 Tremont Street, 12th floor
www.suffolk.edu/studentaffairs
The dean of students and associate dean of students provide support and referrals for follow-up care. They will provide information about the Student Conduct System and accommodations for class changes, living arrangements, course incompletes or withdrawals, and will provide referrals for counseling and medical treatment.

5. **Ask questions.** Survivors have the right to ask questions throughout the process and decide what is best for them. Survivors are encouraged to use both on- and off-campus resources to help understand available options.

Procedures for Filing a Report or Submitting a Complaint

Suffolk University believes that students should retain the right to move forward (or not) with a complaint about sexual misconduct. As a result, two options are available to assist students in reporting an incident of sexual misconduct:

1. In an emergency, if you are on campus, you are encouraged to contact SUPD at 617.573.8111 so they may secure the area, detain suspects, and coordinate the

arrival of the Boston Police Department to campus (when there is a report of an alleged sexual assault). The survivor's name WILL BE shared with the Boston Police, and an investigation may be conducted. An SUPD incident report will be written by an SUPD officer, and the survivor will be identified as Jane or John Doe. A summary of the incident will be maintained for reporting purposes. SUPD will share the survivor's name with the dean of students so the Student Affairs Office can follow up with the survivor to offer support and resources.

In an emergency, if you are off campus, you are encouraged to call 911 for the police department in the city or town where you are located.

2. A student who wishes to report sexual misconduct or file a complaint against another student through the University (potentially leading to disciplinary action) should notify the Student Affairs Office at 617.573.8239. The dean of students or associate dean of students will explain support options, investigative steps, and hearing procedures. If disciplinary action is taken, the survivor's name WILL be included in any reports and will be discussed with the charged student.
3. After reporting an incident of sexual misconduct to SUPD or the Student Affairs Office, a survivor may request the following:
 - A change of an on-campus student's housing to a different on-campus location
 - Transfer of class sections when available
 - Assistance in exploring alternative housing, incompletes, a leave of absence, or withdrawing from the University
4. The dean of students or associate dean of students is available to meet with a student considering submitting a complaint, may outline the process for filing a complaint, and explain University

discipline procedures.

5. The disciplinary procedures outlined in the Community Standards and the Student Conduct System will be followed for complaints of sexual misconduct committed by another Suffolk student. Those procedures are described in more detail on pp. 86.
6. Depending on the circumstances, both students in a case may be issued administrative orders to have no contact with one another. This allows the matter to proceed without any possible harassment or miscommunication between parties.
7. An administrative hearing may accommodate concerns for the personal safety, well-being, or fears of confrontation of the charged student, complainant, or witnesses during the hearing by providing alternate means of communication when and as determined in the sole judgment of the hearing officer to be appropriate.
8. In accordance with the Student Conduct System described in more detail on pp. 86 a charged student and alleged survivor of a charged student's misconduct will be entitled to:
 - Receive written notice of charges;
 - Obtain the name of the individual complainant (if applicable);
 - View the written complaint in the office of the hearing officer in the presence of a department staff member during normal business hours;
 - Be notified of the date, time, and place of the administrative hearing;
 - Receive notice of the fact that failure to schedule an administrative hearing by the due date or appear for an administrative hearing may result in the administrative hearing being conducted in the absence of the charged student or alleged survivor of the charged student's misconduct;

- Provide the names of up to four (4) witnesses with knowledge of the incident at least two (2) business days prior to the administrative hearing. If the charged student (only charged) wishes to present more than four (4) witnesses, he or she must submit a written request to the hearing officer at least two (2) business days prior to the administrative hearing. Approval of witnesses with knowledge of the incident will be made by the dean of students, or designee. Character witnesses are not permitted;
- Present his or her case;
- Decline to answer any questions or make any statements during an administrative hearing. The outcome of the administrative hearing will be based on the information or lack thereof presented at the hearing;
- Be informed in writing of the decision and sanction, if any; and
- Request in writing an appeal of the decision resulting from an administrative hearing no later than two (2) business days after the date of the determination letter. The date of the request for the appeal is the date on which a document is mailed, an e-mail is sent, or a written message is delivered. A charged student and alleged survivor of a charged student's misconduct are entitled to one appeal.

9. The Student Conduct System process is founded on educational ideals that reflect the University's academic mission. As much as possible, the University is committed to educating students to be aware of policy, to respect others, and to be accountable for their actions. Sanctions can range from warning to dismissal from on-campus housing or the University.

Past Abuse

Many individuals experience sexual misconduct and never tell anyone at the time of the incident. If you were assaulted weeks or even years ago, assistance is still available. Talking with someone now may help you to cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

Sexual Misconduct Response Team

The purpose of the Sexual Misconduct Response Team is to address the safety needs of the Suffolk community while protecting the survivor's right to privacy and insuring the integrity of any police investigation or University disciplinary action.

The Sexual Misconduct Response Team may be composed of at least the:

- Vice president for Student Affairs
- Dean of students
- Director of Suffolk University Police (SUPD)
- Director of the Counseling Center
- University risk manager

Other members of the Suffolk community, such as the director of Health and Wellness Services, director of Residence Life and Summer Programs, and director of Public Affairs may be included as needed for a given set of circumstances.

If it is determined that a reported incident of sexual misconduct represents a potential danger to the Suffolk community, the Sexual Misconduct Response Team will be convened. A potential danger to the Suffolk community includes the following:

- A pattern of acquaintance sexual misconduct incidents;
- A pattern of stranger sexual misconduct incidents that occur near the campus;
- A violent or sadistic sexual misconduct incident; or
- A gang rape or sexual misconduct incident.

If a potential danger to the Suffolk community is found to exist, a safety notice to the Suffolk community may be released, and other steps may be taken to ensure public safety.

Although the survivor will not be present at the Sexual Misconduct Response Team meetings, the survivor's rights to anonymity will be respected by all members and overseen by the dean of students.

ROLLERBLADES, ROLLER SKATES, SKATEBOARDS, AND BICYCLES

The use of rollerblades, roller skates, skateboards, and bicycles is not allowed while inside any University building, residence hall, or leased property. Bicycle storage locations at Suffolk include:

- 73 Tremont Street—Tremont Place near entrance to Mildred Sawyer Library
- Donahue Building—Passageway north of building
- NESAD—10 St. James Avenue Garage
- Street at One Ashburton Place
- Sargent Hall—Garage

Bicycle storage areas in the residence halls are available for student living on campus. Contact the Office of Residence Life and Summer Programs for more information or visit www.suffolk.edu/bikes.

SOLICITATION

No student or person representing any company is permitted to offer any product or service for purchase on the campus or in the student residences unless approved through the Office of Student Leadership and Involvement or the Office of Residence Life and Summer Programs. Students or student groups are not allowed to solicit funds by letter or in person from individuals, companies, or groups by using the name of the University.

Students or student organizations wishing to raise money through raffles and other means for special projects must obtain permission from the Office of Student Leadership and Involvement.

STUDENT IDENTIFICATION CARDS

Student identification cards (IDs) are revalidated each year. To obtain a student ID, students must bring a picture ID (Massachusetts driver's license, passport, etc.) and a statement of course registration to the Suffolk University police in the Sawyer Building's second floor security office. General hours are Monday through Sunday, 7am–11pm, and other times as requested by calling 617.573.8333.

Students are required to carry their IDs while at the University and may be required to present their ID at any time. IDs are required to check out books from the library, to use the fitness center, and to enter the residence halls. IDs may also be required for admission or identification at University- or student-sponsored programs or to use various equipment or supplies on campus. The replacement cost for an ID is \$20. This fee will appear on the student's tuition bill.

USE OF THE UNIVERSITY NAME

The University name is not to be used for any event or by any organization without the permission of the director of Student Leadership and Involvement. Anyone using the name of the University without approval for any commercial or personal endeavor is liable to disciplinary action.

WEAPONS POLICY

Possessing loaded or unloaded firearms (with the exception below), explosives or other weapons, or the use of any item in a threatening manner is prohibited on the Suffolk University campus or at off-campus events. In addition, items such as dartboards and darts of any type, switchblades, stilettos, nun chucks, slingshots, BB guns, paintball guns, chemicals, fireworks, ammunition (with the exception below), and any item that may be used as a weapon are also prohibited. Improper use of laser beam instruments is also prohibited. Possession without appropriate authorization and/or misuse of weapons will result in serious disciplinary action by the University. Weapons of any kind may not be stored in any building or on the grounds of Suffolk University. Students in possession of a valid Firearms Identification (FID) card are permitted to carry mace or pepper spray. The FID card must be made available to the Suffolk University Police upon request.

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

Requestors will be informed of the approval status of their requests by mail. If approved, the registration form will be maintained at the University Police Dispatch Center. The registration form must be renewed one year from the date of approval. All approved firearms must be carried on the recognized law enforcement officer at all times and in a concealed manner. Suffolk University Police will not hold/store any firearms for any recognized law enforcement officers at any time. No rifles or any other firearms of this sort will be allowed on University property.

SECTION 4

Residence Life Policies



INTRODUCTION

Students living in campus housing and leased properties must abide by the following rules and regulations in addition to University policies and procedures including, but not limited to, the Community Standards and the Alcohol and Illegal Drug Policy.

Residential living at Suffolk University is viewed as an integral part of the education and development of students. Residence hall communities are nurturing environments that emphasize personal and intellectual growth and development. Students have the unique opportunity to interact with others from different backgrounds, participate in service and social events, and define their role within a community. Each student living on campus is responsible for being a proactive member adding to the overall university experience of others. Students are responsible for taking ownership in developing a safe and healthy living environment for all the University's members.

In order to provide a safe and secure environment that is conducive to academic pursuits, a number of community living policies need to be observed in University housing. Each member of the community is encouraged to hold others accountable to the community living policies. As a member of this community, it is essential that you respect the rights of others in the community, as well as University and private property. These policies have been developed to support an environment of mutual respect. Students are expected to live within the standards of the community and encourage others to do the same.

The following policies and procedures apply to all resident students of Suffolk University, including students that live at 150 Tremont Street, the Holiday Inn Boston at Beacon Hill, Miller Hall, and 10 West Street. Any Suffolk University student (resident and non-resident) who is alleged to have violated the Community Standards in the residence halls is subject to the Student Conduct System.

BUILDING ACCESS AND OCCUPANCY

HOUSING LICENSE AGREEMENT

The Suffolk University Housing License Agreement is a yearlong agreement that covers both the fall and spring semesters. Students may be released on request from the housing license agreement to participate in Suffolk's study abroad program. Any student who wishes to be released from the housing license agreement must complete a Food and Housing Petition and submit it to the Office of Residence Life and Summer Programs. This office will determine on a case-by-case basis whether the student will be relieved of his/her obligation to meet the license agreement. The license agreement may be cancelled by the University at any time for violations of Community Standards.

ROOM ASSIGNMENTS AND ROOM CHANGES

The University reserves the right to assign rooms to students on a space-available basis. Room changes during the semester will be made for well-founded reasons only and must be approved by an assistant director of Residence Life and Summer Programs. However, no such request will be considered during the first 10 days or the last two weeks of each semester.

Students who are having difficulties with their living situation should seek assistance from an RA/graduate residence director. The RA will update the assistant director, who will become involved, if necessary, to help resolve the problem and/or facilitate a room change. Room changes between buildings are possible on a space-available basis, including for the purpose of room consolidation.

Students are expected to reside in the room to which they have been assigned unless prior approval for a change has been granted. Under no circumstances may a student move to another room without the permission of the assistant director. Unauthorized room changes

are not permitted, and students will not be allowed to stay in those rooms. Additionally, students may face disciplinary action. The director of Residence Life and Summer Programs, or designee, reserves the right to change the room assignment of any student if deemed necessary.

ROOM SELECTION

Room selection is held each spring for returning resident students to select their room for the following year. Currently, only freshman residents as defined by the Admissions Office may participate in room selection.

There are a series of deposits that will be required prior to room selection. A lottery is run to determine participants and selection order. During room selection, students may select to live in a group setting, such as suites or apartments. A detailed packet of room selection information will be distributed either electronically or by mail to all eligible participants. Information is typically available shortly after the start of the spring semester and is also available at www.suffolk.edu/reslife.

In order to retain a fall housing reservation, students must have their accounts with the University in good order by the fall payment date (August 1).

FOOD AND HOUSING PETITION

Any student who wishes to request a change, modification, and/or termination of the Suffolk University Housing License Agreement and/or meal plan must complete a Food and Housing Petition.

Petition forms are available in each residence hall building office and online at www.suffolk.edu/reslife. Students may select to meet with the board to explain the circumstances of their case. The petition board meets on an as-needed basis and on the reading day at the end of fall semester to review any requests received.

Food and Housing Petitions are not accepted after Friday, March 25, 2011.

RESIDENCE HALL ACCESS

The access and use of building amenities at 10 West, 10 West Expansion, 150 Tremont, and Miller Hall are a privilege that carries with it the obligation to act in a proper and responsible fashion.

10 West Street and 10 West Street Expansion Residents

All residents living at the 10 West Street and 10 West Street Expansion are permitted to use the dining halls and computer labs at 150 Tremont Street and/or Miller Hall. Students living at 10 West and 10 West Expansion will receive a sticker at move-in indicating they are a 10 West resident. To gain access to 150 Tremont or Miller Hall, students must show their ID with its 10 West sticker to the security guard at the front desk of the residence halls between 7am and 10pm daily. (Students will be able to open the door with their University ID.)

10 West and 10 West Expansion residents who wish to bring up to two guests (with a picture ID) to the dining hall at 150 Tremont or Miller Hall must register all guests at the Office of Residence Life and Summer Programs at 10 West Street by 3pm on the day prior to dining in the dining hall. For weekend dining, residents must register their guests in the 10 West Street Office of Residence Life and Summer Programs by Fridays at 3pm. The approved list of 10 West residents and their guests will be given to the SUPD desk at the front desks of each residence hall daily. This guest registration is necessary ONLY if you plan to eat in the dining halls at 150 Tremont/Miller Hall.

Between 10pm and 7am, all residents and guest(s) must be signed in at the SUPD desk at the front desks of the residence hall they are visiting by a resident (host) of that residence hall. It is the host's responsibility to ensure that the Suffolk University Housing Guest Policy is followed.

If an individual abuses this system and/or has any policy violations in any residence hall, this privilege may be revoked for the

remainder of the semester in addition to other appropriate sanctions.

Holiday Inn Residents

All residents living at the Holiday Inn are permitted to use the dining halls and computer labs at Miller Hall and/or 150 Tremont Street. Students living at the Holiday Inn will receive a sticker at move-in indicating they are a Holiday Inn resident. To gain access to Miller Hall or 150 Tremont, students must show their ID with its Holiday Inn sticker to the security guard at the front desk of the residence halls between 7am and 10pm daily. (Students will be able to open the door with their ID.)

Holiday Inn residents who wish to bring up to two guests (with a picture ID) to the dining hall at Miller Hall or 150 Tremont must register all guests at the Office of Residence Life and Summer Programs at Miller Hall or 150 Tremont by 3pm on the day prior to dining in the dining hall. For weekend dining, residents must register their guests in the Miller Hall or 150 Tremont Office of Residence Life and Summer Programs by Fridays at 3pm. The approved list of Holiday Inn residents and their guest will be given to the SUPD desk at the front desks of each residence hall daily. This guest registration is necessary ONLY if you plan to eat in the dining halls at 150 Tremont/Miller Hall.

Between 10pm and 7am, all residents and guest(s) must be signed in at the SUPD desk at the front desks of the residence hall they are visiting by a resident (host) of that residence hall. It is the host's responsibility to ensure that the Suffolk University Housing Guest Policy is followed.

If an individual abuses this system and/or has any policy violations in any residence hall, this privilege may be revoked for the remainder of the semester in addition to other appropriate sanctions

CHECK-IN/CHECKOUT

Room condition forms will be filled out by the Residence Life and Summer Programs staff prior to the student's arrival to campus. Students will sign a room condition form (RCF) once they are given their room key. Student will then be given 24 hours after signing the RCF to indicate and report any discrepancies to Residence Life and Summer Programs staff.

It is the resident student's responsibility to complete a proper checkout of his/her residence hall room when he/she is vacating the room permanently. Students may check out of their rooms by making an appointment with a Residence Life and Summer Programs staff member to sign the inventory form and note changes in the condition of the room upon leaving or by completing out an express checkout envelope. Residents using the express checkout option waive their right to appeal any individual room/suite/apartment damage charges. Student must return all room and building keys at checkout. With either checkout option, residents are not able to appeal any common (floor)/building damages.

Improper checkout may include, but is not limited to, the following: failure to arrange a checkout time with a Residence Life and Summer Program staff member, failure to be present at the checkout time, failure to complete checkout paperwork or express checkout procedures, and failure to return key(s). Failure to return key(s) will result in a lock change and an additional charge.

Upon move-out, rooms and living areas must be "broom clean." Residents are responsible for providing their own cleaning supplies for their individual living areas. A cleaning fee and improper checkout fee may be assessed if specified procedures are not followed. The assistant director inspects all rooms after the checkout procedure is complete to assess room damage.

Any student who is planning to withdraw from or take a leave of absence from the University must contact the Student Affairs

Office for information and assistance necessary for his/her proper withdrawal or leave of absence. In addition, the student must complete a Food and Housing Petition. All students must vacate the residence halls 24 hours after the withdrawal or leave of absence form is submitted to the Student Affairs Office. Students must check out of their rooms and return their key(s). Students are responsible for University housing charges through the end of the semester in which they leave.

Failure to follow university checkout procedures will result in a minimum charge of \$100.

HALL KEYS AND UNIVERSITY ID POLICY

All resident students are issued a key to their residence hall room and a Suffolk University ID. **Students are required to carry their keys and IDs with them at all times.** Students are prohibited from giving or lending their keys/IDs to others at any time. The front door to all residence halls is always closed and locked. SUPD is responsible for identifying students who fail to show proper Suffolk University identification upon entering a building. Students who fail to show proper Suffolk University identification may face disciplinary action and/or a fine.

Students must immediately report lost, misplaced, or stolen keys/IDs to the Residence Hall Building Office. Students will be charged a minimum of \$150 for a lost key and lock change. This charge will be made against the student's damage deposit. Students are charged \$20 by the Suffolk University Police to replace University IDs.

If, for any reason, a student is locked out of a residence hall, he/she should attempt to find his/her roommate to gain entrance. If a roommate is not available, an RA should be contacted. During regular office hours, a Residence Life and Summer Programs staff member may assist with lockouts. Students are assisted with entry only into their own

room. University Police does not have access to student room keys and cannot assist with lockouts.

A staff person will document each lockout. Each student is permitted one "excused" lockout but will be fined for any subsequent lockout. The second lockout is \$10 and subsequent lockouts are \$25 each. Lockout fines must be paid within five days. Failure to pay a lockout fine will result in the fine being posted to the student's account.

GUEST POLICY

Residents should be considerate of roommates when inviting guests to their residence hall room, and especially when hosting guests overnight.

All resident students are granted the privilege of entertaining guests in University housing under certain conditions:

- A resident is defined as a student who is assigned to a room, suite, or apartment in the Suffolk University residence areas.
- A guest is defined as an individual who is not assigned to said resident's room, suite, or apartment.
- A host is a resident student who signs a guest into the residence hall to which he/she resides.

This also applies to Suffolk University residents who are visiting other Suffolk University residents in a building other than their assigned building.

A resident student may sign in no more than two (2) guests at one time; however, the University reserves the right to limit the number of guests at any time without notice depending on factors and circumstances:

- There is a 3 person capacity limit on a 1-person/single room
- There is a 6 person capacity limit on a 2-person/double room

- There is a 9 person capacity limit on a 3-person/triple room
- There is a 12 person capacity limit on a 4-person/quad room
- There is a 12 person capacity limit on a 4-person suite/apartment
- There is a 15 person capacity limit on a 5-person suite/apartment
- There is a 16 person capacity limit on a 6-person suite/apartment
- There is a 19 person capacity limit on a 7-person suite/apartment
- There is a 21 person capacity limit on an 8-person suite/apartment
- There is a 23 person capacity limit on a 9-person suite/apartment

The sign-in process is supervised by Suffolk University Police and Security:

- All hosts must meet their guests at the front desk.
- The host must present his/her Suffolk ID when signing in guests. The guest must surrender a valid picture ID (non-expired) to SUPD when signing in. The ID will be returned when the guest is properly signed out.
- Guests who are not properly signed in will be considered trespassers and are subject to arrest.

Suffolk University Police documents residents who do not properly sign out their guests. This documentation is forwarded to the Office of Residence Life and Summer Programs and may result in disciplinary action and/or a fine.

Individuals under the age of 18 visiting the halls must be accompanied by a parent or guardian. Any exception to this rule is made by the director of Residence Life and Summer Programs, or designee. Students

who plan to have a guest under 18 years of age must receive approval in advance of the visit. In addition, students who plan to have a guest who does not own a valid picture ID must receive prior approval from the Office of Residence Life and Summer Programs for the guest to visit. These requests must be submitted at least 24 hours in advance, and weekend requests must be submitted by Thursday at 5pm.

Guests who are alleged to have committed any violation of residence life policies or the Suffolk University Community Standards may be required to immediately leave the building and/or may be prohibited from entering the building/University property for an extended period of time or permanently, as determined by director of Residence Life and Summer Programs, or designee. Guests who are non-resident Suffolk students will be held accountable for violations of University and/or residence life policy. Police action will be used when necessary to remove a guest.

Hosts must communicate with their roommate/suitemate/apartment mates 24 hours in advance of a guest's arrival. At any time, this privilege may be terminated by a Residence Life and Summer Programs staff member or the University Police.

The guest must be at minimum a personal acquaintance of the host and must be escorted at all times, except into opposite-sex bathrooms. Resident students are responsible for the actions of their guests and therefore responsible for any damage caused by the guest. The guest is required to follow all University policies. The host is responsible for seeing that the guest follows all University policies. Hosts will be held responsible for violations incurred by their guests, regardless of whether the resident host was physically present when the alleged violation occurred.

All residents are requested to be aware of unescorted guests on the floor and to report their presence to a Residence Life and Summer Programs staff person or to the University Police.

The University may institute a "shelter-in-place" situation should conditions warrant such action. During a "shelter-in-place" situation, no guests are permitted to enter any University building.

Students, along with the staff, are responsible for maintaining a safe living environment. Students should therefore not open the door to anyone who is not their guest and should call University Police if they notice anyone acting suspiciously.

OVERNIGHT GUEST POLICY

Residents should be considerate of roommates when inviting guests to their residence hall room, and especially when hosting guests overnight.

An overnight guest is defined as a guest who is not an occupant of the room/apartment/suite and is in the room/apartment/suite anytime between the hours of 1am and 7am.

A resident may not have an overnight guest for more than three (3) nights in any seven-day period. A resident may not host overnight guests for more than five (5) nights per calendar month. Guests may not stay overnight in Suffolk University designated housing areas for more than five (5) nights per calendar month, whether with the same host or different hosts. Exceptions to these procedures must be approved by the assistant director of the building the resident resides in 24 hours in advance. The University reserves the right, in its sole discretion, to limit the number of overnight guests.

No guest may stay overnight in the public areas of any of the residence halls.

EARLY/EXTENDED STAYS AND VACATION PERIODS POLICY

All university housing officially closes during the Thanksgiving, winter, and spring break vacation periods. All students must leave the buildings during those periods and will not have access to the building during these periods.

The Housing License Agreement does not cover vacation periods; therefore, students must request, in advance, permission to reside in University housing during these periods. Failure to submit a request by the deadline may result in the denial of the request and/or a late charge. Food service may not be available during vacation periods. It is possible that vacation housing may be available in a specific building and that students may need to relocate. Vacation closing dates are listed in the Housing License Agreement and on the last page of this guide000.

Residents may be charged \$100 if they are found in the housing areas after the designated closing time of the building. Residents will also be escorted out of the residence hall or instructed to wait in the lobby until their transportation arrives.

SAFETY AND SECURITY

Residence Life and Summer Programs is committed to providing Suffolk students with a safe and secure environment where they can pursue their studies while learning about themselves and others in the community. Security in the residence halls is provided in a number of ways, but it is important that every student be aware of their environment and make good decisions about their own safety and that of their neighbors. All exterior doors of the residence halls are locked 24 hours a day. However, students should consider the door to their room to be like the door to an apartment if they lived off-campus and keep it locked at all times, especially when they are not in their room.

ABSENCES

If residents intend to be away from the building for an extended period of time, they must notify a member of the Residence Life and Summer Programs staff. All residents must provide necessary emergency contact information. If circumstances prevent you from attending regularly scheduled classes, students should contact the Student Affairs Office at 617.573.8239.

MISSING STUDENTS

Students should immediately inform Suffolk University Police at 617.573.1111 or a Residence Life and Summer Programs staff member if they believe another student may be missing.

FIRE SAFETY

Students are expected to notify Suffolk University Police and/or a member of the Residence Life and Summer Programs staff of any fire and safety hazards and to report a fire promptly. All students are expected to observe all fire safety procedures established for the University, including participation in fire alarm/evacuation drills. Students must leave designated areas during a fire drill or be subject to disciplinary action. Fire extinguishers and alarm systems shall not be tampered with or tested by unauthorized persons. Fire extinguishers should only be used in emergency situations.

Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person.

MEDICAL/PSYCHOLOGICAL EMERGENCIES

In the event of a medical or psychological emergency, students should contact Suffolk University Police at 617.573.8111 immediately.

PERSONAL PROPERTY IN THE RESIDENCE HALLS

The University assumes no responsibility for loss or damage to personal property of students or their guests. This includes, but is not limited to, loss by fire, theft, water, or malfunction of electrical or mechanical systems. Resident students are encouraged to consider securing personal property insurance, either through the homeowners' policy of their parents or through a separate renters'

insurance policy. Students are strongly urged to keep their rooms locked at all times. If a theft occurs, it should be reported to a Residence Life and Summer Programs staff member and University Police immediately.

LOST AND FOUND

The building offices in each residence hall and Suffolk University Police each maintain a lost and found section. All lost items should be reported to the appropriate building office or University Police. All found items should be turned in at the appropriate building office or the University Police at the front desk. Contact the University Police at 617.573.8333 for recovered property.

COOKING POLICY

Approved cooking and cooking appliances are allowed only in kitchens of the apartments at 10 West. Residents in the apartments must cook with the kitchen appliances provided (stove, oven, microwave). Residents must apply fire safety precautions and observe good cooking practices. Residents must regularly clean the stove drip pans to prevent residue buildup that could result in excessive smoke or fire. Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence while cooking.

The use or possession of any item used for cooking, such as items with open coils; coffee pots and coffee makers; George Foreman (or similar) grills; toasters and toaster ovens; hot plates; electric fry pans; waffle, Panini, sandwich, and quesadilla makers; and oil fryers or auxiliary heaters are prohibited in all residence hall areas, including the apartments at 10 West and the basement kitchen in 150 Tremont Street.

The Office of Residence Life and Summer Programs reserves the right to prohibit any appliance without advanced notice.

AMENITIES

Bicycle Storage

Students may store their bicycles at their own risk in the residence hall bike rooms listed below. Bicycle storage is on a first-come, first-served basis. Residents are responsible for providing their own bike locks.

- 10 West Street—Basement
- 150 Tremont Street—Sub Basement
- Miller Hall—First Floor

Bicycles may not be chained to doors, stairwells, or other objects. The fire code dictates that all entrances, exits, corridors, and stairwells must be free and clear at all times. Bicycles stored improperly will be removed at the owner's expense.

Dining Services

All residence hall students must have a meal plan, except for those students living in 10 West Street apartments. Students can select one of three debit system meal plans. Refer to the Guide to Residence Life for more details.

At the end of the fall semester, any student on Meal Plan A or B whose balance is more than 30 percent of the original balance will automatically be transferred to the next-lowest meal plan option. Students on Meal Plan C with high balances will be reviewed on a case-by-case basis.

Any money left on student accounts at the end of the fall semester will be carried over to the spring. Funds remaining at the end of the spring semester are forfeited.

If students wish to change meal plans, they must notify the Office of Residence Life and Summer Programs within three weeks from move-in day at the start of the fall and spring semesters.

It is important that students monitor their balance to ensure they are properly budgeting for the semester. If there is a discrepancy or students are experiencing difficulty using their account, they should speak with a staff person

at the Student Accounts Office, located in the Donahue Building.

Students may also add money to their RAM account. The RAM account is located on the Suffolk ID and is a stored-value, declining balance. Students can set up a RAM account in \$25 increments and can use it at all dining halls and at the Sawyer Café. A RAM account can also be used for laundry in the residence halls as well as the bookstore and select off-campus locations. A full list of retail stores that accept the RAM card is located at www.suffolk.edu/ramcard. Students can also add money to their RAM account via www.managemyid.com.

Students with specific dietary requests should contact the director of Residence Dining Services at 617.305.2511. Hours of service are posted at each dining hall at the beginning of the semester.

Students can check out the Web site of Sodexo, the University's food service provider, for more information at www.sudining.com.

Exercise Room

There is an exercise room in the sub-basement of 150 Tremont Street and in the basements of Miller Hall and 10 West Street. All equipment is used at the student's own risk.

Kitchen Facilities at 150 Tremont Street

Access to kitchen facilities is limited. Students wishing to use the kitchen may sign up in the 150 Tremont Street Building Office. The key needs to be signed out and in. Students who sign out the key will be held responsible for the condition of the kitchen. Students should take care of the existing facilities and exercise caution when using heating elements in the kitchen. Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence while cooking. Hours of use may be limited. There are no public kitchen facilities at Miller Hall.

Laundry Facilities

Coin-operated and card-reader washers and dryers are located in the lower levels of each of the residence halls and may be used at students' own risk. Washing machines may not be used for dyeing clothing or other items.

Lounge Space

There is a lounge on every floor in both 10 West Street and 150 Tremont Street. There is also a lounge on every other floor at Miller Hall. Study lounges are provided at 150 Tremont Street on every floor except the second and ninth floors. These areas are provided for quiet study. The lounges are open 24 hours a day. Students should be respectful of others using the lounges. Study lounges may not be used as lodging.

Telephones

There are phone jacks in each of the residence hall rooms at Miller Hall and 150 Tremont. At 10 West, there is a phone jack in each suite/apartment, and telephones are provided. Local phone service is included in room and board charges. Students are urged to inform family and friends of their telephone numbers so that they can receive calls directly. Personal calls cannot be taken at the front desk telephone or by a member of the Residence Life and Summer Programs staff.

There is a house phone inside the entrance of each residence hall. This phone can be used to call student rooms and University offices on campus.

The Office of Residence Life and Summer Programs gives out student phone numbers in the residence halls only to other administrative and academic offices. The Office does not give out phone numbers to the public.

It is important that students utilize the on-campus phone system as it may be the only number the Office of Residence Life and Summer Programs has to reach students. Students wishing to request a private University number may do so by e-mailing telecom@suffolk.edu.

Special Considerations for Those Living at the Holiday Inn:

A telephone is provided in each room, and all rooms have voicemail. All phone calls (except room-to-room calls) are charged to the student's account. The Office of Residence Life and Summer Programs therefore strongly encourages students to use their cell phones while in the hotel. The phone number for the Holiday Inn is 617.742.7630. Callers can ask for students by name or room number.

BUILDING AND ROOM DAMAGE

Residence students must work to maintain the condition of the residence areas. If students accidentally cause damage, they should notify the assistant director of the residence hall where the damage occurred. If students notice damage or witness someone causing damage, they should notify a Residence Life and Summer Programs or University Police staff member immediately.

Any person who is found to have caused damage or mistreated University property may lose his/her building access and/or use of amenities and face disciplinary action. In addition, any misconduct that results in damages to equipment may result in a loss of privileges for individuals or the community or the cost of replacement of damaged property. If the University is unable to determine who caused such damages, the replacement costs will be divided among the residents of the building/floor.

Students are encouraged to carefully review the room inventory form upon moving into the room. Upon checkout, students are required to leave their rooms in the same condition as when they checked in. Charges may be levied to students for trash removal, cleaning, repositioning of furniture, damage repair or replacement of University property, and/or improper checkout. Damages to rooms and suites are the responsibility of the residents of the room or suite. If the University is unable to determine who caused such damages, the replacement costs will be divided among the residents of the room/suite/apartment.

In an effort to regularly monitor damages, monthly health and safety inspections will be conducted. When possible, the inspections will be announced at least 24 hours in advance. Inspections of all common areas (lounges, hallways, etc.) will be conducted more frequently. Damage charges for common areas will be posted as they become available.

The following are typical charges set by the Facilities Office for repair/replacement costs. **The university provides these prices as a guideline only and reserves the right to charge the appropriate cost based on the individual damage incident.** The following costs are inclusive of replacement, repair, and labor. These prices may vary based on actual costs, and prices are subject to change without advance notice:

Bathroom Faucet—Replace.....	\$237
Bathroom Partition Panel—Replace	\$675
Blinds—Replace.....	\$177
Cable Box (RCN)—Lost, Damaged, and/or Need to Replace.....	\$200
Cable Remote Control (RCN)—Lost, Damaged, and/or Need to Replace	\$20
Café Trays—Replace.....	\$4/tray
Carpet—Clean.....	\$252
Carpet—Replacement.....	\$50/sq. yd.
Carpet—Patch	\$80/patch
Ceiling Tile—Replace	\$40
Computer port—Replace.....	\$28
Door—Repair Split (at Lockset)....	\$144
Door Closer—Replace	\$200
Door —Replace	\$788
Exit Light—Replace.....	\$144
Fire Extinguisher—Recharge/Replace	\$65
Furniture—Moving/Reassembling/Unstack	\$200
Furniture—Repair to Drawer.....	\$120

Garbage Disposal—Replace (10 West)	\$155
Key—Replace (After Hours)	\$118
Key—Replace (Business Hours)	\$33
Light Diffuser—Replace.....	\$90
Light Switch—Replace.....	\$90
Lockset—Repair (After Hours).....	\$225
Lockset—Repair (Business Hours)	\$150
Lockset—Replace (After Hours)....	\$343
Lockset—Replace (Business Hours)	\$150
Microwave Oven—Replace	\$206
Mirror—Replace	\$295
Outlet—Replace	\$90
Outlet Cover—Replace	\$32
Paper Towel Holder—Replace.....	\$170
Pendant Lights—Replace Hall.....	\$70
Refrigerator—Replace	\$772
Room—Repaint Entire	\$565
Room Cleaning (Excessive)	\$250
Room Furniture—Repair	\$200
Shower Curtain—Replace	\$43
Shower Head—Replace.....	\$113
Signage—Replace.....	\$90
Sink—Replacement.....	\$316
Smoke Detector—Replace.....	\$273
Stove w/Oven—Replace.....	\$772
Toilet—Replacement.....	\$428
Toilet Paper Holder—Replace	\$113
Toilet Paper Spool—Replace	\$33
Wall Repairs	\$250

Excessive individual damages (including sanitary condition of room/suite/cluster/apartment) may result in the loss of University housing or reassignment.

MAINTENANCE REQUESTS

All routine maintenance requests should be reported to the residence hall building office or to an RA. It is helpful if students make the request in writing and are very specific about the nature of the request. Examples of routine requests include light-bulb replacement, minor air conditioning/heating concerns, clogged toilets, lock or key problems, furniture adjustment, and blown fuses. Work orders are reviewed on a daily basis.

Students may submit requests via e-mail to:

- reslifewest@suffolk.edu for 10 West Street
- reslifetremont@suffolk.edu for 150 Tremont Street
- reslifemiller@suffolk.edu for Miller Hall

Holiday Inn Boston at Beacon Hill residents should contact the front desk of the hotel to report maintenance concerns.

ROOM AND LOUNGE FURNISHINGS

The University provides an adequate amount of furniture for each living area, for both bedrooms and common areas. All University-issued furniture must be left in its assigned space. Students may not disassemble room furnishings for storage elsewhere nor take common area lounge furniture for their own use. The cost of missing, damaged, or destroyed furniture will be assessed to the residents of the area.

ROOM/BATHROOM SANITATION POLICY

Residents are responsible for the cleanliness of their respective rooms/suites/apartments/bathrooms, which are subject to monthly health and safety inspections. When possible, health and safety inspections are announced and signs are posted at least 24 hours in advance. All rooms and apartments are inspected during vacation periods.

Perishable food may not be stored in student areas unless the food is kept refrigerated.

Other food items kept in rooms must be stored in closed containers to avoid attracting and harboring insects and to avoid contamination of food. Cleaning of kitchens and bathrooms should be done daily by residents. Common bathrooms at 150 Tremont Street are cleaned by the University housekeeping staff. Residents are expected to work out an equitable schedule among themselves to maintain these standards.

Residents must bag and tie all trash on a regular basis and dispose of it in designated locations within the building. Students are encouraged to recycle when possible.

If an alleged violation of this policy is noted in the room/suite/apartment/bathroom, residents will be given a verbal/written request to rectify the situation by a specific date. At that time, the area will be re-inspected. Failure to correct a documented problem may result in disciplinary action.

Excessive damage or a condition that produces an unsafe/unhealthy living condition may result in disciplinary action including, but not limited to, probation, housing jeopardy, professional cleaning charges and/or loss of residence hall privileges.

PERMITTED AND PROHIBITED ITEMS

Permitted Appliances

The following equipment is permitted in all student rooms: TVs, radios, clocks, stereos, fans, electric razors, hair dryers, refrigerators (not larger than 4 cubic feet), microwaves (not larger than 700 watts), heating pads, and irons (only with automatic shutoff).

Prohibited Items

The following items/behaviors are prohibited within University housing. Residents are subject to disciplinary action for possession of prohibited items and for engaging in prohibited behaviors. The Office of Residence Life and Summer Programs reserves the right to confiscate prohibited item(s). Confiscated items must be picked up by the resident

within 30 days of confiscation for the purpose of removing the item out of the residence hall. Residents are responsible for any charges related to the confiscation of items, including, but not limited to, storage or transportation. All confiscated items that are not picked up and taken home by the resident may be disposed of by the Residence Life and Summer Programs staff.

- Posters/flyers/artwork, advertisements, decorations, and any other like materials may not be displayed in public viewing areas (including windows, hallways, and doors)
- Electrically amplified instruments, including DJ equipment
- Extension cords or multi-plug outlets (power strips and surge protectors are permitted)
- Exterior television or radio antennas, satellite dishes, or any object that protrudes from a window or attaches to the exterior of a residence hall
- Any device that is used to attach a TV to a wall or door
- Halogen, lava, or other high-intensity lamps, including, but not limited to, touchier lamps, spider lamps, or any upward facing bowl lamp or light or neon signage
- Live-cut trees, plants, and flammable decorations
- String lights (including holiday and rope lights)
- Federal, state, university, local, or other signs such as, but not limited to, street, directional, or crossing signs
- Waterbeds, air mattresses, hot tubs, Jacuzzis, and non-issued University lofts and cinder blocks
- Weightlifting apparatus (barbells, free weights, exercise machines, pullup bars, etc.)
- Electric blankets
- Non-issued University furniture
- Covering(s) on any part of a ceiling or more than 50 percent of a single wall

PRIVACY

Please remember that your neighbors can see into your windows. In an effort to maintain privacy and to be respectful of neighbors, residents are strongly encouraged to close blinds when appropriate.

ROOM ENTRY PRIVACY

The University reserves the right for its designees to enter and inspect a room, apartment, suite, or cluster regardless of whether the occupant is present and without prior notice to the occupant:

1. For routine maintenance, inspections, repairs, or housekeeping duties;
2. If there are reasonable grounds to believe that any substance, material, or item is being kept or used in the premises in any manner prohibited by law or by the rules, policies, or procedures of the University;
3. To investigate suspected policy violations;
4. For health or safety reasons; or
5. For any other reason deemed necessary by the University.

QUIET HOURS POLICY

Quiet hours are from 10pm to 8am Sunday–Thursday and from 1am to 9am Fridays and Saturdays.

Additional quiet hour guidelines for each floor will be announced/determined at the first floor meeting.

Courtesy hours are in effect 24 hours a day. All students are expected to show consideration for other residents. All students must honor any request by any resident or staff member when asked that stereos, musical instruments, and so on be discontinued or satisfactorily toned down.

During posted final exams or other periods determined by the Office of Residence Life and Summer Programs, quiet hours will be in effect 24 hours a day.

SECTION 5

Alcohol and Drug Policies



SUFFOLK UNIVERSITY ALCOHOL AND DRUG POLICY

Suffolk University requires the observance of all laws and regulations that pertain to alcoholic beverages, illegal drugs, and controlled substances as outlined in the statutes and laws of the Commonwealth of Massachusetts. It is the responsibility of all members of the University community to be familiar with and to comply with these laws.

STUDENT ALCOHOL AND ILLEGAL DRUG POLICY

Suffolk University is a community dedicated to the academic, professional, and personal development of its members and is committed to educational and social programs that promote such development. Personal and communal responsibility with regard to the University's Student Alcohol and Drug Policy is essential in ensuring that Suffolk's environment is conducive to student learning and development. Being under the influence of alcohol or drugs will not be accepted as an excuse for conduct that violates the Community Standards. Any student found to allegedly violate this policy will be subject to the Student Conduct System.

General Provisions

Suffolk University enforces all state laws and city ordinances regarding the possession, use, and sale of alcoholic beverages, including those prohibiting drinking by individuals under 21 years of age. The law also forbids falsifying age and identification cards.

Suffolk University enforces all state laws and city ordinances regarding the possession, use, and sale of illegal drugs and drug paraphernalia.

Student Alcohol Policy

The use, sale, transfer, possession, intoxication of person, or being in the presence of alcoholic beverages in any campus building or property controlled by the University (including residence halls or leased residential

properties), regardless of age, is prohibited by any student or guest of a student. No alcohol beverage containers (empty, full, or decorative), including, but not limited to, shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are allowed in any campus building or property controlled by the University (including residence halls or leased residential properties), regardless of the owner's age. Alcohol advertisements and signage is not permitted in any campus building or property controlled by the University (including residence halls or leased residential properties).

Persons and their belongings suspected of bringing alcohol into any campus building or property controlled by the University (including residence halls or leased residential properties) or persons suspected to be under the influence of alcohol will be subject to search by Suffolk University Police and may not be allowed into the building or property with the suspected package.

Students are encouraged to contact Suffolk University Police for assistance when persons who are suspected to be under the influence of alcohol may be a danger to themselves or the community.

Student Illegal Drug Policy

The use, sale, transfer, possession, intoxication of person or being in the presence of illegal drugs in any campus building or property controlled by the University (including residence halls or leased residential properties) is prohibited by any student or guest of a student. Drug paraphernalia is also prohibited in any campus building or property controlled by the University (including residence halls or leased residential properties). Drug paraphernalia is defined as any equipment, product, or material that is modified for making, using, or concealing illegal, including, but not limited to, pipes, smoking masks/screens, bongs, roach clips, and items used to conceal illegal drugs. Certain scales, vials, and baggies may also be considered drug paraphernalia.

Persons and their belongings suspected of bringing illegal drugs into any campus building or property controlled by the University (including residence halls or leased residential properties) or persons suspected to be under the influence of illegal drugs will be subject to search by Suffolk University Police and may not be allowed into the building or property with the suspected package.

Students are encouraged to contact Suffolk University Police for assistance when persons who are suspected to be under the influence of illegal drugs may be a danger to themselves or the community.

Student Sanctions for Alcohol and Illegal Drug Violations

Often, students ask what the sanctions are for violating the Student Alcohol and Illegal Drug Policy. Sanctions are generally a combination of educational and punitive sanctions with the goal being that the University first strives to educate students about acceptable behavior while also holding students accountable for their misconduct. In determining sanctions, hearing officers may consider students' present demeanor, past disciplinary record, the nature of the misconduct, and the severity of any damage, injury, or harm resulting from the misconduct or other factors.

Students who do not complete educational sanctions such as AlcoholEdu, Innerview, Etoke, Students' Guide to Living in Boston/Neighborhood U video, reflection papers, or fines by the due date will be responsible for a \$25 non-compliance fine for each item in addition to the previous fine (if applicable). Students will still be required to complete AlcoholEdu, Innerview, Etoke, Students' Guide to Living in Boston/Neighborhood U video, reflection papers, and so on.

If found responsible for violating alcohol and drug policies, a non-resident student may lose visitation privileges. Guests who are not Suffolk University students and who violate any Office of Residence Life and Summer Programs policy while visiting University housing may lose visitation privileges permanently.

University Regulations for Events with Alcohol

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

The free distribution of alcoholic beverages at any event is prohibited except at small receptions primarily designed for staff, faculty, and guests, or special student programs approved, in advance, by the Office of Risk Management or by the Office of the Dean of Students in the Law School for Law School student events.

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

Registration of Events

All events for the College of Arts & Sciences, Sawyer Business School, NESADSU, and non-Suffolk-affiliated functions with alcohol must be registered with the Office of Risk Management. In the Law School, the Office of the Dean of Students has the responsibility for registered events and will file a copy with the Office of Risk Management. To obtain this form, contact the Office of Risk Management for College of Arts & Sciences, Sawyer Business School, and NESADSU events or the Law School events coordinator for Law School events.

Registration of events is required on the following schedule:

- University receptions where alcohol is served but not sold—three days in advance
- University events where alcohol is sold—14 days in advance

Staffing of Events

All events where alcoholic beverages are served or sold must have a designated host who is considered the individual responsible for the event. In addition, all events must be staffed with monitors in a ratio of one monitor for every 40 persons expected to be present. The names of the designated host and monitors must be provided as a part of the registration.

Designated Host

The designated host must be at least 21 years of age. In the case of student clubs and organizations, the designated host will usually be the staff or faculty advisor to that student group. In the case of the Law School, the host will be the person so designated by the governing body of the organization. The designated host agrees to assume the following responsibilities:

- Act as the responsible overseer of the event in general.
- Supervise those serving the alcohol when it is sold.
- Deny alcohol to any individual who appears to be intoxicated.
- Make reasonable efforts to insure that those who appear intoxicated have a safe way to leave the function.
- Remain at the event for its duration.

Monitor/Server

Monitor/servers are those students, faculty, or staff members who are responsible for serving alcoholic beverages to their peers. It is required that servers be certified by TIPS or Safe Server. Events with 40 guests or more must include an additional monitor for every 40 guests. The Office of Risk Management can approve servers for college-wide events sponsored by conference groups, except those located in the Law School, which should be approved by the Law School events coordinator.

University Police

University Police shall be assigned to all campus events where alcoholic beverages are sold. Based on a review of the event and expected attendance during the registration process, University Police may be assigned to other events where alcohol is available.

University Restrictions for Events with Alcohol

Use of alcoholic beverages is prohibited at all athletic events, both intercollegiate and intramural. If potential members are under 21 years of age, alcoholic beverages may not be served at recruitment events. Because student groups are funded, in total or in large part, by student activity fees, special attention must be given to any use of those funds for the purchase of alcoholic beverages. Therefore, alcohol may not be served on campus at an event sponsored by a student organization in the Sawyer Business School, College of Arts and Sciences (including the Student Government Association, Graduate Student Association, and MPA Association), or by the Student Bar Association (SBA) of the Law School, as well as those student organizations the SBA funds, unless an exception is made for one or more of the following reasons:

- The event is specifically designated for a student population over 21 years of age; or
- The Office of Student Activities and Service Learning or Law School dean of students provides written approval of the event and its sponsor agrees to comply with the regulations in this document covering events with alcohol.

Note: Events on campus approved for alcoholic beverages (whether served or sold) must limit the alcoholic beverages to beer and wine.

SMOKING POLICY

The Surgeon General of the United States has determined that tobacco smoking is the nation's leading preventable cause of premature death and disability. Tobacco smoke is hazardous to the health of smokers and non-smokers alike. To promote a safe and healthy campus environment, and in accordance with the Workplace Smoking Restrictions Regulation issued by the City of Boston Public Health Commission, Suffolk University has adopted this policy to encourage smokers to reduce or eliminate their consumption of tobacco, and to protect non-smokers from exposure to tobacco smoke.

Smoking is prohibited in Suffolk University academic and administrative facilities and the residence halls. Smoking is permitted in outdoor areas provided the smoke does not migrate back into an enclosed University building. For example, students may smoke outside University buildings but, if the smoking takes place under a window or surrounding a building entrance and the smoke migrates back into the building, it is a violation of this policy. Smoking is also prohibited in outdoor areas where no smoking signs are posted.

As part of the University's LEED certification for the 10 West Street Residence Hall, no smoking is prohibited within 25 feet of the entry to 10 West and 10 West Expansion.

Such policies not only serve to protect the health of the community but, in the case of buildings and residences, can lower maintenance costs such as painting or replacing burned carpeting, as well as reduce the risk of fire.

Suffolk University acknowledges that the successful implementation of this policy requires cooperation, mutual respect, and sensitivity on the part of both smokers and non-smokers.

Health and Wellness Services will provide referrals for smoking cessation programs upon request.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT – STUDENT NOTIFICATION

General Policy

The University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students. The University complies with all local, state, and federal regulations pertaining to alcohol and illicit drugs. In addition, the University complies with the regulations of both the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.

Communications

As required by the Drug Free Schools and Communities Act, the University will provide an annual written statement to students covering: a) standards of conduct concerning drugs and alcohol; b) federal, state, and local legal sanctions governing the unlawful possession or distribution of illicit drugs or alcohol; c) health risks associated with the use of illicit drugs and the abuse of alcohol; d) a description of counseling and treatment programs available for alcohol and drug abuse; and e) University disciplinary sanctions imposed for unlawful possession, use, or distribution of illicit drugs and alcohol.

Standards of Conduct

The University prohibits the unlawful possession, use, or distribution of illicit drugs and the unauthorized illegal possession, use, or distribution of alcohol on University property or as any part of a University-sponsored activity.

Federal, State, and Local Legal Sanctions Governing the Unlawful Possession or Distribution of Illicit Drugs or Alcohol

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order for convicted

persons to attend college. A felony conviction for such an offense can prevent students from entering many fields of employment or professions.

The minimum age for the sale or purchase of alcoholic beverages in Massachusetts is 21 years of age. All state laws apply at the University. Cities and towns in Massachusetts, specifically Boston, prohibit public consumption of alcohol and impose fines for violation. 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 potential for abuse carry heavier penalties. Driving while intoxicated in Massachusetts is a serious offense and there are strict penalties for those convicted, including driver's license removal and imprisonment.

Possession of drugs is illegal without valid authorization. Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for the manufacture and distribution of drugs, if death or serious injury results from the use of the substance. While penalties for possession are generally not as great as for the manufacturing and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be in the company of a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. Sale and possession of drug paraphernalia is illegal in Massachusetts.

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

Students should review the following state laws regarding alcohol and other drugs which are available on the Massachusetts General Court website:

- Chapter 138: Alcoholic Liquors. Online at www.mass.gov/legis/laws/mgl/gl-138-toc.htm
- Chapter 90: Section 24. Driving While Under Influence of Intoxicating Liquor. Online at www.mass.gov/legis/laws/mgl/90-24.htm
- Chapter 94C: Controlled Substances Act. Online at www.mass.gov/legis/laws/mgl/gl-94c-toc.htm

DRUGS OF ABUSE/USES AND EFFECTS

US DEPARTMENT OF JUSTICE DRUG ENFORCEMENT ADMINISTRATION

Drugs	CSA Schedules	Trade or Other Names	Dependence				Medical Uses	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
			Physical	Psychological	Tolerance							
NARCOTICS												
Heroin	Substance I	Diamorphine, Horse, Smack, Black tar, Chiva, Negra (black tar)	High	High	Yes		None in U.S., Analgesic, Antitussive	3-4	Injected, snorted, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	Substance II	MS-Contin, Roxanol, Oramorph SR, MSIR	High	High	Yes		Analgesic	3-12	Oral, injected			
Hydrocodone	Substance II, Product III, V	Hydrocodone w/ Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab	High	High	Yes		Analgesic, Antitussive	3-6	Oral			
Hydromorphone	Substance II	Dilaudid	High	High	Yes		Analgesic	3-4	Oral, injected			
Oxycodone	Substance II	Roxicet, Oxycodone w/ Acetaminophen, OxyContin, Endocet, Percocet, Percodan	High	High	Yes		Analgesic	3-12	Oral			
Codeine	Substance II, Products III, V	Acetaminophen, Guafenesin or Promethazine w/Codeine, Fiorinal, Fioricet or Tylenol w/Codeine	Moderate	Moderate	Yes		Analgesic, Antitussive	3-4	Oral, injected			
Other Narcotics	Substance II, III, IV	Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex	High-Low	High-Low	Yes		Analgesic, Antidiarrheal, Antitussive	Variable	Oral, injected, snorted, smoked			
DEPRESSANTS												
<i>gamma</i> Hydroxybutyric Acid	Substance I, Product III	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	Moderate	Moderate	Yes		None in US, Anesthetic	3-6	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Benzodiazepines	Substance IV	Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2), Klonopin	Moderate	Moderate	Yes		Antianxiety, Sedative, Anti-convulsant, Hypnotic, Muscle Relaxant	1-8	Oral, injected			
Other Depressants	Substance I, II, III, IV	Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)	Moderate	Moderate	Yes		Antianxiety, Sedative, Hypnotic	2-6	Oral			

DRUGS OF ABUSE/USES AND EFFECTS

US DEPARTMENT OF JUSTICE DRUG ENFORCEMENT ADMINISTRATION

Drugs	CSA Schedules	Trade or Other Names	Dependence				Medical Uses	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
			Physical	Psychological	Tolerance							
STIMULANTS												
Cocaine	Substance II	Coke, Flake, Snow, Crack, Coca, Blanca, Perico, Nieve, Soda	Possible	High	Yes		Local anesthetic	1-2	Snorted, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increased body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamine/Methamphetamine	Substance II	Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn	Possible	High	Yes		Attention deficit/hyperactivity disorder, narcolepsy, weight control	2-4	Oral, injected, smoked			
Methylphenidate	Substance II	Ritalin (Illy's), Concerta, Focalin, Metadate	Possible	High	Yes		Attention deficit/hyperactivity disorder	2-4	Oral, injected, snorted, smoked			
Other Stimulants	Substance III, IV	Adipex P, Ionamin, Prelu-2, Didrex, Provigil	Possible	Moderate	Yes		Vasoconstriction	2-4	Oral			
HALLUCINOGENS												
MDMA and Analogs	Substance I	(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB	None	Moderate	Yes		None	4-6	Oral, snorted, smoked	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance, cardiac arrest	Muscle aches, drowsiness, depression, acne
LSD	Substance I	Acid, Microdot, Sunshine, Boomers	None	Unknown	Yes		None	8-12	Oral	Illusions and hallucinations, altered perception of time and distance	(LSD) Longer, more intense "trip" episodes	None
Phencyclidine and Analogs	Substance I, II, III	PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP	Possible	High	Yes		Anesthetic (Ketamine)	1-12	Smoked, oral, injected, snorted	Unable to direct movement, feel pain, or remember	Drug seeking behavior *Not regulated	
Other Hallucinogens	Substance I	Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextro-methorphan* (DXM)	None	None	Possible		None	4-8	Oral			

DRUGS OF ABUSE/USES AND EFFECTS

US DEPARTMENT OF JUSTICE DRUG ENFORCEMENT ADMINISTRATION

Drugs	CSA Schedules	Trade or Other Names	Dependence				Medical Uses	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
			Physical	Psychological	Tolerance							
CANNABIS												
Marijuana	Substance I	Pot, Grass, Sinsemilla, Blunts, Mota, Yerba, Grifa	Unknown	Moderate	Yes		None	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disorientation	Fatigue, paranoia, possible psychosis	Occasional reports of insomnia, hyperactivity, decreased appetite
Tetrahydrocannabinol	Substance I, Product III	THC, Marinol	Yes	Moderate	Yes		Antinauseant, Appetite stimulant	2-4	Smoked, oral			
Hashish and Hashish Oil	Substance I	Hash, Hash oil	Unknown	Moderate	Yes		None	2-4	Smoked, oral			
ANABOLIC STEROIDS												
Testosterone	Substance III	Depo Testosterone, Sustanon, Sten, Cyp	Unknown	Unknown	Unknown		Hypogonadism	14-28 days	Injected	Virilization, edema, testicular atrophy, gynecomastia, acne, aggressive behavior	Unknown	Possible depression
Other Anabolic Steroids	Substance III	Parabolan, Winstrol, Equipose, Anadrol, Dianabol, Primabolin-Depo, D-Ball	Unknown	Yes	Unknown		Anemia, Breast cancer	Variable	Oral, injected			
INHALANTS												
Amyl and Butyl Nitrite		Pearls, Poppers, Rush, Locker Room	Unknown	Unknown	No		Angina (Amyl)	1	Inhaled	Flushing, hypotension, headache	Methemoglobinemia	Agitation
Nitrous Oxide		Laughing gas, balloons, Whippets	Unknown	Low	No		Anesthetic	0.5	Inhaled	Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death	Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions
Other Inhalants		Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid	Unknown	High	No		None	0.5-2	Inhaled			
ALCOHOL												
		Beer, wine, liquor	High	High	Yes		None	1-3	Oral			

SECTION 6

Student Rights & Responsibilities



UNIVERSITY POLICIES ON NON-DISCRIMINATION AND OPPOSITION TO HARASSMENT

Notice of Non-Discrimination

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, Vietnam-era or disabled-veteran status in its employment, admission policies, or in the administration or operation of or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding disabilities and Section 504 of the Rehabilitation Act may be directed to the appropriate coordinator:

- Students and student applicants in the College of Arts & Sciences and the Sawyer Business School should contact the Student Affairs Office, 73 Tremont Street, 12th floor, 617.573.8239, TDD: 617.557.4875.
- Students, student applicants, and faculty in the Law School should contact the dean of students in the Law School, Sargent Hall, 4th floor, 617.573.8157.
- Faculty and faculty applicants in the College of Arts and Sciences should contact the dean of the College, Donahue Building, 1st floor, 617.573.8265.
- Faculty and faculty applicants in the Sawyer Business School should contact the dean of the Business School, 73 Tremont Street, 12th floor, 617.573.8300.
- Other employees and applicants for employment should contact the director of human resources, 73 Tremont Street, 5th Floor, 617.573.8415

Inquiries regarding Title IX from Law School faculty, students, and staff should be directed to the Law School dean of students, Sargent Hall, 4th floor, 617.573.8157.

Inquiries regarding Title IX from other University faculty, staff, and students, as well as inquiries regarding other federal and state nondiscrimination legislation from all students and staff, should be directed to the director of human resources, 73 Tremont Street, 5th floor, 617.573.8415

Policy in Opposition to Harassment, Including Sexual Harassment

Suffolk University does not tolerate any behavior by administrators, faculty, staff, or students which constitutes unlawful harassment of students on the basis of race, color, sex, religion, national origin, Vietnam-era or disabled veteran status, age, sexual orientation, gender identity, gender expression, genetic information or physical or mental disability regardless of whether the level of conduct rises to unlawful harassment or discrimination.

Such forms of harassment have been recognized as discriminatory and as such violate University policy as well as state and federal statutes. Sexual harassment is a form of gender discrimination. It is legally defined as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct or written communication of a sexual nature when:

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

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued

employment constitutes sexual harassment. Direct or implied requests by a faculty member of a student for sexual favors in exchange for improved grades or favorable recommendations also constitute sexual harassment.

Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, and also same-sex harassment.

Some examples of sexual harassment include unwelcome sexual advances—regardless of whether they involve physical touching; sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; comments 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, or suggestive or insulting comments; inquiries into one's sexual experiences; and discussion of one's sexual activities.

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

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

In addition, an employee or student who believes that he/she has been subjected to unlawful discrimination or sexual harassment may file a formal complaint with either or both of the government agencies set forth next.

Using the University's grievance process does not prohibit an employee or student from filing a complaint with these agencies. Each of the agencies has a time period for filing a claim: EEOC—300 days; MCAD—300 days.

1. United States Equal Employment Opportunity Commission (EEOC)
JFK Federal Building, Room 475
Government Center
Boston, MA 02203
617.565.3200
1.800.669.4000
2. Massachusetts Commission Against Discrimination (MCAD)
Boston Office:
1 Ashburton Place, Room 601
Boston, MA 02108
617.727.3990
Springfield Office:
424 Dwight Street, Room 220
Springfield, MA 01103
413.739.2145

Grievance Procedures for Students Claiming Unlawful Discrimination or Harassment, Including Sexual Harassment

Claims of harassment or discrimination are (1) claims of violation of the University's non-discrimination policy, and (2) claims of violation of the University policy in opposition to harassment.

Ordinarily, grievances, if they occur, are best dealt with informally and are ideally resolved quickly. Any student who feels that he/she has been unlawfully harassed or discriminated against should, if he/she feels comfortable, attempt to resolve the situation through a discussion with the other party.

If that is not possible, the student should consult with the vice president for student affairs, or designee. The purpose of this consultation is multifold. The vice president for student affairs, or designee, will provide information and assistance to help the student resolve the problem independently, will help the student assess whether the behavior is

harassing or discriminatory, will explain the University's grievance procedure, and will provide guidance in the use of the formal grievance procedure.

Informal Grievance Procedure

The student may request that the vice president for student affairs, or designee, attempt to resolve the grievance informally. The request for an informal resolution must be made within 75 working days of the occurrence of the incident. If the student requests an informal resolution, the vice president for student affairs, or designee, will attempt to provide an informal resolution within 20 working days of receipt of the student's request.

Formal Grievance Procedure

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

I. Where to File a Formal Complaint?

If the person alleged to be responsible for the alleged harassment or discriminatory activity is:

- A. A Faculty Member—File with the dean of the appropriate school
- B. An Administrator or Staff Member—File with the director of human resources
- C. A Student, a Work-study Student, or a Graduate Assistant—File with the vice president for student affairs

II. What Should Be Filed?

The grievance should be in writing, should summarize the alleged discrimination or harassment, should identify the person allegedly responsible for the discrimination or harassment, and should describe the resolution sought.

III. When Should the Formal Grievance Be Filed?

The grievance should be filed within 75 working days of the occurrence of the alleged incident. A filing time of 110

working days from the occurrence of the alleged incident is allowed for claims that were unresolved at the informal level.

IV. How Will the Formal Grievance Be Processed?

- A. If the person alleged to be responsible for the discrimination or harassment is a student, the vice president for student affairs or her designee will investigate the allegation.
- B. If the person alleged to be responsible for the discrimination or harassment is a faculty member, the dean or his or her designee will investigate the allegation.
- C. If the person alleged to be responsible for the discrimination or harassment is an administrator or staff member, the director of human resources or her designee will investigate the allegation.

The allegation will be investigated in a fair and expeditious manner. It will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. The investigation will include a private interview with the person filing the grievance, the person alleged to have committed the harassment or discrimination, and witnesses, if appropriate. When the investigation is complete, to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of the investigation. A confidential written record of the investigation, including all documentary materials, will be maintained in a private file in the office of the official charged with the investigation. The entire investigation will be completed within 20 working days from the date the written grievance was received by the person responsible for the investigation.

If it is determined that discrimination or harassment has occurred, appropriate disciplinary action will be

taken. Such action may range from a warning or required counseling to termination of employment or dismissal.

V. What Is the Appeal Process?

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

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

University Extensions and Work Addresses

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

- Dean, College of Arts and Sciences,

Extension: 8265, Location: Donahue Building, 1st floor

- Dean, Sawyer Business School, Extension: 8300, Location: 73 Tremont Street, 12th floor
- Dean, Law School, Extension: 8155, Location: Sargent Hall, 4th floor
- Vice President for Student Affairs, Colleges, Extension: 8239, Location: 73 Tremont Street, 12th floor
- Dean of Students, Law, Extension: 8157, Location: Sargent Hall, 4th floor
- Director of Human Resources, Extension: 8419, Location: 73 Tremont Street, 5th floor

HARASSMENT (RELIGIOUS) NON-PROSELYTIZING

Suffolk University does not tolerate any behavior that constitutes harassment on the basis of race, color, sex, religion, national origin, veteran's status, sexual orientation, or disability. In light of this harassment policy, it is appropriate to further clarify that Suffolk University, its religious groups, and its religious coordinators are committed to mutual respect and nonproselytization.

Any form of religious harassment and manipulation is opposed, while the roles of personal freedom, doubt, and open critical reflection in healthy spiritual growth are affirmed. Religious harassment is constituted by coercive behavior that affects one's personal freedom to choose one's own religious practices.

POLICY AGAINST BIAS INCIDENTS AND HATE CRIMES

Introduction

Any time student members of the Suffolk University community feel belittled, disrespected, threatened, or unsafe because of who they are, the entire University community is diminished. This Policy Against Bias Incidents and Hate Crimes articulates the

University's position that bias incidents and hate crimes have no place at Suffolk University and will not be tolerated.

Definitions

Bias Incident: A bias incident is an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor (regardless of whether the act is criminal). Bias incidents take many forms—words, signs, symbols, threats, or actions—and may take place in electronic or real-time contexts. They include intimidation, vandalism, destruction of property, or expressions of hate or hostility. They have an adverse impact on our learning environment that is inclusive of all. Bias incidents can cause alarm, anger, fear, or resentment in others or endanger the health, safety, or welfare of anyone in the University community. They are directed toward an individual or group because of their race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information, or Vietnam-era or disabled veteran status.

Hate Crime: A hate crime is a criminal offense committed against a person, which is motivated in whole or in part by the alleged perpetrator's bias against a race, religion, disability status, ethnicity/national origin, gender or sexual orientation.

Targeted Student or Group: A targeted student or group is an individual or group who believes or perceives that they have been the victim of a bias incident and/or hate crime based on their race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information, or Vietnam-era or disabled veteran status.

Prohibited Conducts

Suffolk University does not tolerate any behavior that constitutes a bias incident and/or hate crime. Students found responsible for bias incidents and/or hate crimes are subject to disciplinary action. Such action may range from a warning or disciplinary probation to suspension or dismissal from the residence halls or the University.

Confidentiality

Targeted students, groups, individuals, or witnesses reporting an incident may self-identify or remain anonymous. Anonymous reporting, however, may impact the University's ability to respond or pursue appropriate action against the alleged perpetrators. Information about an incident may be disclosed (i.e., the nature of the incident, the location of the incident, etc.) in the form of safety announcements, summary report updates, reports for disciplinary action, or as required by law.

Suffolk University understands that a student or group of students who has been the target of a bias incident or hate crime may wish to talk about the incident with the assurance that the discussion will be confidential. Confidentiality may not be assured when there is imminent risk of harm to the targeted student or group of students. Students may speak with staff members in the Counseling Center or the University chaplain confidentially for emotional support:

Counseling Center
73 Tremont Street, 5th floor
617.573.8226
www.suffolk.edu/offices/989.html

Amy Fisher, University Chaplain
Donahue Hall, 5th floor
617.573.8325
www.suffolk.edu/campuslife/1144.html

Because these services are, in most cases, confidential, a discussion with any of these sources will likely not result in a complaint being filed with the University or result in action being taken by the University to respond to the incident. A student who wants emotional support only should contact the confidential counseling resources listed above. A student wishing to have an incident investigated, mediated, or adjudicated must make a complaint in accordance with the procedures described below.

The University endeavors to respect and follow the wishes of a student or group of students who bring forward a bias

incident concern. However, students should understand that Suffolk may have ethical and legal obligations to investigate, attempt to resolve, or adjudicate bias incidents that come to its attention and also may have obligations to report the matter to the local police department. Therefore, depending on the circumstances, it may not be possible for a conversation with Suffolk University Police, a Resident Assistant, or other administrators to be kept in confidence, or, said another way, for these individuals simply to listen without taking action.

Consultation

Staff members in the following departments are available to discuss bias incidents and hate crimes with students and provide support and information about University policies and services:

- Counseling Center, 73 Tremont Street, 5th floor, 617.573.8226
- Center for International Education, 73 Tremont Street, 6th floor, 617.573.8154
- Disability Services, 73 Tremont Street, 7th floor, 617.994.6820
- Diversity Services, Archer 481, accessed by the Donahue Staircase, 617.573.8613
- Interfaith Center, Donahue 539, 617.573.8325
- Residence Life and Summer Programs, 73 Tremont Street, 7th floor, 617.305.2500
- Student Affairs, 73 Tremont Street, 12th floor, 617.573.8239
- Suffolk University Police Department, Donahue Lobby, 617.573.8111 (24-hour service, seven days a week)

Reporting

Incidents may be reported:

- **Anonymously. Reports may be made on-line at www.suffolk.edu/birt.** Anonymous reporting, however, may impact the University's ability to respond or pursue appropriate action against the alleged perpetrators. Online reports will be reviewed by the dean of students, or

designee.

- **In person or via telephone to the Suffolk University Police Department (SUPD) at 617.573.8111, Donahue Lobby.** A targeted student or group may meet with a member of the SUPD to report a bias incident or a hate crime. The targeted student or group will be able to report the incident to the dean of students, or designee. The dean of students, or designee, will contact the targeted student or group to review the Policy Against Bias Incidents and Hate Crimes and to discuss options for follow-up. The targeted person and/or group will have an opportunity to explore response options, discuss what role he/she/they would like to play in response efforts, and learn about options for support.
- **To an RA or member of the Residence Life and Summer Programs staff.** The RA or member of the Residence Life or Summer Programs staff is required to report the bias incident to his/her supervisor, who will inform the dean of students, or designee. SUPD may also be notified—especially if the bias incident or hate crime is in the form of graffiti or vandalism.
- **To the Student Affairs Office** at 617.573.8239, 73 Tremont Street, 12th floor. The dean of students, or designee, will meet with the targeted student or group to learn about the incident and to review the Policy Against Bias Incidents and Hate Crimes and to discuss options for follow-up. The targeted person and/or group will have an opportunity to explore response options, discuss what role he/she/they would like to play in response efforts, and learn about options for support.

THE FOLLOWING CHART MAY BE USEFUL TO OUTLINE THE APPROPRIATE REPORTING AND FOLLOW-UP PROCESS UNDER THIS PROTOCOL

Target	Perpetrator	Report To:	Follow-up Adjudication May Include	Target Support
Student or student group	Student	<ul style="list-style-type: none"> • Anonymously online at www.suffolk.edu/birt • SUPD, 617.573.8111 • Dean of Students, 617.573.8239 • If you are a resident student, an RA or Residence Life and Summer Programs staff member 	<ul style="list-style-type: none"> • Possible investigation by SUPD • Possible investigation by Student Affairs • Possible convening of the Bias Incident Response Team • Possible referral for disciplinary action • Possible mediation 	<ul style="list-style-type: none"> • Counseling Center • Interfaith Center • Diversity Services • Disability Services • Center for International Education
Student	Faculty or Staff Member	<ul style="list-style-type: none"> • Anonymously online at www.suffolk.edu/birt • SUPD, 617.573.8111 • Dean of Students, 617.573.8239 	<ul style="list-style-type: none"> • Possible investigation by the dean of students • Possible convening of the Bias Incident Response Team • Possible mediation • Recommendation to College or Sawyer Business School dean or human resources for follow-up action 	<ul style="list-style-type: none"> • Counseling Center • Interfaith Center • Diversity Services • Disability Services • Center for International Education

RESPONDING TO A BIAS INCIDENT OR HATE CRIME

If a bias incident and/or hate crime is in the form of graffiti or other posting, it should not be removed or destroyed. SUPD should be called immediately at 617.573.8111. The graffiti or posting may be temporarily covered as long as the covering does not damage the graffiti or posting. SUPD will photograph the graffiti or posting and will contact Facilities to remove it.

Once a report of a bias incident and/or hate crime is received by the dean of students, the Bias Incident Response Team will be called together to immediately respond to the needs of the reporting party, as requested, and will take steps to respond to affected members of the Suffolk community, as appropriate. As soon as possible, the Bias Incident Response Team will determine initial response measures and identify additional campus resources to assist with the University response to the incident or situation being addressed. The Bias Incident Response Team does not play a role in the investigation of alleged incident or render any decision concerning the responsibility of the parties involved.

Coordinated campus responses may include, but are not limited to, identification of and referral to appropriate support services and resources on- or off-campus, referral for disciplinary action for violations of the Community Standards or other University policies, informal resolution measures such as mediation, facilitated dialog between parties, discussions in residence halls or at other campus locations, recommendations for campus notices for fact sharing, and efforts towards wider educational awareness, prevention, and outreach.

The dean of students, or designee, will maintain a historical record of documented bias incidents and/or hate crime reports that occur on campus or at college-sponsored events, programs, or activities off-campus.

The Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires universities to publish statistics on

certain types of crimes, including hate crimes, that occur on University grounds and are reported to the Suffolk University Police or designated campus administrators. For annual crime statistics at Suffolk University, go to www.suffolk.edu/campuslife/3790.html.

If You Have Been a Target of a Bias Incident or a Hate Crime

If you believe that you may have been the target of a hate crime or bias-motivated offensive conduct, there are several steps you should follow:

- Seek medical attention if necessary, and call SUPD immediately at 617.573.8111 if you feel unsafe.
- Preserve any evidence and document the incident as thoroughly as possible (graffiti, phone call recording, e-mail message, letter, and so forth) by taking pictures, videotaping, and writing down everything you or witnesses remember. Keep the contact information of any witnesses.
- Report the incident to the appropriate authority. Anyone may report offensive conduct to:
 - SUPD at 617.573.8111
 - Dean of students at 617.573.8239
 - An RA or other Residence Life and Summer Programs staff member
- If you are not sure whether offensive conduct may be a hate crime, report it anyway. SUPD and the offices listed above will listen to you and provide any resources or services necessary, including a full investigation.
- It is best to report an incident as early as possible to facilitate the investigation. SUPD and the offices listed above will be able to refer you to a variety of helpful support resources both on and off campus. Please do not hesitate to request this information at any time. It is important to talk to someone if you experience or witness a bias incident or hate crime.

If You Have Been a Witness to a Bias Incident or a Hate Crime

Why is it important to report bias incidents and hate crimes? The police and the University need to know the number, type, and range of bias incidents and hate crimes that impact our community. Reporting these acts will help the University identify problem areas so that it can improve services that deal with this type of victimization. As a witness to a bias incident or hate crime, you have a unique opportunity to play a vital role in the internal and/or external justice system. By reporting the incident, you provide information that will help the University ensure that offenders answer for their offenses and will help resolve larger issues. The information you give by reporting any bias incident or hate crime you witness will:

- help bring the perpetrator to justice—this could prevent further occurrences and protect other Suffolk University community members;
- help you—you may find it beneficial to talk about what has happened and your feelings about it; and
- help the Suffolk University community—all such offenses have a negative effect on our community and should be pursued actively.

Call the Suffolk University Police at 617.573.8111, 24 hours a day, or contact a University official listed above if you feel you have witnessed a bias incident or hate crime. If the incident happened off campus, these same people can assist you with local authorities.

Training About Bias Incidents and Hate Crimes

Suffolk University will offer training to University responders, including RAs, members of the Residence Life and Summer Programs staff, SUPD members, members of the Facilities Department, and members of the Bias Incident Response Team on how to identify and respond to bias incidents and hate crimes.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)

In accordance with the provisions of the Family Education Rights and Privacy Act (Section 438 of the General Education Provisions Act, 20 USC 1232g, commonly referred to as the “Buckley Amendment” or “FERPA”), Suffolk University has adopted the following procedures to protect the privacy rights of its students.

FERPA affords students certain rights with respect to their education records. Education records are defined as records directly related to a student and maintained by the institution or by a party acting for the institution. These rights include:

1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day Suffolk University receives your request for access. You should submit any such request to the Registrar's Office in writing, identifying the records you wish to inspect. The Registrar's Office will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to the Registrar's Office in writing, clearly identifying the records you want to have amended and specifying the reasons you believe them to be inaccurate. The Registrar's Office will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Suffolk University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

4. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent FERPA authorizes disclosure without consent. One such exception permits Suffolk University to disclose personally identifiable information in education records to “school officials” with “legitimate educational interests.” A “school official” is any person employed by Suffolk University in any administrative, supervisor, academic or research, or support staff position; any person or company with whom Suffolk University has contracted (such as an attorney, auditor, or collection agent); any person serving on Suffolk University’s Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill the official’s professional responsibility.

Another exception permits Suffolk University to disclose your “directory information” to anyone within the Suffolk University community and to the general public. Suffolk University has designated the following as directory information: name, address, e-mail address, telephone listing, photograph, date and place of birth, grade level, enrollment status, dates of attendance, major field of study, degrees, honors and awards received, participation in officially recognized activities and sports, height and weight of members of athletic teams, and the most recent educational agency or institution attended. All other student information will not be released to students, parents, or outside agencies unless accompanied by a written release

of information, signed by the student, which complies with the requirements of FERPA, unless the disclosure of information is authorized by FERPA.

Students may request that directory information not be released to any person without their prior written consent by completing a Request to Prevent Disclosure of Directory Information form, available in the Registrar’s Office. Students may give such notification at any time, but it will be effective only prospectively.

Suffolk University also discloses education records without a student’s consent to officials of another school in which a student seeks or intends to enroll. Information on other exceptions authorizing Suffolk University to disclose education records without a student’s consent is available through the Registrar’s Office.

SUFFOLK UNIVERSITY JOINT STATEMENT ON RIGHTS, FREEDOMS, AND RESPONSIBILITIES OF STUDENTS

As approved with amendments by the Student Government Association, the Evening Division Student Association, the dean of students, the Joint Council on Student Affairs, and the faculty of the Colleges in March 1977.

Approved by the full Board of Trustees on April 13, 1977, and printed in full in the April 29, 1977, issue of The Suffolk Journal. Drafted from a document approved by the Council of the American Association of University Professors, the US National Student Association, the Association of American Colleges, the National Association of Student Personnel Administrators, and the National Association of Women in Education. The following Joint Statement on Rights, Freedoms, and Responsibilities of Students of the College of Arts and Sciences and the Sawyer Business School was approved by the

Suffolk University Board of Trustees on April 13, 1977, and replaced the former code of justice.

Suffolk University exists for the transmission of knowledge, the pursuit of truth, the development of its students, and the well-being of society.

A community devoted to free inquiry and free expression of opinion is indispensable to the attainment of these ends. The standards of academic freedom and responsibility set forth below represent the guiding principles for the attainment of these goals.

The principle of academic freedom applies equally to students and faculty and can only exist if the University environment provides for the constructive interaction between them. In the teaching-learning process, the faculty must be willing to have their ideas and understanding challenged by the students. However, students must recognize the scholarship of the faculty and be willing to work under their guidance.

Both students and faculty have academic responsibilities and each must recognize that the responsibilities of one affect the rights and privileges of the other.

I. Freedom of Access to Higher Education

Suffolk University is an academic community open to persons of all sexes, races, creeds, and countries of natural origin. Suffolk University does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, veteran status, age, disability, gender identity, gender expression, or Vietnam-era or disabled-veteran status in its admissions and employment policies or in the administration and operation of all its programs and activities. Admission to the University is determined by institutional policies concerning the academic and personal qualifications and expectations of the students who apply for entrance. It is the University’s responsibility to provide full and complete information concerning the criteria to

be applied in consideration of candidates for admission. Within the limits of its facilities, Suffolk University is open to all students who are qualified according to its admission standards.

II. Student Rights in Academic Evaluations

It is the responsibility of faculty members at Suffolk University, during all academic contacts with students, to encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, and student opinion on matters unrelated to the academic course material should not be considered in evaluating student work in class.

A. Protection of Freedom of Expression

Suffolk University students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Whatever the student’s view as to the course material offered, the student is responsible for learning the content of any course of study in which the student is enrolled.

B. Protection against Improper Academic Evaluation

Suffolk University students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. A student who believes that an academic evaluation has no basis in fact or is arbitrary should bring this to the attention of the instructor and to the department chairperson and, if unsatisfied after a conference, may raise the issue with the vice president for student affairs, whose recommendation shall be considered by the academic dean of the college in which the course if offered, whose decision shall be final.

C. Protection against Improper Use of Disclosure

Suffolk University faculty members will maintain the confidentiality

of private statements made by a student that set forth or reveal the student's views, beliefs, and political associations. Faculty members will not consider any such private statement in connection with the evaluation of a student's academic performance.

III. Student Records

Suffolk University maintains its student records in compliance with the Family Education Rights and Privacy Act of 1974.

IV. Student Activities and Affairs

In the conduct of their lives outside the classrooms, the students of Suffolk University have certain specific rights and responsibilities, which are set forth below.

A. Freedom of Association

Students bring to the campus a variety of previously acquired interests and develop many new interests as members of this academic community. They should be free to organize and join associations in order to promote their common interests.

1. The membership, policies, and actions of a student organization may be determined only by a vote of those persons currently enrolled as students at Suffolk University.
2. Affiliation with an extramural organization will not, of itself, ordinarily disqualify a student organization from institutional recognition
3. Where campus advisors are required for recognition, a student organization will be free to choose its own advisor. It is the role of the campus advisor to advise student organizations in the exercise of their responsibilities. Campus advisors do not have the authority to control the policy of student organizations.
4. Student organizations will not be permitted to use Suffolk University facilities nor to participate as members of the academic community without having been officially

recognized by the University. Recognition of a student activity or organization will require that the organization submit a charter containing the statement of purpose, the criteria for membership, a set of rules and procedures for internal governance, and a current list of officers. Student organizations must file annually the names of advisors and officers with the Office of Student Leadership and Involvement. Student organizations shall not be required to submit a membership list as a condition of recognition.

5. No student organization will be recognized by the University if it discriminates among students on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, Vietnam-era or disabled-veteran status, or academic class status except social fraternities, which may elect to limit membership to a single sex.
 6. The University retains the right to withdraw recognition or to refuse to recognize a student organization that does not demonstrate its ability to accept the responsibilities of membership in the academic community. Withdrawal of recognition or refusal to recognize will take place only upon clear evidence that the student organization in question has violated specific responsibilities set forth for the student body of Suffolk University or has ceased to function as an organization, as defined in the Student Handbook. No such action shall take place without providing the existing organization in question the right to be heard before the Student Government Association.
- #### B. Freedom of Inquiry and Expression
1. The students of Suffolk University and the organizations recognized by the University shall be free to

examine and discuss all questions of interest to them and to express opinions publicly and privately on those questions. Students and student organizations shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the academic community. When acting or expressing views on topics of interest to them, student members of the Suffolk University community shall make it clear to all members of the academic and larger community that, in their public expressions or demonstrations, the students and student organizations speak for themselves alone and do not, unless otherwise authorized, represent the University.

2. Suffolk University students may invite any person of their own choosing to speak before them and before student organizations. The University, however, maintains procedures to ensure the orderly scheduling of facilities, the adequate preparation of an event, and that the occasion is conducted in a manner appropriate to the academic community. Violation of these procedures is a breach of the responsibility of the students to the community. Whenever a student or student group invites a speaker to appear, the student group is responsible for informing the academic and larger communities that sponsorship of the speaker's talk does not imply University approval or endorsement of the views expressed by the speaker.
- #### C. Student Participation in Institutional Government
- As constituents of the Suffolk University academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. The University will respect the rights

of its students to participate in the internal governance of the University.

- #### D. Student Publications and Broadcasting Systems
1. Student publications, the student broadcasting system, and the student press are all valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.
 2. Whereas financial and legal autonomy is not possible, Suffolk University, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publication. In the delegation of editorial responsibility to students, Suffolk University must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in the academic community.
 3. Institutional authorities, in consultation with students and faculty, have a responsibility to provide written explanation of the role of student publications, the standards to be used in their evaluation, and the limitations on external control of their operation.
 4. As the editorial freedom entrusted to student editors and managers entails corollary responsibilities, their conduct is expected to comply to their best intent with the high standards of the code of ethics of Sigma Delta Chi (the Society of Professional Journalists).
 5. The relationship between the University and its student publications

will be governed by the following general standards and supplemental guidelines interpreting them:

- a. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
 - b. Editors and managers of student publications and broadcasting systems should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Editors and managers should only be subject to removal for proper stated causes, and then only by orderly and prescribed procedures.
 - c. In the event that student editors or managers, through their willful failure to comply with the code of ethics of Sigma Delta Chi, expose the University to risk of financial loss, they may be censured or removed from office.
 - d. No such determination shall be made unless the agency responsible for the appointment of editors (the Publications Selection Committee) determines such action is necessary.
6. The Publications Selection Committee
- a. Eligibility for Selection
 - i. To qualify as a candidate for the position of editor-in-chief or station manager, a student:
 - aa) Must be registered as a full-time, day undergraduate;
 - bb) Must be in good academic standing at the time of application, selection, and tenure of office. Good academic standing

dependent upon summer school or upon spring semester grades is not valid;

- cc) Must not be on disciplinary probation;
 - dd) Must not be a candidate for an office in the Student Government Association.
- b. Method of Selection
- i. A candidate must submit a résumé to the chairperson of the selection committee in which said candidate will outline his or her proposed editorial policy as well as all other information relevant to the position of editor-in-chief or station manager.
 - aa) A specific deadline for application will be announced before finals week of the fall semester.
 - bb) Résumés must be typewritten.
 - ii. The selection committee shall consist of six (6) members, five (5) of whom shall be voting members, and a chairperson who shall vote only in the event of a tie.
 - aa) The chairperson shall be the vice president for student affairs.
 - bb) The five voting members shall be:
 - The director of Student Activities
 - The student organization advisor
 - The president of the Student Government Association
 - The president of the senior class
 - The editor-in-chief or

station manager

- cc) If the president of the Student Government Association and the president of the senior class are one and the same, he or she shall vote as the president of the senior class and the vice president of the Student Government Association shall become the sixth voting member.
 - dd) The selection committee shall summon separately each candidate to elaborate on his or her resume and answer all other questions the committee deems relevant to his or her application for editor-in-chief or station manager.
 - ee) The committee shall, after reviewing the candidates, and with the approval of the vice president for student affairs, select one as editor-in-chief or station manager.
 - A simple majority of five (5) shall be sufficient for selection.
 - The new editor-in-chief or station manager shall be officially notified of his or her selection by the vice president for student affairs as soon as possible.
- c. Time of Selection
- i. The selection of the editor-in-chief or station manager shall take place in the spring semester, with specific timelines to be determined by the needs of the organization.
 - ii. If the Student Government Association elections are postponed, the selection of the editor-in-chief or station manager shall take place no more than one (1) week (seven school days) after such postponement, and the student government, as a committee of the whole, shall select two (2) non-graduating representatives in the place of the president of the Student Government Association and the president of the senior class as mentioned in Article II, Section B.
- d. Censure or Replacement of the Editor-in-Chief or Station Manager (Initiating a Hearing)
- i. Any member of the University community who feels personally injured by conduct of a student editor or manager he or she deems to be in violation of the code of ethics of Sigma Delta Chi may request the vice president for student affairs to convene the Publications Selection Committee.
 - ii. The vice president for student affairs may then convene the selection committee.
- e. The Hearing
- i. The vice president for student affairs will act as chairperson.
 - ii. The members of the Publication Selection Committee will hear the complaint.
 - iii. The chairperson of the committee will describe to both parties the rules that will govern the hearing. It shall be the obligation of the vice president of the University to present credible evidence indicating that conduct of the person in question may have been a breach of the code of ethics of Sigma Delta Chi, and that

a particular sanction may be appropriate.

- iv. Procedures to be followed for the hearing will be those outlined in Section 7C, items 2-9 of the Joint Statement.
- f. The Decision
 - i. The committee shall consider the evidence put before it only as it relates to a breach in the code of ethics of Sigma Delta Chi.
 - ii. The committee shall consider the importance of a free and active press and the need for free and vocal sources of information.
 - iii. The decision of the committee shall be final, and the chairperson of the committee will implement the decision of the committee, subject only to the student's right of appeal to the president according to the procedure outlined in Section 7C, item 9 of this document.
- g. Replacement of the Editor-in-Chief or Station Manager
 - i. If for any reason the position of editor-in-chief or station manager is vacated, said position shall be replaced as soon as possible by the selection committee.
 - ii. Disciplinary probation for less than 11 days shall not be cause for removal of the editor-in-chief or station manager.
 - iii. Any successor of the editor-in-chief or station manager shall be entitled to the financial benefits that the editor-in-chief or station manager receives during the time he or she fills that position.

V. Responsibilities of Student Members of Suffolk University

The students of Suffolk University are

responsible for carrying out their activities in such a way that at all times the rights and freedoms of other members of the community are respected.

While they enjoy the freedom of learning, they must respect the right of the teacher to express his or her views and professional beliefs freely and openly and without obstruction of any kind. A student who accepts membership in the Suffolk University academic community has a responsibility to prepare his or her work and to attend classes to the best of his or her ability. In using the facilities and properties of the University, each student must accept the responsibility for their proper care and preservation. As a member of an academic community, each student bears the responsibility of honoring the freedom of expression which is guaranteed to all members of this community.

COMMUNITY STANDARDS AND STUDENT CONDUCT SYSTEM

Introduction

Suffolk University has established the Community Standards to promote and maintain an academic environment that is consistent with the mission of the University. The Student Conduct System addresses alleged violations of the Community Standards. Students are expected to carefully review the Community Standards outlined in this handbook and are required to comply with the Community Standards. Students will be held accountable for violations. Sanctions will range from a warning to removal from University housing to dismissal from the University to the withholding or revocation of a degree. Minimum sanctions have been established for certain violations.

Information on how to access the Student Conduct System is available at the Student Affairs Office and in the Student Handbook at www.suffolk.edu/studenthandbook.

Guiding Principles of the Community Standards and the Student Conduct System

To enter Suffolk University is to accept an invitation to participate in a learning environment in which students are educated to become lifelong learners as well as professionals who lead and serve the communities in which they live and work. Choosing to become a member of this community requires members to respect and contribute to a genuine community of student, faculty, and staff learners who are mutually supportive and respectful. By voluntarily choosing to affiliate themselves with Suffolk University, students acknowledge, accept, and agree to comply with the responsibilities outlined in the Community Standards.

The Suffolk University community holds high expectations of how members live and interact with one another. Respect for oneself and respect for others lie at the heart of the Community Standards. Since its inception in 1906 as the Suffolk School of Law, the University has supported and encouraged diversity in a challenging, supportive environment for motivated and capable students from various backgrounds and cultures. As such, the Suffolk University Community Standards established for student members of the Suffolk community are not always exactly the same as those standards that apply to individuals within society at large. Students are accountable for their actions as a necessary part of community life. The University's Community Standards go beyond what is simply required for public order.

Suffolk University has sought to educate students who—as leaders in law, business, and professional and civic life—will live by the highest intellectual and ethical standards. In search of this ideal, Suffolk strives to create an environment in which learning is a shared responsibility that is pursued in classrooms, studios, and laboratories; internships and study abroad programs; co-curricular and extra-curricular activities; athletic fields; residence halls; and the city of Boston and beyond.

The Suffolk University Community Standards and other policies are intended to contribute to the education and growth of student members of the campus community. The University will hold students accountable for their actions as a necessary part of community life.

Glossary of Terms

Administrative Hearing: A review of statements from a charged student, complainant, and/or witnesses with knowledge of an incident for the purpose of determining the charged student's responsibility for violating the Community Standards and to make recommendations for sanctions if the charged student is found responsible.

Charged Student: A student alleged to have violated the Community Standards who has been notified that he or she must attend an administrative or Student Conduct Board hearing.

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

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

Complainant: Any individual member of the Suffolk Community or the University itself that submits a written complaint that a student has violated the Community Standards.

Dean of Students or Designee: The person designated by the vice president for student affairs to be responsible for the day-to-day administration of the Community Standards and the Student Discipline System.

Determination Letter: A letter informing a charged student of the outcome of the administrative or Student Conduct Board hearing and any sanctions, if applicable.

Disciplinary Hold: An administrative hold placed on a student's record when he or she does not respond to the request of a University

official to attend an administrative or Student Conduct Board hearing, has not completed a discipline sanction, or has withdrawn from the University prior to the resolution of an administrative or Student Conduct Board hearing.

Hearing Officer: A University official authorized by the vice president for student affairs, or designee, to determine whether a student has violated the Community Standards and to impose a sanction when a violation of the Community Standards has been committed. A hearing officer may also serve as chairperson of the Student Conduct Board.

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

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

Interim Restrictions: Immediate sanctions taken against a student when the University believes that the student's continued presence on the campus endangers the physical safety or emotional state of the student or others or disrupts the educational process of the University.

May: Used in the permissive sense.

Member of the University Community: Any person who is a student, faculty member, University representative, or any other person employed by the University. The dean of students or designee will determine a person's status.

Notice to Appear: Written notice that a student is alleged to have violated the Community Standards and that the student must schedule an administrative or Student Conduct Board hearing or attend an administrative or Student Conduct Board hearing at a predetermined time.

Policy: The written regulations of the University.

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

Student: Any person taking courses in the College of Arts & Sciences or the Sawyer Business School, either full-time or part-time, pursuing undergraduate, graduate, or professional studies; any person who withdraws from the University after allegedly violating the Community Standards; or any person who is not officially enrolled for a particular term but who has been admitted or has a continuing academic relationship with the University.

Student Conduct Board: A group of at least three members, comprised of a student, faculty member, and administrator appointed by the vice president for student affairs or designee to determine whether a student has violated the Community Standards and to impose a sanction when a violation of the Community Standards has been committed. The Student Conduct Board may also be convened to consider a request for an appeal from a student or student organization that has been found responsible for violating the Community Standards or for the sanction that has been imposed.

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

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

University: Suffolk University.

University Activities: Activities such as events, programs, and classes offered under the auspices of Suffolk University or held in collaboration with Suffolk University.

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

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

Will: Used in the imperative sense.

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

Written complaint: A written summary of an incident.

Violation of Law and College Discipline

Student conduct may violate federal, state, or local law and/or the Suffolk University Community Standards. Violations may be addressed through the Student Conduct System, the civil or criminal court system, or both. When student conduct may have violated federal, state, or local law, Suffolk University may take action against a student through the Student Conduct System prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the dean of students, or designee.

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

If the University proceeds with the Student Conduct System when civil and/or criminal proceedings are taking place, then a student is charged with a civil or criminal violation of federal, state, or local law, the student is responsible for all costs associated with the civil or criminal proceeding.

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

The University cooperates with law enforcement or other agencies in the enforcement of civil or criminal law on campus and with any conditions that may be imposed by civil or criminal courts, including, but not limited to, those related to the rehabilitation of student violators, provided the conditions do not conflict with campus rules or sanctions.

Jurisdiction

The Suffolk University Community Standards and Student Conduct System apply to the conduct of any student or individual:

- who is enrolled in or accepted for an academic course or program regardless of credits carried;
- who withdraws from the University after allegedly violating the Community Standards; or
- who is not officially enrolled for a particular term but who either was admitted to or who has a continuing academic relationship with the University.

The Suffolk University Community Standards and Student Conduct System also apply to any student organization.

The Community Standards and Student Conduct System apply to conduct that occurs on University premises, at University-sponsored activities, during all programs such as internships and study abroad, and to off-campus conduct that adversely affects the University community or the pursuit of its objectives, or calls into question the suitability of a student as a member of the Suffolk University community.

Each student is responsible for his/her conduct from the time of acceptance of admission through the actual awarding of a degree, even though the conduct may occur before classes begin or after classes end, as well as during the academic year or during periods between terms of actual enrollment, and even if the conduct is not discovered until after a degree is awarded.

The Community Standards and Student Conduct System apply to a student's conduct even if the student withdraws from the University while a complaint is pending.

The dean of students, or designee, will decide, on a case-by-case basis, whether the Community Standards and Student Conduct System will be applied to conduct occurring off campus.

Students are responsible for the consequences of their actions even when the conduct may have been influenced by their physical or emotional state.

Students are responsible for the consequences of their actions even when the conduct may have been influenced by their use of alcohol or other drugs.

A disciplinary hold may be placed on a student's educational record when a student does not respond to the request of a University representative to attend an administrative hearing, does not comply with a discipline sanction, or withdraws from the University prior to the resolution of a complaint. Students with a disciplinary hold may not be permitted to register for courses, receive a diploma, add or drop courses, or participate in other University activities.

If a student fails to pay a discipline fine by the due date, the fine and any penalties may be added to the student's account. Policies for the payment of student accounts are managed by the Bursar's Office.

Prohibited Conduct

The following examples of conduct will constitute violations of the Community Standards and will be subject to action and sanctions as outlined in the Student Discipline System.

1. Acts of Dishonesty

1.01 Acts of dishonesty such as cheating, plagiarism, or other forms of academic dishonesty.

1.02 Furnishing false information to a

University representative or law enforcement, fire, or other agency.

1.03 Misrepresenting oneself as another.

1.04 Forgery, alteration, or misuse of any University document, including admissions documents and/or recommendations, or record or instrument of identification.

2. Personal Conduct

2.01 Violation of any federal, state, or local law.

2.02 Conduct that affects the student's suitability as a member of the University community.

2.03 Participation in the disruption or obstruction of teaching, research, administration, living, other University activities, or the free flow of pedestrian or vehicular traffic or participation in the disruption, obstruction, or interference with the duties of law enforcement, fire departments, or other agencies.

2.04 Attempted or actual theft, removal, damage, alteration, or vandalism to space and/or property of the University or others.

2.05 Failure to comply with the request of a University representative or law enforcement, fire, or other public officials acting in the performance of their duties, or failure to identify oneself to these persons when requested to do so.

2.06 Unauthorized possession, duplication, or use of keys or access cards to any University premises or tampering with locks.

2.07 Prohibited or unauthorized gambling.

2.08 Conduct that is lewd or indecent such as streaking, public urination, public defecation, or stripping.

2.09 Failure to register an event with the appropriate Suffolk department.

2.10 Unauthorized solicitation.

2.11 Failure to abide by the University Guest Policy.

2.12 Failure to abide by the Off-Campus Student Behavior/Good Neighbor Policy.

2.13 Failure to carry and/or present a Suffolk University identification card when requested.

2.14 Excessive noise.

2.15 Inappropriate communication with members of the University community.

2.16 Unauthorized posting or distribution of flyers, bulletins, or posters.

2.17 Unauthorized use of the Suffolk University name, logo, mascot, or other symbol.

2.18 Unauthorized use of Suffolk University directories.

3. General Safety

3.01 Trespassing, tampering with, and/or unauthorized entry to or use of University premises or property, including but not limited to roofs, elevators, or balconies.

3.02 Creating a fire hazard or a situation that endangers others, such as false reports of fire or bombs; possession of fireworks or other highly combustible items; failing to evacuate; use of candles (lit or unlit) or an open flame; blocking, propping, or obstructing doors, hallways, stairwells, or community areas; or tampering with, misusing, covering, damaging, or removing fire safety equipment.

3.03 Throwing objects from windows, roofs, or balconies.

3.04 Failure to abide by the University Weapons Policy.

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

3.06 Failure to abide by the Environmental Health and Safety Policy.

3.07 Failure to abide by the University Pet and Service Animal Policy.

3.08 Unauthorized sports play in University buildings, facilities, or residence halls, including, but not limited to, wrestling, playing Frisbee or catch, and/or the use of rollerblades, roller skates, skateboards, and/or bicycles in University buildings and residence halls.

4. Physical or Emotional Health

4.01 Physical assault or verbal abuse, threats, intimidation, harassment, or coercion, including, but not limited to, any conduct that threatens or endangers the health or safety of oneself or another person.

4.02 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's race.

4.03 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's gender.

4.04 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's disability.

4.05 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's age.

4.06 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's marital status.

4.07 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self or any action that may subject another person to physical or emotional injury because

- of one's Vietnam-era or disabled-veteran status.
- 4.08 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's religion.
- 4.09 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's color.
- 4.10 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's national origin.
- 4.11 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's, gender identity.
- 4.12 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's gender expression.
- 4.13 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's genetic information.
- 4.14 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one's personal characteristic.
- 4.15 Any action that violates the University's Non-Discrimination Policy.
- 4.16 Failure to abide by the Nonproselytizing Policy.

- 4.17 Failure to abide by the Policy Against Hazing.
- 4.18 Sexual misconduct, sexual harassment, or inappropriate behavior of a sexual nature.
- 5. Residence Life Policies
- 5.01 Failure to abide by the Building Access and Occupancy Policy.
- 5.02 Failure to abide by the Check-in/Checkout Policy.
- 5.03 Failure to abide by the Cooking Policy.
- 5.04 Failure to abide by the Residence Life Guest Policy.
- 5.05 Possession of prohibited items.
- 5.06 Violation of the Quiet Hours Policy.
- 6. Alcohol and Other Drugs
- 6.01 Being in the presence of alcohol.
- 6.02 Use/possession of alcohol.
- 6.03 Distribution of alcohol.
- 6.04 Hosting a gathering where prohibited drinking has occurred or a common source of alcohol is present.
- 6.05 Failure to abide by University smoking policies.
- 6.06 Being in the presence of illegal drugs. While marijuana has been decriminalized in Massachusetts, it is still an illegal drug and is therefore prohibited.
- 6.07 Use/possession of illegal drugs or medications prescribed to another.
- 6.08 Manufacturing and/or distribution of illegal drugs or medication prescribed to another.
- 6.09 Being under the influence of illegal drugs or medications prescribed to another.
- 7. Computer and Network Systems
- 7.01 Attempted use or use of electronic devices that invade a person's privacy.
- 7.02 Unauthorized transfer of a file such as, but not limited to, a DVD or CD or

- violation of the University Copyright Policy.
 - 7.03 Failure to abide by University computer and Web policies.
 - 7.04 Attempted or unauthorized use of another individual's identification or password.
 - 7.05 Use of computing facilities to send obscene, abusive, or threatening messages.
 - 8. Abuse of the Student Conduct System
 - 8.01 Failure to obey a notice from a University representative to appear for an administrative hearing.
 - 8.02 Falsifying, distorting, or misrepresenting information at an administrative hearing.
 - 8.03 Submitting or corroborating a false written complaint or withholding information.
 - 8.04 Disruption or interference with the orderly operation of a discipline proceeding.
 - 8.05 Attempting to discourage an individual's proper participation in or use of the Student Conduct System.
 - 8.06 Attempting to influence the impartiality of the hearing officer.
 - 8.07 Harassment or intimidation of a complainant, witness, or hearing officer prior to, during, or after an administrative hearing.
 - 8.08 Failure to comply with a sanction imposed under the Student Conduct System.
 - 8.09 Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.
- The vice president for student affairs is responsible for the overall administration of the Community Standards and Student Conduct System. Under his/her direction, the dean of students has been charged with the day-to-day responsibility for the administration of the Community Standards and Student Conduct System.

The vice president for student affairs, or designee, will appoint hearing officers to conduct administrative hearings.

The dean of students, or designee, will develop and maintain policies and procedural rules for the administration of the Student Conduct System consistent with the provisions of the Community Standards.

If a written complaint involves more than one charged student, the hearing officer, at his/her discretion, may determine whether an administrative hearing concerning each student will be conducted separately or jointly.

Students are required to attend administrative hearings.

Administrative hearings are not open to the public and are confidential in nature. Therefore, members of the Suffolk University community who are not directly involved in the incident—friends, parents, partners, siblings, or legal counsel—may not be permitted in the room where the administrative hearing takes place but may wait nearby for support purposes.

Students will be held accountable for violation such as the failure to obey a notice from a University representative to appear for an administrative hearing; falsifying, distorting, or misrepresenting information at an administrative hearing; submitting or corroborating a false written complaint or withholding information; attempting to discourage an individual's proper participation in or use of the Student Conduct System; attempting to influence the impartiality of the hearing officer; harassment or intimidation of a complainant, witness, or hearing officer prior to, during, or after an administrative hearing; failure to comply with a sanction imposed under the Student Conduct System; or influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

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

Hearing officers will recuse themselves from a case when appropriate.

Decisions resulting from an administrative hearing will be final, pending the appeal process.

Student conduct that warrants sanctions may result in forfeiture of all Suffolk scholarships, financial aid, or monies paid.

Initiation of Disciplinary Proceedings

Any individual member of the University community may submit a written complaint to the dean of students, or designee, that a student allegedly violated the Community Standards. The individual will be listed as the complainant on the notice of the charges to the charged student.

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

The written complaint will be directed to the dean of students, or designee. A written complaint must be submitted within 30 days that the University is open for business.

Upon receiving a written complaint, the dean of students, or designee, may take one or more of the following steps:

- Conduct an investigation to determine if the written complaint is likely to have occurred;
- Dismiss the written complaint. Such disposition will be final and there will be no subsequent action;
- Notify a student that he/she must attend or schedule an administrative hearing; or
- Impose interim restrictions.

Administrative Hearings

An administrative hearing will be conducted by a hearing officer appointed by the vice president for student affairs, or designee.

The purpose of an administrative hearing is to review information from a charged student, complainant, and/or witnesses with knowledge of the incident; make a determination as to whether the charged student violated the Community Standards; and make recommendations for sanctions to the vice president for student affairs, or designee, if the charged student is found responsible.

The student alleged to have violated the Community Standards will be notified that a written complaint has been received and that he/she must schedule or appear at a predetermined time for an administrative hearing. Notification is deemed to have occurred the date on which this document is mailed, an e-mail is sent, a telephone conversation takes place, or a written message is delivered advising the student of this information.

Notice of the charges for an administrative hearing will be in writing and will include the date by which the student alleged to have violated the Community Standards must schedule the administrative hearing or will include the date, time, and location of the hearing the student is required to attend. The name of the complainant will also be included in the notice of the charges.

After being notified that he/she must schedule an administrative hearing, the student alleged to have violated the Community Standards must do so within five (5) business days of such notification. The student alleged to have violated the Community Standards is encouraged to schedule the administrative hearing as soon as possible.

After being notified that he/she must attend the administrative hearing at a predetermined time, the student alleged to have violated the Community Standards must attend the administrative hearing.

Administrative hearings may be recessed at any time at the discretion of the hearing officer.

If a charged student does not schedule an administrative hearing or appear at an administrative hearing scheduled for a predetermined time, the hearing will be held in the student's absence, the hearing officer will issue a decision, and sanctions will be imposed, if appropriate. Generally, but not always, the order of an administrative hearing will proceed as follows:

- Introduction
- Honesty statement
- Reading of the charges
- Opening statements
- Questioning by the hearing officer
- Witness statements, if applicable
- Closing statements
- Hearing closure
- Deliberations by the hearing officer

An administrative hearing may accommodate concerns for the personal safety, well-being, or fears of confrontation of the charged student, complainant, or witnesses during the hearing by providing alternate means of communication when and as determined in the sole judgment of the hearing officer to be appropriate.

If the University is the complainant, an authorized representative of the University shall serve as the complainant.

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

Admission of any other person other than the charged student and complainant to an administrative hearing will be at the discretion of the hearing officer.

The charged student may provide the names of up to four (4) witnesses with personal knowledge of the incident at least two (2) business days prior to the administrative hearing. If the charged student wishes to present more than four (4) witnesses, he/

she must submit a written request to the hearing officer at least two (2) business days prior to the administrative hearing. Character witnesses are not permitted. The hearing officer will review the listing of the names of the additional witnesses and reasons why the charged student believes the witness information is relevant and not duplicative of the four other witnesses. The hearing officer will decide in his/her sole discretion whether to permit more than four witnesses to present information.

All procedural questions and decisions are subject to the final decision of the hearing officer.

Decisions of the hearing officer will be made whether it is more likely than not that the charged student violated the Community Standards.

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

The charged student will be notified in writing of the decision and sanction imposed, if any. Notification is deemed to have occurred on the date on which a document is mailed, an e-mail is sent, or a written message is delivered.

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

- Receive written notice of charges.
- Obtain the name of the individual complainant (if applicable).
- View the written complaint in the office of the hearing officer in the presence of a department staff member during normal business hours.
- Be notified of the date, time, and place of the administrative hearing.
- Receive notice of the fact that failure to schedule an administrative hearing by the due date or appear for an administrative

hearing may result in the administrative hearing being conducted in the absence of the charged student or alleged victim of the charged student's misconduct.

- Provide the names of up to four (4) witnesses with knowledge of the incident at least two (2) business days prior to the administrative hearing. If the charged student wishes to present more than four (4) witnesses, he/she must submit a written request to the hearing officer at least two (2) business days prior to the administrative hearing. Approval of witnesses with knowledge of the incident will be made by the dean of students, or designee. Character witnesses are not permitted.
- Present his/her case.
- Decline to answer any questions or make any statements during an administrative hearing. The outcome of the administrative hearing will be based on the information or lack thereof presented at the hearing.
- Be informed in writing of the decision and sanction, if any.
- Request in writing an appeal of the decision resulting from an administrative hearing no later than five (5) business days after the date of the determination letter. The date of the request for the appeal is the date on which a document is mailed, an e-mail is sent, or a written message is delivered. A charged student and alleged victim of a charged student's misconduct are entitled to one appeal

Sanctions

In determining a sanction, the hearing officer may consider all relevant information, including, but not limited to, the student's present demeanor; past disciplinary record; the nature of the misconduct; and the severity of any damage, injury, or harm resulting from the misconduct.

The University has a special concern for incidents in which persons are mistreated because of race, gender, disability, sexual

orientation, age, genetic information, Vietnam-era or disabled-veteran status, religion, color, national origin, gender identity, gender expression, or other personal characteristics. Such incidents damage not only individuals but also the free and open academic environment of the University. More severe sanctions are appropriate for such misconduct.

Sanctions do not become effective until the appeals process is completed; however, any interim sanctions imposed remain in effect during the pendency of a hearing and/or an appeal. Some University policies specify sanctions for violations. See individual policies for required sanctions, if any.

The hearing officer may impose the following sanctions on any student found to have violated the Community Standards. See individual policies for specified sanctions for certain violations.

Warning: A notice, either verbal or written, that the student is violating or has violated University regulations, must cease the conduct immediately, and that continuation or repetition of wrongful conduct may be cause for more severe disciplinary action.

Parental Notification: The University may notify parents/guardians when students under the age of 21 have been found responsible for violating the University's alcohol or other drug policies, or when there is a serious health or safety issue regarding a student.

Loss of Privileges: Denial of specified privileges for a designated period of time, which may include, but is not limited to, guest privileges, early arrival/late stay status, vacation period housing, or removal from a floor, room, or building. Should space not be immediately available, relocation may take place at an arranged time.

Confiscation of Property: Items that are not permitted in University housing and found in plain view in a room will be confiscated by staff. Personal items (candles, appliances, etc.) may be returned to the student upon his/her departure from University housing. If

other items—such as stereos, televisions, and radios—are the source of ongoing problems, they may be confiscated.

Restriction: Denial of access to any campus facility, activity, event, class, or program. This includes orders prohibiting the student from having contact with a member of the Suffolk University community.

Fines: Financial sanction.

Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.

Campus Service: Assignment of an appropriate service project that will benefit the University community, responsible student, or others.

Educational Program or Project: Required attendance at the student's expense at an educational workshop or completion of an educational project that will benefit the University community, responsible student, or others.

Referral: A student may be referred to the Counseling Center, Health and Wellness Services, Student Affairs, or another appropriate office or local agency for consultation or assessment.

Unenrollment from a Course: A student may be unenrolled from a course. In such cases, tuition and fees for the course will not be refunded to the student.

Disciplinary Probation: A period of time during which a student's behavior is subject to close examination.

Strict Disciplinary Probation: A period of time during which a student's behavior is subject to close examination. In addition, the student may be excluded from participation in some or all social and/or extracurricular activities, including, but not limited to, representing the University, participating in intercollegiate athletics, joining the Student Government Association, or studying abroad.

Residence Relocation: Required re-assignment to another residence area.

Deferred Loss of Housing: Warning that if the student is found responsible for violating the Community Standards during a specified period of time, the student may be immediately removed from the residence halls for a specific period of time, after which the student may reapply for housing. The student may not participate in the housing lottery for the following year or be on the housing waitlist while on Deferred Loss of Housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.

Residence Hall Suspension: Separation of the student from the residence halls for a specific period of time, after which the student may reapply for housing. Conditions for returning to the residence halls may be specified.

Residence Hall Dismissal: Permanent separation of the student from the residence halls.

Deferred University Suspension: A warning that if the student is found responsible for violating the Community Standards during a specific period of time, the student may be immediately suspended from the University for a specific period of time, after which the student may reapply. Conditions for readmission may be specified.

University Suspension: Suspension of the student from the University for a specific period of time, after which the student may apply to return. Conditions for return may be specified.

Deferred University Dismissal: Warning that if the student is found responsible for violating the Community Standards during a specific period of time, the student may be immediately dismissed from the University.

University Dismissal: Permanent separation of the student from the University.

Revocation of Admission or Degree:

Admission to the University or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of the Community Standards in obtaining the degree or for other serious violations committed by a student prior to graduation.

Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the disciplinary process set forth in the Student Conduct System, including the completion of all sanctions imposed, if any.

Student Organization Recognition in Jeopardy: A warning that if the student organization is found responsible for violating the Community Standards during a specified period of time, the student organization's recognition may be immediately revoked.

Loss of Recognition: During a specific period of time, a recognized student organization may not associate itself with the University by using the University name, facilities, or other rights and privileges of recognized student organizations, after which the organization may reapply for recognition. There is no guarantee re-recognition will be granted. If re-recognition is granted, conditions for re-recognition may be specified.

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

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

Appeals of Decisions and Sanctions Resulting from Administrative Hearings

A charged student or victim of a charged student's misconduct may submit one request for an appeal of the decision resulting from an administrative hearing no later than two (2) business days after the date of the

determination letter. A request for an appeal is to be submitted in writing to the hearing officer who heard the case, who will then forward the appeal request to the dean of students, or designee, for assignment to an impartial hearing officer for review.

Appeals will be considered only for failure to follow the process or procedures outlined in the Student Conduct System or if new information not available at the time of the hearing is now available. Students must include a statement of why the additional information should be considered and why it was not presented at the time of the original hearing. An appeal is not a new hearing on the matter. Disagreement with the sanction is not grounds for an appeal.

The impartial hearing officer will:

- Determine whether the appeal request merits a formal appeal hearing and, if so, schedule an appeal hearing. An appeal is not a new hearing on the matter;
- Determine there are no grounds for the appeal, thus upholding the decision; or
- Refer the case to the hearing officer who originally heard the case for consideration of suggestions.

Appellate decisions are final.

Interim Restrictions

The dean of students, or designee, may impose restriction(s) upon a student pending disciplinary proceedings. Interim restrictions become effective immediately without prior notice whenever the dean of students, or designee, believes the student may pose a serious threat to oneself, others, or property, or cause serious disruption to the University community.

Interim restrictions may include suspension from the University or residence areas; relocation of residence; restriction to designated University residence areas or other campus facilities by time or location; restriction of communication with named

individuals or groups within the University community; or the requirement to obtain advance authorization to engage in a specified activity or any other restrictions the dean of students, or designee, determines are appropriate under the circumstances. Interim restrictions will remain in effect during the pendency of a hearing and/or appeal.

Discipline Records

Discipline records are educational records and are maintained in the Student Affairs and Residence Life and Summer Programs offices.

Discipline records are maintained by the Student Affairs and Residence Life and Summer Programs offices for at least seven (7) years from the date of the incident.

In situations involving both a charged student and a student who believes he/she was the victim of a student's misconduct, the records of the process and of the sanctions imposed, if any, will be considered to be the educational records of both the charged student and the alleged student victim because the educational career and chances of success in the academic community of each may be affected.

Interpretation and Revision

Any question of interpretation or application of the Community Standards and Student Conduct System will be referred to the dean of students, or designee, for final determination.

The Community Standards and Student Discipline System will be reviewed at least every two (2) years under the direction of the dean of students, or designee. As a result, the next scheduled review of the Community Standards and Student Discipline System will be held during the 2012–2013 academic year.

SECTION 7

Campus Services and Resources



ATHLETICS

Location: Ridgeway, 2nd Floor
Tel: 617.573.8379
Web site: www.gosuffolkrams.com

The Suffolk University Athletics Department offers 13 NCAA Division III varsity sports, two open sports programs, intramurals, a fitness center, gymnasium, and physical therapy referral services. Located on the second floor of the Ridgeway Building, the Athletics Department offers a full complement of athletic activities that contribute to the development of the whole person and to the educational mission of the University.

Varsity Sports

The Suffolk Athletics Department offers varsity sports, including six for men, six for women, and one open team. Men's programs are baseball, basketball, cross-country, ice hockey, soccer, and tennis. Women's programs are basketball, soccer, cross-country, softball, tennis, and volleyball. The open team is golf. Suffolk teams are called the Rams and compete against other universities and colleges both in greater Boston and throughout New England. All sports are governed by the rules and regulations of Division III of the National Collegiate Athletic Association (NCAA). In addition, the University is also a member of the Eastern College Athletic Conference (ECAC), the Massachusetts Association of Intercollegiate Athletics for Women (MAIAW), and the Great Northeast Athletic Conference (GNAC).

Baseball

The Rams have commanded a successful reputation during the past decade as a perennial post-season contender in the GNAC, NCAA, and ECAC tournaments. The team conducts a successful fundraising program throughout the academic year, enabling the Rams to travel to Florida or Arizona during spring break for practice and game competition.

Basketball: Men and Women

The basketball programs are the longest running programs in the Athletics Department. Each fall, the squads welcome both talented returning and rookie players to join forces in building competitive teams. Both the men's and women's teams have consistently qualified for the GNAC playoffs and have competed in the ECAC and NCAA post-season championships in recent years.

Cross-Country: Men and Women

The harriers of Suffolk University compete in the fall of each year in invitational meets as well as the NCAA and ECAC regional championships. The Charles River running path provides a convenient and picturesque setting for training runs.

Ice Hockey

The University team practices and plays at Boston University's Walter Brown Arena and the nearby Sterretti Skating Rink in Boston's historic North End.

Soccer: Men and Women

The soccer teams kick off their seasons at the start of the academic year with practice sessions at nearby municipal fields. The increasing popularity of soccer has brought many talented athletes to Suffolk, and the international unity among the players on both teams makes for a rich playing experience.

Softball

Women's softball has become a highly competitive program in the GNAC. A pre-season conditioning and competition trip to Florida is a spring tradition. The North End's Puopolo Field serves as the Rams' home field, offering a picturesque view of Boston Harbor and the USS Constitution.

Tennis: Men and Women

Women's matches are played in the fall semester while the men compete in the spring. This past fall, our women's team achieved perfection as they compiled a remarkable 14 victories in 14 matches, culminating with

the GNAC championship and an automatic berth in the NCAA Division III playoffs. This past spring of 2010, the men's varsity tennis team achieved perfection with an 11 and 0 overall record and were the GNAC regular and playoff champions. Indoor practice and home matches are played at the Buckingham Browne & Nichols School in Cambridge—an ideal setting for players to advance their game

Volleyball

Women's volleyball has gained success in its history as a varsity sport. The team competes in the GNAC and is consistently one of the top competitors. Home matches are played in the Regan Gymnasium.

Golf

Golfers have the opportunity to meet the challenge of participating in a competitive, intercollegiate program in the fall season, culminating with play in the New England intercollegiate championships as well as the ECAC championships.

Intramural Fitness

Intramural programs are sponsored in flag football and basketball. Contact the Office of Athletics for dates and times.

Fitness Center

The fitness center has the following exercising equipment, which is available for use by all Suffolk students with a current ID:

- 12 body masters
- 6 bio-cycles
- 3 stair climbers
- 2 rowing machines
- 4 treadmills
- Free weights
- Dumbbells
- Olympic barbell

Contact the Office of Athletics regarding the Fitness Center's hours of operation.

BALLOTTI LEARNING CENTER

Location: Donahue 208
Tel: 617.573.8235
Email: learningcenter@suffolk.edu
Website: www.suffolk.edu/ballotti

The Ballotti Learning Center (BLC) is an on-campus resource focused on empowering all Suffolk University students to reach their highest academic potential. This goal is achieved by:

- Assisting students in making connections with fellow students, faculty, and staff through academic support services and programs.
- Enabling students to connect the knowledge and skills they have developed with new ideas, concepts, and experiences they encounter throughout their academic career.
- Offering programs and services designed for students who want to improve their GPA, learn new study techniques, better understand particular subject material, and utilize their time more effectively

The BLC is open 9am–5pm, Monday through Friday. Evening tutoring hours and updated study group schedules are posted each semester on the BLC Web site. The following services are available at the center.

Academic Coaching

Academic coaches work individually with students to assess their needs, set goals, and develop an action plan. Like athletic coaches, they guide, encourage, and challenge students as they monitor their progress. Academic coaching can help students boost their GPA, develop more effective study strategies, identify areas needing improvement, develop an effective time management system, get off academic probation, and more.

Peer Tutor Program

Tutors provide peer instruction in strategies for time management, exam preparation, text comprehension, note taking, learning style

analysis, and so on as they apply to current course work. Peer tutoring is appropriate for any student, undergraduate or graduate, who desires to develop strategies to understand content more effectively and efficiently.

Study Groups

Study group sessions are offered for targeted, challenging classes. Student group leaders model techniques and strategies for understanding course content in weekly review sessions. A list of study group times and locations are available on the BLC Web site.

Workshops

Academic workshops are offered weekly in the BLC and cover topics such as critical note taking, plagiarism, exam preparation, and self-management. Workshops use the latest research on the brain and are tailored around how students learn best—they are informative, practical, engaging, and interactive. For a schedule of upcoming workshops or to request an in-class presentation, see the BLC Web site

University Achievement Program (UAP)

The University Achievement Program is designed to help conditionally accepted students successfully navigate their first year of college and build a foundation for long-term academic achievement. Students in the University Achievement Program enroll in SU101 during the fall semester and SU102 during the spring semester. Students in the program work closely with UAP staff members to develop and implement an individualized academic plan. UAP students also participate in campus activities, volunteer with community organizations, and experience local cultural events.

College-Level Examination Program (CLEP)

The College-Level Examination Program allows students to receive college credit and demonstrate knowledge by earning qualifying scores on subject-specific exams. Exams are given on specific dates throughout the year,

and pre-registration is required. To learn more about the CLEP Credit Granting Policy, pricing, and exam dates at Suffolk, visit the BLC Web site.

The Early Alert Program

This University-wide collaborative program, coordinated by the BLC, is designed to provide early feedback and support to undergraduate students who are experiencing academic difficulty in one or more courses. Students identified by faculty in the sixth week of classes receive individual outreach from a variety of support services and are strongly encouraged to access resources to help them complete the semester successfully.

Academic Improvement (AIM) Program

AIM provides support, strategies, and resources to help students take control of their academic life and succeed. AIM participants meet in small groups with trained instructors to target common challenges. In addition, instructors work individually with students to identify specific areas needing improvement and to develop a plan tailored for each student's success. Students can register for an AIM seminar through MySuffolk on Campus Cruiser under BLC–AIM courses.

New England School of Art and Design (NESAD)

The Ballotti Learning Center provides onsite services through a satellite office at the New England School of Art & Design. The academic support programs offered are specifically tailored to visual arts majors. Services include peer tutoring, study groups, and workshops in studio art, art history, and technology. Location: 75 Arlington Street, Room 252. Tel: 617.973.5369.

BOOKSTORE

Location: Ridgeway, 1st Floor
Tel: 617.227.4085
Web site: www.suffolk.bkstr.com

The Suffolk University bookstore is the official agent of the University in the sale of books, supplies, clothing, and all other articles sold in the name of the institution. Bookstore hours are Monday through Friday, 9am–5pm, with extended hours at the beginning of each semester and reduced hours during the summer. Please check the Web site for updates of the hourly schedule.

Purchase Policy

The RAM Card, debit cards, American Express, Visa, MasterCard, Discover, cash, and personal checks are accepted in the exact amount of purchase. A name must be imprinted on checks, with an address and phone number provided. A student ID and/or a valid Massachusetts driver's license is required. There is a \$15 minimum fee on returned checks.

Refund Policy

Textbooks and study aids, with receipt and in original purchase condition, may be returned for a full refund within one week of the beginning of each semester. Textbooks and study aids purchased after this one-week period may be returned for a refund only within 48 hours of purchase, with receipt.

Texts and study aids purchased in the last three weeks of a term or during finals are non-returnable. All other merchandise, with a receipt and in original purchase condition, may be returned for a full refund within 30 days of purchase, except special orders, software, and audio product purchases, which are always final sales. Purchases made by personal check will have a store credit issued, which can be used immediately or redeemed for cash after a two-week waiting period. All refunds are subject to the discretion of store personnel.

CAMPUS MINISTRY/ INTERFAITH CENTER

Location: Donahue 539
Tel: 617.573.8325
Web site: www.suffolk.edu/interfaith

The Office of Campus Ministry and Interfaith Center helps students, faculty, and staff meet their spiritual, moral, and social needs. The center offers a meditation room as well as an 18-seat interfaith room to members of the University's many religious traditions. A Protestant chaplain serves as counselor and spiritual guide.

All are invited to the Interfaith Center to discuss whatever personal, social, or religious concerns they might have. Upon request, arrangements can be made with other religious leaders for counseling and guidance.

CAMPUS SUSTAINABILITY

Location: 73 Tremont Street, 12th Floor
Tel: 617.973.1145
Email: recycle@suffolk.edu
Web site: www.suffolk.edu/sustainability

Suffolk University manages a comprehensive sustainability program coordinated by a campus sustainability coordinator within the Office of Facilities Planning. Through waste reduction, recycling, sustainable design, energy efficiency, water conservation, sustainable transportation, and more, Suffolk is striving to reduce its environmental impact. Students can help by reducing waste, recycling, and conserving energy and water. There are many opportunities for getting hands-on experience in environmental programs, including working as an eco-rep in the residence halls or an eco-ambassador in the academic buildings, serving on the Suffolk University Sustainability Committee, or joining the Suffolk University Environmental Club. Students who are interested in getting involved are encouraged to read the Campus Sustainability Plan at www.suffolk.edu/sustainability and write to recycle@suffolk.edu.

CAREER SERVICES AND COOPERATIVE EDUCATION

Location: 20 Ashburton Place, 1st Floor
Tel: 617.573.8480
Web site: www.suffolk.edu/careers

The Career Services and Cooperative Education Office assists students in developing career options, exploring career alternatives, refining career goals, and initiating strategies and techniques necessary to secure meaningful employment or graduate school admission.

All students—including freshmen and sophomores—are encouraged to familiarize themselves with this office's resources. These services include career counseling, help in selecting a major, opportunities for career-related work experience, and access to permanent jobs through our online job posting service, job fairs, and on-campus recruiting.

This office also offers workshops and career forums that focus on topics such as résumé writing, interviewing, job search strategies, and other world-of-work issues.

Staffed by trained and experienced professionals, the office offers individual career counseling and access to a comprehensive resource library of books, periodicals, Internet sites, and directories.

CENTER FOR INTERNATIONAL EDUCATION

Location: 73 Tremont Street, 6th Floor
Web site: www.suffolk.edu/international

International Student Advising

Tel: 617.573.8154
Email: ويا@suffolk.edu

The Office of International Advising (OIA) administers the F-1 student and J-1 student/scholar visa programs for the University. The immigration advisors offer assistance with Department of Homeland Security and Department of State regulations related to

maintaining student/scholar immigration status, including the procedures for travel outside of and re-entry to the United States, obtaining employment authorization, and determining full-time enrollment requirements. The OIA issues the immigration forms I-20 and DS-2019 to qualified students and scholars. The advisors are also happy to assist with issues related to adjusting to life in the United States. Upon arrival, all international students, including transfer students from other US universities, must attend the orientation offered by the Center for International Education. This session allows students to register their immigration documents and local address with the office and receive detailed information about immigration regulations. Late-arriving students who miss orientation must visit the OIA to register their immigration documents and local address consistent with federal regulations. International students are encouraged to visit the OIA frequently during their time at Suffolk to ensure that all immigration requirements are being met.

Please note that the Department of Homeland Security holds individual students, not the University, responsible for knowing and meeting all of the requirements for F-1 or J-1 immigration status. To avoid immigration difficulties, students must bring any problems, concerns, or grounds for confusion promptly to the attention of the OIA staff. Failure to follow immigration regulations can make it impossible for international students to remain in the United States.

To facilitate easy access to accurate immigration advice, the OIA offers advising services on a walk-in basis three days per week. Individual appointments are also available. In addition, the OIA staff sends regular immigration updates to the Suffolk e-mail account of each F-1 and J-1 international student.

Note: International students should expect a minimum processing time of five business days for preparation of new immigration documents for travel, employment, or other status issues.

International Student Programming

Tel: 617.994.4221
Email: reedy@suffolk.edu

The Office of International Student Programming offers many events and activities for international students throughout the academic year. Whether a student is feeling homesick, is interested in learning about other cultures, likes to cheer for Suffolk sports teams, wants to meet other students from around the world, or has an idea for a new program, our office is the place to visit.

International student programs include Suffolk's Boston, which offers early arriving students a preview of all that Suffolk and Boston offers; International Student Orientation; the lunchtime discussion series "Making Connections at Suffolk—Your Home Away from Home," presented in association with the Counseling Center; consular corps receptions; international movie nights; and the annual Derek W. F. Coward Lecture.

The director of International Student Programming serves as advisor to the International and Japanese Student Associations, and assists all international students with non-academic matters.

COMPUTING FACILITIES

General-purpose computer labs open to all students are located in the Sawyer, Donahue, and Fenton buildings. Printing is available in each lab throughout campus.

During the academic year, the general hours of operation for campus computer labs are: Monday through Friday: 9am–10pm
Saturday and Sunday: 12pm–6pm

There are also two residence hall computer labs open to all students 24 hours a day, 7 days a week. These labs are located at 10 Somerset and 150 Tremont Street.

Suffolk University has a variety of software available for use:

Operating Systems

Microsoft Windows
Mac OS

Web Browsers

Microsoft Internet Explorer
Mozilla Firefox
Apple Safari

Productivity/Classroom Software

Adobe Acrobat Reader
Adobe Creative Suite
WinZip
Gleim CMA Test Prep
Gleim CPA Test Prep
Microsoft Expression Web
Microsoft Office 2007 RealPlayer, Windows
Suffolk University has a variety of software available for use:

Operating Systems

Microsoft Windows
Mac OS

Web Browsers

Microsoft Internet Explorer
Mozilla Firefox
Apple Safari

Productivity/Classroom Software

Adobe Acrobat Reader
Adobe Creative Suite
WinZip
Gleim CMA Test Prep
Gleim CPA Test Prep
Microsoft Expression Web
Microsoft Office 2007
RealPlayer, Windows Media, QuickTime,
Adobe
Remote Access (ProPalms)
SAP
SPSS
ACL
Second Life
Bloomberg Terminal
iTunes
jEdit
GIMP

Google SketchUp
Mathematica
MATLAB
Aptana Studio
JES 4.3
CamStudio
Audacity

Students have access to the central HelpDesk. HelpDesk provides technical support for e-mail, wireless network access, Mac and PC operating systems, anti-virus software, and portals. The HelpDesk is open Monday through Friday from 8am–8pm.

All University buildings are equipped with wireless access.

COUNSELING CENTER

Location: 73 Tremont Street, 5th Floor
Tel: 617.573.8226
Website: www.suffolk.edu/offices/989.html

The Counseling Center functions to help students more effectively meet their academic, career, and personal goals. Services include:

- Individual and group counseling related to personal, academic, and career concerns;
- Vocational testing, a career library, and courses to assist students in exploring life and career goals; and
- Courses, workshops, and consultations to help improve interpersonal, relationship, and communication skills.

Counseling Center services are available Monday through Friday from 9am–4:30pm and on some evenings from 4:30–6:30pm by appointment. Services are offered without charge to full- and part-time students. Strict confidentiality of counseling relationships and records is maintained at all times.

The Counseling Center is accredited by the International Association of Counseling Services. The Counseling Center's internship program is accredited by the American Psychological Association.

DINING FACILITIES

Web site: www.sudining.com

On-campus dining is provided by Sodexo Campus Services at the following locations:

- 150 Tremont Street Residence Hall
- Miller Residence Hall at 10 Somerset Street
- Sawyer Building at 8 Ashburton Place
- Donahue Café at 41 Temple Street

Weekly menus are posted at dining locations and online. Hours of operation vary for each location, so be sure to check posted times.

Sodexo's local management team is committed to providing excellent service and choices for on-campus dining. Together with Suffolk University, they are proud to offer quality meals at reasonable costs. You will always have a wide range of healthy, great-tasting options.

Suffolk University offers declining balance meal plans, which are required for students living on campus and in University-provided off-campus accommodations. Commuter students, faculty, and staff may purchase RAM account declining balance plans as well.

The Dining Services Advisory Committee meets monthly, and your participation is encouraged. Contact any dining services manager or the Office of Student Leadership and Involvement to join.

DISABILITY SERVICES

Location: 73 Tremont Street, 7th Floor
Tel: 617.994.6820
TTY: 617.994.6813
Fax: 617.994.6812
Website: www.suffolk.edu/disability

The Office of Disability Services functions as the ADA compliance office and coordinates all services for students with disabilities in the College of Arts & Sciences, Sawyer Business School, and NESAD undergraduate and graduate programs at Suffolk. Services include assessing student needs, arranging for

testing and other in-class accommodations, making recommendations and referrals to appropriate on-campus and off-campus resources, and providing advocacy on behalf of students. Typical accommodations include extended-time testing, reduced distraction test environment, use of a word processor for exams, use of a calculator for exams, assistance from a peer note-taker, alternative format of text, and preferential seating arrangements.

Assistive technology software and equipment is housed on campus and is available to students registered with the Office of Disability Services. A handbook of services and policies for students with disabilities at Suffolk is available at www.suffolk.edu/disability or by contacting the office. In order to receive services, students should submit updated diagnostic documentation of a disability directly to the Office of Disability Services upon admission to the University. Students should then schedule an appointment with the Office of Disability Services to make arrangements for their accommodations at the beginning of the semester. It is the student's responsibility to schedule this appointment. Services will not be provided until the appointment has occurred.

DIVERSITY SERVICES

Location: Archer 481, accessed through the Donahue Staircase
Tel: 617.573.8613
Email: diversity@suffolk.edu
Website: www.suffolk.edu/diversity

The Suffolk University Office of Diversity Services supports and realizes the University's mission to prepare students to live in a diverse global society and to appreciate the richness of various cultures by intentionally engaging diversity to benefit both our student population and the greater University community. We seek to encourage the formation of an inclusive campus culture and learning environment in which each member of the Suffolk University family is welcomed and valued.

The Office of Diversity Services provides a variety of resources to help facilitate an engaged campus community that proactively explores various areas of diversity, including race and ethnicity, gender, culture, sexual orientation, socioeconomic status, religious orientation, international concerns, gender identity and expression, age, disability, and Vietnam-era or disabled veteran status. Additionally, the Office of Diversity Services works in concert with student clubs, faculty, academic offices, and other University departments to develop creative programs and social justice training, engage in conversations related to power and privilege in society, and create awareness and understanding of social justice issues designed to increase cross-cultural interaction and engagement.

All members of the Suffolk University community are encouraged to participate in the initiatives and programs sponsored by the Office of Diversity Services.

Diversity Services staff members are available to discuss students' concerns, such as adjusting to campus, personal life, academic progress, or career planning. Students are always encouraged to call or visit, regardless of whether they have specific requests for assistance. Staff members are also available to consult with students, student leaders, faculty, and staff regarding a variety of diversity-related issues.

All are welcome to visit the Office of Diversity Services Monday through Friday from 8:45am–4:45pm. Appointments may be made at other times upon request. Confidentiality is respected.

AHANA Programs & Services

In addition to providing individual support and mentoring for AHANA students, the office works closely with Suffolk's various cultural student organizations. In collaboration with these organizations, the office sponsors educational and social programs during cultural heritage months such as Hispanic Heritage Month in September/October and Black History Month

in February. Annual events and programs include a welcome reception in September, the Martin Luther King, Jr. Luncheon in January, and the Passing of the Gavel ceremony in April. Contact the office to be added to the DiversityAtSuffolk listserv to be informed of diversity-related campus and community events, as well as scholarships and job opportunities.

LGBTQ Programs & Services

Diversity Services staff members are available to speak with students in various stages of the coming-out process or those who simply have questions about sexual orientation, and/or gender identity and expression. The office also coordinates the Safe Zone program, which provides training for individuals interested in serving as allies to the LGBTQ community. In collaboration with the Rainbow Alliance, Suffolk's LGBTQ and ally student organization, the office sponsors educational and social programs during LGBTQ History Month in October and at other times throughout the year. Annual events and programs include a welcome reception in September, National Coming Out Day in October, and the Lavender Graduation celebration in April. Contact the office to be added to the LGBTQatSuffolk listserv to be informed of LGBTQ-related campus and community events.

ENVIRONMENTAL HEALTH AND SAFETY

Location: 73 Tremont Street, 13th Floor
Tel: 617.570.4849
Email: OEHS@suffolk.edu
Web site: www.suffolk.edu/campuslife6507.html

The Office of Environmental Health and Safety (OEHS) serves to establish, promote, and administer environmental, health, and safety programs and procedures within the University. It also serves as a resource and provides technical assistance to all employees and students who may have questions or concerns related to environmental, health, and safety compliance. All questions are welcome and will be confidential as requested.

FRIEDMAN FIELD STATION

Suffolk's Friedman Field Station is located on the shores of the Cobscook Bay of the Bay of Fundy adjacent to the Moosehorn National Wildlife Refuge in the township of Edmunds in "downeast" Maine. The location of the field station allows easy access to a variety of spectacular habitats associated with the dramatic rocky coastline and northern forest communities of Maine. The station is a University resource used to support field-oriented courses in life sciences as well as other disciplines. Contact Dr. Carl Merrill at 617.573.8398, or at 207.726.4749 during the summer season.

HEALTH & WELLNESS SERVICES

Location: 73 Tremont Street, 5th Floor
Tel: 617.573.8260
Web site: www.suffolk.edu/health

The Office of Health and Wellness Services is staffed by nurse practitioners, physician assistants, a consulting physician, a health educator, an insurance coordinator, an office coordinator, and a medical records coordinator. Services are available to all Suffolk students who are not also employees. Services are provided free of charge, although there are charges for a few products like immunizations or emergency contraception. If lab tests are required, Quest laboratory will bill the patient or his/her insurance.

The office is open Monday through Thursday, 8am–6pm, and Fridays, 9am–5pm, during the academic year. During summers and school vacations, the office is open Monday through Friday, 9am–5pm. If you have a question or a health concern, please call or visit our office to schedule an appointment, or visit our Web site for helpful information and links. If an emergency occurs when Health Services is closed, call the University police at 617.573.8111 or call 911 if you are not on campus.

All accidents or injuries occurring on University property should be reported to

Suffolk University Police at 617.573.8111. Anyone who is exposed to or contracts a communicable disease should also contact Health and Wellness Services immediately.

Services

Health and Wellness Services offers comprehensive health care to all students as well as health promotion programs to the University community. Services include:

- Diagnosis and treatment of episodic illnesses
- Evaluation and treatment of injuries
- Gynecologic care
- Contraceptive management and counseling
- Diagnosis and treatment of sexually transmitted infections
- Health and wellness counseling
- Health promotion programs
- Administration of immunizations and vaccines
- Wellness exams
- Literature and educational programs on many health and wellness topics
- SUPER (Suffolk University Peer-health Education Resource)

All visits to Health and Wellness Services and conversations with the staff are confidential. Your written permission must be obtained before information is given out to anyone not directly connected with your care, including parents and University officials.

110 Massachusetts General Hospital Partnership

The health of our student community is extremely important, which is why Suffolk University is working with the world-renowned Massachusetts General Hospital (MGH) to offer extended health services to all Suffolk University students.

Students may visit the MGH Medical Walk-In Unit from 6pm–8pm on weekday evenings

and from 9:30am–4pm on weekends for urgent care when the University's Office of Health and Wellness Services is closed. The Medical Walk-In Unit is closed on Thanksgiving and Christmas.

Note: Occasionally, the Medical Walk-In Unit closes earlier than posted hours on weekends and holidays due to high patient volumes. During those times, students should call ahead at 617.726.2707 before visiting the MGH Medical Walk-In Unit to make sure it is still accepting patients for the day.

*To access care in the MGH Medical Walk-In Unit under this agreement you must be a currently enrolled student, must identify yourself as a Suffolk student, and must present a valid Suffolk ID.

The first time you go to the MGH Medical Walk-In Unit, you will need to register at MGH to receive a patient number by calling 866.211.6588 or visiting Patient Registration at MGH, which is conveniently located down the hall from the Medical Walk-In Unit on the first floor of the Wang Building at MGH. You will be issued a blue registration card and should bring this card to any visit at the Medical Walk-In Unit.

You should always bring your insurance card to Health and Wellness Services and to the MGH Medical Walk-In Unit in case additional medical testing is required.

*Please note that if you present to the MGH Medical Walk-In Unit during hours that are not covered under this agreement or you are not able to show your Suffolk student ID, your insurance will be charged for services rendered.

MGH Medical Walk-In Unit visits for initial care and evaluation, including some point-of-care testing (i.e., rapid strep testing, rapid flu testing, etc.), are covered under Suffolk's agreement with MGH. **However, students may incur additional costs for certain medical tests or referrals and should always bring their insurance card with them when accessing care.**

If you visit the MGH Medical Walk-in Unit during hours other than Monday through Friday from 6pm to 8pm and on weekends and holidays from 9:30am to 4pm, or if you are not able to show your Suffolk ID card, your insurance will be charged for services rendered.

LOCKERS

Students who wish to have a personal locker on campus for the academic year can obtain one from the Facilities Management Department, located in the basement of the Sawyer Building. Summer session students may also contact this department to check locker availability. All property and locks not removed by the end of spring semester final exams or the end of summer for summer session students will be removed by Facilities staff. Lockers are available in Archer, Fenton, and Sawyer. Only one locker per student will be issued

LOST AND FOUND

A section of the University Police Department is set aside for recovered property. The University Police Department is located in the Donahue Building, first floor. Students finding lost articles are requested to deposit them with the University police as soon as possible. Pickup hours for items are Monday through Friday, 9am–5pm. For further information regarding recovered property, please call 617.573.8333. Lost and found items are held for 30 days.

MATH/COMPUTER SCIENCE SUPPORT CENTER

Location: Fenton 636
Tel: 617.973.5336
Website: www.suffolk.edu/college/2165.html

The Math/CS Support Center (MSC), operated by the Department of Mathematics and Computer Science, offers a variety of assistance to students during day and evening hours in the fall, spring, and summer sessions.

Below is a brief outline of available programs. The center's hours of operation are published at the start of each semester.

Drop-In Math Help (Fenton 636)

The center offers individual and small group tutoring in course content for all freshman-level mathematics courses on a drop-in basis. The program offers students a comfortable forum to ask questions about homework assignments and lectures before questions become problems. The center is open more than 40 hours each week during day, evening, and Saturday hours. Assistance is provided by caring adjunct faculty and students, selected for their mathematics skills and teaching ability. The center is open and staffed from the first week of classes through final exams.

Students may visit the Math/CS Support Center at any time during regular hours, whether they are having severe difficulty with their math courses, need a little bit of help, or just want a friendly place in which to complete their math homework

One-On-One Help by Appointment

In addition to our drop-in help, the Math/CS Support Center offers a limited amount of one-on-one tutorial help in course content for all freshman-level mathematics courses. Tutors will answer questions about class material, go over problems similar to assigned homework, review for exams, and work on techniques and strategies for studying math. Tutoring sessions will be tailored to the needs of the student. Unlike the drop-in math help program, students participating in this service are guaranteed a one-on-one appointment for a specified amount of time. Our services are always free of charge, and those who register for individual help can also take advantage of the center's drop-in services.

Drop-In Programming Help Sessions

Programming help sessions offer drop-in tutorial help for students taking introductory computer science courses (through CMPSC 132). There are more than 20 hours of scheduled help each week during day and evening hours. Sessions are led by caring

upperclassmen and graduate students and span the fall, spring, and summer semesters, from the first week of classes through final exams.

Mathshop

Mathshop is a non-credit, full-semester workshop designed for students who need substantial review before starting Math 104 or 121. Similar to a course, Mathshop meets three hours per week throughout the semester. Mathshop systematically covers the fundamentals of mathematics, such as arithmetic with signed numbers, fractions, decimals, percentages, basic algebra, and solving equations. Study skills and strategies for dealing with math anxiety are also discussed.

The Mathematics Placement Exam

Students entering Suffolk University come from various schools, countries, and programs that differ greatly in the kind and level of mathematics courses provided. Due to these diverse mathematics backgrounds, it is difficult for students to select courses and for advisors to provide guidance. To assist in this process, the MSC staff administers and grades a mathematics placement exam. This exam is given to all incoming freshmen and transfer students during each orientation period. A packet of sample problems is mailed to incoming students in time for them to study for the exam. The placement exam provides a snapshot of your understanding of basic math concepts and your grasp of the math skills needed to take our courses. We use the Accuplacer exam, produced by the College Board. You will not need a calculator for this exam. On problems for which a calculator may be used, a “pop-up” calculator will appear on the screen. Remember, the goal of the exam is to increase your chances of success at Suffolk by placing you in a math course for which you have adequate preparation.

MILDRED F. SAWYER LIBRARY

Location: 73 Tremont Street, 2nd Floor
Tel: 617.573.8535
Web site: www.suffolk.edu/sawlib/sawyer.htm

The Mildred F. Sawyer Library occupies three floors of 73 Tremont Street and houses a collection of 135,000 volumes, more than 800 current periodicals, and more than 140,000 microfilm units. Books are arranged on open shelves by Library of Congress classification numbers and may be borrowed for 28 days and are renewable. Periodicals are arranged by title on the second floor, but they may not be taken out of the library. Course-required textbooks and assigned articles are kept on reserve at the circulation desk on the first floor. These may be borrowed for up to two hours in the library. A catalog of the books and periodicals held in both the Sawyer and Law School libraries is available at terminals throughout the library, as well as by any computer that accesses the Web. The catalog also lists books and articles on reserve by professor and course number at the circulation desk, as well as books on order and the latest issues of periodicals received.

The Sawyer Library has seating for 442 students, with study carrels and 20 group-study rooms. The library also provides microcomputers, a typewriter, coin-operated photocopiers, and microfilm reader/printers on the second floor. The Sawyer Library loans laptops to students for use on its wireless Internet connection. The reference area has a strong collection of specialized encyclopedias; directories; business resources; and periodical indexing, abstracting, and full text services, many of which are available via the Web. When additional resources are needed, the library can refer students to another appropriate library in the Boston area. A holder of a current Suffolk University ID card can use any of the 15 libraries in the Fenway Library Consortium. Students can also use the Boston Public Library, the Massachusetts State Library, and other academic and specialized libraries nearby.

The Sawyer Library is open during the fall and spring terms as follows: Monday through Thursday, 8am–11pm; Friday, 8am–8pm; Saturday, 8am–8pm; and Sunday, 11am–11pm. During the summer term, the library is open as follows: Monday through Thursday, 8am–9pm; Friday, 8am–6pm; and Saturday, 10am–6pm. The library is closed on Sunday and some holidays. Library hours during University vacations are posted at the entrance.

Collection of African American Literature

In 1971, Suffolk University and the Museum of Afro-American History established a collection of African American literature. In 1981, the newly established Boston African American National Historic Site, under the auspices of the National Park Service, joined the program. The collection includes poetry, drama, fiction, and non-fiction prose of important African American writers from the 18th century to the present in both book and periodical form. It contains related critical, historical, and bibliographical works by writers of all races. Of special interest is the Collection of African American Writers Associated with New England. Housed in the University's Sawyer Library, the collection serves as the nucleus for a permanent center in Boston for students and visitors to study and enjoy African American literature.

Archives

The University Archives collect materials documenting the history and activities of Suffolk University, including yearbooks, newspapers, catalogs, newsletters, administrative documents, photographs, and memorabilia. The archives are located at David J. Sargent Hall. For access, contact the archivist at 617.305.6225.

OFF-CAMPUS HOUSING

Location: 73 Tremont Street, 6th Floor
Tel: 617.573.8647
Fax: 617.742.2651
Email: ocho@suffolk.edu
Web site: www.suffolk.edu/ocho

The Off-Campus Housing Office (OCHO) is a resource for the entire Suffolk University community, including all current or future undergraduate and graduate students, staff, and faculty. Commuter students at Suffolk University are defined as students living off-campus in an apartment or at home. Our commuter student programs and services are designed for you no matter where you live. OCHO is here to help with all aspects of off-campus living, including getting involved with campus life, finding roommates, and signing a lease.

OCHO provides a variety of resources free of charge. We maintain updated listings of available apartments and roommates. Students can post their needs for roommates on our listings at any time. We also work with local, reputable realtors in a variety of neighborhoods near the University.

OCHO also offers advice and counseling for students and parents on the housing process. We can discuss anything from roommate issues to general lease questions to what you can expect to pay. We also have contact information for assistance with more serious issues.

OCHO has a year-round open-door policy; any time Suffolk students or their parents come in our door, we are ready to provide our services. Please know we are only an e-mail or phone call away. Let us know how we can assist you in finding the right situation to meet your needs!

Office hours are Monday through Friday, 9am–4:45pm

ORIENTATION & NEW STUDENT PROGRAMS

Location: Donahue 529
Tel: 617.573.8321
Email: orientation@suffolk.edu
Web site: www.suffolk.edu/orientation

The Office of Orientation and New Student Programs provides new students with comprehensive programs to promote positive

academic and social transitions into the Suffolk community. We design programs that support academic success, and personal and social development. The office also provides students with information on available support services and resources.

Orientation

The Office of Orientation and New Student Programs coordinates specific orientations for different student populations entering Suffolk University at different times. Through collaborative efforts among the College of Arts and Sciences, Sawyer Business School, Division of Student Affairs, and other departments across campus, New Student Orientation promotes the academic and social success of Suffolk's newest arrivals. Family and transfer orientations are also offered.

SU101

SU101 is a one-credit course designed to enhance the first-year experience and to ensure a successful transition to Suffolk University and our unique urban community. Through class discussions, readings, and engaging assignments, students will explore a variety of topics—including academic success strategies, personal goals, and self-awareness—and Suffolk and Boston resources. Students will develop the skills and attitudes necessary for succeeding at the collegiate level. Learning how to balance freedom and social responsibility within the framework of academic success is the goal of all SU101 activities and exercises.

Sophomore Programs

Sophomore programs provide a wide array of campus events and outreach initiatives to students in their second year. Our goals are to continue to support Suffolk students beyond their first year, and to help enrich the sophomore experience by creating a sense of class identity and affinity. Sophomore programs focus on academic major selection and career-related work experience, studying abroad, developing relationships with faculty, and creating ways in which sophomores can interact with one another.

PERFORMING ARTS OFFICE

Location: Donahue 409
Tel: 617.305.6307
Email: performingarts@suffolk.edu
Website: www.suffolk.edu/performingarts

The Performing Arts Office is a one-stop resource for performing arts at Suffolk University. Dedicated to providing students with a broad range of performance opportunities, the office seeks to create, support, and develop performing arts programs that engage students of all experience and ability levels. Students are encouraged to use the office as a resource and as an advocate for performing arts initiatives. Visit the office or call 617.305.6307 for an appointment. The Performing Arts Office is open Monday through Friday, 9am–5pm.

Office Programs

Acting Out! Peer Educational Theatre Troupe

- **Acting Out! Peer Educational Theatre Troupe:** Acting Out! is a theatre troupe dedicated to social awareness, education, and change. Through a great deal of humor and sensitivity, student actors tackle such topics as safer sex, alcohol consumption, drug use, sexuality, and an array of other relevant campus issues.
- **Fall Fest:** Fall Fest is Suffolk University's annual variety show. Each year, Fall Fest highlights the talents of students, staff, and faculty in a collection of musical numbers, scenes, comic spoofs, and instrumental presentations. This anxiously awaited, sold-out event kicks off the annual Family Weekend.
- **Dinner Theatre Program:** Murder and mayhem follow this group wherever they go! Cast members present an exciting murder mystery dinner theatre production in campus dining facilities each fall. Audience members enjoy a three-course meal and try to solve the mystery while actors doubling as waiters unveil the sinister plot.

- **Pioneer Performance Series:** This series allows students the opportunity to work on groundbreaking and innovative material from some of today's most provocative playwrights and composers. Previous productions include *Urinetown!* The Musical and *The Exonerated*.
- **STEW (Summer Theatre Ensemble Workshop):** The STEW program creates an original play to be performed for incoming students at each summer's orientation program. Past productions of *Alphabet STEW*, *Reality STEW*, and *Saved by the STEW* have received rave reviews.
- **Musicians' Network:** This group aims to link student musicians around campus, providing them with opportunities to engage their creativity and passion for music with one another.

Student Performing Arts Groups

- **Dance Company:** The Dance Company is comprised of dedicated student dancers performing all varieties of dance—from ballet to jazz, hip-hop to lyrical—both on and off campus throughout the year.
- **Jazz Ensemble:** The Suffolk University Jazz Ensemble is comprised of talented student musicians. The group meets weekly to learn and rehearse new jazz arrangements under the direction of a professional music director. This hot group performs at numerous events on campus and off.
- **Ramifications: A Cappella Singing Group:** The co-ed a cappella group performs music of all decades and genres. Their repertoire includes popular and standard songs. Although they are performance based, the Ramifications put a lot of emphasis on fun and a love of music.
- **Ready, Set, Act! Children's Theatre Troupe:** This group writes and produces plays for young audiences that they perform at local schools, libraries, and day care centers. This active group will normally work on two or more productions per school year.
- **Seriously Bent: Improv Comedy Troupe:** Seriously Bent is Suffolk's only improvisational comedy troupe, creating hilarious comedy with the help of audience suggestions.
- **Show Choir:** Suffolk's newest performing arts group, Show Choir creates fun and energetic musical and dance performances of their favorite contemporary songs.
- **Techies' Union:** The Techies' Union unites students who are interested in all areas of production and arts management, including directing, sets, lights, costumes, sound, stage-managing, and more. The group allows these students to communicate, collaborate, and develop their technical skills as they serve as a production resource for student groups and offices across campus.
- **Vocal Bliss:** This contemporary music ensemble blends voices and instruments to create great harmonies across genres. Vocal Bliss even performs original works! The group is open to vocalists and musicians.
- **Voices of Zion:** Voices of Zion is Suffolk's Gospel choir. They perform regularly on campus and off. All interested students are welcome!
- **Wicked! Hip Hop Dance Group:** Suffolk's newest dance group focuses on hip hop. All interested hip hop dancers and choreographers are invited to join this group, which rehearses regularly and performs at numerous events on and off campus.

RAM ACCOUNT

Location: Student Accounts,
Donahue Building, 3rd floor,
Tel: 617.573.8407
Web site: www.suffolk.edu/ramcard

The RAM Account is a stored value, declining balance account linked to your RAM card. Add funds via Managemyid.com to your already-existing RAM account and use it to pay at participating locations both on and off campus. It is a convenient, cashless way to pay. This account is open to the entire Suffolk community—commuter and resident students, faculty, and staff. RAM account funds can be used at all on- and off-campus locations; they are available as long as you are an active member of the Suffolk community. These funds are nontransferable and nonrefundable. Locations are updated frequently.

Participating Locations

On Campus

Café on the Common, 150 Tremont Street,
617.305.2511

Suffolk Café, Donahue basement,
617.573.8683

Café Three, Miller Hall, 617.305.2896

Smart Market, Sawyer Café, 617.573.8315

Laundry Facilities at 150 Tremont Street

Miller Hall, 10 West and 10 West Expansion

Sawyer Library copier, 73 Tremont Street,
3rd floor

NESAD Copiers, 75 Arlington Street,
617.573.8785

The Hub, Donahue Lobby, 617.994.4225

Suffolk Bookstore, 148 Cambridge Street,
617.573.8218

Off Campus

7-Eleven, 66 Charles Street, 617.720.3588

7-Eleven, 50 Summer Street, 617.542.7570

7-Eleven, 125 Tremont Street, 617.482.6209

7-Eleven, 294 Washington Street,
617.451.3599

Antico Forno, 93 Salem Street, 617.723.6733

Boloco, 176 Boylston Street, 617.778.6772

Boloco, 27 School Street, 617.778.6750

Bromfield Brew House, 45 Bromfield Street,
781.858.2903

Burger King, 1 Center Plaza, 617.228.9292

Burger King, 128 Tremont Street,
617.556.8299

Café Podima, 186 Cambridge Street,
617.227.4959

Café Quattro, 4 Somerset Street,
617.557.9291

CVS, 2 Center Plaza, 617.523.3653

CVS, 191 Cambridge Street, 617.367.0441

CVS, 155 Charles Street, 617.523.1028

CVS, 218 Hanover Street, 617.720.4935

CVS, 55 Summer Street, 617.426.2690

CVS, 383 Washington Street, 617.742.0783

CVS, 631 Washington Street, 617.338.0128

Derne Street Deli, 16 Derne Street,
617.724.1449

Discoveries II Plus Salon, 250 Cambridge
Street, 617.742.3847

Domino's Pizza, 64 Staniford Street
617.248.0100

Fajitas & 'Ritas, 25 West Street, 617.426.1222

The Federal, 204 Cambridge Street,
617.391.0025

Fill-A-Buster, 142 Bowdoin Street,
617.523.8164

Frances Ray Jules Salon, 205 Portland Street,
617.720.2288

Lambert's Marketplace, 140 Tremont Street,
617.338.6500

Max & Dylans, 15 West Street, 617.423.3600

Primo's, 28 Myrtle Street, 617.742.5458

Quizno's, 510 Washington Street,
617.728.7799

Richard's Haircutting, 2 Center Plaza,
617.227.7765

Uptown Café, 120 Cambridge Street,
617.227.1181

REGISTRAR'S OFFICE

Location: Donahue 315
Tel: 617.573.8430
Email: stu.info@suffolk.edu
Website: www.suffolk.edu/onesource

For a complete list of services, forms, and course offering information, please visit our website.

RESIDENCE LIFE & SUMMER PROGRAMS

Location: 73 Tremont Street, 7th Floor
Tel: 617.305.2500
Email: reslife@suffolk.edu
Website: www.suffolk.edu/reslife

The Office of Residence Life and Summer Programs is responsible for establishing and maintaining a positive living/learning environment for students who live in University housing. The assistant directors and resident assistants live on campus and are responsible for the day-to-day operations of the buildings. Together with the director and associate director, they support, coordinate, and oversee the social and educational programs and services that take place in University housing units, as well

as supervise the governance of the residence community. The Residence Life and Summer Programs staff works closely with the Student Affairs Office, Health and Wellness Services, the Counseling Center, Student Leadership and Involvement, University Police, and other campus services to ensure the academic and social well-being of all residential students.

RETENTION SERVICES

Location: 73 Tremont Street, 6th Floor
Tel: 617.573.8718
Email: sal@suffolk.edu
Web site: www.suffolk.edu/ors and
www.suffolk.edu/parents

The Office of Retention Services provides students seeking help in resolving issues related to enrollment and matriculation with resources, opportunities, advocacy, and direction. Retention Services also offers assistance for students who are having difficulty financing their education or who are not sure where to go with personal issues and concerns. This office is open Monday through Friday, 9am–4:30pm.

The mission of the Office of Retention Services is to provide support services and systematic programs that will help students develop strategies for academic and personal success through individual coaching, referrals, communication, campus-wide initiatives, and networking opportunities.

The Student Advisory Line (SAL)

The Student Advisory Line (SAL) is a direct line to the Office of Retention Services, which students can call to schedule an appointment, receive advice on issues and concerns, and get answers to questions related to Suffolk University's policies, procedures, program offerings, and support services. After normal business hours, students may leave a detailed message and the director of Retention Services will follow up the next business day.

SECOND LANGUAGE SERVICES

Location: 73 Tremont Street, 5th floor
Tel: 617.573.8677
Web site: www.suffolk.edu/sls

The Second Language Services (SLS) Office is open Monday through Friday from 9am–5pm. Students may stop by or make appointments by calling 617.573.8677. All ESL and ELI courses are taught in English by Suffolk University instructors with experience and training in teaching ESL students. Classes are small, and students receive a great deal of individual attention. The ESL program helps students become more fluent and idiomatic in their written and spoken English. The SLS Office offers various services to any Suffolk student whose first language is not English.

Services and Resources

The SLS staff advocates for all ESL and ELI students. They test and advise students about appropriate courses and advise them on educational and career concerns. Several tutors with graduate degrees can assist students with organizing and editing written assignments. Tutoring is also provided to present and former students who need help in other University-level courses. Appointments can be scheduled by stopping by the office or by calling 617.573.8677.

S.O.U.L.S. COMMUNITY SERVICE AND SERVICE LEARNING CENTER

Location: Donahue 209
Tel: 617.305.6304
Fax: 617.305.6364
Email: souls@suffolk.edu
Website: www.suffolk.edu/communityservice

Since 1997, Suffolk's Organization for Uplifting Lives through Service (S.O.U.L.S.) has organized service opportunities for members of the University community. Our mission is to engage Suffolk students, faculty, staff, and alumni in a variety of meaningful service opportunities designed to strengthen communities and improve the quality of life for individuals.

To accomplish our mission in a manner consistent with our values, we develop service opportunities that:

- Enhance classroom learning through practical experience in the community;
- Offer participants a greater understanding of social justice and support their advocacy for social change;
- Help participants to establish an ethic of service, achieve a sense of personal growth, and discover opportunities for leadership development; and
- Express and promote the value and acceptance of diversity in our communities.

S.O.U.L.S. also offers leadership opportunities for our students interested in developing service initiatives. These include service scholarships, Americorps scholarships, and service scholar positions.

STUDENT AFFAIRS

Location: 73 Tremont Street, 12th Floor
Tel: 617.573.8239
TTY: 617.557.4875
Email: studentaffairs@suffolk.edu
Web site: www.suffolk.edu/studentaffairs

The Student Affairs Office is responsible for creating and maintaining programs and services that enhance student life at the University. The office is a resource and referral source for students with a variety of concerns and welcomes the opportunity to hear about students' experiences at Suffolk. In addition to working with students on certain academic petitions and requests for leaves of absence and withdrawals, the Student Affairs Office works with other University departments to ensure that the institution is responsive to students' needs in all areas. The office supports and supervises the offices of the Student Affairs Division: Athletics, Career Services and Cooperative Education, Disability Services, individuals become more effective leaders, student organizations, and the educational experiences of all students are enriched and strengthened.

The Office of Student Leadership and Involvement also oversees the Student Activities Center and the Student Activities Center Service Desk, located on the fourth floor of the Donahue Building. For more information about becoming involved in a club or organization, starting a new club, planning a campus event, or leadership development opportunities, do not hesitate to contact us! Our office is open Monday through Thursday, 9am–6pm, and Fridays, 9am–5pm. Visit us in person or on the Web.

STUDENT LEADERSHIP AND INVOLVEMENT

Location: Donahue 430
Tel: 617.573.8320
Email: getinvolved@suffolk.edu
Website: www.suffolk.edu/sli

The staff at the Office of Student Leadership and Involvement is committed to providing Suffolk students with opportunities to develop and realize their personal potential through involvement in co-curricular activities. By coordinating the efforts of nearly 80 student-run clubs and campus organizations, the office enriches the social and cultural life of the Suffolk community and makes a valuable contribution to the educational mission of the University. Leadership development programs, student organization program advising and most function space reservations are also coordinated through the office. The staff of the Office of Student Leadership and Involvement is committed to developing the leadership potential of Suffolk students. When

Students of Concern

Staff members in the Student Affairs Office are available to consult with students, and staff and family members who may be concerned about a student for any reason. Student difficulties may become apparent in a number of ways, including poor class attendance, sporadic attendance at work-study jobs, difficulties with roommates, disturbing writings in homework assignments, and changes in behavior and personal

habits. While concerned for students who experience difficulties, the Student Affairs Office also works to ensure that all members of the campus community are able to learn, study, teach, and live in an environment that supports academic and personal success. If you are concerned about a Suffolk student, please contact the Student Affairs Office or visit www.suffolk.edu/soc.

If a student has a question, problem, or idea and is unsure where to go for assistance, the Student Affairs Office is a good place to begin.

TRANSPORTATION TO AND FROM SUFFOLK UNIVERSITY

Suffolk promotes sustainable transportation methods that are good for your wallet and good for the environment.

Biking to Campus

Biking is a healthy, environmentally friendly, cost-effective, and convenient way to get to campus. Bike storage locations at Suffolk include:

- 10 West Street—First Floor Storage Room*
- 73 Tremont Street—Tremont Place near entrance to Mildred Sawyer Library
- 150 Tremont Street—Sub-basement Storage Room
- Donahue Building—passageway north of building
- Miller Hall—First Floor Storage Room*
- NESAD—10 St. James Avenue Garage
- Sawyer Building—Across street at One Ashburton Place
- Sargent Hall—Garage

*Requires authorization of student ID card by University Police

For more information, visit www.suffolk.edu/bikes.

Suffolk Zipcar Discount

Students who are 21 years or older are entitled to a discounted Zipcar membership. For \$25 a year, you can access this cars-on-demand program. Visit www.zipcar.com/suffolk to join the Suffolk students who take advantage of this opportunity.

Discount Pre-Paid MBTA Semester Passes

Suffolk is well connected to an array of public transportation options, and Suffolk students are eligible for an MBTA pass discount. To learn more, visit www.suffolk.edu/tpass or contact Student Leadership and Involvement.

Ride-Matching

If you plan on driving to campus, you are encouraged to carpool. Through MassRIDES, you may access a free ride-matching service. To enroll, visit www.commute.com.

UNIVERSITY MEDIA SERVICES

Website: www.suffolk.edu/offices/1067.html

Donahue Media Center for fulfillment of all lower campus requests

Location: Donahue 215

Tel: 617.573.8168

Hours: Monday–Thursday, 8:45am–6pm,
Friday, 8:45am–5pm

Sargent Media Center for fulfillment of all Law School and 150 Tremont requests

Location: Sargent 330

Tel: 617.305.1600

Hours: Monday–Thursday, 8:30am–8:30pm,
Friday, 8:30am–6pm

Sawyer Media Center for fulfillment of all upper campus requests

Location: Sawyer 908

Tel: 617.573.8484

Hours: Monday–Friday, 8:45am–5:30pm

From simple presentation needs to complex requests including videography and distance learning, University Media Services (UMS) serves Suffolk University's faculty, students, and outside guests who use our facilities. We can provide media equipment as simple as a pocket-sized tape recorder or as complex

as a full-function electronic classroom. We also provide the technical support, service, and information that can enhance the use of audio, video, and presentation technologies in the classroom and during University events of all shapes and sizes.

Our services have helped make Suffolk University one of The Princeton Review's "Top 25 Most Connected Campuses" in the country. Each of our three media centers is equipped to enhance learning and to support campus activities, research, and public outreach. Because many of the technologies and services we offer are in high demand, we recommend that you contact us in advance to reserve the equipment that will best meet your needs.

UNIVERSITY POLICE AND SECURITY DEPARTMENT

Location: Donahue Lobby

Tel: 617.573.8111

Website: www.suffolk.edu/police

Suffolk is protected and served by its own University police and security force, which is available 24 hours a day, seven days a week, 365 days a year. Officers are to detect, deter, and apprehend criminal offenders through prevention, cooperation, and enforcement. University police officers are here to help, have successfully completed police academy training, and have full law enforcement authority in and upon all property owned, occupied, or used by the University.

All officers are trained in CPR and first aid, which allows them to stabilize accident or trauma victims until more qualified emergency medical technicians arrive. Some officers receive specialized training in crime prevention, rape investigation, and other law enforcement-related subjects

In case of emergency, call 617.573.8111.

For general police business, please call 617.573.8333. The Police Department's main office is located in the Donahue Building on the first floor; sub-stations are located in the

Sawyer, Sargent Hall, and Ridgeway lobbies and are generally staffed during normal business hours. Our residence halls have security staffing 24 hours a day, seven days a week, 365 days a year.

Escort Program

A University Police and/or security officer will provide walking escorts 24 hours, seven days a week to and from any building owned, used, or occupied by Suffolk University. We will also provide escorts from any campus building to the entrance of the Park Street and Government Center MBTA stations and to the Charles River, Staniford Street, and Center Plaza parking garages.

University Crime Prevention Program

In keeping with its proactive philosophy of prevention, Suffolk employs a full-time crime prevention officer. Periodic seminars and educational programs on the topic of crime prevention are held for the University community, and crime prevention notices are regularly published in the student newspaper and posted around campus. Emergency phone number stickers are placed on all campus phones, which are located in the lobby of each campus building.

VETERAN AND ACTIVE SERVICE MEMBER RESOURCES

Veteran and Active Service Member Support

Location: Student Affairs Office,

73 Tremont, 12th floor

Tel: 617.573.8239

Web site: www.suffolk.edu/studentaffairs

The Student Affairs Office provides a range of services for veterans and active-duty service members. Please contact the Student Affairs Office at studentaffairs@suffolk.edu to schedule an appointment to meet with a dean in the office.

Veteran and Active Service Member Certification

Location: Registrar's Office, Donahue 315

Tel: 617.573.8430

Web site: www.suffolk.edu/offices/6438.html

Provided by the Office of the Registrar, its role is threefold: disseminating information, processing initial applications, and troubleshooting problem cases involving entitled veterans whose benefits have not been forthcoming. For more information, please contact dpeterso@suffolk.edu

WRITING CENTER

Location: Fenton 203

Tel: 617.573.8270

Website: www.suffolk.edu/campuslife/11920.html

The Writing Center offers tutoring to all students interested in improving their writing. Students need not be struggling in a course or failing in order to work with one of our tutors. We will help students generate ideas for their papers, formulate a thesis, organize and detail their arguments, strengthen their sentences, and refine their style. We will also help with reading comprehension, literary analysis, research techniques, and grammar and punctuation. Our service is free of charge.

SECTION 9

Student Leadership and Involvement



STUDENT ACTIVITIES CENTER

Location: Donahue, 4th Floor
Tel: 617.573.8320

The Student Activities Center (SAC) is the heart of campus life, providing cultural, social, and recreational opportunities to supplement and complement education in the classroom. The SAC provides office and programming space for clubs and organizations and offers lounge space for relaxing and studying between classes, multipurpose meeting rooms, TV and reading areas, Internet stations, snack machines, a billiards table, and a table tennis table. The SAC is open Monday through Thursday, 9am–10pm, and Fridays, 9am–5pm. Staffed Monday through Friday while classes are in session, the SAC Service Desk is located within the center to answer questions, handle key/equipment requests, and provide general resources for the Suffolk community. The SAC Service Desk can be reached by calling 617.573.8320 and serves the Suffolk community during the evening in the same capacity as the Hub Information Center.

THE HUB

Location: Donahue Lobby
Tel: 617.994.4225
Email: thehub@suffolk.edu

The Hub at Suffolk University is an information center staffed to answer questions, provide directions, and to generally make your day a little less hectic. Students may utilize the Hub for services such as general information or purchasing event tickets. The Hub is staffed Monday through Friday, 9am–5pm.

SCHEDULING UNIVERSITY EVENTS

Meetings, social events, and functions must be scheduled through the Office of Student Leadership and Involvement. An online events calendar is maintained to avoid excessive event scheduling on any one day; each planned event should be entered on this calendar.

Room assignments can then be made for events. The updated calendar of events can be found on the Student Leadership and Involvement Web site at www.suffolk.edu/sli.

Classroom Reservations

Classrooms are to be used only for instruction or authorized meetings. Classrooms must be reserved through the Registrar's Office. An online request form is available at www.suffolk.edu/offices/13353.html or by contacting amotenko@suffolk.edu

ANNUAL SPECIAL EVENTS

New Student Academic Convocation

SAVE THE DATE: September 7, 2010

The student academic convocation is the official introduction to Suffolk University and marks the final step of Orientation. This ceremony welcomes students into the Suffolk community, giving them a sense of belonging as they make the transition into campus life. The ceremony includes family, peers, and faculty members, who will help shape the higher educational experience of our students

Blood Drives

Suffolk University blood drives provide all students, faculty, and staff an opportunity to help others by giving blood. Held once each semester, the blood drives are organized by S.O.U.L.S. Community Service Center and the American Red Cross.

Fall Involvement Fair (Temple Street Fair)

SAVE THE DATE: September 21, 2010
This annual fair involves the efforts of many clubs and organizations. This one-day event is filled with lots of excitement, live entertainment, carnival booths, food, and prizes.

Fall Leadership Retreat

This leadership training program is coordinated through the combined efforts of the Student Government Association

and the Office of Student Leadership and Involvement. The annual fall student leaders retreat provides involved students with an opportunity to interact with each other, set long-term goals, and fine-tune their group skills. While designed specifically for students in representative positions, this retreat is open to any student interested in advocating for the improvement of campus life.

Family Weekend

SAVE THE DATE: October 15–17, 2010
An annual tradition at Suffolk, Family Weekend is an opportunity for students and their families to spend time together while enjoying a variety of events. The events include Fall Fest, the annual variety show sponsored by the Performing Arts Office (auditions are held in early October and are open to all in the Suffolk community), campus sporting events, Taste of Boston, the famous Boston Duck Tours, and a Suffolk Night at a Boston attraction.

Interfaith Center Festival of Lights

SAVE THE DATE: December 9, 2010
The annual lighting of Suffolk's own evergreen tree is celebrated jointly with Kwanzaa, Chanukah, Advent, and the Winter Solstice.

Winter Involvement Fair

This annual fair involves the efforts of many clubs and organizations. This one-day event is filled with lots of excitement, live entertainment, carnival booths, food, and prizes. It's an event not to be missed.

Martin Luther King, Jr. Luncheon

SAVE THE DATE: January 20, 2011
The Suffolk community comes together to celebrate the life and legacy of the Rev. Dr. Martin Luther King, Jr. at this annual spring luncheon

S.O.U.L.S. Service Day

Since 1997, S.O.U.L.S. Community Service and Service Learning Center has coordinated an annual day of service. This annual event has brought together more than 150 faculty,

staff, and students who on that day alone complete over 300 hours of community service. Service sites have included the New England Aquarium, AIDS Action Committee, and Boston Senior Home Care. Following the S.O.U.L.S. Service Day, participants and ongoing supporters are invited to commemorate the year of service and recognize the "Good Person of Suffolk" award winners as part of the S.O.U.L.S. Service Celebration dinner

Journey Leadership Banquet

This annual spring event recognizes the achievements of students who are involved with and have played leadership roles in the Suffolk community. Awards are presented to the student organization, faculty member, club advisor, "unsung hero," athlete, and students of each class who have made outstanding contributions to the University. All awards are based on nominations from the Suffolk community and selected by representatives from SGA-recognized student organizations

Recognition Day

SAVE THE DATE: April 19, 2011
Recognition Day is held each year in the latter part of the spring semester to honor those undergraduate students who have made outstanding scholastic achievements and those who have been prolific in their contribution to co-curricular groups within the University

Passing of the Gavel Ceremony

SAVE THE DATE: April 21, 2011
This annual spring ceremony celebrates the change of leadership from past to present club officers of Suffolk's cultural student organizations. Graduating AHANA students are also presented with stoles honoring their cultural heritage. Everyone in the Suffolk community is welcome to attend.

Program Council Ball

SAVE THE DATE: April 28, 2011
The Program Council (undergraduate programming board at Suffolk) Ball is an annual formal dinner/dance held at an off-campus destination. All undergraduates are welcome to attend.

Who's Who in American Universities and Colleges

Who's Who is a national honor conferred by more than 1,000 schools in all 50 states and the District of Columbia. Selections to Who's Who are made each fall by a committee composed of faculty, administration, and students. Selection is based on academic achievement, campus and community involvement, and leadership experience and ability.

STUDENT LEADERSHIP DEVELOPMENT OPPORTUNITIES

The professional staff members in the Office of Student Leadership and Involvement are committed to developing the leadership potential of Suffolk students. When individual students become more effective leaders, our student organizations and your educational experience are enriched and strengthened.

To this end, a variety of leadership development activities are coordinated out of the Office of Student Leadership and Involvement. Leadership initiatives begin with an annual leadership retreat in the fall. Each semester, an ongoing series of educational workshops is offered that is designed to enhance a student's leadership skills. The annual Journey Leadership Banquet recognizes the outstanding contributions of students, faculty, administrators, and staff that have played leadership roles in the Suffolk community. These and other programs help to enhance the educational mission of the University. For further information, please contact the Office of Student Leadership and Involvement and Service Learning at 617.573.8320 or e-mail getinvolved@suffolk.edu.

CO-CURRICULAR TRANSCRIPT PROGRAM

The Office of Student Leadership and Involvement coordinates the Co-Curricular Transcript program through SUconnect, which catalogs student involvement and leadership experiences at the University. The

Co-Curricular Transcript Program compiles a comprehensive list of leadership activities, memberships, and community service that students are involved in. These award and leadership opportunities will be recorded in a co-curricular catalog similar to the way an academic catalog records academic offerings.

This transcript records students' co-curricular activities and is divided into four categories:

1. **Organization Membership and Leadership Activities:** Entails verifiable membership in any organization, athletic team, activity, or program; also includes any leadership role in University organizations, activities, athletic teams, or programs
2. **Professional or Educational Development:** Participation in any co-curricular learning experience, such as workshops, seminars, conferences, training programs, or other experiences generally related to personal or professional development
3. **Honors, Awards, Recognitions, Scholarships:** Encompasses any type of formal recognition bestowed on a student as an individual or as part of a group while an undergraduate at the University
4. **Community Service:** Participation in S.O.U.L.S. Community Service Center and other University-sponsored volunteer services

FORMING A NEW STUDENT ORGANIZATION/PLANNING CAMPUS EVENTS

See Student Leadership and Involvement for guidelines regarding club officer regulations, forming new clubs, and planning campus events

STUDENT GOVERNANCE AND REPRESENTATIVE ORGANIZATIONS

Student Government Association

The Student Government Association (SGA) is your voice on campus. It is the representative body for undergraduate students. SGA focuses on issues that affect students academically, financially, and co-curricularly. The goal of student government is to be the major channel of communication for students to voice their opinions and ideas to the faculty, administration, and trustees. The SGA comprises seven senators from each respective class. Elections for sophomore, junior, and senior positions are held in the middle of February. Elections for freshman positions are held in the beginning of October. Any full-time undergraduate student in good academic standing may run for office. After the spring elections, the new officers in each class elect an executive board that oversees the daily progression of student government.

One of SGA's most important responsibilities is managing the budget, which includes your student activity fee. The budget is used to finance the activities of all SGA-recognized clubs and organizations.

There are more than just elected positions on the SGA, which is comprised of several committees that deal with a wide range of issues. These include the Student Affairs Committee, which examines student concerns; Public Relations, which informs the community of SGA activities and promotes awareness; Academics, which keeps students informed of changes in policies and academics in each school; the Housing and Facilities Committee, which deals with concerns about the residence halls and physical property of the University; and the Finance Committee, which ensures a just system of funding the recognized student organizations of Suffolk University. Its mission is to give student clubs and organizations the opportunity to provide the Suffolk University community with a wide array of programming and events.

The SGA is an important element at the University. It improves the quality of life while teaching leadership, professional, and interpersonal skills that last a lifetime. If you would like to be involved in SGA or have any concerns that you would like to see addressed, please call 617.573.8322 and talk to your representatives, or visit www.suffolk.edu/sga.

Program Council

The purpose of the Program Council is to coordinate and plan a variety of social, educational, and cultural events for the Suffolk community. The Program Council consists of an executive board and general members. Programming committees are open to all undergraduate students. Ideas and/or helping hands for any of the events are always welcome. The Program Council offers a very relaxed and enjoyable experience for students interested in planning activities throughout the year.

STUDENT MEDIA GROUPS

Suffolk Free Radio

Suffolk Free Radio is Suffolk University's student-run radio station, broadcasting to various locations throughout the Suffolk campus as well as on the Web. The radio station consists of an executive board and approximately 60 DJs who showcase their talent throughout the week, playing a variety of music from many genres. Students are afforded the opportunity to acquire technical and professional skills in broadcasting and management in a fun and inviting atmosphere. Involvement with the station complements student learning inside the classroom through leadership opportunities and hands-on experience outside of class. Suffolk Free Radio introduces students to radio production while offering the Suffolk community a wide range of entertainment and programming.

Suffolk Journal

The Suffolk Journal is the premiere means of receiving information on campus for Suffolk University students, faculty, staff, and

community members. The Journal reaches more than 2,500 readers each week. Managed and produced entirely by undergraduate students, it is committed to providing the best news coverage, entertainment and sports stories, editorials, and reviews. Established in 1936, the Journal has a proud tradition of being the University's information leader, a sounding board of student opinions, and an educational resource for students wishing to make a career in the media. Staff members gain valuable experience in reporting, Associated Press style, copy editing, leadership, photography, page design, layout, production, business management, advertising, graphic design, and public relations. The Journal has received numerous campus and national awards, including the Associated Collegiate Press's Pacemaker, which is awarded to the top six weekly student newspapers at four-year colleges and universities across the nation.

Venture Literary Magazine

Venture is the student literary and arts magazine sponsored by the English department and published once a year. Founded in 1967, each issue features approximately 100 pages of poetry, short stories, articles, photography, and artwork contributed by members of the Suffolk community. Any student may participate in submitting to and/or creating the magazine.

Suffolk University New Media Productions (SUNMP)

The mission of this collaborative multimedia group is to deliver news and entertainment. The group gives interested students the opportunity to work in several different types of media, including print and broadcast journalism, and film, television, and online production. SUNMP comprises the online publication *The Suffolk Voice* and the studio of WSUB Productions.

STUDENT CLUBS AND ORGANIZATIONS

For a complete listing of student clubs and organizations, visit www.suffolk.edu/sli

African Students Association
American Chemical Society
Asian American Association
Association of Latino Professionals in Finance and Accounting
Best Buddies
Black Student Union
Caribbean Student Network
College Democrats
College Republicans
Collegiate Investors Association
Commuter Students Association
Dance Team
Economics Club
Entrepreneurship Club
Environmental Club
Fashion Industry Network
Future Investors in Real Estate
Health Careers Club
Hellenic Association
History Society
In House Design
Information Systems Club
International Student Association
Interior Design Council
International Business Club
Japanese Student Association
Mirembe on My Mind
Model United Nations
Muslim Student Association
National Association of Black Accountants (NABA)
Paintball Club
Paralegal Association
Philosophy Society
Photography Club

Pre-Dental Student Association
 Pre-Law Association
 Professional Marketing Association
 Program Council
 Project Nur
 Psychology Club
 Rainbow Alliance
 Residence Hall Association (RHA)
 Russian Speakers Association
 Sigma Alpha Epsilon Fraternity
 Ski and Snowboard Club
 South Asian Students Association
 STAND
 Step Team
 Student Athletic Advisory Council
 Student Government Association
 Student Political Science Association
 Students in Free Enterprise (SIFE)
 SUNORML
 Suffolk Bikes
 Suffolk Serves
 Suffolk Smile Train
 Suffolk Snidgets: Suffolk University's
 Quidditch Team
 Suffolk for a Cure
 Suffolk University Coalition of Reason
 Suffolk University Habitat for Humanity
 Campus Chapter
 Suffolk University Hispanic Association
 Suffolk University Mathematics Society
 Suffolk University Mock Trial Team
 Techies Union
 Theta Phi Alpha
 Ultimate Frisbee Club
 Video Gamers Army
 Vietnamese Student Association

Walter M. Burse Forensic Society (Forensic
 Team)
 Women in Business

SCHOLASTIC HONOR SOCIETIES

Information regarding the following scholastic honor societies may be obtained from the appropriate department, the Office of the Deans, and the college catalogs:

Alpha Kappa Delta (Sociology)
 Alpha Phi Sigma (Criminal Justice)
 Alpha Sigma Lambda (Evening Students)
 Archer Fellows Honors Program (College of Arts and Sciences Undergraduate)
 Beta Alpha Psi (Accounting)
 Beta Beta Beta Biological Society (Biology)
 Beta Gamma Sigma (Business)
 Delta Alpha Pi (Day Students)
 Griffin Scholars Honor Society (Undergraduate Business)
 Omicron Delta Epsilon (Economics)
 Phi Alpha Theta History Honor Society (History)
 Phi Sigma Tau Honor Society (Philosophy)
 Pi Alpha Alpha (Public Administration)
 Pi Gamma Mu Honor Society (Social Science)
 Psi Chi (Psychology)
 Sigma Pi Sigma (Physics)
 Sigma Tau Delta (English)
 Sigma Xi (Science)

TICKET POLICY FOR EVENTS

When purchasing tickets for events, you must present your valid Suffolk ID. Tickets for most events can be purchased at the Hub Information Center, located in the Sagan Lobby, Donahue Building. There are no refunds for purchased tickets, and tickets must be purchased with cash or a RAM card.

Tickets are non-transferable. Tickets for off-campus events must be purchased in advance. There will be no tickets sold at the door for events held at a venue off-campus.

GUEST POLICY FOR EVENTS

When allowed, all guests attending Suffolk events must present a picture ID to the Suffolk police at the door. In addition, the Suffolk student hosting the guest must be present at the door. It will be the responsibility of the Suffolk student to act appropriately and he/she will be held responsible for his/her guest's behavior. Inappropriate behavior will be reported to the vice president for student affairs for disciplinary action. The guest policy is a general policy for student clubs/organizations. Exceptions may be made on a case-by-case basis by the director of Student Leadership and Involvement.

POSTING POLICY

It is the responsibility of the Office of Student Leadership and Involvement to ensure that advertising in administrative and academic buildings is appropriate, effective, and not redundant. For those reasons, the following policies apply:

- All posters and flyers posted on unrestricted* campus bulletin boards must be stamped by a staff member in the Office of Student Leadership and Involvement. The Office of Student Leadership and Involvement will keep one copy of each advertisement for its records.
- A maximum of 50 posters or flyers will be stamped per event for a registered student organization or University department.** The stamped materials should be distributed among all administrative and academic buildings throughout campus—including NESAD, whose flyers may be sent via campus mail.

*Unrestricted bulletin boards are those NOT enclosed in a glass casing or designated by a department.**For non-

Suffolk organizations or sponsored events, the maximum amount of flyers posted is five (5) and they must be stamped. This amount will allow at least one advertisement on every bulletin board in the Archer, Donahue, Fenton, Ridgeway, and Sawyer Buildings.

Please note the following:

- It is the responsibility of the organization or club to post and remove its own flyers at the determined date.
- Posters and flyers cannot be posted on any restricted bulletin boards, windows, doors, posts, elevator doors, or within elevators or bathrooms. If found, they will be removed.
- If alcohol will be served at an event, the advertisement shall not mention the availability of alcoholic beverages.
- University-affiliated departments and groups cannot post posters larger than 2x3 feet on bulletin boards.
- Non-University groups cannot post posters larger than 8x11 inches on bulletin boards.
- DO NOT post your advertisements over the advertisements of other departments or organizations. If no space is available on a particular board, you must wait until space opens up before posting your flyers. Advertisements posted over the advertisements of another group will be removed.
- Flyers may not be posted anywhere in the Sawyer Lobby (upper or lower).
- A limit of three easels may be displayed in the Donahue Lobby and Sawyer Lower Lobby. For accessibility reasons, no easels are allowed in the Sawyer Upper Lobby. Posters on easels must be approved by the Office of Student Leadership and Involvement. To display in the Sawyer Lobby, please contact Alisa Berman at 617.573.8301.

All publicity copy must include the following (as applicable):

1. Full name and contact information of the sponsoring organization(s)
2. Nature of the program/short description of the event
3. Date, time, location of program/event, and availability of transportation (or directions) if off-campus
4. Admission criteria, if necessary, such as ticket price or Suffolk University ID requirement
5. Rain dates and refund policy, if applicable

In order to keep our advertising practices fair and consistent for all groups, the staff of the Office of Student Leadership and Involvement will monitor the campus bulletin boards to ensure that these policies are being followed. An organization that consistently violates these policies will have its advertising rights restricted.

Locations of Bulletin Boards

All organizations are asked to distribute no more than 50 flyers evenly throughout the six main administrative buildings. The following distribution is recommended:

- Archer Building—9
- Donahue Building—12
- Fenton Building (and annex)—15
- Sawyer Building—31
- Ridgeway Building—9
- NESAD—5

For your convenience, please keep in mind that we are happy to send NESAD and residence hall flyers through inter-office mail for posting.

Lobby Easel Use

In an effort to increase awareness and publicity of ongoing programs and services, the use of easels in Suffolk building lobbies has grown tremendously. To help alleviate the congestion caused by numerous easels in the Sagan Lobby of the Donahue Building, we

ask that the Suffolk community adhere to the following guidelines:

1. Please call the Office of Student Leadership and Involvement to reserve an easel space.
2. No more than three easels are to be used in lobbies.
3. Easels should not be used to advertise ongoing or generic services. They must be used for dated events.
4. Easels may not block access to The Hub or its surroundings, elevators, door or entrance ways, and/or egress or emergency exits. ADA concerns must also be taken into consideration.
5. Easels must be used for advertisements sized 24 1/2L x 18 1/2W and over. All easels must contain information required for flyers in the posting policy.
6. In the event the number of requested easels exceeds the maximum of three, priority will be given to advertising those events scheduled to occur within the following week.

Lobby Video Presentations

In an effort to maintain a welcoming environment in an open access area, video presentations must be informational and, when issue-oriented, must present both sides. Student organizations should have considered all copyright issues associated with public viewing of videos. In addition, videos must use appropriate language and be suitable for presentation in a public area at the discretion of the Office of Student Leadership and Involvement. Student organizations must submit requests and obtain approval to show issue-oriented videos from their program advisor in advance of securing lobby space. If approval is obtained, volume must be kept at minimal levels at all times.

Posting Policy for the Residence Halls

Nathan R. Miller (10 Somerset), 150 Tremont, and 10 West, and 10 West Expansion

All departments/organizations interested in posting in the residence halls should bring one of the flyers or posters to the Office of Student Leadership and Involvement to get stamped approval. Then you may bring the remainder of the printed flyers to the appropriate Office of Residence Life and Summer Programs, located on the first floors of 10 Somerset Street, 150 Tremont Street, and 10 West Street. A staff member will stamp and post the rest of your flyers. For security reasons, organizations CANNOT post their own flyers. The following is the exact count for every aspect of the residence hall bulletin boards and the proper information distribution:

- 150 Tremont Bulletin Boards—12
- Miller Hall Bulletin Boards—21
- 10 West Bulletin Boards—22

If you have questions or concerns, please call 617.305.2500. Note: The Office of Student Leadership and Involvement must stamp one flyer before an organization's materials can be posted and distributed in the residence halls.

SECTION 10

Finances



STUDENT FINANCIAL SERVICES

Location: Donahue Lobby
Tel: 617.573.8470
Email Address: finaid@suffolk.edu
Website: www.suffolk.edu/finaid

At Suffolk, we believe a quality education should be available to every student, regardless of his/her economic circumstances. We back that up with a broad range of financial aid solutions—including scholarships, grants, loans, and work-study opportunities. Most are based on demonstrated need, others on merit.

Sources of Funding

Federal programs offer students grants, low-interest loans, and employment programs. The Commonwealth of Massachusetts awards loans and grants to state residents who demonstrate financial need. The University, along with private agencies and organizations, awards scholarships and grants to students when their personal and family resources cannot meet the cost of higher education. Merit-based funding is also available through select programs.

General Financial Aid Requirements

Most awards are limited to students enrolled full-time, but we encourage any undergraduate or graduate student enrolled in a degree or certificate program for at least six credit hours to apply for financial aid consideration. A student must also be in good academic standing, make satisfactory academic progress, and not have defaulted on previous education loans.

Undergraduate students enrolled in only three credits per semester may apply for a Federal Pell Grant.

International students are ineligible for all forms of federal/state aid; however, international students are considered for numerous institutionally funded merit-based grants and employment programs at the time of admission.

Suffolk University students are required to maintain satisfactory academic progress in order to receive any form of financial assistance. Satisfactory progress is evaluated at the end of each academic term by Student Financial Services in conjunction with the Academic Standing Committee of each school.

Satisfactory Academic Progress Requirements

During the first two years of enrollment (full- or part-time), undergraduate students are required to maintain a minimum cumulative GPA of 1.8.

After two years of enrollment, undergraduate students are required to maintain a minimum cumulative GPA of 2.0.

Graduate students are required to maintain a minimum cumulative GPA of 3.0.

Students must successfully complete at least 75 percent of attempted credits. For example, a student who registered for a total of 60 credits would be required to have successfully completed at least 45 credits. Pass and Fail, I, W, L, and NG grades will be included in the determination of completion rate. Courses in which grades of NG or Pass are received will be considered as successfully completed. Courses in which grades of W, L, Fail, or I are received will be counted as not successfully completed.

When a student receives a final grade for a course that was previously incomplete, the GPA and completion rate can be recalculated on request. The student will be considered to have maintained satisfactory academic progress during the semester that the final grade was received.

The Academic Standing Committee and Student Financial Services will review each student's progress at the end of each semester. Students not meeting the minimum satisfactory academic progress requirements are placed on probation for one semester. During the probation period, the student will

continue to receive financial aid, and his/her progress will be reviewed at the end of the semester. If the student is still not meeting the minimum satisfactory academic progress requirements, he/she will lose eligibility for financial aid.

Students who are found to be ineligible for financial aid due to unsatisfactory academic progress will regain their eligibility once satisfactory progress requirements have been met.

Occasionally, satisfactory academic progress requirements may be waived if mitigating circumstances prevented the student from meeting the requirements. Such circumstances would include illness of the student or death or illness of a family member. All requests for a waiver of the requirements must be submitted in writing to the director of student financial services. The request must outline the reason for the waiver and should include any supporting documentation. The director of student financial services will determine what action will be taken.

Note: Students will be eligible for financial aid to cover each failed course only once

STUDENT ACCOUNTS

Location: Donahue Building, 3rd floor
Tel: 617.573.8407
E-mail: bursar@suffolk.edu
Web site: www.suffolk.edu/admission/28.html

Payment Policy

The University accepts personal checks, money orders, cashier checks, traveler's checks, electronic checks, Visa, Master Card, Discover, and American Express. All checks processed by Suffolk University are subject to electronic check conversion. Funds may also be wired to the University. Contact Student Accounts for more information.

The University charges a late registration fee and a returned check fee for any check returned by the University's bank for non-payment. Reasonable collection costs, including attorney fees, will be added to delinquent accounts.

Students with a balance from a prior term will not be permitted to register, receive a transcript/grade report, or have a degree conferred. University policy precludes the use of any current financial aid for payment of past-due charges.

Tuition Liability

Tuition liability is based on the date that the withdrawal form is received by the Student Affairs Office or the drop form is received by the Office of the Registrar. Refer to the chart listed below for Suffolk University's prorated withdrawal policy.

If the drop occurs, or your withdrawal form is received and approved by the Student Affairs Office:

- Through second week of classes: 0%
- Third week of classes: 50%
- Fourth week of classes: 75%
- After fourth week of classes: 100%

For special short courses, workshops, and institutes, please visit www.suffolk.edu/bursar for withdrawal dates.

International students holding F-1 or J-1 immigration status must also visit the immigration services staff at the Center for International Education to discuss the immigration aspects of withdrawal from the University. Generally, students cannot remain in the United States after their withdrawal.

Withdrawal, Leave of Absence, or Drop Refund Policy

Tuition liability is assessed according to the date that the leave of absence/withdrawal form is received by the Student Affairs Office or the drop form is received by the Office of the Registrar.

Non-attendance does not constitute official withdrawal or dropping of a course.

Reasonable collection costs, including attorney fees, will be added to delinquent accounts. All tuition charges are subject to change by action of the Board of Trustees. Any such change

may be applicable to students already enrolled in the University.

Refund Policy for Financial Aid Recipients/Return of Title IV Funds (Federal Funds)

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

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

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

Return of State Funds

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

Tuition Insurance

As a supplement to the University's refund policy, we offer an insurance program, the Tuition Refund Plan (TRP), through A.W.G. Dewar, Inc. This plan enhances the

University's refund schedule and provides more generous refunds throughout the entire term. If you withdraw from classes due to your own personal physical illness or accident, this plan will return 100 percent of your insured tuition and fees. If your withdrawal results from a personal medical psychological illness, 60 percent of your insured tuition and fees will be refunded. Please contact A.W.G. Dewar, Inc., at 617.774.1555 or you can access their Web site at www.collegerefund.com for more information or to apply.

SECTION 11

Where to Go for Help



WHERE TO GO FOR HELP

Absences

Long Term

Office: Student Affairs

Location: 73 Tremont Street, 12th Floor

Tel: 617.573.8239

Short Term

Instructor in course

Academic Advising

College of Arts and Sciences

Office: Advising Center

Location: Fenton 104

Tel: 617.305.1971

Sawyer Business School

Office: Undergraduate Programs

Location: Sawyer, 8th Floor

Tel: 617.573.8345

Academic Requirements

See Academic Advisor and Catalog

Academic Standing

College of Arts and Sciences

Office: Assistant to the Dean

Location: Donahue 116

Tel: 617.573.8268

Sawyer Business School

Office: Undergraduate Programs

Location: Sawyer Building, 8th Floor

Tel: 617.573.8345

Admission

Office: Undergraduate Admission

Location: 73 Tremont Street, 3rd Floor

Tel: 617.573.8460

Office: Graduate Admission

Location: 73 Tremont Street, 6th Floor

Tel: 617.573.8302

AHANA (African-American, Hispanic, Asian, and Native American) Student Support

Office: Diversity Services

Location: Archer 481, accessed through the Donahue Staircase

Tel: 617.573.8613

Alumni Activities

Advancement Office

73 Tremont Street, 13th floor

Tel: 617.573.8514

College of Arts and Sciences

Laura Piscopo

Director of Alumni Relations

73 Tremont Street, 13th Floor

Tel: 617.573.8457

Sawyer Business School

Eliza Parrish

Director of Alumni Relations

73 Tremont Street, 13th Floor

Tel: 617.994.4231

Athletics

Location: Ridgeway, 2nd Floor

Tel: 617.573.8379

Ballotti Learning Center

Location: Donahue 208

Tel: 617.573.8235

Books and Supplies

Office: Suffolk University Bookstore

Location: Ridgeway, 1st Floor

Tel: 617.573.8218

Bulletin Boards/Posting Policy

Office: Student Leadership and Involvement

Location: Donahue 430

Tel: 617.573.8320

Career Services

Location: 20 Ashburton Place, 1st Floor

Tel: 617.573.8480

Change of Address

Office: Registrar
Location: Donahue 315
Tel: 617.573.8430
www.suffolk.edu/onesource

Change of Course(s)

Office: Registrar
Location: Donahue 315
Tel: 617.573.8430
www.suffolk.edu/onesource

Change of Major

Obtain a Change of Major/Minor form at www.suffolk.edu/files/OneSource_PDF/1058_change_major_minor.pdf

Classroom Space Reservations

Submit requests online at www.suffolk.edu/onesource and click on Classroom Request Form

Clubs and Organizations

Office: Student Leadership and Involvement
Location: Donahue 430
Tel: 617.573.8320

College Level Examination Program (CLEP)

Office: Ballotti Learning Center
Location: Donahue 208
Tel: 617.573.8235

College of Arts and Sciences Excess Course Petitions

Office: Assistant to the CAS Dean
Location: Donahue 116

Community Service Opportunities

Office: SOULS Community Service and Service Learning Center
Location: Donahue 209
Tel: 617.305.6306

Complaints—Academic, General

First, see the department chairperson. Then direct complaints to the vice president for student affairs:

Office: Student Affairs
Location: 73 Tremont Street, 12th Floor
Tel: 617.573.8239
TTY: 617.557.4875

Computer and Data Processing, Equipment Access Information

College of Arts and Sciences
Office: Academic Computing
Location: Donahue D524, D523, D522, D521
Tel: 617.573.8529

Sawyer Business School

Office: Technology Management
Location: Sawyer, 5th Floor
Tel: 617.573.8524

Computers for Student Use

Office: Donahue Computer Lab
Location: Donahue 527
Tel: 617.305.6324

Office: Fenton Computer Lab
Location: Fenton 234
Location: 617.573.8619

Office: Sawyer Computer Lab
Location: Sawyer, 5th Floor

Cooperative Education

Location: 20 Ashburton Place, 1st Floor
Tel: 617.573.8312

Counseling/Personal Concerns

Office: University Counseling Center
Location: 73 Tremont Street, 5th Floor
Tel: 617.573.8226, 617.573.8227

Dateline Information System

Office: Student Leadership and Involvement
Location: Donahue 430
Tel: 617.573.8320
Fax: 617.305.1765
Announcements@suffolk.edu

Disability Services

Location: 73 Tremont Street, 7th Floor
Tel: 617.994.6830
TTY: 617.994.6813

Discrimination

Office: Student Affairs
Location: 73 Tremont Street, 12th Floor
Tel: 617.573.8239
TTY: 617.557.4875

Display Case Use

Office: Student Leadership and Involvement
Location: Donahue 430
Tel: 617.573.8320

Diversity Issues

Office: Diversity Services
Location: Archer 481, accessed through the Donahue Staircase
Tel: 617.573.8613

Double Majors in the College of Arts and Sciences

Department advisor from both majors and then the CAS Dean's Office, Donahue 116

Employment (Off-Campus)

Office: Career Services and Cooperative Education
Location: 20 Ashburton Place, 1st Floor
Tel: 617.573.8480

English as a Second Language (ESL/ELI)

Office: Second Language Services
Location: 20 Ashburton Place, 1st Floor
Tel: 617.573.8677

Enrollment Verifications

Office: Registrar
Location: Donahue 315
Tel: 617.573.8430
For online verifications 24/7, visit MySuffolk

Environmental Health and Safety

Location: 73 Tremont Street, 13th Floor
Tel: 617.573.8628

Escorts

Location: Donahue Lobby
Tel: 617.573.8333 (dispatch)
TTY: 617.557.4874 (dispatch)

Financial Aid

Office: Student Financial Services
Location: Donahue, 1st Floor
Tel: 617.573.8470

Function Space Reservations

Office: Student Leadership and Involvement
Location: Donahue 430
Tel: 617.573.8320

Grades

Office: Registrar
Donahue 315
Tel: 617.573.8430
www.suffolk.edu/onesource

Graduate School Information

Office: Career Services and Cooperative Education
Location: 20 Ashburton Place, 1st Floor
Tel: 617.573.8480

Health Insurance (Student)

Office: Health & Wellness Services
Location: 73 Tremont Street, 5th Floor
Tel: 617.573.8260

Health & Medical Services

Office: Health & Wellness Services
Location: 73 Tremont Street, 5th Floor
Tel: 617.573.8260

ID Cards (New or Replacement)

Office: University Police and Security Department
Location: Sawyer, 2nd Floor
Tel: 617.573.8333

Immunizations (Student)

Office: Health & Wellness Services
Location: 73 Tremont Street, 5th Floor
Tel: 617.573.8260

Interfaith Center

Location: Donahue 539
Tel: 617.573.8325

International Student Immigration/ Visa Matters

Including F-1 and J-1 employment, transfers and I-20/DS-2019 extensions:

Office: International Advising Office
(International Student Advisors)
Location: 73 Tremont Street, 6th Floor
Tel: 617.573.8154

International Student Programs

Office: Center for International Education
Location: 73 Tremont Street, 6th Floor
Tel: 617.994.4221

Internships

Office: Career Services and Cooperative
Education
Location: 20 Ashburton Place, 1st Floor
Tel: 617.573.8480

Leave of Absence

Obtain a Leave of Absence form at
[www.suffolk.edu/files/student_services_PDF/
LOA_WD_form.pdf](http://www.suffolk.edu/files/student_services_PDF/LOA_WD_form.pdf)

Office: Student Affairs
Location: 73 Tremont, 12th Floor
Tel: 617.573.8239
TTY: 617.557.4875

Lesbian, Gay, Bisexual, and Transgendered Student Support

Office: Diversity Services
Location: Archer 481, accessed through the
Donahue Staircase
Tel: 617.573.8613

Library

Location: 73 Tremont Street, 2nd Floor
Tel: 617.573.8535

Lockers

Office: Facilities Management
Location: Archer Building, 1st Floor
Tel: 617.573.8110

Lost and Found

Office: University Police and Security
Department
Location: Donahue, 1st Floor
Tel: 617.573.8333
TTY: 617.557.4874

Math/CS Support Center

Location: Fenton 636
Tel: 617.973.5336

Missing a Course Examination

Course instructor

Missing a Final Examination

Course instructor

Off-Campus Housing Information

Office: Off-Campus Housing
Location: 73 Tremont Street
Tel: 617.573.8647

Orientation Program for New Students

Office: Orientation and New Student Programs
Location: Donahue 529
Tel: 617.573.8320

Outside Courses

College of Arts and Sciences
Office: Assistant to the Dean
Location: Donahue 116
Tel: 617.573.8268

Sawyer Business School

Office: Undergraduate Programs
Location: Sawyer Building, 8th Floor
Tel: 617.573.8345

Phonathon

Office: Advancement
Location: 73 Tremont Street, 13th Floor
Tel: 617.573.8445

Poster Display Approval

Office: Student Leadership and Involvement
Location: Donahue 430
Tel: 617.573.8320

Pre-Law Advisors

College of Arts and Sciences
John O'Callaghan
20 Ashburton Place, 2nd Floor
617.573.8125

Sawyer Business School

Anthony Eonas
40 Court Street, 2nd floor
617.573.8362

Public Affairs

Location: 73 Tremont Street, 13th Floor
Tel: 617.573.8447

Refunds, Tuition, and Fees

Office: Student Accounts
Location: Donahue Building, 3rd Floor
Tel: 617.573.8407

Registration Information

Office: Registrar
www.suffolk.edu/onesource

Residence Life and Summer Programs

Location: 73 Tremont Street, 7th Floor
Tel: 617.305.2500

Safety Information, Questions, or Reports of Hazards

Office: Environmental Health and Safety
Location: 73 Tremont Street, 13th Floor
Tel: 617.573.8628

Scheduling of Events

Office: Student Leadership and Involvement
Location: Donahue 430
Tel: 617.573.8320

Scholarships and Loan Information

Office: Student Financial Services
Donahue Building, 1st Floor
Tel: 617.573.8470

Sodexo

Location: Donahue Café
Tel: 617.573.8683

Student Activities Involvement Information

Office: Student Leadership and Involvement
Location: Donahue 430
Tel: 617.573.8320

Student Advisory Line (SAL)

Office: Retention Services
Location: 73 Tremont Street, 6th Floor
Tel: 617.573.8798

Student Government Association

Location: Donahue 424
Tel: 617.573.8322
www.suffolk.edu/sga

Study Abroad (SAFARI)

Office: Humanities and Modern Languages
Location: Fenton, 5th Floor
Tel: 617.573.8285

Study Abroad Information and Applications

Office: Study Abroad
Location: 73 Tremont Street, 6th Floor
Tel: 617.573.8072

Study Groups

Office: Ballotti Learning Center
Location: Donahue 208
Tel: 617.573.8235

Suffolk Free Radio

Location: Donahue, 4th Floor
Tel: 617.305.6337

Suffolk Journal

Location: Donahue, 4th Floor
Tel: 617.573.8323

Summer On-Campus Housing

For students taking summer courses at Suffolk
Office: Residence Life and Summer Programs
Location: 73 Tremont Street, 7th Floor
Tel: 617.305.2500

Summer School

College of Arts and Sciences
Office: Assistant to the Dean
Location: Donahue 116
Tel: 617.573.8268

Sawyer Business School
Office: Undergraduate Programs
Location: Sawyer Building, 8th Floor
Tel: 617.573.8345

Transcripts

Office: Registrar
Location: Donahue 315
Tel: 617.573.8430
www.suffolk.edu/onesource

Tuition Payments

Office: Student Accounts
Location: Donahue Building, 3rd Floor
Tel: 617.573.8407

Tutoring in Specific Subject Areas

Department chairperson in subject for which you desire tutoring and/or the Ballotti Center.
Office: Ballotti Learning Center
Location: Donahue 208
Tel: 617.573.8235

University Media Services

Donahue Media Center for fulfillment of all lower campus requests
Location: Donahue 215
Tel: 617.573.8168
Hours: Monday–Thursday, 8:45am–6pm,
Friday, 8:45am– 5pm

Sargent Media Center for fulfillment of all Law School and 150 Tremont , 10 West, and 10 West Expansion requests
Location: Sargent 330
Tel: 617.305.1600
Hours: Monday–Thursday, 8:30am–8:30pm,
Friday, 8:30am–6pm

Sawyer Media Center for fulfillment of all upper campus and 73 Tremont Street requests
Location: Sawyer 1142
Tel: 617.573.8484
Hours: Monday–Friday, 8:45am–5:30pm

University Police and Security Department

Location: Donahue Lobby
Tel: 617.573.8333 (dispatch)
TTY: 617.557.4874 (dispatch)

Use of University Name

Office: Student Leadership and Involvement
Location: Donahue 430
Tel: 617.573.8320

Venture Literary Magazine

Location: Donahue, 4th Floor
Tel: 617.573.8068

Veterans Services

Office: Student Affairs
Location: 73 Tremont, 12th floor
Tel: 617.573.8239

Office: Registrar
Location: Donahue 315
Tel: 617.573.8430

Vocational Counseling

Office: Career Services and Cooperative Education
Location: 20 Ashburton Place, 1st Floor
Tel: 617.573.8480

Withdrawal Procedures

Obtain a Withdrawal form at
www.suffolk.edu/files/student_services_PDF/LOA_WD_form.pdf
Office: Student Affairs
Location: 73 Tremont, 12th Floor
Tel: 617.573.8239
TTY: 617.557.4875

Work-Study Program

Office: Financial Aid
Location: Donahue Building, 1st Floor
Tel: 617.573.8470

Writing Services Tutorials

Office: Writing Center
Location: Fenton 203
Tel: 617.573.8270

WSUB, Closed Circuit Student Television Station

Location: 73 Tremont Street, Street Level
Tel: 617.573.8696

CAMPUS MAP

- 1 Rosalie K. Stahl Center
University Welcome Center
73 Tremont Street
- 2 One Beacon Street
- 3 Nathan R. Miller Residence Hall
10 Somerset Street
- 4 Frank Sawyer Building
8 Ashburton Place
- 5 20 Ashburton Place
- 6 John E. Fenton Building & Annex
28 & 32 Derne Street
- 7 Gleason L. & Hiram J. Archer Building
20 Derne Street
- 8 C. Walsh Theatre
55 Temple Street
- 9 Frank J. Donahue Building
41 Temple Street
- 10 Ridgeway Building
148 Cambridge Street
- 11 40 Court Street
- 12 45 Bromfield Street
- 13 David J. Sargent Hall
120 Tremont Street
- 14 Residence Hall
150 Tremont Street
- 15 Residence Hall
10 West Street
- 16 Modern Theatre
523-525 Washington Street
- 17 The New England School of Art & Design
at Suffolk University
75 Arlington Street

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THE OFFICE OF STUDENT AFFAIRS
73 TREMONT STREET, 12TH FLOOR
BOSTON, MA 02108
617.573.8239
TDD 617.557.4875