



## Board of Trustees

### Enrollment Management and Student Affairs Committee

3:30 to 5:00 PM

June 6, 2023

Via Zoom

In accordance with Massachusetts Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020.

A live stream of the meeting for public viewing will also take place at the following link: <https://www.westfield.ma.edu/live>

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|--|---|
| <b>1. Call to Order</b>  | Trustee Reichelt                              |
| <b>2. Approval of Minutes</b><br>a) April 25, 2023   | Trustee Reichelt                              |
| <b>3. Items for Information</b><br>a) Enrollment Update  | Daniel Forster/Mike<br>Mazeika/Jessica Tansey |
| b) Student Affairs - A Year in Review  | Maggie Balch                                  |
| <b>4. Items for Action</b><br>a) Motion - 0590 Residence Hall Policy                                 | Maggie Balch                                  |
| b) Motion - 3020 Free Speech/Demonstration/Picketing Policy  | Maggie Balch                                  |
| c) Motion - 4010 Alcohol & Other Drug Policy   | Maggie Balch                                  |
| d) Motion - 4060 Involuntary Medical Withdrawal of Students<br>for Physical or Mental Health Reasons | Maggie Balch                                  |
| e) Proposed New Administrative Leave Policy (4060)   | Maggie Balch                                  |
| e) Motion - Enrollment Management & Student Affairs<br>Committee Charter Approval                    | Dan Forster                                   |

#### Attachment(s):

- a. Minutes 4/25/23
- b. Enrollment Update-PowerPoint
- c. Student Affairs – Year in Review PowerPoint
- d. Motion – 0590 Residence Hall-Housing Policy
- e. 0590 Residence Hall-Housing Policy Redline with Legal Edits
- f. 0590 Residence Hall-Housing Policy Clean
- g. Motion – 3020 Free Speech/Demonstration/Picketing Policy
- h. 3020 Free Speech/Demonstration/Picketing Policy Redline with Legal Edits

- i. 3020 Free Speech/Demonstration/Picketing Policy Clean
- j. Motion – 4010 Alcohol & Other Drug Policy
- k. 4010 Alcohol & Other Drug Policy with Legal Edits
- l. 4010 Alcohol & Other Drug Policy Clean
- m. Motion – 4060 Involuntary Medical Withdrawal of Students for Physical or Mental Health Reasons-  
Administrative Medical Leave of Absence
- n. 4060 Involuntary Medical Withdrawal of Students for Physical or Mental Health Reasons Redlined
- o. 4060 Proposed New Administrative Medical Leave of Absence Policy Redline with Legal Edits
- p. 4060 Proposed New Administrative Medical Leave of Absence Policy-Clean
- q. Motion – Enrollment Management & Student Affairs Committee Charter Approval
- r. Draft Enrollment Management & Student Affairs Committee Charter
- s. Advancement and Enrollment Management Committee Charter



## Board of Trustees

Enrollment Management and Student Affairs Committee

April 25, 2023  
Minutes

Scanlon Banquet Hall A

A live stream of the meeting for public viewing also took place on YouTube.

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**MEMBERS PRESENT:** Committee Chair William Reichelt and Board Chair Dr. Robert Martin, ex-officio member

**MEMBERS PARTICIPATING REMOTELY:** Vice Chair Melissa Alvarado [left the meeting at 9:20 AM], George Gilmer, and Trustee Chloe Sanfacon [joined at 9:20 AM]

**MEMBERS EXCUSED:** Secretary Paul Boudreau

**TRUSTEE GUESTS PRESENT:** Trustees Chris Montemayor and Ali Salehi

**TRUSTEE GUESTS PARTICIPATING REMOTELY:** Trustee Theresa Jasmin

Also present and participating were Westfield State University President Dr. Linda Thompson, Enrollment Management Vice President Daniel Forster, Dean of Students Maggie Balch, Director of Financial Aid Simone Backstedt, Director of Admissions Mike Mazeika, and Associate Registrar/Director of Graduate Program Admission Jessica Tansey.

The meeting was called to order at 8:44 AM by Committee Chair Reichelt. A roll call was taken of the committee members participating as listed above and it was announced that the meeting was being livestreamed and captured as recorded.

**MOTION** made by Trustee Martin, seconded by Trustee Alvarado, to approve the minutes of the December 20, 2022, meeting. **There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Reichelt and Board Chair Martin.

**MOTION** made by Trustee Martin, seconded by Trustee Alvarado, to approve the minutes of the February 7, 2023, meeting. **There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Reichelt and Board Chair Martin.

Mr. Forster stated there will be a serious demographic shift in students over the next few years. New initiatives are being created for financial aid, marketing, open houses, and Accepted Student Days.

Admissions Undergraduate Update. Mr. Mazeika provided the fall funnel report for first year students and transfers. Applications and accepts are down, but deposits are up. Accepted Student Days included increased engagement with academic departments resulting in high evaluation percentages. Admission initiatives were shared. First-year and transfer student deposit profiles were shown from surrounding areas.

CGCE Update. Ms. Tansey provided the funnels for part-time undergraduate and second bachelors students with a 24% increase in inquiries and applications from last year. The funnel for graduate and post-baccalaureate students showed overall inquiries up 18% and applications flat.

Financial Aid. Ms. Backstedt shared that in 2024-2025, there will be significant changes to the FAFSA, student eligibility calculation and policies, responsibilities, and timelines affecting the financial aid office. The Fair Share Act will help Massachusetts residents and commuters benefit from this change. We offer assistance to residential students, who drive retention and graduation rates and provide housing and dining revenue. President Thompson challenged the University to working more with k-12 students and offer college credits during their senior year and the following summer. FAFSA filings for new students are currently comparable to last year's filings. [Trustee Alvarado left and Trustee Sanfacon joined the meeting at 9:20 AM.]

Student Engagement and Development. Ms. Balch shared the following updates:

- A consultant's recent health and wellness report shared information to consider telehealth and billing.
- Over 600 students participated in spring weekend and Unity Week.
- There was more outreach this year to assist students with their mental health. Fresh Check Day had 500 participants. There are same-day appointments available in the Counseling Center, which sees high numbers of students, many dealing with anxiety and depression.
- Senator John Velis visited campus to talk with students to find out what they are struggling with. Social media affects how students think of themselves and there is a rise in social media bullying.
- Chair Martin shared that SCORE is developing a course in the first year that focuses on transition to college. He wants to see a funnel on retention data to include how mental health is affecting withdrawal numbers. Trustee Salehi requested student mental health be discussed at every meeting.

Motions – Policy Revisions. Ms. Balch stated that the three policies being brought forward for approval contained updated language in personnel changes, removed repetitive language, and added amnesty language in the alcohol policy. The committee requested that these policies be reviewed by legal counsel to ensure that rights are not being infringed upon. After review by counsel, the policy revisions will be brought to the June meeting.

Undergraduate/Continuing Education Enrollment Environment. Mr. Forster shared the importance of understanding the trends of higher education, which is currently showing growth in the west and south. Because of their resources, the national and elite four-year institutions can dig deeper into the pool of students, leaving lower numbers of students available for us to reach. Adult learners are younger, doing their own research (necessitating a strong website), and looking for online classes.

Enrollment Management and Student Affairs Committee Charter. Committee Chair Reichelt requested input on the draft charter be sent to the Board assistant within the next two weeks to be brought to the June meeting.

There being no further business, **MOTION** made by Trustee Martin, seconded by Trustee Sanfacon, to adjourn. **There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Gilmer, Sanfacon, Reichelt and Board Chair Martin.

Meeting adjourned at 10:03 AM.

Attachments presented at this meeting:

- a. Draft Minutes 12-20-22
- b. Draft Minutes 2-7-23
- c. Admissions/CGCE/Financial Aid/CGCE Power Point
- d. Motion – Residence Hall Policy (0590)
- e. Residence Hall Policy (0590) Tracked Changes
- f. Residence Hall Policy (0590) Clean Copy
- g. Motion – Free Speech/Demonstration/Picketing Policy (3020)
- h. Free Speech/Demonstration/Picketing Policy (3020) Tracked Changes
- i. Free Speech/Demonstration/Picketing Policy (3020) Clean Copy
- j. Motion – Alcohol & Other Drug Policy (4010)
- k. Alcohol & Other Drug Policy (4010) Tracked Changes
- l. Alcohol & Other Drug Policy (4010) Clean Copy
- m. Enrollment Management and Student Affairs Committee Charter

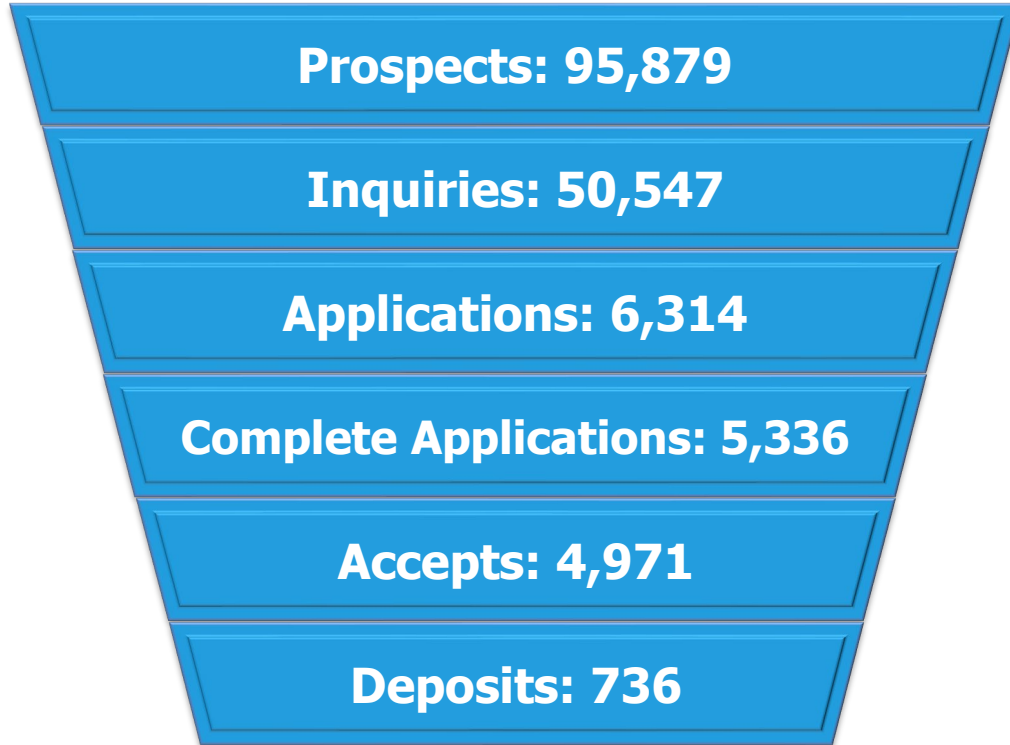
**Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Westfield State University Board of Trustees Enrollment Management and Student Affairs Committee meeting held on April 25, 2023.

\_\_\_\_\_  
Paul Boudreau, Secretary

\_\_\_\_\_  
Date

# Fall 2023 Funnel – First Year



## Notes

- Up 15.5% in inquiries
- Down 6.1% in applications (400)
- Down 6.9% in accepts (370)
- Down 12.9% in deposits (109)

# Fall 2023 Funnel – Transfer

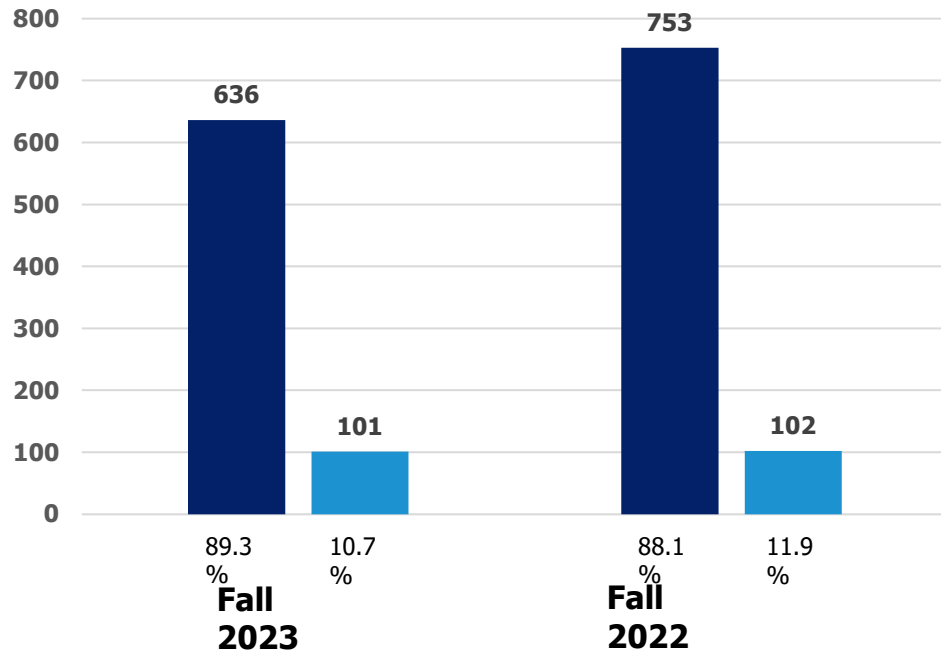


## Notes

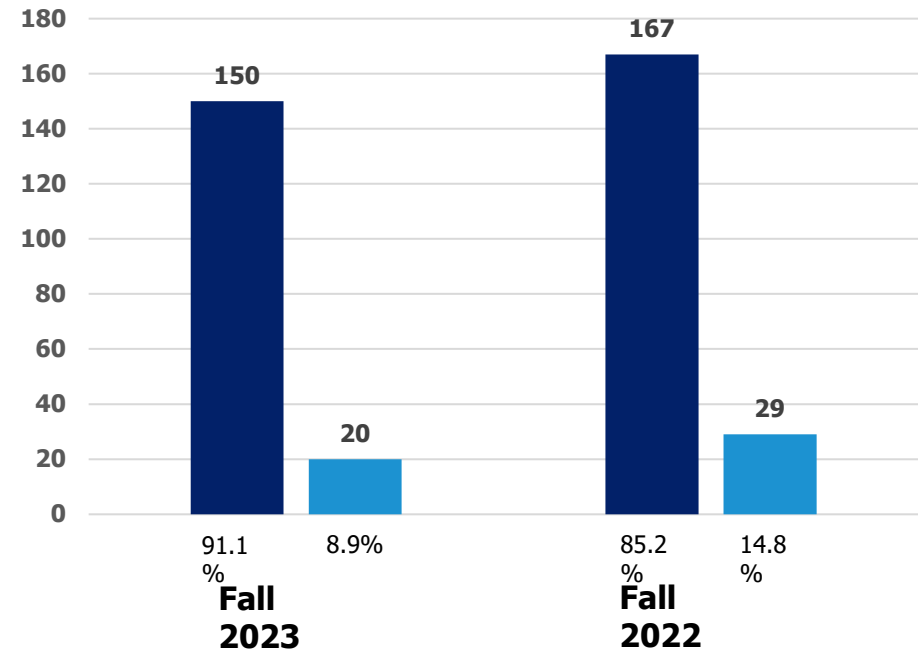
- Down 2.8% in applications (16)
- Down 12.3% in accepts (39)
- Down 8.2% in deposits (17)

# Deposited Student Demographics

### First Years In State vs Out of State

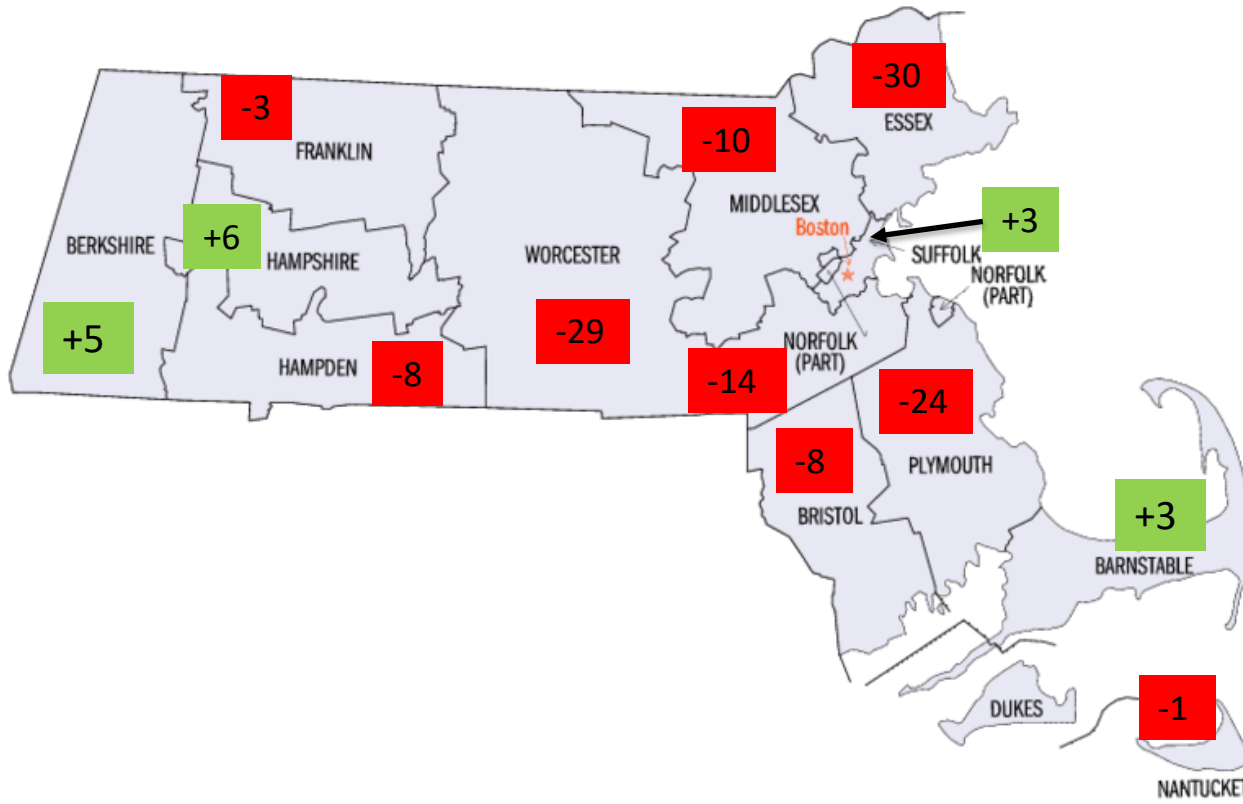


### Transfers In State vs Out of State





# Deposited Student Demographics

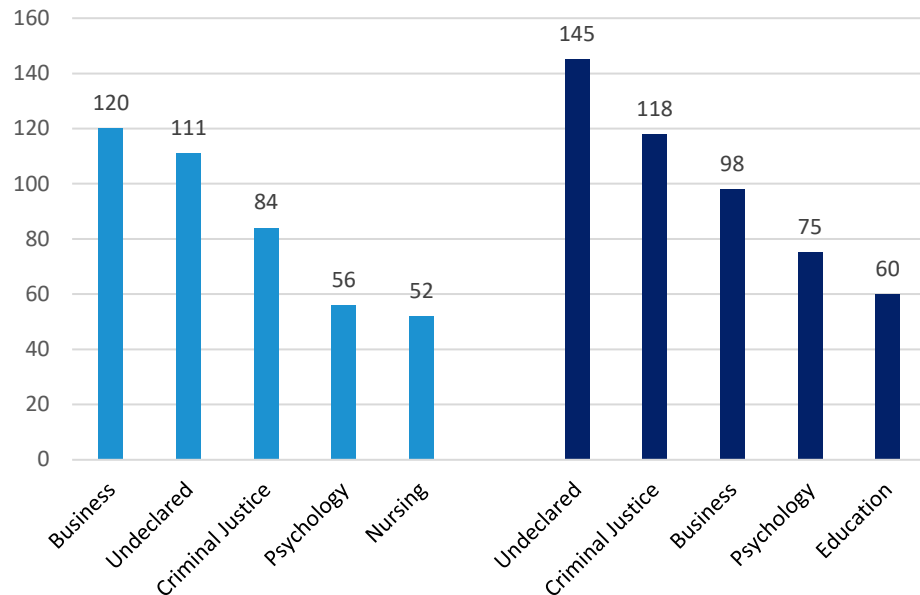


MA First Year County Comparison

	Fall 2022	Fall 2023
Barnstable	8	11
Berkshire	34	39
Bristol	28	20
Dukes	1	1
Essex	46	16
Franklin	11	8
Hampden	261	253
Hampshire	48	52
Middlesex	72	62
Nantucket	1	0
Norfolk	67	53
Plymouth	51	28
Suffolk	7	10
Worcester	111	82

# Deposited Student Demographics

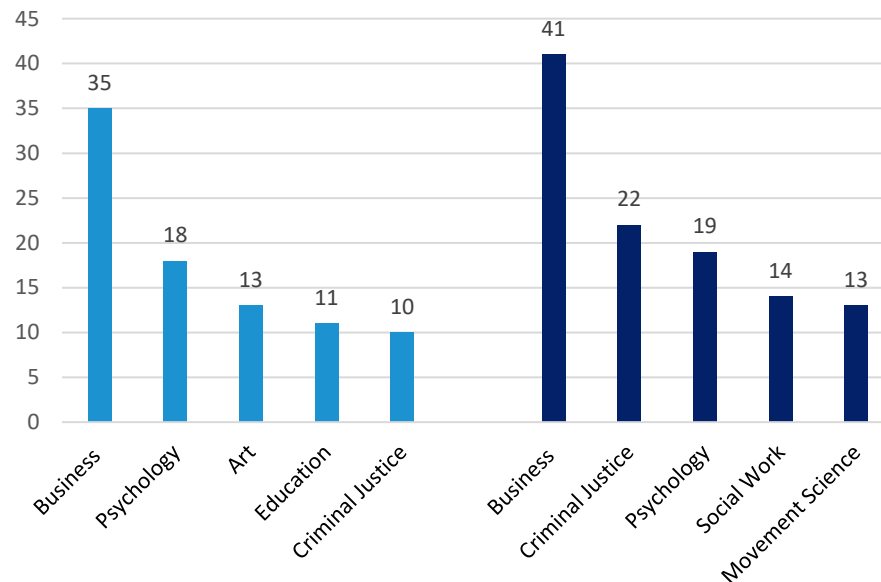
## Top 5 Majors – First Year Students



Fall  
2023

Fall  
2022

## Top 5 Majors – Transfer Students



Fall  
2023

Fall  
2022

# Admission Initiatives

## Additional Post Card Mailings

- Housing Offer
  - Offer \$2,000 Housing Scholarship to students who have not deposited, within a specific EFC range
- Occupational Therapy Assistant
  - Offer \$1,000 to students to be part of our first Occupational Therapy Assistant cohort
- Still Time to Deposit Post Card
  - Post Card to anyone not getting the 1<sup>st</sup> two post cards
- Still Time to Apply
  - Targeted mailing to students in Western & Central MA, as well as Northern CT, encouraging them to apply

## Rising Seniors

- Summer Tour Post Card – going out to 25,000 students
- Post card schedule (coordinated with Academic Affairs) to cover the full year

# Fall 2023 Funnel

## Part-Time Undergraduate/Second Bachelors

### Fall 2023

**Inquiries: 372**

**Applications: 170**

**Complete Applications:  
101**

**Accepts: 83**

**Confirmed: 74**

*Data as of  
6/1/2023*

- Overall inquiries and applications are up from last year, about 22%
- Online majors, psychology, criminal justice, and liberal studies have the highest applicant numbers.
- Working on processing decisions to onboard students for the fall semester.

# Fall 2023 Funnel Graduate and Post-Baccalaureate

## Fall 2023



*Data as of  
6/2/2023*

- Overall inquiries for graduate programming is up 8% from this time last year.
- Applications are up about 10 from last year as well as accepted students.
- Increased cohort for MSW Online.
- Began accepting applications for MS in Criminal Justice online.

# Graduate/Part-time Initiatives

- Focused on increasing awareness of M.S. in Criminal Justice program having an online cohort.
- Working on new communications to go out in new CRM system to streamline communication workflows through the funnel.
- Saw an increase in International student interest, specifically for Master of Public Administration program.
- Opened M.S. in Physician Assistant application for spring 2024 – currently 107 prospects with 32 completed apps.
- Working with HCC on concurrent enrollment for the RN to BSN program.
- Will be implementing larger marketing strategy in FY24 to engage and grow the adult learner population.



# Student Affairs

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**A Year in Review**

# At a Glance

- Received a Department of Justice Grant from the Office of Violence Against Women
- Began our four-year partnership with JED Foundation to support mental health on college campuses
- Expanded our Case Management Team
- Reintroduced our Student Threat Assessment Team
- As a division increased student engagement







# Health Services

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- Electronic Prescribing
- Phlebotomy
- Pharmacy Delivery
- Vaccine clinics
- Tapestry + Planned Parenthood



# Counseling Center

- 1,100 counseling hours
- 287 students seen up 50 from last year
- Top Three Reasons: Anxiety/stress; Depression; Relationships with friends/roommates
- 162 MySSP connections
- 144 outreach programs



# JED Foundation

JED Campus and JED Campus Fundamentals programs, we partner with you to assess your community's needs, develop a customized strategic plan to build on existing strengths, and implement tools, strategies, and techniques that lead to measurable improvements in student mental health and a more connected community.



# Comprehensive Approach

Through our work with JED Campus, we will actively engage in working on and through a strategic plan aimed at implementing appropriate policies and programs to best support students' emotional well-being and help to prevent suicide and serious substance use.

What we have accomplished so far:

- Health Minds Survey Collection Data
- Baseline Assessment
- On-campus Retreat Day



# Student Engagement

## Residential Life

- JEDI
  - 27 programs
  - Journey to a shared humanity
- LIFE SKILLS
  - 22 programs
  - *Cooking 101*
- WELLNESS
  - 67 programs
  - *Men's Mental Health Trivia with discussion following*
- Academic + Career
  - 26 programs
  - *Linked-In Workshop*
- Community Building
  - 111 programs
  - *Selfie Scavenger Hunt*
- 6600 student in attendance of 243 programs





## Student Engagement

### Student Activities, Involvement, and Leadership

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- The Nestwork
  - 70 active clubs & organizations
  - 60 active WSU participants
- 1,888 students involved in at least program or activity
- 10,865 students at 243 programs
  - 1478 students attend at least one of the 243 SAIL programs





# Questions and Discussion

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## Board of Trustees

June 6, 2023

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To approve the changes to the Residence Hall Policy (0590) as presented and to approve the change of the policy's name to Housing Policy (0590).

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Robert A. Martin, Ph.D., Chair

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Date



# Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

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REVIEWED: April 2023

## **RESIDENCE HALL HOUSING POLICY**

### **PURPOSE**

To describe the ~~residence hall~~housing policies which apply to all Westfield State University resident students and their guests while present in any of the residence halls, suites, and University Apartment complexes.

### **POLICY**

#### **A. Introduction**

Residential Life promotes personal development and community engagement. Successful on-campus living requires that all residents are aware of the impact that their actions and choices can have, not only on themselves but also on other residence hall community members. An important aspect of this process is understanding and abiding by University policies and state and federal laws.

Residents are responsible for what occurs in their assigned rooms, apartments and suites; and also for the collective well-being of their respective communities. Students who violate policies may face student conduct system action, criminal prosecution, administrative room reassignment, loss of housing, service charges and/or other responses based on the nature and severity of the situation.

#### **B. Alcohol and Other Drugs**

See "Alcohol and Other Drug Policy" section of the current Student Handbook.

#### **C. Appliances and Electrical Devices**

1. Electrical appliances/devices permitted in resident rooms: blenders, clocks, coffee makers with auto shut-off, computers, fans, hair dryers/curlers, humidifiers, irons with auto shut-off, air popcorn poppers, radios, razors, mini fridge, operating on up to 2.5 amps and having a capacity up to 4 cubic feet; stereos, TVs. Appliances should be Energy Star rated where available. Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.
2. Electrical appliances/devices prohibited in resident rooms: air conditioners, candle/wax warmers, "George Foreman grills," sandwich maker, microwave, air fryer, toaster, toaster oven or similar devices, halogen lamps, heat lamps, heaters, hotplates, hotpots, sandwich makers, toasters, toaster ovens and other cooking devices. To preserve a safe, healthy environment, Residential Life shall confiscate prohibited appliances. Non-approved appliances will be removed immediately upon discovery and disposed of in the trash after a 48-hour time period in which students are allowed to request a retrieval of the item with the Residential

# Westfield State University

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~~Life Staff. and disposed of.~~ Repeat violations will lead to sanctions up to and including a loss of housing.

Apartment Complex, University Hall and New Hall residents may have one "George Foreman grill"/sandwich maker, microwave, air fryer and one toaster or toaster oven per apartment in the kitchen area.

3. The University provides Microfridge units (combination refrigerator/freezer/microwave oven) in each traditional hall bedroom. Since we do provide these units, we ask that students not bring additional mini-refrigerators into the halls unless there is a unique need for a private mini-refrigerator. Residents in traditional halls may not have additional microwave ovens beyond the Microfridge units provided by the University. Unapproved microwaves will be confiscated [and disposed of in the trash after a 48-hour time period in which students are allowed to request a retrieval of the item with the Residential Life Staff.](#) ~~and disposed of.~~ Apartment Complex, ~~Lansdowne Place,~~ University Hall and New Hall residents may have one microwave oven per unit in the kitchen area.
4. Since meal preparation in student bedrooms poses health and safety issues, approved appliances may be used within your room for snack preparation only. Use your hall's kitchen facilities for meal preparation.
5. Extension cords must be UL approved and at least 16 gauge. ~~Never-Students are prohibited from running~~ cords under carpets, through ceiling grids, or over door frames. Never place large/heavy objects on top of cords, crimp cords or overload outlets (more than two items plugged in at once). Use power strips with circuit breakers and do not plug power strips/extension cords into other power strips/extension cords.
6. For safety reasons, students must always be in their rooms when ANY cooking or other potentially hazardous device or appliance is in use.
7. To promote energy conservation, the University strongly encourages the use of LED light bulbs wherever possible in student supplied lamps and devices.
8. Be careful with laptop computers, as they can cause fires when left unattended sitting on a bed or other flammable items. Whenever possible, set laptops on a hard surface when charging or in use.
9. The University may require removal of any item, at anytime, or establish conditions for its continued presence and use, in the interest of preserving a health ~~fully~~ and safe environment.

**Commented [NU1]:** How will the University dispose of the item? Is the student able to recover the confiscated item?

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**Commented [NU2]:** How will the University dispose of the item? Is the student able to recover the confiscated item?

## D. Damage

# Westfield State University

Policy concerning:

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1. Residents are members of a large and interdependent community, and each persons' actions have an impact on their neighbors and the University. Residents are expected to work with the Residential Life staff and with other residents to promote respect for our ~~residence halls~~ housing facilities and for all who live and work in them. The University will make students aware of conduct that is damaging to the community and inform students of damages and extraordinary cleaning charges. If excessive changes occur ~~in a hall~~, students are notified of what has taken place and given the opportunity to take responsibility before other steps are taken.
2. Residents of a building are responsible for damage and vandalism which occurs during the academic year. Damages are classified as:
  - a. *Personal* - the resident's room and all University furnishings and equipment present in these spaces. Apartment kitchens, living rooms and bathrooms are also considered personal space for billing purposes.
  - ~~b. *Section* - the hallways, lounges, bathrooms etc. shared by residents in a specified area of a building.~~
  - c. *Common Areas* - public areas such as hallways, floor lounges, bathrooms, stairwells, main lounges, lobbies, game rooms, courtyards, and grounds; and all University furnishings and equipment present in these spaces. Personal and common area charges will apply to all residents.
3. At check-in, each resident completes a detailed Room Condition Report (RCR) in MyHousing. Carefully complete the RCR to avoid billing concerns at check-out. The RCR will be reviewed at check-out by the Residential Life staff. Costs for ~~room~~ *Personal* damages, missing items, and extraordinary cleaning will be billed to residents. Complete your RCR within 48 hours of check-in to avoid a \$50 improper check-in charge and possible ~~room~~ *Personal* damage charges.
4. ~~Section and~~ Common area damages which cannot be attributed to specific persons will be apportioned among all hall residents at the end of each semester. Common area charges will be billed to residents at the end of the semester as needed.
- ~~5. Section damages which cannot be attributed to specific persons will be apportioned among all section residents at the time those charges occurred. Section charges will be billed to residents during the semester and/or at the end of the semester as needed.~~
6. The Residential Life staff conducts ~~room~~ *Personal* damage inspections and assessments at the conclusion of each semester or at the time of a resident's checkout during the semester.

**Commented [NU3]:** Calendar year or academic year?

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**Commented [NU4]:** What is the difference between these two categories? The Section category appears to contain the same locations as the Common Area. What circumstances require a distinction like this to be made? I also see no indication of Section areas being referenced for routine and extraordinary cleaning expenses. If the categories are as similar as they appear, then I recommend combining the Section category into the Common Area category.

**Commented [NU5]:** Please refer to my previous comment on the lack of distinction between the Section category and the Common Area category. I recommend removing the Section damages provision if there is no distinction between the two categories.

# Westfield State University

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7. Routine vs. extraordinary cleaning – Residence hall maintainers are responsible for daily cleaning of public areas, trash removal from designated areas, and routine minor repairs. They are not expected to clean extraordinary messes or student rooms. Where extraordinary cleaning is needed, the individual or building will be assessed a service charge based on the nature of the occurrence.
8. Repairs may be made immediately or on a cyclical basis, depending on the nature and severity. Damage repair fees are applied to those repairs regardless of when this work is completed.
9. Appeals of ~~p~~Personal damage charges may be submitted to [housing@westfield.ma.edu](mailto:housing@westfield.ma.edu), with the subject line: "ATT: Damage Appeals." Please state which charge is being appealed and why. ONLY appeals submitted by the resident being charged, and within 30 days of the billing date will be considered. Common area ~~and section damages~~ may not be appealed, but students may review their hall's itemized common area charges by contacting the Department of Residential Life.
10. Students responsible for repeated or significant damages face sanctions up to and including immediate loss of housing or University status in addition to restitution.
11. Students responsible for extraordinary cleaning charges face sanctions up to and including immediate loss of housing in addition to restitution; biohazard issues related to bodily waste may lead to immediate loss of housing and restitution.
12. Below is a partial list for some common cleaning and damage charges including parts and standard labor charges (all prices are subject to change, and may vary from hall to hall).

## **BATHROOM:**

Sink 250.00

Mirror 125.00

Shower rod 75.00

Shower curtain 25.00

Shower door 150.00-200.00

Soap dispenser 25.00

Shower Seat 568.75

Sanitary napkin box 45.00

Toilet stall door 250.00-450.00

Toilet paper holder 40.00

Toilet unplug 100.00

Toilet seat 75.00

**Commented [NU6]:** See my previous comments on Section damages.

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Toilet (tank only) 250.00  
Toilet replacement (wall hung) 165.00  
Toilet replacement (floor mount) 552.00  
Disassemble, take bowl off (unplug) 100.00

## **FURNITURE:**

Barstool 210.00  
Bench 250.00  
Bunk bed (headboard, footboard, frame) 200.00  
Chest of drawers 275.00  
Coffee table 200.00  
Desk chair 175.00  
Desk chair seat or back 45.00  
Desk 290.00  
Desk bookcase 100.00  
End table 175.00  
Mattress 90.00  
Upholstered 3-seater 1000.00  
Upholstered 2-seater 900.00  
Upholstered 1-seater 600.00  
Upholstered repair-minimum 100.00

## **DOORS/LOCKS/KEYS:**

Door 600.00  
Door closer 350.00  
Door handle-replace (set) 200.00  
Door lock-(complete replacement) 450.00  
Door refinish 50.00-100.00  
Lock core change:  
Single 120.00  
Double 130.00  
Triple 140.00  
Quad 150.00  
Apartment/Suite front door lock/key 130.00-160.00  
Mailbox key 10.00

## **FIRE SAFETY:**

Exit door alarm 450.00  
Exit door sign 425.86

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Fire alarm cover 162.76  
Fire extinguisher recharge 60.00  
Fire extinguisher replace 125.00  
Fire extinguisher box cover 35.00-60.00  
Heat/smoke detector 115.64  
Malicious/negligent fire alarm 500.00

## **WINDOW:**

Window crank 27.10  
Window glass 150.00-700.00  
Window screen 25.00-100.00  
Window shade roller 75.00-265.00  
Window shade chain operated 75.00-250.00  
Vertical blind track-minimum 200.00

## **EXTRAORDINARY CLEANING:**

Minimum charge 25.00  
After hours-minimum 175.00  
Biohazard clean-up-minimum 100.00  
Biohazard clean-up—after hours 175.00  
Disposal fee-carpet 75.00  
Disposal fee-furniture 75.00  
Disposal fee-food containers 10.00  
Personal trash removal-minimum 25.00  
Recycling item in wrong bin 15.00  
Graffiti clean-up (sq. ft.) 30.00  
Fire extinguisher discharge clean-up 250.00

## **OTHER:**

Bulletin board 100.00  
Bulletin board content (replace) 25.00  
Cable jack box 30.00  
Carpet replacement (sq. yd) 50.00  
Carpet stain removal 25.00  
Ceiling tiles 25.00-75.00  
Ceramic wall/floor tile (sq. ft.) 50.00  
Closet door 125.00-200.00  
Dishwasher 500.00  
Elevator damage repairs 500.00-1500.00

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Hub 30.00  
Hub power supply 50.00  
Hub long data cable 90.00  
Hub short data cable 25.00  
Light globe cover 25.00-100.00  
Light globe cover-New Hall 90.00-230.00  
Mailbox glass 15.00  
Mirror-room 30.00  
Nail/tack/dart hole-each 15.00  
Painting (sq. ft.)-minimum 25.00  
Sheet rock (sq. ft.) 50.00  
Sign replacement (varies w/type) 100.00-175.00  
Sink gooseneck spout 75.00-100.00  
Tape mark-minimum 10.00  
Tradesperson after hours (minimum) 183.84  
Vending damage (minimum) 200.00  
Water fountain 1500.00  
Camera and related equipment 2000.00

Note: Bent, damaged or broken keys will be replaced at no cost as long as there is no evidence of abuse.

13. Additional, contractually-mandated charges will be assessed to individuals or residence halls as applicable for service calls on evenings, weekends and holidays:

Labor Charges/Electrician \$223.00 per occurrence  
Labor Charges/Carpenter \$188.00 per occurrence  
Labor Charges/Heating and Ventilation \$223.00 per occurrence  
Labor Charges/Locksmith \$237.00 per occurrence  
Labor Charges/Plumber \$212.00 per occurrence  
Note: Facilities may change rates to comply with contractual minimums for these services.

## E. Entry into Residence Hall Rooms

1. The University may authorize an administrative room entry or search based on ~~reasonable grounds for~~ reasons sufficient for the University to believe that the search will yield evidence that the resident is in violation of University/Residential Life policies.
2. Residential Life conducts health and safety inspections of all residential areas including student bedrooms as needed to ensure that students are living in a safe,

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sanitary manner and in compliance with the Residential License Agreement (RLA). Residence Life will also conduct inspections before housing facilities are closed for breaks and holidays. Advance notice of these inspections will be given.

3. University staff may enter residential areas to deliver confidential or sensitive communications between the University and the student.

3-4. Maintenance and Facilities and Operations personnel or designees may enter student rooms at any time to perform needed work. Staff members are obligated to report any University policy violations noted during the room checks, and unapproved items may be removed from rooms.

4-5. University staff may enter a room in emergency or ongoing situations which are believed to present immediate danger to students and/or property.

5-6. Students should also be aware that search warrants, based upon probable cause that a crime has been/is being committed, are obtained by University Police as needed.

7. Fire alarms may necessitate a health and safety check of each room to ensure building evacuation. Staff members are obligated to report any University policy violations noted during room checks and unapproved items may be removed from rooms.

6-8. If in the course of any entry being made pursuant to this section, illegal or restricted materials are found in plain view, the materials will be removed, and the affected student will be notified of the confiscation and face possible discipline proceeding.

## F. Facilities

1. *Bicycles/Motorcycles/Mopeds* - Bicycle storage areas are provided in most halls. Bicycles stored in public areas are safety hazards and will be removed. Students shall be notified in writing of the removal. ~~Motorcycles/mopeds~~ belong in designated parking areas only. It is expected that bicycles will be removed at the close of each semester. Any property left will be donated and removed.

2. *Cleanliness* - Residents are responsible for cleaning and keeping their rooms, suites and apartments in a safe and sanitary manner and share responsibility for maintaining common areas such as kitchens, hallways, bathrooms, and lounges. Rooms, suites and apartments should not be decorated or arranged in ways that cause safety issues or extraordinary cleaning (such as chalking or painting walls, affixing permanent additions in rooms, or other similar actions). Trash and recycling materials should be deposited regularly in the designated containers. Extraordinary cleaning charges are assessed to individuals or the hall as needed. During normal

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maintenance hours these charges vary, depending on the situation. After normal hours, the minimum charge is \$150 per incident.

2.3. Public Health Measures - Members of the University community are expected to comply with all mandates of the CDC, MDPH, and associated policies mandated by the University. The University will conform to all policies as required by federal, state, and local public health officials. The University reserves the right to change policies and procedures at any time in the interests of safeguarding public health. Failure to comply with all University implemented public health policies and procedures will result in removal from the residence hall community and forfeiture of all room and meal plan charges.

3.4. Cable Television - Unauthorized connection to or modification of cable lines is illegal and can result in civil, criminal, and/or student conduct action.

## 4.5. Fire Alarms

- a. All residence hall occupants must evacuate the building immediately when a fire alarm sounds and remain at least 25 feet from the hall. Exit using the CLOSEST fire door and learn alternate plans of escape if an exit is blocked and await instructions from staff regarding an assembly point as needed.
- b. Any student who fails to evacuate a residence hall during a fire alarm shall be subject to sanctions up to and including loss of housing.
- c. Any student found responsible for deliberately causing a false fire alarm or tampering with fire safety equipment is subject to immediate expulsion from the University. This includes covering, affixing items to, or disabling any fire equipment; and damaging fire exit signs or otherwise compromising building evacuation.
- d. A \$500 charge is assessed to any building where an alarm is activated falsely, negligently or maliciously. ~~A reward is offered for information leading to the successful apprehension and prosecution of any person (s) responsible for causing a malicious fire or fire alarm.~~
- e. Students who cause an actual fire either intentionally or through negligence, or trigger an alarm, ~~either intentionally or~~ through negligence, face sanctions up to and including expulsion from the University and a \$500 service charge plus actual restitution for damages and clean-up.

## 5. Fire Safety

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- a. Lighting, heating, decorative, or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, candle/wax warmers, and potpourri pots. Grills used for outdoor cooking must be used at least 25 feet away from all buildings. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.
- b. Residence hall storage of gasoline, kerosene, lighter fluid, liquid propane or any flammable liquid, or machines using flammable liquids, is prohibited. Explosives, fireworks, and/or other hazardous materials may not be stored or used in or around the residence halls.
- c. In all residence halls the bedrooms, living areas, doorways, stairwells, windows and hallways must remain unobstructed. Nothing may be hung in any residence hall windows, doorways, or from the ceiling. At no time should sheets, blankets, or tapestries be hung on residence hall walls or ceilings or obstruct fire alarms. Wall decorations must not cover more than 30% of the wall space and should not be larger than '3X5'. Door decorations must not be affixed within one foot of the top or bottom, or within six inches of the side edges, of any door. Door decorations must not cover any room number, door lock, or handle.
- d. Residence hall fireplaces are decorative only and are prohibited to use.
- e. Decorations: Live trees and wreaths are not allowed. Lighted decorations may only be on when a person is in the room. Decorations must be fireproof and cannot cover hallways, exits or doors, appliances, or electrical fixtures and they must be removed in a timely manner. Any costs associated with damage from string lights and LED light strips will be assessed to the student during the damage billing process.
- f. The University reserves the right to remove hazardous materials or devices, or items that are being used in an unsafe manner. Confiscated items are typically disposed of.
- g. Apartment Complex fire escape doors and stairwells are for emergency purposes only.
- h. Students must not damage, tamper with, cover or deactivate any fire safety equipment, whether in rooms (heat/smoke detectors, etc.) or common areas (pull stations, exit signs, etc.). Violations will lead to sanctions up to and including expulsion from the University and fines up to \$500.00.

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- i. The University may require removal of any item, or establish conditions for its continued presence and use, in the interest of preserving a healthful and safe environment.
6. *Common Areas* – Residence hall common areas include main lobbies, game rooms, student lounges, floor lounges, laundry rooms and other spaces. To preserve a comfortable living environment for all residents, please respect these shared areas. In particular, common area furniture and equipment provided for community use are NOT to be removed for personal use within a room. Students found with such items in their rooms face student conduct action, possible criminal charges for theft of state property, and will be charged a \$100 service charge per item.
7. *Repairs* – Many repairs can be completed by your hall's maintenance staff. If you need a room repair or see a damaged item in a public area, please submit a maintenance request through MyHousing. For major health/safety issues, please inform an RA, RD, Maintainer or University Police immediately. Please remember that most facilities and maintainer staff members typically work 'first shift' hours (6am-2pm), so non-emergency requests made later in the day are unlikely to receive attention until the following day at the earliest.
8. *Roofs* – Residents are prohibited from entering and accessing Residence hall roofs, balconies, and exterior landings as they are not designed for resident use; Violations will lead to sanctions up to and including a loss of housing.
9. *Room Furniture*
  - a. Do not put beds on radiators, cinderblocks, or other furniture. Do not place mattresses on the floor. Waterbeds are not allowed.
  - b. Desk bookshelves must remain affixed to the desktops.
  - c. Do not remove closet doors or stack room furniture unless that furniture is designated to be stackable (New Hall end tables, University Hall dressers).
  - d. Students are not allowed to bring large, upholstered furniture made for home use (including futons and beanbag chairs) into the residence halls, as they do not meet strict state-mandated standards for residence hall fire retardance.
  - d-e. Students shall not make any changes or alterations to any on-campus property. This shall include, but not be limited to, the addition or changing of any locks, removal of window screens, the alteration of the heating or lighting fixtures, or the painting of any surface. No University room furnishings may be altered from their intended design or removed from the room by the resident or their guest(s).

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~~e-f.~~ Students are permitted to bring a personal desk chair. However, the University desk chair must remain in the room.

## G. Guest and Visitor Policies

1. Definition - a guest is defined as any non-student who is visiting the University. A visitor is defined as any student who is not currently assigned as a resident of that particular residence hall and/or room.

~~2.~~ Residents are responsible for the behavior and actions of their guests. Hosts must ensure that guests abide by all University and residence hall policies. Guests of Westfield State University students will be banned from campus and face possible civil/criminal action for policy violations.

~~2-3.~~ Visitors who are Westfield State University students face loss of guest visitation privileges and possible additional student conduct action as well as possible civil/criminal action for University policy violations.

~~3-4.~~ The rights of Westfield State University residents shall take precedence over the rights of guests/visitors. Specifically, residents have the right to restrict guest/visitor presence in their own rooms, particularly in the case of overnight guests/visitors.

~~4-5.~~ A guest's/visitor's stay may not exceed three (3) overnights in any week (Monday-Sunday). An extended pattern of visitation which, in the judgment of the Residential Life staff, indicates illegal residence in a building or disrespect for a roommate's rights may lead to immediate removal and/or loss of sign-in privileges for the guest/visitor; and disciplinary actions, reassignment to another room, and/or loss of guest/visitor hosting privileges for the resident.

### ~~5-6.~~ Guest Sign-In

a. Any guest ~~student~~ must be signed in and escorted at all times by the host. Failure to follow correct sign-in policy will result in ~~guest removal~~ removal of the guest from campus and ~~guest restrictions~~ loss of guest visitation privileges for the host.

b. Current Westfield State University students and visitors must provide a valid University ID upon request of Residential Life staff member or other University official as requested. Repeated failures to present ID as requested will lead to more stringent sanctions up to and including loss of housing.

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- c. Except for specially approved programs or circumstances, no guest under the age of 16 years of age will be permitted to be signed into a residence hall without the presence of their parent or guardian.
- d. Any guest who is under 16 or 17 years old must provide a valid ID and a document indicating date of birth (these may be the same document) and an emergency phone number as well as a completed authorization form for the visit from a parent or guardian – this form is available on the Residential Life webpage. University staff members may call to confirm authorization for a visit. Underage guests who violate University policies will be required to leave and face parental notification.
- e. Any guest 18 years of age and older must provide a valid picture identification upon request of a University staff member and a document indicating date of birth (these may be the same document). Failure to provide valid identification will result in immediate guest removal.
- f. A resident may host up to two guests and/or visitors at any one time.
- g. At any time, each traditional room or apartment is limited to a maximum of three (3) times the number of residents present.

~~6-7.~~ Commuters are welcome to visit the residence halls under previously stated guidelines.

~~7-8.~~ Guest/visitor policies may be changed at specially designated times such as Spring Weekend and others times as identified by the Dean of Students.

### H. Keys and Residence Hall Access

1. Residence hall access keys and cards belong to the University and are assigned to residents for their personal use only. Students are responsible for carrying assigned keys and ID card at all times. Keys and ID cards are not to be loaned to anyone for any reason.
2. Lost keys - Report to your RD immediately so a lock change can be done. Students will be charged for a lock change for any keys that are lost or not returned.
3. Lockouts - Call University Police (x5262). The lockout service charge is \$15.
4. Unauthorized possession or use of a University key or ID not officially issued to the student, duplication of any University key or ID, or loaning of a University key or ID

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issued to the student or any other person is a major offense and may result in suspension from housing or the University.

## I. Occupancy Issues

1. Eligibility - Full-time (at least 12 credits) Westfield State University undergraduate Day students have first priority for on-campus housing. ~~Bills must be paid in full.~~ Housing is available for part-time students (~~less than 12 credits~~) as space is available. Graduate student housing is available for any student who has been admitted to a graduate program at the University. ~~Eligible students must also sign the Residence License Agreement (RLA), and pay all bills in full.~~
2. The ~~Residential License Agreement (RLA)~~ found in MyHousing applies to both the **fall and spring** semesters; it sets forth the terms and conditions for living in the residence halls. It explains room assignment, billing, withdrawal and refund procedures, lists policies and outlines meal plan information. A signed Agreement is required of all residents; an electronic confirmation of your completion of these forms and a copy of the documents will be emailed to your University email address. ~~Returned~~ Housing Deposits are non-refundable. Students who seek to leave housing before the end of the academic year are subject to a \$750.00 ~~Cancellation Fee~~ following an approved petition for release.
3. Check-In/Check-Out Procedures
  - a. Upon arrival, students are required to check into their assigned room according to the published check-in procedures. This requires you to review and electronically sign a Room Condition Report (RCR) in your MyHousing account. When you leave housing or change rooms/buildings, check out with a Residential Life Staff member, electronically sign your RCR and return the key(s). Failure to return your RCR within 48 hours of check-in will result in the assumption that the room was in satisfactory condition upon arrival.
  - b. Failure to properly check in or out of a room will lead to a \$50 fee plus applicable lock change fees.
  - c. To avoid charges, room must be in the same condition as move-in. Room cleaning fees will be assessed. A per item removal charge will be assessed for large items such as carpets and furniture.
  - d. For students leaving housing during the University refund period no refund can be considered or processed until a resident has officially checked out of his/her assigned space. Any check-out done after regular business hours (Monday-Friday, 9:00a.m.-5:00 p.m.) will be processed as being effective on the next regular business day.

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**Commented [NU12]:** What is required to be considered a graduate student? I recommend adding that definition on this section to match the Full-time definition.

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- e. Students no longer in housing who do not retrieve personal belongings within 72 hours of departure will be charged for disposal and/or donation of items.
4. Room Changes
- a. See also: Residential License Agreement Terms and Conditions.
  - b. The University is unable to guarantee that preference and roommate requests will be honored and reserves the right to assign a student to another room or residence hall at any time for reasons deemed sufficient by the University.
  - b-c. Room changes requested in response to roommate conflicts are generally considered only after other options and educational processes have been explored.
  - c-d. Students requesting to be re-assigned may be asked to take an active role in determining which available space is likely to be most successful for them.
  - d-e. While individual needs weigh heavily in all decisions regarding room requests, the needs of the campus residential community-at-large and the integrity of the room allocation process are also key considerations.
  - e-f. All room changes must be approved AND scheduled in advance with the Department of Residential Life.
  - f-g. When a student moves out of a room, it is the responsibility of the remaining resident (s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of their arrival.
  - g-h. All housing selection and room change processes and timeliness occur at the discretion of Residential Life and are subject to change.
  - h-i. Students must not reside in on-campus spaces other than the ones to which they are assigned, and for which they are issued keys. Unapproved room changes completed by students without prior approval from the Department of Residential Life will result in an illegal room change fee of \$50.00.
  - i-j. All room assignments are subject to change by Residential Life at any time. The University reserves the right to reassign a resident to another residence hall space at any time for reasons deemed sufficient by the University, and the RLA will remain in effect and will apply to the student's occupancy of the other space.
  - j-k. In case of serious roommate conflicts in which residents are unable to resolve the situation, the Department of Residential Life will intervene and may, at its discretion, move any or all students involved in the interest of resolving the immediate conflict and preserving an appropriate living/learning environment.

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5. Vacation periods and semester breaks - All residence halls are closed during official University breaks and may only be entered by students registered for interim housing. Residents are to vacate the residence halls within 24 hours of their last final exam or by closing on the last day of finals, whichever comes first unless registered for interim housing during University breaks. Associated fees, contract terms, and restrictions will be at the discretion of the Department of Residential Life.
6. Under-Capacity Rooms, Suites, and Apartments – The University, at its option, may choose to do any of the following regarding residents living in undercapacity rooms: 1) place a student in the empty space; 2) have students in partially full rooms move in together; 3) allow students living in undercapacity rooms to pay a premium single fee to retain the room at its current, reduced capacity for the remainder of the semester.
7. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.
8. Residence hall suites, ~~and~~ apartments ~~and rooms~~ may be co-ed provided all of the students living in those areas in agreement.

## J. Personal Belongings

You are responsible for your and your guest's belongings. Except as required by law, the University does not assume responsibility for loss of, or damage to, personal articles damaged by fire, theft, or other causes. Residents are encouraged to acquire personal property insurance coverage. For more information please visit the Department of Residential Life website or <https://www.nssi.com>.

## K. Pets

All animals are prohibited in the residence halls with the exception of:

- a. Service and support animals approved as an accommodation by the Banacos Center. A resident with a disability who would like to request the use of a service or support animal due to that disability must make this request through the Banacos Center by August 15<sup>th</sup> for the next academic year (or by January 15<sup>th</sup> for the Spring semester occupancy).

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b. ~~See: Support Service and/or Support Animal Policies in the Residence Halls Handler Guidelines~~

~~a-~~

c. Fish, defined as gill-bearing aquatic craniate animal that lacks limbs with digits. A maximum of one aquarium no longer than five (5) gallons is permitted in a residence hall room.

~~b-d.~~ When departing for the semester breaks or any period greater than seventy-two (72) consecutive hours for fish, or the number of hours determined by the student and the Banacos Center for other animals, residents are required to take all fish/animals with them and the aquarium must be unplugged.

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## L. Posting Policy

1. All posters, notices, petitions, and other publicity must be approved at the Office of Residential Life prior to ~~residence hall~~ posting in Common areas. Approved items will then be posted in the halls ~~by the student group~~ in appropriate areas. Posters may not be placed on windows, painted surfaces, or stairwells. Students/groups/organizations must be clearly identified on any postings. Items posted improperly will be discarded.
2. Individuals and groups wishing to advertise events or services that may be of interest to on-campus residents should contact the Department of Residential Life for permission. The Director of Residential Life reserves the right to refuse permission to advertise for those events or services that promote the use of alcohol or are insensitive to members of the campus community. Approved items will be then posted in the halls by the Residential Life staff in appropriate areas.

## M. Quiet Hours/Courtesy Hours

1. Quiet hours are set by the City of Westfield Noise Ordinance. "Consideration hours" are when students should respect the needs of others and take place outside of the designated quiet hours. The rights of students to study and rest take precedence over all other considerations. Campus-wide quiet hours are:

Sunday – Saturday                      10:00p.m. - 7:00a.m.

2. If you have a concern about noise, first attempt to resolve the matter yourself with the student involved. If you still need assistance, contact a Residential Life or University Police.
3. The following are always violations of quiet/consideration hours:

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- a. Use of sound equipment (amplifiers, subwoofers, air horns, etc.) which can reasonably be expected to inhibit residents' study or sleep;
  - b. Participation in sports activities in or near the residence halls;
4. Immediately preceding and during final exams, quiet hours are in effect 24 hours a day. Quiet hours violations during this crucial period can result in removal from University housing for the remainder of the semester.

## N. Safety and Security

1. **Doors** - To maintain a safe environment, common doors that provide access to residential areas are locked at all times. These doors can be opened with your University ID card. Other entrance doors are typically locked and alarmed at all times unless otherwise specified in your hall. Exterior doors should never be propped open; violators will be subject to sanctions. Public Safety, Residential Life and other staff members provide coverage for each hall as assigned. For the protection of the community, students are expected to present their valid University ID entering a residence hall whenever the desk is staffed or as requested.
2. **Weapons** – Possession, storage, or use of any weapon or other similar potentially dangerous or illegal device is prohibited on the University campus. Having a weapon or similar potentially dangerous devices in the residence halls, regardless of whether or not the weapon is considered by the owner to be a decorative toy, sporting, or collectible item, is a major offense.
3. **Windows/screens** - For safety reasons, dropping, dumping, throwing objects or liquids from windows, leaning out of windows, entering or exiting a hall through a window, and placing yourself or property outside a window, on a window sill or building ledge are prohibited. Screens must remain in place at all times or a \$50 screen replacement service charge will be assessed.
4. **Cameras** – Westfield State University employs a security camera system in residence hall public areas. The ~~surveillance~~ surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the University and its community members. "Public areas" are areas made available for use by the public including, but not ~~limited~~ limited to, campus grounds, parking areas, building exteriors, lobbies, hallways, entrances, and exits. Areas of the University in which persons would not have a reasonable expectation of privacy, and to which access is restricted to certain people, such as storage areas and residence hall hallways, shall be considered public areas for the purpose of this Policy. The University shall undertake all appropriate measures to protect an individual's right to privacy and to maintain security camera information securely through its creation, storage, transmission, use, and deletion. "Private areas" are areas in which a person has a

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reasonable expectation of privacy, including, but not limited to, residence hall rooms, bathrooms, shower areas, locker rooms and changing rooms. Areas dedicated to medical, physical or mental health therapy or treatment shall also be considered private areas for the purpose of this Policy.

~~4-5. Behavior – Students are accountable for any behavior that infringes on individual and group rights, and/or jeopardizes the health and safety of individuals and property. All residents have equal rights to use of lounge areas, hallways, bathrooms, and other common spaces and agree to respect the rights of other students in such areas. These facilities include, but are not limited to, study lounges, main lounges, recreation rooms, laundry rooms, and public bathrooms. Any student found to have jeopardized the health and safety of another individual may result in that student's dismissal from the housing facility or other sanctions in accordance with University administrative procedures.~~

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## O. Smoke Free/Tobacco Free Campus

Smoking and/or the use of tobacco products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage (See Smoke Free/Tobacco Free and Marijuana Free Campus Policy).

## P. Solicitation

~~Non-University~~ Commercial activities, solicitations or advertisements are prohibited in or near University residence halls.

## Q. Meal Plans

All residential students are required to have a meal plan. Eligibility is by class year: first, second, third, fourth and commuters. All meal plans are to be purchased through MyWestfield under MyHousing/Dining. Changes to meal plans must be done before the start of the semester.

## REVIEW

Policy changes: Changes or updates in Residential Life policies and procedures shall be implemented after written communication from the Director of Residential Life, or the Dean of Students. The Residence Hall Association may also choose to strengthen a policy by majority vote of the Association and approval by the Director of Residential Life but may not weaken or change its intent. All policies shall be reviewed annually by the Dean of Students.

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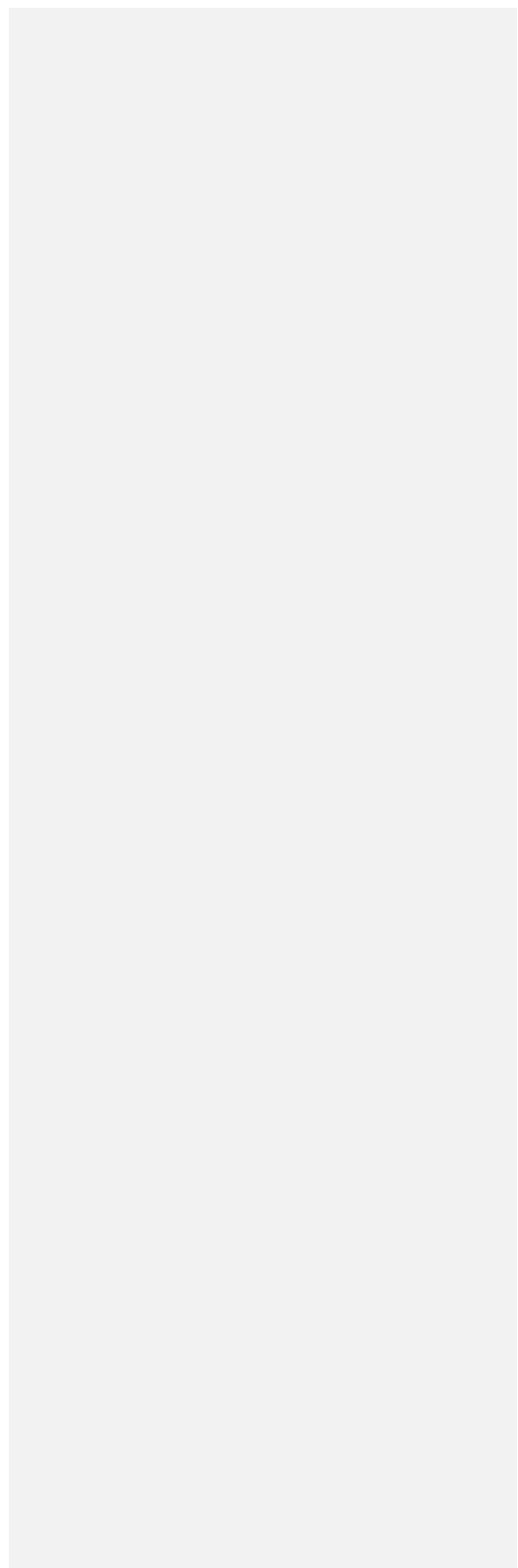
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## HOUSING POLICY

### PURPOSE

To describe the housing policies which apply to all Westfield State University resident students and their guests while present in any of the residence halls, suites, and University Apartment complexes.

### POLICY

#### A. Introduction

Residential Life promotes personal development and community engagement. Successful on-campus living requires that all residents are aware of the impact that their actions and choices can have, not only on themselves but also on other residence hall community members. An important aspect of this process is understanding and abiding by University policies and state and federal laws.

Residents are responsible for what occurs in their assigned rooms, apartments and suites; and also for the collective well-being of their respective communities. Students who violate policies may face student conduct system action, criminal prosecution, administrative room reassignment, loss of housing, service charges and/or other responses based on the nature and severity of the situation.

#### B. Alcohol and Other Drugs

See "Alcohol and Other Drug Policy" section of the current Student Handbook.

#### C. Appliances and Electrical Devices

1. Electrical appliances/devices permitted in resident rooms: blenders, clocks, coffee makers with auto shut-off, computers, fans, hair dryers/curlers, humidifiers, irons with auto shut-off, air popcorn poppers, radios, razors, mini fridge operating on up to 2.5 amps and having a capacity up to 4 cubic feet; stereos, TVs. Appliances should be Energy Star rated where available. Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.
2. Electrical appliances/devices prohibited in resident rooms: air conditioners, candle/wax warmers, "George Foreman grills," sandwich maker, microwave, air fryer, toaster, toaster oven or similar devices, halogen lamps, heat lamps, heaters, hotplates, hotpots, sandwich makers, toasters, toaster ovens and other cooking devices. To preserve a safe, healthy environment, Residential Life shall confiscate prohibited appliances. Non-approved appliances will be removed immediately upon discovery and disposed of in the trash after a 48-hour time period in which students are allowed to request a retrieval of the item with the Residential

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Life Staff. Repeat violations will lead to sanctions up to and including a loss of housing.

Apartment Complex, University Hall and New Hall residents may have one "George Foreman grill"/sandwich maker, microwave, air fryer and one toaster or toaster oven per apartment in the kitchen area.

3. The University provides Microfridge units (combination refrigerator/freezer/microwave oven) in each traditional hall bedroom. Since we do provide these units, we ask that students not bring additional mini-refrigerators into the halls unless there is a unique need for a private mini-refrigerator. Residents in traditional halls may not have additional microwave ovens beyond the Microfridge units provided by the University. Unapproved microwaves will be confiscated and disposed of in the trash after a 48-hour time period in which students are allowed to request a retrieval of the item with the Residential Life Staff. Apartment Complex, University Hall and New Hall residents may have one microwave oven per unit in the kitchen area.
4. Since meal preparation in student bedrooms poses health and safety issues, approved appliances may be used within your room for snack preparation only. Use your hall's kitchen facilities for meal preparation.
5. Extension cords must be UL approved and at least 16 gauge. Students are prohibited from running cords under carpets, through ceiling grids, or over door frames. Never place large/heavy objects on top of cords, crimp cords or overload outlets (more than two items plugged in at once). Use power strips with circuit breakers and do not plug power strips/extension cords into other power strips/extension cords.
6. For safety reasons, students must always be in their rooms when ANY cooking or other potentially hazardous device or appliance is in use.
7. To promote energy conservation, the University strongly encourages the use of LED light bulbs wherever possible in student supplied lamps and devices.
8. Be careful with laptop computers, as they can cause fires when left unattended sitting on a bed or other flammable items. Whenever possible, set laptops on a hard surface when charging or in use.
9. The University may require removal of any item, at anytime, or establish conditions for its continued presence and use, in the interest of preserving a healthy and safe environment.

## D. Damage

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1. Residents are members of a large and interdependent community, and each persons' actions have an impact on their neighbors and the University. Residents are expected to work with the Residential Life staff and with other residents to promote respect for our housing facilities and for all who live and work in them. The University will make students aware of conduct that is damaging to the community and inform students of damages and extraordinary cleaning charges. If excessive changes occur, students are notified of what has taken place and given the opportunity to take responsibility before other steps are taken.
2. Residents of a building are responsible for damage and vandalism which occurs during the academic year. Damages are classified as:
  - a. *Personal* - the resident's room and all University furnishings and equipment present in these spaces. Apartment kitchens, living rooms and bathrooms are also considered personal space for billing purposes.
  - b. *Common Areas*- public areas such as hallways, floor lounges, bathrooms, stairwells, main lounges, lobbies, game rooms, courtyards, and grounds; and all University furnishings and equipment present in these spaces. Personal and common area charges will apply to all residents
3. At check-in, each resident completes a detailed Room Condition Report (RCR) in MyHousing. Carefully complete the RCR to avoid billing concerns at check-out. The RCR will be reviewed at check-out by the Residential Life staff. Costs for Personal damages, missing items, and extraordinary cleaning will be billed to residents. Complete your RCR within 48 hours of check-in to avoid a \$50 improper check-in charge and possible Personal damage charges.
4. Common area damages which cannot be attributed to specific persons will be apportioned among all hall residents at the end of each semester. Common area charges will be billed to residents at the end of the semester as needed.
5. The Residential Life staff conducts Personal damage inspections and assessments at the conclusion of each semester or at the time of a resident's checkout during the semester.
6. Routine vs. extraordinary cleaning – Residence hall maintainers are responsible for daily cleaning of public areas, trash removal from designated areas, and routine minor repairs. They are not expected to clean extraordinary messes or student rooms. Where extraordinary cleaning is needed, the individual or building will be assessed a service charge based on the nature of the occurrence.
7. Repairs may be made immediately or on a cyclical basis, depending on the nature and severity. Damage repair fees are applied to those repairs regardless of when this work is completed.

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8. Appeals of Personal damage charges may be submitted to [housing@westfield.ma.edu](mailto:housing@westfield.ma.edu), with the subject line: "ATT: Damage Appeals." Please state which charge is being appealed and why. ONLY appeals submitted by the resident being charged, and within 30 days of the billing date will be considered. Common area may not be appealed, but students may review their hall's itemized common area charges by contacting the Department of Residential Life.
9. Students responsible for repeated or significant damages face sanctions up to and including immediate loss of housing or University status in addition to restitution.
10. Students responsible for extraordinary cleaning charges face sanctions up to and including immediate loss of housing in addition to restitution; biohazard issues related to bodily waste may lead to immediate loss of housing and restitution.
11. Below is a partial list for some common cleaning and damage charges including parts and standard labor charges (all prices are subject to change, and may vary from hall to hall).

## **BATHROOM:**

Sink 250.00  
Mirror 125.00  
Shower rod 75.00  
Shower curtain 25.00  
Shower door 150.00-200.00  
Soap dispenser 25.00  
Shower Seat 568.75  
Sanitary napkin box 45.00  
Toilet stall door 250.00-450.00  
Toilet paper holder 40.00  
Toilet unplug 100.00  
Toilet seat 75.00  
Toilet (tank only) 250.00  
Toilet replacement (wall hung) 165.00  
Toilet replacement (floor mount) 552.00  
Disassemble, take bowl off (unplug) 100.00

## **FURNITURE:**

Barstool 210.00  
Bench 250.00  
Bunk bed (headboard, footboard, frame) 200.00



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Chest of drawers 275.00  
Coffee table 200.00  
Desk chair 175.00  
Desk chair seat or back 45.00  
Desk 290.00  
Desk bookcase 100.00  
End table 175.00  
Mattress 90.00  
Upholstered 3-seater 1000.00  
Upholstered 2-seater 900.00  
Upholstered 1-seater 600.00  
Upholstered repair-minimum 100.00

## **DOORS/LOCKS/KEYS:**

Door 600.00  
Door closer 350.00  
Door handle-replace (set) 200.00  
Door lock-(complete replacement) 450.00  
Door refinish 50.00-100.00  
Lock core change:  
Single 120.00  
Double 130.00  
Triple 140.00  
Quad 150.00  
Apartment/Suite front door lock/key 130.00-160.00  
Mailbox key 10.00

## **FIRE SAFETY:**

Exit door alarm 450.00  
Exit door sign 425.86  
Fire alarm cover 162.76  
Fire extinguisher recharge 60.00  
Fire extinguisher replace 125.00  
Fire extinguisher box cover 35.00-60.00  
Heat/smoke detector 115.64  
Malicious/negligent fire alarm 500.00

## **WINDOW:**

Window crank 27.10

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Window glass 150.00-700.00  
Window screen 25.00-100.00  
Window shade roller 75.00-265.00  
Window shade chain operated 75.00-250.00  
Vertical blind track-minimum 200.00

## **EXTRAORDINARY CLEANING:**

Minimum charge 25.00  
After hours-minimum 175.00  
Biohazard clean-up-minimum 100.00  
Biohazard clean-up—after hours 175.00  
Disposal fee-carpet 75.00  
Disposal fee-furniture 75.00  
Disposal fee-food containers 10.00  
Personal trash removal-minimum 25.00  
Recycling item in wrong bin 15.00  
Graffiti clean-up (sq. ft.) 30.00  
Fire extinguisher discharge clean-up 250.00

## **OTHER:**

Bulletin board 100.00  
Bulletin board content (replace) 25.00  
Cable jack box 30.00  
Carpet replacement (sq. yd) 50.00  
Carpet stain removal 25.00  
Ceiling tiles 25.00-75.00  
Ceramic wall/floor tile (sq. ft.) 50.00  
Closet door 125.00-200.00  
Dishwasher 500.00  
Elevator damage repairs 500.00-1500.00  
Hub 30.00  
Hub power supply 50.00  
Hub long data cable 90.00  
Hub short data cable 25.00  
Light globe cover 25.00-100.00  
Light globe cover-New Hall 90.00-230.00  
Mailbox glass 15.00  
Mirror-room 30.00  
Nail/tack/dart hole-each 15.00

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Painting (sq. ft.)-minimum 25.00  
Sheet rock (sq. ft.) 50.00  
Sign replacement (varies w/type) 100.00-175.00  
Sink gooseneck spout 75.00-100.00  
Tape mark-minimum 10.00  
Tradesperson after hours (minimum) 183.84  
Vending damage (minimum) 200.00  
Water fountain 1500.00  
Camera and related equipment 2000.00

Note: Bent, damaged or broken keys will be replaced at no cost as long as there is no evidence of abuse.

12. Additional, contractually-mandated charges will be assessed to individuals or residence halls as applicable for service calls on evenings, weekends and holidays:

Labor Charges/Electrician \$223.00 per occurrence  
Labor Charges/Carpenter \$188.00 per occurrence  
Labor Charges/Heating and Ventilation \$223.00 per occurrence  
Labor Charges/Locksmith \$237.00 per occurrence  
Labor Charges/Plumber \$212.00 per occurrence  
Note: Facilities may change rates to comply with contractual minimums for these services.

## E. Entry into Residence Hall Rooms

1. The University may authorize an administrative room entry or search based on reasons sufficient for the University to believe that the search will yield evidence that the resident is in violation of University/Residential Life policies.
2. Residential Life conducts health and safety inspections of all residential areas including student bedrooms as needed to ensure that students are living in a safe, sanitary manner and in compliance with the Residential License Agreement (RLA). Residence Life will also conduct inspections before housing facilities are closed for breaks and holidays. Advance notice of these inspections will be given.
3. University staff may enter residential areas to deliver confidential or sensitive communications between the University and the student.
4. Maintenance and Facilities and Operations personnel or designees may enter student rooms at any time to perform needed work. Staff members are obligated to report any University policy violations noted during the room checks, and unapproved items may be removed from rooms.

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5. University staff may enter a room in emergency or ongoing situations which are believed to present immediate danger to students and/or property.
6. Students should also be aware that search warrants, based upon probable cause that a crime has been/is being committed, are obtained by University Police as needed.
7. Fire alarms may necessitate a health and safety check of each room to ensure building evacuation. Staff members are obligated to report any University policy violations noted during room checks and unapproved items may be removed from rooms.
8. If in the course of any entry being made pursuant to this section, illegal or restricted materials are found in plain view, the materials will be removed, and the affected student will be notified of the confiscation and face possible discipline proceeding.

## F. Facilities

1. *Bicycles/Motorcycles/Mopeds* - Bicycle storage areas are provided in most halls. Bicycles stored in public areas are safety hazards and will be removed. Students shall be notified in writing of the removal. Motorcycles/mopeds belong in designated parking areas only. It is expected that bicycles will be removed at the close of each semester. Any property left will be donated and removed.
2. *Cleanliness* - Residents are responsible for cleaning and keeping their rooms, suites and apartments in a safe and sanitary manner and share responsibility for maintaining common areas such as kitchens, hallways, bathrooms, and lounges. Rooms, suites and apartments should not be decorated or arranged in ways that cause safety issues or extraordinary cleaning (such as chalking or painting walls, affixing permanent additions in rooms, or other similar actions). Trash and recycling materials should be deposited regularly in the designated containers. Extraordinary cleaning charges are assessed to individuals or the hall as needed. During normal maintenance hours these charges vary, depending on the situation. After normal hours, the minimum charge is \$150 per incident.
3. *Public Health Measures* - Members of the University community are expected to comply with all mandates of the CDC, MDPH, and associated policies mandated by the University. The University will conform to all policies as required by federal, state, and local public health officials. The University reserves the right to change policies and procedures at any time in the interests of safeguarding public health. Failure to comply with all University implemented public health policies and procedures will result in removal from the residence hall community and forfeiture of all room and meal plan charges.

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4. *Cable Television* - Unauthorized connection to or modification of cable lines is illegal and can result in civil, criminal, and/or student conduct action.
  
5. *Fire Alarms*
  - a. All residence hall occupants must evacuate the building immediately when a fire alarm sounds and remain at least 25 feet from the hall. Exit using the CLOSEST fire door and learn alternate plans of escape if an exit is blocked and await instructions from staff regarding an assembly point as needed.
  - b. Any student who fails to evacuate a residence hall during a fire alarm shall be subject to sanctions up to and including loss of housing.
  - c. Any student found responsible for deliberately causing a false fire alarm or tampering with fire safety equipment is subject to immediate expulsion from the University. This includes covering, affixing items to, or disabling any fire equipment; and damaging fire exit signs or otherwise compromising building evacuation.
  - d. A \$500 charge is assessed to any building where an alarm is activated falsely, negligently or maliciously.
  - e. Students who cause an actual fire either intentionally or through negligence, or trigger an alarm through negligence face sanctions up to and including expulsion from the University and a \$500 service charge plus actual restitution for damages and clean-up.
  
5. *Fire Safety*
  - a. Lighting, heating, decorative, or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, candle/wax warmers, and potpourri pots. Grills used for outdoor cooking must be used at least 25 feet away from all buildings. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.
  - b. Residence hall storage of gasoline, kerosene, lighter fluid, liquid propane or any flammable liquid, or machines using flammable liquids, is prohibited. Explosives, fireworks, and/or other hazardous materials may not be stored or used in or around the residence halls.
  - c. In all residence halls the bedrooms, living areas, doorways, stairwells, windows and hallways must remain unobstructed. Nothing may be hung in any residence

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- hall windows, doorways, or from the ceiling. At no time should sheets, blankets, or tapestries be hung on residence hall walls or ceilings or obstruct fire alarms. Wall decorations must not cover more than 30% of the wall space and should not be larger than '3X5'. Door decorations must not be affixed within one foot of the top or bottom, or within six inches of the side edges, of any door. Door decorations must not cover any room number, door lock, or handle.
- d. Residence hall fireplaces are decorative only and are prohibited to use.
  - e. Decorations: Live trees and wreaths are not allowed. Lighted decorations may only be on when a person is in the room. Decorations must be fireproof and cannot cover hallways, exits or doors, appliances, or electrical fixtures and they must be removed in a timely manner. Any costs associated with damage from string lights and LED light strips will be assessed to the student during the damage billing process.
  - f. The University reserves the right to remove hazardous materials or devices, or items that are being used in an unsafe manner. Confiscated items are typically disposed of.
  - g. Apartment Complex fire escape doors and stairwells are for emergency purposes only.
  - h. Students must not damage, tamper with, cover or deactivate any fire safety equipment, whether in rooms (heat/smoke detectors, etc.) or common areas (pull stations, exit signs, etc.). Violations will lead to sanctions up to and including expulsion from the University and fines up to \$500.00.
  - i. The University may require removal of any item, or establish conditions for its continued presence and use, in the interest of preserving a healthful and safe environment.
6. *Common Areas* – Residence hall common areas include main lobbies, game rooms, student lounges, floor lounges, laundry rooms and other spaces. To preserve a comfortable living environment for all residents, please respect these shared areas. In particular, common area furniture and equipment provided for community use are NOT to be removed for personal use within a room. Students found with such items in their rooms face student conduct action, possible criminal charges for theft of state property, and will be charged a \$100 service charge per item.
  7. *Repairs* – Many repairs can be completed by your hall's maintenance staff. If you need a room repair or see a damaged item in a public area, please submit a maintenance request through MyHousing. For major health/safety issues, please inform an RA, RD, Maintainer or University Police immediately. Please remember that most facilities and maintainer staff members typically work 'first shift' hours

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(6am-2pm), so non-emergency requests made later in the day are unlikely to receive attention until the following day at the earliest.

8. *Roofs* – Residents are prohibited from entering and accessing residence hall roofs, balconies, and exterior landings as they are not designed for resident use; Violations will lead to sanctions up to and including a loss of housing.
9. *Room Furniture*
  - a. Do not put beds on radiators, cinderblocks, or other furniture. Do not place mattresses on the floor. Waterbeds are not allowed.
  - b. Desk bookshelves must remain affixed to the desktops.
  - c. Do not remove closet doors or stack room furniture unless that furniture is designated to be stackable (New Hall end tables, University Hall dressers).
  - d. Students are not allowed to bring large, upholstered furniture made for home use (including futons and beanbag chairs) into the residence halls, as they do not meet strict state-mandated standards for residence hall fire retardance.
  - e. Students shall not make any changes or alterations to any on-campus property. This shall include, but not be limited to, the addition or changing of any locks, removal of window screens, the alteration of the heating or lighting fixtures, or the painting of any surface. No University room furnishings may be altered from their intended design or removed from the room by the resident or their guest(s).
  - f. Students are permitted to bring a personal desk chair. However, the University desk chair must remain in the room.

## G. Guest and Visitor Policies

1. Definition - a guest is defined as any non-student who is visiting the University. A visitor is defined as any student who is not currently assigned as a resident of that particular residence hall and/or room.
2. Residents are responsible for the behavior and actions of their guests. Hosts must ensure that guests abide by all University and residence hall policies. Guests of Westfield State University students will be banned from campus and face possible civil/criminal action for policy violations.
3. Visitors who are Westfield State University students face loss of visitation privileges and possible additional student conduct action as well as possible civil/criminal action for University policy violations.

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4. The rights of Westfield State University residents shall take precedence over the rights of guests/visitors. Specifically, residents have the right to restrict guest/visitor presence in their own rooms, particularly in the case of overnight guests/visitors.
5. A guest's/visitor's stay may not exceed three (3) overnights in any week (Monday-Sunday). An extended pattern of visitation which, in the judgment of the Residential Life staff, indicates illegal residence in a building or disrespect for a roommate's rights may lead to immediate removal and/or loss of sign-in privileges for the guest/visitor; and disciplinary actions, reassignment to another room, and/or loss of guest/visitor hosting privileges for the resident.
6. Guest Sign-In
  - a. Any guest must be signed in and escorted at all times by the host. Failure to follow correct sign-in policy will result in removal of the guest from campus and loss of guest visitation privileges for the host.
  - b. Current Westfield State University students and visitors must provide a valid University ID upon request of Residential Life staff member or other University official as requested. Repeated failures to present ID as requested will lead to more stringent sanctions up to and including loss of housing.
  - c. Except for specially approved programs or circumstances, no guest under the age of 16 years of age will be permitted to be signed into a residence hall without the presence of their parent or guardian.
  - d. Any guest who is under 16 or 17 years old must provide a valid ID and a document indicating date of birth (these may be the same document) and an emergency phone number as well as a completed authorization form for the visit from a parent or guardian – this form is available on the Residential Life webpage. University staff members may call to confirm authorization for a visit. Underage guests who violate University policies will be required to leave and face parental notification.
  - e. Any guest 18 years of age and older must provide a valid picture identification upon request of a University staff member and a document indicating date of birth (these may be the same document). Failure to provide valid identification will result in immediate guest removal.
  - f. A resident may host up to two guests and/or visitors at any one time.
  - g. At any time, each traditional room or apartment is limited to a maximum of three (3) times the number of residents present.



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7. Commuters are welcome to visit the residence halls under previously stated guidelines.
8. Guest/visitor policies may be changed at specially designated times such as Spring Weekend and other times as identified by the Dean of Students.

## H. Keys and Residence Hall Access

1. Residence hall access keys and cards belong to the University and are assigned to residents for their personal use only. Students are responsible for carrying assigned keys and ID card at all times. Keys and ID cards are not to be loaned to anyone for any reason.
2. Lost keys - Report to your RD immediately so a lock change can be done. Students will be charged for a lock change for any keys that are lost or not returned.
3. Lockouts - Call University Police (x5262). The lockout service charge is \$15.
4. Unauthorized possession or use of a University key or ID not officially issued to the student, duplication of any University key or ID, or loaning of a University key or ID issued to the student or any other person is a major offense and may result in suspension from housing or the University.

## I. Occupancy Issues

1. Eligibility - Full-time (at least 12 credits) Westfield State University undergraduate Day students have first priority for on-campus housing. Housing is available for part time students (less than 12 credits) as space is available. Graduate student housing is available for any student who has been admitted to a graduate program at the University. Eligible students must also sign the Residence License Agreement (RLA), and pay all bills in full.
2. The RLA found in MyHousing applies to both the **fall and spring** semesters; it sets forth the terms and conditions for living in the residence halls. It explains room assignment, billing, withdrawal and refund procedures, lists policies and outlines meal plan information. A signed Agreement is required of all residents; an electronic confirmation of your completion of these forms and a copy of the documents will be emailed to your University email address. Housing Deposits are non-refundable. Students who seek to leave housing before the end of the academic year are subject to a \$750.00 Cancellation Fee following an approved petition for release.
3. Check-In/Check-Out Procedures

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- a. Upon arrival, students are required to check into their assigned room according to the published check-in procedures. This requires you to review and electronically sign a Room Condition Report (RCR) in your MyHousing account. When you leave housing or change rooms/buildings, check out with a Residential Life Staff member, electronically sign your RCR and return the key(s). Failure to return your RCR within 48 hours of check-in will result in the assumption that the room was in satisfactory condition upon arrival.
  - b. Failure to properly check in or out of a room will lead to a \$50 fee plus applicable lock change fees.
  - c. To avoid charges, room must be in the same condition as move-in. Room cleaning fees will be assessed. A per item removal charge will be assessed for large items such as carpets and furniture.
  - d. For students leaving housing during the University refund period no refund can be considered or processed until a resident has officially checked out of his/her assigned space. Any check-out done after regular business hours (Monday-Friday, 9:00a.m.-5:00 p.m.) will be processed as being effective on the next regular business day.
  - e. Students no longer in housing who do not retrieve personal belongings within 72 hours of departure will be charged for disposal and/or donation of items.
4. Room Changes
- a. See also: Residential License Agreement Terms and Conditions.
  - b. The University is unable to guarantee that preference and roommate requests will be honored and reserves the right to assign a student to another room or residence hall at any time for reasons deemed sufficient by the University.
  - c. Room changes requested in response to roommate conflicts are generally considered only after other options and educational processes have been explored.
  - d. Students requesting to be re-assigned may be asked to take an active role in determining which available space is likely to be most successful for them.
  - e. While individual needs weigh heavily in all decisions regarding room requests, the needs of the campus residential community-at-large and the integrity of the room allocation process are also key considerations.
  - f. All room changes must be approved AND scheduled in advance with the Department of Residential Life.

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- g. When a student moves out of a room, it is the responsibility of the remaining resident (s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of their arrival.
  - h. All housing selection and room change processes and timeliness occur at the discretion of Residential Life and are subject to change.
  - i. Students must not reside in on-campus spaces other than the ones to which they are assigned, and for which they are issued keys. Unapproved room changes completed by students without prior approval from the Department of Residential Life will result in an illegal room change fee of \$50.00.
  - j. All room assignments are subject to change by Residential Life at any time. The University reserves the right to reassign a resident to another residence hall space at any time for reasons deemed sufficient by the University, and the RLA will remain in effect and will apply to the student's occupancy of the other space.
  - k. In case of serious roommate conflicts in which residents are unable to resolve the situation, the Department of Residential Life will intervene and may, at its discretion, move any or all students involved in the interest of resolving the immediate conflict and preserving an appropriate living/learning environment.
5. Vacation periods and semester breaks - All residence halls are closed during official University breaks and may only be entered by students registered for interim housing. Residents are to vacate the residence halls within 24 hours of their last final exam or by closing on the last day of finals, whichever comes first unless registered for interim housing during University breaks. Associated fees, contract terms, and restrictions will be at the discretion of the Department of Residential Life.
6. Under-Capacity Rooms, Suites, and Apartments – The University, at its option, may choose to do any of the following regarding residents living in undercapacity rooms: 1) place a student in the empty space; 2) have students in partially full rooms move in together; 3) allow students living in undercapacity rooms to pay a premium single fee to retain the room at its current, reduced capacity for the remainder of the semester.
7. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.
8. Residence hall suites and apartments may be co-ed provided all of the students living in those areas in agreement.

## J. Personal Belongings

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You are responsible for your and your guest's belongings. Except as required by law, the University does not assume responsibility for loss of, or damage to, personal articles damaged by fire, theft, or other causes. Residents are encouraged to acquire personal property insurance coverage. For more information please visit the Department of Residential Life website or <https://www.nssi.com>.

## K. Pets

All animals are prohibited in the residence halls with the exception of:

- a. Service and support animals approved as an accommodation by the Banacos Center. A resident with a disability who would like to request the use of a service or support animal due to that disability must make this request through the Banacos Center by August 15<sup>th</sup> for the next academic year (or by January 15<sup>th</sup> for the Spring semester occupancy).
- b. See: Service and/or Support Animal Policy
- c. Fish, defined as gill-bearing aquatic craniate animal that lacks limbs with digits. A maximum of one aquarium no longer than five (5) gallons is permitted in a residence hall room.
- d. When departing for the semester breaks or any period greater than seventy-two (72) consecutive hours for fish, or the number of hours determined by the student and the Banacos Center for other animals, residents are required to take all animals with them and the aquarium must be unplugged.

## L. Posting Policy

1. All posters, notices, petitions, and other publicity must be approved at the Office of Residential Life prior to posting in Common areas. Approved items will then be posted in the halls in appropriate areas. Posters may not be placed on windows, painted surfaces, or stairwells. Students/groups/organizations must be clearly identified on any postings. Items posted improperly will be discarded.
2. Individuals and groups wishing to advertise events or services that may be of interest to on-campus residents should contact the Department of Residential Life for permission. The Director of Residential Life reserves the right to refuse permission to advertise for those events or services that promote the use of alcohol or are insensitive to members of the campus community. Approved items will be then posted in the halls by the Residential Life staff in appropriate areas.

## M. Quiet Hours/Courtesy Hours

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1. Quiet hours are set by the City of Westfield Noise Ordinance. "Consideration hours" are when students should respect the needs of others and take place outside of the designated quiet hours. The rights of students to study and rest take precedence over all other considerations. Campus-wide quiet hours are:

Sunday – Saturday                      10:00p.m. - 7:00a.m.

- ~~2.~~ If you have a concern about noise, first attempt to resolve the matter yourself with the student involved. If you still need assistance, contact a Residential Life or University Police.
3. The following are always violations of quiet/consideration hours:
  - a. Use of sound equipment (amplifiers, subwoofers, air horns, etc.) which can reasonably be expected to inhibit residents' study or sleep;
  - b. Participation in sports activities in or near the residence halls;
4. Immediately preceding and during final exams, quiet hours are in effect 24 hours a day. Quiet hours violations during this crucial period can result in removal from University housing for the remainder of the semester.

## N. Safety and Security

1. Doors - To maintain a safe environment, common doors that provide access to residential areas are locked at all times. These doors can be opened with your University ID card. Other entrance doors are typically locked and alarmed at all times unless otherwise specified in your hall. Exterior doors should never be propped open; violators will be subject to sanctions. Public Safety, Residential Life and other staff members provide coverage for each hall as assigned. For the protection of the community, students are expected to present their valid University ID entering a residence hall whenever the desk is staffed or as requested.
2. Weapons – Possession, storage, or use of any weapon or other similar potentially dangerous or illegal device is prohibited on the University campus. Having a weapon or similar potentially dangerous devices in the residence halls, regardless of whether or not the weapon is considered by the owner to be a decorative toy, sporting, or collectible item, is a major offense.
3. Windows/screens - For safety reasons, dropping, dumping, throwing objects or liquids from windows, leaning out of windows, entering or exiting a hall through a window, and placing yourself or property outside a window, on a window sill or building ledge are prohibited. Screens must remain in place at all times or a \$50 screen replacement service charge will be assessed.

# Westfield State University

Policy concerning:

APPROVED:

4. Cameras – Westfield State University employs a security camera system in residence hall public areas. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the University and its community members. “Public areas” are areas made available for use by the public including, but not limited to, campus grounds, parking areas, building exteriors, lobbies, hallways, entrances, and exits. Areas of the University in which persons would not have a reasonable expectation of privacy, and to which access is restricted to certain people, such as storage areas and residence hall hallways, shall be considered public areas for the purpose of this Policy. The University shall undertake all appropriate measures to protect an individual’s right to privacy and to maintain security camera information securely through its creation, storage, transmission, use, and deletion. “Private areas” are areas in which a person has a reasonable expectation of privacy, including, but not limited to, residence hall rooms, bathrooms, shower areas, locker rooms and changing rooms. Areas dedicated to medical, physical or mental health therapy or treatment shall also be considered private areas for the purpose of this Policy.
5. Behavior – Students are accountable for any behavior that infringes on individual and group rights, and/or jeopardizes the health and safety of individuals and property. All residents have equal rights to use of lounge areas, hallways, bathrooms, and other common spaces and agree to respect the rights of other students in such areas. These facilities include, but are not limited to, study lounges, main lounges, recreation rooms, laundry rooms, and public bathrooms. Any student found to have jeopardized the health and safety of another individual may result in that student’s dismissal from the housing facility or other sanctions in accordance with University administrative procedures.

## **O. Smoke Free/Tobacco Free Campus**

Smoking and/or the use of tobacco products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage (See Smoke Free/Tobacco Free and Marijuana Free Campus Policy).

## **P. Solicitation**

Non-University commercial activities, solicitations or advertisements are prohibited in or near University residence halls.

## **Q. Meal Plans**

# Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

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REVIEWED: April 2023

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All residential students are required to have a meal plan. Eligibility is by class year: first, second, third, fourth and commuters. All meal plans are to be purchased through MyWestfield under MyHousing/Dining. Changes to meal plans must be done before the start of the semester.

## REVIEW

Policy changes: Changes or updates in Residential Life policies and procedures shall be implemented after written communication from the Director of Residential Life, or the Dean of Students. The Residence Hall Association may also choose to strengthen a policy by majority vote of the Association and approval by the Director of Residential Life but may not weaken or change its intent. All policies shall be reviewed annually by the Dean of Students.



## Board of Trustees

June 6, 2023

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To approve the changes and accept the newly revised Free Speech, Demonstration and Picketing Policy (3020), as presented.

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Robert A. Martin, Ph.D., Chair

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Date



# Westfield State University

Policy concerning:

APPROVED: June 8, 2006  
202348

Section Public Safety

Number 3020

Page 1 of 2

REVIEWED: April

## FREE SPEECH / DEMONSTRATION / PICKETING POLICY

### PURPOSE

As an educational institution, Westfield State University supports the constitutional right of free speech. Exposure to a wide array of ideas, viewpoints, opinions, and creative expression is an integral part of a university education, preparing students for life in a diverse global society. The rights of freedom of speech, expression, petition, religion, and public assembly are basic and essential to an individual's intellectual and social development. At the same time, in light of the university's commitment to allowing students and members of the community access to all services, resources and support, all activities, including expressive activities and speech, must be balanced in consideration of the university's educational mission.

**Commented [NU1]:** This seems like a freedom of speech policy and freedom of religion is different.

Westfield State University supports the right of individuals to exercise free speech, including but not limited to political, symbolic, or artistic speech, provided only that such expression does not materially disrupt normal University activities, create a clear and present danger of the commission of unlawful acts, or infringe upon the rights of others.

**Commented [NU2]:** Looks like you are using expression and speech interchangeably, so you can eliminate "expression" unless the intent is to address expressive activities.

Westfield State University recognizes the right of individuals to exercise all forms of constitutionally protected expression and free speech without prior restraint or censorship. The university acknowledges that public discourse may include the discussion of controversial ideas, and the University will not limit public discourse based solely on its communicative content.

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**Commented [NU3]:** Do you mean expressive activities (i.e. symbolic speech)

The University also recognizes the fact that any individual or group may demonstrate. Demonstrations must be carried out in such a way as not to inflict bodily injury; obstruct physical movement to, from, or within any place on the campus; ~~nor to be disruptive~~ disruptive of any activity on campus. Such forms of demonstration may be (but are not limited to) distribution of literature, silent or symbolic protest, vocal dissent, and/or picketing. ~~In the event any type of demonstration materially disrupts normal University activities, interferes with University business and/or another University event,~~ the University will take appropriate action. All activities must be conducted in accordance with the reasonable and content-neutral time, place and manner restrictions set forth in this policy set below.

**Commented [NU4]:** This is inconsistent with the above highlighted language

It shall not be inferred or implied that the University endorses the messages expressed in accordance with this policy.

### POLICY

1. Faculty, staff and/or students must notify the ~~Vice President, Student Affairs~~ Dean of Students 48 hours in advance of any demonstration and or picketing activity.
2. All students, faculty, ~~and~~ staff ~~and students~~, have a right to demonstrate on University property provided, however, that no such demonstration shall be permissible which for any reason of time, place, or type of behavior materially disrupts normal University activities, including, but not limited to class work or other University business, or

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# Westfield State University

Policy concerning:

Section Public Safety

Number 3020

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APPROVED: June 8, 2006  
202348

REVIEWED: April

involves substantial disorder or invasion of the rights of others.

3. Campus buildings are for University business. Any form of demonstration that interferes with normal University activities, including, but not limited to, business in office or classroom spaces, is a violation of this policy. Picketing is not permitted inside University buildings ~~or~~ within 15-20ft from the entrances of University buildings.

**Commented [NU5]:** Based on the above, it looks like you were relying on "normal university activities," which is broader than classroom and buildings. I would recommend sticking with "normal university activities."

4. Demonstrators are prohibited from blocking free entry to or free exit from buildings, interfering with free movement, or presenting obstacles to regular University activities. "Interfering with free movement" is defined as any physical denial or restriction of a person's ability to freely reach or leave a given geographical area, or harassment, which leaves a person feeling intimidated and prevents them from normal movement. Obstacles include, but are not limited to, are defined as physical devices, bodies, or signs which cause interference with free movement or sounds which prevent normal communication.

**Commented [NU6]:** Are there no time restrictions? Is Westfield permitting free speech activities in the middle of the night. Most free speech policies have far more reasonable time, place and manner restrictions.

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**Commented [NU7]:** Feeling "intimidated" is way too subjective.

5. ~~Speech or demonstrations that qualify as solicitations to commit crimes; harassment, threats, defamation, perjury, blackmail or obscenities, including child pornography; true threats; fighting words; incitement of imminent violence or lawless action is not protected speech under this policy. There shall be no interference with demonstrations on the grounds of content of speech, except for any speech or demonstration which incites immediate, violent action (i.e. fighting words, micro-aggressions) and represents a clear and present danger to the campus community, which shall be a violation of this policy. These activities have a specific meaning and shall be interpreted in accordance with law.~~

**Commented [NU8]:** I would recommend being comprehensive and precluding all speech that is not protected.

The remainder of the statement is unnecessary.

**Commented [NU9]:** This is a stretch and could be perceived as limitless

~~The safety and well being of the campus must be protected at all times. No person shall engage in physically assaultive conduct towards any other person or damage or destroy any article of personal property belonging to another person.~~

- 7.6. No person shall intentionally and substantially interfere with the freedom of speech or expression of another person on University property or at University-sponsored activities.

- 8.7. All persons shall comply with the directions of University officials lawfully acting in the performance of their duties. ~~University officials shall not invoke this provision to stifle expression because of its content.~~ Failure to cease any activity in violation of this policy or other University policies immediately following either written or oral notice by a College University official shall also be a violation of this policy.

**Commented [NU10]:** Repetitive of the sentence before it.

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- 9.8. Any violation of this policy will subject the violators to applicable actions as defined in the Student Handbook, Equal Opportunity, Diversity and Affirmative Action Plan, collective bargaining agreements, and/or Massachusetts General Laws.

- 10.9. University organizations may sponsor a speaker or event, at the expense of the organization, under the University's usual event registration procedures. Such sponsorship does not necessarily imply that the approval of the views presented are endorsed by the organization or the University.

# Westfield State University

Policy concerning:

**Section** Public Safety

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APPROVED: June 8, 2006  
202348

REVIEWED: April

~~44.10.~~ All persons at a ~~event~~talk or demonstration must respect the right to dissent. Dissenters, ~~however,~~ may not disrupt the rights of the speakers to speak and/or the audience to listen. Preventing speech from occurring by disruptive protest is prohibited.

~~42.11.~~ Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs, and litter from the area at the end of the event. If this is not done, the persons or organizations responsible for the event will be held financially responsible for clean-up services.

## REVIEW

This policy will be reviewed every three years, and revised as needed, by the Director of Public Safety and the ~~Vice President for Student Affairs~~ Dean of Students.

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# Westfield State University

Policy concerning:

APPROVED: June 8, 2006

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REVIEWED: April 2023

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## FREE SPEECH / DEMONSTRATION / PICKETING POLICY

### PURPOSE

As an educational institution, Westfield State University supports the constitutional right of free speech. Exposure to a wide array of ideas, viewpoints, opinions, and creative expression is an integral part of a university education, preparing students for life in a diverse global society. The rights of freedom of speech, expression, petition, and public assembly are basic and essential to an individual's intellectual and social development. At the same time, in light of the university's commitment to allowing students and members of the community access to all services, resources and support, all activities, including expressive activities and speech, must be balanced in consideration of the university's educational mission.

Westfield State University supports the right of individuals to exercise free speech, including but not limited to political, symbolic, or artistic speech, provided only that such **does not materially disrupt normal University activities**, create a clear and present danger of the commission of unlawful acts, or infringe upon the rights of others.

Westfield State University recognizes the right of individuals to exercise all forms of constitutionally protected expressive activities (i.e. symbolic speech) and free speech without prior restraint or censorship. The university acknowledges that public discourse may include the discussion of controversial ideas, and the University will not limit public discourse based solely on its communicative content.

The University also recognizes the fact that any individual or group may demonstrate. Demonstrations must be carried out in such a way as not to inflict bodily injury; obstruct physical movement to, from, or within any place on the campus; or disruptive of any activity on campus. Such forms of demonstration may be (but are not limited to) distribution of literature, silent or symbolic protest, vocal dissent, and/or picketing. In the event any type of demonstration materially disrupts normal University activities, the University will take appropriate action. All activities must be conducted in accordance with the reasonable and content-neutral time, place and manner restrictions set forth in this policy.

It shall not be inferred or implied that the University endorses the messages expressed in accordance with this policy.

### POLICY

1. Faculty, staff and/or students must notify the Dean of Students 48 hours in advance of any demonstration and or picketing activity.
2. All students, faculty, and staff have a right to demonstrate on University property provided, however, that no such demonstration shall be permissible which for any reason of time, place, or type of behavior materially disrupts normal University activities, including, but not limited to class work or other University business, or involves substantial disorder or invasion of the rights of others.

# Westfield State University

Policy concerning:

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APPROVED: June 8, 2006

REVIEWED: April 2023

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3. Campus buildings are for University business. Any form of demonstration that interferes with normal University activities, including, but not limited to, business in office or classroom spaces, is a violation of this policy. Picketing is not permitted inside University buildings or within 15-20ft from the entrances of University buildings.
  4. Demonstrators are prohibited from blocking free entry to or free exit from buildings, interfering with free movement, or presenting obstacles to regular University activities. "Interfering with free movement" is defined as any physical denial or restriction of a person's ability to freely reach or leave a given geographical area, or harassment, which prevents them from normal movement. Obstacles include, but are not limited to, physical devices, bodies, or signs which cause interference with free movement or sounds which prevent normal communication.
  5. Speech or demonstrations that qualify as solicitations to commit crimes; harassment, threats, defamation, perjury, blackmail or obscenities, including child pornography; true threats; fighting words; incitement of imminent violence or lawless action is not protected speech under this policy. T. These activities have a specific meaning and shall be interpreted in accordance with law.
  6. No person shall intentionally and substantially interfere with the freedom of speech or expression of another person on University property or at University-sponsored activities.
  7. All persons shall comply with the directions of University officials lawfully acting in the performance of their duties. Failure to cease any activity in violation of this policy or other University policies immediately following either written or oral notice by a University official shall also be a violation of this policy.
  8. Any violation of this policy will subject the violators to applicable actions as defined in the Student Handbook, Equal Opportunity, Diversity and Affirmative Action Plan, collective bargaining agreements, and/or Massachusetts General Laws.
  9. University organizations may sponsor a speaker or event, at the expense of the organization, under the University's usual event registration procedures. Such sponsorship does not necessarily imply that the views presented are endorsed by the organization or the University..
  10. All persons at a event or demonstration must respect the right to dissent. Dissenters, however, may not disrupt the rights of the speakers to speak and/or the audience to listen. Preventing speech from occurring by disruptive protest is prohibited.
  11. Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs, and litter from the area at the end of the event. If this is not done, the persons or organizations responsible for the event will be held financially responsible for clean-up services.

**REVIEW**

# Westfield State University

Policy concerning:

APPROVED: June 8, 2006

**Section** Public Safety

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REVIEWED: April 2023

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This policy will be reviewed every three years, and revised as needed, by the Director of Public Safety and the Dean of Students.



## Board of Trustees

June 6, 2023

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To approve the changes and accept the newly revised Alcohol and Other Drug Policy (4010), as presented.

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Robert A. Martin, Ph.D., Chair

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Date

# Westfield State University

Policy concerning:

Section Student Affairs  
number 4010  
page 1 of 14

APPROVED: January 1998

REVIEWED: [April 2023](#)

## ALCOHOL AND OTHER DRUG POLICY

### INTRODUCTION

The Westfield State University policy and regulations pertaining to the possession and consumption of alcoholic beverages and the illegal substances are designed to: (1) to conform to the state and federal laws; and/or (2) enhance the health, safety, property, and educational interests of all members of the University community. The purpose of the Alcohol and Other Drug Policy is to promote a campus environment that is compatible with and supportive of academic success and personal growth. A campus atmosphere dominated by overt use and abuse of alcohol and other drugs is contrary to this goal. Accordingly, any violation of the student conduct code and/or a violation of the federal, state, or local laws shall subject the offender to the university disciplinary process and/or to criminal prosecution. In accordance with the Higher Education Amendments of 1998 (Public Law 105-244) the University regulations and laws pertaining to alcoholic beverages and the possession, use, distribution, and sale of illicit drugs shall be strictly and consistently enforced.

Violations of this policy may result in criminal sanctions. Criminal convictions, even if sanctions are minimal, can adversely affect internship and job opportunities, admission to graduate or professional schools, and eligibility for training and financial aid opportunities. The Higher Education Act of 1998 states that students convicted under state or federal law for drug sale or possession will have their federal financial aid eligibility suspended. This includes all federal grants, loans, and work-study programs. Students convicted of drug possession will lose their eligibility for one year; two years for a second offense; and indefinitely for a third offense. Students convicted of selling drugs will be ineligible for two years; and indefinitely for a second offense. Eligibility can be regained through successful completion of an approved drug rehabilitation program. The filing of criminal charges does not prevent the University from imposing its own sanctions in addition to criminal penalties. These sanctions are described within the policy.

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# Westfield State University

Policy concerning:

APPROVED: January 1998

Section Student Affairs  
number 4010  
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REVIEWED: [April 2023](#)

## POLICY – ALCOHOL

### A. GENERAL [PROHIBITION](#)

1. No person under the age of twenty-one (21) may possess, use, be under the influence of alcohol, or be in the presence of alcohol or alcohol containers.
2. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21) is prohibited and shall constitute a major infraction of [University regulations](#).
3. [Public Drunken disorderliness is prohibited on University property or at University sponsored activities or events.](#)
4. Operating a vehicle under the influence of alcohol (to any extent) is prohibited.
5. Intoxication, defined as being under the influence of alcohol to any extent, which [results in the involvement](#) University staff, causes a disturbance, or is a danger to persons or property, is prohibited.
6. The possession or use of kegs, the functional equivalent, or any alcoholic containers, which indicate the probability of common source drinking or bar service, [on any University property, owned or leased,](#) are prohibited and shall constitute a major infraction of University regulations.
7. Drinking funnels or any similar drinking devices are prohibited.
8. Each resident student of legal drinking age, living in a [University apartment or suite](#) where alcohol is permitted, may only bring a restricted amount of alcohol into the apartment [or suite](#) in which [they](#) live. The alcohol may not be brought anywhere but to the apartment where the student lives. This restricted amount is no more than one case (30 pack or less) of beer or its alcoholic equivalent per week. No other students or non-students may bring alcohol anywhere onto the campus at anytime [without authorization from the University](#).

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Policy concerning:

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9. At any one time, each five or six-person ~~u~~University apartment or suite where alcohol is permitted may contain no more than four cases (30 pack or less) of beer or its alcohol equivalent; each four-person apartment where alcohol is permitted may contain no more than two and two thirds cases (30 packs or less) of beer or its alcoholic equivalent; and each two or three-person apartment where alcohol is permitted may contain no more than two cases (30 packs or less) of beer or its alcoholic equivalent.

10. Alcoholic beverages and/or alcoholic beverage containers are prohibited from all residence hall rooms and all other public areas of the University. ~~areas where alcohol is prohibited.~~

11. Any gathering is prohibited (however large or small) where: ~~a) alcohol or alcohol containers are present; and b a)~~ any violation of the student conduct code occurs, including but not limited to where guest(s) under the age of twenty-one (21) are present; and b) the gathering promotes the binge consumption of alcohol and/or encourages alcohol consumption, such as through drinking games.

12. Open containers of alcoholic beverages (seal broken) are prohibited from all public areas of the University.

13. The manufacturing of any alcoholic beverage is prohibited.

14. Alcoholic beverages shall not be for sale by anyone not licensed by the appropriate authority and shall not be done on campus without authorization from the University.

15. The promotion of and/or solicitation for any event or activity (wherever held) at which alcohol is to be served or made available for consumption and that is not sponsored by the University is strictly prohibited and will be considered a major violation on this policy. Prohibited conduct includes, but is not limited to, the advertisement or other promotion of events at ~~area alcohol~~ authorized alcohol area establishments when such advertisement or promotion takes place on the University's campus or by means of the University's network (including use of its

**Commented [NU1]:** Which areas in addition to residence halls is alcohol prohibited? If this is meant to cover all other public areas of the campus, then I recommend making that specification.

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# Westfield State University

Policy concerning:

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network for e-mail or any web-based communication), selling or distributing tickets (~~whether on or off~~ the University's campus) for any such event, and participation in arranging group transportation for any such event.

## B. ALCOHOL ENFORCEMENT/SANCTIONS

1. Students over the age of twenty-one (21) who choose to consume alcoholic beverages are responsible for their actions and should such behavior detract from the health, safety, property, and educational interests of all members of the University community will be held accountable through the sanctions process. Students are also responsible for making their guests aware of the alcohol policy and may be held accountable for any inappropriate actions of their guests.

4.2. All violators of these regulations will be brought before the student conduct system for disposition of their cases and shall be subject to the following sanctions:

First Offense: Ten (10) hours of participation in community events or a work project and completion of University substance education classes. A \$100 service fee for these classes will be assessed and made payable within thirty (30) days of a university student conduct procedure decision. Additional sanctions may be given for large amounts of alcohol or disorderly conduct. Individual exceptions regarding the modification of attendance at substance education classes will be based solely on academic reasons.

Second Offense: Suspension from University housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.

**Commented [NU2]:** Why was this language removed from the policy? The University cannot internally sanction or discipline guests for violations of their policy. The only way for the University to deter and enforce these policies against guests is through the students. If this language is not appearing in a separate policy, then I recommend reinserting this language in the policy.

**Commented [GSM3R2]:** Keep in policy

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# Westfield State University

Policy concerning:

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Third Offense: Suspension from the University for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment.

Major Offenses: The following violations are considered major offenses and shall meet minimally with an immediate suspension from housing for one (1) full academic semester or more.

- a. The possession or use of alcoholic beverage Containers, kegs, or the functional equivalent (whether full, partially full, or empty) as well as ~~punch bowls~~ or any container(s) that indicate the probability of common source drinking of alcoholic beverages or bar service (whether full, partially full, or empty).
- b. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21).
- c. The promotion or solicitation of any alcohol related activity that is not sponsored by the University.

2.3. Additional information regarding the operation and effect of sanctions includes the following:

- a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.
- b. Subsequent violations of the alcohol portions of this policy and/or marijuana drug portions of this policy referenced in detail below, in any combination whether both alcohol, ~~both marijuanadrug~~, or any combination of the two within a period of twelve (12) months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve (12) month period has expired, the next violation shall meet with first level sanctions

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# Westfield State University

Policy concerning:

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with an additional sanction of five (5) consecutive weekends of suspension from the University campus.

- c. More than four (4) alcohol and/or ~~marijuana-drug~~ violations or any combination thereof over the course of a student's University career will result in a Limited Expulsion. Limited Expulsion is defined as a removal from the University. Review for readmittance will be granted only after expiration of two calendar years from the time of removal.

**Commented [NU4]:** I recommend either defining the terms of a Limited Expulsion in parenthesis here, or reference where students can find the definition for a Limited Expulsion.

## C. GROUP FUNCTIONS

Permission for the use of alcoholic beverages for student group functions on University property or at University related events shall be obtained from the Vice President, Enrollment Management and Student Affairs (their designee) acting on the recommendation of the University Special Events Alcoholic Beverage Review Board. These procedures can be found in the Office of the Vice President, Enrollment Management and Student Affairs.

## POLICY – OTHER DRUGS

### A. DRUG PARAPHERNALIA

1. The use or possession of drug paraphernalia (all equipment, products, devices and materials of any kind that may be used to plan, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance) on the ~~Westfield State University's~~ campus is strictly prohibited. Any student found in possession of drug paraphernalia and found responsible for such possession shall be placed on University probation for one (1) academic year and shall complete ten (10) hours of participation in community events or a work project and University substance education classes and pay the service fee of \$100 for these classes within thirty (30) days of a University student conduct procedure decision.

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# Westfield State University

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2. A student found responsible for a second offense during their University career shall be subject to University housing suspension for one (1) full academic semester or more and completion of a counseling evaluation and any recommended follow-up treatment.

2-3. A student found responsible for a third offense during their University career shall be subject to University suspension for one (1) full academic semester or more. Prior to returning to University housing and/or university, the student must provide verification of completion of a counseling evaluation and any recommended follow-up treatment. NOTE: Drug paraphernalia which contains matter that tests positive for an illicit substance may constitute possession (see section ~~B~~ C below).

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## B. MARIJUANA USE OR POSSESSION

1. As marijuana is not allowed to be possessed or used under Federal law, the use and/or possession of marijuana, including marijuana prescribed for medical purposes, on any University property, owned or leased, is prohibited. Any student found responsible for use or possession of marijuana shall be subject to the following sanctions:

### First Offense:

Ten (10) hours of participation in community events or a work project and completion of University substance education classes. A \$100 service fee will be assessed and made payable within thirty (30) days of a college student conduct procedure decision. Additional sanctions may be given for large amounts of marijuana. Individual exceptions regarding the modification of attendance at substance education classes will be based solely on academic reasons. Completion of a counseling evaluation within sixty (60) days of a student conduct procedure decision is also required.

### Second Offense:

Any student found responsible for a second offense shall be suspended from housing for one (1) academic semester or more with readmission to occur after verification of

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completion of a counseling evaluation and any recommended follow-up treatment. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.

### Third Offense:

Suspension from University for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment.

2. Additional information regarding the operation and effect of sanctions includes the following:
  - a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.
  - b. Subsequent violations of the alcohol and/or marijuana portions of this policy in any combination whether both alcohol, both marijuana, or any combination of the two within a period of twelve (12) months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve (12) month period has expired, the next violation shall meet with first level sanctions with an additional sanction of five (5) consecutive weekends of suspension from the University campus.
  - c. More than four (4) alcohol and /or marijuana violations or any combination over the course of a student's University career will result in a Limited Expulsion from the University.
  - d. Students who are held accountable for use of marijuana in the residence halls may also be subject

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to additional sanctions for violations of the University's Residence Hall Policy and Smoke, Tobacco [and Marijuana](#) Free Policy.

## C. OTHER DRUG USE OR POSSESSION

1. Any student found in possession of marijuana, ~~or~~ an illegal drug substance in any amount, no matter how minimal the amount, ~~or prescription medication without a prescription~~, or found to be using such marijuana, illicit drug substances, ~~or inappropriate use of prescription drugs~~ and found responsible of such possession or use shall (this applies only to first-time offenders) be suspended from housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. In addition the student will complete ten (10) hours of participation in community events or a work project and University substance education classes and be assessed a \$100.00 service fee for these classes made payable within (30) days of a University disciplinary procedure decision.
2. Any student found responsible for a second offense of possession or use of marijuana, ~~or~~ an illegal drug substance, ~~or inappropriate use of prescription drugs~~ during their University career shall be suspended from the University for one (1) academic year or more with the possibility of returning to the University pending completion of a counseling evaluation and any recommended follow-up treatment, and by the decision of the Vice President, Student Affairs with no right of return after a third offense.

## D. POSSESSION WITH INTENT TO SELL OR DISTRIBUTE

1. Any student found responsible for possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance will be expelled from the University with no right of return.
2. Evidence indicating possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance may include, but not limited to, possession of a large amount of

**Commented [NUS]:** Unless the University intends to develop a separate policy for the abuse of prescription drugs, references to prescription drugs must be included in this policy.

**Commented [GSM6R5]:** Keep

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prescription drugs, marijuana or any illegal substance, and/or possession of any amount of prescription drugs, marijuana or any illegal substance combined with other evidence indicating intent to sell or distribute such as weighing devices, cash boxes, bank rolls/large sums of money, cultivating equipment, chemicals used in the manufacture of illicit substances, plastic bags or other quantifying devices.

## E. DRUG SALE OR DISTRIBUTION

Any student found responsible for the sale or distribution of prescription drugs, marijuana or any illegal substances on the Westfield State University campus will immediately be expelled from the University with no right of return.

## F. SMOKE, TOBACCO AND MARIJUANA FREE CAMPUS

1. Smoking and/or the use of tobacco and/or marijuana products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of tobacco cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage.
2. Smoking and/or the use of tobacco and/or marijuana products in University owned or leased vehicles is prohibited. Smoking and/or the use of tobacco and/or marijuana products is also prohibited in personal vehicles when those vehicles are on University property.
3. The use of edibles, THC pills and vaporizer devices including, but not limited to, hookah pens, marijuana pens and e-cigarettes is prohibited on all University property or University leased property as described in #1 above.
4. All campus constituents have a collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of policy compliance. Individuals observed smoking and/or using tobacco or marijuana in any form in violation of this policy, are to be reminded, in a professional and

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courteous manner, of the University policy.

5. Students in violation of this policy shall be referred to the University student conduct system for disciplinary proceedings for repeated offenses. Employees in repeat violation of this policy will be referred to Human Resources.
6. To assist those who wish to stop their **personal** use of tobacco and/or products, the Human Resources Department, the Health Services Department, the Counseling Center and the Employee Assistance Program (EAP) can direct employees and students to tobacco cessation programs which the **u**University might provide.
7. Any questions regarding the interpretation of this Policy rest within the authority of the Vice President, [Enrollment Management and Student Affairs](#) (for students) and the [Associate](#) Vice President for Human Resources, [Title IX and Equal Opportunity](#) (for employees).

## POLICY – ALCOHOL AND DRUG GUIDELINES

### A. ADDITIONAL GUIDELINES

1. Consistent with the Family Educational Rights and Privacy Act, the University ~~shall~~**will** notify the parent or legal guardian of students under twenty-one (21) years of age each time they have been found responsible for **u**University alcohol and/or other drug policy violations. The University shall exercise discretion not to notify parents/guardians based on documented evidence of an abusive family situation.
2. For the purpose of this policy, ~~Westfield State the~~ University's "campus" is defined as all buildings (owned, leased, or operated by the University) and all surrounding outdoor property (owned, leased, or operated by the University), including but not limited to parking lots, grass, sidewalks, and forested land.
3. Intoxicated persons shall be subject to police intervention

**Commented [NU7]:** FERPA does not require universities notify parents of alcohol and drug violations for students under 21, rather the discretion to do so. The recommended change in language reflects the norm of notifying the parents, but leaves the University flexibility to refrain from doing so as reflected in the last sentence of this section.

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including protective custody, arrest, or other appropriate action. All costs for providing required monitors for intoxicated students and/or their guests will be billed to the student.

4. In any situation that the University deems to be an emergency, such as a situation where a student is arrested, placed in protective custody, or transported to a medical facility due to incidents related to alcohol and/or drug consumption, the University may notify a parent/legal guardian/[emergency contact](#) or other persons.
5. In the event that a student is suspended from University housing or from the University for any disciplinary infraction(s), including but not limited to, alcohol or other drug infractions, no refund will be given to the student, for any University fees or tuition, unless otherwise specified by federal law, state law, or University policy.
6. In the event that University staff deems a resident to be intoxicated, the student may be asked to return to his/her room, may be asked not to leave the residence hall, may be escorted to another hall in which he/she resides, or may be given other appropriate instructions. Failure to comply with legitimate staff requests/ instructions shall result in student conduct action.
7. Any backpack, bag or similar container that anyone carries onto campus shall be subject to inspection and search by a member of the ~~U~~University staff whenever there exists ~~reason to believe~~[reasonable suspicion](#) that the container is being used to bring onto campus any alcoholic beverage or other material in violation of ~~U~~University policy.
8. The following chart outlines sample alcoholic equivalents of one case (30 pack) of beer:

**UNITS OF MEASURE**

TYPE OF ALCOHOL	Ounces	Quarts	Liters
100 proof	30	1	1
80 proof	36	1	1

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40 proof	72	2	2
Wine			3.75 liters or 5 bottles at 750 ml

## POLICY AMNESTY

The University recognizes that there may be alcohol or drug-related medical emergencies or other safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The University encourages students to seek emergency medical assistance when faced with an alcohol or drug-related emergency and in any situation where a reasonable person believes medical treatment to be appropriate. When a student aids an intoxicated or impaired individual by contacting the Westfield State University Police Department or the Department of Residential Life, it is up to the discretion of the Dean of Students, or designee to determine if any involved parties, Student Organizations or Unrecognized Student Organizations will be subject to disciplinary action. University officials may elect not to pursue disciplinary proceedings against a student who, in good faith, reports, witnesses, or possesses personal knowledge of ~~sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, or retaliation~~ others who are incapacitated due to alcohol or other drug use. This does not preclude disciplinary action regarding other violations of university standards such as causing or threatening physical harm, damage to property, harassment, hazing, or violations of the Title IX Sexual Harassment Policy. Students who are transported to a local hospital, placed in protective custody, or evaluated as a result of the abuse of alcohol or other drugs will be contacted by a University official to meet to discuss the incident.

## REVIEW

The responsibility for the formation of future Alcohol and Other Drug Policies and for annual review of existing policies shall rest with the Substance Abuse Advisory Committee and the Vice President, [Enrollment Management and Student Affairs](#), whose recommendations shall be forwarded to the Student Government Association for consultation, and to the University President for review and implementation. All matters involving student personnel policies, including the Alcohol and Other Drug Policy, rest in the ultimate authority of the President and the Board of Trustees of the University.

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Dissemination of this policy shall include inclusion in the Student Handbook, the University [Catalog](#), and other appropriate publications, discussion at all orientations of new and transfer students, and regular review and dissemination by Residential Life and Student Affairs staff.

## ALCOHOL AND OTHER DRUG POLICY

### INTRODUCTION

The Westfield State University policy and regulations pertaining to the possession and consumption of alcoholic beverages and the illegal possession, use, distribution, and sale of illicit drugs and controlled substances are designed to: (1) to conform to the state and federal laws; and (2) enhance the health, safety, property, and educational interests of all members of the University community. The purpose of the Alcohol and Other Drug Policy is to promote a campus environment that is compatible with and supportive of academic success and personal growth. A campus atmosphere dominated by overt use and abuse of alcohol and other drugs is contrary to this goal. Accordingly, any violation of the student conduct code and/or a violation of the federal, state, or local laws shall subject the offender to the university disciplinary process and/or to criminal prosecution. In accordance with the Higher Education Amendments of 1998 (Public Law 105-244) the University regulations and laws pertaining to alcoholic beverages and the possession, use, distribution, and sale of illicit drugs shall be strictly and consistently enforced.

Violations of this policy may result in criminal sanctions. Criminal convictions, even if sanctions are minimal, can adversely affect internship and job opportunities, admission to graduate or professional schools, and eligibility for training and financial aid opportunities. The Higher Education Act of 1998 states that students convicted under state or federal law for drug sale or possession will have their federal financial aid eligibility suspended. This includes all federal grants, loans, and work-study programs. Students convicted of drug possession will lose their eligibility for one year; two years for a second offense; and indefinitely for a third offense. Students convicted of selling drugs will be ineligible for two years; and indefinitely for a second offense. Eligibility can be regained through successful completion of an approved drug rehabilitation program. The filing of criminal charges does not prevent the University from imposing its own sanctions in addition to criminal penalties. These sanctions are described within the policy.

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## POLICY – ALCOHOL

### A. GENERAL PROHIBITION

1. No person under the age of twenty-one (21) may possess, use, be under the influence of alcohol, or be in the presence of alcohol or alcohol containers.
2. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21) is prohibited and shall constitute a major infraction of University regulations.
3. Public drunken disorderliness is prohibited on University property or at University sponsored activities or events.
4. Operating a vehicle under the influence of alcohol (to any extent) is prohibited.
5. Intoxication, defined as being under the influence of alcohol to any extent, which results in the involvement University staff, causes a disturbance, or is a danger to persons or property, is prohibited.
6. The possession or use of kegs, the functional equivalent, or any alcoholic containers, which indicate the probability of common source drinking or bar service, on any University property, owned or leased, are prohibited and shall constitute a major infraction of University regulations.
7. Drinking funnels or any similar drinking devices are prohibited.
8. Each resident student of legal drinking age, living in a University apartment or suite where alcohol is permitted, may only bring a restricted amount of alcohol into the apartment or suite in which they live. The alcohol may not be brought anywhere but to the apartment where the student lives. This restricted amount is no more than one case (30 pack or less) of beer or its alcoholic equivalent per week. No other students or non-students may bring alcohol anywhere onto the campus at anytime without authorization from the University.

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9. At any one time, each five or six-person University apartment or suite where alcohol is permitted may contain no more than four cases (30 pack or less) of beer or its alcohol equivalent; each four-person apartment where alcohol is permitted may contain no more than two and two thirds cases (30 packs or less) of beer or its alcoholic equivalent; and each two or three-person apartment where alcohol is permitted may contain no more than two cases (30 packs or less) of beer or its alcoholic equivalent.
10. Alcoholic beverages and/or alcoholic beverage containers are prohibited from all residence hall rooms and all other public areas of the University.
11. Any gathering is prohibited (however large or small) where: a) any violation of the student conduct code occurs, including but not limited to where guest(s) under the age of twenty-one (21) are present; and b) the gathering promotes the binge consumption of alcohol and/or encourages alcohol consumption, such as through drinking games.
12. Open containers of alcoholic beverages (seal broken) are prohibited from all public areas of the University.
13. The manufacturing of any alcoholic beverage is prohibited.
14. Alcoholic beverages shall not be for sale by anyone not licensed by the appropriate authority and shall not be done on campus without authorization from the University.
15. The promotion of and/or solicitation for any event or activity (wherever held) at which alcohol is to be served or made available for consumption and that is not sponsored by the University is strictly prohibited and will be considered a major violation on this policy. Prohibited conduct includes, but is not limited to, the advertisement or other promotion of events at authorized alcohol area establishments when such advertisement or promotion takes place on the University's campus or by means of the University's network (including use of its network for e-mail or any web-based communication), selling or distributing tickets on the University's campus) for any such event, and participation in arranging group transportation for any such



event.

## B. ALCOHOL ENFORCEMENT/SANCTIONS

1. Students over the age of twenty-one (21) who choose to consume alcoholic beverages are responsible for their actions and should such behavior detract from the health, safety, property, and educational interests of all members of the University community will be held accountable through the sanctions process. Students are also responsible for making their guests aware of the alcohol policy and may be held accountable for any inappropriate actions of their guests.
2. All violators of these regulations will be brought before the student conduct system for disposition of their cases and shall be subject to the following sanctions:

First Offense: Ten (10) hours of participation in community events or a work project and completion of University substance education classes. A \$100 service fee for these classes will be assessed and made payable within thirty (30) days of a university student conduct procedure decision. Additional sanctions may be given for large amounts of alcohol or disorderly conduct. Individual exceptions regarding the modification of attendance at substance education classes will be based solely on academic reasons.

Second Offense: Suspension from University housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.

Third Offense: Suspension from the University for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any

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recommended follow-up treatment.

**Major Offenses:** The following violations are considered major offenses and shall meet minimally with an immediate suspension from housing for one (1) full academic semester or more.

- a. The possession or use of alcoholic beverage Containers, kegs, or the functional equivalent (whether full, partially full, or empty) as well as any container(s) that indicate the probability of common source drinking of alcoholic beverages or bar service (whether full, partially full, or empty).
  - b. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21).
  - c. The promotion or solicitation of any alcohol related activity that is not sponsored by the University.
3. Additional information regarding the operation and effect of sanctions includes the following:
- a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.
  - b. Subsequent violations of the alcohol portions of this policy and/or drug portions of this policy referenced in detail below, in any combination whether both alcohol, drug, or any combination of the two within a period of twelve (12) months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve (12) month period has expired, the next violation shall meet with first level sanctions with an additional sanction of five (5) consecutive weekends of suspension from the University campus.

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- c. More than four (4) alcohol and/or drug violations or any combination thereof over the course of a student's University career will result in a Limited Expulsion. Limited Expulsion is defined as a removal from the University. Review for readmittance will be granted only after expiration of two calendar years from the time of removal.

## C. GROUP FUNCTIONS

Permission for the use of alcoholic beverages for student group functions on University property or at University related events shall be obtained from the Vice President, Enrollment Management and Student Affairs (their designee) acting on the recommendation of the University Special Events Alcoholic Beverage Review Board. These procedures can be found in the Office of the Vice President, Enrollment Management and Student Affairs.

## POLICY – OTHER DRUGS

### A. DRUG PARAPHERNALIA

1. The use or possession of drug paraphernalia (all equipment, products, devices and materials of any kind that may be used to plan, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance) on the University's campus is strictly prohibited. Any student found in possession of drug paraphernalia and found responsible for such possession shall be placed on University probation for one (1) academic year and shall complete ten (10) hours of participation in community events or a work project and University substance education classes and pay the service fee of \$100 for these classes within thirty (30) days of a University student conduct procedure decision.
2. A student found responsible for a second offense during their University career shall be subject to University housing suspension for one (1) full academic semester or more and completion of a counseling evaluation and any recommended

follow-up treatment.

3. A student found responsible for a third offense during their University career shall be subject to University suspension for one (1) full academic semester or more. Prior to returning to University housing and/or university, the student must provide verification of completion of a counseling evaluation and any recommended follow-up treatment. NOTE: Drug paraphernalia which contains matter that tests positive for an illicit substance may constitute possession (see section C below).

## B. MARIJUANA USE OR POSSESSION

1. As marijuana is not allowed to be possessed or used under Federal law, the use and/or possession of marijuana, including marijuana prescribed for medical purposes, on any University property, owned or leased, is prohibited. Any student found responsible for use or possession of marijuana shall be subject to the following sanctions:

### First Offense:

Ten (10) hours of participation in community events or a work project and completion of University substance education classes. A \$100 service fee will be assessed and made payable within thirty (30) days of a college student conduct procedure decision. Additional sanctions may be given for large amounts of marijuana. Individual exceptions regarding the modification of attendance at substance education classes will be based solely on academic reasons.

Completion of a counseling evaluation within sixty (60) days of a student conduct procedure decision is also required.

### Second Offense:

Any student found responsible for a second offense shall be suspended from housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from

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housing will be able to return to campus to live after their suspension is complete.

### Third Offense:

Suspension from University for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment.

2. Additional information regarding the operation and effect of sanctions includes the following:
  - a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.
  - b. Subsequent violations of the alcohol and/or marijuana portions of this policy in any combination whether both alcohol, both marijuana, or any combination of the two within a period of twelve (12) months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve (12) month period has expired, the next violation shall meet with first level sanctions with an additional sanction of five (5) consecutive weekends of suspension from the University campus.
  - c. More than four (4) alcohol and /or marijuana violations or any combination over the course of a student's University career will result in a Limited Expulsion from the University.
  - d. Students who are held accountable for use of marijuana in the residence halls may also be subject to additional sanctions for violations of the University's Residence Hall Policy and Smoke, Tobacco and Marijuana Free Policy.

## C. OTHER DRUG USE OR POSSESSION

1. Any student found in possession of marijuana, an illegal drug substance in any amount, no matter how minimal the amount, or prescription medication without a prescription, or found to be using such marijuana, illicit drug substances, or inappropriate use of prescription drugs and found responsible of such possession or use shall (this applies only to first-time offenders) be suspended from housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. In addition, the student will complete ten (10) hours of participation in community events or a work project and University substance education classes and be assessed a \$100.00 service fee for these classes made payable within (30) days of a University disciplinary procedure decision.
2. Any student found responsible for a second offense of possession or use of marijuana, an illegal drug substance, or inappropriate use of prescription drugs during their University career shall be suspended from the University for one (1) academic year or more with the possibility of returning to the University pending completion of a counseling evaluation and any recommended follow-up treatment, and by the decision of the Vice President, Student Affairs with no right of return after a third offense.

## D. POSSESSION WITH INTENT TO SELL OR DISTRIBUTE

1. Any student found responsible for possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance will be expelled from the University with no right of return.
2. Evidence indicating possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance may include, but not limited to, possession of a large amount of prescription drugs, marijuana or any illegal substance, and/or possession of any amount of prescription drugs, marijuana or any illegal substance combined with other evidence indicating intent to sell or distribute such as weighing devices, cash boxes,

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bank rolls/large sums of money, cultivating equipment, chemicals used in the manufacture of illicit substances, plastic bags or other quantifying devices.

## E. DRUG SALE OR DISTRIBUTION

Any student found responsible for the sale or distribution of prescription drugs, marijuana or any illegal substances on the Westfield State University campus will immediately be expelled from the University with no right of return.

## F. SMOKE, TOBACCO AND MARIJUANA FREE CAMPUS

1. Smoking and/or the use of tobacco and/or marijuana products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of tobacco cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage.
2. Smoking and/or the use of tobacco and/or marijuana products in University owned or leased vehicles is prohibited. Smoking and/or the use of tobacco and/or marijuana products is also prohibited in personal vehicles when those vehicles are on University property.
3. The use of edibles, THC pills and vaporizer devices including, but not limited to, hookah pens, marijuana pens and e-cigarettes is prohibited on all University property or University leased property as described in #1 above.
4. All campus constituents have a collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of policy compliance. Individuals observed smoking and/or using tobacco or marijuana in any form in violation of this policy, are to be reminded, in a professional and courteous manner, of the University policy.
5. Students in violation of this policy shall be referred to the University student conduct system for disciplinary proceedings for repeated

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offenses. Employees in repeat violation of this policy will be referred to Human Resources.

6. To assist those who wish to stop their personal use of tobacco and/or products, the Human Resources Department, the Health Services Department, the Counseling Center and the Employee Assistance Program (EAP) can direct employees and students to tobacco cessation programs which the University might provide.
7. Any questions regarding the interpretation of this Policy rest within the authority of the Vice President, Enrollment Management and Student Affairs (for students) and the Associate Vice President for Human Resources, Title IX and Equal Opportunity (for employees).

## **POLICY – ALCOHOL AND DRUG GUIDELINES**

### **A. ADDITIONAL GUIDELINES**

1. Consistent with the Family Educational Rights and Privacy Act, the University will notify the parent or legal guardian of students under twenty-one (21) years of age each time they have been found responsible for University alcohol and/or other drug policy violations. The University shall exercise discretion not to notify parents/guardians based on documented evidence of an abusive family situation.
2. For the purpose of this policy, the University's "campus" is defined as all buildings (owned, leased, or operated by the University) and all surrounding outdoor property (owned, leased, or operated by the University), including but not limited to parking lots, grass, sidewalks, and forested land.
3. Intoxicated persons shall be subject to police intervention including protective custody, arrest, or other appropriate action. All costs for providing required monitors for intoxicated students and/or their guests will be billed to the student.
4. In any situation that the University deems to be an emergency, such as a situation where a student is arrested, placed in protective custody, or transported to a medical facility due to



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incidents related to alcohol and/or drug consumption, the University may notify a parent/legal guardian/emergency contact or other persons.

5. In the event that a student is suspended from University housing or from the University for any disciplinary infraction(s), including but not limited to, alcohol or other drug infractions, no refund will be given to the student, for any University fees or tuition, unless otherwise specified by federal law, state law, or University policy.
6. In the event that University staff deems a resident to be intoxicated, the student may be asked to return to his/her room, may be asked not to leave the residence hall, may be escorted to another hall in which he/she resides, or may be given other appropriate instructions. Failure to comply with legitimate staff requests/ instructions shall result in student conduct action.
7. Any backpack, bag or similar container that anyone carries onto campus shall be subject to inspection and search by a member of the University staff whenever there exists reasonable suspicion that the container is being used to bring onto campus any alcoholic beverage or other material in violation of University policy.
8. The following chart outlines sample alcoholic equivalents of one case (30 pack) of beer:

## UNITS OF MEASURE

TYPE OF ALCOHOL	Ounces	Quarts	Liters
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Wine			3.75 liters or 5 bottles at 750 ml

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## **POLICY AMNESTY**

The University recognizes that there may be alcohol or drug-related medical emergencies or other safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The University encourages students to seek emergency medical assistance when faced with an alcohol or drug-related emergency and in any situation where a reasonable person believes medical treatment to be appropriate. When a student aids an intoxicated or impaired individual by contacting the Westfield State University Police Department or the Department of Residential Life, it is up to the discretion of the Dean of Students, or designee to determine if any involved parties, Student Organizations or Unrecognized Student Organizations will be subject to disciplinary action. University officials may elect not to pursue disciplinary proceedings against a student who, in good faith, reports, witnesses, or possesses personal knowledge of others who are incapacitated due to alcohol or other drug use. This does not preclude disciplinary action regarding other violations of university standards such as causing or threatening physical harm, damage to property, harassment, hazing, or violations of the Title IX Sexual Harassment Policy. Students who are transported to a local hospital, placed in protective custody, or evaluated as a result of the abuse of alcohol or other drugs will be contacted by a University official to meet to discuss the incident.

## **REVIEW**

The responsibility for the formation of future Alcohol and Other Drug Policies and for annual review of existing policies shall rest with the Substance Abuse Advisory Committee and the Vice President, Enrollment Management and Student Affairs, whose recommendations shall be forwarded to the Student Government Association for consultation, and to the University President for review and implementation. All matters involving student personnel policies, including the Alcohol and Other Drug Policy, rest in the ultimate authority of the President and the Board of Trustees of the University.

Dissemination of this policy shall include inclusion in the Student Handbook, the University Catalog, and other appropriate publications, discussion at all orientations of new and transfer students, and regular review and dissemination by Residential Life and Student Affairs staff.



## Board of Trustees

June 6, 2023

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To approve the changes to the Involuntary Medical Withdrawal of Student for Physical or Mental Health Reasons Policy (4060), as presented and to approve the change of the policy's name to Administrative Medical Leave of Absence (4060).

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Robert A. Martin, Ph.D., Chair

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Date

## ~~INVOLUNTARY MEDICAL WITHDRAWAL OF STUDENTS FOR PHYSICAL OR MENTAL HEALTH REASONS~~

### ~~PURPOSE~~

~~The purpose of this policy is to describe the University's authority to initiate a student's involuntary medical withdrawal from the University in certain extraordinary physical/mental health situations that have the potential for harm to the student or others. As a general rule, the policies and procedures articulated in the Student Conduct Regulations are the preferred method for addressing student behavior. However, the University recognizes that in some instances involving underlying medical and mental health issues, the University can more appropriately require a medical withdrawal in order to act in the best interest of the University and/or the student.~~

### ~~POLICY~~

#### ~~SECTION A—Standards for Involuntary Administrative Action or Withdrawal~~

- ~~1. A student will be subject to involuntary leave, withdrawal, or other administrative action including, but not limited to, a removal from University housing or the University, a modified enrollment or campus restrictions if it is determined, by credible and persuasive information, that the student is experiencing a physical or mental health disorder and as a result of the physical or mental health disorder behaves, or threatens to behave, in a manner which would:~~
  - ~~• Pose a danger of causing physical harm to self or others; or~~
  - ~~• Cause significant disruption to the academic or University-related activities of others; or~~
  - ~~• Render the student unable to live independently in University owned or leased housing or unable to provide for their own health and welfare; or~~
  - ~~• Render the student unable to perform the essential functions of an educational program without requiring unreasonable modification of the program.~~

# Westfield State University

Policy concerning:

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number 4060

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APPROVED: June 2014

REVIEWED: June 2023

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## ~~SECTION B – Referral for Evaluation~~

- ~~1. Whenever the University believes that a student may be suffering from a mental or medical disorder condition of the kind described in Section A, the Dean of Students/designee shall refer such student for evaluation by a physician (in the case of a medical disorder) or by a psychologist or psychiatrist (in the case of a mental health disorder). The student will be required to sign necessary releases to permit communication between the attending professional medical and/or mental health providers and the University. Depending on the situation, University officials communicating with these off-campus providers may include professionals within the University Counseling Center, Health Services, Student Affairs Dean of Student's Office, Residential Life or Academic Affairs offices.~~
- ~~2. Any student referred for evaluation in accordance with this Section B shall be so informed in writing and shall be given a copy of this policy. The evaluation must be completed within five (5) business days from the date of the referral letter or as soon thereafter as is practicable, unless an extension is granted in writing by the Dean of Students/designee.~~
- ~~3. If, upon completion of such evaluation, it is determined that the student does not meet the criteria set forth in Section A, no further proceedings shall be conducted pursuant to policy in connection with the circumstance or event that led to the referral. In every other case, the Dean of Students /designee shall initiate a hearing, pursuant to this policy, to make decisions relative to an involuntary withdrawal.~~
- ~~4. A student who fails or refuses to participate in or to complete an evaluation for which he or she has been referred in accordance with this Section B may be made subject to an interim administrative health leave or other administrative action in accordance with the provisions of Section D below.~~

## ~~SECTION C – Hearing Procedures~~

- ~~1. Any student who is subject to an involuntary leave, withdrawal or administrative action and who has been referred for an evaluation in accordance with the provisions of Section B, shall be accorded a hearing within five (5) school days after such evaluation has been completed.~~
- ~~2. The hearing shall be informal and shall be conducted in accordance with the following guidelines:~~

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- ~~a. The student will be informed in writing of the time, date and location of the informal hearing.~~
  - ~~b. The entire case file, including an evaluation prepared pursuant to Section B of this policy and all other relevant reports and documents, will be available for inspection by the student in the Dean of Students' Office during normal business hours. The file need not include the personal notes of any institutional official or participant in the evaluation process that are not a part of the University's own records. Copies of any documents contained in the file shall be provided, upon his or her request, to the student.~~
  - ~~c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Dean of Students/designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.~~
  - ~~d. The student shall have the right to be assisted and counseled by a person of his/her choice. This person may be present at the hearing to advise and counsel, but may not represent the student in the proceedings.~~
  - ~~e. The student will be given reasonable time to ask relevant questions of any information provided at the informal hearing, as well as to present relevant information to the Dean of Student/designee.~~
  - ~~f. The hearing may be conducted in the absence of a student who fails to appear after proper notice.~~
  - ~~g. The Dean of Students/designee may permit a University official, and the health professional who prepared the evaluation, to appear at the hearing and to present evidence in support of any recommendation for involuntary administrative action or withdrawal. This provision may be invoked in factually complicated cases when reliance upon a written evaluation may not be sufficient.~~
- ~~3. The Dean of Students/designee shall render a decision relative to whether the student should or should not have imposed upon him or her an involuntary administrative action or involuntary withdrawal from the University. The Dean/designee shall decide that a student should be subject to such action or such withdrawal only upon a determination, based on credible and persuasive~~

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~~information that one or more of the conditions described in Section A have been shown to exist.~~

~~4. If the Dean of Students/designee decides that the student should be subject to such action or such withdrawal, he or she they shall set forth his or her their findings of fact and the reasons on which his or her their decision is based. In the case of an involuntary withdrawal, he or she they shall also state the date after which a request for re-admission will be considered and any conditions that must be fulfilled before any such request will be considered. In most cases, at least one full academic semester must have passed from the time of the withdrawal before the student is eligible to re-enroll and return to campus. The decision of the Dean of Students/designee shall be transmitted to the student.~~

~~—The decision of the Dean of Students/designee shall be final and conclusive and not subject to appeal.~~

## ~~SECTION D—Interim Health Leave or Administrative Action~~

~~1. In the event that a student is transported for an emergency crisis evaluation, either voluntarily or involuntarily, a meeting with the Dean of Students/designee must occur prior to the student's return to campus. The purpose of this meeting will be to provide follow-up support and determine if further evaluation pursuant to Section B of this policy is needed.~~

~~2. An interim administrative health leave or other interim administrative action may be implemented immediately for the reasons set forth in Section B4, or whenever the Vice President or the Dean of Students/designee reasonably determines that a student may be suffering from a mental or medical disorder condition of the kind described in Section A and that such disorder poses a danger to person's or property.~~

~~3. The University may immediately place a student on administrative leave on an interim basis, provided that a preliminary hearing before the Dean of Student/designee be accorded prior to the interim administrative leave, unless unreasonably difficult to do so, and provided that a full hearing to determine involuntary medical leave or withdrawal be conducted in accordance with Section C of this Policy as promptly as permits and no later than ten (10) school days of such interim administrative action.~~

## ~~SECTION E—Other Provisions~~

~~1. When a student withdraws from the University for medical or mental health reasons, either voluntarily or involuntarily, the withdrawal will remain in effect~~

# Westfield State University

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~~until such time as the student formally requests to be reinstated to the University, and presents evidence that the issues that prompted the withdrawal have been treated and will no longer jeopardize the health and safety of the student or the University community.~~

- ~~2. The Dean of Students/designee in considering an application for re-admission following such withdrawal, may request documentation from appropriate medical or mental health personnel to substantiate the student's readiness to return to active study at the University. As appropriate, the Dean of Students/designee may provide the student with written conditions (e.g., compliance with medical/mental health treatment recommendations) to be met for continued attendance.~~
- ~~3. When a student is medically withdrawn from the University, either involuntarily or voluntarily, the student may receive a withdrawal without academic penalty (no failing grades will be assigned) from the current semester. A notation of "W" will be placed on the transcript and the student will only be eligible for refund if they meet the requirements of the normal Withdrawal Refund Policy Schedule as established by the Office of Student Accounts.~~
- ~~4. Any student may waive his/her their rights hereunder, including the student's right to a hearing. The Dean of Students/designee may accept a student's waiver of hearing for the purpose of resolution by agreement to voluntary leave, withdrawal or other action.~~

## ~~SECTION F – Interpretation of Policy~~

~~Any questions regarding interpretation of this policy shall rest within the authority of the Vice President, Student Affairs Student Enrollment, Engagement and Development for final determination. Any reasonable deviation from these procedures as determined by the Vice President, Student Affairs Student Enrollment, Engagement and Development will not invalidate a decision or proceeding unless significant prejudice to a student may result.~~

## **REVIEW**

~~This policy shall be reviewed annually by the Office of the Vice President for Student Affairs Student Enrollment, Engagement and Development.~~



## Administrative Medical Leave of Absence

### Purpose

The purpose of this policy is to describe the University's ability to initiate a student's involuntary withdrawal from the University ~~in~~for certain extraordinary physical or mental health reasons ~~when the student has potential for harm to self or others~~. As a rule, the policies and procedures stated in the Student Conduct Regulations are the preferred method for addressing student behavior. ~~Still,~~ ~~the~~ University also recognizes in some instances involving underlying medical and mental health issues, ~~requires~~ the University ~~is in a better position~~ to take more appropriate actions ~~s~~ in the best interest of the student and/or the University.

The University may require a student to take a mandatory administrative leave of absence in the event the student has an illness, condition or behavior that poses a direct threat to the health and safety of the student ~~and/or the~~ campus community. This policy attempts to address the difficulties with a humanistic approach by mandating an interim leave of absence and psychological evaluation with due process rather than dealing with the challenging behavior from a strictly disciplinary approach and/or dismissing the student from the University.

### Standards

A student can be placed on mandatory administrative leave of absence from Westfield State University or from the University Residence Halls, if it is determined that the student ~~as the result of an extraordinary physical or mental health situation:~~

- ~~is~~Poses an imminent danger to self or others;
- ~~or has engaged~~Engages in or threatenes to engage in ~~or~~directly and substantially impedeing the lawful activities of others,
- ~~Causes significant disruption to the academic or University-related activities of others;~~
- ~~L~~acks the capacity to respond to pending disciplinary charges or did not know the nature of wrongfulness of the conduct at the time of the offense; ~~or~~
- ~~Renders the student unable to live independently in University owned or leased housing or unable to provide their own health and welfare.~~

These standards do not preclude removal from the ~~u~~University, or residence hall, in accordance with provisions of the residence hall room and board license, or other Westfield State rules and regulations.

The student will be expected to meet with the Dean of Students (or ~~their~~ designee) and will be informed in writing of the administrative leave of absence. During an administrative leave of absence, the student will only be permitted on ~~u~~University property when approved, in writing, by the Dean of Students (or designee).

~~When a student is medically withdrawn from the University, either involuntarily or voluntarily, the student may receive a withdrawal without academic penalty (no failing grades will be assigned) from the current semester. A notation of "W" will be placed on the transcript and the student will only be eligible for refund if they meet the requirements of the normal Withdrawal Refund Policy Schedule as established by the Office of Student Accounts.~~

### Administrative Leave of Absence Hearing Procedures

1. Any student who is subject to an involuntary leave, withdrawal or administrative action shall be accorded a hearing.

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~~1-2.~~ Any student may waive their rights hereunder, including the student's right to a hearing. The Dean of Students/designee may accept a student's waiver of hearing for the purpose of resolution by agreement to voluntary leave, withdrawal or other action.

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~~2-3.~~ The hearing shall be informal and shall be conducted in accordance with the following guidelines:

- a. The student will be informed in writing of the time, date and location of the informal hearing.
- b. The case file and all other relevant reports and documents (i.e discharge paperwork, personal medical provider recommendations, etc.) will be available for examination by the student in the Dean of Students' Office during normal business hours. The file need not include the personal notes of any institutional official or participant in the evaluation process that are not a part of the University's own records. Copies of any documents contained in the file shall be provided, upon his or her request, to the student.
- c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Dean of Students/designee shall exercise active control over the informal hearing. Any person who disrupts the proceedings may be excluded.
- d. The student shall have the right to be assisted and counseled by a person of his/her choice. This person may be present at the hearing to advise and counsel the student, but may not represent the student in the proceedings: unless the student is physically incapable of speaking on their own behalf.
- e. The student will be given reasonable time to ask relevant questions of any information provided at the informal hearing, as well as to present relevant information to the Dean of Student/designee.
- f. The hearing may be conducted in the absence of a student who fails to appear after proper notice.
- g. The Dean of Students/designee may permit a University official, and the health professional who prepared the evaluation, to appear at the hearing and to present evidence in support of any recommendation for involuntary administrative action or withdrawal. This provision may be invoked in factually complicated cases when reliance upon a written evaluation may not be sufficient.

**Commented [NU1]:** This proposed leave policy removes all reference to a referral for evaluation? What is the motivation for removing this step in the process?

~~3-4.~~ The Dean of Students/designee shall render a decision relative to whether the student should or should not have imposed upon him or her/them an involuntary administrative action or involuntary withdrawal from the University. The Dean of Students/ designee shall decide that a student should be subject to such action or such withdrawal only upon a determination, based on credible and persuasive information that one or more of conditions have the standards listed above been shown to exist.

~~4-5.~~ If the Dean of Students/designee decides that the student should be subject to such action or such withdrawal, he or she shall set forth his or her/their findings of fact and the reasons on which his or her/their decision is based. In the case of an involuntary withdrawal, he or she/they shall also state the date after which a request for re-admission will be considered and any conditions that must be fulfilled before any such request will be considered. In most cases, at least one (1) full academic semester must have passed from the time of the withdrawal before the student is eligible to re-enroll and return to campus. The decision of the Dean of Students/designee shall be transmitted to the student.

#### **Administrative Leave of Absence ~~Hearing Appeal~~ Procedures**

~~If the student is aggrieved by the decision of the Dean of Students/designee, they~~ Students may appeal ~~said~~ the Dean of Student's/designee's decision by filing an appeal within (5) business days of the date of the decision to the Dean of Students Office. Upon timely receipt of the appeal, the Dean of Students/designee shall submit written statements from the ~~aggrieved~~ student and the Dean of Students/designee and any other

supporting documentation to the appellate body for review. The appellate ~~I shall be reviewed by a~~ body shall consist of that includes members of the Student Conduct Board. Within seventy-two (72) hours of receiving the appeal, the appellate body shall issue a written decision to the student in which it will uphold or deny the decision. All appellate decisions are final. Until a final decision has been rendered by the appellate board, the original decision remains in place.

#### **Re-Admittance Procedures**

In order to return to the University from an administrative leave of absence, a student may be required to:

1. Meet with the Dean of Students (or designee). The Dean of Students/designee in considering an application for re-admission following such withdrawal, may request documentation from appropriate medical or mental health personnel to substantiate the student's readiness to return to active study at the University. As appropriate, the Dean of Students/designee may provide the student with written conditions (e.g., compliance with medical/mental health treatment recommendations) to be met for continued attendance.
2. Meet with a member of the Counseling staff (if leave was due to a mental health issue).
3. Provide written consent for appropriate consultation among ~~u~~University offices and off-campus providers.
4. Contact Department of Residential Life to discuss on-campus opportunities after approval from the Dean of Students (or designee).

The Dean of Students will inform the student in writing of the approval or denial to return to the University and to return to uUniversity housing, if requested.

#### **Interpretation of Policy**

Any questions regarding interpretation of this policy shall rest within the authority of the Vice President, Student Enrollment, Engagement and Development for final determination. Any reasonable deviation from these procedures as determined by the Vice President, Student Enrollment, Engagement and Development will not invalidate a decision or proceeding unless significant prejudice to a student may result.

## Administrative Medical Leave of Absence

### Purpose

The purpose of this policy is to describe the University's ability to initiate a student's involuntary withdrawal from the University for certain extraordinary physical or mental health reasons. As a rule, the policies and procedures stated in the Student Conduct Regulations are the preferred method for addressing student behavior. Still, the University also recognizes in some instances involving underlying medical and mental health issues, the University is in a better position to take more appropriate actions in the best interest of the student and/or the University.

The University may require a student to take a mandatory administrative leave of absence in the event the student has an illness, condition or behavior that poses a direct threat to the health and safety of the student and/or the campus community. This policy attempts to address the difficulties with a humanistic approach by mandating an interim leave of absence and psychological evaluation with due process rather than dealing with the challenging behavior from a strictly disciplinary approach and/or dismissing the student from the University.

### Standards

A student can be placed on mandatory administrative leave of absence from Westfield State University or from the University Residence Halls, if it is determined that the student as the result of an extraordinary physical or mental health situation:

- Poses an imminent danger to self or others;
- Engages in or threatens to engage in directly and substantially impeding the lawful activities of others,
- Causes significant disruption to the academic or University-related activities of others;
- Lacks the capacity to respond to pending disciplinary charges or did not know the nature of wrongfulness of the conduct at the time of the offense; or
- Renders the student unable to live independently in University owned or leased housing or unable to provide their own health and welfare.

These standards do not preclude removal from the University, or residence hall, in accordance with provisions of the residence hall room and board license, or other Westfield State rules and regulations.

The student will be expected to meet with the Dean of Students (or their designee) and will be informed in writing of the administrative leave of absence. During an administrative leave of absence, the student will only be permitted on University property when approved, in writing, by the Dean of Students (or designee).

When a student is medically withdrawn from the University, either involuntarily or voluntarily, the student may receive a withdrawal without academic penalty (no failing

grades will be assigned) from the current semester. A notation of "W" will be placed on the transcript and the student will only be eligible for refund if they meet the requirements of the normal Withdrawal Refund Policy Schedule as established by the Office of Student Accounts.

## **Administrative Leave of Absence Hearing Procedures**

1. Any student who is subject to an involuntary leave, withdrawal or administrative action shall be accorded a hearing.
2. Any student may waive their rights hereunder, including the student's right to a hearing. The Dean of Students/designee may accept a student's waiver of hearing for the purpose of resolution by agreement to voluntary leave, withdrawal or other action.
3. The hearing shall be informal and shall be conducted in accordance with the following guidelines:
  - a. The student will be informed in writing of the time, date and location of the informal hearing.
  - b. The case file and all other relevant reports and documents (i.e. discharge paperwork, personal medical provider recommendations, etc.) will be available for examination by the student in the Dean of Students' Office during normal business hours. The file need not include the personal notes that are not a part of the University's own records. Copies of any documents contained in the file shall be provided, upon his or her request, to the student.
  - c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Dean of Students/designee shall exercise active control over the informal hearing. Any person who disrupts the proceedings may be excluded.
  - d. The student shall have the right to be assisted and counseled by a person of his/her choice. This person may be present at the hearing to advise and counsel the student, but may not represent the student in the proceedings; unless the student is physically incapable of speaking on their own behalf.
  - e. The student will be given reasonable time to ask relevant questions of any information provided at the informal hearing, as well as to present relevant information to the Dean of Student/designee.
  - f. The hearing may be conducted in the absence of a student who fails to appear after proper notice.
  - g. The Dean of Students/designee may permit a University official, and the health professional who prepared the evaluation, to appear at the hearing and to present evidence in support of any recommendation for involuntary administrative action or withdrawal. This provision may be invoked in factually complicated cases when reliance upon a written evaluation may not be sufficient.
4. The Dean of Students/designee shall render a decision relative to whether the student should or should not have imposed upon them an involuntary administrative action or involuntary withdrawal from the University. The Dean

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of Students/ designee shall decide that a student should be subject to such action or such withdrawal only upon a determination, based on credible and persuasive information that one or more of the standards listed above been shown to exist.

5. If the Dean of Students/designee decides that the student should be subject to such action or such withdrawal, he or she shall set forth their findings of fact and the reasons on which their decision is based. In the case of an involuntary withdrawal, they shall also state the date after which a request for re-admission will be considered and any conditions that must be fulfilled before any such request will be considered. In most cases, at least one (1) full academic semester must have passed from the time of the withdrawal before the student is eligible to re-enroll and return to campus. The decision of the Dean of Students/designee shall be transmitted to the student.

## **Administrative Leave of Absence Appeal Procedures**

Students may appeal the Dean of Student's/designee's decision by filing an appeal within (5) business days of the date of the decision to the Dean of Students Office. Upon timely receipt of the appeal, the Dean of Students/designee shall submit written statements from the student and the Dean of Students/designee and any other supporting documentation to the appellate body for review. The appellate body shall consist of members of the Student Conduct Board. Within seventy-two (72) hours of receiving the appeal, the appellate body shall issue a written decision to the student in which it will uphold or deny the decision. All appellate decisions are final. Until a final decision has been rendered by the appellate board, the original decision remains in place.

## **Re-Admittance Procedures**

In order to return to the University from an administrative leave of absence, a student may be required to:

1. Meet with the Dean of Students (or designee). The Dean of Students/designee in considering an application for re-admission following such withdrawal, may request documentation from appropriate medical or mental health personnel to substantiate the student's readiness to return to active study at the University. As appropriate, the Dean of Students/designee may provide the student with written conditions (e.g., compliance with medical/mental health treatment recommendations) to be met for continued attendance.
2. Meet with a member of the Counseling staff (if leave was due to a mental health issue).
3. Provide written consent for appropriate consultation among University offices and off-campus providers.
4. Contact Department of Residential Life to discuss on-campus opportunities after approval from the Dean of Students (or designee).

The Dean of Students will inform the student in writing of the approval or denial to return to the University and to return to University housing, if requested.

# Westfield State University

Policy concerning:

**Section** Student Affairs

**number** 4060

**page** 4 of 5

APPROVED: June 2014

REVIEWED: June 2023

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## Interpretation of Policy

Any questions regarding interpretation of this policy shall rest within the authority of the Vice President, Student Enrollment, Engagement and Development for final determination. Any reasonable deviation from these procedures as determined by the Vice President, Student Enrollment, Engagement and Development will not invalidate a decision or proceeding unless significant prejudice to a student may result.



## **Board of Trustees**

June 6, 2023

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### **MOTION**

To approve and adopt the Westfield State University Board of Trustees Enrollment Management and Student Affairs Committee Charter, as presented.

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Robert A. Martin, Ph.D., Chair

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Date





**BOARD OF TRUSTEES  
ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS  
COMMITTEE CHARTER**

**I. Mission**

The Enrollment Management and Student Affairs Committee will consider and make recommendations to the President and Board of Trustees on all aspects of the life cycle of a student. From student enrollment strategies and plans, which include recruitment, admissions, and financial aid to a student's experiences on campus from orientation to graduation. This committee will have oversight of creating an integrative, **transparent**, and inclusive learning environment. Matters of general student welfare, including residential life, well-being, safety, co-curricular and student governing policies will be a focus of this group. This committee provides an opportunity for direct communication between students and members of the University's Board of Trustees.

**II. Authority and Responsibilities**

*Policies:*

Approve new policies and changes in policy regarding student financial aid, student life, student conduct code and other policies that affect the student life cycle.

*Oversight of Implementation:*

- Assure there is a current strategic enrollment plan for the University, based on academic offerings, forecasts and market trends.
- Ensure annual plans are in place for recruitment of students and the appropriate awarding of institutional financial aid.
- Focus on long-range, strategic concerns and forecasts relating to changing student demographics and needs in areas relevant to student life on campus.
- Monitor and review reports on current student needs and achievement gaps as they relate to retention of current students.
- Assist in university co-curricular strategies to support and enhance the range of services that complement and enhance the student experience consistent with

the University mission and strategies that support the out-of-classroom student experiences.

- Ensure a range of support services are available and reflective of the range of students that comprise the University community.
- Review policies and procedures affecting the student experience including programs, resources, and co-curricular experiences.
- Review and support services provided to current students and alumni for career support and search and collaborate with the Career Center to help connect our regional partners to the Center.

#### *Evaluate Performance*

The committee should be updated at least three times per year on the current enrollment numbers for all segments of the student recruitment plan and approve annually the financial aid awarding strategy.

#### *Educate the Board*

To understand the market conditions, opportunities and best practices for the recruitment of new students and the retention of matriculated students. To understand the range of services available to support student success outside of the classroom and challenges students may experience in the student life cycle.

### **III. Organization**

#### *Review of Charter*

This charter shall be reviewed and reassessed by **the Enrollment Management and Student Affairs Committee at least annually**, and any proposed changes shall be submitted to the board for approval.

#### *Membership/Structure/Quorum*

The Enrollment Management and Student Affairs Committee shall consist of at least three voting trustees, one of which is a student trustee. **The committee chair shall be appointed by the board chair.**

#### *Staff Liaison*

**The president shall designate a member of the University's senior administration to serve as a liaison to the committee.** ~~The Vice President of Enrollment Management and Student Affairs and/or the Dean of Students shall be staff to the committee.~~

#### *Meetings*

**The Enrollment Management and Student Affairs Committee shall meet in advance of each Board of Trustees meeting unless the committee chair and Board chair determine that a meeting is not necessary. A quorum of any meeting of the Enrollment Management and Student Affairs committee shall consist of a majority of its voting members. Committee members may participate by teleconference as permitted by state laws. All meetings will conform to Massachusetts open meeting laws.** ~~convene at~~

~~least three times per year. A quorum of any meeting of the committee shall consist of a majority of its voting members. Committee members may participate by teleconference.~~

### *Agenda, Minutes and Reports*

The chair, in collaboration with the staff **liaison** designee, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be **provided** sent to committee members at least **five** days in advance of the meeting. Minutes for all meetings shall be drafted by the staff **liaison or** designee, reviewed by the committee chair, and approved by committee members at the following meeting. **Meeting materials will be posted on the University's website within 14 days after each committee meeting.**

**Board of Trustees**  
**Advancement and Enrollment Management Committee**  
**Charter**

**(A) Committee Purpose and Roles**

The AEM Committee shall provide advice, consent, support and advocacy for development initiatives designed to enhance WSU's short and long-term financial position. The Committee will provide guidance and seek resources to assist management as it works to fully vet any such proposals. It shall seek to provide assistance to management with regard to ways of improving upon existing development activities and advocate for the provision of appropriate resources to ensure success.

***(B) Membership.*** The advancement and enrollment committee shall consist of at least three voting trustees.

***(C) Responsibilities.*** The committee shall (1) provide oversight of university advancement and (2) facilitate board and board member participation in advancement and enrollment management activities. Committee responsibilities shall minimally include overseeing university advancement plans, goals and projects, monitoring progress toward meeting those goals, and advising the president on matters related to university advancement; considering and recommending fundraising policies and procedures; establishing a Memorandum of Understanding with the Westfield State University Foundation, Inc.; establishing goals for Board member participation in charitable giving; and participating in identifying, cultivating, and approaching major donors. In addition, relative to Enrollment Management, the committee shall provide oversight to enrollment management strategies and plans, and monitor key metrics to help track progress toward the stated goals. The committee shall also set minimal standards for the board participation toward assisting enrollment efforts.

**Responsibilities of Committee members**

- Provide leadership in attaining major gifts and philanthropic support for WSU by identifying, cultivating, and soliciting donations and support.
- Engage in prospect identification, screening, prioritization, and development of engagement strategies. Encourage prospective donors to participate in events; highlight the impact and benefits of WSU's mission and programs.
- Participate in fundraising, cultivation, and recognition events.
- Plan involvement and engage other Board members in fundraising, cultivation, and recognition events. Outreach events should be coordinated with the Academic & Student Affairs Committee and with the Executive Committee as appropriate.
- Assist with educating, coaching, and mentoring other board members in "art" of:
  - Identifying, cultivating and soliciting donations; and
  - Deepening relationships with corporate and civic leaders.
- Assist in cultivating key community members to work with the University in its recruitment and retention efforts.
- Help to identify key alums to highlight their success and experiences at WSU to assist Enrollment Management.
- The trustees will actively promote and support the University in its recruitment efforts.
- Host and/or attend recruitment events.