



STUDENT GUIDEBOOK

2021-2022



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Bay Path University Traditions

University Motto: Carpe Diem – Seize the Day

School Colors: Maroon and White

Official Nickname of Bay Path Athletics: The Wildcats

Through the years many events at Bay Path have become traditions enjoyed not only by students, but by the whole Bay Path community. You are encouraged to participate in these traditions and make them part of your Bay Path experience, too!

Campus Awakening

The new academic year is officially ushered in at dawn with students, staff, faculty and administration in a sunrise celebration on the first day of classes. Afterwards, everyone gathers in Blake Student Commons Dining Room for a sumptuous breakfast buffet.

President's Dinner

One of the greatest advantages of attending a small, private university is the rapport you will build with faculty, staff and administration. The President invites all students for dinner at Empsall Hall during the course of the year. These dinners are valuable opportunities for students to meet and socialize in a casual atmosphere with the President, Trustees, Advisory Board members, faculty and fellow students.

Fall Campus Day

Each fall, the entire student body along with faculty and staff enjoy an afternoon in Deepwood Circle. The festivities are kicked off with an outdoor barbecue. Novelty giveaways, photo booths, lawn games and a rock climbing wall are among the types of activities the students will experience.

Munchie Mania

During the first night of final exams in the fall and spring, University administrators serve the students snacks and refreshments during an evening study break as a way of showing their support for students entering into exam periods.

Academic Achievement Day

A day of celebration . . . a day of sharing . . . a day that opens the classroom doors to all. Each spring the campus transforms into a shared classroom. Over the course of the day, students showcase their research, creative works and experiential learning outcomes across the campus. The day features students engaged in presentations, lectures, panels and performance arts. The day culminates with the Marsha H. Conrad Awards Program in the evening. Truly an awe inspiring experience!

Marcia H. Conrad Awards Program

This evening program, to which family and friends are invited, recognizes the many accomplishments of students who have participated and excelled in academic and co-curricular programs during the academic year. The program is named after the University's longtime, beloved former Dean of Students and is held on Academic Achievement Day.

Generations Banquet

This event is held in the spring semester and is open to all students and the women mentors in their lives. The purpose is to acknowledge the significant role of these mentors, to thank them and to treat them to an afternoon of good food and conversation on campus. Students invite a woman who is a significant influence in her life. She might be a mom, a family member, or another admired woman to whom a student would like to say thank you to and spend some time.

Performing Arts Concert

This event is held annually in the spring in conjunction with the Generations Banquet and highlights the talents of students in dance, theatre and music.

Theatre Production

Every semester the Performing Arts Department hosts a musical production featuring many of our students on stage and behind the scenes.

Senior Week

Activities are planned by members of the graduating class the week before Commencement for all graduates. Fun times and lasting memories are created by the seniors during their last week at Bay Path University.

Introduction | Women Empowering

Whether you are a new or returning student, this *Student Guidebook* is for you! As a member of Bay Path University, you join with other students, faculty and staff in helping to create and sustain an inclusive and dynamic academic community. The academic community is unique. It differs significantly from other communities you may have experienced. At Bay Path each community member is asked, and expected, to learn and demonstrate the principles and practices of academic and social integrity necessary for the success of each student and the University as a whole.

What are the principles and practices of academic and social integrity? Simply put these principles and practices are developed and guided by respect: respect for self; respect for the intellectual and published works of others and giving credit when referencing or using those works; respect for the rights of others even when substantial and serious disagreements exist; and respect for the property of others and that of the University.

The information and policies contained in the *Student Guidebook* describe in more detail the expectations for respectful behavior in and beyond the classroom. This information also describes your rights and responsibilities while at Bay Path. Rights and responsibilities are inseparable; you cannot have one without the other. Please take time to ensure you understand your rights as a member of the Bay Path University community and your responsibilities. This understanding is important to your success while here *and* once you graduate.

How to Use the *Student Guidebook*

Information in the Student Guidebook is organized into sections dealing with important aspects of life at the University. In each section you will find background about the area, information about resources and opportunities, and policies and procedures relevant to the area. Even if you are a returning student, you should review the full Guidebook at the beginning of each year. Policies and resources can change and the *Student Guidebook*, along with the University Catalog, is the University's official method to inform you of any changes annually.

Responsibility to Read the *Student Guidebook*. Please know that each student is responsible for reading and following the information contained in this *Student Guidebook* and for becoming well acquainted with all other policies, rules and regulations established by the University, including those found in the University Catalog. For all academic matters, students should consult the Catalog, the definitive published source for academic life, along with speaking to their faculty advisor or other appropriate academic official. If a student has any questions or suggestions concerning matters in this *Student Guidebook*, please contact the Dean of Students and Director of Persistence.

Not all student policy statements, rules and regulations are contained in this *Student Guidebook*. Other documents may address policies specific to a particular group or issue and will be distributed to the appropriate group of students.

Changes to Published Information. While every effort is made to ensure the accuracy of the information provided in the *Student Guidebook* as of its publication date in August 2020, it must be understood that Bay Path University reserves the right to make changes at any time, without prior notice, to programs,

policies and regulations, procedures, fees and charges, and other information that is described in this *Student Guidebook* or on any page that resides under the DNS registration of *baypath.edu*.

Bay Path University provides its website, *Student Guidebook*, *Catalog*, handbooks, and any other printed materials or electronic media for general guidance. Individuals assume any risks associated with relying upon such information without checking other credible sources such as the student's academic advisor, the Associate Provost or Dean of the Student's School or Division, the Dean of Students or the University Registrar. In addition, a student's or prospective student's reliance upon information contained within these sources when making academic decisions does not constitute, and should not be construed as, a contract with the University.

Required use of Bay Path University Email. Upon enrollment, students will be provided with a Bay Path University email account, which is the primary vehicle for communication from Bay Path. The University expects that each student will access his or her Bay Path University email on a frequent and consistent basis. A student's failure to receive and read University communication in a timely manner does not absolve that student from knowing and complying with the content of such communications.

University Mission and Purpose

A Bay Path University education empowers undergraduate women and graduate women and men to become leaders in their careers and communities with an innovative approach to learning that prepares students to flourish in a constantly changing world.

The Bay Path experience is nothing less than transformational. Our women-only undergraduate programs and our coeducational graduate programs are offered both on campus and online, providing a flexible 21st century education for learners at all stages of life and career. Bay Path students find a supportive and diverse community, close mentoring and rigorous preparation for success in a complex and globally interdependent society. Students graduate with the applied knowledge, portable skill set and confidence to thrive in their professions, identify and realize their dreams and make a lasting difference in the world.

Women as Empowered Learners and Leaders

Bay Path offers its undergraduate students an enriching distinctive educational experience in and out of the classroom. A hallmark of Bay Path's distinctive education is *Women as Empowered Learners and Leaders* (WELL). The purpose of this program is to enable undergraduate students to connect with the University's mission in challenging women to become leaders and to "become confident and resourceful contributors to our increasingly interdependent world." The WELL program prepares students to be reflective and capable people, students and professionals who can influence and advocate for others. Expanding upon and incorporating existing leadership development program components, the WELL program is designed to provide a foundation for the educational experience at Bay Path University.

Women as Empowered Learners and Leaders encourages and assists students get involved in campus life in order to make the most of their Bay Path University experience. The four WELL courses direct students to a wide-range of activities and opportunities outside of the classroom. These include:

- **Leadership Experiences.** For example, the Student Government Association offers opportunities to serve as an elected student leader and participate in campus governance activities and residence life student staff or peer mentor positions offer competitive leadership opportunities. Student clubs and organizations provide leadership experiences for students who volunteer to plan and implement club activities. There are also a wide variety of service and volunteer opportunities available on campus and in the community to build leadership skill and insight.
- **Career Development and Support.** The development of career goals is embedded in WELL to provide opportunities for faculty to discuss career planning with students throughout their four years. Students are informed about and encouraged to attend various career related programs and activities offered throughout the campus each year, including in residence halls and the Blake Student Commons. Beginning in the first year, students also get to know and take advantage of services offered by the staff in the Sullivan Career and Life Planning office located in Blake Student Commons.
- **Campus Engagement.** WELL encourages students to explore their interests and acquire new ones by attending campus events featuring notable speakers, thought provoking presentations, and participatory activities offered throughout the academic year. The Bay Path learning environment is all around and WELL helps students take advantage of the almost daily out-of-class opportunities to engage with new and familiar topics and activities that support their intellectual, social and career development.

Academic Life | Student Learning Committed

Introduction

Academic Life at Bay Path University is abundant. You will find interesting faculty and varied course options, staff and faculty dedicated to your success, and rich opportunities to gain knowledge *and* apply that knowledge in experiential learning activities on campus and beyond. At Bay Path, learning is local and global! Helping you make the most of all that is offered, we educate the whole person, giving you the courage and confidence to be your best self, to help you get where you have to go, and to take on more in your life.

For your convenience, a list of selected academic resources can be found below. The Bay Path University *Catalog* for traditional undergraduates contains comprehensive descriptions of academic resources and policies. On all academic matters, the Bay Path University *Academic Catalog* is the appropriate source of published academic information and students should consult the *Academic Catalog* and their academic advisor or the Registrar's Office for help with academic-related questions, resources or concerns.

Resources

Academic Affairs

Led by the Vice President of Learning Innovation, Technology and Analytics and the Associate VP/Dean of Undergraduate Studies, and in close collaboration with the Vice President of Academic Administration, the Undergraduate Division is responsible for all aspects of the University's undergraduate educational program, including curriculum and faculty. The Associate VP/Dean of Undergraduate Studies manages eight Department Chairs (one of whom is also the Assistant Dean of Liberal Studies) as well as the Assistant Dean of Curriculum and Instruction/Director of Science Programs for the adult undergraduate program. The Graduate School encompasses two schools, the School of Science and Management and the School of Education, Health and Human Sciences. The Vice Provost oversees a range of functions including educational compliance, assessment, and accreditation. The Undergraduate Dean, Dr. Maura Devlin, can be reached at mdevlin@baypath.edu or 413.565.1287.

Campus location for the Dean of Undergraduate Studies: Elliott Hall, Second Floor.

Academic Department Chairs

Department Chairs are faculty members who have direct responsibility for the curriculum and instruction in their respective departments. Questions about your degree or program that cannot be answered by your academic advisor may be directed to the Department Chair of a student's degree program. Problems or concerns in any course should first be directed to the course instructor for resolution.

Academic Advising Center

Advising at Bay Path University is crucial for student growth and success. Coordinated by the Associate Dean of Advising & Student Support, along with the Online and Traditional Advising teams, students are introduced to their personal learning network to aid in the achievement of educational, personal and career goals while strengthening campus engagement and leadership from outset to graduation. The Academic Advising Center also provides professional resources to faculty and staff to assist with the

enhancement of advising, retention, and teaching. Through these efforts the University provides a developmental advising model that results in a high rate of student success.

Students within our Online Accelerated division are supported by a centralized advising team who can be reached via telephone at 413-344-1144 or via email at tawcadvising@baypath.edu for conference, questions, and concerns.

Students within our Traditional division are supported by both a professional advisor within our centralized advising office, as well as a Faculty Advisor mentor within their major department. The Traditional Advising team can be reached via email at advising@baypath.edu for conference, questions, and concerns.

Campus location: D'Amour Hall Room 1

Center for Digital and Online Learning

The Center for Online and Digital Learning, part of the Hatch Learning Commons, supports teaching and learning with technology. Center staff formally orient students to online learning and Canvas LMS, support their success with online and blended classes, assist students with utilizing digital learning technologies and offer ongoing support and development for students learning with technology, online and face-to-face. The Center is also responsible for the Digital Badging Initiative. You can make a virtual or in-person appointment by contacting the Center for Online and Digital Learning email (online@baypath.edu) or phone (413) 565-6880.

Campus Location: Hatch Learning Commons

Undergraduate Division

The Undergraduate Division includes academic and student affairs areas whose team of faculty and staff work to create and sustain a vibrant and inclusive campus to support learning. The Student Life office, led by the Dean of Students and Director of Persistence, advances the Bay Path University mission by providing transformative experiences that integrate student learning, foster development of the whole student, and embrace opportunities for intellectual inquiry, social and environmental responsibility, professional development, and co-curricular involvement. The Division offers practical, learner-centered experiences and opportunities for students to explore, experiment, create, lead and reflect - skills that are critical to effectively address challenges and foster lifelong learning to enable student learners to be engaged, responsible members of diverse communities.

Traditional undergraduate students have access to the following aspects of the undergraduate experience:

- The Women as Empowered Learners and Leaders (WELL) Program
- Residence Life and Learning
- Athletics and Recreation
- Multicultural Affairs/International Students
- Sullivan Career and Life Planning Center
- Academic Advising and ePortfolio
- Health and Counseling Services
- The Honors Program
- Community Life (spirituality)
- Student Activities and Leadership
- Transportation Resources
- Civic Engagement

- Study Abroad
- University Theme

Library (Hatch Learning Commons)

Hatch Learning Commons offers an inviting setting for individual and group study as well as carefully selected information resources and technology to support your academic success. The up-to-date collection of over 350,000 items includes electronic books, journals and databases, DVDs and streaming video, as well as print books, journals and newspapers. Bay Path students may borrow additional materials in person from the academic libraries of the Cooperating Colleges of Greater Springfield or by interlibrary loan through the WorldCat international network of academic, public and specialized libraries.

The Hatch Learning Commons website (<https://libguides.baypath.edu/home>) provides 24/7 access to over 100 online databases, including full-text articles from thousands of scholarly journals and major newspapers and over 250,000 ebooks from any computer on or off campus with Internet access. Other resources on the Hatch web site include high-quality, course-related websites and online tools for research help.

Reference librarians at Hatch Library are available in person, virtually via chat or Zoom, on the phone and by email to assist you with research assignments or library resources. Librarians also collaborate with Bay Path faculty in teaching information literacy skills required for the 21st Century workplace and for lifelong learning. Hatch Library is open 7 days a week year round; current hours are posted on the web site. One or more professional librarians are on duty whenever the library is open.

Campus Location: Longmeadow Street across from the main campus.

Registrar's Office

The Registrar's Office is dedicated to providing the best possible service to all members of the Bay Path community. The office maintains academic records from enrollment through graduation and offers a wide range of services in the areas of classroom scheduling, enrollment verification, course registration, degree requirements tracking, transcripts and degree conferral. The Registrar's Office supports the University's mission to promote lifelong learning by administering the various academic policies of the University and providing support to students, faculty, administrators and alumni. The staff is available for assistance in person, by phone and email.

Campus Location: Leary Hall, First Floor.

Tutoring (Bashevkin Academic Development Center)

The Center provides free academic services to all students at Bay Path University. Services include peer tutoring in most academic subjects, on-site writing tutoring, academic counseling and other resources. Peer tutors meet with students individually or in study groups and provide academic assistance in understanding course content, preparing for tests, writing papers, etc. Professional Academic Coaches are also available to help students develop individualized success plans based on their unique learning styles. Appointments for both peer tutors and Academic Coaches are arranged through an online scheduling system.

Campus Location: Catok

Campus Life and Student Involvement | Student Focused and Transformative

Introduction

Bay Path University's distinctive educational experience includes activities, events, programs and opportunities beyond the classroom. The entire campus and all its resources are designed to support your learning, leadership and success. The key to reaping the benefits of all Bay Path offers? You - and your involvement! Students who find and get involved with at least one, meaningful extracurricular involvement do better. They tend to report higher satisfaction with college generally and also tend to have higher academic performance. They develop rewarding relationships with other students as well as faculty and staff, and they learn more about the resources available on campus. There are many ways and places to get involved and several of these are described below. Just remember, it is not how many activities you attend or organizations you join that matters. The quality of your involvement, what you contribute and learn, is what matters. So, whether your involvement takes place in a club, volunteer service, Student Government Association, event planning group or in a student work position on campus, get involved!

Many of the offices that support and create a vibrant, engaging, and satisfying student life are supervised by the Dean of Students. If you have questions or need help and aren't sure where to turn, stop in the Dean's office for assistance.

Dean of Students and Director of Persistence

The Dean of Students is the primary advocate for students within the University. Of course, while all faculty and staff actively support the educational mission of the University and of its students, the Dean of Students is a leader in this work. The Dean oversees Student Affairs programs and offices including residential life, health and counseling services, student engagement and leadership and other student life programs designed to engage and support students outside of the classroom. In addition to working closely with students, the Dean is available to work with staff and faculty on student life matters and assist parents and family where needed. For students unsure of where to turn to ask a question or get assistance, the Dean of Students' office is the place to begin!

Campus Location: Breck Fitness Center/Blake Student Commons, First Floor

Student Engagement and Leadership

The Student Engagement and Leadership Office is one of the best locations to learn more about student involvement opportunities at Bay Path. Comprised of two elements, student activities and leadership, Student Engagement and Leadership staff and its student leaders help connect students to involvement options, leadership opportunities and to interesting and enjoyable campus events. What if you don't find something that appeals to you? Stop by the office! The staff can help you find what you are looking for or start a new club or activity (a great way to get involved). All student activities are open to all resident and commuter students! There are a variety of activities offered during the day, virtually, nights and weekends so there is something for everyone's schedule.

Campus Location: Breck Fitness Center/Blake Student Commons, First Floor

Student Activities

Whatever your interest, academic, musical, artistic, or social, you're sure to find plenty of ways to explore it at Bay Path. The Student Engagement Office and the Student Event Committee offers virtual, night, weekend, and during the day programming that allows you to take a break from studying and try something new or experience something fun! There are monthly guided painting experiences, weekly off campus trips, fun activities throughout the week, and programs to help you de-stress during finals, just to name a few! Stay in the know by liking our Facebook page: www.facebook.com/bpc.sec and following our Instagram at [@bpu_studentactivities](https://www.instagram.com/bpu_studentactivities)

Campus Location: Breck Fitness Center/Blake Student Commons, First Floor

Leadership

Online Leadership Course:

Student leaders will have the opportunity to participate in an online course specifically designed with their overall professional development in mind as well as individual departmental training tailored to each unique student leadership position on campus. High level competencies for this course include:

Leadership Overview & Identifying Personal Leadership Style

Diversity, Equity, & Inclusion

Title IX & Bystander Intervention Training

Self-Care & Healthy Boundaries

Gatekeeper Training

Skill Share & Business Acumen

WELL Program:

The Women Empowered Learners and Leaders (WELL) Program offers students the tools and resources to engage in and out of the classroom leadership experiences. The WELL program's mission encourages students to become leaders and to "become confident and resourceful contributors to our increasingly interdependent world." In addition to the WELL program students are able to participate in leadership experiences. Additionally, students are encouraged to participate in community service programs offered on campus such as a Big Brothers/Big Sisters mentoring program, Walking School Bus program and teaching English as a second language at a local nonprofit.

Interested in getting involved and learning more? Contact the Assistant Director of Student Engagement for more information.

Campus Location: Breck Fitness Center/Blake Student Commons, First Floor

Clubs and Organizations

Student clubs and organizations are a vital part of our community. All clubs and organizations are open to all students. Interested in forming a new club or student organization? Go for it! Talk with a staff member in Student Life. All new clubs and organizations must be approved by the Assistant Director of Student Engagement. To qualify for funding, University approved new student organizations must be approved by the Student Government Association and submit a budget request in accordance with Student Government Association procedures. To view a current list of the clubs and organizations please visit the Student Life section of the Bay Path web site at www.baypath.edu. Bay Path students are eligible to participate in all University activities unless there are restrictions for disciplinary reasons.

Campus Location: Breck Fitness Center/Blake Student Commons, First Floor

Athletics

Athletics at Bay Path is guided by the philosophy that the student-athlete experience is an extension of the overall educational experience. Athletics staff and coaches work closely with student-athletes to develop athletic and personal goals, physical fitness, and self-confidence on the field or gym floor. The athletics program also provides student-athletes with opportunities to develop leadership, communication and team-building skills, helping them become more confident leaders on campus and after graduation. All women who participate on athletics teams serve as positive role models, committed to and engaging in fair play on behalf of the University.

Bay Path University is a member of the NCAA's Division III and the New England Collegiate Conference (NECC). The institution has seven varsity sports: soccer, volleyball, cross-country, basketball, lacrosse, track & field and softball. Bay Path University participates in season-ending conference championships in the seven sponsored sports. Student-athletes also are eligible to be recognized with all-conference honors for their accomplishments on and off the field and a sports award program is held at the conclusion of each year.

To be eligible to compete in intercollegiate athletics at Bay Path University, a student must be a full-time, regularly enrolled undergraduate student in good academic standing. The student's status must be in accordance with the rules of eligibility set forth by the NCAA. Additionally, she must meet the standards set by the University and the Athletic Department for academics, personal conduct and any team/squad codes in place. Transfer and Graduate students should check their eligibility status with the Athletic Director. In all matters of eligibility, Bay Path University shall be governed by the rules of the NCAA and the New England Collegiate Conference.

The University's athletics fields and walking track are located at Bay Path's South Campus at 896 Longmeadow Road, Longmeadow. Practices and home games for soccer, softball and lacrosse are held at South Campus. Practices and home games for cross-country, volleyball and basketball are at various off-site locations. The Strople Walking Path is a ½-mile natural-based path that circles the perimeter of the property.

The Intramural E-sports program is administered through the athletic department. This program is open to all students, staff and faculty to participate. Tournaments and competitions will be scheduled during the academic year and summer months.

The Director of Athletics and other Athletics Department staff are terrific resources for students interested in getting involved in Bay Path's Athletics program or campus and locally-based recreational activities.

Campus Location: Blake Student Commons, Lower Level.

Athletic Field Policy

The Bay Path University Athletic fields located on Farmlea Road are to be used for University purposes only. University purposes are identified as team practices and games, leadership program activities, and other special events sponsored by Bay Path University.

Fitness Center

The Fitness Center is a welcoming space for all faculty, staff, students, and alumni to utilize exercise and fitness equipment. A personal trainer is on staff to assist with utilizing the equipment as well as develop specific and workout programs based on personalized goals. There is no fee to use the fitness Center, but all members must complete the membership forms which include a doctor's signature.

Campus Location: Breck Fitness Center, Lower Level.

Community and Inclusion | Success in a Complex and Globally Interdependent Society

Introduction

Bay Path University is an academic community committed to the education and development of all of its students. Bay Path understands that its educational mission is best accomplished within a diverse community characterized by respect for the individual and the community and where inclusion is actively sought and practiced. Founded as a college for women, Bay Path's commitment to serving students not always well represented in higher education is long-standing. Inclusion is fundamental to the Bay Path University mission and the responsibility of each member of the community.

As an academic community dedicated to preparing students for what lies ahead, and one that encompasses the rich diversity of students, faculty and staff, our responsibility to support the health and inclusiveness of our community is clear. We do so by:

- Exploring, researching, and understanding new meanings, opportunities, and issues that arise as populations and communities change and evolve, and developing knowledge and skills needed to support these populations and communities.
- Providing opportunities for students, faculty, and staff to acquire diversity and inclusion related understanding, skill, and competence; and establishing expectations for all members of the Bay Path University community to participate in supporting a respectful and inclusive University community.
- Recognizing that community and inclusion require consistent work overtime and both short and long-term activities and efforts are needed to produce lasting change.
- Acknowledging that both intention and effect matter. Not all good intentions will produce desired effects but these intentions should not be disregarded. Similarly, even good intentions can have negative effects and these effects should not be ignored. We will not shy away from understanding intentions and effects and acknowledge our responsibility for both.
- Embracing the understanding that a healthy inclusive community is one where individuals are willing to be uncomfortable occasionally, ready to work through important disagreements, and prepared to hold themselves accountable to grow and change in order to achieve outcomes important for all.

Resources

Multicultural Affairs Office

The Office of Multicultural Affairs serves as a cultural resource for domestic and international students, faculty, and staff and provides direction and services for current and prospective students from underrepresented populations. Through creative and innovative programs, the office enhances cultural knowledge and produces a deeper appreciation for diversity and inclusion throughout the campus community. In addition, diversity education programs are offered that foster inclusive learning environments for all students. Students are encouraged to discover their unique identities as they develop their own mechanisms of support and endeavor to deepen their knowledge and appreciation of themselves and others. The office offers space for students to connect with other students along with faculty and staff and serves as one of the campus resources available to assist students during their journey at Bay Path.

The Office of Multicultural Affairs sponsors student and faculty organizations such as ALANA Leaders (African American - Latina - Asian - Native American). ALANA Leaders is a welcoming community for ALL Bay Path University women. We celebrate every race, ethnicity, nationality, and spiritual background. We promote diversity, individual development, respect, and awareness in a safe environment for all students. As diverse as an individual's thumbprint, we embrace diversity as a unique mark and unite as women to honor our heritage. We take pride in celebrating our individuality, as we work to build a more compassionate and aware campus community.

Campus Location: North House, Second Floor.

Anti-Discrimination Policy (See Other University Policies and Mandated Federal Policies)

Disability Services (See Other University Resources)

Policies

Religious Observance

In accordance with its long-standing tradition of respecting the religious beliefs of every student, the University complies with the following law of the Commonwealth of Massachusetts:

“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 her religious beliefs, to attend classes or to participate in any examination, study and 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 and work requirement which she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such 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 student because of availing themselves of the provisions of this section.”

Career Success | Thrive

Introduction

At Bay Path, we work with you closely, and early, to support your academic success and your future. We know that you are not just planning what you will do in the near term but laying the foundation for life-long success. Through our innovative Women as Empowered Learners and Leaders Program (WELL) and the Sullivan Career and Life Planning Center, Bay Path students are supported and engaged in career and life planning when they arrive on campus. All the services provided by the Sullivan Career Life and Planning Center are free of charge.

Resources

Sullivan Career Life and Planning Center

The Sullivan Career Life and Planning Center (SCLP) team realizes that a successful college experience involves blending personal development, academic learning, work experience, and effective career planning. We are all unique. As a result, career and life planning at Bay Path is customized and personal. Integration is key—your **personal career coach** works closely with faculty advisors and mentors to ensure that you receive coaching and guidance to create a strong academic and experiential learning experience. We help you acquire the self-knowledge and competencies that today's world needs, such as strong leadership skills, creative and critical thinking, excellent communication skills, the ability to work independently and as part of a team, and the drive to make a positive difference. The Sullivan Career and Life Planning Center is a resource to empower you to cultivate your passion, purpose, and potential.

Campus Location: Blake Student Commons, Lower Level.

Women as Empowered Learners and Leaders (WELL)

Women as Empowered Learners and Leaders (WELL) is an undergraduate program unique to Bay Path. You will participate in WELL through a set of connected courses from first-year to senior year. Students experience career planning activities in each of the three required WELL courses, starting with the first year. In particular, the “**Strategies for Personal and Career Success**” WELL course in the spring of sophomore year or the fall of junior year focuses on career reflection, exploration, and planning. You will create a model career portfolio, including a personal statement, a polished cover letter and resume, a LinkedIn profile, a set of business cards, and professional references. Blended into the curriculum is attention to skill-building and practice, including learning research, interviewing, negotiating, and networking skills. The course culminates with an opportunity to attend a Women's Leadership Dining Experience with professionals from our community.

Career & Networking

Networking is essential! Each year, you are invited to attend a Career & Networking event in your major field of study. Panels comprised of professionals working in various career paths within the major present on a range of topics, followed by your chance to engage in dialogue with panelists in small groups.

Career Coaching: Leveraging Your Best

The SCLP career coaches are experts in helping you discover creative ways to engage your passions, articulate your purpose, and help you begin to develop your true potential. You are

assigned a personal career coach when you join our community as a first-year student. This career coach stays with you throughout your program, guiding you to help you have your next step firmly in place at graduation. We give you the resources to build a well-grounded perspective that empowers you to proactively create your future.

Internships: Hands-on, Real-World Experience

The vast majority of students complete at least 240 hours of an internship, practicum, or fieldwork before graduation. Employers value experience in related fields, and these experiences increase your employability and graduate school admission, as well as enhance your resume, provide career exploration, and build professional networks. Your career coach and your faculty advisor strategically help match you with an internship experience to give you what you need for future success—a next step in creating a powerful career story.

ePortfolio

Upon graduation, Bay Path students are expected to be able to articulate how experiences both in and out of the classroom have contributed to their overall learning and development. The Bay Path ePortfolio enables students to reflect upon their accomplishments and collect evidence (papers, presentations, videos, etc.) of these experiences so that, upon graduation, students can articulate their specific knowledge, competencies, and skills. Additionally, the University will examine selected ePortfolios to assess how well the students are meeting the institution's learning outcomes

Support for ePortfolio is provided via the Sullivan Career and Life Planning Center (SCLP). Students have access to an ePortfolio Coordinator located in the Blake Student Commons within the SCLP. The Coordinator introduces students to ePortfolio via the WELL program, delivers workshops and other events related to ePortfolio development, tracks student progress, and assists students with developing and completing their ePortfolio while at Bay Path. If you have questions or concerns about the ePortfolio process you can make a virtual or in-person appointment by contacting the ePortfolio Coordinator at (413) 565-1549 or by email at vchavis@baypath.edu

Sullivan Career and Life Planning Center Services

- Exploring majors, education and career paths
- Practicing interviewing, negotiating, and networking
- Guidance on creating unique and powerful cover letters, resumes and digital career portfolio
- Assistance with discovering internships and employment
- Research and preparation for advanced study

It's the additional services SCLP offers that can make all the difference:

- Social media portraits
- Business Cards
- Thank you notes
- Help with your professional image
- Creating your digital "brand"

Handshake Virtual Career Network

Bay Path is proud to partner with Handshake, a cutting-edge career network and recruiting platform for college students and young alumni. With over 900 U.S. universities, 5 million student profiles, and 500,000 organizations, (including 500 of 500 Fortune companies).

Mobile friendly, Handshake has an intuitive design that allows employers to quickly post openings free of charge while allowing students and alumni to find the perfect internship or job.



Handshake

Access Handshake via MyBayPath portal by selecting the Handshake icon on the Welcome tab. Sign in with your BPU login to make career coaching appointments, register for events, search for jobs and internships, find a mentor...and much more!

SCLP for Life

As a member of the worldwide community of more than 18,000 alumni you have lifelong access to Sullivan Career and Life Planning, FREE of charge.

Living in Residence | Commuting to Campus

Introduction

The Bay Path University educational experience extends to all corners of the campus and beyond, and includes activities, programs and resources for students commuting to campus or living in residence. There is much to learn and enjoy from being a commuter or a residential student, and many students do both at some point in their Bay Path career. No matter which approach you take, it is important to take full advantage of all Bay Path has to offer outside of the classroom.

Commuter students are strongly encouraged to participate in a variety of campus programs and activities. Commuter students enjoying the benefits of campus life, especially those who engage in at least one student organization, a regularly occurring campus activity or who work on campus, report greater satisfaction with their educational experience and tend to do better academically. It is not necessary to participate in an extraordinary number of activities or organizations but finding one meaningful activity where you contribute and connect with other students, and also to faculty and staff, is of immense value to the quality of your education and skill development.

Residential students, too, are strongly encouraged to participate in a variety of campus programs and activities offered in and beyond their residence halls. Involvement can also boost residential student satisfaction with their educational experience along with supporting better academic performance.

Regardless of whether you are a commuter student or residential, the message is the same: get involved in at least one meaningful campus activity or organization! You will be the richer for it!

Below you will find resources for commuters and residents as well as policies that support and apply to each more specifically.

Resources

Resources for Commuter Students

The Assistant Director of Student Engagement provides support and assistance to commuter students. In addition to sponsoring or assisting student's leaders plan campus activities and programs appealing to commuter students, such as the monthly Commuter Student Lunch program, the Director is available to assist commuter students with questions, concerns or difficulties. The Student Engagement and Leadership Office is located in Blake Student Commons next to the Student Information Desk.

Resources for Residential Students

The Area Coordinator, working with the Assistant Director of Student Engagement & Bollum Residence Life Coordinator, and Graduate Resident Director, oversee the student Resident Assistant (RA) staff, supervise the Residence Life and Learning program, providing support and assistance to resident students and RAs. These staff members work closely with residential students to plan interesting hall and floor activities, to build community within the residence halls. They also assist resident students with any concerns or difficulties relating to residential life, and help students access other campus resources when needed. The Office of Residential Life & Learning Office is located in Bollum Hall.

Commuter Policies

All University Policies Apply

All Bay Path University policies apply equally to commuter and residential students. Slight differences may be noted, especially related to the University's residence halls. For example, commuting students visiting a residential student must be hosted by that student and follow residential guest and other policies. A few of the policies that play a role in commuting life are noted below.

Guest Policy

Guests of any Bay Path University student are expected to adhere to University guidelines including smoking, alcohol, drug, and parking policies. Commuting student hosts are responsible for their guest's actions including parking fines incurred by guests. If a commuting student is visiting a residential student, the commuting student must be hosted by the resident and sign in *and* out with Campus Public Safety or a residence hall Desk Attendant.

Parking Policies (See Safe|Secure)

Residence Life Policies

Closing Policy and Dates

Residence halls close on the last day of classes prior to Thanksgiving Recess, Winter Break, Spring Recess and the end of the academic year. At the end of a semester, students must vacate the residence halls 24 hours after their last scheduled exam.

Conditions (Room)

A student shall maintain a clean, sanitary room and she should not make any additions or alterations to the room. Students are liable for any damages to University property, their rooms or common areas of their building. The use of nails, screws, tape or any other instrument that may cause damage to walls/doors is strictly prohibited. Students will be billed for any stains on floor or rug surfaces and will be billed for the cleaning of any room left in disrepair or not clean. Students will be billed if they leave cinder blocks or other building materials in rooms. Each room is to have two beds, two dressers, (two desks, Bollum Hall) and two chairs. No furniture is to be moved out of the room. No lounge furniture or other University furniture is to be moved into a student's room. During the course of the semester, if the room that you live in is deemed unsanitary by the University, disciplinary action will be taken.

Damage (Room)

Any excessive room damage beyond normal wear and tear will be charged to the student, including excessive damage to painted walls or carpeting in your room. The residence hall damage deposit will be refunded upon graduation, providing the room and its furnishings are in order. Please report any needed room repairs or damage to a Residence Life and Learning staff member. We appreciate knowing of any problems as they occur, e.g., spills/stains on the carpeting, so that they may be cleaned before more permanent damage occurs.

Furniture must stay in your room, with the beds turned right side up to prevent damage to the mattress. The building code requires window screens to be locked at all times. Sealed windows should remain sealed and nothing should be hung outside your hall windows.

Decorations in Student Rooms

Paper decorations can increase the spread of a fire in a student room. Posters should be used with care. Other common forms of decoration are fishnets, Indian blankets and parachutes draped from the ceiling and walls. Fire authorities say a maximum of ten percent of the total wall space is all that should be covered. Please use your common sense and refer to the code of conduct in determining what is appropriate to display.

Final Exam Departure Policy

Resident students must leave campus 24 hours after the end of their last scheduled final exam. Students for whom this presents a hardship must contact the Director of Residence Life and Learning before the start of finals.

Full-Time Student Status

Students requesting and living in housing must have and maintain full-time student status (minimum 12 credits for undergraduate and 9 credits for graduate students). Students who anticipate falling or who fall below full-time student status may request a waiver of this requirement by submitting a written request to the Dean of Students. Students in the last semester of their academic program and in good standing with regard to Student Conduct will typically be granted a waiver upon request. Students who fail to attend sufficient classes to remain a full-time student will also be deemed to fall below full-time status. The University reserves the right, in its sole and exclusive discretion, to determine whether to permit a student with less than full-time status to remain in housing. Students who fall below full-time status and do not request or are not granted an exception are required to vacate housing within 48 hours of their change of status; students who remain after 48 hours may be held personally liable for room and board charges incurred after this date.

Fire (in the event of):

- The person discovering a fire should pull the closest fire alarm and notify Campus Public Safety at 565-1225 as to the location of the fire alarm pulled.
- Place your own safety above the preservation of your material possessions. Your life is your most valuable possession.
- Wake your roommate.
- GET OUT!
- Proceed quickly and calmly to the exit designated for your area. The first person leaving the building should see that the exit doors are kept open for the students following.
- Once outside, move away from the building.
- Remain at the assigned area until the signal is given to return to the building and return through the front door of the building.

Fire Prevention Guidelines

Prohibited Fire Hazards:

For student safety, please note the following:

- Ironing may be done in the designated areas only. No ironing is allowed in student rooms.
- Candles or incense burning is not permitted in the rooms or lounges.
- Decorations are not to be hung from floor lamps or ceiling lights.
- Paper decorations are not to be put on doors, in corridors, lounges and in rooms.
- Hotplates, heating coils, space heaters, electric coffee pots, microwave ovens*, toaster ovens and triple sockets are not to be used in residence hall rooms. (*Microwave ovens unless they are part of a campus-approved MicroFridge®)

- Cooking is permitted in the kitchen areas only.
- Smoking is not permitted anywhere within the residence halls.
- Tampering with the fire alarm devices is not permitted.
- Halogen lamps are not permitted in residence hall rooms.
- String lights are not permitted.
- No live trees at holiday times are permitted.

These guidelines are strictly enforced by penalties of up to \$100 per violation by the Town of Longmeadow Health and Fire Departments.

Guests in Residence Halls/Escorting Guests Policy

Residents are allowed guest visitation in the residence halls seven days a week. Residents are allowed to have overnight visitation for a maximum of three nights per week. No guest may stay in a residence hall room unless the student host is there at all times. Any resident inviting a guest for visitation must agree to insure the rights of her roommate. A roommate must have total access to the room at all times and must not be deprived of the right of privacy, study time or sleep. Furthermore, a roommate should not be made to feel uncomfortable in any way because a guest is present. When a roommate's rights are abridged or infringed upon, the University views this as a serious infraction and will take disciplinary action against all offending parties, including loss of visitation privileges for a semester or entire academic year. All guests must be signed in and signed out by the resident host in the log book at the front desk in each residence hall. Failure to do so could result in loss of visitation privileges.

Guests must be over the age of 14 years to stay overnight. Guests of Bay Path University resident students who are high school age (14 - 18) or older are permitted to stay overnight with the permission of the Director of Residence Life and Learning or designee.

Resident hosts must accompany their guests as they travel within the residence hall. Resident hosts will be held responsible for the conduct of their guests while on campus and will be subject to the appropriate level of disciplinary action based on the guest's infraction. Guests are expected to adhere to University guidelines – including the smoking, alcohol, drug and parking policies and the signing in and out of the Visitation Log. (Please note: Resident hosts are responsible for all parking fines incurred by guests.)

Lease Agreement

All residence hall students are issued a lease agreement. The lease agreement is binding and details both fees and policies. It is an integral part of the policies contained in the Student Guidebook and the expectations for student behavior. Students should review the lease carefully and understand all its provisions.

Lockout Policy

Resident students who find themselves locked out of their room may contact Campus Public Safety from 8 a.m.-8 p.m. or the on-duty RA from 8 p.m. – 8 a.m. Resident students who repeatedly request either Campus Public Safety or a Residence Life and Learning staff member unlock their door, may be required to meet with a Residence Life and Learning Staff member to discuss the situation. After meeting with the staff member, if a student fails to remedy the situation, further action may be taken, including disciplinary action.

Missing Student Notification Policy

If a member of the Bay Path University community or someone familiar with the student has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Public Safety at (413) 565-1225. Campus Public Safety will generate a missing person report and initiate an investigation.

In addition to providing a general emergency contact, students residing in on-campus housing have the option to identify (confidentially) an individual to be contacted by Bay Path in the event the student is determined to be missing. If a student has identified such an individual on the Missing Resident Student Notification Contact Form, Bay Path will notify that individual no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Campus Public Safety determine that the student is missing, Campus Public Safety will notify the Longmeadow Police Department and the student's emergency contact as soon as possible after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Bay Path will notify the student's parent or legal guardian immediately after Campus Public Safety has determined that the student has been missing and also the student's contact person(s) listed on the Missing Student Notification Form, if any.

Each student who files a Missing Resident Student Notification Form is solely responsible for the accuracy of the contact information and for updating information, as necessary. A student may update information by filing a new form with Campus Public Safety. Missing Resident Student Notification Forms must be completed annually.

Packages

If you receive a package at the campus address, you will receive an email from office services (osmail@baypath.edu). The notification will instruct you to claim the package at Office Services and their hours of operation. If a package is too heavy or too big, arrangements can be made with maintenance to deliver to your room.

Pets (See Service and Support Animal Policy in Other University Policies and Mandated Federal Policies)

Animals and pets are not permitted in campus residences. Resident students may have fish in aquariums of 10 gallons or less.

Quiet Hours and Courtesy Hours Policy

Respect and courtesy for others are an essential part of a healthy community and residence hall life. Residents should respect each other's rights to an atmosphere conducive to studying and sleeping. When asked by either residents or staff, the University expects residents, as a courtesy, to decrease the volume of noise that disturbs other residents. Courtesy hours are always in effect. A student or group of students who are creating excessive noise between 11 p.m. - 10 a.m. Sunday through Thursday or between 2 a.m. - 10 a.m. Friday-Saturday will be asked to quiet down by the Resident Assistant, Resident Director or another student. Failure to cooperate immediately with such a request will result in the student or students receiving a written warning and/or fine from an RA or RD.

Quiet Hours

Sunday through Thursday: 11 p.m. – 10 a.m.

Friday and Saturday: 2 a.m. – 10 a.m.

Room Assignments

New students receive hall and roommate assignments during the summer. Traditional university-age students are required to live in residence halls on campus or in a parent's or legal guardian's residence for the first two years. Other off-campus living arrangements are infrequently permitted for first and second year students. Students who have special circumstances can make an appointment for an appeal with the Director of Residence Life and Learning, who will make decisions on a case by case basis. Graduate and continuing education students secure their own housing off campus. The University does not place students in off-campus housing.

New students are not allowed to occupy a single room the first year. Exceptions will be considered for medical purposes (see below).

For returning resident students, selecting a room for the following academic year, called "room draw," is done in the spring and only after a deposit is made. Students select a room in a residence hall during room draw based on the order of Residence Hall deposit. The University reserves the right to assign students to unoccupied beds unless the single room fee is paid. If a student occupies a double room without an assigned roommate (for instance, as the result of the departure of a roommate), the University will assign a roommate of the University's choosing unless the University permits the student to pay the single room fee (if space is available). No student may change rooms before consulting and receiving written approval from the appropriate Residence Life and Learning professional staff (the Resident Director or Area Coordinator). The Director of Residence Life and Learning must give final approval for any room change request prior to a student moving to a new assignment.

Medically Necessary Single Room Assignment:

New students: before July 15 for the start of fall semester or December 15 for the start of spring semester, new students should submit a written request along with medical documentation from their physician to the Director of Student Academic Support Services for consideration.

Returning students: before December 1 for the start of spring semester and March 1 for the start of fall semester (prior to the spring room selection process), returning students should submit a written request along with medical documentation from their physician to the Director of Student Academic Support Services for consideration. If approved, a medical single will be granted based on availability.

Requests for a medically necessary single room assignment at other times of the year will be considered and if approved, granted based on availability.

Room Check Policy

University personnel reserve the right to enter rooms when there is probable cause concerning the health, safety and/or welfare of the resident and/or any member of the campus community.

Authorized personnel have the right to enter the rooms for regular inspections. Students will be notified in advance whenever feasible.

Security

Resident students receive a room key and an ID card that will provide keyless access to the residence hall and campus buildings. Rooms should be locked when the student is not in the room. Students are responsible for the security of their belongings. Large amounts of money or valuable jewelry should not be stored in residence hall rooms. Bay Path University places great emphasis on safety for all members of its community. Students can help in this effort by contacting Campus Public Safety about any unescorted visitor seeking to enter any buildings or residence halls. **ID cards are non-transferable and may not be loaned to anyone, including another Bay Path University student.**

Selling and Soliciting

Selling, canvassing or campaigning door to door in the residence halls is not permitted. Students are not permitted to operate a business or maintain an inventory for a business from a residence hall facility. This includes businesses operated through the internet or phone.

Technology Services

Students who reside on campus have access to a variety of technology services including local telephone service, satellite TV, and direct high-speed internet connection.

Residence Hall Room Telephone Number - As a resident student, you can be assigned a telephone number upon request, which will change if you change rooms or residence hall. You will need to supply your own touch-tone phone. Please use discretion in the dissemination of telephone numbers of residence hall phones to eliminate undesirable calls. You will automatically have 20 minutes of voicemail and are advised to change your greeting periodically. For security reasons answering machines are not allowed.

Local Telephone Calling - The University will pay all local telephone charges. However, use of a modem is not allowed through the telephone connection. Local usage statistics are monitored(duration of calls, number dialed, etc.) in order to ensure adequate system performance and manage capacity as well as to help identify abuse/unreasonable use of the system or unauthorized use for Internet access via modems. Anyone found to be abusing this shared resource may be subject to disciplinary action or fine. The local calling area includes:

- Agawam
- Chicopee
- East Longmeadow
- Feeding Hills
- Hampden
- Holyoke
- Indian Orchard
- Longmeadow
- Ludlow
- Southwick
- Springfield
- Westfield
- West Springfield
- Wilbraham

Long Distance Telephone Calling - For long distance telephone calls, students will need a telephone card. Students can choose any long distance carrier they wish, however, the billing number for the card must be your own home number. (The Bay Path telephone number cannot be used for the calling card.) The billing account for long distance calling must be set up as a residential account; it cannot be set up as a commercial account. Prepaid phone cards or cellphones are recommended.

Satellite TV - To use satellite TV at Bay Path, the student must have a cable-ready television and a standard coax connection cable. No special converters or adapters are needed to receive satellite TV at Bay Path.

High Speed Internet Connection - Internet connections at Bay Path are high-speed connections, equivalent to the high-speed connections currently being offered by many cable TV and telephone companies. See PC Check-In Process below for the resident student computer requirement.

Resident Personal Computer Check-In Process – To participate in the campus computer network, ALL resident students' computers must be registered in the Campus Manager Network before the room network port can be activated. The registration process ensures that resident student computers are virus-free and well protected. We do this to protect you and all other students from adverse effects or damage. Instructions and logistics will be provided when you arrive in the fall. This applies to all new PCs arriving throughout the year.

Health | Wellness

Introduction

Staying healthy and well is important not only during college but in the years that follow. You are truly establishing habits that will last a lifetime! Bay Path understands this and makes available free of charge a number of programs and services to assist students in staying in good health physically and mentally. The departments that take the lead in health and wellness programming and activities, especially the Fitness Center, Health Services, and Counseling Services, pay attention to what Bay Path students need most. Programs and activities offered through the year explore a range of wellness related topics including physical, spiritual, emotional, occupational, social, intellectual and financial well-being.

Departments concerned with student health and wellness, particularly staff in Health and Counseling Services, understand that college students often face a number of health questions or issues related to academic demands on their time, balancing relationships with friends and family, and the emergence or continuation of medical or mental health concerns. Succeeding at Bay Path means using campus resources when you need assistance or support. Do not hesitate to contact Health and Counseling staff at any point during the academic year if a concern or issue arises, campus services are offered free of charge. This includes contacting Health and Counseling staff should you have a concern about another Bay Path University student who might need assistance.

All medical and counseling records and clinical consultations are confidential. Records cannot be released without the written consent of the student.

Resources

Health Services

The RN-directed health center is available to address a range of health matters from the most common illnesses and health concerns to assisting in the management of significant and chronic health issues. In addition to the services of the Registered Nurse, the University physician has weekly clinic hours by appointment and is available to provide medical services including GYN services. The goal of the Health Center staff is to help each student achieve good health and overall wellness while at Bay Path University.

Campus Location - Bottom Floor, Theinert Hall.

Counseling Center

The Counseling Center supports and enhances the academic and personal growth of all Bay Path students. They offer short-term individual counseling for a broad range of issues including adjustment to college, eating disorders, relationship issues, depression, anxiety, stress management, as well as consultation for faculty, staff, students and parents. In some cases, referrals are provided to off-campus mental health providers. Their services are confidential except in rare circumstances involving serious risk of harm to self or others. In addition to the Counseling Center staff, Bay Path has a psychiatrist available to meet with students as needed. The Bay Path Counseling Center offers services to all Bay Path students free of charge. Please contact the Counseling Center directly to schedule an appointment.

In the event of a mental health emergency, please contact campus safety 413-565-1225 or the Behavioral Health Network 24/7 Crisis Hotline: 413-733-6661 or 911.

Campus Location: Bottom Floor, Theinert Hall.

Fitness Center

The Fitness Center is a welcoming space for all faculty, staff, students, and alumni to utilize exercise and fitness equipment. A personal trainer is on staff to assist with utilizing the equipment as well as develop specific and workout programs based on personalized goals. There is no fee to use the Fitness Center, but all members must complete the membership form which includes a doctor's signature.

Policies

Illness or Injury

If you become ill or are injured, please call Health Services immediately. If a medical problem occurs after health service hours, call the Resident Assistant on-duty or one of the professional Residence Life and Learning staff. After Health Services office hours, students can be seen at the Baystate Medical Center in Springfield. Maps with directions to the emergency room are available at the residence hall desks. Transportation must be arranged either with a friend, by taxi and by ambulance. Taxi service can be provided via a voucher that can be obtained through the office of Residence Life and Learning or from one of the professional Residence Life and Learning staff. If there is any question about the urgency of the situation, please contact Campus Public Safety (413) 565-1225 for assistance in making the determination as to whether or not the individual should be transported by ambulance.

There is no charge for students to use Bay Path Campus Health Service facilities. All off-campus health care expenses are the responsibility of the student. Such expenses may be covered by health care insurance purchased through the school or other sources. Health care considerations may require treatment at other locations including hospitals and/or doctors' offices. Students are responsible for their own transportation costs.

Medical Emergency

When an emergency occurs anywhere on campus, remain calm. From any campus phone dial 911 for police assistance. For example, if an individual:

- is or becomes unconscious
- has trouble breathing or is breathing in a strangeway
- has chest pain or pressure
- is bleeding severely
- has severe pressure or pain in the abdomen that does not go away
- is vomiting or passing blood
- has seizures, a severe headache and slurred speech
- appears to have been poisoned
- has injuries to the head, neck and back
- has possible broken bones

Mental Health Emergency/Self-Harm or Harm to Others

This policy is designed to assist those concerned about a student who appears to exhibit life threatening behavior. Students often feel comfortable enough to discuss personal issues with a Bay Path University student, faculty, or staff member, including concerns for another student. If you have concerns about the wellbeing of a student, or become aware of any student attempting or contemplating suicide or are fearful

of them harming themselves or others, please contact an appropriate University official immediately (Campus Public Safety, Counseling Services, Health Services, Residence Life and Learning professional staff member, Dean of Students.)

Certain life-threatening behaviors (i.e. suicidal threats, attempts, gestures; eating disorders; substance abuse; threats, gestures, or attempts to harm others; actively delusional, odd behavior) are signs of personal distress. At Bay Path University, we strive to support students with emphasis on caring for the personal, intellectual and ethical growth of students and intervening appropriately should a student show signs of distress.

There can be signs that a student may be struggling and need assistance. These include:

- Increased risk-taking behavior
- Significant change in personality and/or appearance
- Preoccupation with death in conversation, writing, or drawing
- Giving away treasured belongings
- Withdrawing from friends and/or family
- Not attending classes or participating in favorite activities
- Aggressive or hostile behavior
- Making suicidal statements such as “wanting to die,” “everyone would be better off if I was dead,” or talking about wanting to “disappear” or “not be around.”

In the event that a Bay Path University employee or a student becomes aware that a campus student has harmed another person or has sustained a self-inflicted injury, or has threatened to do harm to self or others on campus, Campus Public Safety must be contacted. In case of serious injury, students should call 911 and then notify Campus Public Safety. **It is extremely important that you take comments – in person and online – about suicide (including jokes), any threats of suicide, or threats of harm to themselves or others seriously and seek immediate assistance.**

What to Do When You Suspect a Serious Issue or Crisis

On Campus: Call Campus Public Safety (413) 565-1225.

Off Campus: Call 911.

Unless your own safety is at risk, stay with the student in crisis until assistance arrives.

Emergency medical personnel may transport a student in acute emotional distress to a local emergency room for evaluation. If you need help in assessing the situation during business hours, Monday-Friday, **contact the Counseling Center at (413) 565-1276.**

Any student who the University believes presents a threat to the safety, health and wellbeing of themselves or others may be asked, among other things, to take a voluntary leave in order to ensure the safety of the campus community as a whole. The University may elect to place a student immediately on leave following an individualized assessment. Such involuntary measures are generally considered a last resort, unless there are emergency or direct threat circumstances. The conditions for a student's return will also be developed on an individualized basis and will be discussed with the student in advance of the leave if circumstances permit. Conditions for return may include appropriate documentation from medical professionals, release of relevant medical records, establishing a continuing treatment plan and a demonstrated ability to meet the University's academic and conduct standards on such, or such other conditions as the University deems appropriate. Decisions regarding a student's return will be made by the Assistant Provost, Dr. Kristine Barnett.

The Bay Path University campus community is committed to helping students grow both intellectually and personally so that they develop emotional resilience that enables them to respond to life events in ways that support their well-being and integrity. If a student's mental well-being is of general concern, but is not a perceived danger, please contact the Counseling Center weekdays from 9 a.m. – 5 p.m. via email at counseling@baypath.edu or by phone at (413)565-1276.

Immunization Requirement

Before students may register or attend classes, Massachusetts General Laws Chapter 76, Section 15c requires that each student must show immunization records for vaccinations against measles, mumps, rubella, diphtheria, tetanus, varicella, acellular pertussis and Hepatitis B series and submit a completed health form. First year students who plan to live in the residence halls have an increased risk of the disease, Meningitis. It is required that all resident First Year students obtain the Meningococcal vaccine from their primary care physician prior to attending University in the fall. For additional information regarding immunization requirements, please contact the Director of Health Services at ext. 1392.

International Health Advisories/Epidemics

Bay Path University policies follow the recommendations of the Centers for Disease Control (CDC) and the World Health Organization (WHO) regarding travel to affected areas and visitors from those areas.

Travel and Visitors

Consistent with the CDC travel advisories, Bay Path will not authorize, facilitate or fund nonessential travel to high-risk regions for students, faculty or staff. If the CDC and WHO issue advisories or recommendations concerning visitors to the U.S. from high-risk regions, Bay Path will follow the recommendations, which may include restrictions on travel to the campus. Personnel and/or students who are inviting visitors from high-risk regions to campus to attend Commencement, Reunions, academic programs, conferences or for other purposes should notify their guests of this policy.

Precautions

- Avoid unnecessary travel to high-risk areas.
- Follow published CDC or state health agency recommendations on disease avoidance practices. Recommendations will vary depending on the disease, known health risks, status of the outbreak, and risks of contracting or spreading the disease.

Safe | Secure

Introduction

Bay Path University provides a variety of resources to ensure a safe and secure campus. All students, faculty, and staff should familiarize themselves with campus safety features as well as safety related policies and procedures. If you have safety related questions or concerns, do not hesitate to contact a member of the Department of Public Safety for assistance. It is recommended that all students take a moment to add the Department of Public Safety phone numbers to their cell phone's contact "favorites" list for quick reference if needed (Main Number 413-565-1225, Cell 413-313-4139, & Ext. 1225 from any on campus phone).

Resources

The Department of Public Safety (CPS)

The Department of Campus Public Safety (CPS) is comprised of a group of well-trained professionals who work to provide a safe and secure environment for those who live, work or visit Bay Path University. Although the CPS officers enforce the University's rules, regulations and policies, their primary mission is to assist our stakeholders.

The Department of Public Safety operates 24 hours a day, seven days a week and is in direct communication with the Longmeadow Police and Fire Departments. Residence halls are secured 24/7 and have electronic ID access, which is provided and maintained by CPS. The CPS staff issues parking permits, checks visitors into residence halls, oversees general campus safety issues, enforces parking regulations, assists with special events and provides crime prevention and campus safety workshops throughout the year. A Campus Public Safety officer can be reached at 413 565-1225 or ext. 1225 from a campus phone, cell 413-313-4139 or in the event of an emergency, dial 911 to connect directly with the Longmeadow Police or Fire departments.

Personal Safety – What You Can Do

The most effective safety and security measure is you! Here are things that all students can and should do to keep themselves and the campus safe.

Omnilert Campus Alert System/Emergency Notification

Register for Omnilert-The University utilizes **Omnilert** to send emergency communications to the campus community. All Bay Path University students, faculty and staff can register, self-manage their accounts, deactivate service, update phone numbers and email addresses, etc. To learn more how to get started, log on to the [Department of Public Safety Portal page](#).

Personal Safety

- Walk in groups or call Public Safety (413 565-1225, ext. 1225 from a campus Phone or cell 413-313-4139) for an escort;
- Do not walk alone after dark in unfamiliar areas.
- Keep identification on your person at all times.
- Park your car and walk in well-lit areas.

- Know the location of emergency campus phones.
- Stay Alert! Avoid using electronic devices when walking alone.
- Secure personal property and avoid displaying valuables.
- Alert someone you know and trust if you plan to leave campus or if your daily schedule will be different from the “norm”
- Report all suspicious activity to the Department of Public Safety.

Residence Hall Safety

- Lock doors at all times, especially when you go to sleep.
- Report lost keys immediately; do not loan your key card or keys to anyone.
- Secure valuables and medications at all times.
- Know the location of fire alarms and extinguishers, and be familiar with exits and evacuation procedures.
- Escort your guests at all times and do not let strangers into residence halls.
- Report all suspicious activity to your RA or Public Safety (413 565-1225, ext. 1225 from a campus phone)
- If you live off-campus, know your neighbors, leave outside lights on, keep your front and back doors locked and close your curtains.

IF YOU “SEE SOMETHING SAY SOMETHING”

Web and Technology Safety

- Review the security setting on your browser and use commercially available virus protection. Do not click on attachments from unknown individual or sources, and familiarize yourself with information about current scams or malicious software.
- Avoid posting personal information on any website or social media; never reveal or post social security number, phone number, address, or date of birth.
- Do not leave your laptop, tablet, phone or computer unattended even for a short period.
- Passwords protect your devices so that in the event of loss or theft no one can access your information. Obtain or enable tracking software to help recover your phone or other devices or to remotely delete personal information.

Lock Down/Shelter in Place Procedures

Some emergencies may require students, faculty, staff, and visitors to take shelter inside buildings. Incidents such as a hostile intruder, severe weather, a chemical spill, or a break in a natural gas pipeline. These are examples of times the campus community may be asked to stay in a specific area. “shelter in place” or “lock down.” You will be notified in many ways including email, telephone, or through the Omnilert Emergency Notification System.

Faculty, staff, and students are to remain in “lock down” during the emergency until campus officials or emergency personnel indicate it is safe to exit.

	<i>Shelter in Place</i>	<i>Lock Down</i>
<i>Reasons</i>	<ul style="list-style-type: none"> ● Precautionary ● Police Activity in the general area ● No immediate danger to students/staff on campus ● Need to clear the grounds & get students/staff indoors 	<ul style="list-style-type: none"> ● Immediate threat to campus ● Significant police activity in the vicinity ● Potentially dangerous suspect(s) are on the loose on or near school grounds
<i>University's Responsibility</i>	<ul style="list-style-type: none"> ● Communicate Shelter in Place to students/staff ● Get everyone inside a building ● Lock all doors ● Account for student/staff presence ● Learning and typical school activities can resume once all students/staff are indoors ● All activities must remain indoors until all clear is given ● Be alert, if you see something suspicious, report it 	<ul style="list-style-type: none"> ● Communicate Lockdown to staff/students as quickly as possible ● Get all students/staff inside as quickly as possible ● Once inside, initiate Lockdown procedures ● Lock doors, turn off lights, close blinds, block barricade doors as needed and students get on the ground ● Remain calm, be vigilant, report anything suspicious
<i>Longmeadow Police Responsibility</i>	<ul style="list-style-type: none"> ● LPD will likely respond to perimeter of campus area to create a safety buffer zone between police activity and school site ● Monitor situation and assess for change in status 	<ul style="list-style-type: none"> ● LPD will respond to school site, address the threat, and coordinate with CPS and school administrators on next steps

In the event of a “lock down,” you should do the following:

- Move to the nearest office, classroom, residence hall room and secure yourself inside. (Check to be sure the room you select is able to be locked from the inside.)
- Close windows and doors if possible and lock them.
- Turn off lights and unnecessary equipment.
- Close window curtains or blinds if possible, and then stay away from the windows.
- Silence (but do not shut off) cellphones.
- Barricade door and take cover if possible.
- Remain quiet and stay in place until notified by emergency personnel.

Policies

ID Card

All students are required to have and carry a photo ID Card issued by Campus Public Safety. The ID Card serves numerous functions including; identification, purchases in the Blake Dining Commons, the Carpe Diem Café, the Fleming Book and Gift Center, to print documents as well as accessing some campus buildings, including residence halls. The ID card can be used as a debit card on campus by making a minimum deposit at the Business Office to a specific account. Deposits will be posted to the student's ID card within 24 hours of the deposit. Balances cannot be transferred from one account to another. Any balance on the student's ID card at the end of the fall semester will be carried forward to the spring semester. Any balance at the end of the spring semester will be applied to the student's bill. Refunds of voluntary deposits will be dispersed at the end of the spring semester or upon withdrawal from the University, if all financial obligations to the University are satisfied. Lost ID Cards can be replaced for \$10 from Campus Public Safety.

Emergency Phones

Emergency phones are located at various points on campus. The following phones are directly linked to Campus Public Safety. When the receivers are lifted, they automatically connect to CPS. These phones are for students in need of immediate assistance.

- Theinert Hall- Located in the foyer of the main entrance.
- Wright Hall- Located in the foyer of the main entrance.
- Bollum Hall- Located in the foyer of the main entrance.

There are two Emergency Call boxes located:

- Parking Lot A- Located on the north side exterior of the Blake Student Commons
- Catok Learning Commons- Located on the right side of the front door

Emergency Preparedness/ Disaster Plan

The University has prepared for numerous types of emergencies or disasters that can affect a community. For your general information, a few of the most common types of situations, and what you can do, are included here. As a general rule, in any emergency you should alert Campus Public Safety immediately, 413 565-1225, or ext. or 1225 from a campus phone. In the event of a serious emergency, especially one where there is the threat of injury, injury or a serious medical emergency, contact 911 with a follow up call (when possible) to Campus Public Safety. Also, if you are unsure if the situation warrants contacting Campus Public Safety, call them.

Bomb Threats

Bomb threats should always be taken very seriously. Such threats may be made via emails, texts, handwritten notes or, most often, by phone. The two most important things to remember in every bomb threat scenario are to (1) stay calm and (2) call, or have someone call, Campus Public Safety immediately at 565-1225. If a threat is made via email, do not delete the message; forward it to CPS. If it is made via handwritten note, call CPS immediately and handle the paper as little as possible while waiting for CPS to arrive.

- If a bomb threat is made on the phone, a different course is in order. You should have someone else contact the CPS at 565-1225 from another phone. If this is not possible, call CPS from another phone **after the caller hangs up**. While the caller is on the phone, keep them on the line for as long as possible. Do not hang up, even if the caller does. Wait for a police officer to arrive.
- If possible, try to remain unemotional and “interested” and try to keep the caller talking in order to gather and supply authorities with as much information as possible.
- If your phone has a display, write down or copy the number and/or letters that appear on the display.
- Try to remember as much about the call/caller as possible and provide that information to the police.

Evacuation

If there is a potential danger to buildings and or its occupants, the area affected may be evacuated immediately. Evacuation maps with designated evacuation routes are posted in every building. Use a telephone away from the area and call Campus Public Safety at (413) 565-1225. For emergencies affecting the entire campus, the University population can be relocated to various town locations in the event of a prolonged power outage or other emergency.

Explosion on Campus

- Report an explosion by calling 911 immediately.
- If necessary or when directed to do so, activate the alarm system to evacuate the building.
- The alarm system is linked to the Longmeadow Fire Department; therefore, it is not necessary to take time to call them.
- Redirect exits away from the explosion.
- Do not use elevators.
- Discontinue use of all cell phones and radios.

Fire

- In case of fire, activate the nearest alarm to warn others occupants of the buildings to evacuate.
- The alarm system is linked to the Longmeadow Fire Department; therefore, it is not necessary you call them.
- Evacuate using the primary evacuation path.
- All rooms/offices must be evacuated. Leave lights on. Close but do not lock doors.
- Leave personal belongings behind unless instructed otherwise.
- Before opening any doors, be sure to feel the surface. If the door is hot to the touch, do not open. Utilize another door, if possible or window.
- Do not attempt to put out the fire; personnel trained in the use of fire extinguishers may try to extinguish fires that are small in nature.
- If an area is hot or filled with smoke, crawl on hands and knees.
- Use stairwells to exit and avoid elevators. Proceed out the nearest exit and assemble at least 300 feet from the building to a designated evacuation area.
- Notify emergency personnel of anyone who has not evacuated because of injury or inability to evacuate.
- Do not attempt to re-enter the building until emergency personnel have certified that the building is safe.

Fire Evacuation Drills

Bay Path University conducts fire drills two (2) times per year in office buildings. The first drill is announced to be sure employees and students are aware of their roles and responsibilities. All subsequent fire drills are unannounced. Fire drills are conducted four (4) times per semester in all residential buildings. The first fire drill will be announced. All subsequent drills are unannounced.

Faculty, staff and students must abide by all safety regulations to minimize the threat of fire in offices and residence halls. Many fires start through careless disposal of smoking materials. Bay Path University does not allow smoking in any building on campus and provides receptacles outside of buildings to dispose of smoking materials. Use of candles in office buildings, classroom buildings and residence halls are prohibited. Any student found to be in violation of regulations relating to fire safety will be subject to disciplinary action as outlined in the Student Guidebook and University Catalog.

Flooding

If flood conditions occur in any building, call Campus Public Safety at extension 1225. If the flood presents immediate danger to the occupants of the building call 911. Be sure to provide sufficient information, including the building, room number, degree of flooding and potential damage due to the flood. If the degree warrants immediate evacuation, occupants should evacuate to a safe location and then call emergency responders.

Fumes and Vapors

Toxic fumes can enter a building from various sources, such as, equipment fires, faulty wiring or improperly stored chemicals, etc. If the presence of toxic fumes is suspected evacuate first but if you are required to shelter in place:

- Close all doors and windows to seal off the building from the exterior.
- Relocate everyone to a shelter area within the interior of the building, preferably on the upper floor of a multi-story building.
- Account for all students and staff when you reach the shelter area and notify Campus Public Safety at Extension 1225 if anyone is injured or missing.
- Remain in shelter; do not leave until the “all clear” message is broadcast.
- Under the direction of Campus Public Safety, it may be possible to clear an affected area by opening a window and/or activating exhaust fans.

Hazardous Substance Spills

Any major spill of a hazardous substance must be reported immediately to Campus Public Safety, who will notify the Longmeadow Fire Department. Students and personnel should be evacuated from the area immediately. Campus Public Safety in conjunction with the Facilities Department will seal the contaminated area to prevent further contamination until the trained responders arrive.

Persons who may be contaminated by the spill/release must seek medical attention immediately.

Mechanical/ Utility Failures

Any emergency related to building or facility problems, such as equipment or utility failure must be reported to the Facilities Department immediately during regular hours of operation, extension 1211. If failure occurs after hours, weekends, holidays, notify Campus Public Safety ext. 1225 or appropriate personnel listed on the emergency call list.

Emergency lighting is available in all buildings for a period of 45 minutes following a power outage. Heat will be sustained for a period of time following a power outage. The University will contract with an outside vendor to obtain its own generator in the event of a prolonged power outage.

Medical Emergency

- Report any serious injury or illness by calling 911 immediately and Campus Public Safety (413)565-1225, ext. 1225 from a campus phone).
- Non-emergency injuries or illness should be reported to Campus Public Safety.
- Begin first aid if qualified or seek someone who is qualified to administer first aid.

Medical Services After Hours

Any student who sustains a mild injury or experiences health problems after Health Services office hours and believes medical treatment is needed can be seen at the Baystate Medical Center in Springfield or BayState Urgent Care located at 688 Bliss Road in Longmeadow.

- After hours' transportation can be arranged with a friend or by contacting Residence Life and Learning Staff members to arrange for a taxi voucher.

Student Crisis

In the event of non-medical or mental health crisis situations involving students, contact Campus Public Safety at (413) 565-1225, ext. 1225 from a campus phone). Campus Public Safety will make appropriate contacts and referrals.

Disclosure of Self-Harm or Intent to Harm

Refer to: Mental Health Emergency/Self Harm or Harm to Others Policy in Health|Wellness.

Weather

Tornado Watch

- A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. The National Weather Service will issue a watch bulletin to local authorities and local radio and television stations.

Tornado Warning

- When a severe weather/tornado sighting occurs, the National Weather Service alerts weather stations and local authorities. If severe weather or a tornado is approaching, Campus Public Safety will issue a broadcast warning through Omnilert, voicemail and email systems.

Campus Public Safety is equipped with an NOAA Weather Radio and battery operated portable radios. When the potential for a weather emergency exists, Campus Public Safety will obtain updated information from these sources and advise appropriate members of the administrative team regarding cancellation of classes. In addition, Campus Public Safety will notify all residential students of weather emergencies via loudspeaker announcement in the residence halls. Residential students and personnel on campus during severe conditions will be directed to report to Wright Hall. This location has been designated as the University's "safe place" during emergency or disaster situations.

Weather – Cancellations/Delays

Weather cancellations/delays of classes: Students can obtain a cancellation message by calling 565.1760 or signing up to receive a text through Omnilert (see *Omnilert/Emergency*

Notifications in **Safe\Secure**).

Announcements will be made on the radio stations WMAS, WAQY, WRNX, WHYN, WTIC and television stations TV22-WWLP, TV40-WGGB, TV3-WSFB, TV30-WVIT and WTNH News Channel 8/UPN 9 beginning at 5:30 a.m. Cancellation/delay notices are also posted on the My Bay Path Portal.

Firearms and Weapons

Policy Statement

All members of the Bay Path community including faculty, staff and students are prohibited from possessing firearms, ammunition, explosives of any type (including fireworks), knives, dangerous weapons as listed in MGL c269 s.10b, tear gas, dangerous chemicals, biological agents, explosive or weapon making components or weapons (hereafter referred to as “Weapons”) on Bay Path property. Even if the bearer of a “weapon” holds a federal or state license to possess the weapon. Replicas of firearms can cause the same alarm and disruption as actual firearms, therefore any item that is a replica of a weapon such as a fake or toy gun or a hand held under clothing to simulate a weapon will be treated as a violation of University policy.

Students, faculty and staff are not allowed to carry and/or possess weapons at any time while in class, working and conducting University business. This policy also carries over to all Bay Path related activities on or off Bay Path property. Examples include, but are not limited to, University sponsored trips, business functions or events.

Pepper spray, mace or Oleoresin Capsicum (OC) spray is permissible on Bay Path property for anyone who is 18 years old or older. Those under 18 years of age may also carry provided they comply with Mass General Law which includes possessing a Massachusetts Firearms Identification (FID) Card. These types of devices are not to be discharged inappropriately on Bay Path property or at Bay Path events. Disciplinary action will be taken in the event mace, pepper spray or OC spray is discharged inappropriately on Bay Path property, while working, in class and at Bay Path events.

Bay Path students are responsible for the behavior of any visitor(s) they have on Bay Path property or at Bay Path events. Bay Path students should make all visitors aware of this policy before the visitor(s) arrive. Should a visitor be found carrying a weapon, the Bay Path student may be held liable for the actions of his/her visitor(s).

Exceptions

Bay Path maintains a strict policy that prohibits the possession or use of weapons, including legal and authorized weapons of any kind. Possession includes, but is not limited to, storage lockers, desks, briefcases, purses, articles of clothing and personal vehicles parked on Bay Path property. The only exceptions to this policy are as follows:

- Sworn law enforcement officers, to the extent they are legally permitted to possess weapons in the jurisdiction in which they are located, may do so on Bay Path property;
- University sanctioned groups where a particular weapon(s) is a required part of the curriculum or activity, (i.e. classroom studies and/or research, martial arts classes/clubs; fencing clubs/classes; theatrical events, etc.). Providing written permission is received from the administration prior to bringing said firearm/weapon on campus.

- Members of the Bay Path University Campus Public Safety Department, Facilities Department and/or Information Technology Department may be required to use a tool/weapon such as small knives or box cutters in the performance of some employment tasks.

Sanctions

Any student, faculty, staff, volunteers and visitors, who possesses a weapon other than those in the exception categories above while on Bay Path University Property or while attending a Bay Path University sanctioned event may be subject to expulsion from campus by Campus Public Safety (CPS), disciplinary action, arrest by local law enforcement which may lead to criminal prosecution, fines and/or imprisonment.

Obligations under this policy

All students, faculty and staff who have knowledge of a weapon or weapons on campus must report that knowledge immediately to the Director of Campus Public Safety. In the absence of the Director of Campus Public Safety, the Campus Public Safety officer(s) on duty or local authorities shall be notified.

If knowledge constitutes an immediate threat to the safety of Bay Path students, faculty, staff, volunteers, visitors or the general public should inform local police by calling 911 immediately. Campus Public Safety should be notified immediately after contacting 911 Emergency Services.

Pursuant to Massachusetts General Law Chapter 269, Section 10j, possession of a firearm on a University campus is illegal; therefore, all reports of firearms on University property will result in immediate notification of the local authorities.

Any administrator or any faculty member who knowingly fails to report to law enforcement that an unauthorized person carried a gun or weapon on campus is in violation to MGL c 269 s.10j.

Local Police Contact Numbers

- Campus Public Safety (413) 565-1225
- Longmeadow Police Department (413) 567-3311
- Emergency Situations 911

Definitions

Bay Path Property-Bay Path property includes, but is not limited to, buildings (owned or leased), sidewalks, lawn areas, parking lots, athletic fields, etc. at any Bay Path location. Additionally, property includes University owned vehicles and non-owned vehicles used in the course of conducting University business.

Students, faculty and staff are not allowed to carry and/or possess weapons at any time while working or attending Bay Path related events, whether or not on Bay Path property, including, but not limited to, driving University owned vehicles at any time or driving privately owned vehicles used in the course of conducting University business.

Firearm- Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart and other projectile, whether loaded or unloaded, including those powered by CO2 or any other means. This includes, but is not limited to: guns, air guns, dart guns, pistols, revolvers, smoothbore arm, rifles, shot guns, cannons, paintball guns, etc. and any ammunition for any such device.

Explosives- Any chemical compound or mechanical mixture that contains any oxidizing and combustible units and other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion and detonator and any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

Weapon- Any device that is designed to and traditionally used to, inflict harm. This includes, but is not limited to: firearms, knives, teargas, explosives, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, plastic guns, etc. Additionally, any object that could be reasonably construed as a weapon and any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the University is located or conducts operations. Any item that is furnished as a weapon will be treated as a weapon: Items include, but are not limited to, use of a fake or toy gun or a hand held under clothing to simulate a weapon.

Parking

All University employees and students must comply with the rules and regulations regarding parking as part of employment, appointment or enrollment. The regulations also apply to visitors and are considered part of the terms and permission to be on campus.

Vehicles in violation of University policy may be ticketed or immobilized (booted). This includes all faculty/staff, students and visitors.

Students may park in the following designated areas:

Parking Areas	Permissions
Lot A	Commuters, Grad Students, One-Day Students. NO OVERNIGHT STUDENT PARKING.
Lot B	Staff/Faculty Parking Only.
Lot C	Student Parking (some areas restricted)
Lot D	Student Parking
Lot E	Student Parking
Behind Theinert Hall	NO STUDENT PARKING

Wright/Bollum Spaces	Drop off or pick up only. Vehicles hazard lights must be used. PARKING IS PROHIBITED.
Deepwood Circle	PARKING IS PROHIBITED. Drop off or pick up only. Vehicles hazard lights must be used.
Behind Hatch Library	One handicapped space.

Driving

Students must adhere to all campus driving regulations while operating a vehicle on campus.

Speed Limits/Traffic Regulations:

The campus speed limit is 15 miles per hour. Lower speeds may be necessary during certain weather conditions and during peak pedestrian traffic. Vehicles must be operated at reasonable and proper speeds at all times. Speeding on campus roads/parking lots is a serious offense and can result in loss of campus driving privileges. Drivers are expected to obey all signs, stop for all pedestrians. For pedestrians and vehicular safety, the upper-lower campus connecting road behind the Annex is ONE WAY.

Violations, Fines and Penalties

Campus Public Safety maintains a list of all registered vehicles and a record of all vehicle violations. If a student receives a third parking violation, a sticker will be affixed to the driver's side window stating that the next violation (4th) the vehicle will be immobilized or *BOOTED*. The Boot removal fee is \$50.00. This can be charged to the student's account or paid by check or credit card. A ticket will be placed on a *booted* vehicle each day of the violation and will be viewed as an additional "*boot*" for the car. All subsequent parking violations will result in the car being *booted*. Parking privileges will be revoked immediately for the remainder of the semester following a third *boot* of the same owner's vehicle. Fines appear on the student's regular University statements and should be paid in the Business Office. Unpaid fines may result in further charges, revocation of campus driving/parking privileges and the delay or denial of grades, diplomas and transcripts. The University reserves the right to revoke campus parking/driving privileges at any time.

Trespass Procedures

Bay Path University is a private institution and does not open up its facilities for use by the general public. Individuals who are invited guests but violate the law or University policy and procedure will receive a no-trespass notice from the University. Activities such as bicycling, roller-skating and skateboarding are strictly prohibited. Uninvited guests engaging in these activities will be asked to leave University property. The University community (students, staff, and faculty) and invited guests are allowed on University property and may use University facilities. The University reserves the right to issue no-trespass notices to employees and students who are in violation of a University policy. Any Bay Path University Community member or invited guests who may cause physical harm or make threats against another community member will be issued a no trespass notice.

Student Conduct | Ethical Reasoning and Action

Code of Student Conduct

The Bay Path University Honor Pledge

As a Bay Path University student, I will honor myself and my fellow students. In making this commitment, I will act with honesty, integrity, and respect and will take responsibility for my actions.

When you arrive at Bay Path University, you participate in the long-standing tradition of taking the honor pledge. At the heart of this pledge are honesty, respect and responsibility. When these three are present in thought and action, you act with integrity. The honor pledge is a commitment to a personal mission of integrity and to realizing the Bay Path educational mission of becoming a leader and “making a lasting difference in the world.”

Understanding the Code of Student Conduct: A Guide for Ethical Decision-Making in Campus Life

As a member of the Bay Path University community, guided by the honor pledge, each student is expected to demonstrate respect for others in her day-to-day interactions with students, faculty, staff and visitors. The honor pledge is the foundation of the Code of Student Conduct and is a living pledge. It exists to inform student behavior and foster ethical decision-making and judgment in students’ everyday lives in and beyond the classroom. At the core of the honor pledge is respect. Simply stated, behavior guided by the honor pledge shows:

- respect for the intellectual and published works of others and giving credit when referencing or using those works;
- respect for the rights of others even when substantial and serious disagreements exist; and
- respect for the property of others and that of the University.

Life in a close academic community can be rich and rewarding. It can also pose challenges that arise naturally out of living and working with others in close quarters. Being a member of the Bay Path community, guided by the honor pledge, requires you to show sensitivity to those around you, a willingness to listen, and openness to gaining new insights about what you thought was known. The honor pledge, and its call to practice respect, is an important aid in determining how to respond effectively to people and situations you may encounter while at Bay Path. It also serves as a reminder that your actions may have a different effect than what was intended, and you bear a measure of responsibility for that effect regardless of intent. In an academic community, the acceptance of responsibility for our actions, and the deeper understanding this acceptance cultivates, is paramount to the learning process and to academic and personal success.

Statement of Prohibited Conduct

To help students better understand the types of behavior that would violate the Code of Student Conduct, a list of prohibited behaviors appears below. The Academic Integrity and Classroom Behavior Policy, published in the Traditional Student University *Catalog*, and other published University policies are considered integral to the Code of Student Conduct. The Student Conduct Review Board handles non-academic violations of the Statement of Prohibited Conduct. The Standing Committee on Academic

Integrity and Classroom Behavior handles violations of the Academic Integrity and Classroom Behavior Policy; the Standing Committee's scope, process, and procedures are outlined in the University Catalog. The actions of University officials handling nonacademic violations and the Student Conduct Review Board will be guided by the Statement of Prohibited Conduct and published University policies put in place to inform student behavior and foster ethical decision-making and judgment.

All students are responsible for understanding the Code of Student Conduct and published University policies and for ensuring their behavior, and that of their guests adheres to the expectations described.

Prohibited Conduct

1. **Academic Integrity and Classroom Behavior Prohibited Conduct.** See the Academic Integrity and Classroom Behavior Policy in the Bay Path University Catalog for traditional undergraduate students for more detailed information and the hearing procedures used for Academic Integrity Policy and Classroom Behavior Violations.
2. **Disorderly Conduct** - Any conduct that unreasonably interferes with the activities of individuals or groups in the University community including disruptive behavior in the classroom or disruption and/or obstruction of teaching and learning.
3. **Dishonesty.** Providing intentionally false or misleading information or statements to any University or community official including reporting incorrect information on payment/reimbursement forms or student employment timesheets. This also includes failing to respond to inquiries or making false, incomplete or misleading statements or accusations during the course of an investigation, hearing or informal resolution process.
4. **Stealing, Vandalizing, Damaging, or Tampering with Personal or University Property.**
5. **Possession of Fireworks, Incendiary Devices or Weapons (including firearms).** See *Firearms and Weapons Policy* in the **Safe|Secure** section.
6. **Alcohol, Drug and Tobacco Violations** - Any violation of the University's alcohol, drug and tobacco policies including policies outlined in the *Residence Life Policies* section, Residence Hall Lease Agreement or any published student organizations policies. For more information, see *Alcohol, Drug and Tobacco Policy* in the **Other University Policies and Mandated Federal Policies** section.
7. **Violations of the University's Residence Hall Policies** - Any violation including (but not limited to): violations of the residence hall agreement; unlawful discharging of fire extinguishers; excessive noise; unlawful entry into residence halls, suites, loungers or rooms. For more information, see section on *Residence Hall Policies* and the *Residence Hall Lease Agreement* (provided to residence hall students separately).
8. **Guest Policy** – violation of published guest policies. See Guest Policies in **Living in Residence|Commuting to Campus** section.
9. **Unauthorized Presence or Forcible Entry into University Facilities**
10. **Misuse of Bay Path University ID/Key Card** – Using or presenting another Bay Path University student's ID/Key Card or lending a Bay Path University ID/Key card to another person. This includes using another Bay Path University member's ID/Key Card to gain access to facilities or using the ID/Key Card in the dining commons, Bookstore or other area where the ID/Key Card is accepted as a form of payment or credit/debit. ID/Key Cards are non transferable.
11. **Misuse of the Internet or Other Electronic Resources** - Misuse of electronic recording devices include misuse of camera phones, digital and film cameras, audio recorders, etc., in such a way that violates the principles of academic integrity, personal respect, and the expectation of privacy of members of the campus community. For more information, see the *Acceptable Use of Technology Policy* and the *Camera Policy*.

12. **Failure to Comply with Sanctions or Requirements of a Hearing Panel, the Standing Committee on Academic Integrity or a University Official's Sanctions or Requirements Assigned During an Informal Resolution.**
13. **Failure to Comply with a University Official** - Non-compliance with the directives of University officials, including but not limited to: Campus Public Safety officers, administrators, faculty members, and residence hall staff (including student staff members) or any other person who has been designated and authorized by the University to perform an institutional function within the scope of his/her responsibilities.
14. **Endangering the Well-Being of Another** - Any conduct that jeopardizes the physical or emotional well-being of another person. This includes hazing and bullying; for more information, see the *Hazing Policy* and *Bullying Policy*.
15. **Threat of Violence** - Any language or conduct that could be reasonably interpreted as an effort to intimidate or threaten another.
16. **Acts of Violence** - Any physical conduct directed towards another that causes physical harm to the targeted individual or group.
17. **Sexual Misconduct Including Sexual Harassment or Violence** – violations of the University's *Sexual Misconduct and Civil Rights Policy*. See the *Sexual Misconduct and Civil Rights Policy* for complete information about the policy, prohibited behavior, where and how to report or seek assistance, and the process and procedures for resolving reports and complaints. For assistance or more information, contact Dr. Kristine Barnett, Vice Provost of Academic Affairs and Title IX Coordinator.
18. **Discrimination and/or Harassment** – violations of the University's *Sexual Misconduct and Civil Rights Policy*. See the *Sexual Misconduct and Civil Rights Policy* for complete information about the policy, prohibited behavior, where and how to report or seek assistance, and process and procedures for resolving reports and complaints. For assistance or more information, contact Dr. Kristine Barnett, Vice Provost of Academic Affairs and Title IX Coordinator.
19. **Harassment Other than that of a Protected Class** - Unwelcome behaviors that are persistent or repetitive and create an unreasonably uncomfortable educational, work, or living environment for an individual, or unreasonably interfere with an individual's academic or job performance and opportunities.
20. **Retaliation for Filing a Discrimination or Harassment Complaint** - Retaliation against anyone for filing a complaint of discrimination, harassment, or sexual misconduct, or participating in an investigation or hearing regarding such a complaint, is prohibited. See the *Sexual Misconduct Policy* for complete information about the policy, prohibited behavior, where and how to report or seek assistance, and process and procedures for resolving reports and complaints. For assistance or more information, contact Dr. Kristine Barnett, Vice Provost of Academic Affairs and Title IX Coordinator.
21. **Violations of any Local, State or Federal Statute**
22. **Any Other Violation of a Published Policy of the University**

Jurisdiction

Students are responsible for observing applicable laws, regulations, and rules of the larger community as well as the Student Conduct Code at all times. The University reserves the right to investigate reports of any student misconduct that occurs on or off campus, including during periods between semesters or breaks in enrollment. If the University becomes aware that a student has been arrested and/or charged with a crime or has engaged in other conduct that is detrimental to the interests of the University or the welfare of others, the University may choose to initiate disciplinary proceedings against the student.

Process and Procedures for Non-Academic Policy Violations

Student behavior that violates University policy will be addressed following the guidelines described below. Students should understand that University officials have the responsibility to determine which path is most suitable for the student and the situation and may select a path that differs from what is described. University officials retain full and sole discretion in determining what path and/or process to use in addressing student behavior concerns.

- For matters involving *Academic Integrity and Classroom Behavior Policy* violations, please consult the Academic Integrity Policy and Classroom Behavior found in the Bay Path University *Catalog* for traditional undergraduate students.
- For matters involving *Sexual Misconduct Policy* violations please consult the *Sexual Misconduct Policy* in this *Student Guidebook* for complete information about the policy, prohibited behavior, where and how to report or seek assistance, and process and procedures for resolving reports and complaints. For assistance or more information, contact Dr. Kristine Barnett, Vice Provost of Academic Affairs and Title IX Coordinator.

Minor or low-level first-time violations:

Students will participate in a conversation with a University staff member to discuss the behavior concern and to be offered assistance or counsel. This conversation will be documented in a letter to the student with expectations for future behavior and information about the consequences of future violations. This letter will be retained on file. This response is not considered informal or formal judicial action but is an advisory step to assist the student to make good decisions. If the student repeats behavior in violation of a University policy, information about the first violation along with the new violation may be referred for judicial action as described below. (Students should be aware that at this level a professional University staff member will verify that no academic violations have taken place previously. A previous academic violation may move the matter to the next level if the combination of academic/non-academic violations warrant.)

Repeated minor/low-level violations or moderate-level first violations (Informal Resolution):

Students will meet with a University official to discuss the behavior and to determine what action will help the student make changes in behavior and decision-making. The University official will determine what response is needed to support and reinforce the importance of the student making changes in behavior going forward. This response is considered informal judicial action (an *Informal Resolution*), and the University official may assign sanctions up to and including probation for a designated period of time (see the following section on Sanctions below for information about the range of sanctions available at this stage). The student may elect to have the matter heard by a Student Conduct Review Board hearing panel with the understanding that the hearing panel can assign the full range of sanctions if the student is found responsible for a violation of University policy.

Students who meet with a University official to address policy violation allegations using the informal resolution process can expect the following:

- to receive information about the basis for allegations that her behavior was in violation of University policy, including copies of Student Affairs Incident Report Forms considered by the University official in preparation for the informal resolution.
- to select and bring an advisor who is a Bay Path University faculty or staff member who is not involved in the case and will not serve as a witness. The advisor's role is to advise the student. The advisor is not permitted to speak for the student or participate in the informal resolution. With

the exception of Title IX related-matters, the advisor may not serve as legal counsel for the student.

- to receive a letter confirming the decision of the University official addressing the matter and describing the assignment of sanctions if the student is found responsible for violating University policy. This letter will be kept on file.

The student may request the involvement of case and/or character witnesses but the University official handling the informal resolution has sole discretion to involve or invite any and all witnesses (including those of her/his choosing). Outcomes of an informal resolution are not subject to appeal.

Serious first-time or repeated moderate-level violations (Student Conduct Review Board):

Students will meet with a University official to review the behavior. In most situations, the University official will refer the matter to a Student Conduct Review Board hearing panel, and will inform the student of the referral. In rare situations, the University official may elect to address the behavior using the informal resolution process if circumstances merit. If the University official elects to use informal resolution, the student may choose to have the matter heard by a Student Conduct Review Board hearing panel with the understanding that a Student Conduct Review Board hearing panel can assign the full range of sanctions if the student is found responsible for a violation of University policy.

Sanctions

Fines or Restitution– A University official handling an informal resolution or a hearing panel may levy fines or restitution.

Official University Warning - This is a formal notice given to a student whose conduct falls below the expectations outlined in the Code of Student Conduct and other published University documents. This warning normally remains in the student's record for the duration of the semester in which it is given, although in some circumstances the warning may remain in the student's record for a longer period, designated by a University official handling an informal resolution or by a disciplinary hearing board. If another violation occurs during this time period, it will result in a student conduct review and the possibility of more serious sanctions.

Community Service Hours - Students may be assigned a specific number of supervised hours of work, either on or off campus, for violation of University policies. A University official handling an informal resolution or a hearing panel can assign community service hours.

Written Letter, Written Reflection Paper or Paper on an Assigned Topic- Students may be assigned to produce a written letter, a written reflection paper, a paper on an assigned topic, or other work that demonstrates an understanding of their violation and its impact on them or other members of the community. A University official handling an informal resolution or a hearing panel can assign written work and determine if the final product meets the sanction and college-level writing expectations.

Probation - Students may be placed on probation and the University official handling an informal resolution or a hearing panel that hears the case will determine the terms of the probation. If a student placed on probation is subsequently found responsible for violating any University policy, she may be subject to further disciplinary action including suspension or, for very serious matters, expulsion from the

University. Students may be placed on probation by action of a University official handling an informal resolution or a hearing panel. Probation may include (but is not limited to):

- prohibition from attending any all-campus social events (e.g., dances, parties)
- revocation of dining hall privileges
- removal from campus jobs or reassignment
- removal from current residential assignment, reassignment or removal from campus residence
- removal from campus leadership positions
- removal from SGA office or other SGA appointed positions
- removal from campus committees
- removal from athletic team or limits on participation

The sanctions below – suspension, dismissal and expulsion - are employed only in the most serious cases of violation of University policy. Only a Student Conduct Review Board hearing panel or the Standing Committee on Academic Integrity can assign a sanction of suspension, dismissal or expulsion. Where applicable, notification is normally sent to the student's parent/guardians.

Suspension – Students may be suspended from the University for a specified period of time and are eligible to return once the time period ends. Residential students suspended from the University must normally leave the campus within 48 hours of the time the suspension is imposed (unless otherwise instructed), and commuting students must leave immediately. A suspended student is not permitted to return during the suspension period (unless otherwise instructed). A suspension can last for a minimum of the remainder of the semester for which it is imposed and as long as several semesters. The hearing panel imposing the sanction determines the start date and length of the suspension.

Students suspended from the University will lose all academic credit for the semester in which the suspension occurs. Courses in which the student is enrolled will be marked “withdrawn” on the transcript. Students who have been suspended for a non-academic or academic violation are normally not permitted to be on campus during the time of their suspension and must obtain permission through the Assistant Provost, the Dean of Students’ office (or designee) to visit campus for any reason.

Students who have been suspended for non-academic violations and who wish to return must submit a request in writing to the Provost (unless otherwise directed). Such requests must normally be received by July 1 for a fall semester return and by December 1 for a spring semester return.

Dismissal – Dismissal is the same as suspension in all respects with the exception that dismissal is for an indefinite period with conditions for readmission, if any, defined by the University official handling non-academic violations at the time the dismissal occurs. Students who have been dismissed must provide evidence that they have met the conditions for readmission. Students who have been dismissed and who wish to return must submit a request in writing to the Provost (unless otherwise directed) along with supporting evidence of meeting conditions established for their return. Such requests must normally be received by July 1 for a fall semester return and by December 1 for a spring semester return.

Expulsion - Expulsion differs from suspension in that students who are expelled from the University are not permitted to return to the institution at any time.

Interim Measures – Temporary Suspension or Restriction Pending a Hearing

The Dean of Students; Provost; or Vice Provost and Chief Educational Compliance Officer and Title IX Coordinator; or a designee, may suspend a student who is the subject of a serious conduct incident, without prejudice, from the campus or assign other forms of restrictions, pending a hearing by a Student Conduct Review Board hearing panel, Standing Committee for Academic Integrity and Classroom Behavior or Sexual Misconduct and Civil Rights Policy review and resolution process.

Definition of Terms

Respondent – the student whose behavior is alleged to violate University policy and who is the subject of the complaint.

Complainant – the individual reporting the violation or making a complaint. In cases in which the report comes from a University employee or student employee (i.e., resident assistant, student information desk worker, etc.), the University is considered the complainant. In these situations, the University or student employee may serve as a witness.

Witnesses – Case or Character – there are two types of witnesses who may be invited to participate in a disciplinary board hearing or, less commonly, informal resolution. A case witness is someone who was involved or has appropriate knowledge of the student behavior and/or situation. This individual is able to address questions of what happened. A character witness is able to speak to the respondent student's personal qualities and character. A hearing panel has the right to limit the number of case or character witnesses if no new information is being provided or needed.

Business Days – Monday through Friday on days the University is in operation (does not include official University holidays)

Respondent's Advisor – a Bay Path University faculty or staff member who assists the respondent during the disciplinary hearing process or informal resolution. The advisor is not permitted to speak for the student or participate in the disciplinary hearing process or informal resolution.

Student Conduct Review Board Process for Non-Academic Violations

The Student Conduct Review Board is a 10-person board comprised of students, staff and faculty appointed by the Vice Provost or Dean of Student. Students occupy 6 of the positions on the board with the remaining positions consisting of staff and faculty (whose proportion may vary). A Student Conduct Review Board hearing panel reviews cases referred to it by the University official handling nonacademic policy violations, and is a smaller three (3) person panel comprised of at minimum one (1) student and one (1) faculty/staff member drawn from the Student Conduct Review Board. One member of the panel will serve as the hearing panel chair. If in the sole judgment of the University official handling non-academic policy violations it is appropriate to alter the composition of the hearing panel, the University official can arrange that the panel be comprised of all faculty and/or staff or all students.

If a non-academic violation is referred to the Student Conduct Review Board for resolution by a hearing panel, the University official handling non-academic violations will notify the respondent and complainant

that a referral has been made and a hearing panel will be convened. Although elements of a hearing panel process for non-academic violations are similar to those for academic violations, there are significant differences. Students appearing before a hearing panel for non-academic violations should consult the procedures outlined below.

Student Conduct Review Board Hearing Panel- Notice to Student

The notice to the student/respondent will include a summary of the complaint and advise the student of a respondent's rights and responsibilities, including the right to obtain an advisor. The hearing panel, a three (3) person subset of the larger Student Conduct Review Board, will typically consist of at least one student with no member having a vested interest in the matter. The composition of the hearing panel is solely determined by the University official handling non-academic violations and is at the discretion of that individual. The University official handling non-academic violations or a designee may attend the hearing to advise the hearing panel as needed during the hearing and during hearing panel deliberations.

Scheduling a Hearing and Witnesses

The hearing panel will handle the matter in a timely fashion by a hearing to take place within fourteen (14) days of formation, unless circumstances merit additional time. Before the hearing the respondent(s) will be given the opportunity to obtain the advice of an advisor who is a Bay Path University faculty or staff member and to request any witnesses or present any information relevant to the allegations prior to the Student Conduct Review Board hearing panel convenes. Respondents must notify in writing the University official handling non-academic violations (or a designee) of the names of the witness she wishes to present. The respondent is responsible for communicating to her witness(es) the date, time and location of the hearing. The hearing will not stop or be delayed if a respondent's witness does not attend or arrives too late to participate. Witnesses will wait outside the hearing room until invited to enter by the Chair of the hearing panel and will leave the hearing room once their statements and any questions are concluded.

Neither a complainant nor respondent questions a witness directly. Questions are directed to the Chair of the hearing panel who will ask the question on behalf of the hearing board.

Student Conduct Review Board Hearing Panel Agenda

The hearing panel will follow an agenda in order to ensure reasonable consistency of the process and permit the student respondent to prepare for the hearing. The agenda is available on-line along with other information helpful to a student preparing for a hearing. Briefly, the agenda invites the student to make an opening statement, present witnesses, ask questions of witnesses through the hearing panel chair, and make a closing statement. The hearing panel has the discretion to make changes to the hearing agenda if needed and these changes will not be a basis for appeal.

Hearing Panel Decision Making Standard and Process

A Student Conduct Review Board hearing panel will hear relevant information to determine whether, based on a preponderance of evidence, a violation of University policy has occurred and to determine sanctions, if appropriate. Witnesses, including the complainant and the respondent will present evidence to, and answer questions from, the Board. A record will be kept of the proceedings, which will include a summary of the testimony and findings of fact. The deliberations of the hearing panel will occur after closing statements and the dismissal of all hearing participants. Deliberations are not open to non-hearing panel members (with the exception of the University official handling non-academic violations or a designee who may serve as an advisor to the hearing panel as needed) and are confidential. The

proceedings of a hearing panel will be private, and members of the panel and all those participating will scrupulously respect the confidentiality of the process.

Determining Single or Separate Hearings When More than One Student is Involved

If more than one student is involved in the action of a violation, a single hearing will occur unless, before a Student Conduct Review Board hearing panel is appointed, a respondent sends to the University official handling non-academic policy violations by email a written request that states the reasons for separate hearings. The University official handling non-academic policy violations will evaluate the request and make a determination whether to grant the request. The decision to hold a single hearing or separate hearings rests within the discretion of the University official handling non-academic policy violations and is final and not subject to appeal.

Prior Violations Considered Only During Consideration of Sanctions

If the respondent was found responsible for earlier violations involving academic integrity or student conduct violations, this history will be made available to the hearing panel members by the University official handling non-academic policy violations only if and when considering sanctions.

Student Conduct Review Board Hearing Panel Outcome

The decision of the hearing panel will be provided to the University official handling non-academic policy violations after the deliberations end. The University official will notify the student respondent in writing of the outcome of the hearing.

Appeal

A respondent has the right to appeal a decision of a Student Conduct Review Board hearing panel if she can show:

- The decision is unsupported by or contrary to the evidence.
- The decision is the result of procedural error or bias.
- The sanction is unfair, and the respondent seeks reconsideration of the sanction(s) imposed.
- There is newly discovered evidence, unknown at the time of the hearing.

Newly discovered evidence, unknown at the time of the hearing, may be raised on appeal in support of a request for further consideration by the Board, or in support of a request for reconsideration of sanctions. Such newly discovered evidence should be included with the appeal following the procedures outlined below. Upon receipt of the evidence, the Provost may decline to hear the evidence and decide the appeal on the record. Then the matter may be sent back to the Student Conduct Review Board or the hearing panel for reconsideration, where they may consider the evidence and render a decision on the appeal.

A respondent who believes the hearing panel's process or decision meets one or more of the above may appeal within seven (7) days of receiving the notification from the University official responsible for non-academic violations. This appeal must be made in writing and sent by email to integrity@baypath.edu, and directed to the attention of the Provost, who will review the matter. The Provost will determine whether the appeal has merit and, if so, may render a decision or return the matter to the Student Conduct Review Board for further consideration. The decision of the Provost is final and may not be appealed further.

Other University Resources

Services

Book Store - Fleming Book and Gift Center

The Fleming Book and Gift Center is a full-service collegiate store, managed by Follett, which provides textbooks, course materials and specialty items including clothing, imprinted gifts, greeting cards, convenience items, health and beauty aids and a leisure reading section.

The ID Card provided by the University, cash, personal checks and credit/debit cards are accepted. Follett's new and used textbooks policy is to buy back books every day; the most advantageous time for students to do so is usually at the end of each regular semester when faculty have submitted their course orders for subsequent terms. If the Fleming Book and Gift Center has received an order from an instructor and needs the book, students may sell their books for up to 50%. Blue Book value determines the price paid in all other situations. The Fleming Book and Gift Center offers rental books and e-books for many titles. Please see the store and website for more information.

The Fleming Book and Gift Center does not select the titles to be used nor does it determine when a new edition is published. The publishers decide when to produce a new edition based on changes in technology or to update information. All questions about textbook usage should be addressed to the course instructor.

Campus Location: Lower level, Blake Student Commons.

Center for Digital and Online Learning

The Center for Online and Digital Learning, part of Hatch Learning Commons, supports teaching and learning with technology. Center staff formally orient students to online learning and Canvas LMS, support student success with online and blended classes, assist students with utilizing digital learning technologies (i.e. iPads) and offer on-going support and development for students learning with technology, online and face-to-face. Staff also coordinate the Digital Badging program. The Center for Online and Digital Learning can be reached via email (online@baypath.edu) or phone at (413) 565-6880.

Campus Location: Hatch Learning Commons.

Dining Services

Blake Dining Commons: The dining room is all-you-care-to-enjoy dining and offers assorted American entrées, ethnically inspired foods, vegetarian selections and more. The daily selections include a rotating home station offering your favorite comfort foods, a grill where you can order your fresh selections of chicken, burgers, veggie burgers and other options made to order, a Mediterranean station offering pizza and pasta and a full produce market including a salad bar and vegetarian entrée.

Carpe Diem Café: The Carpe Diem Cafe offers fresh hot Starbucks drink products, f'real milkshakes, quesadillas, sandwiches, salads and more.

Meal Plans: Meal plans are convenient, flexible and loaded with options. The meal plan provides students with access to both Bay Path dining locations on campus with a range of hours from as early as 7 a.m. to as late as 10 p.m. Declining Balance Dollars may be used in the Carpe Diem Café and for meal swipes in Blake Dining Commons. Regardless of your usage - three times a week or three times a day - a meal

plan provides value. Dining Services is available to work with students with dietary needs including vegetarian, gluten free and those with allergies. More information on dining at Bay Path is available at www.baypath.campusdish.com.

Campus Location: Blake Student Commons.

AccessAbility Services

Under the guidelines of Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act, Bay Path University is committed to ensuring that no qualified person will be denied access to, participation in, or the benefits of, any program or activity operated by the University on the basis of disability.

Students who wish to request accommodations will engage in an interactive process with the AccessAbility Services Office to determine appropriate accommodations and/or University services that may be helpful. Each request is evaluated individually on a case-by-case and/or class-by-class basis. Accommodations vary depending on the type and severity of the disability. To initiate this interactive process, students should:

- Complete a written intake form, available on the [AccessAbility Services webpage](#), and provide completed form to the AccessAbility Services Office either via email or in person
- Provide current disability-related documentation by an authorized provider, documentation guidelines are available on the [AccessAbility Services webpage](#), by email or paper copy in the AccessAbility Services Office
- Meet with a member of the AccessAbility Services team to engage discuss the accommodation request

Once reasonable accommodations have been approved, the student and the AccessAbility Services Office work together with faculty and staff to ensure that the accommodations are implemented. Students must renew their accommodations each semester by completing the necessary renewal paperwork. Any changes to a student's disability status or to the nature of their disability should be reviewed with the AccessAbility Services Office to ensure students are receiving the appropriate accommodations. Accommodations may be requested at any time during the semester, however, accommodations are not retroactive. All participation in services for students with disabilities is on a voluntary basis.

Campus Location: Blake Student Commons: Lower Level, Room 111

Information Technology Help Desk

Students may contact the Help Desk via phone (413) 565-1487, by email at (techsupport@baypath.edu), by submitting a digital request via support.baypath.edu, in person in the basement of Leary Hall or on evenings and weekends at the D'Amour Help Desk. Instructional materials are also available on the IT Resources page of the myBayPath portal. The Help Desk is available 72 hours a week, at the following times:

Monday - Friday: 7 a.m. - 8 p.m.

Saturday: 7 a.m. - 2 p.m.

The Help Desk is available to help with:

Wireless Internet Account/login issues

Accessing Bay Path online services printer toner/paper

Classroom technology General technology questions

The Help Desk does not help with:

Personal device repair

Virus removal

Campus Locations: Leary Hall, Basement; D'Amour Hall, Help Desk (evenings and weekends)

Mail

Outgoing: A United States postal mailbox is located behind Leary Hall at the corner nearest to Wright Hall. Wall-mounted mailboxes for inter-campus and outgoing mail are located outside the student mailroom on the lower level of Blake Student Commons.

Incoming: All students residing on campus will be provided a mailbox to receive mail. Commuter students who wish to have a mailbox will be provided one upon request. Students will receive a mailbox key for the duration of their enrollment and are required to check their mailbox regularly. The mailboxes are located on the bottom floor of Blake Student Commons.

Mail to resident students should be sent to:

Your Name
Bay Path University
Box # (not P.O.)
588 Longmeadow Street
Longmeadow, MA, 01106

For larger items that will not fit in the mailbox, students will be notified by a slip in their mailbox to pick up the package from Office Services during posted hours. Office Services is located in the Facilities building at the back corner of Lot A parking lot. Please note that the University does not accept COD packages.

Campus Location: Blake Student Commons, Lower Level.

Shuttle Service

The shuttle is a first-come, first-served shuttle service coordinated by the Student Life and Transportation Coordinator. During the shuttle hours of operation, the drivers will transport students to local community attractions and to several major shopping areas between Holyoke, MA & Enfield, CT. Whether you are an individual student or part of a group and would like to use the shuttle for an outing, please call the shuttle at 413-478-6813 as soon as that shift begins to alert the driver of your time, destination and number of students. This communication will allow the drivers to plan the trips appropriately and accommodate as many students as possible. The shuttle will pick up and drop off in front of Blake Student Commons. Please make sure that you clearly state the time you wish to be picked up and be at the designated pick-up spot, on time, so as to avoid delays for other shuttle passengers. For special requests outside of the daily shuttle destinations, stop by the Student Life Office located in the Breck Fitness Center to fill out a Shuttle Request or email sid@baypath.edu, 48 hours (2 business days) before you need transportation. The shuttle will only transport students to places of business, worship, or to other schools. It will not drop or pick up students at residential locations.

Transportation to off-campus jobs:

Many students have part-time jobs off-campus. If jobs are local, the shuttle may be an option for your transportation; however, there are certain limitations that must be realized. We cannot guarantee you will get to your job on time; therefore, you should not rely on this method of transportation. All uses of the

shuttle are equal in priority and availability is on a first-call, first- served basis. The individual needs of all students are important to our drivers and it would be unfair to prioritize these needs. All shuttle trips must be completed within the published shuttle service hours. If transportation is required for any reason outside of shuttle hours, students must find their own methods.

Transportation to Bus & Train Stations:

Within published shuttle hours, transportation to or from the bus and train stations is available on a first-call, first served basis. There may be circumstances that will allow for transportation outside of the published shuttle hours. This transportation is available ONLY to Bay Path students.

First-Call, First-Served Service:

As noted, students should call the shuttle number as soon as possible once a shift has begun to state their needs to the driver and discuss what may be available. "Blake" is not a bus stop and students should not simply approach the shuttle, but should call first. Also, students should not expect that the shuttle will be available for a mall trip (for instance) if calling too close to the end of a shuttle shift.

Note: The Shuttle service is subject to cancellation for reasons such as lack of a driver or inclement weather. When possible, an email notice will be sent out and posted at SID.

Campus Location: Breck Fitness Center

Student Information Desk (SID)

The student-staffed Information Desk (SID) is staffed by students and offers a variety of services for the Bay Path community including:

- Answers to general questions for students, parents, staff and faculty
- Discounted movie tickets (students & employees only)
- Box Office sales for Bay Path Performing Arts Shows
- Takes requests for club fundraisers
- Send or receive a fax
- Lost and found items
- Sign-ups and information on- and off-campus events
- Receiving and maintaining donations for the Professional Clothes Closet
- Creates slides for the campus-wide news monitors

Campus Location: Breck Fitness Center

Student Financial Services

Student Financial Services assists students in applying for financial aid, financial planning, reconciling their tuition account and in finding solutions to financial problems they may encounter during their years at Bay Path University. If students experience a change in their own or their family's financial circumstances (such as death of a parent or substantial loss of income), please contact the Student Financial Services Office at 413.565.1256 or email sfs@baypath.edu. Students and families are encouraged to contact the staff and not be embarrassed, bashful or afraid to ask for help. For more detailed financial aid information please refer to the University Catalog or on the My Bay Path University portal under Financial Aid.

Campus Location: The Annex (Red House).

Offices

President's Office

The President is the Chief Executive Officer of Bay Path and is responsible for providing vision and leadership for the University. Our current president works closely with the Board of Trustees and all the members of the Bay Path community, including students and their families.

Campus Location – Leary Hall - First Floor.

Advancement Office

The Advancement Office includes Alumni Relations, Annual Giving, and Leadership Giving, as well as stewardship of donors. The Office connects Bay Path graduates to the life of the University through programming, volunteer opportunities and communications and actions that promote engagement and financial support of Bay Path. The Alumni Association Council, a 22-member group of alumni from all decades and programs, supports the efforts of this office and serves as the governing body to Bay Path's 14,000 alumni worldwide.

Fundraising efforts include special campaigns that generate support for key initiatives of the University and students, including scholarships for today's students and support programs and initiatives across campus. Carpe Diem Fund (Annual Fund) gifts support the entire student experience.

Campus Location: Leary Hall, Third Floor.

Financial Aid (See Student Financial Services in Other University Resources)

University Relations

The University Relations Division is comprised of three main areas: 1) institutional communications, public & media relations, and branding, including management of the University's website and social media; 2) corporate and foundation relations, including securing federal grants in support of the University's major initiatives; and 3) Board of Trustees support and management.

Campus Locations: Leary Hall, First, Second, and Third Floors.

Other University Policies and Mandated Federal Policies

Knowledge of Policies, Regulations and Requirements

To maintain good standing, students must know and comply with the policies and regulations of the University. The Student Guidebook and Academic Catalogs are general references for academic policy and procedure. They are supplemented with additional notification throughout the year.

Acceptable Use of Technology

1. Purpose

To ensure Bay Path University (Bay Path) and all Bay Path users are responsible for proper use of information and protected from illegal and/or harmful actions that result from inappropriate use of Bay Path systems.

2. Definitions

Bay Path users: All University employees, faculty, adjunct faculty and students, in addition to all contractors, consultants, temporary workers, per diem, volunteers, visitors and student workers that access Bay Path Systems.

Bay Path systems: All equipment and data owned by Bay Path, which includes: individual computing and storage devices (desktop, laptop, tablet, printer, flash drive, etc.) and any data contained on them; as well as enterprise computing resources (e.g. Jenzabar, internet access, email, file shares, software, servers, networks, phone systems, system accounts).

Bay Path data: All information stored, processed and transmitted through Bay Path systems and used by the Bay Path users for academic or administrative operations. Such data is owned by the University and not the user.

Confidential data: Social security number, ID number, student educational records as defined by FERPA (including grades), financial data, account numbers, bills, personnel files, passwords and any other information labeled as confidential by Bay Path users. Bay Path will take reasonable steps to protect personal information as permitted by law.

3. Responsibilities of Bay Path users

- I. Use that is consistent with the Bay Path mission and policies;
- II. Use in an ethical and lawful manner;
- III. Use which consistently protects the confidentiality, integrity and availability of Bay Path data:
 - A. Ensure data are accurate, prevent mishandling;
 - B. Ensure access to data is limited to the needs of a job function;
 - C. Ensure that data are available for appropriate University personnel;

4. Privacy and Monitoring

All University owned property and the data therein, whether stored electronically, on paper and in any other form, are subject to review at the discretion of the University. Portions of the IT infrastructure include automatic and manual monitoring and recording systems that are used for reasons that include, but are not limited to, security, performance, backup and troubleshooting. The University reserves the right at any time to monitor and access any data, including the contents of any University computer or University communications, for any legitimate business reason.

5. Personal Use

The University recognizes that limited personal use of Bay Path systems may be necessary from time to time to attend to personal matters that cannot be handled outside work/school hours. Limited personal use of Bay Path systems must not interfere with or disrupt the work of the unit or other University business or educational activities nor unduly burden Bay Path systems such that they are not available for business and educational use. Bay Path systems may not be used for the purpose of a personal business (for profit or not for profit) or for any political activities. Bay Path systems are to be used in a manner consistent with the policies of the University. Users are prohibited from engaging in any communication that is discriminatory, defamatory and/or unlawful.

6. Legal Standards

All Bay Path Users are expected to abide by all Federal and State laws and regulations. The following list is used for illustrative purposes and is not intended to be a comprehensive guide to Federal and/or State law:

- FERPA: regulates the confidentiality of student records
- GLBA: regulates the confidentiality of financial information
- HIPAA: regulates the security and privacy of health information
- PCI DSS: regulates the confidentiality of credit card information
- DMCA 1998: regulates the protection of intellectual property
- USC Title 18 §1030: prohibits fraud and related activity in connection with computers
- CAN-SPAM Act: regulates the use of mass emailing
- MGL c.93H: mandates reporting of security breaches
- MGL c.266, S. 33A: prohibits fraud obtained through the use of computer resources
- MGL c.266, S. 37E: prohibits identity theft
- MGL c.272, S. 99: Wiretapping laws
- MA 603 CMR 49: bullying or retaliation regulations
- MA 201 CMR 16: regulations on security freezes
- MA 201 CMR 17: standards for the protection of personal information
- MA 940 CMR 27: safeguards for personal information

7. Investigations and Discipline

For students, use of Bay Path systems and data are subject to the policies included in the Student Guidebook and University Catalog including the Code of Conduct and Policy on Academic Integrity and Classroom Behavior. Unauthorized use or abuse of Bay Path systems or data may result in disciplinary action up to and including expulsion. Additional civil and/or criminal punishments may be applicable.

Appendix: Examples of prohibited behavior (this is not intended as a comprehensive list)

- Circumvention of any security measures including: hacking, probing and unauthorized reconfiguration of systems; use of computer viruses, worms and any kind of spyware or malicious software.
- Divulging an account password; unauthorized use of another account; impersonation or misrepresentation of identity.
- Removing confidential data from Bay Path systems or property without written authorization from the proper DataTrustee.
- Storing or transmitting unencrypted confidential Bay Path data to non-Bay Path systems without proper written authorization.

- Running unauthorized IT servers or networks.
- Forgery of communications, unauthorized or inappropriate manipulation of data (by alteration or omission).
- Sending spam, pranks, chain letters, pyramid schemes or any kind of for-profit solicitation.
- Creating or distributing data that may reasonably be considered offensive or disruptive to any employee, student, Trustee of the University, prospective employee, prospective student and any other person. This includes data that may offend someone on the basis of age, gender, gender identity, race, sexual orientation, religious beliefs, national origin, disability and any other category protected by law.
- Illegally downloading, storing and sharing copyrighted material.
- Engaging in communication that is discriminatory, defamatory and/or unlawful.

Address Changes

Timely notification of address changes is appreciated. Permanent address changes are managed by the Registrar's Office. Students must complete the Personal Information Update Form, which is available on the Students/Student Forms page on the My BayPath portal.

Animals and Pets on Campus (See Service and Support Animal Policy)

Animals and pets are not permitted in campus residences. Resident students may have fish in aquariums of 10 gallons or less. Students seeking accommodations for service and support animals should review the policy located in the Student Guidebook and submit the appropriate forms and documentation to the Executive Director of Student Academic Support Services.

Alcohol, Drug and Tobacco Policy

Bay Path is an alcohol-free and drug-free campus. If a Bay Path student is using or in possession of alcohol, drugs and controlled substances without medical authorization on campus, he or she is subject to the following possible outcomes (although the University Official handling non-academic matters determines the appropriate Student Conduct review which would decide any sanctions):

- Possession of alcohol:
 - **First offense** – Official University warning and/or assignment of a written letter, written reflection paper or paper on an assigned topic.
 - **Second offense** – Official University warning or probation and a meeting with a designated University staff member.
- Possession, use and sale of illegal drugs:
 - **First offense** – Up to and including suspension or, especially for major violations including selling or providing illegal drugs, dismissal from the University. No tuition or room and board refunds are given in the event of a student's dismissal for violation of this policy.

Bay Path University reserves the right to enter students' rooms or automobiles for the purpose of inspection if, in the opinion of University officials, a student's personal safety or the safety of others in the Bay Path community is in jeopardy.

Bay Path is a smoke-free campus. Smoking is prohibited in all University buildings and on campus grounds. Smokers are requested to dispose of all smoking materials in the proper metal receptacles out of doors. Disciplinary action will be taken for violations of this policy and sanctions may include a fine for each offense. Smoking is permitted on the street surrounding campus.

Anti-Discrimination Policy

Bay Path complies fully with all federal and state laws and regulations prohibiting discrimination with respect to any (1) applicants for admission or employment, (2) students, (3) employees and (4) volunteers of the University.

Should any student complaints arise despite Bay Path's policies of non-discrimination on grounds of race, color, religion, national origin, sexual orientation, age and disability, the review and appeal procedures of the Title IX policy, found in the Sexual Misconduct and Civil Rights Policy located in Other University Policies and Mandated Federal Policies, will be utilized as grievance procedures for prompt and equitable resolution of the dissatisfaction. This policy incorporates by reference the requirements of Title VI, Civil Rights Act of 1964; Title IX, the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and all other applicable federal and state laws, statutes, regulations and executive directives. Any inquiries regarding these matters may be directed to Bay Path's Title IX Coordinator, Dr. Kristine Barnett, Vice Provost and Chief Educational Compliance Officer.

Bulletin Board Policy/Posting Policy

Electronic - The Student Bulletin Board is available and viewable on the Bay Path app and is designated for use by students for the electronic posting of information. Although this is a free forum for students, messages must not contain content that may reasonably be considered offensive or disruptive to any employee or student. Offensive content includes, but is not limited to: sexual comments or images, racial slurs or other comments that may offend someone on the basis of his/her age, gender, race, sexual orientation, religious beliefs, national origin and/or disability. The Student Life Department may delete messages in the event that either the information is found to be in violation of this usage policy or if the student attempts to monopolize the bulletin board by repeatedly posting the same message, thereby impairing others from using this communication tool. The Student Life department reserves the right to determine how long the messages will remain posted.

Hard Copy - Flyers, posters, etc. must be approved and stamped by Student Life prior to posting. Anything not authorized before posting will be removed from all bulletin boards. Flyers, posters, etc. may not be posted to any walls (painted or wallpapered) and woodwork in buildings- other than Residence Halls- or in places interfering with entering or exiting glass doors in any building.

Bullying

The following shall constitute violations of the University's Code of Student Conduct and may violate the institution's' Policy on Sexual Misconduct and Civil Rights:

1. "Harassment," which includes but is not limited to
 - a. "Physical Assault," which includes but is not limited to physical attack upon or physical interference with a person which prevents the person from conducting his or her customary or usual affairs, puts the person in fear for his or her physical safety and causes the person to suffer actual physical injury including but not limited to

hitting, kicking, spitting and biting. The University has special concern for incidents in which students are subject to physical assault because of membership in a particular racial, religious, gender and sexual orientation group, disability or veteran status.

- b. Interference with a person in the conduct of his or her customary or usual affairs, such as the posting of threatening letters directed to the person, the use of threatening language directed at another, harassing or threatening phone calls and/or the vandalism of a person's room. The University has special concern for incidents in which students are subject to physical assault because of membership in a particular racial, religious, gender and sexual orientation group, disability or veteran status.
- c. "Hazing" which includes but is not limited to 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 as: extended deprivation of sleep or rest, forced consumption of food, liquor, beverage and drugs, beating or branding.

For more policies on Hazing see below in the Hazing section of the *Student Guidebook*.

Campus Policies, Guests and Student Behavior Off Campus

Campus policies and regulations apply to all Bay Path University students and their guests, regardless of whether students are residential or commuter. All students, both full-time and part-time, are expected to abide by the policies governing behavior both on and off campus.

Camera Policy

Any technological device that contains a camera must be used with extreme caution on campus. To protect the privacy and confidentiality of all members of the campus community, subminiature cameras, spy cameras and covert video cameras may not be used on campus. These cameras can be found in a variety of technological devices including, but not limited to; laptop computers, cell phones and tablets. Subminiature cameras can also be found in less obvious devices such as those resembling a pen, necklace, ring, glasses, etc. Cameras may be used on campus for approved purposes only. Approved purposes may include, but are not limited to, special events, academic projects and producing identification cards.

Child Care Policy

The Bay Path University campus is designed and maintained for the education of adults. It is not an appropriate location for babysitting or other child care activities. All members of the University community shall comply with the following policy concerning children on campus.

1. No one shall provide babysitting or other child care services on the University campus.
2. Children under the age of 14 must be accompanied by a parent or legal guardian at all times while on the University campus.
3. Children should not accompany their parents to class or to work except under extraordinary circumstances and with the permission of the professor or supervisor.
4. Children under the age of 18 are not allowed in science labs, computer labs or the equipment room of the fitness center.
5. Guests of Bay Path University residence students who are high school age (14-18) or older are permitted to stay overnight in student rooms with the permission of the Area Coordinator or designee.

Confidentiality of Student Records (FERPA)

The University complies with the Family Education Rights and Privacy Act of 1974, as amended, which governs the maintenance of student records. Under the Act, students may inspect and review their records and generally prohibit disclosure of personally identifiable information. The Act permits disclosure without consent in certain instances including disclosure to faculty or administrators who have a legitimate educational reason for accessing the file and to parents of dependents as that term is defined by the Internal Revenue Service.

“Directory Information” shall be available without limitation to any interested party unless the student specifically requests that any or all directory information be withheld. A student may limit the release of directory information for any given year by filing a request with the Registrar’s Office. The University has defined "directory" information to include:

- Student's name
- Participation in officially recognized activities and sports
- Degree and awards received
- Major fields of study
- Most recent educational institutions attended
- Dates of attendance
- Other similar information as defined by the institution

The Act affords students the following rights with respect to their education records:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research and support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor

and collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee and assisting another school official in performing her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without consent is to parents of a student termed “dependent” for income tax purposes.

4. As an undergraduate University, Bay Path assumes that all students who are not continuing education students are dependent unless the University Registrar is otherwise duly notified. In order to be considered independent, students must notify the Registrar and provide proof of status.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bay Path 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
600 Independence Avenue, SW
Washington, DC 20202-4605
6. “Educational records” include any records in the possession of the University which are shared with or accessible to another individual. The following student records are not included among educational records and therefore, are not subject to the Act, provided, however, these records may be protected from disclosure by other provisions of federal or state law.
 - Private notes or records held by educational personnel (these documents become subject to student review only if they are made available to others within the University or to outside parties).
 - Student medical or psychiatric records created and maintained solely for treatment purposes (these documents are regulated by Massachusetts law relating to patients’ rights. Under this law, students have the right to confidentiality of their medical records as well as the right to inspect and obtain a copy of these records).
 - Records of the students which relate exclusively to the students in their capacity as regular employees and which the institution makes or maintains in the normal course of business.
 - Records containing information obtained after the student is no longer enrolled, such as post-transfer or alumni records. In addition, certain educational records are not subject to review by the student. This includes financial records and statements of parents and certain confidential letters and statements of recommendation which were placed in the educational records of a student.

Fundraising, Raffles or Solicitation

Fundraising, raffles and any form of solicitation by individuals, clubs or organizations are not permitted on the Bay Path Campus without submitting a written application and receiving prior permission from the Student Government Association. Forms for this are available in the Student Life Office located in Breck Fitness Center. The fundraising event must be for the purpose of advancing activities of a club and organization and not for the benefit of an individual.

Solicitation and distribution of materials by a student or outside group is prohibited. At no time should University resources be used in solicitation. This includes on campus facilities, photocopying equipment, internal mail system, electronic mail, the student bulletin board, telephones, etc. Any exceptions to this policy can be made by an Executive Committee member only (President, Vice Presidents and Assistant to the President).

Gambling on Campus

Gambling of any kind is prohibited on the Bay Path University campus. The sale of lottery tickets and sports pools are strictly prohibited. Hosting a Las Vegas or Casino Night on campus is permissible under specific established guidelines approved by the President. Off campus groups and organizations contracting with the University for use of facilities are also subject to these regulations.

Hazing

The University forbids the hazing or harassment of any student on or off the campus. Hazing refers to any conduct or activity, which willfully or recklessly endangers the physical or mental health of any Bay Path student or other person. **Any student who organizes or participates in hazing will be subject to dismissal. Further, hazing is a criminal offense in the Commonwealth of Massachusetts and is punishable by fine and/or imprisonment.**

Chapter 269 of the General Laws (Section 17) states that “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 and by both such fine and imprisonment.”

The term “hazing,” as used in this section and in Sections 18 and 19, 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 weather, forced consumption of any food, liquor, beverage, drug or other substance and 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 to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

Section 18. “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. “Each school or University shall issue to every student under its authority or operating on or in conjunction with its campus or school and to every member, plebe, pledge and applicant for membership in such a group or organization, a copy of this section and Sections 18 and 19.”

Phone Number Changes

Phone number changes are managed by the Registrar's Office. Students must complete the Personal Information Update Form, which is available on the Students/Student Forms page on the My BayPath portal.

Rental or Use of University Facilities

Use of University facilities, including any room in residence halls, classrooms or other buildings for activities will require the approval of the Director of Special Programs. Please contact the office at 565-1066 for a full policy disclosure as well as assistance in planning your rental. University facilities are not to be utilized for religious worship services.

Right-To-Know and Campus Public Safety Act

Using the definition of the Department of Education, data on graduation rates has been compiled and is available to current and prospective students in the Registrar's office. The annual incident statistics are provided upon request in compliance with the Federal Crime Awareness and Campus Security Act of 1990 in the Campus Public Safety Office.

Service and Support Animal Policy

Bay Path University has established the following policy regarding Service Animals and Support Animals, assisting individuals with disabilities. Being mindful of health and safety concerns of the campus community, Bay Path University limits the presence of privately-owned animals on campus. However, the University will reasonably accommodate persons with disabilities who require the assistance of a Service or support animal, as appropriate. The Director of Student Academic Support Services is responsible for implementing this policy and for guiding students with disabilities in documenting their specific request for a necessary accommodation. Each request will be evaluated on a case-by-case basis, considering the needs of the individual and the concerns of the University community. Bay Path University reserves the right to amend this policy as circumstances require.

1) Service Animals

These guidelines have been developed with the understanding that service animals (as defined herein) working on campus will be limited to dogs. However, in certain circumstances, the use of other animals as service animals may be allowed. Please contact the Director of Student Academic Support Services for assistance. The requesting individual must have a disability as defined by the ADA and the accompanying animal must be trained to do specific documented tasks for the qualified requesting individual.

Types of Service Animals:

- a) Guide Dog is a carefully trained dog who serves as a travel tool by persons with severe visual impairments or who are blind.
- b) Hearing Dog is a dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound (such as a knock on the door) occurs.
- c) Service Dog is a dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons or steadying a person while walking. Service dogs may also be referred to as assistance dogs.

- d) Seizure Alert/Response Dog is a dog trained to assist a person with a seizure disorder; how the dog serves the person depends on the person's needs. The dog may stand guard over the person during the seizure, indicate to their handler in advance of a seizure and the dog may go for help.
- e) Psychiatric Service Dog is a dog trained in helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

2) Support Animals

A support animal is a dog or assistance animal that provides therapeutic support to an individual with an identified disability. Support animals may not be brought to housing without prior approval. Approved support animals are only permitted within the student's on-campus housing assignment. Each request is reviewed on a case-by-case basis and requires advanced documentation as outlined in this policy.

3) Procedures for Approval of Service and Support Animals in University Housing

Incoming residential students must submit their request for the accommodation of a Service or support animal in University housing with their initial housing application. The request form is available from the Director of Student Academic Support Services. Existing residential students must submit requests by the appropriate housing selection deposit date for the following academic year. To make a request, students must contact the Director of Student Academic Support Services and provide appropriate and timely documentation as outlined in this policy.

Note: If the need for a service/support animal arises during the academic year, all requests need to follow the outlined procedures.

4) Documentation for a Service Animal

- a) Requests for service animals in housing will require documentation of disability.
- b) A letter with the prospective resident's explanation of the tasks or function the animal has been trained to perform as a disability-related accommodation, (provide certification information, if applicable) and the type/description of the animal.
- c) Individuals seeking permission to have a service animal on campus must provide information establishing the existence of an impairment and sufficient information concerning his or her functional limitations to show that the work or tasks performed by the animal is related to those limitations. Insufficient documentation that does not fulfill the outlined requirements may result in accommodation delays or denial.

5) Documentation for Support Animal

- a) Requests for a Support Animal in housing require complete documentation to be submitted before review and rendering of a decision and/or recommendation. Documentation must be dated within the last 6 months. Documentation of the need for a support animal should follow the guidelines for documentation of disability and should include the following information:
 - i) The credentials and contact information of the evaluator(s);
 - ii) A diagnostic statement identifying the disability;
 - iii) A description of the diagnostic methodology used;
 - iv) A description of the current functional limitations;
 - v) A description of the expected progression or stability of the disability;
 - vi) A description of current and past accommodations, services and/or medications;
 - vii) Statement on how the animal serves as an accommodation for the verified disability;
 - viii) Statement on how the need for the animal relates to the ability of the resident/student to use and enjoy the living arrangements provided by the University.

- b) Any individual approved for a support animal accommodation must:
- i) Follow all established University policies (including the Code of Conduct);
 - ii) Register the animal with the Director of Student Academic Support Services and the assistant Dean of Students prior to moving into campus housing each year;
 - iii) Provide documentation at the start of each academic year with proof the animal is licensed (pursuant to applicable laws), has all required vaccinations, and in good health;
 - iv) Review and sign appropriate forms as requested at the start of each academic year.

6) Conflicting Needs/Health Concerns

The Director of Student Academic Support Services and the Executive Director of Student Life and Commencement will make a reasonable effort to notify residents in the building where the service or support animal will be located. Reasonable accommodations will be made to consider the needs of all persons regarding any allergies or other medical issues that may be present.

If there is an allergy/animal conflict within a residence hall and elsewhere, that cannot be resolved the animal in question may be subject to removal. All conflict situations will be decided on by the Director of Student Academic Support Services and the Executive Director of Student Life and Commencement.

7) Damages

If a service or support animal damages the assigned residence hall room or other University property, the cost of the damage will be assessed and assigned to the student's account. The owner is responsible for ensuring cleanliness and proper care and treatment of the animal and its environment.

8) Responsibilities of Owners Using Service & Support Animals in Housing

- a) Students with disabilities who utilize service or support animals at the University must register annually with the Director of Student Academic Support Services. Students who are seeking University residential housing must complete the appropriate housing request process in addition to the request for accommodation for a service animal as described in this policy.
- b) The Owner is responsible for ensuring that the service or support animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
- c) The animal must have a health statement, including vaccination record, from a licensed veterinarian dated within the past year. Proof of good health must be provided on an annual basis.
- d) The animal must meet legal requirements. All licensure requirements of the Town of Longmeadow's animal's residence policy must be met. Proof of such license must be provided to the Director of Student Academic Support Services.
- e) The owner is responsible for any damage caused by their animal and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the wellbeing of an authorized animal are the sole responsibility of their owner at all times.
- f) For students with roommates: All roommates of the owner must sign an agreement acknowledging that the service Animal will be in residence with them. In the event that one or more roommates later do not approve, either the owner of the animal or the non- approving roommate,

as determined by the Director of Student Academic Support Services and the Executive Director of Student Life and Commencement, may be moved to a different location.

- g) The animal must be properly maintained and measures taken at all times for flea and odor control. The residence may be inspected for fleas, ticks and other pests as needed. If necessary, University approved pest control services will be utilized and the animal owner will be billed for the expense of any necessary pest treatment.
- h) Service Animals may travel with their owner throughout the campus, except in prohibited areas that are outlined in Section IX. Support Animals must be contained within the owner's housing assignment at all times, except when transported outside the private residential area en route to off campus in an animal carrier or controlled by leash or harness.
- i) Service and support animals are not to be left alone overnight in campus housing or left to be cared for by another student/individual. If the owner leaves the campus for a prolonged period of time, the animal must be taken with them.
- j) The University reserves the right to place other reasonable conditions or restrictions on the animal depending upon the nature and characteristics of the animal. If an individual feels she is unable to comply with any of the requirements contained in the policy she should contact the Director of Student Academic Support Services to address the matter.
- k) The owner is responsible for removal and proper disposal of the animal's waste. Removal must be immediate. The animal's waste must be removed into a proper receptacle designated by the University located outside of the residence hall. Individuals unable to clean up after their animals or who need assistance should notify the Director of Student Academic Support Services and the Executive Director of Student Life and Commencement so that alternative arrangements may be agreed upon. If an animal urinates or defecates inside of a building and in another area that requires cleaning or maintenance, the owner must notify staff and stay with the animal until maintenance arrives. The owner will be responsible for the cost of such cleaning.
- l) The Owner agrees to continue to abide by all other residential and University policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
- m) The Service or Support Animal must be under the control of the owner at all times. Reasonable behavior is expected from Service or support animals while on campus. If a Service Animal, for example, exhibits unacceptable behavior, the owner is expected to employ appropriate training techniques to correct the situation. The animal shall have a harness, leash or other tether unless the owner is unable to use such devices or they interfere with the safe performance of the animal's work or tasks.
- n) If use of a Service or support animal is determined to be in violation of this policy, then the infraction will be decided on an individual basis. The owner is fully responsible for the actions of the Service or support animal. The owner is held to the code of conduct in relation to any behavior caused by the animal. Consequences for misconduct may include, but are not limited to, a plan for correction of disruption (e.g. muzzling a barking dog) and refresher training at owner's expense for the animal and owner and exclusion from University facilities.
- o) Any violation of the above rules may result in immediate removal of the animal from the University, pending disciplinary action. The University may remove an authorized animal when the animal poses a direct threat to the health or safety of others, the animal's presence results in a fundamental alteration of the University's program, the owner does not comply with the responsibilities outlined in this policy and the animal or its presence creates an unmanageable disturbance or interference with the Bay Path community.
- p) Should the Approved Animal be removed from the premises for any reason, the owner is

expected to fulfill her housing obligations for the remainder of the housing contract.

9) Areas off Limits to Service and Support Animals

The University may prohibit service animals in specific locations due to health and safety restrictions. Restricted areas may include, but are not limited to, mechanical rooms, custodial closets, research laboratories, rooms with heavy machinery, areas where protective clothing is necessary, areas where there is a danger to the animal and areas outlined in state law as being inaccessible to animals. Authorized animals may be prohibited from labs if the lab supervisor has reason to believe the animal's presence would compromise the environment or if the environment poses a physical danger for the students or the animal. Support animals are only permitted within the students on campus housing assignment.

10) Removal of Approved Animals

The owner may be directed to remove an animal that is unruly or disruptive (e.g. barking, jumping on people). If the improper behavior happens repeatedly, the owner may be prohibited from bringing the animal into University facilities or events until the owner can demonstrate appropriate steps taken to mitigate such behavior. Any animal that exhibits aggressive or unsafe behavior may be prohibited from University facilities or events.

11) General statement of behavioral requirements at campus events for owner/pet and for faculty/staff

- a) The owner of a service or support animal at any University facility or event is expected to maintain appropriate behavior of the animal as follows:
 - i) Animal must not be allowed to initiate contact/approach/sniff people, tables in eating areas and personal belongings of others.
 - ii) Animal must not display behaviors or noises that are disruptive to others, such as barking, growling and other behavior is not a part of the task the animals is trained to conduct.
 - iii) Animal must not block an aisle or passageway; impede access to ingress/egress of a facility.
 - iv) Animal must be trained not to be attracted to food that may be in common areas.
- b) Community Members (students, staff, faculty and visitors) are to recognize the working role of service or support animals and adhere to the following:
 - i) They are to allow a service Animal to accompany its owner/handler at all times and allow support Animals as authorized for the individual circumstance.
 - ii) They are not to feed, pet or touch an authorized animal without the express invitation of the owner. Service Animals are trained to be protective of their owner, among other tasks and petting the animal can distract them from their working responsibilities.
 - iii) They are not to inquire details about the owner's disability or the nature of work of the authorized animal. As the University does not generally allow animals, staff may inquire (if not obvious) whether the animal is required for a disability or what work/task the animal provides for the owner. *(If it "readily apparent" that the animal is trained to do work or tasks for the individual even the above questions cannot be asked. It is advisable to approach such matters from the perspective that the animal is legitimately present and to be certain that there is a reason to interact with/or confront the individual (e.g., is the animal wearing visible identification and under the handler's control, is the animal clearly performing a task, etc. ...). The presumption in the law is that the individual and animal are entitled to be on site. It is also important to understand that it is not a reasonable accommodation issue. It is a matter of access.)*

12) Definitions

1. Approved Animal: an “Approved Animal” is a service or support animal that has been granted as a reasonable accommodation under this policy.
2. Disability: defined as a physical or mental condition or impairment that is medically recognizable and diagnosable and substantially limits one or more of a person’s major life activities. These limitations may include performing manual tasks, walking, seeing, hearing, speaking, breathing, working and learning. A person is substantially limited in major life activities if the individual is unable to perform the activity and is significantly restricted as to the manner in which he or she can perform that activity when compared to the average person. Acceptable documentation of a disability can be from either a licensed medical or mental health provider. It should verify the disability as well as describe the need for a Service or support animal.
3. Owner: the owner is the student or person who is responsible for any type of service or support animal on campus.
4. Pet: a domesticated animal that serves a role in providing leisure companionship to its owner. Pets are not the same as Service or support animals and are generally not permitted inside University facilities. The only pets permitted in the residence halls are fish that can be kept in a tabletop aquarium no larger than five gallons, in compliance with the policies of Residential Life and Housing.
5. Service Animal: an 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 who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.
6. Support Animal: an animal that is prescribed or otherwise documented by a healthcare or mental health professional as treatment for a disabled individual and that is beneficial in alleviating one or more identifiable symptoms or effects of that individual’s disability. Support Animals are only permitted within the owner’s on-campus housing assignment.

Students must have a signed copy of this policy on file with the Director of Student Academic Services. Questions or concerns related to Service or support animals and other accommodation information should be directed to the Director of Student Academic Services at 413-565-1772.

Sexual Misconduct and Civil Rights (Title IX)

As used in this policy, the term “reporting party” refers to the person impacted by alleged discrimination. The term “responding party” refers to the person who has allegedly engaged in discrimination.

Scope Bay Path University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the University’s Equity Resolution Process (ERP), as detailed below. When the responding party is a member of the University community, the ERP is applicable regardless of the status of the reporting party who may be a member or non-member of the University community, including students, student organizations, faculty, administrators, staff, guests, visitors, campers, etc.

Title IX Coordinator The Vice Provost and Chief Educational Compliance Officer serves as the Title IX Coordinator and oversees implementation of the University’s policy on equal opportunity, harassment and nondiscrimination. The Title IX Coordinator heads the Title IX Team and acts with independence and authority free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact the University President’s Office at 413-565-1242. To raise concerns regarding a potential conflict of interest with any other administrator involved in the ERP, please contact the Title IX Coordinator.

Inquiries about and reports regarding this policy and procedure may be made internally to:

Peter Testori
Deputy Title IX
Coordinator 413-565-1058
ptestori@baypath.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR) U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Office of Civil Rights

(OCR) U.S. Department of Education 8th Floor 5 Post Office Square Boston, MA
02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150

Email: OCR.Boston@ed.gov

Equal Employment Opportunity Commission

(EEOC) Contact: <http://www.eeoc.gov/contact/>

John F. Kennedy Federal Building 475 Government Center

Boston, MA 02203

Phone: 1-800-669-4000

Fax: 617-565-3196

Reporting Discrimination Reports of discrimination, harassment and/or retaliation may be made using any of the following options. There is no time limitation on the filing of allegations; however, if the responding party is no longer subject to the University's jurisdiction, the ability to investigate, respond and provide remedies may be more limited:

- 1) Report directly to the Title IX Coordinator or Deputies (Listed above)
- 2) Report online, using the reporting form posted at https://my.baypath.edu/ICS/Title_IX/ All reports are acted upon in a timely manner while every effort is made by the University to preserve the privacy of reports. Such reports may also be anonymous. Anonymous reports will be investigated to determine if remedies can be provided. Additionally, all employees of the University are designated as mandated reporters and will share a report with the Title IX Coordinator promptly. Confidentiality and mandated reporting is addressed more specifically below. Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the University President at (413) 565-1242.

Jurisdiction

This policy applies to behaviors that take place on the main campus and other instructional locations, at University-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
- Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the University.

1. Bay Path University Policy on Nondiscrimination

Bay Path University adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. Bay Path University will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, ethnicity, national origin, age, sex, sexual

orientation, gender identity or expression, physical or mental disability, religion, or any other protected class or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process within the University or the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the University community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the University community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Bay Path University policy on nondiscrimination. When brought to the attention of the University, any such discrimination will be appropriately addressed and remedied by the University according to the Equity Resolution Process described below. Non-members of the University community who engage in discriminatory actions within University programs or on University property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with University programs as the result of their misconduct. All vendors serving the University through third-party contracts are subject by those contracts to the policies and procedures of their employers and to those contained herein.

2. Bay Path University Policy on Accommodation of Disabilities

Bay Path University is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA and ADAAA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself. The Director of Student Academic Support Services has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws pertaining to the student experience, including investigation of any allegation of noncompliance. The Assistant Vice President and Director of Human Resources is similarly responsible for compliance for employees.

a. Students with Disabilities Bay Path University is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the University. All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Director of Student Academic Support Services who coordinates services for students with disabilities. The Director of Student Academic Support Services reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

b. Employees with Disabilities Pursuant to the ADA, Bay Path University will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing to the Assistant Vice President and Director of Human Resources and provide appropriate documentation. The Assistant Vice President and Director of Human Resources will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

3. Bay Path University Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Bay Path University's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under University policy.

a. Discriminatory and Bias-Related Harassment Harassment constitutes a form of discrimination that is prohibited by Bay Path University policy as well as the law. Bay Path University condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by policy or law. Bay Path University will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, Bay Path University may also impose sanctions on the harasser through application of the Equity Resolution Process. Bay Path University's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community. A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent such that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. [1]

The University reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behaviors may not result in the imposition of discipline under University policy, but will be addressed through respectful confrontation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Assistant Vice President and Director of Human Resources and students should contact the Dean of Students.

b. Sexual Harassment The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC) and the Commonwealth of

Massachusetts regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Bay Path University has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well. Sexual harassment is unwelcome, sexual, sex-based and/or gender-based, verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the Title IX Coordinator or a deputy. Remedies, education and/or training will be provided in response.

Sexual harassment is a form of behavior that adversely affects the employment relationship and is prohibited by State and Federal law. The University condemns and prohibits sexual harassment by any employee or student.

Sexual harassment does not refer to voluntary social activities among employees. Instead, it refers to behavior that is not welcomed by the employee, which is purely offensive to them, and which undermines morale and /or interferes with the ability of the employee to work effectively. Sexual harassment includes unwelcome actions such as:

- sex-oriented verbal abuse;
- sexual remarks or jokes;
- physical contact including patting, pinching or repeated brushing against another person's body;
- demands or requests for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's status as an employee; and/or
- actual or attempted rape or assault.

It is, therefore, against the policies of the University for any employee, of any gender or gender identity, to harass another employee sexually, that is, by making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term of condition of employment or as a basis for employment decisions;
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment;
- retaliation is threatened or undertaken against an individual who complains that such conduct is interfering with her or his work performance.

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.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually-oriented conduct, whether intended or not, that is unwelcome and has the effect of creating an educational environment or work place environment that is hostile, offensive, intimidating, or humiliating to persons of all genders may also constitute sexual harassment. While it is not possible to list all those additional circumstances that may

constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- unwelcome sexual propositions, invitations, solicitations, and flirtations; leering; ● unwelcome and inappropriate touching, patting, fondling, pinching, or obscene gestures;
- seeking sexual favors or relationships in return for the promise of a favorable grade or other academic or employment benefit or opportunity;
- conditioning an academic-related action (such as a grade, assignment, or refraining from discipline) on a sexual favor or relationship;
- unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;
- sexually suggestive objects, pictures, cartoons, videotapes, audio recordings or literature, or computerized transmissions placed in the work or study area, that may embarrass or offend individuals, subject to general principles of academic freedom as defined in the *Faculty Handbook*;
- in the case of co-workers or individuals in positions of authority, conduct of the nature set forth above when the effect is to unreasonably interfere with the ability of a person to perform