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

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

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

SUBJECT TO CHANGE NOTICE
The rules, regulations, policies, fees and other charges, courses of study, and academic requirements that appear in this handbook were in effect at the time of its publication. Like everything else in this handbook, they are published for informational purposes only, and they do not constitute a contract between the University and any student, applicant for admission, or other persons.
SECTION 1

About Suffolk University
SUFFOLK UNIVERSITY HISTORY

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

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

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

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

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

THE UNIVERSITY TODAY

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

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

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

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

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

UNIVERSITY MISSION STATEMENT

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

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

CAMPUS LOCATION

The University’s Beacon Hill campus is only a short ride by public or private transportation from the Museum of Fine Arts, Harvard’s Peabody and Fogg museums, the Prudential Center, and the Boston Public Library, and within walking distance of the historic Freedom Trail. Within Boston, there are few places more steeped in tradition, history, and quaint beauty than Beacon Hill. For the past 103 years, Suffolk University has stood proudly as an integral part of the Hill. In fact, many faculty, students, and friends of Suffolk make Beacon Hill and Downtown Crossing their home. Suffolk’s relations with its neighbors have always been cordial, but this is a two-way proposition, for the people of Beacon Hill have always accepted the University as friends and welcome neighbors, and neighbors in Downtown Crossing have been receptive to students now residing in their neighborhood. The maintenance of good relations with the people of Boston is the duty of every student at the University. It is essential that students respect the privacy of persons and property in our densely occupied neighborhood so that the residential character of the area can be preserved.

UNIVERSITY DIVERSITY

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

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

This commitment is congruent with the University’s stated mission to prepare and educate men and women to be future leaders and citizens who can function effectively in an evolving, pluralistic, and increasingly diverse society.

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

David J. Sargent, President
Francis X. Flannery, Vice-President and Treasurer
Barry Brown, Provost
Janice Griffeth, Vice President for Academic Affairs
Marguerite J. Dennis, Vice President for Enrollment and International Programs
Christopher Mosher, Vice President for Advancement
Nancy C. Stoll, Vice President for Student Affairs
John Nucci, Vice President for External Affairs

Office of the Provost
Suzanne Gallagher, Assistant Provost for Regulatory Affairs and Policy Counsel
Irene Good, Assistant Provost for Information Management
Jason Potts, Director of Financial Planning and Strategy

Office of the Vice President for Academic Affairs
Michelle Auerbach, Director of Research and Academic Affairs

ACADEMIC ADMINISTRATION

College of Arts and Sciences
Kenneth S. Greenberg, Dean
Sebastian Royo, Associate Dean, Director of the Madrid Campus
Krisanne Bursik, Associate Dean
Sharon Lenzie, Assistant Dean
Mark Rotondo, Assistant Dean
Andrea Ortisi, Director of College of Arts and Sciences Budget
Thomas Dellicicchi, Director of College of Arts and Sciences Academic Computing

David J. Gallant, Director of Undergraduate Advising
Lindy Briggette, Academic Advisor
Peter Palumbo, Academic Advisor

Sawyer Business School
William J. O’Neill, Jr., Dean
Morris McInnes, Associate Dean, Dean of Academic Affairs
Laurie Levesque, Associate Dean, Dean of Undergraduate Programs
Lillian Hallberg, Assistant Dean of Graduate Programs
Myra Lerman, Assistant Dean of Undergraduate Programs
Lauren Mahoney, Assistant Dean of Undergraduate Programs
Jack Shields, Associate Director of Undergraduate Programs
Linda Nazzaro, Assistant Director of Undergraduate Programs
Dina Kiel, Academic Advisor
Kim Larkin, Academic Advisor
Jason Riccio, Academic Advisor
Helen O’Brien, Assistant Dean for Administration
Miriam Weismann, Director of Accreditation and Assurance of Learning (AOL)
John McCoy, Director of Internships

ACADEMIC SUPPORT SERVICES

Wilma Busse, Director of the Counseling Center
Rebecca Fulweiler, Acting Director of the Sawyer Library
Carl L. Merrill, Director of the Robert S. Friedman Laboratory in Cobscook Bay, Edmunds, Maine
Michael Dickinson, Director, Ballotti Learning Center

Tim Brown, Assistant Director, Peer Services
Hillary Ornberg, Assistant Director, Peer Services
Jason Knowles, Associate Director, Academic Success Programs
Faith Litchock-Morelato, Assistant Director, Academic Success Programs
Orla Downey, Associate Director, Developmental Education Support Programs
Rebecca Fierro, Assistant Director, Developmental Education Support Programs
Greg Freed, Assistant Director, Developmental Education Support Programs
Lori Rosenberg, Educational Consultant
Tawanya Garrett, Educational Consultant
Lauren Simonetti, Educational Consultant, NESAD

ENROLLMENT SERVICES
Marguerite J. Dennis, Vice President for Enrollment and International Programs
Walter F. Caffey, III, Associate Vice President for Enrollment and Retention Management
Michael B. Duggan, Director of Enrollment Research and Planning
John Dechan, Associate Director of Enrollment Research and Planning
Barbara Pfeiffer, Assistant Director of Enrollment Research and Planning
Megan Daley, Research Analyst, Enrollment Research and Planning
John Hamel, Assistant Vice President for Enrollment, Director of Undergraduate Admission
Nancy Fine, Managing Associate Director of Undergraduate Admission
Jeanne Aversa, Senior Associate Director of Undergraduate Admission
Joyce Caruso, Associate Director of Undergraduate Admission
Joseph Walsh, International Recruiter
Rafael Murty, Senior Assistant Director of Undergraduate Admission
Sara M. Port, Senior Assistant Director of Undergraduate Admission
Jackie Gould, Senior Assistant Director of Undergraduate Admission
Kristen Cahalan, Assistant Director of Undergraduate Admission
Daniel Connolly, Assistant Director of Undergraduate Admission
Jonathan Darden, Admission Counselor
Matthew D. Petracca, Admission Counselor
Lindsey A. Darling, Welcome Center Coordinator and Assistant Director of Undergraduate Admission
Bob Cutler, Regional Representative for Undergraduate Admission (Chicago)
Judith L. Reynolds, Director of Graduate Admission
Theresa Bishop, Managing Associate Director of Graduate Admission
Ellen Driscoll, Associate Director of Graduate Admission
Mara Collins, Assistant Director of Graduate Admission for Technology and Data Management
Judith A. Entin, Administrative Manager
Cathy Bright, Graduate Admission Counselor
Christine Perry, Assistant Vice President for Enrollment/ Director of Student Financial Services
Jennifer Ricciardi, Managing Associate Director of Student Financial Services
Dianne Goguen, Associate Director of Student Financial Services
Christine D’Amato, Assistant Director of Student Financial Services
Barbara Wendland, Associate Director of Student Financial Services
Glory Pequero, Assistant Director of Student Financial Services
Elizabeth Bassett, Financial Services Counselor
Hilary Haley, Financial Services Counselor
Michelle Young, Financial Services Counselor
Susan James Leyva, Director of Retention Services
Susan M. Bonvouloir, Director of Enrollment Suffolk University - Dean College Programs
Jessica Krywosa, Director of Web Communication
Mary Lally, Assistant Vice President for Enrollment and Registrar
A.J. Meyers, Managing Associate Registrar
Rachel Scott, Associate Registrar
Shirley Alexander-Hunt, Assistant Registrar, Commencement
Courtney R. Cohen, Assistant Registrar, Service Operations
Nohara Lopez, Assistant Registrar, Information Systems
Douglas Peterson, Assistant Registrar, Record Services
Eric Hatch, Assistant Registrar, Scheduling
Tiffanie L. Pierce, Associate Director of Internationalization Services
Tracy Fersan, Coordinator of International Students
R. Scott Reedy, Director of International Student Programming
Youmna H. Hinnawi, Director of Study Abroad Programs
Danielle Santoro, Co-Director of Study Abroad Programs
Melanie Funken, International Programs Advisor, Madrid
Dan Wu, Director of International Alumni Relations and East Asia Initiatives
Oliver Stone, Director of International Communication

STUDENT AFFAIRS
Nancy C. Stoll, Vice President for Student Affairs
Ann E. Coyne, Dean of Students
Richard J. DeCapua, Associate Dean of Students
James E. Nelson, Director of Athletics
Cary McConnell, Associate Director of Athletics
Keri Lemasters, Associate Director of Athletics
Adam Nelson, Assistant Director of Athletics
Jeff Stone, Athletic Trainer
The Rev. Amy L. Fisher, Director of the Interfaith Center
Paul S. Tanklefsky, Director of Career Services and Cooperative Education
Elizabeth McDowell, Associate Director of Career Services
Michelle Rapp, Associate Director of Graduate Career Services
Peter McQuaid, Director of Cooperative Education
Gary A. Wallace, Associate Director of Cooperative Education
Laura Marchant, Associate Director of Employer Relations
Jacintha M. Felix Haro, Director of Diversity Services
Craig Cullinan, Associate Director of Diversity Services
Richard Arnold, Director of Health and Wellness Services
George Leehan, Associate Director of Health and Wellness Services
Elizabeth Drexler-Hines, Assistant Director of Health and Wellness Services
Robin Bianchi, Nurse Practitioner
Traci Doherty, Nurse Practitioner
Paul Heinzlmann, MD, Consulting Physician
Victoria Lohrop, Health Insurance Coordinator
Yvette Velez, Director of Off-Campus Housing
Kristen Baker, Director of Performing Arts
Kathy Maloney, Assistant Director of Performing Arts
Rod Waters, Director of Residence Life and Summer Programs
Josh Cheney, Associate Director of Residence Life and Summer Programs
Brittany Garner, Assistant Director of Residence Life and Summer Programs
Alvin Nguyen, Assistant Director of Residence Life and Summer Programs
Lisa Shell, Assistant Director of Residence Life and Summer Programs
John Silveria, Assistant Dean of Students
David DeAngelis, Director of Student Leadership and Involvement
Kate Schuit, Associate Director of Student Leadership and Involvement
Karen Jasinski, Director of Orientation and New Student Programs
Alexa Simeone, Assistant Director of Orientation and New Student Programs
Venis Williams, Manager, Campus Card System
Carolina Garcia, Director of Service Learning
Tim Albers, Assistant Director of Service Learning
Kirsten Behling, Director of Disability Services
Elizabeth Irwin, Associate Director of Disability Services

SUPPORT SERVICES
ADMINISTRATION
Laura Piscopo, Director of Alumni for the College of Arts and Sciences
Eliza Parrish, Director of Alumni for the Sawyer Business School
Maureen Stewart, Director of Budgeting
John Kineavy, Business Manager
Karen Kruppa, Risk Manager
Paula M. Fleck, Bursar
Midge Wilcke, Chief Communications Officer
George Comeau, Associate Chief Communications Officer
Kathleen Peets, Director of Creative Services
Brian McDermott, Director of Media Services
Julia Collins, University Archivist and Director of the Maukley Institute
Anne MacDonald, University Webmaster
Jane Scherban, Manager, Voice Communications
James Wallace, Director of Facilities Management
John Pagliarulo, Director of University Police and Security
Eric Francis, Acting Environmental Health and Safety Manager
Paul Lyons, General Counsel
Sheila McGarry, Deputy General Counsel
John DeLuca, Senior Associate General Counsel
Judy Minardi, Director of Human Resources
Fouad Yatim, Chief Information Officer
Gregory Gatlin, Director of Public Affairs
Mariellen Norris, Senior Marketing and Public Relations Strategist
ACADEMIC ADVISING

All full- and part-time graduate students are assigned an advisor upon entrance into their program. Faculty members and administrators are readily available to students and have an open-door policy. Students are encouraged to discuss their academic interests, goals, and concerns with faculty advisors, chairpersons of departments, and school administrators. Faculty office hours are posted in the department offices. Students may also make appointments or leave messages with faculty advisors by calling departmental secretaries at the following numbers:

- Clinical Psychology 617.573.8293
- Communication and Journalism 617.573.8236
- Computer Science 617.573.8251
- Criminal Justice 617.305.1990
- Economics 617.573.8259
- Education and Human Services 617.573.8261
- Ethics and Public Policy 617.573.8399
- Graphic Design 617.557.1534
- Interior Design 617.573.0383
- Political Science 617.573.8122
- Women's Health 617.994.4222

The College of Arts and Sciences Dean’s Office, located in the Donahue Building, 1st floor, is open Monday–Friday, 8:45am–4:45pm, and can be reached by phone at 617.573.8265.

ACADEMIC HONESTY

Cheating on examinations, plagiarism and/or improper acknowledgment of sources in essays or research papers, and the use of a single essay or paper in more than one course without the permission of the instructor constitute unacceptable academic conduct. It is dishonest to buy, sell, borrow, or lend papers or to copy material from computer resources. It is unacceptable to make up or falsify data that are supposed to be collected from survey, experimentation, or other means.

Work that you represent as your own should be your own; if not, the source should be properly identified. This applies to lab reports, computer projects, and group projects, as well as to individual assignments. Each instructor should fully explain the requirements of the course and the applicable policies regarding academic dishonesty.

Because Suffolk University holds its students strictly accountable for their adherence to the highest standards of academic honesty, it is expected that graduate students know what does and does not constitute acceptable behavior.

A student who is suspected of violating this rule will be directed to the dean of students, who will hold a hearing to determine whether the charges have merit. The dean of students will report the determination on the charges to the appropriate departmental committee or program director, which will decide upon the sanctions. The sanctions may include an automatic grade of F in the course, suspension, enforced withdrawal, dismissal from the University, or appropriate lesser penalties if warranted by the circumstances.

Written notification of the action taken should be delivered to the student in a timely fashion.

The student has the right to appeal this decision in writing to the dean of the College of Arts and Sciences within 30 days of receipt of written notice of the action of a department. The final determination of the dean of the College of Arts and Sciences, which may refer to both the determination of culpability and to the sanctions imposed, will be based on an investigation or a hearing with the student.
ACADEMIC STANDARDS

Each semester, the appropriate departmental committee or director of each graduate program will review the records of graduate students believed to be deficient in any of the following areas:

- A cumulative grade point average below 3.0
- A grade of F in a class
- Excessive grades below the B level
- Excessive “Incomplete,” “W,” or “L” grades
- Violation of professional or ethical standards
- Failure to make satisfactory progress toward completion of degree

After reviewing the student’s record, the appropriate departmental committee or director of each graduate program may choose to take one of the following actions:

- Probation
- Dismissal
- Limit on number or nature of courses
- Setting of grade point average requirement
- Required leave of absence
- Removal from degree candidacy
- No action

Written notification of the action taken should be delivered to the student in a timely fashion. A student may appeal this decision in writing to the dean of the College, or designee, within 30 days of receipt of the notice of action by a department. The dean, or designee, will then make a final determination based on an investigation or a hearing with the student.

HONOR SOCIETIES

Honor societies for majors within the College of Arts and Sciences are administered through the respective departments. Students should contact their department directly for information.
ACADEMIC ADVISING

Full-time graduate students are advised by members of the Office of Graduate Programs upon entrance into their program. Part-time students meet with administrative staff and faculty members as needed. Faculty advisors and administrators have an open-door policy and are readily available to students. Students are encouraged to discuss their academic interests, goals, and concerns with faculty advisors, department chairpersons, and school administrators. In addition, faculty office hours are posted in the department offices and the Sawyer Business School dean's office. Students may also make appointments or leave messages with faculty advisors by calling departmental secretaries at the following numbers:

- Accounting 617.573.8652
- Business Law 617.573.8652
- Information Systems 617.573.8331
- Finance 617.573.8641
- Global MBA 617.573.8653
- Management 617.573.8336
- Marketing 617.573.8651
- MBA 617.573.8306
- Public Management 617.573.8330

MBA students seeking advice meet with the assistant director of MBA programs. Global MBA students meet with Assistant Dean Hallberg. To arrange an appointment, contact the MBA Programs Office at 617.573.8306. Appointments may also be made in person.

Office of Graduate Programs

Fall/Spring Semester Hours:
Monday–Thursday, 8:45am–7:15pm
Friday, 8:45am–4:45pm

Summer Hours:
Monday and Thursday, 8:15am–6pm
Tuesday and Wednesday, 8:15am–7:15pm

Appointments may also be made by calling 617.573.8306.

ACADEMIC HONESTY

Cheating on examinations, plagiarism, and/or improper acknowledgment of sources in essays or research papers, and the use of a single essay or paper in more than one course without the permission of the instructor constitute unacceptable academic conduct. It is dishonest to buy, sell, borrow, or lend papers or to copy material from computer resources. It is unacceptable to make up or falsify data that are supposed to be collected from survey, experimentation, or other means. Work that you represent as your own should be your own; if not, the source should be properly identified. This applies to lab reports, computer projects, and group projects as well as to individual assignments. Each instructor should fully explain the requirements of the course and the applicable policies regarding academic dishonesty. Because Suffolk University holds its students strictly accountable for their adherence to the highest standards of academic honesty, it is expected that graduate students know what does and does not constitute acceptable behavior.

A student who has been found to have violated this rule after adjudication by the dean of students is subject to an automatic grade of F in the course and to suspension, enforced withdrawal, or expulsion from the University, or appropriate lesser penalties if warranted by the circumstances. Graduate faculty within the department may also be involved in the review of alleged academic dishonesty.

ACADEMIC STANDARDS

Graduate students are expected to earn a 3.0 or better in all courses attempted. Failure to maintain this average can lead to academic dismissal. It is the student’s responsibility to monitor his or her academic progress. Formal guidelines for academic performance and consequent actions in graduate courses are as follows:

Graduate Warning
- Issued upon completion of a semester in which the grade point average falls below 3.0 for the first time
- Issued if a student receives two C grades with a GPA above 3.0

Subject to Dismissal
- If a graduate warning has previously been issued and the student’s cumulative grade point average falls below 3.0
- If a student receives an F grade with a GPA above 3.0
- If a student receives two C grades with a GPA below 3.0

Incomplete
- Incomplete ("I") indicates failure to complete the course requirements. The "I" grade is given, at the instructor's discretion, only if the student has completed at least half of the course requirements successfully at the end of the semester and there is a reasonable expectation that all course requirements can be completed in one academic year.
- The "I" grade in the Sawyer Business School converts automatically to an F after one calendar year, unless the instructor submits a grade or officially extends the Incomplete designation.
- The Sawyer Business School requires an Incomplete form to be filled out by the student and the course instructor. Upon completion, the form is returned to the Registrar’s Office.

Retaking a Course
A student may retake only one graduate course in his or her graduate program where an F grade has been received. The new grade will be included in his or her GPA. The original F will remain on the transcript but will not be included in the GPA. If a second F is received, the grade will remain on the transcript and be included in the GPA.

Students can appeal to the Office of the Associate Dean of Academic Affairs and the Graduate Academic Standing Committee for readmission.

“W” signifies withdrawal from a course and is assigned administratively 1) if a student voluntarily drops the course or withdraws from the University between the end of the add/drop period and the 10th week of the semester or 2) if the student drops the course or officially withdraws from the University for valid and serious cause after the 10th week of the course. Valid cause includes serious illness, job transfer, problems involving family responsibilities, and similar circumstances beyond the student’s control. The legitimacy of such declarations for cause will be determined by the Office of Student Affairs. Any reason for cause must be documented, certified, and submitted with the completed petition.
HONOR SOCIETIES

Beta Gamma Sigma

Membership in Beta Gamma Sigma is the highest national recognition a student can receive in a master’s program in business or management and carries lifetime affiliation with other outstanding business graduates. To be eligible for membership, a student must rank in the top 20 percent of his or her class. Since its founding as a national organization in 1913, Beta Gamma Sigma chapters have been located in institutions that are accredited by the AACSB International, the recognized accrediting agency for programs in business and management. Beta Gamma Sigma has three purposes:
1. To encourage and reward scholarship
2. To promote advancement of education in business
3. To foster integrity in the conduct of business operation

Financial Management Association National Honor Society

The Financial Management Association National Honor Society rewards scholarship and achievement to finance graduate students. To be eligible for membership, a graduate student must have completed half of the program, hold a 3.6 or better overall cumulative GPA, and specialize in a financial area. Selection is made during the first month of the fall and spring semesters.

Pi Alpha Alpha

Pi Alpha Alpha (PAA) is the national honor society that recognizes and promotes excellence in the study and practice of public affairs and administration. PAA membership identifies those students with the highest performance levels in educational programs preparing them for public service careers. To be inducted, students must be enrolled in the Master of Public Administration (MPA), Master of Health Administration (MHA), or any other joint MPA program; complete at least 27 hours (18 hours in the 10-course MHA; or 60 percent of the course requirements in MPA specialization or joint degree programs);

remove all incompletes (except 758 or 759); and have a cumulative GPA in the top 20 percent of those students meeting eligibility requirements.
COURSE GRIEVANCES AND ACADEMIC COMPLAINTS

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

ACADEMIC REGULATIONS

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

ATTENDANCE AND ABSENCES

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

An Act Excusing the Absence of Students for Their Religious Beliefs

In keeping with the amendment of Chapter 151C of the Massachusetts General Laws, Section 2B, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon 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 students availing themselves of the provisions of this section.

Jury Duty

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

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

Students should carefully read all materials they receive with their summons to service. They contain helpful information on confirming, postponing, rescheduling, or relocating service and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

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

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

CANCELLATION OF CLASSES

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

When classes are delayed or cancelled, the cancellation will apply to the entire University, including all three schools—the College of Arts and Sciences (including NESAD), the Business School, and the Law School—as well as the libraries and all other University activities (student affairs, performances, etc.). To determine whether athletic events will be held, please consult the Athletics Department’s Web site at www.suffolk.edu/athletics or call 617.573.8379.

Announcements of University delays and closings will be communicated via the emergency alert system (students must provide their contact information on the University portal), the information line at 866.312.2632, and the University’s home page at www.suffolk.edu, as well as by the television and radio stations listed below. Every attempt will be made to communicate these announcements in a timely manner.

In the event of a delayed opening, classes will begin and administrative offices will open at 10am. Classes scheduled prior to 10am will be cancelled for the day. For an afternoon closing, the standard closing time will be 4pm (no classes will be held after 4pm), unless weather conditions require earlier closing. Weekend and holiday closings or delays, including the libraries, will be handled in the same manner as during the regular school week. School delays or cancellations will also be announced on the following television and radio stations:

Television Stations

ABC, Channel 5, www.thebostonchannel.com
CBS, Channel 4, www.wb4.com
NBC, Channel 7, www.wbdh.com
WFXT, Fox 25, www.fox25.com
Rhode Island Broadcasters’ Association, www.ribroadcasters.com

Radio Stations

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

REGISTRATION

Registration materials are available to currently enrolled students via the Web. Students will receive an e-mail at their Suffolk accounts when course offering information becomes available online, including important registration dates. Students may then access course offerings through their SAIL student accounts, accessible through Campus Cruiser at www.suffolk.edu/campuscruiser. Students will also be instructed to print a copy of their transcript evaluation to track their remaining degree requirements.
Except in special cases, registration closes after the second week of classes in the fall or spring semesters. Students must pay a late registration fee of $50 during the second week of classes, $100 during the third and fourth weeks of classes, and $150 after the fourth week of classes.

During the registration process, students should ensure they are well prepared for their courses. Approved petitions must be on file for any excess courses or prerequisite overrides. If required by their program, students must also obtain advisor approval in order to register. It is highly recommended that all students meet with an advisor prior to registration.

STUDENT SCHEDULES
Prior to the beginning of classes, students should view their class schedule by logging into their SAIL student account via Campus Cruiser and selecting their school. Access to Campus Cruiser is available by visiting www.suffolk.edu/campuscruiser. Students are required to review their schedules carefully to ensure they are complete and correct. Students should also be aware that final grades will be issued only in courses that appear on this schedule.

GRADING

Satisfactory Performance
Letter Grade | Grade Point Score
--- | ---
A | 4.0
A- | 3.7
B+ | 3.3
B | 3.0
B- | 2.7

Unsatisfactory Performance
Letter Grade | Grade Point Score
--- | ---
C+ | 2.3
C | 2.0

Failing
Letter Grade | Grade Point Score
--- | ---
F | 0.0
I | Incomplete
L | Lost
W | Withdrawal

GRADING INFORMATION

Application for Degrees
Students must submit an application for degree form during their final semester at the University. Paper forms are available at the Office of the Registrar; online forms are available at www.suffolk.edu/offices/2702.html. While there is only one Commencement ceremony (in May), there are three dates per year on which degrees are conferred. Below are the deadlines for application for degree for these dates:
- January Graduation: November 1
- May Graduation: February 1
- September Petition: February 1
- September Graduation: July 1

Eligibility for Participation in Commencement Exercises
In addition to those students who have completed their degree requirements, students meeting the following conditions may petition to participate in May Commencement exercises:
1. Are within three courses* or nine credits of fulfilling their degree requirements
2. Have met all other requirements for graduation
3. Are registered for the remaining requirements over the summer sessions
4. In the event that a student has not completed all the required courses for graduation, he/she must arrange to complete the work outstanding in the Suffolk summer sessions immediately following graduation and file the appropriate petitions to attend the Commencement ceremony in the Registrar's Office. Completed petitions will be reviewed by the registrar and the respective dean for approval.

* Subject to change due to the change in credit requirements. Students who wish to participate in the 2011 Commencement ceremony should check the registrar’s Web site for the most current information.

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

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

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

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

After the Student Affairs Office has received a leave of absence form, the following will occur:
1. The leave of absence request will be reviewed and approved or denied.
2. If the request is denied, other options will be discussed with the student.
3. If the request is approved, the student will receive a letter from the Student Affairs Office with the anticipated date of return and any specific issues the student must resolve before return.
4. During a leave of absence, the student will continue to have an active e-mail account with the University. It is the student's responsibility to check periodically for important University information, including registration and financial aid deadlines.
5. The student will receive information from the Registrar's Office via e-mail concerning pre-registration for the semester the student is expected to return.

Withdrawing from the University
Students who are transferring to another institution or students who do not plan to return to Suffolk University in the future must submit a Withdrawal form. The University's refund policy will determine refunds.

Withdrawing from Classes Once the Fall or Spring Semesters Have Begun
1. If a student withdraws from all courses, he/she will be placed on a leave of absence for the semester.
2. Between Week 1 and Week 4 (actual dates are published at the Registrar's Office), a student may drop a course(s) online by logging onto MySuffolk. The course(s) will be totally removed from the student's transcript.
3. Between Week 5 and Week 9 (actual dates are published at the Registrar's Office), a student may drop a course(s) online by logging onto MySuffolk. The course(s) will remain on the student's transcript, and a W (for Withdrawal) will be entered on the transcript. A W does not impact a student's GPA, but it may impact a student's financial aid status.
4. During a leave of absence, the student will continue to have an active e-mail account with the University. It is the student's responsibility to check periodically for important University information, including registration and financial aid deadlines.
5. The student will receive information from the Registrar's Office via e-mail concerning pre-registration for the semester the student is expected to return.
a. A student may withdraw from all courses at any time in the semester by contacting the Student Affairs Office. The student will be automatically placed on a leave of absence for the semester only. If the request is made between Week 1 and Week 4, all courses will be totally removed from the student's transcript. If the request is made between Week 5 and Week 13, the courses will remain on the student’s transcript, and a W (for Withdrawal) will be entered on the transcript.

b. A student may petition for an individual Late Course Withdrawal from a course for extenuating medical or personal circumstances. This request must be submitted immediately with complete documentation so the petition can be considered prior to the close of the semester in which the course is taken. The student must submit a Late Course Withdrawal form to the Student Affairs Office along with appropriate medical or personal documentation. If documentation is not submitted, the petition will not be considered. The student is encouraged to meet with the dean of students, or designee, if possible. The dean of students, or designee, will review the request and will approve or deny the petition.

The student may appeal the dean’s decision within five days of notification from the dean that the Late Course Withdrawal request has been denied. The decision will be e-mailed to the student from the dean that the Late Course Withdrawal form has been received and approved by the Student Affairs Office. If the drop occurs or your Withdrawal form is received and approved by the Student Affairs Office, the University’s refund policy will determine refunds for withdrawals from courses once the semester has begun. Please contact Student Accounts at 617.573.8407 for information about the refund policy.

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

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

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

Issues to Consider

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

- Is the student receiving financial aid from Suffolk University (grants, loans, work study, etc.)? Before making a decision to take a leave of absence, the student should be aware of the financial implications. Federal laws are in place that may require the Student Financial Services Office to return all, or a portion of, the student’s financial aid to the government, donors, etc. Charges that were covered by financial aid would then become the student’s responsibility. In some cases, the student could also be ineligible for financial aid in the future.

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

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

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

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

- Is the student enrolled in Suffolk University’s student health insurance program? If the student purchased the Suffolk University health insurance plan, the policy may be impacted by the date of the student’s leave of absence or withdrawal.

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

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

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

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

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

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

Incomplete Grades

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

Tuition Liability

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

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

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

For special short courses, workshops, and institutes, please visit www.suffolk.edu/bursar for withdrawal dates.

International students holding F-1 or J-1 immigration status must also visit the immigration services staff at the Center for International Education to discuss the immigration aspects of withdrawal from the University. Generally, students cannot remain in the United States after their withdrawal.
Withdrawal, Leave of Absence, or Drop Refund Policy

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

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

Refund Policy for Financial Aid Recipients/Return of Title IV Funds (Federal Funds)

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

In accordance with federal regulations, whenever a student's withdrawal requires the return of financial aid, the funds will be distributed in the following order:
1. Unsubsidized Federal Stafford/Direct
2. Subsidized Federal Stafford/Direct
3. Federal PLUS/Direct
4. Federal Perkins
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV programs

Return of State Funds

The Massachusetts state financial aid programs follow the same refund policy as the Title IV programs. However, if a student has a tuition liability due to the return of Title IV funds, state funds may be retained to cover such liability.
ATHLETICS
Location: Ridgeway Building, 2nd floor
Tel: 617.573.8379
Web site: www.gosuffolkrams.com

The Suffolk University Athletics Department offers 13 NCAA Division III varsity sports, two open sports programs, intramurals, a fitness center, gymnasium, and physical therapy referral services. Located on the second floor of the Ridgeway Building, the Athletics Department offers a full complement of athletic activities that contribute to the development of the whole person and to the educational mission of the University.

Intramural Fitness
Intramural programs are sponsored in basketball and volleyball. Contact the Office of Athletics for dates and times.

Fitness Center
The fitness center has the following exercising equipment, which is available for use by all Suffolk students with a current ID:
- 12 body masters
- 6 bio-cycles
- 3 stair climbers
- 2 rowing machines
- 4 treadmills
- Free weights
- Dumbbells
- Olympic barbell

Contact the Office of Athletics regarding the Fitness Center's hours of operation.

BALLOTTI LEARNING CENTER
Location: Donahue 208
Tel: 617.573.8235
E-mail: learningcenter@suffolk.edu
Web site: www.suffolk.edu/ballotti

The Ballotti Learning Center (BLC) is an on-campus resource focused on empowering all Suffolk University students to reach their highest academic potential. This goal is achieved by:
- Assisting students in making connections with fellow students, faculty, and staff through academic support services and programs
- Enabling students to connect the knowledge and skills they have developed with new ideas, concepts, and experiences they encounter throughout their academic career
- Offering programs and services designed for students who want to improve their GPA, learn new study techniques, better understand particular subject material, and utilize their time more effectively

The BLC is open 9am–5pm, Monday through Friday.

CAMPUS MINISTRY/INTERFAITH CENTER
Location: Donahue 539
Tel: 617.573.8325
Web site: www.suffolk.edu/interfaith

The Office of Campus Ministry and Interfaith Center helps students, faculty, and staff meet their spiritual, moral, and social needs. The center offers a meditation room as well as an 18-seat interfaith room to members of the University’s many religious traditions. A Protestant chaplain serves as counselor and spiritual guide.

All are invited to the Interfaith Center to discuss whatever personal, social, or religious concerns they might have. Upon request, arrangements can be made with other religious leaders for counseling and guidance.

CAMPUS SUSTAINABILITY
Location: 73 Tremont Street, 12th floor
Tel: 617.973.1145
E-mail: recycle@suffolk.edu
Web site: www.suffolk.edu/sustainability

Suffolk University manages a comprehensive sustainability program within the Facilities Planning Department. Through waste reduction, recycling, sustainable design, energy efficiency, water conservation, sustainable transportation, and more, Suffolk is striving to reduce its environmental impact. Students can help by reducing waste, recycling, and conserving energy and water. There are many opportunities for getting hands-on experience in environmental programs. Students who are interested in volunteering, conducting a practicum, or serving on the Sustainability Committee are encouraged to contact us.

CAREER SERVICES AND COOPERATIVE EDUCATION
Location: 20 Ashburton Place, 1st floor
Tel: 617.573.8480
Web site: www.suffolk.edu/careers

The Career Services and Cooperative Education Office assists students in developing career options, exploring career alternatives, refining career goals, and initiating strategies and techniques necessary to secure meaningful employment.

All students are encouraged to familiarize themselves with this office’s resources. These services include career counseling, opportunities for career-related work experience, and access to permanent jobs through our online job posting, job fairs, and on-campus recruiting. This office also offers workshops and career forums that focus on topics such as résumé writing, interviewing, job search strategies, and other world-of-work issues.

Staffed by trained and experienced professionals, the office offers individual career counseling and access to a comprehensive resource library of books, periodicals, Internet sites, and directories.

CENTER FOR INTERNATIONAL EDUCATION
Location: 73 Tremont Street, 6th floor
Web site: www.suffolk.edu/international

International Student Advising
Tel: 617.573.8154
E-mail: oia@suffolk.edu

The Office of International Advising (OIA) administers the F-1 student and J-1 student/scholar visa programs for the University. The immigration advisors offer assistance with Department of Homeland Security and Department of State regulations related to maintaining student/scholar immigration status, including the procedures for travel outside of and re-entry to the United States, obtaining employment authorization, and determining full-time enrollment requirements. The OIA issues the immigration forms I-20 and DS-2019 to qualified students and scholars. The advisors are also happy to assist with issues related to adjusting to life in the United States. Upon arrival, all international students, including transfer students from other US universities, must attend the orientation offered by the Center for International Education. This session allows students to register their immigration documents and local address with the office and receive detailed information about immigration regulations. Late-arriving students who miss orientation must visit the OIA to register their immigration documents and local address consistent with federal regulations. International students are encouraged to visit the OIA frequently during their time at Suffolk to ensure that all immigration requirements are being met.

Please note that the Department of Homeland Security holds individual students, not the University, responsible for knowing and meeting all of the requirements for F-1 or J-1 immigration status. To avoid immigration difficulties, students must bring any problems, concerns, or grounds for confusion promptly to the attention of the OIA staff. Failure to
follow immigration regulations can make it impossible for international students to remain in the United States.

To facilitate easy access to accurate immigration advice, the OIA offers advising services on a walk-in basis three days per week. Individual appointments are also available. In addition, the OIA staff sends regular immigration updates to the Suffolk email account of each F-1 and J-1 international student.

Note: International students should expect a minimum processing time of five business days for preparation of new immigration documents for travel, employment, or other status issues.

International Student Programming
Tel: 617.994.4221
E-mail: reedy@suffolk.edu

The Office of International Student Programming offers many events and activities for international students throughout the academic year. Whether a student is feeling homesick, is interested in learning about other cultures, likes to cheer for Suffolk sports teams, wants to meet other students from around the world, or has an idea for a new program, our office is the place to visit. International student programs include Suffolk’s Boston, which offers early arriving students a preview of all that Suffolk and Boston offer; International Student Orientation; the lunchtime discussion series “Making Connections at Suffolk—Your Home Away from Home,” presented in association with the Counseling Center; consular corps receptions; international movie nights; and the annual Derek W. F. Coward Lecture.

The director of International Student Programming serves as advisor to the International and Japanese Student Associations, and assists all international students with non-academic matters.

COUNSELING CENTER
Location: 73 Tremont Street, 5th floor
Tel: 617.573.8226
Web site: www.suffolk.edu/offices/989.html

The Counseling Center functions to help students more effectively meet their academic, career, and personal goals. Services include:
- individual and group counseling related to personal, academic, and career concerns
- vocational testing, a career library, and courses to assist students in exploring life and career goals; and
- courses, workshops, and consultations to help improve interpersonal, relationship, and communication skills.

Counseling Center services are available Monday through Friday from 9am–4:30pm, on Wednesday evenings from 4:30–6:30pm, and on other evenings by appointment. Services are offered without charge to full- and part-time students. Strict confidentiality of counseling relationships and records is maintained at all times.

The Counseling Center is accredited by the International Association of Counseling Services. The Counseling Center’s internship program is accredited by the American Psychological Association.

DISABILITY SERVICES
Location: 73 Tremont Street, 7th floor
TTY: 617.994.6820
Web site: www.suffolk.edu/disability

The Office of Disability Services functions as the ADA compliance office and coordinates services for students with disabilities at Suffolk. Services include assessing student needs, arranging for testing and other in-class accommodations, making recommendations and referrals to appropriate on-campus and off-campus resources, and providing advocacy on behalf of students. Typical accommodations include extended-time testing, reduced distraction test environment, use of a word processor for exams, use of a calculator for exams, assistance from a peer note-taker, alternative format of text, and preferential seating arrangements.

The Office of Disability Services also arranges for CART services, use of a signer/interpreter, and other services as needed. Assistive technology software and equipment is housed on campus. A handbook of services for students with disabilities covers policies, procedures, academic support services, campus resources, student organizations, disciplinary and grievance procedures, emergency measures, important phone numbers, state and federal support services, and other pertinent information. Students should submit disability documentation to the Office of Disability Services upon admission to the University. In all cases, appropriate diagnostic documentation is required to receive disability services at Suffolk.

DIVERSITY SERVICES
Location: Archer 481, accessed through the Donahue Staircase
Tel: 617.573.8613
E-mail: diversity@suffolk.edu
Web site: www.suffolk.edu/diversity

The Office of Diversity Services—often in collaboration with other campus offices—promotes opportunities for exploring human dignity, social identity, and cultural equity through a variety of educational programs and services that foster cultural diversity and unity at Suffolk. The Office of Diversity Services is committed to respect and equality for all persons and works to maintain a safe, inclusive, and welcoming environment for all members of the Suffolk community. The office also provides support and advocacy for African-American, Hispanic, Asian, and Native American (AHANA) students as well as those of other cultures and for lesbian, gay, bisexual, and transgender (LGBTQ) students and their allies.

Diversity Services staff members are available to discuss students’ concerns, such as adjusting to campus, personal life, academic progress, or career planning. Students are always encouraged to call or visit, regardless of whether they have specific requests for assistance. Staff members are also available to consult with students, student leaders, faculty, and staff regarding a variety of diversity-related issues. All are welcome to visit the Office of Diversity Services Monday through Friday from 8:45am to 4:45pm. Appointments may be made at other times upon request. Confidentiality is respected.

AHANA Programs and Services
In addition to providing individual support and mentoring for African, Hispanic, Asian, and Native American (AHANA) students, the office works closely with Suffolk’s various cultural student organizations. In collaboration with these organizations, the office sponsors educational and social programs during cultural heritage months such as Hispanic Heritage Month in September/October and Black History Month in February. Annual events and programs include a welcome reception in September, the Martin Luther King, Jr. Luncheon in January, and the Passing of the Gavel ceremony in April. Contact the office to be added to the Diversity@Suffolk listserv to be informed of diversity-related campus and community events, as well as scholarships and job opportunities.

LGBTQ Programs and Services
Diversity Services staff members are available to speak with students in various stages of the coming-out process or those who simply have questions about sexual orientation, and/or gender identity and expression. The office also coordinates the Safe Zone program, which provides training for individuals interested in serving as allies to the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) community. In collaboration with the Rainbow Alliance, Suffolk’s LGBTQ and ally student organization, the office sponsors educational and social programs during LGBTQ History Month in October and at other times throughout the year. Annual events and programs include a welcome reception in September, National Coming Out Day in October, and the Lavender Graduation celebration in April. Contact the
If lab tests are required, Quest laboratory will
immunizations or emergency contraception.
Suffolk students who are not also employees.
coordinator. Services are available to all
educator, an insurance coordinator, an
staffed by nurse practitioners, physician
Office of Environmental Health and
services to establish, promote,
University. It also serves as a resource and
concerns related to environmental, health, and
safety compliance. All questions are welcome
concerning the MGH Medical Walk-In Unit at
located down the hall from the Medical Walk-In-Unit on the
first floor of the Wang Building at MGH.
should bring this card to any visit at the
Medical Walk-In Unit.
You should always bring your insurance
card to Health and Wellness Services and
the MGH Medical Walk-In Unit in case
additional medical testing is required.
*Please note that if you present to the MGH
Walk-In Unit during hours that are not
covered under this agreement or you are not
able to show your Suffolk ID card, your
insurance will be charged for services rendered.
MGH Medical Walk-In Unit visits for initial
care and evaluation, including some point-
of-care testing (i.e. rapid strep testing, rapid
flu testing, etc.), are covered under Suffolk’s
agreement with MGH. However, students
may incur additional costs for certain medical
tests or referrals and should always bring their
insurance card with them when accessing care.
If you visit the MGH Medical Walk-In Unit
during hours other than the
Monday through Friday from 6pm to 8pm and on
weekends and holidays from 9:30am to 4pm, or if you
are not able to show your Suffolk ID card,
your insurance will be charged for services rendered.

Note: Occasionally, the Medical Walk-In Unit
closes earlier than posted hours on weekends
and holidays due to high patient volumes.
During those times, students should call ahead
at 617.726.2707 before visiting the MGH
Medical Walk-In Unit to make sure it is still
accepting patients for the day.

*To access care in the MGH Medical Walk-In Unit under this agreement, you must be
a currently enrolled student, must identify
yourself as a Suffolk student, and must present
a valid Suffolk ID.

The first time you go to the MGH Medical
Walk-In Unit, you will need to register at
MGH to receive a patient number by calling
866.211.6588 or visiting Patient Registration
at MGH, which is conveniently located
down the hall from the Medical Walk-In-Unit on the
first floor of the Wang Building at MGH.
You will be issued a blue registration card
and should bring this card to any visit at the
Medical Walk-In Unit.

If you have a question or a health concern,
lab tests are required, Quest laboratory will
immunizations or emergency contraception.

Suffolk University students.
renowned Massachusetts General Hospital
their insurance. The office is
open Monday through Thursday, 8am–6pm,
and Fridays, 9am–5pm, during the academic
year. During summers and school vacations, the
office is open Monday through Friday, 9am–
5pm. If you have a question or a health concern,
please call or visit our office to schedule an
appointment, or visit our Web site for helpful

If lab tests are required, Quest laboratory will
immunizations or emergency contraception.
Suffolk students who are not also employees.
coordinator. Services are available to all
Suffolk students who are not also employees.
Services are provided free of charge, although
there are charges for a few products like
immunizations or emergency contraception.

If lab tests are required, Quest laboratory will
immunizations or emergency contraception.
Suffolk students who are not also employees.
coordinator. Services are available to all
Suffolk students who are not also employees.
Services are provided free of charge, although
there are charges for a few products like
immunizations or emergency contraception.
Suffolk University, including yearbooks, documenting the history and activities of Archives enjoy African American literature. Boston for students and visitors to study and serves as the nucleus for a permanent center in the University’s Sawyer Library, the collection associated with New England. Housed in the Collection of African American Writers by writers of all races. Of special interest is the book and periodical form. It contains related critical, historical, and bibliographical works by writers of all races. Of special interest is the Collection of African American Writers Associated with New England. Housed in the University’s Sawyer Library, the collection serves as the nucleus for a permanent center in Boston for students and visitors to study and enjoy African American literature.

Archives
The University Archives collect materials documenting the history and activities of Suffolk University, including yearbooks, newspapers, catalogs, newsletters, administrative documents, photographs, and memorabilia. The archives are located at David J. Sargent Hall. For access, contact the archivist at 617.305.6225.

OFF-CAMPUS HOUSING
Location: 73 Tremont Street, 6th floor Tel: 617.573.8647 Fax: 617.742.2651 E-mail: ocho@suffolk.edu Web site: www.suffolk.edu/ocho

The Off-Campus Housing Office (OCHO) is a resource for the entire Suffolk University community, including all current or future undergraduate and graduate students, staff, and faculty. Commuter students at Suffolk University are defined as students living off campus in an apartment or at home. Our commuter student programs and services are designed for you no matter where you live. OCHO is here to help with all aspects of off campus living, including getting involved with campus life, finding roommates, and signing a lease.

OCHO provides a variety of resources free of charge. We maintain updated listings of available apartments and roommates. Students can post their needs for roommates on our listings at any time. We also work with local, reputable realtors in a variety of neighborhoods near the University.

OCHO also offers advice and counseling for students and parents on the housing process. We can discuss anything from roommate issues to general lease questions, to what you can expect to pay. We also have contact information for assistance with more serious issues.

OCHO has a year-round open-door policy; any time Suffolk students or their parents come in our door, we are ready to provide our services. Please know we are only an e-mail or phone call away. Let us know how we can assist you in finding the right situation to meet your needs!

Office hours are Monday through Friday, 9am–4:45pm.

REGISTRAR’S OFFICE
Location: Donahue 315 Tel: 617.573.8430 E-mail: stu.info@suffolk.edu Web site: www.suffolk.edu/onesource
For a complete list of services, forms, and course offering information, please visit our Web site.

S.O.U.L.S. COMMUNITY SERVICE AND SERVICE LEARNING CENTER
Location: Donahue 209 Tel: 617.305.6304 Fax: 617.305.6364 E-mail: souls@suffolk.edu Website: www.suffolk.edu/communityservice
Since 1997, Suffolk’s Organization for Uplifting Lives through Service (S.O.U.L.S.) has organized service opportunities for members of the University community. Our mission is to engage Suffolk students, faculty, staff, and alumni in a variety of meaningful service opportunities designed to strengthen communities and improve the quality of life for individuals.

To accomplish our mission in a manner consistent with our values, we develop service opportunities that:
• enhance classroom learning through practical experience in the community;
• offer participants a greater understanding of social justice and support their advocacy for social change;
• help participants to establish an ethic of service, achieve a sense of personal growth, and discover opportunities for leadership development; and
• express and promote the value and acceptance of diversity in our communities.

S.O.U.L.S. also offers leadership opportunities for Suffolk students interested in developing service initiatives. These include service scholarships, Americorps scholarships, and service scholar positions.

STUDENT AFFAIRS
Location: 73 Tremont Street, 12th floor Tel: 617.573.8239 TTY: 617.557.4875 E-mail: studentaffairs@suffolk.edu Web site: www.suffolk.edu/studentaffairs
The Student Affairs Office is responsible for creating and maintaining programs and services that enhance student life at the University. The office is a resource and referral source for students with a variety of concerns and welcomes the opportunity to hear about students’ experiences at Suffolk. In addition to working with students on certain academic petitions and requests for leaves of absence and withdrawals, the Student Affairs Office works with other University departments to ensure that the institution is responsive to students’ needs in all areas. The office supports and supervises the offices of the Student Affairs Division: Athletics, Career Services and Cooperative Education, Disability Services, Diversity Services, Health and Wellness Services, the Interfaith Center, Off-Campus Housing, Orientation and New Student Programs, Residence Life and Summer Programs, Performing Arts, S.O.U.L.S., and Student Leadership and Involvement. Student Affairs also adjudicates student conduct matters and is responsible for parent workshops on financing higher education, career services and cooperative education, and study abroad. If a student has a question, problem, or idea and is unsure where to go for assistance, the Student Affairs Office is a good place to begin.

Students of Concern
Staff members in the Student Affairs Office are available to consult with students, and staff and family members who may be concerned about a student for any reason. Student difficulties may become apparent in a number of ways, including poor class attendance, sporadic attendance at work- study jobs, difficulties with roommates, disturbing writings in homework assignments, and changes in behavior and personal habits. While concerned for students who experience difficulties, the Student Affairs office can assist you in finding the right situation to meet your needs!

Office hours are Monday through Friday, 9am–4:45pm.

To accomplish our mission in a manner consistent with our values, we develop service opportunities that:
• enhance classroom learning through practical experience in the community;
• offer participants a greater understanding of social justice and support their advocacy for social change;
• help participants to establish an ethic of service, achieve a sense of personal growth, and discover opportunities for leadership development; and
• express and promote the value and acceptance of diversity in our communities.

S.O.U.L.S. also offers leadership opportunities for Suffolk students interested in developing service initiatives. These include service scholarships, Americorps scholarships, and service scholar positions.
Office also works to ensure that all members of the campus community are able to learn, study, teach, and live in an environment that supports academic and personal success. If you are concerned about a Suffolk student, please contact the Student Affairs Office or visit www.suffolk.edu/soc.

UNIVERSITY MEDIA SERVICES
Web site: www.suffolk.edu/offices/1067.html

Donahue Media Center for fulfillment of all lower campus requests
Location: Donahue 215 Tel: 617.573.8168
Hours: Monday–Thursday, 8:45am–6pm, Friday, 8:45am–5pm

Sargent Media Center for fulfillment of all Law School and 150 Tremont requests
Location: Sargent 330
Tel: 617.305.1600
Hours: Monday–Thursday, 8:30am–8:30pm, Friday, 8:30am–6pm

Sawyer Media Center for fulfillment of all upper campus requests
Location: Sawyer 908
Tel: 617.573.8484
Hours: Monday–Friday, 8:45am–5:30pm

From a handful of dry erase markers to distance learning or a satellite downlink, University Media Services (UMS) serves Suffolk University’s faculty, students, and outside guests who use our facilities. We can provide media equipment as simple as a pocket-sized tape recorder or as complex as a full-function electronic classroom. We also provide the technical support, service, and information that can enhance the use of audio, video, and presentation technologies in the classroom.

Our services have helped make Suffolk University one of The Princeton Review’s “Top 25 Most Connected Campuses” in the country.

Each of our three media centers is equipped to enhance learning and to support campus activities, research, and public outreach. Because many of the technologies and services we offer are in high demand, we recommend that you contact us in advance to reserve the equipment that will best meet your needs.

UNIVERSITY POLICE AND SECURITY DEPARTMENT
Location: Donahue Lobby
Tel: 617.573.8111
Web site: www.suffolk.edu/police

Suffolk is protected and served by its own University police and security force, which is available 24 hours a day, 7 days a week, 365 days a year. Officers are to detect, deter, and apprehend criminal offenders through prevention, cooperation, and enforcement. University police officers are here to help, have successfully completed police academy training, and have full law enforcement authority in and upon all property owned, occupied, or used by the University.

All officers are trained in CPR and first aid, which allows them to stabilize accident or trauma victims until more qualified emergency medical technicians arrive. Some officers receive specialized training in crime prevention, tape investigation, and other law enforcement-related subjects.

In case of emergency, call 617.573.8111.

For general police business, please call 617.573.8333. The Police Department’s main office is located in the Donahue Building on the first floor; sub-stations are located in the Sawyer, Sargent Hall, and Ridgeway lobbies and are generally staffed during normal business hours. Our residence halls have security staffing 24 hours a day; 7 days a week, 365 days a year.

Escort Program
A University Police and/or security officer will provide walking escorts 24 hours, 7 days a week to and from any building owned, used, or occupied by Suffolk University. We will also provide escorts from any campus building to the entrance of the Park Street and Government Center MBTA stations and to the Charles River, Staniford Street, and Center Plaza parking garages.

University Crime Prevention Program
In keeping with its proactive philosophy of prevention, Suffolk employs a full-time crime prevention officer. Periodic seminars and educational programs on the topic of crime prevention are held for the University community, and crime prevention notices are regularly published in the student newspaper and posted around campus. Emergency phone number stickers are placed on all campus phones, which are located in the lobby of each campus building.

VETERANS SERVICES
Location: Registrar’s Office, Donahue 315
Tel: 617.573.8430
Web site: www.suffolk.edu/offices/6438.html

Provided by the Office of the Registrar, the role of Veterans Services is three-fold: disseminating information, processing initial applications, and troubleshooting problem cases involving entitled veterans whose benefits have not been forthcoming. For more information, please contact dpeterso@suffolk.edu.

WRITING CENTER
Location: Fenton 203
Tel: 617.573.8270
Web site: www.suffolk.edu/campuslife/11920.html

The Writing Center offers tutoring to all students interested in improving their writing. Students need not be struggling in a course or failing in order to work with one of our tutors. We will help students generate ideas for their papers, formulate a thesis, organize and detail their arguments, strengthen their sentences, and refine their style. We will also help with reading comprehension, literary analysis, research techniques, and grammar and punctuation.
SECTION 6

Dining Facilities

Web site: www.sudining.com

On-campus dining for graduate students is provided by Sodexo Campus Services at the following locations:

- Donahue Café at 41 Temple Street
- Sargent Law School at 120 Tremont Street

Weekly menus are posted at dining locations and online. Hours of operation vary for each location, so be sure to check posted times. Sodexo's local management team is committed to providing excellent service and choices for on-campus dining. Together with Suffolk University, they are proud to offer quality meals at reasonable costs. You will always have a wide range of healthy, great-tasting options. Suffolk University offers declining balance meal plans, which are required for students living on campus and in University-provided off-campus accommodations. Commuter students, faculty, and staff may purchase RAM account declining balance plans as well. The Dining Services Advisory Committee meets monthly, and your participation is encouraged. Contact any dining services manager or the Office of Student Leadership and Involvement to join.

Library

Web site: library.suffolk.edu

Suffolk University Library is a focal point for research and scholarly discovery. Librarians, who are subject librarians, support students and faculty by providing access to information resources and services in a variety of formats. Our collections of over one million print items and 2 million electronic resources span all fields of study.

Map and Directions

The library is located at 734 Boylston Street, Boston, MA 02116. To get there, follow the directions from your location to 734 Boylston Street. The library is open from 9am to 10pm Monday through Thursday, 9am to 9pm on Fridays, and 10am to 10pm on Saturdays.

Hours of Operation

The library is open from 9am to 10pm Monday through Thursday, 9am to 9pm on Fridays, and 10am to 10pm on Saturdays.

Book Buyback Policy

Although the bookstore buys back books year-round, 50 percent of the purchase price for books is offered only during the half-price buying periods that begin at finals and end two weeks prior to the start of the new semester. During the half-price buying periods, the bookstore will pay 50 percent of the purchase price for books in good condition that have been ordered for the upcoming fall or spring semester. Current wholesale prices, as determined by the used book wholesaler, will be offered for books for which a written book order has not been received and/or at times other than the half price buying periods. Books cannot be bought back if pages or covers are missing, are overly highlighted, or comprise an old edition. The bookstore reserves the right to determine quality, quantity, and price. A driver's license or student ID is required to sell books. Please watch for signs advertising the dates of the half-priced buying periods.

Purchase Policy

The RAM card, debit cards, American Express, Visa, MasterCard, Discover, cash, and personal checks are accepted in the exact amount of purchase. A name must be imprinted on checks, with an address and phone number provided. A student ID and/or a valid Massachusetts driver's license is required. There is a $15 minimum fee on returned checks.

Refund Policy

Textbooks and study aids, with receipt and in original purchase condition, may be returned for a full refund within two weeks of the beginning of each semester. Textbooks and study aids purchased after this two-week period may be returned for a refund only within 48 hours of purchase, with receipt. Texts and study aids purchased in the last three weeks of a term or during finals are non-returnable. All other merchandise, with a receipt and in original purchase condition, may be returned for a full refund within 30 days of purchase, except special orders, software, and audio product purchases, which are always final sales. Purchases made by personal check will have a store credit issued which can be used immediately or redeemed for cash after a two-week waiting period. All refunds are subject to the discretion of store personnel.
LOCKERS
Students who wish to have a personal locker on campus for the academic year can obtain one from the Facilities Management Department, located in the basement of the Sawyer Building. Summer session students may also contact this department to check locker availability.

All property and locks not removed by the end of spring semester finals or the end of summer will be removed by Facilities staff. Lockers are available in Archer, Fenton, and Sawyer. Only one locker per student will be issued.

LOST AND FOUND
A section of the University Police Department is set aside for recovered property. The University Police Department is located in the Donahue Building, first floor. Students finding lost articles are requested to deposit them with the University police as soon as possible. Pick-up hours for items are Monday through Friday, 9am–5pm. For further information regarding recovered property, please call 617.573.8333. Lost and found items are held for 30 days.

RAM ACCOUNT
Location: Student Accounts, Donahue Building, 3rd floor
Tel: 617.573.8407
Web site: www.suffolk.edu/ramcard

The RAM account is a stored value, declining balance account linked to your RAM card. Add funds via Managemyid.com to your already existing RAM account and use it to pay at participating locations both on and off campus. It is a convenient, cashless way to pay. This account is open to the entire Suffolk community—commuter and resident students, faculty, and staff. RAM account funds can be used at all on- and off-campus locations; they are available as long as you are an active member of the Suffolk community. These funds are nontransferable and nonrefundable. Locations are updated frequently.

Participating Locations
On Campus
Café on the Common, 150 Tremont Street, 617.305.2511
Suffolk Café, Donahue Basement, 617.573.8683
Café Three, Miller Hall, 617.305.2896
Smart Market, Sawyer Café, 617.573.8315
Laundry Facilities at 150 Tremont Street
Miller Hall, 10 West and 10 West Expansion
Sawyer Library copier, 73 Tremont Street, 3rd floor
NESAD copiers, 75 Arlington Street, 617.573.8785
The Hub, Donahue Lobby, 617.994.4225
Suffolk Bookstore, 148 Cambridge Street, 617.573.8218

Off Campus
7-Eleven, 66 Charles Street, 617.720.3588
7-Eleven, 50 Summer Street, 617.542.7570
7-Eleven, 125 Tremont Street, 617.482.6209
7-Eleven, 294 Washington Street, 617.451.3599
Antico Forno, 93 Salem Street, 617.723.6733
Boloco, 176 Boylston Street, 617.778.6772
Boloco, 27 School Street, 617.778.6750
Bromfield Brew House, 45 Bromfield Street, 781.858.2903
Burger King, 1 Center Plaza, 617.228.9292
Burger King, 128 Tremont Street, 617.556.8299
Café Podima, 186 Cambridge Street, 617.227.4959
Café Quattro, 4 Somerset Street, 617.557.9291
CVS, 2 Center Plaza, 617.523.3653
CVS, 191 Cambridge Street, 617.367.0441
CVS, 155 Charles Street, 617.523.1028
CVS, 218 Hanover Street, 617.720.4935
CVS, 55 Summer Street, 617.426.2600
CVS, 383 Washington Street, 617.742.0783
CVS, 631 Washington Street, 617.338.0128
Dorner Street Deli, 16 Derne Street, 617.724.1449
Discoveries II Plus Salon, 250 Cambridge Street, 617.742.3847
Domino’s Pizza, 64 Staniford Street, 617.248.0100
Fajitas &‘ Ritas, 25 West Street, 617.426.1222
The Federal, 204 Cambridge Street, 617.391.0025
Fill-A-Buster, 142 Bowdoin Street, 617.523.8164
Frances Ray Jules Salon, 205 Portland Street, 617.720.2288
Lambert’s Marketplace, 140 Tremont Street, 617.338.6500
Max & Dylans, 15 West Street, 617.423.3600
Primo’s, 28 Myrtle Street, 617.742.5458
Quizno’s, 510 Washington Street, 617.472.8779
Richard’s Haircutting, 2 Center Plaza, 617.227.7765
Richard’s Barbershop, 2 Center Plaza, 617.227.1181

TRANSPORTATION TO AND FROM SUFFOLK UNIVERSITY
Suffolk promotes sustainable transportation methods that are good for your wallet and good for the environment.

Biking to Campus
Biking is a healthy, environmentally friendly, cost-effective, and convenient way to get to campus. Bike storage locations at Suffolk include:

- 10 West Street—First floor storage room
- 73 Tremont Street—Tremont Place near entrance to Mildred Sawyer Library
- 150 Tremont Street—Sub-basement storage room
- Donahue Building—passageway north of building
- Miller Hall—First floor storage room
- NESAD—10 St. James Avenue Garage
- Sawyer Building—Across the street at One Ashburton Place
- Sargent Hall—Garage

* Requires authorization of student ID card by University Police

For more information, visit www.suffolk.edu/bikes.

Suffolk Zipcar Discount
Students who are 21 years or older are entitled to a discounted Zipcar membership. For $25 a year, you can access this cars-on-demand program. Visit www.zipcar.com/suffolk to join the Suffolk students who take advantage of this opportunity.

Discount Pre-Paid MBTA Semester Passes
Suffolk is well connected to an array of public transportation options, and Suffolk students are eligible for an MBTA pass discount. To learn more, visit www.suffolk.edu/tpass or contact Student Leadership and Involvement.

Ride-Matching and Emergency Ride Home
If you plan on driving to campus, you are encouraged to carpool. Through MassRIDES, you may access a free ride-matching service. You may also enroll in the Emergency Ride Home program, which you can utilize up to four times per year. To enroll, visit www.commute.com.
Student Activities Center
Location: Donahue, 4th floor
Tel: 617.994.4224

The Student Activities Center (SAC) is the heart of campus life, providing cultural, social, and recreational opportunities to supplement and complement education in the classroom. The SAC provides office and programming space for clubs and organizations and offers club and organization offices, lounge space for relaxing and studying between classes, multipurpose meeting rooms, TV and reading lounges, Internet stations, snack machines, and a table tennis table. The SAC is open Monday through Friday, 9am–10pm. Staffed Monday through Friday while classes are in session, the SAC Service Desk is located within the center to answer questions, handle key/equipment requests, and provide general resources for the Suffolk community. The SAC Service Desk can be reached by calling 617.994.4224 and serves the Suffolk community during the evening in the same capacity as the Hub Information Center.

The Hub
Location: Donahue Lobby
Tel: 617.994.4225
E-mail: thehub@suffolk.edu

The Hub at Suffolk University is an information center staffed to answer questions, provide directions, and to generally make your day a little less hectic. Students may utilize the Hub for other services, such as computer access or purchasing event tickets. The Hub is staffed Monday through Friday, 9am–5pm.

“DateLine” Events Calendar
“DateLine” is the official listing of events and meetings at the University. Information submitted for inclusion in “DateLine” listings is posted in key locations in the University, on the Student Activities Calendar, and on the video monitors around campus. Information may be sent by any department or recognized student organization on campus. Events to be included must be submitted to the Office of Student Leadership and Involvement five to seven days in advance of the event/meeting. Listings can be submitted by fax to 617.305.1765, e-mailed to announcements@suffolk.edu, or hand delivered to the Office of Student Leadership and Involvement in the Donahue Building, Room 430. For more information, contact the office at 617.573.8320.

Scheduling University Events
Meetings, social events, and functions must be scheduled through the Office of Student Leadership and Involvement. An online events calendar is maintained to avoid excessive event scheduling on any one day; each planned event should be entered on this calendar. Room assignments can then be made for events. The updated calendar of events can be found on the Student Leadership and Involvement Web site at www.suffolk.edu/getinvolved.

Classroom Reservations
Classrooms are to be used only for instruction or authorized meetings. Classrooms must be reserved through the Registrar’s Office. An online request form is available at www.suffolk.edu/offices/13353.html or by contacting amotenko@suffolk.edu.

Forming a New Student Organization/Planning Campus Events
See Student Leadership and Involvement for guidelines regarding club officer regulations, forming new clubs, and planning campus events.
STUDENT GOVERNANCE AND REPRESENTATIVE ORGANIZATIONS

Graduate Student Association
The Suffolk University Graduate Student Association (GSA) is the representative body for all graduate students at Suffolk University within the College of Arts and Sciences and the Sawyer Business School. The GSA has evolved from the rich history of the Evening Division Student Association (EDSA), which made significant contributions to Suffolk University. The EDSA was the first evening organization in the country to publish its own paper.

GSA directs its energies toward maintaining a high standard of quality services for graduate students, especially in areas regarding availability and quality of the classes offered. Some of the GSA’s goals are to sponsor social and networking events, to promote and support career and professional development opportunities, to support research and academic pursuits that enrich the intellectual life of the University, and to recognize and celebrate the accomplishments of graduate students. The GSA gets involved in all student issues on the Suffolk campus and is a strong advocate for graduate students. Election of GSA officers is held in April. Any graduate student is welcome to apply for membership to the GSA board. Contact the Office of Student Activities for more information.

Interior Design Council
The Interior Design Council (IDC) promotes fellowship, cooperation, and a spirit of unity among students, faculty, alumni, and interior design professionals. The IDC is the sole graduate group representing the New England School of Design at Suffolk University (NESADSU).

Masters of Public Administration Association
The objective of the Masters of Public Administration Association (MPAA) is to assist in providing post-graduation employment; encourage student involvement in professional, academic, and social interests and development; further the interests and ideals of the students in the MPA and MHA programs and related joint degree programs; and collaborate with faculty members and students to coordinate and unify University activities and services.

For more information on these organizations, contact the Office of Student Activities and Service Learning at 617.573.8320.

TICKET POLICY FOR EVENTS
When purchasing tickets for events, you must present your valid Suffolk ID. Tickets for most events can be purchased at the Hub Information Center, located in the Sagan Lobby, Donahue Building. There are no refunds for purchased tickets, and tickets must be purchased with cash, check, or a RAM card. Tickets are non-transferable. Tickets for off-campus events must be purchased in advance. There will be no tickets sold at the door for events held at a venue off-campus.

GUEST POLICY FOR EVENTS
When allowed, all guests attending Suffolk events must present a picture ID to the Suffolk police at the door. In addition, the Suffolk student hosting the guest must be present at the door. It will be the responsibility of the Suffolk student to act appropriately, and he/she will be held responsible for his/her guest’s behavior. Inappropriate behavior will be reported to the vice president for student affairs for disciplinary action. The guest policy is a general policy for student clubs/organizations. Exceptions may be made on a case-by-case basis by the director of student activities.

POSTING POLICY
It is the responsibility of the Office of Student Leadership and Involvement to ensure that advertising in administrative and academic buildings is appropriate, effective, and not redundant. For those reasons, the following policies apply:

1. All posters and flyers posted on unrestricted* campus bulletin boards must be stamped by a staff member in the Office of Student Leadership and Involvement. The Office of Student Leadership and Involvement will keep one copy of each advertisement for its records.

2. Unrestricted bulletin boards are those NOT enclosed in a glass casing or designated by a department.

3. A maximum of 50 posters or flyers will be stamped per event for a registered student organization or University department.**

4. The stamped materials should be distributed among all administrative and academic buildings throughout campus—including NESAD, whose flyers may be sent reached via campus mail.

5. For non-Suffolk organizations or sponsored events, the maximum amount of flyers posted is five (5), and they must be stapled. This amount will allow at least one advertisement on every bulletin board in the Archer, Donahue, Fenton, Ridgeway, and Sawyer Buildings.

Please note the following:

1. It is the responsibility of the organization or club to post and remove its own flyers at the determined date.

2. Posters and flyers cannot be posted on any restricted bulletin boards, windows, doors, posts, elevator doors, or within elevators or bathrooms. If found, they will be removed.

3. If alcohol will be served at an event, the advertisement shall not mention the availability of alcoholic beverages.

4. University-affiliated departments and groups cannot post posters larger than 2x3 feet on bulletin boards.

5. Non-University groups cannot post posters larger than 8x11 inches on bulletin boards.

6. DO NOT post your advertisements over the advertisements of other departments or organizations. If no space is available on a particular board, you must wait until space opens up before posting your flyers. Advertisements posted over the advertisements of another group will be removed.

7. Flyers may not be posted anywhere in the Sawyer Lobby (upper or lower).

8. A limit of three easels may be displayed in the Donahue Lobby and Sawyer Lower Lobby. For accessibility reasons, no easels are allowed in the Sawyer Upper Lobby. Posters on easels must be approved by the Office of Student Leadership and Involvement. To display in the Sawyer Lobby, please contact Alisa Berman at 617.573.8301.

All publicity copy must include the following (as applicable):

1. Full name and contact information of the sponsoring organization(s)

2. Nature of the program/short description of the event

3. Date, time, location of program/event, and availability of transportation (or directions) if off-campus

4. Admission criteria, if necessary, such as ticket price or Suffolk University ID requirement

5. Rain dates and refund policy, if applicable

In order to keep our advertising practices fair and consistent for all groups, the staff of the Office of Student Leadership and Involvement will monitor the campus bulletin boards to ensure that these policies are being followed. An organization that consistently violates these policies will have its advertising rights restricted.
Locations of Bulletin Boards

All organizations are asked to distribute no more than 50 flyers evenly throughout the six main administrative buildings. The following distribution is recommended:

- Archer Building—5
- Donahue Building—15
- Fenton Building (and annex)—10
- Sawyer Building—15
- Ridgeway Building—5
- NESAD—5

For your convenience, please keep in mind that we are happy to send NESAD and residence hall flyers through inter-office mail for posting.

Lobby Easel Use

In an effort to increase awareness and publicity of ongoing programs and services, the use of easels in Suffolk building lobbies has grown tremendously. To help alleviate the congestion caused by numerous easels in the Sagan Lobby of the Donahue Building, we ask that the Suffolk community adhere to the following guidelines:

1. Please call the Office of Student Leadership and Involvement to reserve an easel space.
2. No more than three easels are to be used in lobbies.
3. Easels should not be used to advertise ongoing or generic services. They must be used for dated events.
4. Easels may not block access to the Hub or its surroundings, elevators, door or entrance ways, and/or egress or emergency exits. ADA concerns must also be taken into consideration.
5. Easels must be used for advertisements sized 24 1/2 inches x 18 1/ inchesW and over. All easels must contain information required for flyers in the posting policy.

In the event the number of requested easels exceeds the maximum of three, priority will be given to advertising those events scheduled to occur within the following week.

Lobby Video Presentations

In an effort to maintain a welcoming environment in an open access area, video presentations must be informational and, when issue-oriented, must present both sides. Student organizations should have considered all copyright issues associated with public viewing of videos. In addition, videos must use appropriate language and be suitable for presentation in a public area at the discretion of the Office of Student Leadership and Involvement. Student organizations must submit requests and obtain approval to show issue-oriented videos from their program advisor in advance of securing lobby space. If approval is obtained, volume must be kept at minimal levels at all times.
UNIVERSITY POLICIES ON NON-DISCRIMINATION AND OPPOSITION TO HARASSMENT

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

• Students and student applicants in the College of Arts and Sciences and the Sawyer Business School should contact the Student Affairs Office, 73 Tremont Street, 12th floor, 617.573.8239, TDD: 617.557.4875.

• Students, student applicants, and faculty in the Law School should contact the dean of students in the Law School, 73 Tremont Street, 5th floor, 617.573.8415.

• Faculty and faculty applicants in the College of Arts and Sciences should contact the dean of the College, Donahue Building, 1st floor, 617.573.8265.

• Faculty and faculty applicants in the Sawyer Business School should contact the dean of the Business School, 73 Tremont Street, 12th floor, 617.573.8300.

• Other employees and applicants for employment should contact the director of human resources, 73 Tremont Street, 5th floor, 617.573.8415.

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

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

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

• submission to, or rejection of, such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or educational status, or as a basis for employment or educational decisions; and/or

• such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s work or educational performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. Direct or implied requests by a faculty member of a student for sexual favors in exchange for improved grades or favorable recommendations also constitute sexual harassment.

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

Some examples of sexual harassment include unwelcome sexual advances—regardless of whether they involve physical touching; sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one’s sex life; comments about an individual’s body; comments about an individual’s sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, cartoons; unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments; inquiries into one’s sexual experiences; and discussion of one’s sexual activities.

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

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

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

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

   JFK Federal Building, Room 475
   Government Center
   Boston, MA 02203
   617.565.3200
   1.800.669.4000

2. Massachusetts Commission Against Discrimination (MCAD)
   Boston Office:
   1 Ashburton Place, Room 601
   Boston, MA 02108
   617.727.3990
   Springfield Office:
   436 Dwight Street, Room 220
   Springfield, MA 01103
   413.739.2145

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

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

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

If that is not possible, the student should consult with the vice president for student affairs, or designee. The purpose of this consultation is multifold. The vice president for student affairs, or designee, will provide
information and assistance to help the student resolve the problem independently, will help the student assess whether the behavior is harassing or discriminatory, will explain the University’s grievance procedure, and will provide guidance in the use of the formal grievance procedure.

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

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

I. Where Should a Formal Complaint Be Filed?
If the person alleged to be responsible for the harassment or discriminatory activity is:
A. A faculty member—File with the dean of the appropriate school
B. An administrator or staff member—File with the director of human resources
C. A student, a work-study student, or a graduate assistant—File with the vice president for student affairs

II. What Should Be Filed?
The grievance should be in writing, should summarize the alleged discrimination or harassment, should identify the person allegedly responsible for the discrimination or harassment, and should describe the resolution sought.

III. When Should the Formal Grievance Be Filed?
The grievance should be filed within 75 working days of the occurrence of the alleged incident. A filing time of 110 working days from the occurrence of the alleged incident is allowed for claims that were unresolved at the informal level.

IV. How Will the Formal Grievance Be Processed?
A. If the person alleged to be responsible for the discrimination or harassment is a student, the vice president for student affairs, or designee, will investigate the allegation.
B. If the person alleged to be responsible for the discrimination or harassment is a faculty member, the dean, or designee, will investigate the allegation.
C. If the person alleged to be responsible for the discrimination or harassment is an administrator or staff member, the director of human resources, or designee, will investigate the allegation.

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

If it is determined that discrimination or harassment has occurred, appropriate disciplinary action will be taken. Such action may range from a warning or required counseling to termination of employment or dismissal.

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

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

University Extensions and Work Addresses
The telephone extensions and work addresses for the people with whom a grievance may be filed are as follows:

- Dean, College of Arts and Sciences, extension 8265, Donahue Building, 1st floor
- Dean, Sawyer Business School, extension 8300, 73 Tremont Street, 12th floor
- Dean, Law School, extension 8155, Sargent Hall, 4th floor
- Vice President for Student Affairs, Colleges, extension 8239, 73 Tremont Street, 12th floor
- Dean of Students, Law, extension 8157, Sargent Hall, 4th floor
- Director of Human Resources, extension 8419, 73 Tremont Street, 5th floor

Harassment (Religious) Non-Proselytizing
Suffolk University does not tolerate any behavior that constitutes harassment on the basis of race, color, sex, religion, national origin, veteran’s status, sexual orientation, or disability. In light of this harassment policy, it is appropriate to further clarify that Suffolk University, its religious groups, and its religious coordinators are committed to mutual respect and nonproselytization. Any form of religious harassment and manipulation is opposed, while the roles of personal freedom, doubt, and open critical reflection in healthy spiritual growth are affirmed. Religious harassment is constituted by coercive behavior that affects one’s personal freedom to choose one’s own religious practices.
Policy Against Bias Incidents and/or Hate Crimes

Introduction
Any time student members of the Suffolk University community feel belittled, disrespected, threatened, or unsafe because of who they are, the entire University community is diminished. This Policy Against Bias Incidents and Hate Crimes articulates the University’s position that bias incidents and hate crimes have no place at Suffolk University and will not be tolerated.

Definitions
Bias Incident: A bias incident is an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor (regardless of whether the act is criminal).

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

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

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

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

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

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

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

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

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

Reporting
Incidents may be reported:

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

- In person or via telephone to the Suffolk University Police Department (SUPD) at 617.573.8111, Donahue Lobby. A targeted student or group may meet with a member of the SUPD to report a bias incident or a hate crime. The targeted student or group will be able to report the incident to the dean of students, or designee. The dean of students, or designee, will contact the targeted student or group to review the Policy Against Bias Incidents and Hate Crimes and to discuss options for follow-up. The targeted person and/or group will have an opportunity to explore response options, discuss what role he/she/they would like to play in response efforts, and learn about options for support.

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

REPORTING AND FOLLOW-UP PROCESS UNDER THIS PROTOCOL

<table>
<thead>
<tr>
<th>Target</th>
<th>Perpetrator</th>
<th>Report To:</th>
<th>Follow-up Adjudication May Include</th>
<th>Target Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student or student group</td>
<td>Student or Staff Member</td>
<td>• Anonymously online at <a href="http://www.suffolk/brit">www.suffolk/brit</a></td>
<td>• Possible investigation by SUPD</td>
<td>• Counseling Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SUPD, 617.573.8111</td>
<td>• Possible investigation by Student Affairs</td>
<td>• Interfaith Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dean of Students, 617.573.8239</td>
<td>• Possible convening of the Bain Incident Response Team</td>
<td>• Diversity Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If you are a resident student, an RA or Residence Life and Summer Programs staff member</td>
<td>• Possible referral for disciplinary action</td>
<td>• Disability Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Possible mediation</td>
<td>• Center for International Education</td>
</tr>
<tr>
<td>Student</td>
<td>Faculty or Staff Member</td>
<td>• Anonymously online at <a href="http://www.suffolk/brit">www.suffolk/brit</a></td>
<td>• Possible investigation by the dean of students</td>
<td>• Counseling Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SUPD, 617.573.8111</td>
<td>• Possible convening of the Bain Incident Response Team</td>
<td>• Interfaith Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dean of Students, 617.573.8239</td>
<td>• Possible mediation</td>
<td>• Diversity Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Recommendation to College or Sawyer Business School dean or human resources for follow-up action</td>
<td>• Disability Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Center for International Education</td>
</tr>
</tbody>
</table>

Responding to a Bias Incident or Hate Crime

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

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

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

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

The Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires universities to publish statistics on certain types of crimes, including hate crimes, that occur on University grounds and are reported to the Suffolk University Police or designated campus administrators. For annual crime statistics at Suffolk University, go to www.suffolk.edu/campuslife/3790.html.

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

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

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

Why it is important to report bias incidents and hate crimes? The police and the University need to know the number, type, and range of bias incidents and hate crimes that impact our community. Reporting these acts will help the University identify problem areas so that it can improve services that deal with this type of victimization. As a witness to a bias incident or hate crime, you have a unique opportunity to play a vital role in the internal and/or external justice system.

By reporting the incident, you provide information that will help the University ensure that offenders answer for their offenses and will help resolve larger issues. The information you give by reporting any bias incident or hate crime you witness will:

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

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

Training About Bias Incidents and Hate Crimes

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)

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

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

1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day Suffolk University receives your request for access. You should submit any such request to the Registrar's Office in writing, identifying the records you wish to inspect. The Registrar's Office will make arrangements for access and notify you of the time and place where the records may be inspected.

2. The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to the Registrar's Office in writing, clearly identifying the records you want to have amended and specifying the reasons you believe them to be inaccurate. The Registrar's Office will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Suffolk University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

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

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

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

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

The University has several policies designed to ensure that administrators, faculty, staff, or students are not unlawfully discriminated against or unlawfully harassed.

COMMUNITY STANDARDS AND STUDENT CONDUCT SYSTEM

Introduction

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

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

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

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

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

Glossary of Terms

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

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

Community Standards: The standards Suffolk University has established for its students.

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

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

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

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

Disciplinary Hold: An administrative hold placed on a student’s record when he/she does not respond to the request of a University official to attend an administrative hearing. The Suffolk University Community Standards and other policies are intended to contribute to the education and growth of student members of the campus community. The University will hold students accountable for their actions as a necessary part of community life.

Glossary of Terms

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

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

Community Standards: The standards Suffolk University has established for its students.

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

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

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

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

Disciplinary Hold: An administrative hold placed on a student’s record when he/she does not respond to the request of a University official to attend an administrative hearing, has not completed a discipline sanction, or has withdrawn from the University prior to the resolution of an administrative hearing.

Hearing Officer: A University official authorized by the vice president for student affairs, or designee, to determine whether a student has violated the Community Standards and to impose a sanction when a violation of the Community Standards has been committed.

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

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

Interim Restrictions: Immediate sanctions taken against a student when the University believes that the student’s continued presence on the campus could be disruptive to the University, could endanger the physical safety of a student or other member(s) of the Suffolk University community or could harm the emotional state of a student or other member(s) of the Suffolk University community.

May: Used in the permissive sense.

Member of the University Community: Any person who is a student, faculty member, University representative, or any other person employed or engaged by the University. The dean of students, or designee(s), is authorized to determine whether an individual is a member of the University community.

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

Policy: The written regulations of the University.

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

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

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

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

University: Suffolk University.

University Activities: Events, programs, classes, or other activities offered under the auspices of Suffolk University or held in relation to or in collaboration with Suffolk University.

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

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

Will: Used in the imperative sense.

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

Written Complaint: A written summary of an incident.
Violation of Law and College Discipline

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

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

If the University proceeds with the Student Conduct System when civil and/or criminal proceedings are taking place, then a student is charged with a civil or criminal violation of federal, state, or local law and/or the Suffolk University Community Standards; or

if the conduct is not discovered until after a degree, even though the conduct may occur before classes begin or after classes end, as well as during the academic year or during periods between terms of actual enrollment, and even if the conduct is not discovered until after a degree is awarded.

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

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

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

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

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

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

A disciplinary hold may be placed on a student’s educational record when a student does not respond to the request of a University representative to attend an administrative hearing, does not comply with a discipline sanction, or withdraws from the University prior to the resolution of a complaint.

Students with a disciplinary hold may not be permitted to register for courses, receive a diploma, add or drop courses, or participate in other University activities.

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

Prohibited Conduct

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

1. Acts of Dishonesty

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

1.02 Furnishing false information to a University representative or law enforcement, fire or other agency.

1.03 Misrepresenting oneself as another.

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

2. Personal Conduct

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

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

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

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

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

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

2.07 Prohibited or unauthorized gambling.

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

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

2.10 Unauthorized solicitation.

2.11 Failure to abide by the University Guest Policy.

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

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

2.14 Excessive noise.

2.15 Inappropriate communication with members of the University community.

2.16 Unauthorized posting or distribution of flyers, bulletins, or posters.
2.17 Unauthorized use of the Suffolk University name, logo, mascot, or other symbol.

2.18 Unauthorized use of Suffolk University directories.

3. General Safety

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

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

3.03 Throwing objects from windows, roofs or balconies.

3.04 Failure to abide by the University Weapons Policy.

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

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

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

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

4. Physical or Emotional Health

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

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

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

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

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

4.06 Any action that insults, stigmatizes, threatens, or endangers the health or safety of any person including self, or any action that may subject another person to physical or emotional injury because of one’s Vietnam-era or disabled-veteran status.

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

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

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

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

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

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

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

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

4.15 Any action that violates the University’s Non-Discrimination Policy.

4.16 Failure to abide by the Nonproselytizing Policy.

4.17 Failure to abide by the Policy Against Hazing.

4.18 Sexual misconduct, sexual harassment, or inappropriate behavior of a sexual nature.

5. Residence Life Policies

5.01 Failure to abide by the Building Access and Occupancy Policy

5.02 Failure to abide by the Check-in/Checkout Policy.

5.03 Failure to abide by the Cooking Policy.

5.04 Failure to abide by the Residence Life Guest Policy.

5.05 Possession of prohibited items.

5.06 Violation of the Quiet Hours Policy.

6. Alcohol and Other Drugs

6.01 Being in the presence of alcohol.

6.02 Use/possession of alcohol.

6.03 Distribution of alcohol.

6.04 Hosting a gathering where prohibited drinking has occurred or a common source of alcohol is present.

6.05 Failure to abide by University smoking policies.

6.06 Being in the presence of illegal drugs. While marijuana has been decriminalized in Massachusetts, it is still an illegal drug and is therefore prohibited.

6.07 Use/possession of illegal drugs or medications prescribed to another.

6.08 Manufacturing and/or distribution of illegal drugs or medication prescribed to another.

6.09 Being under the influence of illegal drugs or medications prescribed to another.

6.10 Failure to abide by the Residence Life Policies.

6.11 Possession of marijuana.

6.12 Distribution of marijuana.

6.13 Property damage or destruction.

6.14 Hostile conduct.

6.15 Disturbing the peace.

6.16 Use/possession of illegal drugs or medications prescribed to another.

6.17 Unauthorized use of University leased/rented vehicles.

6.18 Publicity.

6.19 Immigration.

7. Computer and Network Systems

7.01 Attempted use or use of electronic devices that invade a person’s privacy.

7.02 Unauthorized transfer of a file such as, but not limited to, a DVD or CD or violation of the University Copyright Policy.

7.03 Failure to abide by University computer and Web policies.

7.04 Attempted or unauthorized use of another individual’s identification or password.

7.05 Use of computing facilities to send obscene, abusive, or threatening messages.
8. Abuse of the Student Conduct System

8.01 Failure to obey a notice from a University representative to appear for an administrative hearing.

8.02 Falsifying, distorting, or misrepresenting information at an administrative hearing.

8.03 Submitting or corroborating a false written complaint or withholding information.

8.04 Disruption or interference with the orderly operation of a discipline proceeding.

8.05 Attempting to discourage an individual’s proper participation in or use of the Student Conduct System.

8.06 Attempting to influence the impartiality of the hearing officer.

8.07 Harassment or intimidation of a complainant, witness, or hearing officer prior to, during, or after an administrative hearing.

8.08 Failure to comply with a sanction imposed under the Student Conduct System.

8.09 Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

Authority

The vice president for student affairs is responsible for the overall administration of the Community Standards and Student Conduct System. Under his/her direction, the dean of students has been charged with the day-to-day responsibility for the administration of the Community Standards and Student Conduct System.

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

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

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

Students are required to attend administrative hearings.

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

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

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

Hearing officers will recuse themselves from a case when appropriate.

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

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

Initiation of Disciplinary Proceedings

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

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

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

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

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

Administrative Hearings

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

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

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

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

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

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

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

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

1. Introduction
2. Honesty statement
3. Reading of the charges
4. Opening statements
5. Questioning by the hearing officer
6. Witness statements, if applicable
7. Closing statements
8. Hearing closure
9. Deliberations by the hearing officer

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

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

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

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

The charged student may provide the names of up to four (4) witnesses with personal knowledge of the incident at least two (2) business days prior to the administrative hearing. If the charged student wishes to present more than four (4) witnesses, he/she must submit a written request to the hearing officer at least two (2) business days prior to the administrative hearing. Approval of witnesses with knowledge of the incident will be made by the dean of students or designee. Character witnesses are not permitted.

The hearing officer will review the listing of the names of the additional witnesses and reasons why the charged student believes the witness information is relevant and not duplicative of the four other witnesses. The hearing officer will decide in his/her sole discretion whether to permit more than four witnesses to present information.

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

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

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

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

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

1. Receive written notice of charges.
2. Obtain the name of the individual complainant (if applicable).
3. View the written complaint in the office of the hearing officer in the presence of a department staff member during normal business hours.
4. Be notified of the date, time, and place of the administrative hearing.
5. Receive notice of the fact that failure to schedule an administrative hearing by the due date or appear for an administrative hearing may result in the administrative hearing being conducted in the absence of the charged student or alleged victim of the charged student’s misconduct.
6. Provide the names of up to four (4) witnesses with knowledge of the incident at least two (2) business days prior to the administrative hearing. If the charged student wishes to present more than four (4) witnesses, he/she must submit a written request to the hearing officer at least two (2) business days prior to the administrative hearing. Approval of witnesses with knowledge of the incident will be made by the dean of students or designee. Character witnesses are not permitted.

7. Present his/her case.
8. Decline to answer any questions or make any statements during an administrative hearing. The outcome of the administrative hearing will be based upon the information or lack thereof presented at the hearing;
9. Be informed in writing of the decision and sanction, if any.
10. Request in writing an appeal of the decision resulting from an administrative hearing no later than five (5) business days after the date of the determination letter. The date of the request for the appeal is the date on which a document is mailed, an e-mail is sent, or a written message is delivered. A charged student and alleged victim of a charged student’s misconduct are entitled to one appeal.

Sanctions

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

The University has a special concern for incidents in which persons are mistreated because of race, gender, disability, sexual orientation, age, marital status, religion, color, national origin, gender identity, gender expression, genetic information, Vietnam-era or disabled-veteran status, or other personal characteristics. Such incidents damage not only individuals but also the free and open academic environment of the University.

More severe sanctions are appropriate for such misconduct.

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

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

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

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

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

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

Restriction: Denial of access to any campus facility, activity, event, class, or program. This
Strict Disciplinary Probation: A period of time during which a student’s behavior is subject to close examination.

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

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

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

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

Residence Relocation: Required reassignment to another residence area.

Deferred Loss of Housing: Warning that if the student is found responsible for violating the Community Standards during a specified period of time, the student may be immediately removed from the residence halls for a specific period of time, after which the student may reapply for housing. Conditions for returning to the residence halls may be specified.

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

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

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

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

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

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

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

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

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

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

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

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

Appeals of Decisions and Sanctions Resulting from Administrative Hearings

A charged student or victim of a charged student’s misconduct may submit one request for an appeal of the decision resulting from an administrative hearing no later than two (2) business days after the date of the determination letter. A request for an appeal is to be submitted in writing to the hearing officer who heard the case who will then forward the appeal request to the dean of students, or designee, for assignment to an impartial hearing officer for review.

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

The impartial hearing officer will:

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

Interim Restrictions

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

Interim restrictions may include suspension from the University or residence areas; relocation of residence; restriction to designated University residence areas or other campus facilities by time or location; restriction of communication with named individuals or groups within the University community; or the requirement to obtain advance authorization to engage in a specified...
activity or any other restrictions the dean of students, or designee, determines are appropriate under the circumstances. Interim restrictions will remain in effect during the pendency of a hearing and/or appeal.

**Discipline Records**

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

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

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

**Interpretation and Revision**

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

The Community Standards and Student Discipline System will be reviewed at least every two (2) years under the direction of the dean of students, or designee. As a result, the next scheduled review of the Community Standards and Student Discipline System will be held during the 2012–2013 academic year.
ACCIDENTS
All accidents or injuries occurring on Suffolk University property should be reported to Suffolk University at 617.573.8111, or 617.573.8333 if you are calling from on campus.

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

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

STUDENT E-MAIL

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

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

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

Examples of impermissible use include:
- Using e-mail or other technology resources to harass or threaten others
- Sending mass e-mail messages, junk mail, or spam
- Unauthorized dissemination of confidential records obtained through computer or information resources
- Unauthorized access, alteration, copying, or deletion of system accounts, passwords, directories, files, or programs belonging to any other user
- Tampering with or adversely affecting University technology resources, such as bandwidth, security, or performance
- The full text of the Acceptable Use Policy and other information technology policies can be found on the Information Technology Services Web site at www.suffolk.edu/offices/1058.html.

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

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

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

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

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

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

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

EMERGENCY COMMUNICATIONS
All Suffolk University students are required to submit (or confirm) current emergency contact information each semester and when such information changes. This will ensure that the University has current and accurate information in the unfortunate event of a campus emergency.
In the event of a major emergency or campus shutdown affecting the Suffolk University community, students will receive an emergency communication via voice mail and text messaging through the University’s provider, Connect-Ed, on all of the phone numbers provided by students. For additional information, please go to the University’s Web site.

All contact information provided will be used only for the explicit purpose of notification in the event of a campus emergency, including school closings for inclement weather.

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

Shelter-in-Place

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

Steps to Shelter-in-Place

1. Remain in the location where you are unless you are instructed to do otherwise.
2. Close all doors and windows (and lock them if possible).
3. Close window shades, blinds, or curtains.
4. When possible, turn off air conditioning and heating units.
5. Silence all audio equipment and cell phones.
6. Wait for the “all clear.”

EMERGENCY FIRE EVACUATION

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

General Procedures

When the alarm sounds in any Suffolk University building:

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

ENVIRONMENTAL HEALTH AND SAFETY POLICY

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

Students are responsible for:

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

GAMBLING

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

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

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

HAZING

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

Section 17: Hazing: Organizing or Participating; Hazing Defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or
Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Failure to Report a Hazing

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibilities to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. The University disciplinary processes will be applied in cases of alleged hazing.

HEALTH INSURANCE REQUIREMENT

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

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

All students wishing to enroll in the Suffolk Student Health Insurance Plan should also go online to the above Web site to enroll every year that you are a student. Once enrolled, you will be covered until the plan year ends each August. We recommend enrolling prior to the deadline to avoid any lapse in coverage and to ensure that you will have your insurance ID card in a timely manner. Please visit the Health and Wellness Web site at www.suffolk.edu/health for more detailed information and links to important forms and sites.

REQUIRED IMMUNIZATIONS

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

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

All students living in University housing must also provide proof of being immunized against meningitis within the past five years, regardless of the number of credits hours in which they are enrolled. This immunization must be administered at least two weeks prior to arrival on campus. Students who cannot receive the meningitis vaccine due to medical, religious or other reasons must submit a signed copy of the Massachusetts Department of Public Health waiver form. This form is available at www.suffolk.edu/health.

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

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

All students wishing to enroll in the Suffolk Student Health Insurance Plan should also go online to the above Web site to enroll every year that you are a student. Once enrolled, you will be covered until the plan year ends each August. We recommend enrolling prior to the deadline to avoid any lapse in coverage and to ensure that you will have your insurance ID card in a timely manner. Please visit the Health and Wellness Web site at www.suffolk.edu/health for more detailed information and links to important forms and sites.

IN Voluntary Withdrawal Policy

Students may voluntarily withdraw from Suffolk University at any time during their matriculation at Suffolk University. However, situations as described below may arise when the University determines on an individualized, case-by-case basis that a student may need to be involuntarily withdrawn from the University.
When a student demonstrates conduct that violates the Suffolk University Community Standards or other Suffolk policies, that conduct will be addressed through the appropriate disciplinary processes. This policy is not intended to be disciplinary in nature. Rather, this policy outlines the criteria and procedures for when and how a student may be involuntarily withdrawn from the University for demonstrating behavior that creates a direct threat to the safety or health of the student or others or that unreasonably disrupts the normal education processes and orderly operation of the University. There may be situations in which both this policy and the Suffolk University Community Standards and/or other Suffolk policies are applicable.

Criteria for an Involuntary Withdrawal

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

• Demonstrates behavior that is unreasonably disruptive to the normal education processes and orderly operation of the University;

• Demonstrates behavior that endangers himself/herself or that creates a direct threat that the student may endanger himself/herself, or;

• Demonstrates behavior that endangers others or that creates a direct threat that the student may endanger others.

Involuntary Withdrawal Process

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

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

2. If reasonably possible, the dean of students, or designee, will meet with the student, giving notice to the student of the meeting and providing an opportunity for the student (and his/her family if the student has a signed waiver indicating permission to share information) to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary withdrawal from the University.

3. If, after conversation, the student maintains that he/she would like to remain enrolled, the dean of students, or designee, will consult with appropriate medical professionals regarding the evidence presented by the student. Failure by the student to sign the Consent to Share Information form so that medical/clinical professionals may be consulted will result in the involuntary withdrawal from the University as Suffolk University will have insufficient evidence to render an individualized determination. The dean of students, or designee, will also consult with other University officials as appropriate.

4. The dean of students, or designee, will then convene a committee comprised of the director of the Counseling Center, the director of Health and Wellness Services, the director of Disability Services, the director of Residential Life and Summer Programs (if appropriate), and a representative of the college in which the student is enrolled to review collected information and evidence presented by the student. The committee will engage in a determination on an individualized, case-by-case basis and will apply the direct threat analysis, taking into consideration the nature, duration, and severity of the risk and the likelihood, imminence, and nature of the future harmful conduct, either to the student or to others in the University community.

5. The Committee will render a decision and present that decision to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter. Should the student choose to appeal the Committee’s decision, he/she will make such appeal to the vice president for Student Affairs within five (5) business days of the date of the withdrawal letter. The decision of the vice president for Student Affairs will be final.

6. Prior to returning to or enrolling at the University, a student who has been involuntarily withdrawn must submit a written plan that identifies how the student will resume his/her status at the University. The plan must respond to the condition that gave rise to the need for the student’s involuntary withdrawal (i.e., need for ongoing medical or psychological care, ability to maintain a standard of responsibility and self care, ability to assume class participation). If the student will reside in University housing, the plan must also state how the student will transition back into this community.

7. The Committee will review the student’s plan to determine on an individualized, case-by-case basis whether the student’s request to re-enroll at that time shall be granted or denied by taking into consideration all of the relevant factors and information presented. The decision of the Committee is final.

Deviations from Established Procedures

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

MILITARY SERVICE

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

OFF-CAMPUS STUDENT BEHAVIOR POLICY/GOOD NEIGHBOR POLICY

Suffolk University students have a responsibility as members of both the Suffolk community and the neighborhood community to demonstrate respect and concern for their neighbors. Suffolk University imposes an obligation upon all its students, both resident and non-resident, to demonstrate responsible citizenship in their local neighborhoods.

Therefore, the University reserves the right to refer any student to the Student Conduct System who is identified as being involved in disruptive, disorderly, or destructive behavior, or any other behavior that is disruptive of the University’s community/neighborhood relations; interferes with or obstructs the lawful missions, processes, and functions of the University; or that is found by the University to be abhorrent or offensive to generally accepted standards of social conduct.

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

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

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

• Inappropriate, disorderly, or disruptive conduct: letter of warning and educational program.
PETS AND SERVICE ANIMAL POLICY

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

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

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

Responsibilities of Students with Service Animals at Suffolk University

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

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

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

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

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

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

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

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

When a Service Animal Can Be Asked to Leave

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

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

Areas Off-Limits to Service Animals

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

Areas in Which There Is A Danger to Service Animals: Any room, including a classroom, where there are sharp metal cuttings, other sharp objects on the floor or protruding from a surface, hot material on the floor, a high level of dust, or moving machinery is off-limits to service animals (e.g., mechanical rooms, custodial closets, wood shops, metal/machine shops),**

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

Procedures for Relating to Students with Service Animals

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

• Allow a service animal to accompany the student at all times and everywhere on campus, except where service animals are specifically prohibited due to health, environmental, or safety hazards.

• Always speak to the student first but remember that service animals are not walking “show and tell” exhibits.

• Refrain from petting, feeding, or deliberately startling a service animal.

• Resist the temptation to offer treats to the service animal.

• Immediately report any disruptive behavior of a service animal to University Police. No attempt should be made to separate a student from his/her service animal.

PERSONAL PROPERTY

Compensation for loss or damage to personal property on campus is not a University responsibility. Individuals desiring such protection must make arrangements for the necessary coverage at their own expense. Residential students are encouraged to consider securing personal property insurance, either through the homeowners’ policy of their parents or through a separate renters’ insurance policy.
Any questions regarding service animals or their students should be directed to the Office of Disability Services (for students) or Human Resources (for faculty/staff).

**Service Animal Checklist**

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

1. License
2. Identification worn when the animal is working
3. Proof of training
4. Rabies vaccination
5. Owner tag

**POLICY AGAINST SEXUAL MISCONDUCT**

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

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

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

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

**Prohibited Conduct**

**Non-Consensual Sexual Activity**

Non-consensual sexual activity includes, but is not limited to, sexual assault and rape, any sexual activity by a group of students that takes place without the consent of the other student(s) or an individual(s) involved. The crime of rape occurs when the offender has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his/her will, or compels such person to submit by threat of bodily injury. Sexual activity includes intentional contact with the breasts, mouth, buttocks, groin, or genitals, or touching another person with any of these body parts, or forcing another person to touch you or themselves with or on any of these body parts; intercourse, however slight, meaning vaginal penetration by a penis, object, tongue, or finger, anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

**Sexually Exploitative Behavior**

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

- prostitution (such as selling or exchanging money or something else of value or benefit for sexual acts);
- taking pictures or video or audio recording another in a sexual act or in any other private sexual activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent);
- unauthorized posting or distribution of materials involving the sexual activity of another person including electronic postings;
- sexual voyeurism (such as watching a person who is undressing, using the bathroom or engaging in sexual acts without the consent of the person observed);
- engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or another sexually transmitted disease (STD) and without informing the other person of the infection; and/or
- administering alcohol or drugs (such as "date rape" drugs) to another person without his/her knowledge or effective consent.

**Sexual Harassment**

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

**Consent**

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

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

Sexual activity with someone whose incapacity results from the ingestion of alcohol, drugs or a so-called “date-rape” drug is in violation of this policy. Possession, use and/or distribution of any of these substances, including, but not limited to, Rohypnol, Ketamine, GHB, and Burundanga is prohibited, and administering one of these substances to another student for the purpose of inducing incapacity for a sexual purpose is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

**Confidentiality**

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

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

- **Amy Fisher, University Chaplain**
  Donahue Hall, 5th floor
  617.573.8325
  www.suffolk.edu/interfaith

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

The University endeavors to respect and follow the wishes of any individual who brings forward a sexual misconduct concern. However, students should understand that the University may have ethical and legal obligations to investigate, attempt to resolve, or adjudicate incidents of sexual misconduct that come to its attention and also may have obligations to report the matter to the local police department. Therefore, depending on the circumstances, it may not be possible for a conversation with Suffolk University Police (SUPD), a Resident Assistant (RA), or other administrators to be kept in confidence, or, said another way, for these individuals simply to listen without taking action.

What to Do After a Sexual Misconduct Incident

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Boston Area Rape Crisis Center (BARCC) can provide a free medical advocate to meet survivors and their The Boston Area Rape Crisis Center (BARCC) can provide a free medical advocate to meet survivors and their families in hospital emergency departments. In the immediate aftermath of a sexual assault or rape, survivors face a host of emotional, medical, and legal decisions. BARCC medical advocates are certified rape crisis counselors who provide information and support to the survivor and/or family at the hospital. Advocates provide support throughout the entire forensic exam if the survivor wishes. They can also be helpful with safety planning, arranging transportation, paperwork, and with follow-up plans. Research has shown that survivors who have a rape crisis advocate present at the hospital are more likely to feel positive about the experience of going to the hospital. This is an important start to the healing process. BARCC can be reached at its 24-hour hotline at 800.841.8371.

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

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

Suffolk University Counseling Center
617.573.8226
73 Tiemont Street, 5th floor
www.suffolk.edu/offices/989.html
The Counseling Center provides free, confidential services to students involved in Sexual Misconduct incidents and other Suffolk students. Confidentiality may not
be assured when there is imminent risk of harm to the survivor or others. The Counseling Center member will maintain a summary of the incident for record keeping, but will not share the survivor’s name without his/her permission.

Counselors at the Counseling Center are available to assist survivors in a crisis situation and provide information about options including medical assistance, psychological counseling, University disciplinary action, and legal prosecution. Counselors can provide safe, confidential support during this difficult period and can inform students of common reactions to crises and discuss coping methods that may assist students immediately following the assault and after. Talking about concerns with one of these counselors may help students sort through feelings and decide what to do. An individual appointment with a counselor may be made by contacting the Counseling Center at 617.573.8226, or the survivor may be seen without an appointment anytime between 11am and 12pm (arrive by 10:30am) or between 2pm and 3pm (arrive by 1:30pm) Monday through Friday. The Counseling Center is located on the fifth floor of 73 Tremont Street. In an emergency, the survivor will be seen immediately.

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

Suffolk University Health and Wellness Services
617.573.8260
73 Tremont Street, 5th floor
www.suffolk.edu/offices/932.html

Health and Wellness Services can provide free medical care and referrals for follow-up care, emergency contraception, and screening and testing for sexually transmitted diseases. Health and Wellness Services may be required to report the incident to the dean of students.

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

The Interfaith Center provides confidential pastoral care and support for survivors of sexual misconduct. Confidentiality may not be assured when there is imminent risk of harm to the survivor or others.

Resident Assistant (RA) or Residence Life Staff Member

An RA or Residence Life staff member can provide immediate support and referrals for further care. An RA or Residence Life staff member must report the incident and your name to his/her supervisor.

Suffolk University Police Department (SUPD)
617.573.8111

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

The Student Affairs Office
617.573.8239
73 Tremont Street, 12th floor
www.suffolk.edu/studentaffairs

The dean of students and associate dean of students provide support and referrals for follow-up care. They will provide information about the Student Conduct System and accommodations for class changes, living arrangements, course incompletes or withdrawals, and will provide referrals for counseling and medical treatment.

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

Procedures for Filing a Report or Submitting a Complaint

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

1. In an emergency, if you are on campus, you are encouraged to contact SUPD at 617.573.8111 so they may secure the area, detain suspects, and coordinate the arrival of the Boston Police Department to campus (when there is a report of an alleged sexual assault). The survivor’s name WILL BE shared with the Boston Police, and an investigation may be conducted. An SUPD incident report will be written by a SUPD officer and the survivor will be identified as Jane or John Doe. A summary of the incident will be maintained for reporting purposes.

2. A student who wishes to report sexual misconduct or file a complaint against another student through the University (potentially leading to disciplinary action) should notify the Student Affairs Office at 617.573.8239. The dean of students or associate dean of students will explain support options, investigative steps, and hearing procedures. If disciplinary action is taken, the survivor’s name WILL BE included in any reports and will be discussed with the charged student.

3. After reporting an incident of sexual misconduct to SUPD or the Student Affairs Office, a survivor may request the following:
   - A change of an on-campus student’s housing to a different on-campus location
   - Transfer of class sections when available
   - Assistance in exploring alternative housing, incompletes, a leave of absence, or withdrawing from the University

4. The dean of students or associate dean of students is available to meet with a student considering submitting a complaint, may outline the process for filing a complaint, and explain University discipline procedures.

5. The disciplinary procedures outlined in the Community Standards and the Student Conduct System will be followed for complaints of sexual misconduct committed by another Suffolk student.

6. Depending on the circumstances, both students in a case may be issued administrative orders to have no contact with one another. This allows the matter to be processed without any possible harassment or communication between parties.

7. An administrative hearing may accommodate concerns for the personal safety, well-being, or fears of confrontation of the charged student, complainant, or witnesses during the hearing by providing alternate means of communication when and as determined in the sole judgment of the hearing officer to be appropriate.
8. In accordance with the Student Conduct System, a charged student and alleged survivor of a charged student’s misconduct will be entitled to:
   a. Receive written notice of charges;
   b. Obtain the name of the individual complainant (if applicable);
   c. View the written complaint in the office of the hearing officer in the presence of a department staff member during normal business hours;
   d. Be notified of the date, time, and place of the administrative hearing;
   e. Receive notice of the fact that failure to schedule an administrative hearing by the due date or appear for an administrative hearing may result in the administrative hearing being conducted in the absence of the charged student or alleged survivor of the charged student’s misconduct;
   f. Provide the names of up to four (4) witnesses with knowledge of the incident at least two (2) business days prior to the administrative hearing. If the charged student (only charged) wishes to present more than four (4) witnesses, he or she must submit a written request to the hearing officer at least two (2) business days prior to the administrative hearing. Approval of witnesses with knowledge of the incident will be made by the dean of students, or designee. Character witnesses are not permitted;
   g. Present his or her case;
   h. Decline to answer any questions or make any statements during an administrative hearing. The outcome of the administrative hearing will be based upon the information or lack thereof presented at the hearing;
   i. Be informed in writing of the decision and sanction, if any; and
   j. Request in writing an appeal of the decision resulting from an administrative hearing no later than two (2) business days after the date of the determination letter. The date of the request for the appeal is the date on which a document is mailed, an email is sent, or a written message is delivered. A charged student and alleged survivor of a charged student’s misconduct are entitled to one appeal.

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

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

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

The Sexual Misconduct Response Team may be composed of at least the:
   • Vice president for Student Affairs
   • Dean of students
   • Director of Suffolk University Police (SUPD)
   • Director of the Counseling Center
   • University risk manager

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

If it is determined that a reported incident of sexual misconduct represents a potential danger to the Suffolk community, the Sexual Misconduct Response Team will be convened. A potential danger to the Suffolk community includes the following:
   • a pattern of acquaintance sexual misconduct incidents;
   • a pattern of stranger sexual misconduct incidents that occur near the campus;
   • a violent or sadistic sexual misconduct incident;
   • a gang rape or sexual misconduct incident.

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

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

ROLLERBLADES, ROLLER SKATES, SKATEBOARDS, AND BICYCLES
The use of rollerblades, roller skates, skateboards, and bicycles is not allowed while inside any University building, residence hall or leased property. Bicycle storage locations at Suffolk include:
   • 73 Tremont Street—Tremont Place near entrance to Mildred Sawyer Library
   • Donahue Building—Passageway north of building
   • NESAD—10 St. James Avenue Garage
   • Street at One Ashburton Place
   • Sargent Hall—Garage

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

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

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

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

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

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

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

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

Suffolk University requires the observance of all laws and regulations that pertain to alcoholic beverages and other controlled substances as outlined in the statutes and laws of the Commonwealth of Massachusetts. It is the responsibility of all members of the University community to be familiar with and to comply with these laws. Detailed policies and procedures regarding the Suffolk University Alcohol Policy may be viewed online at www.business.suffolk.edu/files/Risk_Management_PDF/suffolk_university_alcohol_policy.pdf

This policy is intended to allow for the responsible use of alcoholic beverages while providing safeguards for the University and its faculty, staff, and students.

University Regulations for Events with Alcohol

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

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

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

I. Registration of Events

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

To obtain this form, contact the Office of Risk Management for College of Arts and Sciences, Sawyer Business School, and NESADSU events or the Law School events coordinator for Law School events.

Registration of events is required on the following schedule:

A. University receptions where alcohol is served but not sold—3 days in advance
B. University events where alcohol is sold—14 days in advance

II. Staffing of Events

All events where alcoholic beverages are served or sold must have a designated host who is considered the individual responsible for the event. In addition, all events must be staffed with monitors in a ratio of 1 monitor for every 40 persons expected to be present. The names of the designated host and monitors must be provided as a part of the registration.

A. Designated Host

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

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

B. Monitor/Server

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

C. University Police

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

University Restrictions for Events with Alcohol

1. Use of alcoholic beverages is prohibited at all athletic events, both intercollegiate and intramural.
2. If potential members are under 21 years of age, alcoholic beverages may not be served at recruitment events.
3. Because student groups are funded, in total or in large part, by student activity fees, special attention must be given to any use of those funds for the purchase of alcoholic beverages. Therefore, alcohol may not be served on campus at an event sponsored by a student organization in the Sawyer Business School, College of Arts and Sciences (including the Student Government Association, Graduate Student Association, and MPA Association), or by the Student Bar Association (SBA) of the Law School, as well as those student organizations the SBA funds, unless an exception is made for one or more of the following reasons:
   a. The event is specifically designated for a student population over 21 years of age; or
   b. The Office of Student Activities and Service Learning or Law School dean of students provides written approval of the event and its sponsor agrees to comply with the regulations in this document covering events with alcohol.

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

SMOKING POLICY

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

Smoking is prohibited in Suffolk University academic and administrative facilities and the residence halls. Smoking is permitted in outdoor areas provided the smoke does not migrate back into an enclosed University building. For example, students may smoke outside University buildings but, if the smoking takes place under a window or surrounding a building entrance and the smoke migrates back into the building, it is a violation of this policy. Smoking is also prohibited in outdoor areas where no smoking signs are posted.
As part of the University’s LEED certification for the 10 West Street Residence Hall, no smoking is prohibited within 25 feet of the entry to 10 West and 10 West Expansion. Such policies not only serve to protect the health of the community but, in the case of buildings and residences, can lower maintenance costs such as painting or replacing burned carpeting, as well as reduce the risk of fire.

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

**DRUG-FREE SCHOOLS AND COMMUNITIES ACT–STUDENT NOTIFICATION**

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

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

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

**Federal, State, and Local Legal Sanctions Governing the Unlawful Possession or Distribution of Illicit Drugs or Alcohol**
Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend college. A felony conviction for such an offense can prevent students from entering many fields of employment or professions.

The minimum age for the sale or purchase of alcoholic beverages in Massachusetts is 21 years of age. All state laws apply at the University. Cities and towns in Massachusetts, specifically Boston, prohibit public consumption of alcohol and impose fines for violation. Massachusetts has criminal penalties for the use of controlled substances or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with potential for abuse carry heavier penalties. Driving while intoxicated in Massachusetts is a serious offense, and there are strict penalties for those convicted, including driver’s license removal and imprisonment.

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

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

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

Students should review the following state laws regarding alcohol and other drugs available on the Massachusetts General Court Web site:

<table>
<thead>
<tr>
<th>Drugs</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Dependence</th>
<th>Medical Uses</th>
<th>Duration (Hours)</th>
<th>Usual Method</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heroin</td>
<td>Substance I</td>
<td>Diamorphine, Horse, Smack, Black tar, Chiva, Negra (black tar)</td>
<td>High</td>
<td>None in U.S., Analgesic, Antitussive</td>
<td>3-4</td>
<td>Injected, snorted, smoked</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Morphine</td>
<td>Substance II</td>
<td>MS-Contin, Roxanol, Oramorph SR, MSIR</td>
<td>High</td>
<td>Analgesic</td>
<td>3-12</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydrocodone</td>
<td>Substance II, Product III, V</td>
<td>Hydrocodone w/ Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab</td>
<td>High</td>
<td>Analgesic, Antitussive</td>
<td>3-6</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>Substance II</td>
<td>Dilaudid</td>
<td>High</td>
<td>Analgesic</td>
<td>3-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxycodone</td>
<td>Substance II</td>
<td>Roxicet, Oxycodone w/ Acetaminophen, OxyContin, Endocet, Percocet, Percodan</td>
<td>High</td>
<td>Analgesic</td>
<td>3-12</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td>Substance II, Products III, V</td>
<td>Acetaminophen, Guaiifenesin or Prometazine w/Codeine, Fiorinal, Fiorcet or Tylenol w/Codeine</td>
<td>Moderate</td>
<td>Analgesic, Antitussive</td>
<td>3-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>Substance II, III, IV</td>
<td>Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex</td>
<td>High-Low</td>
<td>Analgesic, Antidiarrheal, Antitussive</td>
<td>Variable</td>
<td>Oral, injected, snorted, smoked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>gamma Hydroxybutyric Acid</td>
<td>Substance I, Product III</td>
<td>GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®</td>
<td>Moderate</td>
<td>None in US, Anesthetic</td>
<td>3-6</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Substance IV</td>
<td>Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2), Klonopin</td>
<td>Moderate</td>
<td>Antianxiety, Sedative, Anti-convulsant, Hypnotic, Muscle Relaxant</td>
<td>1-8</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>Substance I, II, III, IV</td>
<td>Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)</td>
<td>Moderate</td>
<td>Antianxiety, Sedative, Hypnotic</td>
<td>2-6</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### DRUGS OF ABUSE / USES AND EFFECTS

**US DEPARTMENT OF JUSTICE DRUG ENFORCEMENT ADMINISTRATION**

<table>
<thead>
<tr>
<th>Drugs</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Dependence</th>
<th>Medical Uses</th>
<th>Duration (Hours)</th>
<th>Usual Method</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STIMULANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine</td>
<td>Substance II</td>
<td>Coke, Flake, Snow, Crack, Coca, Blanca, Perico, Nieve, Soda</td>
<td>Possible High</td>
<td>Local anesthetic</td>
<td>1-2</td>
<td>Snorted, smoked, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increased body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Amphetamine/Methamphetamine</td>
<td>Substance II</td>
<td>Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn</td>
<td>Possible High</td>
<td>Attention deficit/hyperactivity disorder, narcolepsy, weight control</td>
<td>2-4</td>
<td>Oral, injected, snorted, smoked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methylphenidate</td>
<td>Substance II</td>
<td>Ritalin (Ily's), Concerta, Focalin, Metadate</td>
<td>Possible High</td>
<td>Attention deficit/hyperactivity disorder</td>
<td>2-4</td>
<td>Oral, injected, snorted, smoked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Substance III, IV</td>
<td>Adipex P, Ionamin, Prelu-2, Didrex, Provigil</td>
<td>Possible Moderate</td>
<td>Vasoconstriction</td>
<td>2-4</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HALUCINOGENS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDMA and Analogs</td>
<td>Substance I</td>
<td>(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB</td>
<td>None Moderate</td>
<td>None</td>
<td>4-6</td>
<td>Oral, snorted, smoked</td>
<td>Heightened senses, teeth grinding and dehydration</td>
<td>Increased body temperature, electrolyte imbalance, cardiac arrest</td>
<td>Muscle aches, drowsiness, depression, acne</td>
</tr>
<tr>
<td>LSD</td>
<td>Substance I</td>
<td>Acid, Microdot, Sunshine, Boomers</td>
<td>None Unknown</td>
<td>None</td>
<td>8-12</td>
<td>Oral</td>
<td>Illusions and hallucinations, altered perception of time and distance</td>
<td>(LSD) Longer, more intense “trip” episodes</td>
<td>None</td>
</tr>
<tr>
<td>Phencyclidine and Analogs</td>
<td>Substance I, II, III</td>
<td>PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP</td>
<td>Possible High</td>
<td>Anesthetic (Ketamine)</td>
<td>1-12</td>
<td>Smoked, oral, injected, snorted</td>
<td>Unable to direct movement, feel pain, or remember</td>
<td>Drug seeking behavior “Not regulated”</td>
<td></td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>Substance I</td>
<td>Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextro-methorphan* (DXM)</td>
<td>None None Possible</td>
<td>None</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drugs</td>
<td>CSA Schedules</td>
<td>Trade or Other Names</td>
<td>Physical Dependence</td>
<td>Psychological Dependence</td>
<td>Usual Tolerance</td>
<td>Medical Uses</td>
<td>Duration (Hours)</td>
<td>Usual Method</td>
<td>Possible Effects</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>-------------------------</td>
<td>---------------------</td>
<td>--------------</td>
<td>------------------</td>
<td>-------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>Substance I</td>
<td>Pot, Grass, Sinsemilla, Blunts, Mota, Yerba, Grifa</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>None</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disorientation</td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>Substance I, Product III</td>
<td>THC, Marinol</td>
<td>Yes</td>
<td>Moderate</td>
<td>Yes</td>
<td>Antinauseant, Appetite stimulant</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
</tr>
<tr>
<td>Hashish and Hashish Oil</td>
<td>Substance I</td>
<td>Hash, Hash oil</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>None</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
</tr>
<tr>
<td><strong>ANABOLIC STEROIDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testosterone</td>
<td>Substance III</td>
<td>Depo Testosterone, Sustanon, Sten, Cypt</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Hypogonadism</td>
<td>14-28 days</td>
<td>Injected</td>
<td>Virilization, edema, testicular atrophy, gyneco-mastia, acne, aggressive behavior</td>
</tr>
<tr>
<td>Other Anabolic Steroids</td>
<td>Substance III</td>
<td>Parabolan, Winstrol, Equipoise, Anadrol, Dianabol, Primabolin-Depo, D-Ball</td>
<td>Unknown</td>
<td>Yes</td>
<td>Unknown</td>
<td>Anemia, Breast cancer</td>
<td>Variable</td>
<td>Oral, injected</td>
<td></td>
</tr>
<tr>
<td><strong>INHALANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amyl and Butyl Nitrite</td>
<td></td>
<td>Pearls, Poppers, Rush, Locker Room</td>
<td>Unknown</td>
<td>Unknown</td>
<td>No</td>
<td>Angina (Amyl)</td>
<td>1</td>
<td>Inhaled</td>
<td>Flushing, hypotension, headache</td>
</tr>
<tr>
<td>Nitrous Oxide</td>
<td></td>
<td>Laughing gas, balloons, Whippets</td>
<td>Unknown</td>
<td>Low</td>
<td>No</td>
<td>Anesthetic</td>
<td>0.5</td>
<td>Inhaled</td>
<td>Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage</td>
</tr>
<tr>
<td>Other Inhalants</td>
<td></td>
<td>Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid</td>
<td>Unknown</td>
<td>High</td>
<td>No</td>
<td>None</td>
<td>0.5-2</td>
<td>Inhaled</td>
<td></td>
</tr>
<tr>
<td><strong>ALCOHOL</strong></td>
<td></td>
<td>Beer, wine, liquor</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>None</td>
<td>1-3</td>
<td>Oral</td>
<td></td>
</tr>
</tbody>
</table>
Suffolk University students are required to maintain satisfactory academic progress in order to receive any form of financial assistance. Satisfactory progress is evaluated at the end of each academic term by Student Financial Services in conjunction with the Academic Standing Committee of each school.

**Satisfactory Academic Progress Requirements**

During the first two years of enrollment (full- or part-time), undergraduate students are required to maintain a minimum cumulative GPA of 1.8.

After two years of enrollment, undergraduate students are required to maintain a minimum cumulative GPA of 2.0.

Graduate students are required to maintain a minimum cumulative GPA of 3.0.

Students must successfully complete at least 75 percent of attempted credits. For example, a student who registered for a total of 60 credits would be required to have successfully completed at least 45 credits. Pass and Fail, I, W, L, and NG grades will be included in the determination of completion rate. Courses in which grades of NG or Pass are received will be considered as successfully completed. Courses in which grades of W, L, Fail, or I are received will be counted as not successfully completed.

When a student receives a final grade for a course that was previously incomplete, the GPA and completion rate can be recalculated on request. The student will be considered to have maintained satisfactory academic progress during the semester that the final grade was received.

The Academic Standing Committee and Student Financial Services will review each student’s progress at the end of each semester. Students not meeting the minimum satisfactory academic progress requirements are placed on probation for one semester. During the probation period, the student will
continue to receive financial aid, and his/her progress will be reviewed at the end of the semester. If the student is still not meeting the minimum satisfactory academic progress requirements, he/she will lose eligibility for financial aid.

Students who are found to be ineligible for financial aid due to unsatisfactory academic progress will regain their eligibility once satisfactory progress requirements have been met.

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

Note: Students will be eligible for financial aid to cover each failed course only once.

STUDENT ACCOUNTS
Location: DeNabue Building, 3rd floor
Tel: 617.573.8407
E-mail: bursar@suffolk.edu
Web site: www.suffolk.edu/admission/28.html

Payment Policy
The University accepts personal checks, money orders, cashier checks, traveler’s checks, electronic checks, Visa, Master Card, Discover, and American Express. All checks processed by Suffolk University are subject to electronic check conversion. Funds may also be wired to the University. Contact Student Accounts for more information.

The University charges a late registration fee and a returned check fee for any check returned by the University’s bank for non-payment. Reasonable collection costs, including attorney fees will be added to delinquent accounts.

Students with a balance from a prior term will not be permitted to register, receive a transcript/grade report, or have a degree conferred. University policy precludes the use of any current financial aid for payment of past-due charges.

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

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

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

For special short courses, workshops, and institutes, please visit www.suffolk.edu/bursar for withdrawal dates.

International students holding F-1 or J-1 immigration status must also visit the immigration services staff at the Center for International Education to discuss the immigration aspects of withdrawal from the University. Generally, students cannot remain in the United States after their withdrawal.

Withdrawal, Leave of Absence, or Drop Refund Policy
Tuition liability is assessed according to the date that the leave of absence/withdrawal form is received by the Student Affairs Office or the drop form is received by the Office of the Registrar.

Non-attendance does not constitute official withdrawal or dropping of a course.

Reasonable collection costs, including attorney fees, will be added to delinquent accounts. All tuition charges are subject to change by action of the Board of Trustees. Any such change may be applicable to students already enrolled in the University.

Refund Policy for Financial Aid Recipients/Return of Title IV Funds (Federal Funds)
When a student officially withdraws from the University, federal regulations require the institution to prorate the financial aid awarded based on the percentage of the term completed. Once 60 percent of the term is over, the student is eligible to receive 100 percent of his/her aid awarded. If a student does not officially withdraw from the University and fails to complete all classes, the student is eligible for only 50 percent of the aid awarded. However, the student may be charged 100 percent of all applicable tuition, costs, fees, and so on. Questions on applicable charges should be directed to the bursar.

In accordance with federal regulations, whenever a student’s withdrawal requires the return of financial aid, the funds will be distributed in the following order:
1. Unsubsidized Federal Stafford/Direct
2. Subsidized Federal Stafford/Direct
3. Federal PLUS/Direct
4. Federal Perkins
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV programs
8. Return of State Funds

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

Tuition Insurance
As a supplement to the University’s Refund Policy, we offer an insurance program, the Tuition Refund Plan (TRP), through A.W.G. Dewar, Inc. This plan enhances the University’s refund schedule and provides more generous refunds throughout the entire term. If you withdraw from classes due to your own personal physical illness or accident, this plan will return 100 percent of your insured tuition and fees. If your withdrawal results from a personal medical psychological illness, 60 percent of your insured tuition and fees will be refunded. Please contact A.W.G. Dewar, Inc., at 617.774.1555 or you can access their Web site at www.collegerefund.com for more information or to apply.
CAMPUS MAP

1 Rosalie K. Stahl Center
   University Welcome Center
   73 Tremont Street

2 One Beacon Street

3 Nathan R. Miller Residence Hall
   10 Somerset Street

4 Frank Sawyer Building
   8 Ashburton Place

5 20 Ashburton Place

6 John E. Fenton Building & Annex
   28 & 32 Derne Street

7 Gleason L. & Hiram J. Archer Building
   20 Derne Street

8 C. Walsh Theatre
   55 Temple Street

9 Frank J. Donahue Building
   41 Temple Street

10 Ridgeway Building
    148 Cambridge Street

11 40 Court Street

12 45 Bromfield Street

13 David J. Sargent Hall
   120 Tremont Street

14 Residence Hall
   150 Tremont Street

15 Residence Hall
   10 West Street

16 Modern Theatre
   523-525 Washington Street

17 The New England School of Art & Design at Suffolk University
   75 Arlington Street

Produced by OUC 072210