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Dear Undergraduate and Graduate Students:

Welcome to another exciting academic year at Wheelock College! It is my pleasure to welcome you into this community of dynamic and engaging Wheelock faculty, administrators and staff. This Student Handbook is designed to provide you with information on services, programs and policies which will be helpful to you throughout your time at Wheelock.

Wheelock College is a hub of intellectual and social activity and I encourage you to take advantage of all of the programs offered. This is an exciting time to be a student in the city of Boston and to experience the rich history, exciting culture and energy that comes with studying in a world-renowned academic center.

Student involvement is one of the hallmarks of Wheelock College that makes it a unique and thriving community. I encourage you to participate in the wide variety of co-curricular activities and take advantage of the many exciting opportunities outside of the classroom--ranging from lectures and seminars to athletics events and leadership development. All of us in the Student Life Division are committed to helping you succeed and are available should you have any questions or concerns. We also hope you will let us know your ideas, thoughts and insights so that you can make the most of your Wheelock experience.

Please review this Student Handbook as you are responsible for the information contained within. If you have a question about any of our policies or need further clarification on any of this information, please do not hesitate to contact me in the Office of Student Life, located in the Pilgrim Student Center.

Best wishes for a successful and rewarding academic year.

Sincerely,

Barbara Morgan  
Dean of Students

## **INTRODUCTION**

This Student Handbook, hereafter referred to as “Handbook,” contains college policies, guidelines, and procedures relating to campus life. Students are responsible for knowing the information contained in the Handbook. The policies, guidelines, procedures, and other information contained in the Handbook are not intended to, nor do they, create any contractual rights for students or other members of the College community. The College reserves the right to change any of the policies, guidelines, procedures, and other information contained in the Handbook at any time. If you have questions regarding any of these policies, guidelines, procedures, or other information, please contact the Student Life Office.

## **NOTICE OF NON-DISCRIMINATION**

Wheelock College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, legally recognized handicap, or veteran status, except as provided in exclusions in the law. Wheelock College does not tolerate sexual harassment of students or employees. Any person having inquiries or complaints concerning Wheelock College’s compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, or Section 504 of the Rehabilitation Act of 1973 (“Non-Discrimination Laws”) is directed to contact the President of Wheelock College at Wheelock College, 200 The Riverway, Boston, MA 02215. The President has been designated by Wheelock College to coordinate the College’s efforts to comply with the Non-Discrimination Laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region One, Boston, Massachusetts 02109, regarding the College’s compliance with the Non-Discrimination Laws.

Wheelock College is an Affirmative Action/Equal Opportunity Employer. Wheelock is authorized under federal law to enroll non-immigrant alien students.

# **I. WHEELOCK'S MISSION AND VISION**

## **WHEELOCK'S MISSION**

To improve the lives of children and families.

## **WHEELOCK'S VISION**

As a private college with a public mission, Wheelock strives to be the premier college educating people to create a safe, caring, and just world for children and families. As we have since 1888, we contribute to the vitality of families, communities, and societies by:

- Educating students who are well prepared academically and as practitioners with real-world experience — ready to be leaders and advocates, confident in their abilities, and sought after in a wide range of careers;
- Advocating for programs, policies, and laws that enhance the quality of life for children and families.

## **WHEELOCK'S VALUES**

We are committed to being a dynamic, rigorous, and transformational learning, living and working community underpinned by theory, practice, research, and advocacy.

We infuse all we do with a focus on achievement, integrity, mutual respect, multiculturalism and diversity, and social justice with a global perspective.

We value the power of partnerships and collaborations to effect positive change for children and families.

We work to ensure that graduates view their Wheelock experience as a valuable investment that serves them well throughout their professional and personal lives.

## **II. STUDENT LIFE AND STUDENT SERVICES**

The Division of Student Life encompasses the Office of Athletics, the Counseling Center, the Office of the Dean of Students, the Office of Residence Life and the Office of Diversity, Student Leadership and Campus Programs. Student Life is your connection to the myriad of fun, engaging, enriching and intellectually stimulating opportunities available throughout the Wheelock community.

Through Student Life at Wheelock, you will be exposed to a variety of services and programs – from exciting Wildcat athletics to the caring support of our gifted counseling staff, to our exciting residential community, to a thriving campus activities and leadership program – all right here on your campus and in the surrounding Boston neighborhoods. You will have a chance to find your voice at Wheelock, as a student, a leader, and an individual. We look forward to helping you on that journey.

### **ATHLETICS**

*Peabody Hall, Lower Level*

Wheelock College is a member of the National Collegiate Athletic Association (NCAA) Division III. Wheelock's teams compete in the New England Collegiate Conference (NECC), which sponsors championships in field hockey, men's and women's soccer, men's and women's cross country, men's and women's basketball, men's tennis, and softball. Undergraduate students who meet NCAA eligibility requirements and are in good academic standing, as defined in the Handbook, Section VI (Academic Policies), may compete in any of our eleven intercollegiate sports for women and men: field hockey, men's and women's soccer, men's and women's cross country, men's and women's basketball, men's and women's lacrosse, men's tennis, and softball.

#### **Colleges of the Fenway Intramurals**

Wheelock College students may participate in a wide variety of Colleges of the Fenway co-ed intramural and recreational activities including indoor and outdoor soccer, basketball, softball, water polo, racquetball and volleyball. Students interested in Colleges of the Fenway intramural events should contact the Director of COF Intramurals at (617) 989-4357 or at [www.colleges-fenway.org](http://www.colleges-fenway.org).

### **COUNSELING CENTER**

*Pilgrim Student Center*

The Wheelock Counseling Center is staffed by professionally trained counselors who are available to discuss personal and academic issues with students. Typical issues include personal problems, family problems, relationship issues, sexuality, anxiety/depression, alcohol abuse, and academic difficulties. The Counseling Center organizes a variety of groups which focus on specific issues, such as stress reduction, support for friends and family of active duty military personnel, and a transitions support series for incoming students and/or for graduating seniors. In addition, psychopharmacological consultation is available to students who are being seen in the Counseling Center.

All counseling sessions are strictly confidential. Counseling Center services are available without charge to all students.

### **RESIDENCE LIFE**

*Pilgrim Student Center*

The Office of Residence Life is committed to creating a residential community that supports a vibrant learning and living experience at Wheelock College. The Residence Life staff lives and works with students to build a community that engages in learning both in and out of the classroom; is respectful of all forms of discourse; welcomes all backgrounds, thoughts, and beliefs; challenges assumptions; fosters growth; and provides space for friendship and fun. One of the most important roles of the staff is to serve as a guide for students as they navigate the transitions and challenges they face at college. We are committed to assisting and providing resources for Wheelock students at all times during their college experience.

Some of the services that our Resident Assistants (RAs) and our Resident Directors (RDs) provide are: social and academic programming for each floor and building, clear explanation and enforcement of the college's policies and procedures, roommate conflict mediation, a sympathetic ear, and more.

### **Living on Campus**

Wheelock's six residence halls — Colchester House, Longwood House, Peabody Hall, Pilgrim House, and Riverway House, and the CCSR — offer unique living environments. They vary in size, types of rooms, designations as coeducational or single-sex halls, and their traditions. At the same time, the residence halls are joined in a common commitment to out-of-class learning and living and are united by professional Resident Directors and student staff who enforce the general philosophy and policies of the Office of Student Life.

### **Residence Policies**

All undergraduate and graduate resident students are required to sign a housing contract in order to live on campus. To be a resident student in one of Wheelock's residence halls, you must be a full-time student. The Director of Residence Life and/or the Dean of Students will review any special requests. All incoming resident students are also required to complete their Wheelock College Entrance Health Certificate prior to moving into the residence halls. No student will be allowed to move in to their academic year room without completed health forms.

The student housing agreement is also a contract for board. Undergraduate students living in residence halls must be on a meal plan. Only the Dean of Students, in consultation with the Vice President and Chief Financial Officer, may approve a release from a meal plan for medical or religious reasons. Students who are released from the meal plan may receive a reimbursement of no more than 25% of the full meal plan fee.

There are several policies that apply to new and returning students when they contract for rooms on campus and if they request housing changes during the year. Failure to comply with the Residence Policies is a violation of the Student Code of Conduct. Residence Policies include, but are not limited to, all topics discussed in this Residence Life subsection of the Student Handbook.

### **Room Entry and Searches**

If Wheelock College determines that a health or safety concern exists, or if Wheelock has reason to believe that any state, or federal law or any rule or policy of the College is being, or has been violated, the college reserves the right to enter a room or area and conduct a full search. Searches may be conducted by any Wheelock College official who receives authorization from the Dean of Students or Assistant Dean of Students, including members of the Residence Life staff and Campus Security. During a search, an authorized college official may confiscate and remove any item that, in the judgment of that college official, represents a potential threat to health and safety, any item, the possession of which violated any college policy or any state or federal law, or any identifiable Wheelock property that was not provided by Wheelock as part of standard room furnishings. Items confiscated during any search may be used in the process of instituting disciplinary proceedings against a student or students.

### **Room Assignments**

New or incoming students who would like to live on campus must submit housing applications, on which they may indicate their preferred residence hall and the type of room (*i.e.*, double, triple or quad). The Residence Life Office assigns resident students to available spaces on campus, honoring room preferences when possible. Students are informed of their residence hall, room, and roommate assignment(s) during the breaks prior to coming to campus. That is, students applying for residence beginning in the fall semester will hear from the Residence Life Office in August and students applying for residence beginning in the spring semester will be informed of the availability of housing or their room assignments in early January. The Office of Residence Life retains the right to assign and reassign rooms at its discretion.

The College recognizes that some students may have special housing needs because of specific medical/health conditions. If a student has such a need, he or she must comply with the procedure for requesting Housing Accommodations Due to Medical Reasons. A completed application will be reviewed by the Housing

Accommodations Committee. Interested students should contact the Director of Academic Assistance and Disability Services. In most cases, housing accommodations are granted for one academic year. Accommodation requests for the fall semester are due by March 31 for returning students and by June 15<sup>th</sup> for new students. Accommodation requests for the spring semester are due by November 15. Since the application requires supporting documentation, special housing accommodations should be requested well in advance of the due date.

### **Room Selection**

Returning resident students and commuter students who would like to live on campus during the following academic year will participate in a room selection process during the spring semester. Each student must submit a Housing Application and Contract to the Office of Residence Life, register for at least twelve (12) credits, and be financially cleared by the Financial Services Office. Each student eligible to participate will be assigned a room selection time based on course credits earned to date (according to student transcripts) and arrival date.

All students who choose a room for the following academic year must sign a housing contract. If students who decide after room selection that they no longer intend to be a resident student, they will have until May 15<sup>th</sup> to notify the Director of Residence Life of their change of status without incurring a penalty.

For information on penalty fees charged for changing status see the Housing Contracts section in the Handbook.

### **Housing Contracts**

Housing contracts must be completed and signed by all students living in residence halls. The housing contract serves as a housing agreement between the student and the College. Each resident student is responsible for understanding and agreeing to all terms and conditions contained in the housing agreement.

Students assuming residence at the beginning of or during the academic year are subject to the room charge for the remainder of the year, except under the following circumstances:

- (a) Withdrawal (refer to the refunds for withdrawal).
- (b) Fractional-year arrangement (such as early graduation) approved by the Office of Student Life prior to the assumption of residency.
- (c) Participation in any off-campus Wheelock-sponsored programs, not including independent studies. Students will not be subject to fees for room and board during their absence from residence. The College retains the right to the use of the student's room during the period.
- (d) Change of status to "off campus" for Semester I for students selecting a room during Room Selection. Students who decide after Room Selection that they no longer intend to be a resident student will have until May 15<sup>th</sup> to notify the Director of Residence Life of their change of status with no penalty. After May 15<sup>th</sup>, students who wish to move off campus must be approved by the Director of Residence Life. If approved, students eligible to move off campus will not be subject to the room charge for Semester I if application to change residency status accompanied by a \$200 penalty charge fee is received by the Residence Life Office and the Office of Financial Services by August 1. Students who are approved to move off campus Semester I after the August 1 deadline will be subject to a penalty fee of \$400.
- (e) Change of status to "off campus" for Semester II for students assuming residency at the beginning of Semester I. Students who wish to move off campus must be approved by the Director of Residence Life. If approved, students eligible to move off campus will not be subject to the room charge for Semester II if application to change residency status accompanied by a \$200 penalty charge fee is received by the Residence Life Office and the Office of Financial Services by November 1. Students who are approved to move off campus Semester II after the November 1 deadline will be subject to a penalty fee of \$400.

### **Room Changes**

Room and roommate changes are not permitted for the first three weeks of classes each semester. If roommates find they are having difficulty living with one another, they should speak to their Resident Director or Resident Assistant. Very often, roommate issues are temporary, and Resident Directors or Resident Assistants can help students work together to resolve any issues. In a case of persistent roommate difficulties, the Director of Residence Life may approve room changes.

Students in doubles, triples or quads may wish to move to newly-vacated rooms when other students leave residence halls. These moves must be approved by the Director of Residence Life. Students living in rooms that have an open occupancy must leave space available should another student choose to move into the vacancy.

When students make room changes, whether intra- or inter-house, they must have their old and new rooms inspected by the appropriate Resident Assistants. Students may not trade keys amongst themselves; old keys must be returned to the Office of Residence Life before new keys can be obtained. Students who are changing rooms must also fill out a Room Change Request Form.

### **Prohibited Items in the Residence Halls**

Due to Boston and Brookline fire regulations, and a concern for the safety and well-being of all residents, the following items are prohibited from the residence halls:

- all animals (except non-carnivorous fish)
- candles
- incense
- water beds
- loft beds
- microwaves
- toasters or toaster ovens
- hot plates
- hot pots/coffeepots
- electric blankets
- sun lamps
- halogen lamps
- air conditioners
- electric heaters
- extension cords
- decorative holiday lights
- tapestries
- wireless routers

This list of prohibited items is not exhaustive. Prohibited items will be confiscated, and students may be subject to judicial action.

Appliances permitted in residence hall rooms are radios, DVD/VCRs, stereos, televisions, reading lamps, computers, and portable hair dryers. Refrigerators with capacities of four cubic feet or less are also allowed in rooms. Only micro-fridges rented through the Wheelock College Office of Residence Life are permitted in the residence halls.

External displays (*e.g.*, flags) from residence hall windows are not permitted under any circumstances. External displays are a violation of the Student Code of Conduct.

### **Vacation Closing**

For a fee, resident students may stay in the residence halls during Thanksgiving break, winter break when the college re-opens, and spring break. Students interested in remaining on campus must fill out an application and return it to the Residence Life Office prior to the closing date for each break. Any student who wishes to remain on campus during break periods must gain approval from the Director of Residence Life and must pay the fee prior to

closing. Please note that meals are not provided during break periods. Any student not approved for break housing must vacate the building prior to the posted building closing times.

### **Accidents and Emergencies**

In all emergencies, students should call Public Safety at extension 2151 immediately. The Public Safety personnel will contact the Resident Assistant and/or Resident Director who is on-call. Students may also call 911 directly; however, if they call 911, they should also call Public Safety after they speak with the 911 dispatcher. Medical emergencies are referred to Brigham and Women's Hospital or Faulkner Hospital.

### **Fire Alarms and Extinguishers**

Tampering with fire alarms or fire extinguishers in the residence halls is prohibited and is against the law. False fire alarms are violations of Boston and Brookline fire regulations, and responding to false alarms is costly, dangerous, and diverts the equipment and personnel of the Boston and/or Brookline Fire Departments away from real emergencies. The Office of Student Life will take strong disciplinary action against any student who pulls a false alarm on campus.

Responsible student(s) will also be required to pay the fines assessed by the Fire Department(s) against the College for fire regulation violations. For example, Fire Departments assess a minimum \$500 fine for a false alarm and a \$100 fine for tampering with a fire extinguisher.

Smoke detectors are 120 volt and are hard wired. They are not battery operated. Students should not attempt to remove or repair a smoke detector. Call the Facilities Management Office to address any problems or questions related to smoke detectors.

### **Fire Drills**

Fire drills are conducted in the residence halls each year. Resident Assistants and Resident Directors assist students in evacuating the residence halls during drills or in the event of a real emergency. All students should be aware of escape routes from residence halls and are required to participate in fire drills. Refusal to evacuate a residence hall room during a fire drill or during a fire is a violation of the Student Code of Conduct.

### **Furniture, Damages and Maintenance**

Residence hall rooms are furnished with a bed frame and mattress, desk, desk chair, bureau, and closet. Students may not replace the College-supplied furniture with their own furniture. Students are responsible for the care of all furniture in their rooms, and will be charged for damaged or missing items. Window screens are also considered room furnishings, and students will be charged if they are damaged or missing.

Furniture, curtains, carpeting, and televisions which have been installed by the College in student lounges are for the use and enjoyment of all residents and their visitors. The care of lounge furnishings in residence halls is the corporate responsibility of students living in the halls. If lounge furniture is found in student rooms, it will be removed and judicial action may be taken. Damaging furniture and/or keeping lounge furniture in a student room is a violation of the Student Code of Conduct. Damage to lounge furnishings will be charged to the student(s) responsible or to all residents of the hall if individual responsibility cannot be determined.

Before moving out, students are required to restore their rooms to the same conditions that they were in when they moved in. If a room is not clean when a student vacates, he or she will be charged a cleaning fee. Any item(s) left behind by a student will be disposed of by the College and the student will be charged a fee for the removal of the item(s).

### **Visitors and Sign-In Policy**

The conduct of visitors in the residence halls, whether they are friends or family members of a student, is the responsibility of the resident student with whom they are visiting. Please remember the following:

- NO UNESCORTED VISITORS ARE ALLOWED IN WHEELOCK RESIDENCE HALLS AT ANY TIME.
- Prior permission of roommate(s) is required for all visitors.

- All resident students with visitors must sign in their guests at all times with a Public Safety Officer at Peabody Hall or the CCSR and receive a guest pass. Visitor sign-in at the CCSR public safety desk is available on weekends only; during the week, all sign-ins must be done in Peabody Hall.
- All visitors must be escorted in and out of the residence hall by their host and carry their guest pass with them at all times.
- Non-residents are not allowed to enter a residence hall until the student he or she is visiting is present to escort the visitor into the hall.
- Visitors who are Wheelock students are not required to sign in to the residence hall, but must be accompanied by a resident of the hall.
- At no time are students permitted to sign in guests who are under the age of sixteen (16), unless they have received prior approval (submitted by written request) from their Resident Director.
- Students are permitted to sign-in no more than three visitors at any time, unless prior approval has been obtained from the Director of Residence Life.
- Wheelock College allows visitors to stay in residence halls for no more than three consecutive days and nights in any ten-day period. After staying in any Wheelock College residence hall for the maximum amount of allowable time, a visitor is not allowed to stay overnight as a visitor of any Wheelock College resident student. If a student wishes to have an overnight visitor for more than three consecutive nights, he or she must obtain prior approval from their Resident Director. Extended stays by visitors will be granted only on a limited basis at the College's sole discretion after evaluating the specific circumstances of each request.

The visitor must also leave a current picture ID with the guard at the Public Safety Desk when they pick up a guest pass. Acceptable identification cards include: a valid state driver's license, a valid state ID, a valid military ID, or a valid college or university ID. Passports, credit cards, bank cards, vendor cards (*e.g.*, BJ's, Lowe's, and Home Depot), membership cards, work ID or union cards, and business cards will not be accepted. If the visitor does not have any form of acceptable identification, he or she will not be permitted to enter the residence halls.

If a visitor leaves a residence hall unescorted, Public Safety officers will detain the visitor and will identify the visitor's host. The appropriate Residence Life staff member will be notified that the visitor was leaving the hall unescorted and the guest may be asked to leave campus.

Students must obey the Visitors and Sign-In Policy. Failure to obey this Policy is a violation of the Student Code of Conduct. Violators may immediately lose visitation privileges pending further action. Resident Directors enforce the Student Code of Conduct; therefore, they may unilaterally issue sanctions. Resident Assistants and Public Safety officers may also enforce sanctions imposed by the Resident Director or the Conduct Board. Among other sanctions, the College reserves the right to ban individuals from College property and events.

### **Drug and Alcohol Awareness Policy**

The College Drug and Alcohol Awareness Policy, discussed in detail in Section IV - Institutional Policies, Procedures and Guidelines - of the Handbook applies to all students. Violation of the Policy is a violation of the Student Code of Conduct.

### **Laundry**

Washers and dryers may be found in the CCSR, Colchester House, Peabody Hall, Pilgrim House, and Riverway House. Longwood House residents may use the washers and dryers in either Pilgrim House or Riverway House. All laundry machines are equipped with *LaundryView* technology; students are able to check machine availability and the status of their laundry through [www.laundryview.com](http://www.laundryview.com). Any broken machines should be reported to the Facilities Management Office. The College is not responsible for lost or stolen laundry items.

### **Lockouts**

A student who is locked out of his or her room between 8:00 a.m. and 5:00 p.m. must request a member of the Facilities Management Office staff to unlock his or her room for a \$5 fee. If a student cannot reach a Facilities Management Office staff member, he or she should contact the Public Safety Desk at Peabody Hall.

Lockouts which occur between 5:00 p.m. and 8:00 a.m. will be handled by Resident Assistants. A student who is locked out should telephone Public Safety to contact the Resident Assistant on duty. Students should not contact their Resident Director or Resident Assistants who are not on duty for lockouts. Students should be aware that they will be charged a fee for lockouts:

8:00 a.m.-11:00 p.m.	\$5
11:00 p.m.-8:00 a.m.	\$10

### **Pet Policy**

Pets are not permitted in the residence halls. Animals found in the residence halls will be confiscated and turned over to the Massachusetts Society for the Prevention of Cruelty to Animals. Non-carnivorous fish in a 10 gallon maximum tank are the only exceptions to the Pet Policy and must be approved by your Resident Director.

### **Painting**

Students are not permitted to paint residence hall rooms. During the summer months, Facilities Management Office staff paint rooms as needed. If students believe that certain residence hall rooms should be painted, they should ask their Resident Director to file a maintenance request before departing for the summer.

### **Quiet Hours**

Quiet hours are periods of time established in the residence halls when students must lower voices, turn down stereos, and turn off other noisemakers so that resident students can study or sleep. These hours occur from 9:00 AM to 9:00 PM Sunday through Thursday, and from 12:00 AM to 9:00 AM Friday and Saturday. Quiet hours can be altered at the discretion of the Resident Director. During each Finals period, twenty-four hour quiet hours are observed and enforced. Twenty-four hour courtesy hours are always in place. Students found to be continually violating noise levels may be subject to judicial action.

### **Public Safety**

Public Safety officers are on duty twenty-four hours a day to help provide a safe campus environment. Students should immediately ask for assistance from a Public Safety officer whenever they feel their safety is at risk or security within a residence hall has been jeopardized (*e.g.*, a visitor is unescorted, someone is causing damage or acting violently, or someone is attempting to improperly gain access to the residence hall). Public Safety officers may be reached on campus at **extension 2151** or by pressing the red emergency button on any call box (call boxes are located outside the residence halls).

Public Safety officers do not handle non-security issues, such as noise disturbances. Any non-security issues should be referred to Resident Assistants or the Resident Director in the residence hall. If a Resident Assistant or Resident Director cannot be located, students may request a Public Safety officer to contact a Resident Assistant or Resident Director.

### **No Smoking**

Wheelock College is a smoke-free environment. Smoking is prohibited in any College building, including residence halls, as well as on all College grounds. Violations of the smoking policy are subject to judicial action.

### **Telephones and Technology in Residence Halls**

For specific information regarding telephones and technology in the residence halls, refer to Section III - Computers and Technology Resources in the Handbook.

## **Packages and Shipping**

Packages may be shipped to arrive at Wheelock after students have returned to campus in the fall. Packages should be addressed to you at Wheelock College, 150 The Riverway, your mailbox number, Boston, MA 02215.

## **Violations of Residence Policies**

Living in a Wheelock residence hall provides students with the opportunity to enjoy the benefits of community life. Living together in such a close setting demands a sense of responsibility to one another and to respect one another's rights and safety. Consequently, students must abide by Residence Life policies that have been adopted in consideration of all students. Students are encouraged, as responsible adults, to resolve issues concerning community living (such as noise level) by discussing them with affected residence hall members.

Violations of Residence Life policies are violations of the Student Code of Conduct. Resident Assistants and Resident Directors may refer violations of Residence Life policies to the Director of Residence Life who may make referrals to the Dean of Students.

## **STUDENT LEADERSHIP AND CAMPUS PROGRAMS**

### *Campus Center*

The Student Leadership and Campus Programs Office develops an active campus life by providing opportunities for students to realize their creative and intellectual potential through involvement in programs and activities. It accomplishes these goals by working with student organizations, campus programs, leadership development, and education. The Student Leadership Office staff advises and oversees the Student Government Association, recognizes and supports student organizations, and implements campus-wide events and programs. The Office also helps students get connected to the College through student orientation and new student workshops, leadership development programs, commuter programs, and annual events.

## **STUDENT LEADERSHIP**

### **Leadership Opportunities and Application Process**

There are numerous opportunities to get involved and grow as a student leader at Wheelock. Information about leadership opportunities and the application process is regularly publicized to the Wheelock community. Specifically, during the spring semester, students can participate in a Leadership Selection Process in which they can apply to be Orientation Leaders, Student Advisors, Jumpstart Team Leaders and Resident Assistants for the following academic year.

### **Orientation Leader (OL)**

At the beginning of each semester, orientation is held for new students. A core group of upper-class students are selected to assist with the coordination and implementation of the First Year Introduction program and Orientation. These upper-class students are trained before new students arrive and serve as role models and facilitator for new students as they transition to college life.

### **Student Leadership Orientation Committee (SLOC)**

The Student Leadership Orientation Committee plans and organizes the fall orientation program. Committee members are nominated by faculty and administrators in recognition of their work in the Wheelock community as student leaders and as role models for students.

### **Resident Assistant (RA)**

Resident Assistants serve an important role on campus throughout the year. Each residence hall floor has student staff members who are trained to provide campus and community information, programming within the residence hall, peer advice and assistance with community living matters. They play an essential part in promoting the intellectual, social and personal development of all resident students.

### **Student Advisor (SA)**

A Student Advisor serves as a resource person to students, faculty and the Office of Academic Advising and Assistance. Student Advisors work as an academic advisor to either first-year students while they participate in the

First Year Seminar or transfer students. Student Advisors are trained in the philosophy of the curriculum and its technicalities.

### **Rising Star Program**

The Rising Star Program is an opportunity for new members of the Wheelock community to learn and shape their fundamental leadership skills. We believe in educating and preparing our students to become empowered, confident, and compassionate leaders of society. The skills taught in the Rising Star Program will assist students in their academic, personal, social, and professional lives. Each seminar will provide students with the opportunity to hear from a well respected leader, while discussing important topics in an interactive learning environment. These topics include, but are not limited to: leadership styles, public speaking, diversity discussions, and conflict management. We realize true leaders are not born, they are made: educated, determined, and charismatic individuals from various environments.

### **STUDENT ORGANIZATIONS**

Under the direction of the Student Leadership and Campus Programs Office and the Student Government Association, Wheelock has approximately twenty-five student organizations. Each organization has at least two representatives, a President and a Treasurer, who will answer questions and help you get involved. The activities of these organizations are intended to enrich the academic and co-curricular experiences of Wheelock students.

If you are interested in joining a student group, please contact the Student Government Association, a member of the Student Leadership and Campus Programs staff, or a representative of the group. An Activities Fair is held at the beginning of each semester to introduce all students to the student organizations.

#### **List of Student Organizations**

The following is a list of student organizations at Wheelock College. Please visit the Wheelock website for more details about each group.

- African American, Latino/a, Asian American, and Native American (ALANA) Organization
- Autism Awareness
- Best Buddies
- Black Student Union (BSU)
- Boston Association for the Education of Young Children (BAEYC)
- Campus Activities Board (CAB)
- Campus Association of Social Workers (CASW)
- Class Councils
- Commuter Council
- Gay-Straight Alliance (GSA)
- Juvenile Justice/Youth Advocacy Club (JJYAC)
- La Herencia Latina
- Pi Gamma Mu
- Schools for Schools
- Sign Choir
- Student Government Association (SGA)
- Students Against Destructive Decisions (SADD)
- Wheelock Child Life Organization (WCLO)
- Women's Center

- X-Clusive (Dance Team)

### **New Organizations**

Students are encouraged to form new organizations and should contact the Student Government Association for information concerning procedures for starting a student organization.

### **Fundraising**

Each student organization has the option to organize and to conduct fundraising events each year. Fundraising events are organized to subsidize trips, support local community homes and shelters, or for a variety of other reasons. Examples of fundraising activities include raffles or selling Wheelock merchandise. Student organizations must seek prior approval from the Student Government Association before any fundraising event. Information regarding all fundraising activities must be on file with the Office of Student Leadership and Campus Programs and the Student Government Association. The Office of Student Leadership and Campus Programs and the Student Government Association maintain files and catalogs that contain information on promotional ideas and the Student Government Association and the Office of Student Leadership and Campus Programs are available to assist student organizations in developing fundraising plans.

### **Publicity**

There are several ways to publicize events on campus - bulletin boards, chalking, and email flyers. All submissions for publicity are subject to editing, and all bulletin board postings must obtain prior approval from the Office of Student Life.

- **Bulletin Boards:** The bulletin boards located in various buildings on campus are major sources of information. Take the time to read about upcoming events, occurring both on and off campus. There are several special bulletin boards in the Pilgrim Student Center and the Campus Center. All postings require a date stamp from the Office of Student Life.
- **Chalking:** To chalk on campus, you must follow these procedures: (a) request approval from the Office of Student Leadership and Campus Programs in writing at least three working days prior to the chalking; and (b) chalking can only occur in two designated areas on campus: Wheelock's black tarred sidewalk running from The Riverway to the Library and Pilgrim Road between 25 Pilgrim Road and the Student Center. Chalking in non-designated areas is prohibited and will be removed.

### **Events Policies**

All organization events must be approved in advance by the Student Government Association and the Campus Services Office. At all events held on the Wheelock campus and at off-campus locations, guests are the responsibility of the Wheelock student who invited them. Students are responsible for ensuring that their guests comply with the policies of the Handbook, including the Student Code of Conduct. Residence hall rules regarding rights of other residents, quiet hours, security, and visiting hours must also be followed by all guests. Principles of courtesy and concern for people and property must be obeyed, and the rights of those not attending an event must also be respected.

At all Wheelock-sponsored events held off campus, students are responsible for complying with the policies of the Handbook, including the Student Code of Conduct.

### **Hazing**

Hazing is a criminal offense in Massachusetts (as noted in the General Laws of Massachusetts, 269:17, 18, 19), punishing those who engage in hazing activities and those who fail to report hazing. Hazing is a violation of the Student Code of Conduct. Each fall, officers of student organizations and athletic teams will be asked, in writing, to review this law with their members. These officers must confirm in writing to the Dean of Students that this information has been shared. Hazing is discussed under Section IV - Institutional Policies, Procedures and Guidelines - of the Handbook.

## **ADDITIONAL SERVICES**

### **Commuter Information**

There are numerous services available to commuters to facilitate their activities while on campus. Commuter students are assigned an on-campus mailbox, which they are expected to check regularly, to receive correspondence from members of the community. The Commuter Lounge and lockers, located in the CCSR, are available for commuter students to use while they are on campus. Students may sign up for a locker in the Office of Student Life. Students may also purchase public transportation passes at discounted rates from the Office of Student Life.

### **Graduate Students**

All policies described in the Residence Life subsection of this Section of the Handbook apply to graduate students. As members of the resident student community, graduate students are expected to comply with all Residence Life Policies.

### **Health Services**

The Wheelock College Student Health Program, located at the Kenmore practice of Harvard Vanguard Medical Associates (133 Brookline Avenue, Boston), offers routine primary and gynecological care to Wheelock undergraduate and resident graduate students. Harvard Vanguard Medical Associates is a non-profit, multi-specialty medical group practice providing care and committing to making it easier for their patients to be and stay healthy. Students can register with Harvard Vanguard and make an appointment by calling 617-421-1196.

While the Student Health Program covers routine primary and gynecological care, the Commonwealth of Massachusetts requires students enrolled three-quarter time or more to be covered by a qualified health insurance program. Any student who does not submit proof of enrollment in a qualified health insurance program before registering for classes will be automatically enrolled in a program through the College and a charge for health insurance will be added to the student's account. No refunds or exceptions will be granted.

Educational health and wellness programs are offered on an array of topics designed to meet student needs. A series of workshops have been organized on topics including street safety, relationships, addictions, safe sex, healthy eating, and women's health. The scheduling and promotions of these events are handled by the Office of Student Life.

### **Lost and Found**

The Lost and Found is located in the Office of Student Life. All unclaimed items are donated to charity at the end of each semester.

### **Public Transportation (MBTA) Pass System**

The Office of Student Life coordinates the MBTA Semester T-Pass for students. Students receive an 11% discount off the monthly T-Pass rate. Order forms are mailed out during the summer for the fall semester and are available on campus late in the fall semester for the spring semester. Students may pick up their T-Passes in person by presenting their Wheelock College Student I.D. at the Office of Student Life.

### **III. ADMINISTRATION, FACILITIES AND SERVICES**

#### **ACADEMIC ADMINISTRATION**

The Vice President for Academic Affairs and Provost is responsible for College-wide curriculum development and evaluation, long range academic planning, faculty development and evaluation, and the promotion and tenure process.

There are three academic Schools at Wheelock: Arts and Sciences; Education, Social Work and Child and Family Studies; and Graduate and Continuing Studies. Each School is led by a Dean who is responsible for coordinating its academic programs.

#### **OFFICE OF STUDENT SUCCESS**

The Office of Student Success uses a developmental philosophy and holistic approach to empower students and alumni to reach their educational, professional and personal goals. Students and alumni are assisted in identifying and reaching these goals through assessment, determining appropriate steps, and utilizing available resources. Student Success is concerned not only with a specific personal or vocational decision but also with facilitating environmental and interpersonal interactions, problem-solving and decision-making skills. Our programs foster engagement in educationally purposeful activities, lifelong learning and shared responsibility.

The Office of Student Success includes:

- Academic Advising
- Academic Assistance and Disability Services
- Center for Career and Professional Development
- Field Experience Office

#### **Academic Advising**

In September 2009 Wheelock College created a shared model of undergraduate advising that provides professional advising for the first two years and faculty advising for the second two years (2+2 model). Transfer students are incorporated into the model as appropriate to their class with the majority being assigned to faculty members.

First years and sophomores work with a professional academic advisor on:

- ✓ successfully transitioning to college life,
- ✓ designing an academic program plan,
- ✓ developing and monitoring their academic success plan, and
- ✓ connecting to the multitude of opportunities available at Wheelock, COF, and in local communities.

Students must declare their major by the second semester of sophomore year. At the end of the sophomore year, students will be assigned to faculty members in their academic programs.

Graduate students are assigned faculty advisors in their department when they enter their graduate programs.

The Office of Academic Advising supports the advising process by providing students and advisors with information and resources so that they can make informed choices about developing a program of study that meets students goals. However, it is the student's sole responsibility to insure that he or she satisfactorily completes the courses and requirements necessary for degree completion.

#### **Student Advisors**

Student Advisors are campus leaders with an interest in assisting other students as they explore curriculum options and degree requirements. Student Advisors receive curriculum training and on-going support throughout the academic year. Student Advisors provide assistance with academic scheduling, course selection, and other issues, and work closely with professional advisors to ensure that students are connected to the Wheelock community.

## **Academic Assistance**

All students are encouraged to maximize their academic performance. There are a variety of services available through the Office of Academic Assistance to assist students including:

- Assistive Technology
- Study Lounge
- Writing Consultations for assistance with writing skills
- Referrals for Peer Tutors to assist with academic study
- Study groups for certain courses

Students experiencing academic difficulties should contact the Office of Academic Assistance and Disability Services for assistance.

## **DISABILITY SERVICES PROGRAM**

The goal of the Disability Services Program is to provide reasonable and appropriate accommodations to qualified students with documented disabilities.

In order to receive disability accommodations and services, students must:

- Submit documentation from qualified evaluators verifying the disability
- Participate in an initial Disability Services intake meeting to discuss accommodation requests well in advance of enrollment at Wheelock
- Meet with Disability Services staff at the beginning of each semester in which accommodations are requested.

Student with disabilities may be eligible to receive the following accommodations and services:

- letters to instructors verifying disabilities and notifying instructors of approved reasonable accommodations;
- priority registration for courses each semester;
- exam accommodations;
- reader or scribe for exams;
- note-takers;
- individual sessions with specialists to provide time management, academic and organizational skills development.

Students requiring reasonable accommodations must complete a Disability Disclosure and Request for Services form, provide supporting documentation, and meet with the Director of Academic Assistance and Disability Services. The College will provide reasonable accommodations to qualified students who are disabled, as defined by applicable laws.

## **FIELD EXPERIENCE OFFICE**

The Field Experience Office (FEO), located on the 1<sup>st</sup> floor of Activities West, is responsible for working with all students to help them secure academically required placements for pre-practicum, practicum and internships. In keeping with the mission and vision of the College, the FEO seeks placements that offer students opportunities to apply theory and practice in a range of excellent settings that are rich in diversity.

Wheelock students have the opportunity to complete course related field placements, pre-practica, practica, and internships at over 250 field sites throughout the metropolitan Boston area with a focus on neighboring communities. The Field Experience staff works in close partnership with faculty, supervisors and supervising practitioners to ensure that students have varied and high quality field experiences. Students are responsible for contacting the Field Experience Office by October 15 for placements in the spring semester and February 15 for the

following fall. At that time, students set up an appointment with FEO staff to discuss specific placements for the next academic semester, and individual field related issues. The FEO welcomes students to informally share their placement experiences with them as well.

## **CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT**

Because of Wheelock's outstanding reputation, employers from around the country and the world seek Wheelock graduates for positions in education, social work, human development, juvenile justice and youth advocacy, the liberal arts, and child life.

The Center for Career and Professional Development (CCPD) promotes the exploration of co-curricular, educational, and professional opportunities consistent with interests, abilities, and values, in order to meet individual learning objectives, and empower undergraduates, graduate students, and alumni to make informed career decisions.

The Center for Career and Professional Development serves all students enrolled in degree programs, as well as Wheelock alumni. Services available at CCPD include individual career counseling on topics ranging from self-assessment, choosing or changing a career to applying to graduate school, resume and cover letter reviews and mock interviews. The CCPD also provides a resource and technology area in which students may access career reference materials related to specific Wheelock disciplines. Job listings, including part-time and full-time openings, as well as internship and volunteer opportunities, can be viewed online through Wheelock Works. The CCPD also initiates other programs, including career development workshops presented right in the classroom setting in collaboration with faculty, as well as annual career fairs, in which all students are invited to participate in order to network and make vital connections with employers.

Visit the CCPD website at <http://www.wheelock.edu/ccd> to access Wheelock Works and for online career resources including resume, interviewing, and networking guides, as well as a variety of career development presentations. Sample resumes from a number of disciplines can also be found. Once you are registered on Wheelock Works through the CCPD website and your profile is activated by the Center, login with your Username and Password to search for current full-time and part-time positions off campus, work study and term time positions on campus (normally available in the fall semester), as well as child care openings. Wheelock Works also includes employer contact information. To make an appointment for a resume or cover letter review, or to discuss other career development questions, contact the office via email at [ccd@wheelock.edu](mailto:ccd@wheelock.edu). Students will be able to make their own appointments with CCPD staff through a new online system that will be available soon.

## **FINANCIAL AID**

The Office of Financial Aid, located on the first floor of Activities West, assists students in obtaining grants, scholarships, student employment and education loans. Wheelock is committed to providing financial assistance to those students who, without such aid, would be unable to attend Wheelock. An effort is made to meet the continuing needs of upper-class students who received financial aid as first-year students. Financial aid is contingent upon available funds and demonstrated need.

Students can apply for financial aid online by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) beginning in January. Graduate students are also required to fill out the Wheelock College Application for Graduate Financial Aid form. For further information, please refer to the Financial Aid website or contact the Financial Aid Office. All students must reapply annually for financial aid. Additional information and forms may be obtained by contacting the Financial Aid Office.

Financial Aid Application Priority Deadlines:

- Incoming First Year Students – February 15<sup>th</sup>
- Transfer Students – April 15<sup>th</sup>
- Returning Students – April 15<sup>th</sup>
- Graduate Students – April 15<sup>th</sup>

The Office of Financial Aid also provides financial planning counseling for students and parents regardless of financial need.

### **On Campus Employment for Undergraduates**

The Federal Work-Study Program is the source of most student employment on campus. This employment is part-time, generally eight to ten hours per week. On campus employers include administrative and faculty offices, the Library and the Resource Center. Off campus Work-Study is available at JumpStart and at the Wheelock Family Theater. Federal Work-Study eligibility is determined by the Financial Aid Office and may be offered to qualifying students as part of the student financial aid package.

Other student employment opportunities do exist for those students not receiving Federal Work Study as part of their financial aid award. These positions are often referred to as “term-time” or “student employment” positions and will be posted throughout the year when available. Students receive information before the start of the fall semester telling them how, what forms they need to submit and when they can start looking for on campus jobs. Students can search for jobs on the Wheelock Works website. You can get to the site by going to [www.wheelock.edu/ccd](http://www.wheelock.edu/ccd) and click on the link for Wheelock Works.

All student employees must complete a Form I-9 and a Form W-4 prior to beginning employment. All forms are available online and in the Financial Aid Office.

## **OFFICE OF ADMISSIONS**

### **Admissions**

The Office of Admissions coordinates the recruitment, evaluation, acceptance, and entrance of all students to Wheelock.

### **Senior Interviewers**

Each year, the Office of Admissions staff selects seniors to interview prospective undergraduate students. It is a great opportunity to learn about the field of admissions and gain professional interviewing experience. This position entails a substantial time commitment, primarily in the fall semester. Juniors are invited to apply in the spring semester.

### **Admissions Ambassadors**

The Wheelock Admissions Ambassador Program is an undergraduate student volunteer organization that works with the Office of Admissions in promoting the College to prospective students. Acting as ambassadors to the College, these students represent Wheelock at on-campus admissions events including Fall Open Houses, Overnights, Accepted Students Day, ALANA Preview Day, Decision Day and College Exploration Days. Admissions Ambassadors’ various roles include, but are not limited to, hosting overnight guests, guiding campus tours, helping with event set up, greeting guests and interacting with prospective students and families at events.

All undergraduate students are invited to apply to the program in early September. For more information regarding the Wheelock Admissions Ambassador Program, please contact the Office of Admissions.

## **ALUMNI RELATIONS OFFICE**

The Alumni Relations Office is the home of the Wheelock College Alumni Association and the Alumni Association Board. Programs for alumni, students and friends of the College are planned through the Alumni Relations Office in conjunction with the Alumni Association Board. A database of more than 15,000 alumni is available for students to access for professional networking.

There are two student representatives on the Alumni Association Board, which meets four times a year. On campus, the Director of Alumni Relations, Associate Director of Alumni Relations and the Board’s Coordinator for Students and Young Alumni work with students to offer social and professional programs that will develop relationships between students and alumni. The programs include the Annual Plant Give-Away, Countdown to Graduation, career panels, and networking opportunities. Students and alumni are invited to stay connected to the College through our social networking pages on Facebook, LinkedIn, and Twitter. The Office also invites students to interact with

alumni through the annual Phone-a-thon. This fundraiser for student financial aid encourages students to work at Reunion Weekend, where we welcome more than 250 alums back to campus.

## **TECHNOLOGY DEPARTMENT AND SERVICES**

The Technology Department is responsible for planning, implementing, maintaining, and supporting the College's data, voice, and video technology resources to promote learning and innovation. Resources are available to students, faculty and staff in all office and residence areas throughout the campus. These technology resources include Internet access, email, Administrative Student Information systems, various academic content-specific software applications, telephone and voicemail services, and the cable television network.

The primary source of support for students, faculty and staff is the Technology Department Helpdesk. Contact the Helpdesk by e-mailing [helpdesk@wheelock.edu](mailto:helpdesk@wheelock.edu) to obtain information or receive assistance on any of the services listed above.

E-mail is Wheelock's official means of communication. Every student is required to check their e-mail for campus events, announcements, collegiate correspondence and emergency notifications.

### **Computer and Technology Resources**

There are over eighty computers (PC and Macintosh) available for student use throughout the campus. Many are available at all hours, while others are available when classes are in session. There are two computer labs in the lower level of the Library (available during scheduled Library hours), a computer classroom in the Classroom Building, computers in the Academic Resource Center, the common area of the CCSR building, as well as various academic labs (such as the Mathematics and Science laboratories on the second floor of the Activities Building). Additional computers for Internet and database research are located throughout the Library. (Please note that some computer lab areas are only available when the buildings in which they are located are open, so check building hours.)

Most computers are configured with a standard software package including Microsoft's Office Suite of productivity software (Word, Excel, PowerPoint, and Access), while others are designed for Internet services only. Students enrolled in courses requiring computer access will be given priority to use the College's non-public technology resources.

Students have access to many technology resources from residence halls. There is one data network connection telephone, voicemail box, and cable connection per student. Each residence hall computer lounge has a PC connected to a printer and the College network, providing high-speed access to the Internet and web-based email. Directions for getting started and how to use these resources are supplied to students and are available on the College web site and from the Helpdesk service. Students must obtain their own computer paper for printing, USB drives for saving data and files, and any additional software they desire.

Students who wish to access long distance services from their phones in the residence halls are expected to purchase pre-paid long distance calling cards. Local calling services are provided to residence hall students at no extra charge. A list of the local calling area cities and towns is available on the Wheelock web site or at the Technology Department Helpdesk.

Students are strongly encouraged to bring their own computers to campus. Any student wishing to connect to the campus network must have a computer with an Ethernet jack. Students using the College's network services must comply with the College's Technology and Acceptable Use Policies. These policies include important areas of compliance, such as the restriction of any personal wireless router in the college dorms. The Technology Department will provide students with configuration information and, by appointment, will assist with installation of any valid technology device. Additional on-line assistance is available at the College web site.

Handbooks containing additional information and directions are distributed to students at the start of the year or upon request.

## **DINING SERVICES**

The College's dining facilities are located in the Campus Center and at the Brookline Campus (43 Hawes Street). For undergraduate and graduate students who do not live on campus and who wish to eat in the dining facilities during the week, money can be placed on students' Fenway Card. Commuter meal plans are available; please inquire in the Kelly Campus Store located on the main floor of the Campus Center. Wheelock College Student IDs are required for admittance into the Dining Room. For more information, check out our website: [wheelockdining.com](http://wheelockdining.com).

Hours of operation for the Campus Center Dining Room are:

***Monday – Friday***

6:30 a.m. – 7:00 a.m.	Continental Breakfast
7:00 a.m. – 10:30 a.m.	Hot Breakfast
10:30 a.m. – 11:30 a.m.	Continental Breakfast
11:30 a.m. – 2:30 p.m.	Lunch
2:30 p.m. – 5:00 p.m.	Salad Bar and Deli Sandwiches

***Monday – Thursday***

5:00 p.m. – 7:30 p.m.	Dinner
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***Friday – Sunday***

5:00 p.m. – 7:00 p.m.	Dinner
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***Holidays and weekends***

10:00 a.m. – 1:00 p.m.	Brunch
1:00 p.m. – 5:00 p.m.	Late Lunch
5:00 p.m. – 7:00 p.m.	Dinner

Hours of operation for the Kelly Campus Store are:

***Monday – Thursday***

10:00 a.m. – 11:00 p.m.

***Friday***

10:00 a.m. – 6:00 p.m.

***Saturday & Sunday***

12:00 p.m. – 6:00 p.m.

Hours of operation for the Longfellow Coffee Bar are:

***Monday – Thursday***

8:00 a.m. – 7:00 p.m.

***Friday***

8:00 a.m. – 3:00 p.m.

Hours of operation for Lucy's Café in Brookline are:

***Monday – Thursday***

11:30 a.m. – 6:30 p.m.

***Friday***

11:30 a.m. – 2:00 p.m.

## **FACILITIES MANAGEMENT**

The Wheelock College Facilities Management Office is located in the basement of the Activities Building. Staff members are most often found working on campus on the upkeep and operation of the campus physical plant.

The Facilities Management Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. After these hours, contact Public Safety at extension 2151.

## **OFFICE OF FINANCIAL SERVICES**

All student bills and financial accounts are settled in the Office of Financial Services located on the first floor of Activities West. This is also the place to go for information about student health insurance.

### **College Expenses and Fees**

For specific information concerning expenses and fees see the Appendix, subsection - Tuition and Fees - to the Handbook and the Tuition and Fees brochure.

## **LIBRARY**

The Library staff, services, collections, and website are here to support you.

### **Service Highlights:**

- Reference and research assistance, in person and by phone, email, or IM during all Library operating hours
- Course reserves
- Interlibrary Loan services
- Quiet and collaborative spaces for studying

### **Collection Highlights:**

- Ebooks and online journals
- Print books (including children's books) and journals
- Digital camcorders, cameras and voice recorders
- Tests and assessments
- DVDs and videos
- Discount passes to area museums
- Laptops

The Library's website (<http://www.wheelock.edu/library>) is much more than a guide to the Library and its collections and policies; it is a place full of resources, tools, and assistance for your academic success and professional growth. It provides access to the online catalog, where you can search for items in the Library's collections.. It is your anytime anyplace access to research databases, online journal articles, digital books and reference sources, as well as to research guides by subject, class guides, selected Internet resources, research tips, and help with citations and bibliographies. All have been chosen and gathered by us specifically for you and your needs; let us know what else you need and how else we can help! Your Wheelock email login will be needed to access some of these resources from outside the Library.

### **Computers in the Library**

Computers (PC and Mac) are available for use by the College community. The Library has two computer laboratories located on the lower level of the Library building that are open during scheduled Library hours. (Please note that these labs are sometimes used for classes.) There are a large number of computers available on Floor 1 as well as clusters of computer workstations on Floors 1M, and 3, and individual computers on most other floors. All have Internet access and the Microsoft Office suite. There is also specialized statistical and graphics applications available on all workstations. Remember that these are public computers, so do not download anything onto them, or leave open any application that contains personal information. Personal files are deleted from the computers nightly, so be sure to save your work to the T: network drive, a flashdrive, or email it to yourself. Printing is available from any computer in the Library to the 5 print/copy machines, including one color machine. Wheelock students receive a print allowance, any prints above the allowance are charged a fee.

### **General Library Hours:**

Monday - Thursday      8:00 a.m. - 11:00 p.m.

Friday	8:00 a.m. - 8:00 p.m.
Saturday	10:00a.m. – 8:00p.m.
Sunday	12:00 p.m. - 11:00 p.m.

*Hours vary at the end of the semester, during vacations, summers and holidays. Call in advance or check the Library's website concerning hours during these periods.*

### **Additional Libraries Available**

The Wheelock College Library is a member of Fenway Libraries Online (FLO), a group of ten libraries that share the online computer catalog, as well as the Fenway Library Consortium (FLC), which includes the FLO libraries plus six more. Wheelock students can check out materials from all but one of the FLO and FLC libraries (the Museum of Fine Arts) with a Wheelock ID. The FLO and FLC libraries have a variety of specialties and strengths beyond those at the Wheelock Library, including art, music, media and communications, technology and design, and religion, so be sure to take advantage of them.

Additionally, all Massachusetts residents and students at Massachusetts schools are eligible for a Boston Public Library card. An eCard (available immediately online at <http://www.bpl.org/general/circulation/ecards.htm>) permits access to the BPL's great collections of online resources, including research databases, downloadable media, ebooks, and digital reference. eCard users who wish to check out library materials will be asked to upgrade to a standard BPL card. Standard BPL card holders may borrow materials from the Boston Public Libraries and those in the Metro-Boston Library Network, and may use the non-circulating materials in the BPL Research Library.

### **Policies**

A full description of Library policies is on the website, but here are a few you should be aware of:

- You must present your Wheelock ID in order to borrow from the Library
- We do not charge overdue fines for most items, though other area libraries and ILL lenders may
- You are responsible for any lost or damaged items you check out. Replacement costs will be charged. Unpaid charges may result in withheld transcripts and diplomas.
- Please act in accordance with all College conduct policies when in the Library

### **OFFICE OF THE PRESIDENT**

The President of the College is responsible for the overall administration of Wheelock College and helps the Board of Trustees establish policy for the College. The Office of the President is located on the third floor of the Administration Building.

### **OFFICE OF ACADEMIC RECORDS AND REGISTRATION**

The Office of Academic Records and Registration maintains permanent student academic records, coordinates registration processes for graduate and undergraduate students, manages all students course enrollment including all course changes (drops/adds/withdrawals), monitors the degree status of students, and implements academic policy. The office issues official transcripts and evaluates requests to transfer credits from other accredited institutions of higher education. The office also verifies student enrollment including confirmation of withdrawal from the College. In addition, the Office of Academic Records and Registration publishes the academic calendar and acts as the liaison for the Colleges of the Fenway Consortium Cross-Registration Program.

### **RESOURCE CENTER**

The Resource Center, located in the basement of the Classroom Building, is a workspace to explore, create, work, and play with materials and technologies used in working with children and families. It is a place to connect your college coursework to your field experience; to learn about and develop hands-on learning activities; and to explore new educational materials and technologies.

There is an extensive collection of material available for loan including math, science, literacy, social studies, health, early childhood, and general educational materials. The Resource Center also has a laminator, book binding equipment, and craft materials available for a small fee. There is a color printer/copier available which is part of the Library print system.

Workshops on a variety of curriculum topics are offered throughout the academic year. The workshops are open to all and the schedule is posted on the Resource Center webpage. The Resource Center's hours are also posted on the webpage which can be reached from a link on the Library homepage <http://www.wheelock.edu/library>.

### **SERVICE CENTER (MAIL ROOM)**

The Service Center, located in the basement of the CCSR, is committed to providing comprehensive copy and mail services on campus. Each student, whether a resident or a commuter, is assigned a personal, on-campus mailbox. Students are responsible for all correspondence delivered to them via campus mail and are therefore required to check their mailbox regularly. The address to be used for all student correspondence is:

*Student Name*  
Wheelock College  
*Mailbox Number*  
150 The Riverway  
Boston, MA 02215

USPS mail and packages are sorted into student mailboxes by 3:00 pm, Monday through Friday. The Service Center also provides retail copy services to students, faculty and staff. Copies and postage can be purchased with Fenway Cash, and a list of services and pricing can be found at the Service Center. Hours of operation are 8:00 a.m. to 6:00 p.m., Monday through Friday.

#### **Summer, Local and Home Address**

Each student attending Wheelock is responsible for notifying the Office of Academic Records and Registration and the Service Center of his or her local address while classes are in session as well as his or her summer and/or home address. Mail delivered during vacations is held on campus until students return from vacation. If a student leaves a forwarding address at the Service Center, mail received during the summer will be forwarded to that address. Each student is also responsible for immediately updating address information whenever changes occur.

### **SWITCHBOARD**

617-879-2000

The majority of calls coming into the College are routed through the switchboard. The switchboard opens weekdays at 8:00 a.m. and closes weeknights at 5:00 p.m. when the College is in session.

The switchboard is prohibited from disclosing student telephone numbers for privacy and safety reasons.

During inclement weather, students may contact the switchboard for information concerning delayed openings or College closings. A recorded message with updated information is placed on the voicemail system during these times.

### **WHEELOCK FAMILY THEATRE (WFT)**

The Wheelock Family Theatre is an award winning, professional AEA (Actors' Equity Association) Company at Wheelock College. WFT produces family-oriented shows, adult dramas, family musicals, children's classics, and original works. WFT also provides year-round educational programs; classes in creative dramatics, improvisation, play production, and musical theatre for children; and classical acting, character development, scene study, and technical internships for teens.

WFT manages a growing program of collaborative partnerships with local schools and community organizations. Partnerships include classroom visits by WFT teachers, discounted ticket prices at WFT productions, opportunities

for dialogue with WFT actors and artists, and on-site workshops designed to enhance attendance. WFT's mission of inclusion and access is reflected in its affordable ticket prices, colorful casting policies, and its audience services including productions interpreted in American Sign Language, audio-described performances, programs in Braille, assistive listening devices, and an Open Captioning system.

WFT welcomes student participation in all aspects of its production, administration and operations. All performances are free to Wheelock students; student participation in WFT is welcome.

## **IV. INSTITUTIONAL POLICIES, PROCEDURES AND GUIDELINES**

This Section of the Handbook sets forth general policies, procedures and guidelines for all students enrolled at Wheelock. These policies, procedures and guidelines are not intended to be all-inclusive and are subject to change by the College, as it deems necessary and appropriate.

### **DRUG AND ALCOHOL AWARENESS POLICY**

The College is committed to creating and maintaining a campus environment that is free of the use of illicit drugs and alcohol. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, and other state and federal laws, the College has developed the following Drug and Alcohol Awareness Policy. The College reserves the right to change this policy at any time.

#### **Standards of Conduct**

College students are adults and, as such, are expected to obey the law and take personal responsibility for their conduct. Students who drink alcohol are expected to do so in a safe, responsible and legal manner. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, or alcohol by students on College property or at any College-sponsored activity is prohibited. For purposes of the College's Drug and Alcohol Awareness Policy, a controlled substance is any illegal or prescription drug that, if abused, may lead to physical or psychological dependence. Massachusetts law prohibits individuals under the age of twenty-one from drinking alcoholic beverages. Under the College's Policy (and in some cases as required by state and federal law), the list of prohibited conduct can be found in the Student Code of Conduct.

Under this Policy, if a student is over twenty-one years old and all of his or her roommates are also over twenty-one years old, he or she may have a limited amount of alcohol in his or her residence hall room. Each student who is over twenty-one years of age may have no more than the following amount of alcohol in his or her room at any time: one six pack of beer; or one standard (750 ml) bottle of wine; or one (750 ml) bottle of other alcohol, excluding grain alcohol, other "fortified" wines, and any caffeinated alcoholic beverages. Residents are responsible for any alcohol possessed by non-resident visitors. Any alcohol possessed by non-resident visitors is treated as if possessed by the resident host. The limit of alcohol is applies to the present occupants of the room.

It is a violation of this Policy for a student who is over twenty-one years old to consume alcohol in his or her residence hall room when students who are under twenty-one years old are present, even if the student who is under twenty-one years old is not consuming alcohol. This is a violation for both the student who is over twenty-one years old and the underage student.

#### **Violation of the Student Code of Conduct**

It is a violation of the Student Code of Conduct to violate the Drug and Alcohol Awareness Policy. Violations of this Policy may result in sanctions and disciplinary action up to and including expulsion. The College may also require a student to complete a rehabilitation program and/or attend counseling or evaluation sessions.

The College may refer violations of the Drug and Alcohol Awareness Policy to state or county authorities for prosecution. Penalties for the violation of local, state and federal laws pertaining to illicit drugs and alcohol include imprisonment and/or fines. A felony drug or alcohol conviction may bar an individual from entering certain fields of employment.

#### **Counseling**

The College encourages any student who may have a problem or may know of someone else who has a problem with the use of illicit drugs or abuse of alcohol to seek professional counseling. The College has counselors and support groups available to all students in need of counseling, referrals, education, and information. Contact the Counseling Center at 617-879-2413 for counselors and referral on a confidential basis. The Counseling Center also has information concerning off campus counseling and treatment resources.

### **CAMPUS COMPUTING POLICY**

Email is an official method of communicating at Wheelock College. The Office of Information Technology creates and issues a Wheelock email account to each student upon enrollment. Each student is notified, in writing, of his/her email address and receives instructions for accessing his/her email account. The Wheelock College Student Email Policy requires students to activate and utilize their Wheelock email accounts. The Policy was developed to set standards for communications between the College and its students, to ensure that all students have access to pertinent College information, and to ensure that administration, faculty, and staff of the College have a standardized method and a timely process for communications with students.

Use of any electronic communication, including but not limited to, the network, electronic mail, or social networking sites (i.e., Facebook or Twitter) for transmitting anonymous, rude, abusive, harassing or malicious messages is unethical and will result in disciplinary action.

Communications sent to students' Wheelock College email address may include notification of campus events, course selections and registration, and deadlines regarding financial aid and tuition bills. Although students may maintain separate email accounts, students are held accountable for information disseminated to their Wheelock College email addresses and are expected to check their Wheelock email regularly for College communications. Students who choose to have their Wheelock College email address forwarded to an alternate email address are also accountable for information communicated by the College via email. It is the student's responsibility to read College email communications on a regular basis and to take action in a timely manner, whenever appropriate.

Questions regarding activation and usage of email accounts or this Policy should be directed to the Office of Information Technology at [helpdesk@wheelock.edu](mailto:helpdesk@wheelock.edu) or (617) 879-2309.

## **SMOKE FREE ENVIRONMENT**

Smoking is prohibited in all Wheelock buildings, including residence halls, and on all Wheelock College grounds.

## **HAZING PROHIBITION**

Massachusetts law prohibits hazing and imposes criminal penalties not only on those who organize and carry out hazing but also on those who are present and fail to report it. Additionally, hazing is a violation of the Student Code of Conduct and students who engage in hazing or fail to report hazing may be subject to sanctions or disciplinary actions.

The College complies with Massachusetts General Laws Chapter 269, Sections 17, 18 and 19. For the purposes of Massachusetts law, hazing is defined as:

any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

The fact that a student consents to hazing is not a defense under the law.

## **PRIVACY AND RECORDS**

### **Family Educational Rights and Privacy Act (FERPA)**

The federal Family Educational Rights and Privacy Act (FERPA) gives each student access to his or her educational records, the right to correct inaccuracies in those records, and the right to control distribution. Since September 11, 2001, the U.S. Department of Education has stated that a college or university must provide (absent a request) information it reasonably believes will assist law enforcement officials in investigating or preventing terrorist activities. In addition, there are exceptions to FERPA, such as a lawfully-issued subpoena, which allow the College to release student records even if a student objects.

Certain personally identifiable information from a student's education record, designated by the College as "directory information," may be released without a student's prior consent. A student who wishes has the right to prevent release of this information, subject to the exemptions provided by law. To prevent the release of "directory information," a student must complete and submit a Request to Prevent Disclosure of Directory Information form available from the Office of Academic Records and Registration at the beginning of each academic year. The College has designated the following personally identifiable student data as "directory information":

Name, addresses (local, permanent, e-mail), phone numbers (local and permanent), date of birth, on-campus mailbox, dates of attendance, major field of study, year in school (class level), previous institutions attended, degrees and awards received, and participation in officially recognized activities and sports.

### **Patriot Act**

Under the Patriot Act of 2001, the College is required to implement a Student Exchange and Visitor System and the Immigration and Naturalization Student/Scholar Tracking System. This impacts all international students studying in the United States on a non-immigrant visa in the following ways:

- students will have to register for a full-time load of courses each semester without exception;
- students will be required to inform the U.S. Immigration and Naturalization Service of their address and change of addresses on a regular and timely basis;
- students will have to be aware of the end date of their legal status on their visa document;
- students will have to be sure that all legal requirements have been met when transferring from one school to another in the United States; and
- students will face penalties and potentially be prohibited from continuing their studies in the United States if they do not comply with the policies and requirements of the U.S. Immigration and Naturalization Service.

### **Clery Act**

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act"), the College is required to disclose crime statistics as part of a campus security report published annually. This information includes statistics regarding instances where students were not arrested but were subject to College sanctions or disciplinary actions, for the following offenses: liquor law violations, drug law violations, and illegal weapons possession. This disclosure does not include the names of the victim or person accused of committing the crime.

### **Student Records**

To inspect or review his or her records, a student must submit a written request to the Office maintaining the education records. The request will be honored within fourteen days of receipt. If requested, copies of a student's records are available to the student for a fee to cover the cost of duplicating. The College has the right to deny a student a copy of the following records:

- an official transcript for any student for which a financial "hold" exists (a "hold" is imposed if the student fails to pay term bills, fees or fines); and
- a copy of an original transcript from another institution.

Within the College community, academic and administrative officials, including personnel of the Office of Academic Records and Registration, are permitted access to student educational records for legitimate educational purposes. It is the responsibility of each Office maintaining education records to keep a log that verifies the name of

each person (other than academic and administrative officials) who has viewed the record, the reason, and the date of access. Students have the right to see this log.

A student's records are not accessible to parties outside the College without written authorization from the student. Exceptions include:

- directory information, as defined above;
- officials of institutions in which students seek to enroll or have enrolled;
- persons or organizations providing students financial aid;
- accrediting agencies carrying out their accreditation function;
- parents of students who declare the student as a "dependent" for federal income tax purposes;
- persons acting in compliance with a judicial order or lawfully-issued subpoena;
- persons acting in an emergency to protect the health or safety of students or other persons;
- federal and state educational officials acting pursuant to their official duties;
- organizations conducting educational testing research; and
- alleged victims of any crimes of violence who seek from the College the results of any disciplinary proceedings conducted by the College against the alleged perpetrators of such crimes with respect to such crimes.

Additionally, federal law requires that the College disclose a student's name, address, telephone number, date and place of birth, level of education, academic major, and degree received, and the most recent educational institution enrolled in by the student to the federal government for purposes of military recruitment.

A student has the right to receive a response from the Office that maintains his or her education records to a reasonable request for an explanation or interpretation of the records. A student who believes that his or her education records contain information that is inaccurate or misleading, or otherwise violates his or her privacy or other rights, may contest the information in question by submitting a written request to the head of the Office that maintains the education records. If the College decides not to amend the record as requested, the student has a right to a hearing. The student also has the right to place in his or her records a statement disputing or clarifying the records.

For more detailed information on Wheelock's policies regarding privacy and records, contact the Office of Academic Records and Registration.

## **DIVERSITY POLICY AND INITIATIVE**

Wheelock College is committed to creating and sustaining a campus community that accepts and honors the diversity of its members. Diversity is the understanding and appreciation of all people regardless of ethnic origin and background, religion, age, gender, sexual orientation, socio-economic status, or ability. The goals supporting this commitment include the following:

- promoting an institutional commitment to diversity;
- creating and sustaining a campus climate that appreciates diversity;
- increasing and supporting sustained opportunities for student experiences and student learning from a diverse, equitable and multicultural perspective;
- to make Wheelock College a place where persons of any age, race, color, national or ethnic origin, handicapping condition, and gender or sexual orientation feel welcome and respected.

## **SEXUAL HARASSMENT POLICY STATEMENT**

All members of the Wheelock College community, including students, faculty, administrators, and staff, have a right to be free from sex discrimination in the form of sexual harassment by any other member of the College community.

Wheelock College code of conduct standards requires every member of our community to honor the worth and dignity of all and behavior that is demeaning, hostile or inconsistent with Wheelock's student code of conduct will be subject to disciplinary action.

### **Definition**

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such behavior has the purpose or effect of unreasonably interfering with an individual's education or work performance by creating an intimidating, hostile, or offensive working or educational environment. In addition, such actions are prohibited when:

- submission to such advances, requests or conduct is made an express or implied condition of employment or academic standing; or
- submission to or rejection of such advances, requests or conduct is used as a condition of the provision of the benefits, privileges or placement services or as a basis for employment or academic decisions affecting the individual who submits or rejects.

### **Procedures**

The College has developed procedures for investigating and resolving complaints of sexual harassment. Any student who has a complaint or concern about sexual harassment should immediately bring that complaint or concern to the attention of the Dean of Students or the Assistant Dean of Students. The Dean of Students or the Assistant Dean of Students will explain the complaint resolution process and will insure that an appropriate investigation is conducted. The Counseling Center is always available to provide support and expertise in coping with decisions and possible outcomes that are appropriate to each situation.

When investigation discloses that sexual harassment has occurred, the College will take appropriate corrective and/or preventive action. Corrective and/or preventive action may include sanctions and disciplinary actions up to and including expulsion or dismissal of any individual who has violated the terms of this Policy. Retaliatory action of any kind against any individual who makes use of the complaint resolution process is prohibited and will be regarded as a separate and distinct violation of this Policy. If an individual wishes to bring a complaint on a confidential basis, the Dean of Students/Assistant Dean of Students will attempt to honor that request and refer the issue to the Counseling Center.

## **STUDENTS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the College is committed to providing support services and reasonable accommodations on an individual basis to students with disabilities (as defined by law). Students requesting accommodations must submit appropriate documentation verifying the need for accommodations and contact the Director of Academic Assistance and Disability Services in the Office of Academic Advising and Assistance.

## V. STUDENT CODE OF CONDUCT

### SCOPE AND PURPOSE

#### Scope

The Student Code of Conduct applies to all undergraduate and graduate students enrolled in any course or program at Wheelock College, whether on a part-time or full time basis. It is the expectation of the College that all students will be good and respectful citizens. The Student Code of Conduct applies to on-campus or off-campus activities, college-sponsored or not. If conduct by students, in the judgment of the College, is deemed unbecoming in the interest of the College, the College reserves the right to conduct an administrative hearing or a hearing before the Student Conduct Board.

#### Purpose

Consistent with the College's Mission, the purposes of the Code of Conduct are to:

- (a) Establish standards of personal conduct.
- (b) Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons.
- (c) Recognize that students are adults and, as such, their relationships with the College community should reflect this.
- (d) Ensure fair treatment of students without regard to their race, color, national origin, sex, age, handicap, sexual orientation, or political or religious beliefs.

#### Limitations

The Code of Conduct does not create contractual rights for students or impose limits on the College's authority to regulate student conduct. As a private institution, the College may impose or withhold sanctions as the College deems appropriate. The President, Dean of Students, or the Director of Residence Life may modify the Code of Conduct at any time and for any reason.

### CONDUCT CODE CLASSIFICATIONS

**The College Honor Code** – It is the expectation of the College that all Wheelock College students will conduct themselves as good and respectful citizens, in accordance with the policies governing the College community. Any and all forms of dishonesty, including, but not limited to plagiarism, cheating, furnishing false information, forgery and altering or misusing documents are unacceptable. All students must comply with the Academic Honor Code at all times while they are enrolled at the College in order to create a fair academic environment for all. In disciplinary matters, students are expected to be honest and fully disclosing of the whole truth. Any attempt to deceive, withhold information, or obstruct the investigation or process of justice will be regarded as a violation of the Student Code of Conduct.

**Climate of Respect** – It is expected that students will conduct their affairs with the utmost respect toward those within and without the College community in accordance with the College mission and creed. Any student who treats another unfairly, unkindly, disrespectfully or abusively will be subject to adjudication. Wheelock's required climate of mutual respect includes **all forms of social media communication**. Disrespectful, uncivil or threatening communication via Facebook, Twitter, email, blogs or other online media will prompt immediate disciplinary sanction.

**Criminal Charges** – When the College is aware that criminal charges have been brought against a Wheelock College student by federal, state or local authorities, the College reserves the right to take appropriate action against the student, including but not limited to, suspension or expulsion from the College, and/or from residence, pending the outcome of judicial proceedings.

**Double Jeopardy** – The College reserves the right to adjudicate all matters in light of College standards. College disciplinary proceedings, carried out prior to, simultaneously with, or following the findings of a court of law, do not

constitute double jeopardy. College officials may, at their sole discretion, adjudicate on an alleged violation of the Code of Conduct against a student also charged with a violation of law (*i.e.*, both the alleged Code of Conduct violation and the alleged legal violation arise from the same factual situation), without regard to civil or criminal arrest and prosecution of the student in a court of law. The principle of double jeopardy does not apply to the College's disciplinary proceedings.

**Off-Campus Violations** – If Wheelock College students are involved in any off-campus activities that involve a violation of federal, state or local law, or otherwise inappropriate non-criminal behavior, the College reserves that right to take disciplinary action against said students, particularly when such activities adversely affect or threaten the interests, reputation, operation, safety and/or well-being of the College community or its members.

## **STUDENT BILL OF RIGHTS (DUE PROCESS)**

Wheelock College students are expected to maintain mature attitudes and must bear the responsibility to act in accordance with local, Commonwealth, and Federal laws, as well as those of the College. No right specified here is meant to be construed as enabling students to infringe upon the individual rights of another member of the community:

- The right to be presumed innocent until determined to be in violation. (It should be noted, however, that certain circumstances may require the College to impose sanctions or restrictions pending a hearing or pending some other manner of adjudication or resolution of the matter).
- Notification of allegations at least three days in advance of a FORMAL conduct hearing, unless waived by the student, or revoked by the College for the sake of expediency in serious matters involving the safety or well-being of the College community. In certain instances, additional infractions may be revealed as the hearing progresses. The student will, of course, be held accountable for such Conduct Code violations, even though said violations were not noted in the original notification.
- The right to a hearing either by the Dean of Students and/or his or her designee, or by the Conduct board (depending upon the severity of the charges and the discretion of the appropriate College officials, particularly the Dean of Students).
- The right to admit or deny all charges, to call witnesses, and to present evidence on his or her own behalf.
- The right to seek an appeal as described elsewhere in this Handbook.
- The right to be given a written summary of disciplinary decisions.
- The right to a degree of confidentiality in disciplinary matters, except for proper use, internally and externally, of information by the College. In addition, in some cases, when deemed necessary, the College reserves the right to notify parents/guardians.

## **PROSCRIBED CONDUCT**

The following list of proscribed conduct is not intended to be all-inclusive or to limit the types of inappropriate conduct that may subject a student to sanctions or disciplinary action. Rules and regulations of the College, residence halls and departments that are not listed or are excluded below are incorporated herein by reference. Such rules and regulations may be communicated to students in publications and posted notices including, but not limited to, the Student Handbook, College Catalog, housing contracts, and other official publications.

Notwithstanding the above, the Code of Conduct does not cover violations of academic policies. Violations of academic policies will be addressed by the Vice President for Academic Affairs. In the event that conduct may violate both the Code of Conduct and academic policies, the Dean of Students and the Vice President for Academic Affairs will determine how the student's conduct should be addressed. The President will be the final arbiter of any determination made by the Dean of Students and Vice President for Academic Affairs.

## **VIOLATIONS**

### **Alcohol and Drug**

- Presence, possession or consumption of alcohol by a minor.
- Incapacitation or intoxication by the influence of alcohol or another drug or substance; behavior that contributes to the intoxication or incapacitation of another student.
- Provision, purchase and/or transportation of alcohol for minors.

- Unauthorized distribution or purchase of alcohol.
- For students over twenty-one years of age, exceeding the legal limit for possession of alcohol on campus or exceeding the legal limit for consumption of alcohol at off-campus College-sponsored events.
- Possession of drinking paraphernalia and/or possession of or participation in drinking games.
- Possession of a keg or beer ball, empty or full, tapped or untapped.
- Possession of an excessive amount of alcohol.
- Possessing or consuming alcoholic beverages in public areas of residence halls.
- Possession or consumption of alcoholic beverages at on-campus, College-sanctioned events.
- Bringing alcohol to off-campus College-sponsored events.
- Possession or consumption of grain alcohol and other “fortified” wines.
- Carrying open containers of alcohol in public on campus.
- Public intoxication.
- Presence, possession, manufacture or any non-medical use of marijuana.
- Presence, possession, or use of any illegal drug or drug paraphernalia; presence, possession, or non-medical use of any narcotic or hallucinogenic.
- Drug sale or distribution of illegal or non-prescribed drugs or drug paraphernalia.

### **Fire and Safety**

- Failure to evacuate any building in the event of a fire or other emergency alarm.
- Disabling, removing or otherwise tampering with exit signs or emergency lighting.
- Illegal or unauthorized possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals or combustibles.
- Use of any such item, even if legally possessed, in a matter that harms, threatens or causes fear to others.
- Possession of counterfeit, replica, or blank-firing firearms or realistic-looking toy firearms, knives, or swords.
- Possession of pellet, paint, and bb guns.
- Possession of any prohibited item as listed under Residence Life – Prohibited Items in the Residence Halls.
- Smoking in any College building, including residence halls.
- Disabling, misusing, removing or tampering with fire alarm systems and other building safety equipment. Tampering with or discharge of fire extinguishers. Activating a false fire alarm. Tampering with or damage to smoke detectors, sprinklers, or stand pipes. Causing a fire or flood.
- Making or contributing to a bomb threat.

### **Dishonesty, Forgery, or Theft**

- Removing food or other items from the dining facilities without authorization.
- Possessing, providing, producing and/or utilizing false identification material. Accepting payment for such material.
- Forgery or alteration of the student identification card, or any such document issued by the College.
- Dishonesty in connection with any College activity including cheating, forgery, plagiarism, or knowingly furnishing false information to a College official.
- Theft of property or services; knowing of possession of stolen property without notification of proper authorities.
- Theft of College and/or personal property.

### **Room Entry and Searches**

For information about room entry and searches please see page 6 of the Student Handbook under the Residence Life section.

### **Additional Proscribed Conduct**

- Expression of any form which is degrading, demeaning, abusive or harassing toward others, particularly on the basis of race, color, cultural background, handicap, age, sexual orientation, or political or religious beliefs. This covers all forms of communication, including verbal, written, and electronic media, and all forms of interaction, including physical and verbal.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.
- Behavior or activity that threatens or endangers the health or safety of oneself or others, whether or not such activity occurs on College property.
- Disruptive or disorderly conduct.
- Verbal abuse, and/or willful damage to the reputation or psychological well-being of any person.
- Conduct unbecoming of a Wheelock student, whether on or off the campus grounds.
- Damage or vandalism to College or personal property.
- Use of electronic devices to violate the privacy of the College community or its members.
- Failure to comply with the directives and sanctions of College officials acting in performance of their duties.
- Disrespect of a College official.
- Fighting, even when said fighting is mutually instigated.
- Violent behavior, whether physical, verbal or threatened, directed toward property or persons.

### **Other Violations**

- Violation of the Visitors and Sign-In Policy.
- Gambling as defined by Massachusetts General Laws.
- Unauthorized possession or distribution of any mode of entrance to any College facility.
- Unauthorized presence in or forcible entry into a College facility or College-related premises, including, but not limited to, College building roofs or fire escapes.
- Disposal of trash or refuse anywhere on the campus except in designated trash receptacles.
- Violations of the College Honor Code.
- Violations of the Climate of Respect.
- Violations of a “No Contact Order”
- Violation of any Trespass or Ban Order from any part of campus.

## **SANCTIONS AND DISCIPLINARY ACTIONS**

### **Considerations in Imposing Sanctions**

Discipline or sanctions, up to and including expulsion, may be taken in response to a Code of Conduct violation by a student. In determining appropriate discipline or sanctions, factors evaluated include, without limitation, the nature and severity of the violation, the degree to which the student has participated or been involved in the violation, his or her motive and intent in connection with the violation, and any record of past violations. These and other relevant factors of the specific situation will be considered.

### **Sanctions or Disciplinary Alternatives**

The following examples of sanctions or disciplinary actions may be imposed separately or in combination. This list of sanctions or disciplinary actions is not exhaustive. The College reserves the right to impose sanctions or disciplinary actions not listed below.

- No Action
- Official reprimand
- Mediation
- Parental Notification
- Disciplinary Notice
- Revocation of Privileges
- Counseling
- Educational Mandate
- Community Service
- Confiscation

- Restitution
- Probation (or any form thereof)
- Behavioral contract
- No contact order
- Campus ban
- Suspension
- Expulsion

## **JUDICIAL INFORMATION**

The following process will be followed to consider reports regarding alleged violations of the Code of Conduct. The goal of this process is to investigate the facts and circumstances of a report and, if appropriate, to impose sanctions or discipline warranted by those facts and circumstances.

The Dean of Students and/or his or her designee will be responsible for enforcing the Code of Conduct. They will resolve any questions regarding the interpretation or application of the Code of Conduct. The determination of the Dean of Students and/or his or her designee concerning the interpretation or application of the Code of Conduct will be final.

### **Report**

Any member of the College community may file an incident report against any Wheelock student by submitting in writing to the Office of Student Life the following information:

- The name(s) of the student(s) who is (are) the subject of the incident report.
- A clear explanation of the nature of the incident.
- The contact information of those filing the complaint.
- The contact information of witness(es).

### **Dean of Students Preliminary Review**

When an incident is reported, the Dean of Students and/or his or her designee will investigate the facts and circumstances surrounding the incident. Following this investigation, he or she may elect to:

- (a) dismiss the matter;
- (b) mediate the incident;
- (c) mandate an appropriate sanction; or,
- (d) refer the incident to the Conduct Board

Prior to dismissing a matter, the Dean of Students and/or his or her designee may consult with other college officials if, in their judgment, such consultation is warranted.

In the case of what is determined to be a major violation, and depending on the severity of the offense and the student's record of previous violations, students may be offered the choice to have conduct violations considered and adjudicated in an administrative hearing or before the Conduct Board. In the case of what is determined to be a minor violation, the incident will be adjudicated by an administrative hearing and not referred to the Conduct Board.

Any students that are referred to an administrative hearing will be responsible to schedule a meeting with the Dean of Student and/or his or her designee within three (3) business days of notification. Students who do not schedule this meeting forfeit their right to an appeal.

The decision to refer any matter to an administrative hearing or the Conduct Board will be determined at the discretion of the Dean of Students and/or his or her designee.

### **Notification of Results of Review**

After the preliminary review, the student(s) who are the subject(s) of the incident report will be notified of the outcome by the Office of Student Life in a timely fashion.

### **Provisions for Immediate Suspension**

When a student is considered to be a threat to another person (including himself or herself), property, or the orderly functioning of the College, the student may be suspended immediately by the Dean of Students or his or her designee, at his or her sole discretion, from a residence hall, the College, or both, without a hearing. This suspension will remain in effect until the Dean of Students or his or her designee determines that the threat no longer exists. The Dean of Students and/or his or her designee, at his or her sole discretion, may also impose sanctions or discipline short of suspension to address the particular situation.

## **CONDUCT BOARD**

The role of the Conduct Board is to make specific findings as to whether the Code of Conduct has been violated and to recommend appropriate disciplinary sanctions. The Conduct Board exists to promote responsible and accountable behavior among students. The Conduct Board is a panel of students, faculty and staff who come together to determine the facts surrounding a charge that a student has violated policy and arrive at a fair and informed resolution of the charge.

In cases in which Code of Conduct violations have been found, the Board may, subject to the review and appeal process, recommend to the Dean of Students or his or her designee the imposition of sanctions or disciplinary actions. The Dean of Students and/or his or her designee will be responsible for enforcing or implementing those sanctions or disciplinary actions.

### **Membership**

The Board will be comprised of Wheelock staff, faculty, and students appointed by the Dean of Students' Office. A quorum of seven board members is required to hear each case, three of whom must be students. The Assistant Dean of Students or the Director of Residence Life will serve as the Conduct Board Chair at each scheduled meeting. All issues, findings, or sanctions in a case will be decided by majority vote. The Chairperson will facilitate all hearings and he or she will only vote in the event of a tie vote of the other board members. Board members may serve on the Conduct Board for a term of three years.

### **Notification of Hearing**

If a Conduct Board hearing is to be held, the student who is the subject of the hearing will be provided with detailed additional information about the hearing process in a meeting with the appropriate Office of Student Life staff member.

### **Challenging a Board Member**

If the student who is the subject of the Conduct Board hearing believes that one or more members of the Board has a conflict of interest, he or she shall notify the Dean of Students immediately. The determination of the Dean of Students regarding whether any conflict of interest exists will be final.

### **Advisors**

The student who is subject of the Conduct Board hearing may select one person who is a student, faculty, or staff member of the Wheelock College community to advise him or her through the hearing process. This advisor may not be a private attorney representing the student who is the subject of the Conduct Board hearing.

The advisor may:

- advise the student in the preparation and presentation before the hearing;
- accompany the student to the hearing;
- advise the student at reasonable intervals during the hearing, at the sole discretion of the Chair of the Board.

The advisor may not address the Board directly nor may the advisor question any witness. The student must inform the Dean of Students of the name of his or her advisor prior to the Board hearing.

### **Board Recommendations**

At the conclusion of the hearing, the Board will decide by majority vote whether it believes that it is more likely than not that a violation of the Code of Conduct has occurred.

If the Board decides that a violation has occurred, the Board will, by majority vote recommend specific sanctions or disciplinary actions to the Dean of Students.

#### **Notification of the Board Recommendation**

The Dean of Students and/or his or her designee will meet with the student who is the subject of the hearing to discuss the Board recommendation as soon as possible after the Board makes its recommendation. The meeting will be followed by a letter that confirms the Board recommendation and outlines the appeal procedures available to the student

#### **Appeal Process**

Appeals of conduct board recommendations or administrative hearings are heard only if the student can clearly demonstrate that procedures described in the Student Handbook have not been followed and/or if the student can introduce substantive new evidence. Any such request should be made in writing to the Dean of Students within three business days of receiving notice of the Board recommendation. The Dean of Students and/or his or her designee will review the request and determine whether an appeal is granted and/or a new hearing held. The Dean of Students reserves the right to review sanctions and, if deemed appropriate, modify sanctions. In the event the sanctions are modified as a result of this review, additional hearings may be called. The College reserves the right to suspend housing privileges while an appeal is being reviewed.

#### **Record Keeping**

All sanctions or disciplinary actions are recorded and maintained by the Office of Student Life. Dismissal from the College and suspension from the College are the only sanctions that will be noted on a student's permanent record.

The Dean of Students and/or his or her designee will determine the appropriate method for recording the information presented at a Board hearing.

#### **Confidentiality**

The College respects the rights of individual members of the Wheelock community. Therefore, every effort will be made to protect the confidentiality of the Student Conduct Board process.

## **VI. ACADEMIC POLICIES**

This section of the College Catalog describes certain general academic policies of Wheelock College, but those policies ought not to be considered all-inclusive. In addition to the policies described here, there are requirements for beginning professionals in various professional areas. Questions about academic policies, procedures, or requirements should be directed to an academic advisor, Academic Dean, and/or the Vice President for Academic Affairs. Finally, the academic policies described in this catalog may refer to other documents (e.g., handbooks and pamphlets) that explain certain policies, procedures, or requirements more fully and may be obtained from the Office of Academic Records and Registration.

### **GENERAL ACADEMIC POLICIES**

#### **A. ACADEMIC HONESTY POLICY**

Wheelock College is committed to promoting intellectual growth in an environment that honors academic integrity, ethical behavior and academic excellence. To that end, an Academic Honesty System has been established to ensure that proper behavior is recognized and that improper behavior is addressed in a fair, consistent, and timely manner. Students are required to meet the College's standards for academic honesty which include producing original work, crediting non-original work and outside sources, and behaving honestly in all academic endeavors.

##### **ACADEMIC HONOR CODE**

Central to the Academic Honesty System is the Academic Honor Code.

Undergraduate students must agree to be bound by the Code at the beginning of each academic year. Graduate students must agree to be bound by the Code when they enter their programs. All students must comply with the Academic Honor Code at all times while they are enrolled at the College.

The Academic Honor Code follows:

As a citizen of the Wheelock College community, I am committed to acting honestly and with integrity in all aspects of academic life. I pledge to conduct myself ethically in my academic endeavors. I accept responsibility for what I write and what I say. In the spirit of trust, I will not misrepresent my academic work. I will not cheat and I will work toward creating a fair academic environment for all.

##### **ACADEMIC DISHONESTY**

Academic dishonesty is broadly defined as any act that undermines or compromises academic integrity. It can take many forms. It is the responsibility of all Wheelock students to understand what constitutes academic dishonesty. It is the responsibility of each student to seek advice if he or she does not fully understand what constitutes academic dishonesty. Some of the most obvious forms of academic dishonesty are the following:

##### **Plagiarism**

Referring to sources is a necessary and expected part of any research project or paper. It is necessary to credit and cite any and all sources used in any project or paper that are not a student's original work.

Plagiarism is a form of academic dishonesty and is the deliberate use of the work, words or ideas of another person or other source without clearly acknowledging the source. Examples of plagiarism include but are not limited to:

- copying word for word from another source without acknowledgement (i.e., not putting quotation marks around words that come from another source or quoting the author directly, and writing the reference appropriately)
- paraphrasing from another source without acknowledgement
- using special terms or phrases from another source without acknowledgement
- using sentences, phrases or words that closely parallel another source without acknowledgement
- summarizing without acknowledgment

##### **Cheating**

Cheating is a form of academic dishonesty and includes but is not limited to:

- copying from another individual during a test or examination
- receiving help without acknowledging that help

### **Falsifying data**

Falsifying data is a form of academic dishonesty and includes crediting or citing sources that have not been used or fabricating data. It may also include false reports of observations, such as child observations, that have not actually taken place.

### **Multiple submission of papers or projects**

Submitting a project or paper that has been or will be submitted for another course without prior permission from the instructors of those courses is a form of academic dishonesty.

### **Submitting work prepared by another individual**

Submitting work prepared by another individual is a form of academic dishonesty.

Unauthorized submission of materials obtained from another person's files, commercial term paper sources, or Internet websites are some common examples of this form of academic dishonesty.

### **Unauthorized use of aids during examinations**

Unauthorized use of books, calculators, notes or other aids during examinations is a form of academic dishonesty.

### **Unauthorized collaboration**

Unauthorized collaboration with others during classroom examinations, take home exams, or projects is a form of academic dishonesty. While collaboration may be authorized and appropriate in some situations, the role of each collaborator must be clear and acknowledged.

### **Other forms of dishonesty**

As stated above, academic dishonesty can take many forms, including the following:

- unauthorized computer use
- damage or theft of library materials
- forgeries
- misrepresenting work that is submitted
- misrepresenting personal circumstances to an instructor to obtain an extension of time or other relief from course requirements

## **WHERE TO GET HELP REGARDING ISSUES OF ACADEMIC HONESTY**

The Wheelock College faculty and the staffs of the Writing Center, Office of Academic Advising, and Library are all ready, willing, and able to assist students with research and writing assignments and to offer guidance on proper reference and citation standards. These resources can also help with study skills, such as proper note taking and time management.

## **PROCEDURES TO REVIEW POSSIBLE ACADEMIC HONESTY VIOLATIONS**

The Academic Honesty System is jointly administered by the Vice President for Academic Affairs and the Academic Appeals Board. The Academic Appeals Board is responsible for reviewing possible violations of the Academic Honesty Code. The following procedures will be followed:

1. All situations involving possible violations will initially be handled by the instructor who has reason to believe that a student has violated the Academic Honesty Code. The instructor must notify the student of the possible violation and present whatever information exists about the possible violation to the student and the student must be given an opportunity to respond. The instructor may consult the Dean of his or her School or his or her Department Chair for guidance or advice or refer the matter to the Academic Appeals Board.

2. If the instructor believes that a violation of the Academic Honesty Code has occurred, he or she may complete an Academic Dishonesty Report reporting the violation and indicating what penalty he or she has imposed. The completed Report must be filed in the Office of the Vice President for Academic Affairs.
3. If the instructor and student do not agree that a violation has occurred and/or on the penalty imposed, the student may request a hearing before the Academic Appeals Board. The instructor and the student must attend the hearing and both will be given an opportunity to present information to the Board.
4. After both the instructor and the student have been given an opportunity to present information to the Board, the Board will decide: (a) if a violation of the Academic Honesty Code has occurred and (b), if a violation has occurred, whether the penalty imposed by the instructor is appropriate or, if not, what an appropriate penalty is.
5. All decisions of the Academic Appeals Board may be appealed by either the instructor and/or the student to the Vice President for Academic Affairs, or his or her delegate. The decision of the Vice President for Academic Affairs, or his or her delegate, on any appeal is final.
6. A record of all violations of the Academic Honesty Code will be filed in the Office of the Vice President for Academic Affairs. These records are not part of a student's permanent academic record and will be destroyed when the student graduates or leaves the College. However, dismissal from the College or suspension from the College for academic dishonesty will be noted on the student's permanent record.

## **PENALTIES**

An instructor has wide discretion to determine what penalty to impose if he or she believes that a student has violated the Academic Honesty Code. These penalties may include, but are not limited to, lowering a grade or assigning a failing grade for a specific assignment; lowering a grade for a course; failure of a course; or assigning additional work.

An instructor may choose to refer the matter to the Academic Appeals Board. The Board may recommend whatever penalties it deems appropriate under the circumstances, including suspension or expulsion from the College. Repeat violations of the Academic Honesty Code will typically result in harsher penalties. The Vice President for Academic Affairs will inform the Board of any prior violations of the Academic Honesty Code by a student. The Board may consider whether the penalty imposed by the instructor for a repeat violator/violation is adequate and may impose a more severe penalty. The Vice President for Academic Affairs will be the final arbiter and decision-maker on all issues involving possible violations of the Academic Honesty Code.

## **B. ACADEMIC COURSE POLICIES**

### **ATTENDANCE AND ABSENCES**

Regular class attendance is expected of all undergraduate and graduate students. Each instructor must clearly explain his or her attendance policy in the course syllabus. The course syllabus must clearly indicate:

- whether class attendance is a factor in the final grade
- what constitutes "excessive" absences

It is the student's responsibility to communicate with his or her instructors regarding absences. The student is expected to complete whatever work is necessary to make up for absences.

### **ABSENCES FOR RELIGIOUS BELIEFS**

The College complies with Massachusetts law (G.L. c. 151C, § 2B) which provides, in relevant part, that:

Any student in an educational ... institution, ... who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; however, that such a makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

## **DROPPING OR ADDING A COURSE**

Each semester during the drop/add period, a student may drop and/or add a course or courses. A student will not receive a grade for any course in which he or she is not officially registered. If the student has not initially registered for the course, and has not filled out an “Add” in the Drop/Add form, he or she is not considered officially registered for that particular course. If a student registered for a course, and has not filled out a “drop” in the Drop/Add form, that student is considered officially registered. After the drop/add deadline has passed, a student wishing to withdraw from a class must fill out a withdrawal form (see below). Any student registered in a course will be given a grade by the faculty according to the student’s performance in the course (including an F if the student did not complete the required assignments).

A student who wishes to add or drop a course must add or drop the course through the MyWheelock student portal or use an Add/Drop Form (available on the MyWheelock) submitted to Academic Records in accordance with the add and drop dates on the academic calendar.

Note that changes to course registration, including dropping or adding courses, may change a student’s financial obligations to the College and financial aid eligibility.

Consult the academic calendar for drop/add periods.

## **WAIT LIST**

Wait lists enable the College and students to monitor the demand for courses, make decisions about course enrollments, and provide students with opportunities to request places in closed courses.

A student may request to be placed on the wait list for any closed course. Students are placed on the wait list in order of request. Wait lists are reviewed by the Deans who, in consultation with the instructors of the courses, will make decisions about the wait lists. In most cases, the wait list will be used to allow a student on the wait list a place in a course if another student drops the course. However, a decision may be made to add an additional section of a course or to increase the number of students in a course to allow more students to enroll in the course.

Students on the wait list have priority for any new places. Students will be notified if a place opens in a class. After receiving notification that a place has opened in a class, a student has two business days to notify the Office of Records and Registration that he or she wishes to enroll in the course.

## **WITHDRAWING FROM A COURSE**

Once the drop/add deadline has passed students must complete and submit to the Office of Academic Records and Registration a Course Withdrawal form to withdraw from a course. The student, and only the student, can withdraw from a course. Notice of withdrawal from all semester-long and seven-week courses, except practica, must be completed by the course withdrawal deadlines stated in the academic calendar. For all other courses, students must complete and submit a Course Withdrawal form before the fifth class meeting. After these deadlines, any student who does not attend a course and otherwise fails to satisfy the minimum requirements of that course will receive a failing grade of “F.” The only exception to this policy is given when a student must withdraw from a course after the deadline because of medical reasons.

To request withdrawal from a course for health considerations after a withdrawal deadline, an undergraduate student must petition the Scholastic Review Board and a graduate student must petition the Graduate Review Board by submitting a “Request for Medical Withdrawal” form within one year after the last day of classes. All students must submit documentation from a medical or mental health professional explaining the reason(s) for the student’s inability to satisfy the requirements of the course.

## **REPEATING COURSES**

A student may repeat a course one time only. Some courses require permission prior to being repeated. Refer to the Request for Continuance form for more information. Any exceptions to this policy must be approved by the Scholastic Review Board (for undergraduate students) or the Graduate Review Board (for graduate students).

## **EXEMPTIONS FROM REQUIRED COURSEWORK (Undergraduate Students)**

Certain courses are required for all students. However, on rare occasions, students may apply for exemptions from some required courses. Information describing the procedures to obtain exemptions from required courses is available in the Office of Academic Records and Registration. Prior to applying for an exemption, a student must consult with his or her advisor and the instructors in his or her majors.

## **AUDITING COURSES**

Most courses offered for credit may be taken for audit on a space available basis, and with prior permission from the instructor.

Credit or audit enrollment must be decided by the end of the drop/add period. The tuition charge for an audited course is two-thirds of the tuition charge for a course taken for credit. Students must make arrangements with instructors regarding assignments and responsibilities for all audited courses. Audited courses may not be changed to gain credits or a grade. Audited courses appear on a student's transcript with an "AU" and carry no credit value. Evaluations or letters attesting to the student's presence or performance in audited courses will not be provided by instructors.

## **C. ACADEMIC APPEALS**

A Wheelock College student (and a student from any of the Colleges of the Fenway institution taking a course at Wheelock) has a right to appeal a final grade or academic dismissal. A student may appeal a final grade or academic dismissal to the Academic Appeals Board. Undertaking such an appeal is an extraordinary matter.

### **ACADEMIC APPEALS BOARD**

The College has adopted procedures permitting students to appeal certain academic decisions. Among other things, the Academic Appeals Board hears appeals of a final grade or academic dismissal. Such appeals should be taken only in extraordinary situations and only after the student considering an appeal has attempted to resolve the matter with the instructor who assigned the final grade or with the Scholastic Review Board (for undergraduate students) or the Graduate Review Board (for graduate students) in matters involving academic dismissal. The Academic Appeals Board also administers the Academic Honesty System jointly with the Vice President for Academic Affairs.

The Academic Appeals Board is composed of three full-time tenured faculty members appointed by Faculty Senate. The Chair of the Academic Appeals Board will be appointed at the beginning of each academic year by Faculty Senate. The Chair of the Academic Appeals Board will convene the Board whenever he or she deems it necessary or advisable.

The Vice President for Academic Affairs is solely authorized to interpret and apply the policies, guidelines and procedures governing academic appeals and, more generally, academic affairs.

### **FINAL GRADE APPEAL**

Before deciding to appeal a final grade, a student must first meet and attempt to resolve the matter with the instructor who assigned the grade. To file an appeal the student must submit evidence to the Academic Appeals Board that the final grade was based on factors not related to his or her academic performance.

Students are responsible to know the steps and associated time limits that are involved in the appeal of a final grade that are described below. The failure of a student to file a written notice of intent to appeal a final grade within thirty (30) days from the date that the final grade was mailed or posted for viewing on the web will result in the termination of his or her appeal.

- a. To appeal a final grade, a student must first meet and attempt to resolve the matter with the instructor who assigned the grade. It is the sole obligation of the student to make an appointment with the course instructor.

- b. If a student inquires about a final grade to anyone other than the instructor who assigned the grade, that student should be informed that it is his or her sole obligation to meet and attempt to resolve the matter with the instructor who assigned the grade.
- c. If the student and instructor who assigned the grade are unable to resolve the matter, the student may contact the Chair of the Academic Appeals Board. The Chair will explain to the student the steps and associated time limits that are involved in the appeal of a final grade.
- d. If the student decides to appeal a final grade, he or she must file a written notice of intent to appeal a final grade with the Chair of the Academic Appeals Board within thirty days from the date that the grade was mailed to the student or posted for viewing on the student portal on the web.
- e. The Chair of the Academic Appeals Board will promptly send a copy of the written notice of intent to appeal a final grade to the instructor who assigned the grade and to each member of the Academic Appeals Board.
- f. The Chair of the Academic Appeals Board will convene the Board for a hearing of the appeal on the earliest date that the members of the Board, the student, and the instructor are available. The Chair of the Academic Appeals Board will provide written notice of the date and time of the hearing to each member of the Board, the student, and the instructor.
- g. As soon as practicable, and in any event no less than forty-eight hours before the hearing, the student must obtain, complete and submit a written appeals form and may submit a written position statement, which may not exceed three typewritten pages to the Chair of the Academic Appeals Board clearly demonstrating why, in his or her opinion, the final grade was based on factors not related to his/her academic performance. The Chair will promptly deliver a copy of the completed appeals form and position statement to each member of the Board and to the instructor who assigned the grade.
- h. The hearing on the appeal will not be open to the public. The only persons who may attend the hearing are: (a) the student appealing the final grade; (b) one member of the Wheelock community who may act as an advisor to the student; (c) the instructor who assigned the grade, or his/her designee; and (d) the members of the Academic Appeals Board.
- i. The student who is appealing a final grade may make an oral presentation to the Academic Appeals Board, which shall not exceed ten minutes. The student may also respond to questions posed by the members of the Board.
- j. The instructor who assigned the final grade, or his/her designee, may make an oral presentation to the Academic Appeals Board, which shall not exceed ten minutes. The instructor, or his/her designee, may also respond to questions posed by the members of the Board.
- k. No other person shall be heard at the hearing. After the oral presentations, if any, and responses to the questions posed by members of the Academic Appeals Board, if any, are completed the hearing will be closed.
- l. Except as expressly stated above, the Chair of the Academic Appeals Board will determine, in his or her sole discretion, how the hearing will be conducted.
- m. Immediately after the close of the hearing, the members of the Academic Appeals Board will meet privately to deliberate the appeal. No one else may be present during these deliberations. If a majority of the members of the Board votes affirmatively to recommend to the instructor that he or she change the final grade, the recommendation of the Board will be to change the final grade. If less than a majority of the members of the Board votes affirmatively to recommend a change in the final grade, the appeal will be dismissed and the final grade will not be changed.
- n. Within five days of the vote of the Academic Appeals Board, the Chair of the Board will deliver written notice of the vote of the Board to the instructor who assigned the final grade and to the student who appealed the final grade.
- o. If the Academic Appeals Board recommends that a final grade be changed, the instructor who assigned the grade should consider the recommendation and decide within 10 days from his or her receipt of the recommendation whether to change the grade. On or before the date that the ten-day period has expired, the instructor must inform the Chair of the Academic Appeals Board whether he or she will accept or reject the recommendation to change the final grade. The Chair will give written notice of the instructor's decision to the members of the Academic Appeals Board and to the student who appealed the final grade. The decision of the instructor will be final and there will be no further appeal.

**APPEAL OF ACADEMIC SUSPENSION  
(Undergraduates only)**

A Wheelock College student has a right to appeal academic suspension. Students are responsible to know the steps and the associated time limits that are involved in the appeal of academic suspension that are described below. The failure of a student to file a written notice of intent to appeal academic suspension within thirty (30) days from the date the notice of academic suspension was postmarked to the student will result in the dismissal of his or her appeal.

- a. To appeal academic suspension, an undergraduate student must first meet and attempt to resolve the matter with the Scholastic Review Board. It is the sole responsibility of the student to make an appointment with the SRB during the designated appeal period.
- b. If a student inquires about academic suspension to anyone other than the Scholastic Review Board, the student should be informed that it is his or her sole obligation to meet and attempt to resolve the matter with the Scholastic Review Board.
- c. If the matter remains unresolved after the meeting with the SRB, the student may contact the Chair of the Academic Appeals Board. The Chair will explain to the student the steps and associated time limits that are involved in the appeal of academic suspension.

To continue an appeal of academic suspension to the Academic Appeals Board, the student should consult the Academic Appeals Policy.

### **APPEAL OF ACADEMIC DISMISSAL**

A Wheelock College student has a right to appeal academic dismissal. Students are responsible to know the steps and the associated time limits that are involved in the appeal of academic dismissal that are described below. The failure of a student to file a written notice of intent to appeal academic dismissal within thirty (30) days from the date the notice of academic dismissal was postmarked to the student will result in the dismissal of his or her appeal.

1. To appeal academic dismissal, an undergraduate student must first meet and attempt to resolve the matter with the Scholastic Review Board. It is the sole obligation of the student to make an appointment with the Scholastic Review Board during the designated appeal period.
2. If a student inquires about academic dismissal to anyone other than the Chair of the Scholastic Review Board, the student should be informed that it is his or her sole obligation to meet and attempt to resolve the matter with the Scholastic Review Board.
3. If the matter remains unresolved after the meeting between the student and the Scholastic Review Board, the student may contact the Chair of the Academic Appeals Board. The Chair will explain to the student the steps and associated time limits that are involved in the appeal of academic dismissal.

To continue an appeal of academic dismissal to the Academic Appeals Board, the student should consult the Academic Appeals Policy

## **UNDERGRADUATE ACADEMIC POLICIES**

### **A. UNDERGRADUATE GRADING POLICY**

#### **GRADES AND COURSE STATUS**

For undergraduate students, Wheelock College uses a system of letter grades that are equivalent to the following numerical quality points.

<b>Letter Grade</b>	<b>Quality Point Equivalent</b>
A	4.00
A-	3.67

B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67 Minimum passing
F	0.00 Failing
P	0.00 Passing

In addition, a transcript may show the following statuses in the grade column

I	0.00 Incomplete
WD	0.00 Withdrawal
AU	0.00 Auditing

An “Incomplete” (I) may be submitted by the instructor only when a student fails to complete the requirements of a course by the date grades are due, as a result of documented medical emergency or illness or other extraordinary circumstances, such as a death in the family. (See full description of the policy on Incompletes below.)

“Withdrawal” is the status recorded by the Registrar’s Office when a student officially leaves a course before the withdrawal deadline published in the academic calendar and fills out a withdrawal form that is submitted to the Registrar’s Office. Only a student can submit a request for withdrawal; a faculty member does not submit such a request.

### **PASS/FAIL OPTION**

Each semester, an undergraduate student may elect a total of four credit hours to be taken under the Pass/Fail option. During a four-year course of study, no more than thirty-two credit hours may be taken under this option, though the restriction does not apply to courses offered only on a Pass/Fail basis, such as some practica and fieldwork.

A grade of “P” (Pass) does not affect a student’s cumulative grade-point average, but a failing grade of “F” (Fail), whether it is awarded under the letter grade system or the Pass/Fail option, is computed in the cumulative grade-point average.

The following restrictions apply to the election of the Pass/Fail option:

- Students must receive letter grades in courses that they select to fulfill General Education requirements or in their majors and professional concentrations, excluding practica.
- Only one course in a student’s minor may be taken under the Pass/Fail option.
- Students on probation must take all courses (except courses offered only on a Pass/Fail basis) for letter grades.

For full-semester courses, students must declare their choices of the Pass/Fail option before the fourth class meeting. For seven-week courses, the Pass/Fail option must be declared before the second class meeting. After these deadlines, neither students nor instructors may change the grading election.

### **INCOMPLETE GRADES**

It is the student's responsibility to request an incomplete or "I" by submitting to the instructor a completed Request for Incomplete form. If a student makes such a request for more than one course, he or she must complete and submit a separate form for each course (available in the Office of Records and Registration). The instructor, at his or her sole discretion, may grant the student's request. The instructor will submit the completed form to the office of Academic Records and Registration at the same time that he or she submits final grades.

All incomplete work must be submitted by the student to the instructor so that the instructor may submit a change of grade to the Office of Records and Registration before the deadline for submitting changes of grades. Students who plan to enter a practicum in the semester following the granting of an Incomplete must finish all work prior to beginning the practicum. If a grade has not been submitted by the deadline for submitting changes of grades, the grade of "I" will be administratively changed to a failing grade of "F."

### **DEADLINE TO CHANGE A FINAL GRADE**

A faculty member may change a grade he or she has assigned no later than 12 months after the original grade submission deadline. After this time the students and instructor must petition the appropriate academic review board for an exception to the grade change policy. Once a student's degree is conferred, the student's academic statistics are considered final and no grade changes are permitted. This policy is effective as of fall 2009.

### **DEAN'S LIST**

The Dean's List is a recognition of academic achievement for undergraduate students during the academic term. A student is eligible when he or she meets the following academic standards at the time the Dean's List is compiled:

- Earns a minimum semester grade-point average of 3.8 (on a 4.0 scale);
- Successfully completes a minimum of twelve credit hours during the semester which are graded on a 'letter grade' basis; and
- Does not carry any Incomplete grades ('I') or Failing grades ('F') for the semester at the time the Dean's List is determined.

Notes: A student enrolled in 20 credits where 19 credits earn grades of 'A' and 1 credit earns a grade of 'F' will have a term GPA of 3.8.

## **B. DECLARATION OF ACADEMIC PROGRAM (Undergraduate)**

By the end of the fall semester of sophomore year, every undergraduate student must declare an academic program, by submitting a completed Declaration of Program form to the Office of Academic Advising and Assistance. Students wishing to enter the Child Life major must submit an application to the coordinator of the program and be admitted to the program.

### **DECLARE A MINOR**

Students wishing to declare a minor should contact their academic advisor and then complete the Declaration of Minor form and submit the completed form to the Office of the Registrar for final approval. The deadline for declaring a minor is the end of junior year.

## **C. WHEELOCK LITERACY AND COMMUNICATION POLICY (Undergraduate)**

### **WHEELOCK LITERACY AND COMMUNICATION EXAM (WLCE)**

The Wheelock Literacy and Communication Exam (WLCE) is a part of a College-wide commitment to help every student write clearly, effectively, and correctly. Every undergraduate must take and pass the WLCE before entering practice courses specified by each professional program.

The WLCE consists of five sections: spelling, reading comprehension, essay, summary and mechanics. Students who pass the WLCE will not need to take the exam again. Once a student has passed a section of the WLCE, he or she does not have to take that section again. Successful passage of the MTEL Communication and Literacy Skills Test is an accepted equivalency for the WLCE for undergraduate education students in licensure based programs.

### **READING AND WRITING SEMINAR POLICY**

The College has developed a system of writing courses and resources to support students as they prepare for and pass the WLCE. These courses include reading and writing seminars, grouped by professional interests that are taken in the sophomore year by students who must satisfy the WLCE requirement. A student who has not passed the WLCE by the beginning of his or her second year at Wheelock must take and pass at least one semester of a reading and writing seminar and pass all five sections of the WLCE before entering practice courses specified by each professional program. Students who complete the WLCE during their first year are not required to take these seminars.

## **D. ACADEMIC STATUS**

To complete degree requirements in four years, full-time undergraduates normally carry a course load of between sixteen to eighteen credit hours per semester. For the purposes of financial aid, on-campus housing, and eligibility for the Dean's List, a course load of twelve credit hours per semester is considered full-time. During his or her first semester at Wheelock College, a student may enroll in courses totaling no more than eighteen credit hours. Thereafter, except during a semester when he or she is enrolled in a practicum, a student may enroll in courses totaling no more than twenty credit hours. During a semester in which a student is enrolled in a practicum, he or she may enroll in courses totaling no more than sixteen credit hours unless he or she has received prior approval from the Scholastic Review Board. To obtain such approval, a student must complete and submit to the Scholastic Review Board a Request to Overload form, which is available at the Office of Records and Registration.

## **E. ACADEMIC STANDARDS**

### **UNDERGRADUATE STUDENTS**

A 2.0 (C) cumulative grade-point average is the minimum acceptable standard for all undergraduate students. An undergraduate student must maintain this standard to graduate from the College and to enter a practicum. Also, all undergraduates must attain a grade of C or higher in the professional studies courses and the preprofessional courses required for the professional program in which they are enrolled. (This policy does not apply to foundation courses in Arts and Sciences.) In addition, a student must demonstrate during pre-practicum courses a strong likelihood that he or she will be able to complete successfully the requirements of an Arts and Science major and/or professional major. The Scholastic Review Board monitors an undergraduate student's academic progress.

### **HONORS PROGRAM MINIMUM GPA**

Students in the Honors program must maintain a minimum cumulative GPA of 3.3. Students falling below this average will receive a warning from the Honors Committee immediately after the semester during which the GPA average appears on the transcript. Students have two semesters subsequent to the warning to raise their GPA to the required minimum. Students will be removed from the program if their GPA should fall below 3.3 again in any subsequent semester.

### **UNDERGRADUATE STUDENT ENROLLMENT IN GRADUATE COURSES**

Only undergraduate students who are seniors may enroll in graduate program courses. To avoid additional charges for taking graduate program courses, seniors must enroll in a minimum of twelve credit hours of undergraduate level courses in the semester in which they enroll in graduate program courses. Seniors may take a maximum of six credit hours of graduate program courses. If a senior enrolls in more than six credit hours of graduate program courses, or less than twelve credit hours of undergraduate level courses, the student's financial obligations to the College and his or her financial aid may be affected.

To enroll in a graduate program course, a senior must:

- Obtain and complete the 'Request to enroll in graduate course form' from the Office of the Associate Vice-president for Academic Services;
- The Associate Vice-president for Academic Services will certify eligibility for the student to register in the graduate course;

- Obtain written approval from the student's academic advisor and appropriate Academic Dean (who will consult with course instructor whenever possible);
- Submit to the Office of Academic Records and Registration.

The above policy regarding undergraduate enrollment in graduate program courses does not apply to BS/MS degree program candidates.

### **CREDIT FOR PRIOR LEARNING (Undergraduate Students)**

An entering undergraduate student is eligible to receive credit for prior learning if he or she:

- is at least twenty-five years of age;
- has not attended an institution of higher education for at least three years; and
- applies for such credit after he or she has earned at least twelve credit hours at the College.
- The Scholastic Review Board will review requests for credit for prior learning made by eligible undergraduate students.

The following standards apply to the assessment of prior learning:

- a maximum of thirty-two credit hours may be granted;
- a fee equal to the tuition charge for a two-credit course will be charged to the student;
- to support the request, the student must submit detailed information regarding the prior learning in the form of a portfolio to the Scholastic Review Board; and
- the student's portfolio must be submitted to the Scholastic Review Board before the middle of the second semester in which the student is enrolled at the College.

Additional guidelines and procedures regarding credit for prior learning are available from the Dean of Arts and Sciences.

Credit for prior field experiences is not usually given, due to accreditation standards. For more information about a specific program, the student must contact the Dean of the program's School.

### **TRANSFER CREDIT**

Undergraduate students may transfer credit hours for courses successfully completed at other accredited institutions of higher education by:

- obtaining and completing the Transfer of Credit form available at the Office of the Registrar;
- obtaining the written approval of the student's advisor;
- submitting course description(s) of the courses successfully completed at the other institution for review by the appropriate Academic Dean or designee; and
- submitting to the Registrar an official transcript issued by the other institution.

Transfer credits will not be awarded for classes that are taken pass/fail. No credits will be transferred unless the undergraduate student received a grade of C or higher in the course. If an undergraduate student seeks to transfer credit to fulfill a requirement in the student's professional major, additional requirements may apply. Contact the Office of the Registrar to obtain additional information.

### **RESIDENCY REQUIREMENT FOR UNDERGRADUATE STUDENTS**

An undergraduate student must complete a minimum of 67 credits at Wheelock College to receive a Bachelor's degree. A student's final semester must be completed at Wheelock. Under special circumstances a student may request an exception to this policy. However, students cannot complete more than 8 final credits outside Wheelock. The undergraduate residency requirement is effective as of fall 2009.

### **UNDERGRADUATE ACADEMIC STANDING**

The faculty at Wheelock College expects every student to succeed academically. One of the measures of academic success is the student's overall semester academic performance, including grades and grade point average. We make every effort to support each student academically. However, it is the student's responsibility to take charge of his or

her own academic performance. Each student is required to meet certain academic standards. The records of students who do not achieve satisfactory academic progress will be reviewed at the end of every semester by the Scholastic Review Board. Failure to maintain minimum academic standards will result in one of the following: academic warning, academic probation, academic suspension, or academic dismissal.

### **a. Academic Warning**

An undergraduate student will be placed on academic warning under any of the following circumstances:

- Receiving a failing grade (F) in any course;
- Failing to achieve a semester GPA of 2.0 or higher;
- Failing to achieve a cumulative GPA of 2.15 or higher;
- Failing to achieve a minimum grade of C in any professional course (including HGD).

*Conditions of academic warning:*

- Students on academic warning must fulfill all requirements stipulated by the SRB or will be subject to academic probation. These requirements may include attending study sessions, meetings with an Academic Skills Coach, or completing an academic success plan.
- After two consecutive semesters on academic warning, the SRB has the discretion to place a student on academic probation.

*Removal from academic warning:*

The Board may remove the student from academic warning if the student has:

- Earned a cumulative GPA of 2.15 or higher

The SRB decides, in its sole discretion, whether to remove an undergraduate student from academic warning. The decision of the SRB regarding academic warning is final.

### **b. Academic Probation**

An undergraduate student will be placed on academic probation under any of the following circumstances:

- Receiving a failing grade (F) in any field experience;
- Receiving two or more failing grades (F) in one semester;
- Failing to achieve a semester GPA of 1.5 or higher;
- Failing to achieve a cumulative GPA of 2.00 or higher;
- Violating the Academic Honesty Policy.

*Conditions of academic probation:*

- Students on academic probation must fulfill all requirements stipulated by the SRB or will be subject to academic suspension or dismissal. These requirements may include attending study sessions, meetings with an Academic Skills Coach, or completing an academic success plan;
- Must take a reduced course load, as determined by the Scholastic Review Board, with the maximum being sixteen credit hours;
- Must take all courses for letter grades except courses especially designated as pass/fail courses;
- May not enter a practicum or internship;
- After two semesters on academic probation, not necessarily consecutive, a student may be subject to academic suspension or dismissal.

*Removal from academic probation:*

The Board may remove the student from academic probation if the student has:

- demonstrated sufficient academic progress as determined by the SRB;
- achieved a minimum cumulative GPA of 2.0 or higher;

The SRB decides, in its sole discretion, whether to remove an undergraduate student from academic probation. The decision of the SRB regarding academic probation is final.

### **c. Academic Suspension**

An undergraduate student may be subject to academic suspension under any of the following circumstances:

After the first semester of matriculation:

- Failing to achieve a .67 GPA or higher

After the second semester and each semester following:

- Failing to achieve a semester GPA of 1.0 or higher;
- Failing to achieve a cumulative GPA of 1.50 or higher;
- Failing to meet all stipulations of academic probation;
- Being placed on academic probation for two semesters (which need not be consecutive);
- Repeat violations of the Academic Honesty Policy.

The SRB decides, in its sole discretion, whether or not to place a student on academic suspension.

*Conditions of academic suspension*

- May not participate in College academic or extracurricular activities or remain in the residence halls during the period of academic suspension (typically defined as one semester).
- Two academic suspensions may result in academic dismissal
- Failure to meet the stipulations, as determined by the SRB, upon reinstatement from academic suspension may result in academic dismissal

*Appealing Academic Suspension*

A Wheelock College student has a right to appeal academic suspension. Students are responsible to know the steps and the associated time limits that are involved in the appeal of academic suspension that are described below. The failure of a student to file a written notice of intent to appeal academic suspension within thirty (30) days from the date the notice of academic suspension was postmarked to the student will result in the dismissal of his or her appeal.

1. To appeal academic suspension, an undergraduate student must first meet and attempt to resolve the matter with the Scholastic Review Board. It is the sole responsibility of the student to make an appointment with the SRB during the designated appeal period.
2. If a student inquires about academic suspension to anyone other than the Scholastic Review Board, the student should be informed that it is his or her sole obligation to meet and attempt to resolve the matter with the Scholastic Review Board.
3. If the matter remains unresolved after the meeting with the SRB, the student may contact the Chair of the Academic Appeals Board. The Chair will explain to the student the steps and associated time limits that are involved in the appeal of academic suspension.

To continue an appeal of academic suspension to the Academic Appeals Board, the student should consult the Academic Appeals Policy.

*Reinstatement after Academic Suspension*

Reinstatement after academic suspension is not automatic and must be by application to the SRB. The student must complete the Request for Reinstatement form and participate in a reinstatement interview at least one month prior to the start of the semester of reinstatement. Deadlines for reinstatement are strictly enforced. The student will also be required to provide supporting documents such as college transcripts, letters of recommendation from employers, or letters of support for reinstatement. The SRB will review the supporting documents and make the final decision regarding reinstatement.

Students reinstated after Academic Suspension must sign an Academic Success Contract and follow all requirements stipulated by the SRB. Failure to follow these requirements may result in academic dismissal.

**d. Academic Dismissal**

The Scholastic Review Board may academically dismiss a student from the college under any of the following circumstances:

- Failing to achieve a .67 GPA or higher after the first semester of matriculation;
- Failing to maintain a 1.0 cumulative GPA;
- Being placed on academic probation or suspension for two semesters (which need not be consecutive);

- Failing to show promise in working with people in the human service professions and those served by those professions;
- Repeat violations of the Academic Honesty Policy

The SRB will send a letter to a student notifying him or her of the academic dismissal from the College.

The SRB decides, in its sole discretion, whether to dismiss or not dismiss a student for academic reasons.

Students who have been academically dismissed are no longer Wheelock College students and as such may not participate in College academic or extracurricular activities or remain in the residence halls.

#### *Appealing Academic Dismissal*

A Wheelock College student has a right to appeal academic dismissal. Students are responsible to know the steps and the associated time limits that are involved in the appeal of academic dismissal that are described below. The failure of a student to file a written notice of intent to appeal academic dismissal within thirty (30) days from the date the notice of academic dismissal was postmarked to the student will result in the dismissal of his or her appeal.

1. To appeal academic dismissal, an undergraduate student must first meet and attempt to resolve the matter with the Scholastic Review Board. It is the sole obligation of the student to make an appointment with the Scholastic Review Board during the designated appeal period.
2. If a student inquires about academic dismissal to anyone other than the Chair of the Scholastic Review Board, the student should be informed that it is his or her sole obligation to meet and attempt to resolve the matter with the Scholastic Review Board.
3. If the matter remains unresolved after the meeting between the student and the Scholastic Review Board, the student may contact the Chair of the Academic Appeals Board. The Chair will explain to the student the steps and associated time limits that are involved in the appeal of academic dismissal.

To continue an appeal of academic dismissal to the Academic Appeals Board, the student should consult the Academic Appeals Policy.

#### *Reinstatement after Academic Dismissal*

A student who has been academically dismissed may request to be reinstated after a year's absence from the College. The student must complete the Request for Reinstatement form at least one month prior to the start of the semester of reinstatement. Deadlines for reinstatement are strictly enforced. The student will also be required to provide supporting documents such as college transcripts, letters of recommendation from employers, or letters of support for reinstatement. The SRB will review the supporting documents and make the final decision regarding reinstatement.

## **F. MINIMUM ACADEMIC REQUIREMENTS FOR STUDENTS RECEIVING FINANCIAL AID (UNDERGRADUATE STUDENTS)**

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress. Once a year, following the spring semester the cumulative grade-point average and number of credit hours attempted and earned by each financial aid recipient will be reviewed. Students who apply for financial aid by May 1 will be notified in writing by the Office of Financial Assistance during the month of June if they have lost eligibility for aid due to failure to meet these standards. Late applicants will be notified when they submit a Free Application for Federal Student Aid (FAFSA) or a Federal PLUS Loan application.

Incompletes, failures, or withdrawals are not considered earned credit hours and repeated courses are not counted as either attempted or earned credit hours. Transfer credits and Colleges of the Fenway credits are counted as earned credit hours.

A student must successfully complete the number of credit hours and maintain the minimum cumulative grade-point average listed on the chart below by the end of each successive academic year. This chart differentiates among full-time, three-quarter-time and half-time students, and is based on the maximum attempted credits federal policy which states that a student may only receive federal aid for up to 150% of the standard length of time that it takes a student

to complete their program of study. For instance, if your degree requires 120 credit hours, you may not attempt more than 180 credit hours to achieve this degree.

Year	Full Time		Three-Quarter Time		Half-Time	
	Minimum Credit Hours	Minimum Cumulative Grade Point Average	Minimum Credit Hours	Minimum Cumulative Grade Point Average	Minimum Credit Hours	Minimum Cumulative Grade Point Average
1	22	1.80	18	1.80	12	1.80
2	45	2.00	36	2.00	24	1.80
3	68	2.00	54	2.00	36	2.00
4	90	2.00	72	2.00	48	2.00
5	112	2.00	90	2.00	60	2.00
6	134	2.00	108	2.00	72	2.00
7			126	2.00	84	2.00
8			134	2.00	96	2.00
9					108	2.00
10					120	2.00
11					132	2.00
12					134	2.00

### **FINANCIAL AID SUSPENSION**

Undergraduate students who have not met the standards for satisfactory academic progress are placed on Financial Aid Suspension and are not eligible to receive aid, students will be notified of their status at their permanent address. The student is responsible for paying his/her own expenses, such as tuition, fees, books, supplies, etc. and will not be reimbursed for period(s) of financial aid suspension. Students on suspension status who improve their academic performance to the required completion rate and cumulative GPA without exceeding maximum attempted credits will return to good standing and are eligible for financial aid consideration. Students who enroll for fall without the benefit of aid who regain eligibility for the spring should contact the office to be reviewed. Students exceeding the maximum attempted credits for their program immediately enter Financial Aid Suspension status and may no longer receive financial aid for the declared program of study.

### **FINANCIAL AID SUSPENSION APPEALS**

Students with significant and documented extenuating circumstances may appeal to regain aid eligibility within thirty days of receipt of the aid decision. The appeal must explain, and documentation must support, the unusual circumstances that prevented the student from meeting required academic standards. Unusual circumstances may include: death of a close family member, extended illness, personal injury or other extraordinary circumstances. Supporting documentation may include: death certificate, physician's/counseling psychologist statement, police

report, etc. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc., without expectation of financial aid reimbursement. Students whose appeals are approved are granted one additional semester of aid, and in general, a student will be granted only one waiver during their academic career. Students are expected to meet the standards of academic progress upon completion of the semester for which they were granted a waiver.

## **G. WITHDRAWAL FROM THE COLLEGE**

### **VOLUNTARY WITHDRAWAL**

If a student wants to withdraw from the College, he or she must complete an Official Withdrawal form (available at the Office of Student Services) and meet with the Associate Vice President for Student Services. A student will not be removed from the College billing list until the withdrawal procedure has been completed.

### **NON-VOLUNTARY WITHDRAWAL**

When a student is required to withdraw from the College for academic reasons, a non-voluntary withdrawal occurs.

An undergraduate student who does not register for courses within the first two weeks of a semester, and who has not requested a leave of absence, will be deemed to have withdrawn from the College.

### **LEAVE OF ABSENCE**

An undergraduate student who wishes to request a leave of absence for a semester or an academic year must complete a Leave of Absence form which is available in the Office of Academic Advising and Assistance. To maintain degree candidate status, the Leave of Absence form must be submitted to the Associate Vice President for Student Services. A \$200 deposit must remain in the student's account with the College for any student requesting a leave of absence. If the student does not return to the College at the end of the specified leave of absence period, the deposit will be forfeited.

If, at the end of an approved leave of absence, a student does not submit a Request for Reinstatement form in order to resume his or her studies, the student will then automatically be considered withdrawn from the college. All withdrawn students are automatically placed on academic hold and are not permitted to register for additional courses without submitting to the Associate Vice President for Student Services a Request for Reinstatement form.

Undergraduate students may not retroactively request a leave of absence but must acquire permission before the beginning of the first semester of leave of absence.

## **H. READMISSION TO THE COLLEGE**

An undergraduate student in good academic standing who has withdrawn and wishes to seek reinstatement should complete the Request for Readmission (form available at the Office of Student Services) and meet with the Associate Vice President for Student Services. The Request for Readmission is then forwarded to the Scholastic Review Board which will make the decision regarding reinstatement.

A student who has been required to withdraw by the Scholastic Review Board for academic reasons may request to be readmitted after a year's absence from the College. The student must complete the Request for Readmission form. The student will also be required to provide supporting documents such as college transcripts, letters of recommendation from employers, or letters of support for readmission. The Scholastic Review Board will review the supporting documents and make the final decision regarding reinstatement.

## **I. PRACTICA**

## **STANDARDS FOR ENTERING A PRACTICUM**

Wheelock College has set high standards for students entering the undergraduate professional preparation programs in teaching, child life, and social work. Before students may take a practicum, the total record of a student will be reviewed.

To enter a practicum, a student must:

- successfully complete pre-practicum fieldwork courses by earning a grade of “C” or higher or a grade of “P” in pass/fail fieldwork courses;
- successfully complete sixty-seven credit hours of course work;
- pass the Wheelock Literacy and Communication Exam (WLCE);
- successfully complete the Human Growth and Development I and Human Growth and Development II courses by earning a grade of “C” or higher;
- demonstrate the ability to interact positively with children and adults in general education fieldwork; and
- maintain a 2.0 cumulative grade-point average or higher (i.e., students on academic probation may not enter a practicum).

In addition, students in the Massachusetts Department of Education Licensure Programs must adhere to Wheelock’s MTEL policies, including passing the MTEL Literacy and Communication test prior to registering for a pre-practicum field course (for elementary education students) or a practicum (for early childhood education students selecting the inclusive classroom teacher option; and for Special Education students).

Transfer students may not enter a practicum until they have successfully completed one sixteen credit hour semester and have earned sixty-seven credit hours of course work. A student usually may not register for more than sixteen credit hours during a practicum semester. An undergraduate student must petition the Scholastic Review Board for permission to register for more than sixteen credit hours during a practicum semester.

Each practicum has specific entrance criteria. Students should refer to the Course Offerings Brochure for entrance criteria for specific practica. Unless approved in advance by the appropriate Academic Dean, there are no exceptions to these criteria. To apply to enter a pre-practicum or a practicum or internship in Education, Child Life, Juvenile Justice, or Community Based Human Services, students must meet with the staff of the Office of Field Experiences before course selection (Deadlines are published in the academic calendar)

To enter a social work practicum, students must meet with the Social Work Field Coordinator and follow the procedures explained by the Social Work Field Coordinator.

### **CRITERIA FOR ENTERING FIELD PRACTICUM FOR UNDERGRADUATE SOCIAL WORK MAJORS**

To enter the practicum, a student must have:

- Completed 66 credit hours of course work successfully
- Passed the WLCE (Wheelock Literacy and Communication Exam).
- Completed the courses Understanding Communities and Human Growth and Development, with a grade of “C” or better. Transfer students must have successfully completed these courses or equivalent courses as determined by the Registrar.
- Demonstrated the ability to interact positively with children and adults in Understanding Communities and Human Growth and Development in the fieldwork experience, or for transfers, the equivalent courses as determined by the Registrar.
- Attained a minimum of 2.0 cumulative grade point average (students on probation may not enter a practicum).
- Attained a minimum of a “C” grade in SWK 205, SWK 225, SWK 355, and SWK 440.

Removed any “Incomplete” grades left from the semester preceding the practicum.

Before entrance into a practicum is permitted, the total record of a student is reviewed. Transfer students may not enter a practicum until they have successfully completed one 16-credit semester and have earned at least 66 academic credits. A student may not register for more than 16 credits during a student teaching/practicum semester. Any exceptions to this last standard must be approved by the Dean of Social Work.

## **INCOMPLETE GRADES FOR STUDENTS ENTERING PRACTICUM**

Students may not receive incomplete grades in any courses the semester prior to entering or continuing on a practicum. Any exception to this policy must be approved by the Scholastic Review Board or the Graduate Review Board.

## **REINSTATEMENT IN A PRACTICUM**

An undergraduate student who has failed a practicum must request permission to repeat a practicum by:

- completing a Request for Continuance form available in the Office of the Registrar; and
- submitting the completed form and all supporting documentation to the Scholastic Review Board by October 1, if the student wishes to enter a practicum in the spring semester, and by March 15, if the student wishes to enter a practicum in the succeeding fall semester.

The Scholastic Review Board will notify the student of its decision in writing.

An undergraduate student who voluntarily withdraws from a practicum for health considerations must complete the above steps and also submit documentation that the health considerations have been resolved or that the student may fulfill the requirements of the practicum with reasonable accommodations.

## **WITHDRAWING FROM A PRACTICUM OR INTERNSHIP**

A student who withdraws from a practicum for any reason, other than health or extraordinary considerations, at any time during the semester will automatically receive a failing grade of "F."

A student may withdraw from a practicum or internship for health considerations or extraordinary circumstances if, and only if, the student was performing satisfactorily at the time of the withdrawal and obtains the approval of the Scholastic Review Board (for undergraduate students) or of the Graduate Review Board (for graduate students).

To request withdrawal from a practicum or internship for health considerations, a student must submit

- a written petition describing the health considerations;
- a written statement from the student's College supervisor stating that the student was performing satisfactorily at the time of withdrawal; and
- written statement from a medical or mental health professional describing the student's health considerations and explaining the reason(s) for the student's inability to satisfy all the requirements of the practicum.

If a student is not able to satisfy the requirements of an internship, the following procedures must be followed:

- the student and the student's College supervisor must meet and discuss the student's performance;
- the student's College supervisor will prepare and deliver to the student a written evaluation of the student's performance and summarize all areas needing improvement and establish goals;
- if the student does not satisfy the established goals, the student's College supervisor will inform the Department Chair, Academic Dean and the Director of Field Experience or Social Work Field Coordinator;
- the Academic Dean will meet with the student's College supervisor and any other interested parties to discuss alternative courses of action; and
- the Academic Dean will inform the student of the prescribed course of action.

If the prescribed course of action is the student's withdrawal from the internship, the student will receive a failing grade of "F".

If the student is placed on academic probation or is dismissed from the College for academic reasons, the student must immediately withdraw from the internship.

## **GRIEVOUS BEHAVIOR AT PLACEMENT**

Some behavior is so egregious that it will result in immediate termination from a placement. Such behavior includes, but is not limited to, inflicting or threatening to inflict injury to a client, agency staff member, or other person related to the performance of professional duties; abusing controlled substances or alcohol so that it affects performance;

becoming sexually involved with clients or site personnel; or engaging in illegal activities that reflect upon the student's ability to perform professionally or that reflect negatively upon the profession.

### **UNDERGRADUATE LOCATION WAIVERS**

All students are strongly encouraged to do practica in the settings established by Wheelock's Field Experience Office in collaboration with the Faculty. In order to request permission to do a practicum at a setting that has not been examined by the College and thus is not yet an approved site a student must get permission from their Academic Advisor, Chair of their department, the Dean of their program and the Director of Field Experience to approve the site for this purpose. Please note that approval of such requests is contingent upon a number of factors such as documented medical conditions, the academic appropriateness of the setting and staffing considerations. It is the responsibility of the requesting student to complete a Location Waiver Form by April 1st for the upcoming Fall semester and November 1 for the following spring semester. All appropriate signatures must be obtained before submitting this form to the appropriate Dean. These waiver forms are available in the Field Experience Office.

### **STUDENT EMPLOYMENT AT PLACEMENT SITE**

Wheelock College believes that field training is an integral part of a student's professional preparation and development. To this end, the College conducts its practicum, internship, field placement, and other off-campus learning programs. The College endeavors to place students in educationally suitable positions at various public and private institutions and at other locations. On occasion, placement sites hire students to perform work outside of an academically-approved placement and beyond the College's oversight or control.

The College expresses no opinion and makes no representations that a placement site is a safe and adequately supervised work environment for employment or that a student is qualified to perform work at a placement site, outside of an academically-approved placement. The College assumes no responsibility for providing insurance for students against harm suffered or for liability incurred as a result of employment outside of an academically-approved placement. Such insurance and any liability resulting from such employment are the responsibility of the student and the employer. The College reserves the right to change a student's placement if, in the College's sole discretion, it determines that a student's outside employment at a placement site interferes with or compromises the educational goals of the academically-approved placement.

The College provides a copy of this policy and a Student Employer Acknowledgment and Release form to each placement site. Students seeking employment outside an academically-approved placement at a placement site are responsible for obtaining a signed Acknowledgment and Release from the placement site. In addition, students registering for academically-approved placements are required to sign an Acknowledgment and Release agreeing to this policy. Students under the age of eighteen must provide the College with an Acknowledgment and Release signed by their parents or legal guardians. These Acknowledgments and Releases will be maintained in students' permanent records in the Office of the Registrar.

### **CORI (CRIMINAL OFFENDER RECORD INQUIRY) AND OTHER BACKGROUND CHECKS**

The CORI (Criminal Offender Record Inquiry) is a criminal background check conducted by a number of human service agencies throughout the state. Its purpose is to attempt to protect both the very young and the very old from exposure to abuse by those who have a history of abusing children and/or elderly persons. In December, 1996 a law was passed in Massachusetts to require certain agencies serving children and the elderly to conduct CORI checks on all volunteers and staff retained or hired after March, 1997. Students should be aware that they may be asked by community service placement sites and practicum sites to obtain CORI clearance prior to beginning the practicum experience. Students should also keep in mind that these same sites may now also require a SORI (Sexual Offender Record Inquiry) check and drug screening.

## **J. ACADEMIC BOARDS**

The Academic Appeals Boards and academic appeals process are discussed in section C.

## **SCHOLASTIC REVIEW BOARD (UNDERGRADUATE)**

The members of the Scholastic Review Board are:

- Dean of Arts and Sciences, or his or her designee;
- Dean of Education, Social Work, Child Life and Family Studies, or his or her designee;
- A faculty member from each of the academic schools of the College appointed by Faculty Senate;
- Registrar;
- Vice President for Academic Affairs or his or her designee;
- Associate Vice President for Student Services;
- Coordinator of Disability and Student Support Services; and
- Dean of Student Life, ex officio.

Among the functions of the Scholastic Review Board are the following:

- to implement academic policy;
- to place students on and remove students from academic probation;
- to review applications for readmission to the College;
- to dismiss students from the College for academic reasons; and
- to consider students' special academic requests.

Any request by an undergraduate student for the Scholastic Review Board to consider a matter must be submitted in writing, together with all supporting materials, at least forty-eight hours before the next scheduled meeting of the Board.

## **K. ACADEMIC RECORDS**

The Office of Academic Records and Registration maintains the academic transcript of each student. Academic transcripts are available to a student upon written request. An official transcript bears the seal of the College and the signature of the Registrar. A transcript issued directly to a student is designated "Issued to Student." To obtain a copy of his or her transcript, a student must complete the Transcript Request form available on the Registrar's page of the Wheelock College website and pay a fee for each transcript requested. To obtain an official transcript, a student must also have satisfied his or her financial obligations to the College.

A file for every student is maintained in the Office of Academic Records and Registration and in the Office of Academic Advising and Academic Assistance. Students may inspect these files upon request.

## **L. DEGREE, DIPLOMA AND GRADUATION CEREMONY PARTICIPATION**

Wheelock College confers undergraduate and graduate degrees three times each year in May, August, and December. Students must successfully complete all degree requirements to receive their degree and diploma from Wheelock College. Wheelock conducts a Boston-based graduation ceremony each May to celebrate as a community the achievements of its degree recipients and program completers.

Students who are not degree recipients or program completers are eligible to participate in the Boston graduation ceremony if they are within eight credit hours of the total course credits required for the degree program. Other graduation ceremonies take place at selected national and international program delivery sites to honor the achievements of off-campus Wheelock College students. The President of Wheelock College will consult with administration, faculty, and students to decide when and where to host these off-campus graduation ceremonies.

Complete information regarding diplomas, the process of degree completion, and academic eligibility to participate in the commencement ceremony is available from the Office of Academic Records and Registration.

## **GRADUATE ACADEMIC POLICIES**

### **A. GRADUATE GRADING POLICY**

#### **GRADES AND COURSE STATUS**

For Graduate students, Wheelock College uses a system of letter grades that are equivalent to the following numerical quality points.

<b>Letter</b>	<b>Grade</b>	<b>Quality Point Equivalent</b>
A	4.00	Superior
A-	3.67	Excellent
B+	3.33	Very good
B	3.00	Good
B-	2.67	Satisfactory
F	0.00	Failing
R	0.00	Satisfactory progress in a continuing course

In addition, the following status may appear in a transcript

AU	0.00	Audit
I	0.00	Incomplete
WD	0.00	Withdrawal
P (Pass)	Pass.	Not included in grade-point average.

Each semester at registration, a graduate student may elect to take courses under the Pass/Fail option. Students must declare in writing to the Office of the Registrar their choices of the Pass/Fail option before the second class meeting. After this deadline, neither students nor instructors may change the grading election. Students who are considering pursuing study beyond the Master's Degree level are encouraged to take at least one-half of their courses for letter grades. Practica and seminars taken in tandem with practica must be taken on a Pass/Fail basis. A grade of Pass (P) does not affect a student's cumulative grade-point average.

An Incomplete (I) may be given to a student only for health reasons or in extraordinary circumstances. It is the student's responsibility to contact the instructor to request an Incomplete. Unless the student has requested an incomplete, the faculty cannot assign an incomplete.

Satisfactory in a continuing course (R) is the grade submitted by an instructor to indicate satisfactory progress in a continuing independent study, field study, thesis, or course that has been approved by the instructor and the appropriate Academic Dean as a two semester study, thesis, or course. At the end of the second semester, a letter grade, Pass, or Incomplete will be given. If an R is changed to an Incomplete in an independent study, field study, or course, the student must comply with the Incomplete procedures described above. If an R grade is changed to Incomplete for a thesis, the student must complete the thesis within one calendar year. A continuation fee of \$100 will be charged for each semester that the student carries an Incomplete only in this circumstance. If the completed work is not submitted by the deadline, the Incomplete will automatically be converted to a failing grade of F.

Withdrawal (WD) is recorded by the Office of Academic Records and Registration when a student officially withdraws from a course before the course withdrawal deadline published in the academic calendar. A faculty member cannot submit a request for withdrawal. Only a student can submit that request.

A graduate student who wishes to audit (AU) a course may do so with the approval of the instructor and the appropriate Academic Dean. To audit a course, a student must register for the course at registration or within the Drop/Add period. The tuition fee for auditing a course is two-thirds of the normal course tuition.

### **INCOMPLETES**

It is the student's responsibility to request an incomplete or "I" by submitting to the instructor a completed Request for Incomplete form. If a student makes such a request for more than one course, he or she must complete and submit a separate form for each course (available in the Office of Records and Registration). The instructor, at his or her sole discretion, may grant the student's request. The instructor will submit the completed form to the office of Academic Records and Registration at the same time that he or she submits final grades.

All incomplete work must be submitted by the student to the instructor so that the instructor may submit a change of grade to the Office of Records and Registration before the deadline for submitting changes of grades. Students who plan to enter a practicum in the semester following the granting of an Incomplete must finish all work prior to beginning the practicum. *If a grade has not been submitted by the deadline for submitting changes of grades, the grade of "I" will be administratively changed to a failing grade of "F."*

### **DEADLINE TO CHANGE A FINAL GRADE**

A faculty member may change a grade he or she has assigned no later than 12 months after the original grade submission deadline. After this time the students and instructor must petition the appropriate academic review board for an exception to the grade change policy. Once a student's degree is conferred, the student's academic statistics are considered final and no grade changes are permitted. This policy is effective as of fall 2009.

## **B. ACADEMIC STATUS (Graduate Students)**

Graduate students who are registered for nine or more credit hours in the fall or spring semester or six total credit hours during the summer session are considered full-time. Graduate students who enroll for fewer than these numbers of credit hours are considered part-time. A student's status may change from one semester to the next. Students may register for a maximum of fifteen credit hours per semester for the fall and spring semesters, and a maximum of nine for a summer session. Permission to register for additional credit hours must be obtained in advance from the student's advisor and the appropriate Academic Dean. To remain eligible for most types of financial aid, graduate students must enroll in a minimum of five credit hours each semester.

## **C. ACADEMIC STANDARDS (Graduate Students)**

### **GOOD ACADEMIC STANDING**

A 2.67 (B-) semester and cumulative grade-point average is the minimum acceptable standard for all graduate students. A graduate student must maintain this standard to graduate from the College. Graduate students whose grade-point averages are below 2.67 are automatically placed on academic probation. In addition, a student must demonstrate a strong likelihood that he or she will be able to complete successfully the requirements of a graduate program. The Graduate Review Board monitors a graduate student's academic progress.

### **TRANSFER CREDIT**

Graduate students may transfer up to 6 graduate credit hours for courses successfully completed at other accredited institutions of higher education by:

- obtaining and completing the Transfer of Credit form available at the Office of Academic Records and Registration;
- obtaining the written approval of the student's advisor;
- submitting course description(s) of the courses successfully completed at the other institution for review by the appropriate Academic Dean or designee; and
- submitting to the Registrar an official transcript issued by the other institution.

Transfer credits will not be awarded for classes that are taken pass/fail. No credits will be transferred unless the graduate student received a grade of B or higher in the course. Usually courses transferred from other accredited

institutions will be considered elective credit, only by petition to the Graduate Review Board, a course may be used to fulfill a required course. Credits completed more than 6 years prior to the date of admission will not be accepted.

### **WAIVER POLICY**

Graduate students with excellent records of previous graduate coursework and/or extensive work experience may request a substitution from certain graduate program requirements.

Graduate students who wish to reduce the total number of credit hours required for their programs may request a reduction of program credit hour requirements not to exceed six credit hours to the Graduate Review Board (GRB). Regardless of the reduction granted, students must take at least twenty-seven credit hours at Wheelock to obtain a Master's Degree.

Graduate students who wish to request exemption from graduate program requirements should discuss the appropriateness of the request with their advisors. Course Exemption Request forms are available in the Office of Academic Records and Registration. Requests should be submitted to the student's advisor with a brief written statement and evidence of previous coursework or work experience in support of the request.

Requests for course substitutions are reviewed by the graduate student's advisor, and the appropriate Academic Dean. Requests for practicum exemptions, credit hour reductions, and exemption from graduate program requirements are reviewed by the graduate student's advisor, the appropriate Academic Dean and the Graduate Review Board. The Graduate Review Board reviews requests on a monthly basis during the fall and spring semesters. Requests to the Graduate Review Board must be submitted with supporting documentation at least ten days in advance of the next meeting of the Board. Students are notified in writing of decisions regarding approval or disapproval of requests for course substitutions, practicum exemptions and credit hour reductions.

### **INDEPENDENT OR FIELD STUDY**

Matriculated graduate students who have demonstrated competence in conducting advanced research and study are encouraged to explore an Independent Study or Field Study in lieu of course electives. An Independent Study or Field Study may not usually replace non-elective courses in a student's program of study.

Independent Study (one to three credit hours) is based on in-depth research in a selected area. Graduate students choosing Field Study (one to three credit hours) may combine coursework with field-based research or may conduct a Field Study of issues within schools, hospitals, social work agencies or other professional sites. Students may not usually apply more than a total of six credit hours of Independent Study or Field Study toward a Master's Degree program.

Each student must discuss the proposed study; the format, content, and length of the final paper or project; and the appropriate number of credit hours with his or her advisor who will help the student identify an appropriate project advisor who must be a Wheelock faculty. The project advisor and the student must agree on a plan of implementation, supervision and evaluation. The student must prepare a detailed proposal according to the criteria and processes described in the Independent Study / Field Study Request form which is available in the Office of Academic Records and Registration. No student will be permitted to register for Independent Study or Field Study without prior approval of the appropriate Academic Dean.

## **D. ACADEMIC WARNING, PROBATION AND DISMISSAL (Graduate Students)**

### **ACADEMIC PROBATION**

Students whose semester or cumulative grade point averages drop below the level of good standing (2.67) are automatically placed on academic probation. The Graduate Review Board may recommend a range of actions for such students including dismissal from the College.

Students who receive a grade of F will be placed on probation no matter what their grade point average. Student who receive a second grade of F will have their cases automatically reviewed the Graduate Review Board for consideration for dismissal from the College or other actions.

The Graduate Review Board will attempt to notify promptly any student who has been placed on academic probation. However, even if a student is not notified, he/she is on academic probation.

### **REMOVAL FROM ACADEMIC PROBATION**

At the conclusion of each semester, the Graduate Review Board will review the record of each graduate student who has been placed on academic probation for the previous semester. The Board may remove the student from academic probation if the student has:

- after receiving a failing grade of “F” in the previous semester, demonstrated sufficient academic progress as determined by the Graduate Review Board;
- after failing to achieve a cumulative grade-point average of 2.67 or higher, achieved a minimum 2.67 cumulative grade-point average or higher.

The Graduate Review Board decides, in its sole discretion, whether to remove a graduate student from academic probation. The decision of the Graduate Review Board regarding academic probation is final.

### **ACADEMIC DISMISSAL**

A graduate student who receives two failing grades of “F” in one or more courses, or who violates the standards for academic honesty, or who fails to be removed from academic probation after a semester, may be dismissed from the College following a review by the Graduate Review Board. Such a student will not be allowed to register for additional graduate program courses. A graduate student who has been dismissed for academic reasons may apply to the Graduate Review Board for readmission after one semester.

The Graduate Review Board decides, in its sole discretion, whether to dismiss or not dismiss a student for academic reasons.

## **E. MINIMUM ACADEMIC REQUIREMENTS FOR STUDENTS RECEIVING FINANCIAL AID (Graduate Students)**

In order to remain eligible for assistance, financial aid applicants must meet satisfactory academic progress (SAP) standards established in accordance with federal regulations. The academic progress of aid applicants and recipients must be evaluated by the Financial Aid Office annually. This evaluation will generally occur in May after semester grades are posted as a part of our determination of eligibility for the next academic year (*Summer session is considered the beginning of the academic year for financial aid purposes*). Students applying for financial aid are also subject to the standards at the point of financial aid application. The Graduate Satisfactory Academic Progress (SAP) Standards for Financial Aid include quantitative and qualitative measures.

The standards used for measuring GR Satisfactory Academic Progress are:

Quantitative: Completion Rate

Quantitative: Maximum Attempted Credits

Qualitative: Cumulative Grade Point Average

The **completion rate** standard for financial aid consideration is calculated by dividing the cumulative credit hours earned by the cumulative credit hours attempted. To remain in good standing, students are expected to successfully complete at least 80 percent of the course work attempted. Students falling below the minimum completion rate of 80 percent are placed on Financial Aid Suspension.

For example, a student earning 12 of 18 attempted graduate credit hours would enter Financial Aid suspension. (12/18 = 67%).

The standard for **maximum attempted credits** students must proceed through their program of study with not more than 150 percent of the total courses required to attain each grade level. Progress toward program completion is determined by comparing the total number of credit hours attempted (including course withdrawals and failures) to the number of credit hours successfully completed.

For example, if a student is pursuing a graduate degree requiring 36 credit hours, no financial aid consideration would be available after attempting 54 credit hours, even if the student has not yet earned the graduate degree and meets all other satisfactory academic progress standards. (36 x 150% = 54)

The standard for **cumulative grade point average** for financial aid consideration, students must maintain a cumulative grade point average (GPA) of 2.0 or higher. Students falling below the minimum cumulative grade point average of 2.0 are placed on Financial Aid Suspension.

### **FINANCIAL AID SUSPENSION**

Students failing either the quantitative or qualitative measures are placed on Financial Aid Suspension. Students with deficiencies and/or whose aid is subject to suspension are notified at their permanent address. The student is responsible for paying his/her own expenses, such as tuition, fees, books, supplies, etc. and will not be reimbursed for period(s) of financial aid suspension. Students on suspension status who improve their academic performance to the required completion rate and cumulative GPA without exceeding maximum attempted credits will return to good standing and are eligible for financial aid consideration. Students exceeding the maximum attempted credits immediately enter Financial Aid Suspension status and may no longer receive financial aid for the declared program of study.

### **FINANCIAL AID SUSPENSION APPEAL**

Students with significant and documented extenuating circumstances may appeal to regain aid eligibility. Students may submit a written appeal with documentation to the Financial Aid Office. The appeal must explain, and documentation must support, the unusual circumstances that prevented the student from meeting required academic standards. Unusual circumstances may include: death of a close family member, extended illness, personal injury or other extraordinary circumstances. Supporting documentation may include: death certificate, physician's/counseling psychologist statement, police report, etc. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc., without expectation of financial aid reimbursement. Students whose appeals are approved are granted one additional semester of aid, and in general, a student will be granted only one waiver during their academic career. Students are expected to meet the standards of academic progress upon completion of the semester for which they were granted a waiver.

## **F. ACADEMIC APPEALS**

A Wheelock College student has a right to appeal a final grade or academic dismissal. A student may appeal a final grade or academic dismissal to the Academic Appeals Board. Undertaking such an appeal is an extraordinary matter.

## **G. NON-MATRICULATED STUDENT POLICY FOR GRADUATE STUDENTS**

Wheelock welcomes students who have not yet been admitted into a graduate program or who are not interested in matriculating into a graduate program to register for courses as non-matriculated students.

All non-matriculated students who have attended six credit hours or more of graduate courses will be automatically placed on academic hold and will not be permitted to register for additional graduate program courses without obtaining prior approval from the Director of Graduate Admissions.

Non-matriculated students who are considering applying to a Wheelock graduate degree program are strongly encouraged to seek advice from the Director of Graduate Admissions and the Academic Dean prior to registering for any graduate program courses. The Academic Dean will provide information regarding the graduate admissions

process and how credit hours from graduate program courses may be applied to Wheelock graduate degree programs. Students may also request permission to register for one additional three-credit graduate program course during the semester that their applications for admission are being reviewed. Such permission is granted or denied in the sole discretion of the appropriate Academic Dean after consultation with program faculty members.

Non-matriculated students who are not interested in enrolling in a Wheelock graduate degree program, but who are interested in pursuing course work at the graduate level for reasons of personal enrichment or professional development, may request Non-Degree Student status. Once a student is granted Non-Degree Student status, he or she may take an unlimited number of graduate program courses, excluding those courses restricted to matriculated students. Excluded courses include, but are not limited to, all practica and clinical experiences, independent and field studies, and other courses designated as restricted by the appropriate Academic Dean.

## **H. LENGTH OF TIME IN A PROGRAM (Graduate Students)**

Graduate students are required to complete their graduate degree programs of study within five years of the semester of matriculation. Part-time students who have not completed their programs of study within this time limit must, no later than one month before the end of their fifth year since matriculation, consult with their academic advisor and Academic Dean and submit a letter of petition to the Graduate Review Board requesting an extension. A rationale for delaying completion should be included. Students should be aware that delay in completing their degree requirements may result in their inability to complete their original program of study, as the requirements and availability of programs may change over time.

The Graduate Review Board may choose to accept or reject the student's petition. The decision of the Graduate Review Board is final, and there is no right of appeal this decision.

## **I. WITHDRAWAL FROM THE COLLEGE**

### **VOLUNTARY WITHDRAWAL**

If a graduate student wants to withdraw from the College, he or she must complete an Official Withdrawal form. This form is available on MyWheelock or in the Office of Academic Records and should be completed as soon as the student decides to withdraw. The student should obtain all necessary signatures and return the form to Academic Records. Failure to complete this form in a timely manner may affect any refund the student may receive. A student will not be removed from the billing list until the withdrawal procedure has been completed.

### **NON-VOLUNTARY WITHDRAWAL**

When a student is required to withdraw from the College for academic reasons, a non-voluntary withdrawal occurs. See Section V.I (Academic Warning, Probation and Dismissal) discussing academic dismissal.

An undergraduate student who does not register for courses within the first two weeks of a semester, and who has not requested a leave of absence, will be deemed to have withdrawn from the College.

A graduate student who does not register for one semester and who has not requested a leave of absence will be deemed to have withdrawn from the College.

### **LEAVE OF ABSENCE**

All graduate students who plan to interrupt their studies for one semester or a period longer than one semester are required to submit a Leave of Absence form. This form is available on MyWheelock or in the Office of Academic Records and should be completed as soon as the student decides to take a leave of absence. The student should obtain all necessary signatures and return the form to Academic Records. Failure to complete this form in a timely manner may affect any refund the student may receive. Normally, students may request a leave of absence for no more than three consecutive semesters. At the end of an approved leave of absence, and prior to the beginning of the semester in which the student plans to resume her or his studies, the student must submit to the appropriate Academic Dean a Request for Reinstatement form in order to reactivate her or his status and to be able to register for

courses. If, at the end of an approved leave of absence, a student does not submit a Request for Reinstatement form in order to resume his or her studies, the student will then automatically be considered withdrawn from Wheelock. All withdrawn students are automatically placed on academic hold and are not permitted to register for additional graduate courses without submitting to the appropriate Academic Dean a Request for Reinstatement form. In ordinary circumstances, all graduate students must complete their degree programs within five years of the semester of matriculation. If a leave of absence for a student is approved, the amount of approved leave time does not count as part of the five years allowed for completion. Students may not retroactively request a leave of absence but must acquire permission before the beginning of the first semester of leave of absence.

Graduate students who interrupt their studies for a period longer than one semester without acquiring in advance of the first semester a formally approved leave of absence will be automatically considered withdrawn from the graduate program. All withdrawn students will be placed on academic hold and will not be permitted to register for additional graduate courses without first submitting to the appropriate Academic Dean a Request for Reinstatement form. In these cases, the semesters of unauthorized academic inactivity will count as part of the five years total allowed for completion of a degree program.

## **J. READMISSION TO THE COLLEGE (Graduate Students)**

A graduate student in good academic standing who has withdrawn and wishes to seek reinstatement within five years of the date of his/her matriculation should complete the Request for Readmission. This Request for Readmission is then forwarded to the Graduate Review Board.

Students seeking to return to the College more than five years after their initial matriculation should follow the admissions procedures in the catalog.

A student who has been required to withdraw by the Graduate Review Board for academic reasons may request to be readmitted after a year's absence from the College. The student must complete the Request for Readmission form. The student will also be required to provide supporting documents such as college transcripts, letters of recommendation from employers, or letters of support for readmission. The Graduate Review Board will review the supporting documents and make the final decision regarding reinstatement.

## **K. PRACTICA STANDARDS FOR ENTERING A PRACTICUM**

Normally, students must be admitted into a graduate program for at least one semester prior to the semester in which they wish to begin their first practicum. Full-time graduate students in Education and Child Life programs should consult with the Field Experience Office as soon as they are admitted to discuss placement options. Part-time graduate students should meet with the Field Experience staff early in the semester before they plan to begin a pre-practicum, practicum or internship. Deadlines for graduate students to register for practica can be obtained from the student's academic advisor. Social Work students should plan a practicum with the Social Work Field Coordinator.

Students should register for a practicum by submitting a course registration form to the Office of Academic Records and Registration during the registration period. Pre-practicum courses prepare students for working with children and adults in professional settings and help to assess students' abilities to work independently and their readiness to do the required practicum work. Some graduate programs require certain courses to be taken prior to or concurrently with practica. Graduate students should consult with their advisors to determine what courses and field based pre-practica are required to enter different practica. Only matriculated graduate students may take a practicum. A graduate student on academic probation may not enter a practicum.

## **INCOMPLETE GRADES BEFORE ENTERING A PRACTICUM**

Students may not receive incomplete grades in any courses the semester prior to entering or continuing on a practicum. Any exception to this policy must be approved by the Scholastic Review Board or the Graduate Review Board.

### **REINSTATEMENT IN A PRACTICUM**

A graduate student who has failed a practicum may request reinstatement in a practicum by:

- completing a Request for Reinstatement in a Practicum form (available from the Office of Academic Advising);
- collecting documentation (e.g., written references) to support his or her reinstatement in a practicum; and
- submitting the completed form and all supporting documentation to the Graduate Review Board at least one semester prior to the requested semester for reinstatement.

A graduate student who voluntarily withdraws from a practicum for health considerations must complete the above steps and also submit documentation that the health considerations have been resolved or that the student may fulfill the requirements of the practicum with reasonable accommodations.

### **WITHDRAWING FROM A PRACTICUM OR INTERNSHIP**

A student who withdraws from a practicum for any reason, other than health or extraordinary considerations, at any time during the semester will automatically receive a failing grade of “F.”

A student may withdraw from a practicum or internship for health considerations or extraordinary circumstances if, and only if, the student was performing satisfactorily at the time of the withdrawal and obtains the approval of the Scholastic Review Board (for undergraduate students) or of the Graduate Review Board (for graduate students).

To request withdrawal from a practicum or internship for health considerations, a student must submit

- a written petition describing the health considerations;
- a written statement from the student’s College supervisor stating that the student was performing satisfactorily at the time of withdrawal; and
- written statement from a medical or mental health professional describing the student’s health considerations and explaining the reason(s) for the student’s inability to satisfy all the requirements of the practicum.

If a student is not able to satisfy the requirements of an internship, the following procedures must be followed:

- the student and the student’s College supervisor must meet and discuss the student’s performance;
- the student’s College supervisor will prepare and deliver to the student a written evaluation of the student’s performance and summarize all areas needing improvement and establish goals;
- if the student does not satisfy the established goals, the student’s College supervisor will inform the Department Chair, Academic Dean and the Director of Field Experience or Social Work Field Coordinator;
- the Academic Dean will meet with the student’s College supervisor and any other interested parties to discuss alternative courses of action; and
- the Academic Dean will inform the student of the prescribed course of action.

If the prescribed course of action is the student’s withdrawal from the internship, the student will receive a failing grade of “F”.

If the student is placed on academic probation or is dismissed from the College for academic reasons, the student must immediately withdraw from the internship.

### **GRIEVOUS BEHAVIOR AT PLACEMENT**

Some behavior is so egregious that it will result in immediate termination from a placement. Such behavior includes, but is not limited to, inflicting or threatening to inflict injury to a client, agency staff member, or other person related to the performance of professional duties; abusing controlled substances or alcohol so that it affects performance; becoming sexually involved with clients or site personnel; or engaging in illegal activities that reflect upon the student’s ability to perform professionally or that reflect negatively upon the profession.

## **STUDENT EMPLOYMENT AT A PLACEMENT SITE**

Wheelock College believes that field training is an integral part of a student's professional preparation and development. To this end, the College conducts its practicum, internship, field placement, and other off-campus learning programs. The College endeavors to place students in educationally suitable positions at various public and private institutions and at other locations. On occasion, placement sites hire students to perform work outside of an academically-approved placement and beyond the College's oversight or control.

The College expresses no opinion and makes no representations that a placement site is a safe and adequately supervised work environment for employment or that a student is qualified to perform work at a placement site, outside of an academically-approved placement. The College assumes no responsibility for providing insurance for students against harm suffered or for liability incurred as a result of employment outside of an academically-approved placement. Such insurance and any liability resulting from such employment are the responsibility of the student and the employer. The College reserves the right to change a student's placement if, in the College's sole discretion, it determines that a student's outside employment at a placement site interferes with or compromises the educational goals of the academically-approved placement.

The College provides a copy of this policy and a Student Employer Acknowledgment and Release form to each placement site. Students seeking employment outside an academically-approved placement at a placement site are responsible for obtaining a signed Acknowledgment and Release from the placement site. In addition, students registering for academically-approved placements are required to sign an Acknowledgment and Release agreeing to this policy. Students under the age of eighteen must provide the College with an Acknowledgment and Release signed by their parents or legal guardians. These Acknowledgments and Releases will be maintained in students' permanent records in the Office of Registrar.

## **CORI (CRIMINAL OFFENDER RECORD INQUIRY) AND OTHER BACKGROUND CHECKS**

The CORI (Criminal Offender Record Inquiry) is a criminal background check conducted by a number of human service agencies throughout the state. Its purpose is to attempt to protect both the very young and the very old from exposure to abuse by those who have a history of abusing children and/or elderly persons. In December, 1996 a law was passed in Massachusetts to require certain agencies serving children and the elderly to conduct CORI checks on all volunteers and staff retained or hired after March, 1997. Students should be aware that they may be asked by community service placement sites and practicum sites to obtain CORI clearance prior to beginning the practicum experience. Students should also keep in mind that these same sites may now also require a SORI (Sexual Offender Record Inquiry) check and drug screening.

## **L. ACADEMIC BOARDS**

The Academic Appeals Board is discussed in section C (Academic Appeals Board).

The members of the Graduate Review Board are:

- Dean of Arts and Sciences, or his or her designee;
- Dean of Education, Social Work, Child Life and Family Studies or his or her designee;
- A faculty member for each of the academic schools of the College appointed by Faculty Senate;
- Registrar;
- Vice President for Academic Affairs, or his or her designee; and
- Associate Vice President for Student Services.

The Graduate Review Board interprets and applies the academic policies, procedures and standards of the Graduate programs.

The primary roles of the Graduate Review Board are:

- to implement academic policy;
- to place students on and remove students from academic probation;
- to review applications for readmission to the College;
- to dismiss students from the College for academic reasons; and

- to consider students' special academic requests.

Any request by a graduate student for the Graduate Review Board to consider a matter must be submitted in writing, together with all supporting materials, at least forty-eight hours before the next scheduled meeting of the Board.

## **M. ACADEMIC RECORDS**

The Office of Academic Records and Registration maintains the academic transcript of each student. A student's transcript is available to a student upon written request. An official transcript bears the seal of the College and the signature of the Registrar. A transcript issued directly to a student is designated "Issued to Student." To obtain a copy of his or her transcript, a student must complete the Transcript Request form available on the Registrar's page of the Wheelock College website and pay a fee for each transcript requested. To obtain an official transcript, a student must also have satisfied his or her financial obligations to the College.

A file for every student is maintained in the Office of Academic Records and Registration and in the Office of Academic Advising and Academic Assistance. Students may inspect these files upon request. Refer to Section VI.F (Privacy and Records) for procedures to review files.

## **N. DEGREES, DIPLOMAS AND GRADUATION CEREMONY PARTICIPATION**

Wheelock College confers undergraduate and graduate degrees three times each year in May, August, and December. Students must successfully complete all degree requirements to receive their degree and diploma from Wheelock College. Wheelock conducts a Boston-based graduation ceremony each May to celebrate as a community the achievements of its degree recipients and program completers.

Students who are not degree recipients or program completers are eligible to participate in the Boston graduation ceremony if they are within eight credit hours of the total course credits required for the degree program. Other graduation ceremonies take place at selected national and international program delivery sites to honor the achievements of off-campus Wheelock College students. The President of Wheelock College will consult with administration, faculty, and students to decide when and where to host these off-campus graduation ceremonies.

Complete information regarding diplomas, the process of degree completion, and academic eligibility to participate in the commencement ceremony is available from the Office of Academic Records and Registration.

## **VII. SAFETY AND SECURITY**

### **SAFETY ON AND OFF CAMPUS**

Even though you are on campus and very familiar with the area, be careful. There are basic precautions that people who live in an urban area like Boston need to take.

#### **Maintain Your Personal Safety**

- Have your keys ready before you arrive at your residence hall or automobile.
- Do not walk alone at night or in isolated areas.
- Walk along well-traveled paths, even during daylight hours. At night, avoid poorly-lit short cuts.
- Do not accept rides from strangers. Be cautious of persons you meet in a social setting. Feel confident you know that person well enough before going to the parking lot or taking a ride in any car, yours or theirs.
- Carry a whistle on your key ring and don't hesitate to use it if you feel you are threatened.
- Look alert. Pay attention to the events around you. By looking confident you may be able to deter an attack.
- When walking to Colchester House, the President's House, the Brookline Campus (43 Hawes Street), or the Longwood "T," always walk on the sidewalks along The Riverway, Longwood Avenue, and Kent Street, rather than through the park across The Riverway

### **SAFETY IN THE RESIDENCE HALLS**

- Keep your residence hall room or apartment door locked at all times. Never leave your door unlocked or propped open.
- Never loan your keys or Wheelock College Student I.D. to anyone, for any reason.
- Any theft, no matter how small, should be reported to Public Safety immediately and reported to your Resident Director, who will ask you to complete a Report of Loss form. Notify the Facilities Management Office or Public Safety if items reported as lost or stolen are found or otherwise accounted for.
- Try to know everyone who lives in your residence hall. You must comply with the Visitors and Sign-In Policy described under Residence Life in the Handbook. Your safety and security, as well as that of everyone in the residence hall, will depend on your compliance with that Policy.
- Report any suspicious people or incidents immediately to Public Safety.

### **SAFETY ESCORT**

Students who intend to walk alone at night from one campus building to another may request an escort from Public Safety. Public Safety will provide a foot patrol escort as soon as one is available. If a Public Safety officer is on another security detail, the escort will be delayed until that detail is completed.

### **SEXUAL ASSAULT**

If you are the victim of sexual assault by a stranger or by someone you know, contact the Resident Director on call or the Harvard Vanguard health services at 617-421-1196 immediately; or call one of the following crisis lines: Beth Israel Hospital Rape Crisis Service at 617-667-4645 or the Greater Boston Rape Crisis Center at 617-492-RAPE (7273), which is a 24-hour hotline. Victims have the option to contact state or local police regarding a sexual assault. Wheelock authorities will assist sexual assault victims in notifying police, if requested.

#### **A Climate of Respect (excerpted from the Student Code of Conduct)**

Wheelock College is committed to providing a Climate of Respect within its learning and living environment. It is expected that students will conduct their affairs with the utmost respect toward those within and without the College community in accordance with the College mission and creed. Sexual assault in any of its forms is contrary to the foundations of this commitment. Any student who treats another unfairly, unkindly, disrespectfully or abusively is in violation of the Wheelock Code of Conduct and will be subject to adjudication.

## **Definition of Sexual Assault**

**Sexual Assault** is a category of violent crime that includes **rape, attempted rape and indecent assault and battery**. National statistics indicate that 20-25% of female college students will have experienced rape or attempted rape during their college career. (BARCC website) National statistics also indicate 3% of American men will have experienced rape during their lifespan, although this is thought to be a highly underestimated statistic because of under reporting by male victims.

## **Acquaintance Rape**

A preponderance of national reports on rape indicates that 65% - 77% of sexual assaults are by someone the victim knew. According to one national college survey, in college settings 84% of victims knew their attacker and 57% of rapes occurred on dates.

## **Alcohol, Drugs and Consent**

Massachusetts law provides that legally intoxicated individuals (.08 or above blood alcohol level) are unable to consent to any sexual activity. Drugs are often unknowingly given to victims of rape. The three most used are Rohypnol or Roofies, Gamma-Hydroxybutyrate or GHB and Ketamine or Special K. If you suspect that you have consumed any of these, please seek medical assistance.

## **Steps to Take if You Are Sexually Assaulted**

### **Get to a safe place**

Call someone you trust

### **Let someone know what happened**

The following offices can be of immediate assistance and facilitate a plan of help:

- Public Safety: even if you are off campus, they can assist in getting you back to campus or to a medical facility 617-879-2151
- Residence Life: an RA or RD, there is always an RA and RD on call
- The Counseling Center:
  - During office hours 617-879-2413
  - there is always a Counselor on Call (COC) available by phone - they can be reached by calling Public Safety and asking to have the COC paged
  - The Boston or the local Police department where the assault occurred 911.

### **Get medical help immediately**

- Have injuries treated
- Receive assessment for risk of pregnancy or sexually transmitted diseases
- Gather needed physical evidence, should you wish to have the option to press charges
- Where to go for medical care:
  - Beth Israel Deaconess Medical Center 617-667-7000, ask for the Emergency Room – the hospital has staff that are specially trained to assist individuals who have been sexually assaulted, The Center for Violence Prevention and Trauma Recovery 617-667-8141
  - Harvard Vanguard Health Services Urgent Care – the unit functions as Wheelock’s student health service 617-21-1196
  - Fenway Community Health Service, Violence Recovery Program 617-972-6250, after 5:00 pm or on the weekends 877-785-2020
  - Brigham and Women’s Hospital (617) 732-5640
  - Mass General Hospital Emergency Department 617-724-4100

### **Preserve physical evidence**

- If at all possible, try to avoid washing, using the toilet or changing clothes. If clothes are removed, place them in a paper not plastic bag and bring them with you to the medical examination

### **Common Reactions to Sexual and Other Kinds of Assault**

- ❖ Shock
- ❖ Anxiety and hypervigilance
- ❖ Fear of being alone
- ❖ Disrupted appetite and sleep
- ❖ Guilt and shame
- ❖ Disgust with your body
- ❖ Lack of trust of others, both known and strangers
- ❖ Nightmares, flashbacks
- ❖ Self-blame
- ❖ Difficult concentrating
- ❖ physical symptoms

### **Getting Emotional Support and Counseling**

#### **On Campus**

The Counseling Center provides a safe environment in which counselors can assist students in crisis by providing options for immediate and longer term care, including emotional and psychological support, guidance in accessing medical care and other off campus resources

- The Center's office hours are:
  - Monday 8:30 am – 5 pm,
  - Tuesday - Thurs 8:30 am – 7 pm
  - Fridays 8:30 am – 4:00 pm

#### **Off Campus**

- BARCC or the Boston Area Rape Crisis Center has a 24 hour confidential hotline
- BIDMC Violence Prevention and Trauma Recovery Center
- Cambridge Hospital Victims of Violence (VOV)
- Fenway Community Health Center

### **Criminal Charges**

When the College is aware that criminal charges have been brought against a Wheelock College student by federal, state or local authorities, the College reserves the right to take appropriate action against the student, including but not limited to, suspension or expulsion from the College, and/or from residence, pending the outcome of judicial proceedings.

Expression of any form which is degrading, demeaning, abusive or harassing toward others, particularly on the basis of race, color, cultural background, handicap, age, sexual orientation, or political or religious beliefs. This covers all forms of communication, including verbal, written, and electronic media, and all forms of interaction, including physical and verbal.

### **CRIME REPORTING**

Wheelock encourages the accurate and prompt reporting of all crimes and violations of College policies. In the event that crimes or policy violations occur, the College will inform the campus community.

The Student Right-to-Know and Campus Security Act of 1990 require colleges and universities to publish certain campus crime and arrest statistics annually.

## **SAFETY PROCEDURES**

Each member of the Wheelock community—students, faculty, administrators, and staff—is responsible for his or her own safety while on campus or at College-sponsored activities. The College has established safety policies that are explained below. Everyone is expected to follow these policies and is expected to attend orientation and security-related meetings which will be held from time to time throughout the year.

### **Your Responsibilities**

All members of the Wheelock community are expected to:

- Follow the College’s policies concerning visitors, the use of alcohol and drugs, security, and the rights of others.
- Report any unescorted strangers in College buildings or suspicious people on the campus to Public Safety immediately at extension 2151. Accompany your visitors from arrival on to departure from campus.
- Adhere to the College’s parking regulations.
- Use good judgment and be careful in all matters pertaining to personal safety or the safety of others. Specifically, the College expects that students, faculty, administrators, staff, or visitors will not circumvent College regulations or security systems. These regulations and security systems are established for everyone’s protection.

Failure to comply with security policies is a violation of the Code of Conduct and can lead to sanctions or disciplinary actions. Failure to heed warnings can also lead to loss of property and increase risks to personal safety.

### **Security System**

To help provide security at the College, Wheelock has installed a security system that includes several different components. At the beginning of each academic year, and occasionally throughout the year, this security system will be explained to all students. Each Wheelock student is responsible for knowing and complying with security policies distributed in the fall and is responsible for being present at residence hall and campus security-related meetings. The College reserves the right to change Wheelock’s security system at any time and for any reason.

The central Public Safety Desk in the lobby of Peabody is staffed by Public Safety officers on duty 24 hour a day, 7 days a week. Each Public Safety staff member is trained to handle on-campus incidents or problems. The campus Public Safety staff urges each student to report any situation that could threaten the security of the campus. This includes thefts, strangers on campus, and unsafe conditions. Security and safety is everyone’s responsibility, and the Public Safety staff depends on and is appreciative of the help of students, faculty and staff to maintain a safe campus environment.

All students should know the following emergency telephone numbers:

Public Safety:	617-879-2151	
Health Center:	617-421-1196	
Boston or Brookline Police, Fire, and Medical Emergency:		911

To dial an off-campus number, including 911, you must dial 9 first for an outside line. Therefore, to dial 911 from campus dial 9-911.

Any student who is concerned about security or who has a complaint concerning security should contact his or her Resident Assistant or Resident Director. The student will be asked to complete a “Security Complaint” form, which will be submitted to the Dean of Students and the Director of Facilities Management.

## **BICYCLES**

Bicycles may not be parked or stored in the hallways, stairwells or public areas of any building on campus, due to city fire and safety regulations. Always lock your bicycle at appropriate bicycle racks located on campus.

## **IDENTIFICATION CARDS**

The Fenway Card is the College's official means of identification, enabling students to access essential campus facilities and services including the residence halls, Food Services and the Library. Most services can be accessed with the card via readers placed around the College. Students should carry the card at all times while on campus.

The Fenway Card offers a convenient prepaid spending account - Fenway Cash - accepted as a form of payment at the Longfellow Café, Campus Store, Lucy's Café and the Campus Center Dining Room. Students may also use Fenway Cash to make purchases at popular local businesses in the Fenway neighborhood and accepting locations at the other five member institutions of the Colleges of the Fenway. For a complete list of accepting locations, visit [www.fenwaycard.com](http://www.fenwaycard.com).

To learn more about the Fenway Card program, visit [www.fenwaycard.com](http://www.fenwaycard.com) or contact the Fenway Card Service Center at [mycard@fenwaycard.com](mailto:mycard@fenwaycard.com) or 1-877-COF-8340 (263-8340) Monday through Friday, 8:00 a.m. – 6:00 p.m.

## **PARKING**

Due to limited parking spaces, the following parking policies apply at all College facilities:

- There is no on campus parking for first-year and sophomore students.
- There is no on campus parking for students between the hours of 7:00 a.m. and 5:00 p.m. Students with Wheelock parking permits may park on campus after 5:00 p.m. until 11:00 p.m. in open parking lots and from 5:00 p.m. to 7:00 a.m. in the underground garages on weekdays and from 5:00 PM Friday to 7:00 AM Monday on weekends.
- Parking in Colchester House driveway is limited to College employees and Colchester House residents who have a Wheelock parking permit. If snow is forecasted, there will be no overnight parking in the Colchester House driveway. Students with parking permits may park in the College underground garages until 7:00 a.m.
- Students are not permitted to park on campus during College breaks and vacations.
- During snow emergencies, the City of Boston “snow ban” parking regulations will also apply to Wheelock open parking lots. Cars that are not removed will be towed.

There are several handicap-designated parking spaces on the College campus for Wheelock students, faculty, staff, and visitors. These spaces are for vehicles with “HP” plates and a Wheelock parking permit or parking pass only. All others will be towed.

Cars parked in violation of these parking policies or not parked in designated spaces will be towed at the owner's expense. Wheelock College is not responsible for cars or for personal property in cars parked on College property.

Wheelock uses a private towing company, which charges \$125 (or more) whenever a car is towed. The College does not receive the towing fee or have any financial interest in the company that tows cars. Please note:

- All vehicles without Wheelock parking permits or parking passes will be towed.
- All vehicles not parked in legally designated spaces will be towed.
- All vehicles in handicap spaces without “HP” plates or official “HP” stickers and a Wheelock parking permit will be towed.
- All vehicles parked in the open lot at 25 Pilgrim Road or the lot at 43 Hawes Street between 11:00 p.m. and 7:00 a.m. will be towed.
- All student vehicles parked on campus during College breaks and vacations will be towed.
- All vehicles parked in Admissions Visitors spaces in the small lot next to Peabody Hall will be towed. This lot is reserved for vehicles with an Admissions Visitor temporary parking pass only.
- To inquire if your car has been towed, call Public Safety at extension 2151.

## VIII. APPENDIX

### TUITION & FEES

#### Undergraduate Students

	Resident	Non-Resident
Tuition (12-20 credit hours per semester*)	\$27,900	\$27,900
Room and board	\$11,900	- 0 -
General fee	\$935	\$935
Student Activities Fee	\$105	\$105
Total	\$40,840	\$28,940

\* First-Year students will be charged a one-time Orientation fee of \$250 for programs and activities arranged by the Office of Student Leadership, Campus & Diversity Program

\* Students enrolling in fewer than twelve credit hours or more than twenty credit hours per semester will be billed at the rate of \$875 per credit hour.

#### Graduate Students

Tuition	\$890 per credit hour (on-campus)	
Registration Fee	\$10.00 per semester	
Room and board (per semester)	Single	Double
	\$7,000	\$4,700

Massachusetts law requires all full-time students and part-time students registered for 75% of a full-time curriculum to have health insurance. Wheelock College is required to either enroll students in the school sponsored health insurance plan or to require the student to complete a health insurance waiver verifying comparable coverage.

Tuition for off-campus graduate programs varies. Contact the Office of Financial Services for additional information. Students wishing to audit a course must pay two-thirds of the normal course tuition.

### COURSE WITHDRAWALS

Course/schedule changes must be made during the add/drop period of the semester to receive a refund. You are liable for the cost of courses from which you withdraw after the add/drop period. To officially withdraw from a course, students must withdraw by filing a "Course Withdrawal Form" with the Registrar's Office. Non-attendance will not automatically withdraw you from a course or relieve you of financial obligation. A student who fails to attend class for a course for which he/she registers and does not initiate the proper withdrawal action within published deadlines, is subject to a grade of F for the course and is liable for any tuition charge applicable to the course. Financial aid may be reduced if the student is enrolled in fewer courses than originally reported.

### INSTITUTIONAL REFUND/WITHDRAWAL POLICY

To withdraw or take a leave of absence from Wheelock College Undergraduate students must complete an official Withdrawal or Leave of Absence form (available at the Office of Academic Advising and Assistance) and meet with the Associate Vice President for Student Services. Graduate students must complete an official Withdrawal or Leave of Absence form (available at the Office of Academic Records) and meet with the appropriate Academic Dean. Notification of non-attendance or withdrawal to faculty alone does not constitute official withdrawal, and a tuition credit cannot be allowed on that basis. Tuition credit will be granted only on the basis of the date the college was notified on the withdrawal or leave of absence form. General fees, student activity fee, registration fees and room-retainer fees are not refundable.

As defined, "refundable Tuition" will be refunded under the following refund schedule which is available upon request through the Office of Financial Services. Room and board fees will be prorated starting from the official

start date of the semester. Though room and board fees usually are inseparable, for purposes of refunds the board portion is considered to be 25% of the total room and board fee.

Students who receive institutional grants, scholarships and loans will have these forms of aid refunded in the same percent as the refund of tuition. For students receiving federal aid under Title IV, the federal refund policy (known as Return of Title IV Aid) applies and determines the amount of aid for which a student is entitled to retain for the period of enrollment. For students receiving state grants or scholarships, refunds are processed according to each state's own individual guidelines.

### **Undergraduate Refund Schedule**

- Before classes begin, 100% of net refundable fees
- From the day classes begin through the 7th calendar day thereafter, 100% of Tuition refunded
- From the 8<sup>th</sup> calendar day through the 14<sup>th</sup> calendar day after the classes begin, 50% of Tuition refunded
- From the 15<sup>th</sup> calendar day through the 21st calendar day after the classes begin, 25% of Tuition refunded
- After the 21st calendar day, no Tuition refund or room proration is allowed, only board fees paid but not utilized will be prorated starting from the day after classes begin

### **Graduate Refund Schedule**

#### **Semester Period Amount of Refund**

- Before classes begin 100% of net refundable fees
- From the day classes begin 75% of net refundable fees through the 1st class meeting
- After the 1st class meeting 50% of net refundable fees through the second class meeting
- After the 2nd class meeting no refund is allowed

### **Return of Title IV Funds**

Federal regulations specify how colleges must determine the amount of federal financial aid you earn if you withdraw from the college. The law requires that when you withdraw, the amount of federal aid that you have earned up to that point be determined by a specific formula. This policy applies to students who withdraw from the institution, or are approved for a leave of absence for no longer than 180 days, or are academically dismissed during the term from the institution.

The term "Title IV Funds," which refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) includes the following programs: subsidized Direct Stafford Loans, unsubsidized Direct Stafford Loans, Federal Direct PLUS loans, Federal Perkins Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Academic Competitiveness Grants (ACG), and other Title IV programs (not including Federal Work-study).

The amount of Title IV funds to be returned will be based on the number of days in attendance in proportion to the number of days in the term or period of enrollment, up to the 60% point in the semester. Once you have completed more than 60% of the semester, you are considered to have earned all of your federal assistance. If Wheelock College must return part of your financial aid, and the removal of those funds from your student account creates a balance due, you will be billed for this balance. A copy of the worksheet used for this calculation and examples can be requested from the Wheelock College Office of Financial Aid.

A student's withdrawal date is:

- The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw.

Determining the amount of Title IV funds to be returned:

In accordance with federal regulations, the college must return unearned Federal Title IV funds to the federal government in the following order:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grant
- Academic Competitiveness Grants (ACG)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- TEACH Grant
- Other Title IV assistance

Institutional and student responsibilities in regard to the Return of Title IV Funds:

Wheelock College's responsibilities include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy;
- Completing the Return of Title IV Funds calculation for students who are subject to the policy; and
- Returning the Title IV Funds that are due the Title IV programs.

The student's responsibilities include:

- Undergraduates must contact the Office of Academic Support Services (email: mmccormack@wheelock.edu; phone: 617-879-2267) for details on procedures for withdrawing or requesting a leave of absence;
- Graduate students must contact the appropriate Academic Dean to initiate the withdrawal process. They must also complete an official withdrawal form available in the Office of Academic Records.
- Notifying the Office of Financial Aid (email: finaid@wheelock.edu) immediately of a pending withdrawal or leave, as federal refunds must be made within 45 days of the date of withdrawal or leave; and
- Returning to the Title IV programs any funds that were disbursed directly to the student and for which the student was determined to be ineligible via the Return of Title IV Funds calculation.

Students have the right to obtain a final calculation of the Return of Federal Funds.

The procedures and policies listed above supersede those published previously and are subject to change at any time.

*Students may be subject to late fees, interest and reasonable collection costs (including attorneys' fees) for failure to pay fees and deposits by the registration and/or payment due date(s).*

## **WITHDRAWAL FROM THE COLLEGE**

### **1. VOLUNTARY WITHDRAWAL**

#### **Undergraduate:**

An undergraduate student who wishes to withdraw from the College must complete an Official Withdrawal form (available at the Office of Student Success) and meet with the Associate Vice President for Student Success. Students who withdraw once the semester begins should review the College's refund schedule and return of Title IV funds. The date of withdrawal is based on the date the withdrawal form is initiated.

#### **Graduate:**

A Graduate student who wishes to withdraw from the College must complete an Official Withdrawal form (available in the Office of Academic Records) and meet with the appropriate Academic Dean. Students who withdraw once the semester begins should review the College's refund schedule and return of Title IV funds. The date of withdrawal is based on the date the withdrawal form is initiated.

### **2. NON-VOLUNTARY WITHDRAWAL**

Non-voluntary withdrawal can occur for the following reasons:

### **Academic Suspension/Dismissal**

When a student is required to withdraw from the College for academic reasons, a non-voluntary withdrawal occurs. The Scholastic Review and Graduate Review Boards are the bodies that review the academic progress and standing of Undergraduate and Graduate students. Students not making satisfactory progress may be suspended or dismissed. The Boards notify students of these decisions.

### **Non-attendance**

A student who does not register for courses within the first week of a semester, and who has not requested a leave of absence, will be deemed to have withdrawn from the College.

## **3. LEAVE OF ABSENCE**

### **Undergraduate:**

An undergraduate student who wishes to request a leave of absence from the College must complete an Official Request for Leave of Absence Form (available at the Office of Student Success) and meet with the Associate Vice President for Student Success. Students can take a leave of absence for one semester. To maintain degree candidate status, a \$200 deposit must remain in the student's account with the College. If the student does not return to the College at the end of the specified leave of absence period, the deposit will be forfeited. If, at the end of an approved leave of absence, a student does not submit a Request for Reinstatement form in order to resume his or her studies, the student will then automatically be considered withdrawn from the college. All withdrawn students are automatically placed on academic hold and are not permitted to register for additional courses without submitting to the Associate Vice President for Student Services a Request for Reinstatement form. Students who take a leave once the semester begins should review the College's refund schedule and return of Title IV funds. The date of the leave is based on the date the form is initiated.

### **Graduate:**

Graduate students who plan to interrupt their studies for one semester or a period longer than one semester are required to submit a Leave of Absence form. Normally, students may request a leave of absence for no more than three consecutive semesters. At the end of an approved leave of absence, and prior to the beginning of the semester in which the student plans to resume her or his studies, the student must submit to the appropriate Academic Dean a Request for Reinstatement form in order to reactivate her or his status and to be able to register for courses. If, at the end of an approved leave of absence, a student does not submit a Request for Reinstatement form, the student will then automatically be considered withdrawn from Wheelock. All withdrawn students are automatically placed on academic hold and are not permitted to register for additional graduate courses without submitting to the appropriate Academic Dean a Request for Reinstatement form. In ordinary circumstances, all graduate students must complete their degree programs within five years of the semester of matriculation. If a leave of absence for a student is approved, the amount of approved leave time does not count as part of the five years allowed for completion. Students may not retroactively request a leave of absence but must acquire permission before the beginning of the first semester of leave of absence. Graduate students who interrupt their studies for a period longer than one semester without acquiring in advance of the first semester a formally approved leave of absence will be automatically considered withdrawn from the graduate program. All withdrawn students will be placed on academic hold and will not be permitted to register for additional graduate courses without first submitting to the appropriate Academic Dean a Request for Reinstatement form. In these cases, the semesters of unauthorized academic inactivity will count as part of the five years total allowed for completion of a degree program.

## **IX. ADDENDA**

### **ADDITIONAL RESIDENCE LIFE POLICIES**

#### **Room Capacity Policy**

In order to remain within safe limits of the fire safety code, the College will be implementing a new Room Capacity Policy for the residence halls. The policy states that the residence hall room capacity should be no more than double the occupancy of the room, plus 1. In a suite, where there is an added “living room,” the occupancy should never exceed 10.

To be specific:

Double Room: should not exceed 5 people at one time.

Triple Room: should not exceed 7 people at one time.

Quad Room: should not exceed 9 people at one time.

Suite with added living room: should not exceed 10 people at one time.

Any violations of this policy may result in judicial action.

### **DOMESTIC VIOLENCE PROGRAMS & RAPE CRISIS CENTERS**

The following resources were retrieved from the BIDMC webpage.

#### **Asian Task Force Against Domestic Violence (617) 338-2355**

The mission of the Asian Task Force Against Domestic Violence, Inc. is to eliminate family violence and to strengthen Asian families and communities.

[www.atask.org/](http://www.atask.org/)

#### **Boston Area Rape Crisis Center 1-800-841-8371**

BARCC's mission is to end sexual violence through healing and social change. Services are free and include a 24-hour hotline, 24-hour medical advocacy, individual and group counseling, and legal advocacy.

[www.barcc.org](http://www.barcc.org)

#### **Casa Myrna Vasquez 617-521-0100**

Casa Myrna is a Boston-based and multicultural organization dedicated to ending domestic violence through intervention, prevention, and education. Casa Myrna offers shelter for women and their children, legal advocacy, and counseling services.

[www.casamyrna.org](http://www.casamyrna.org)

#### **Gay Men's Domestic Violence Project 1-800-832-1901**

The Gay Men's Domestic Violence Project is a grassroots, non-profit organization providing community education and direct services for clients. GMDVP offers shelter, guidance, and resources to allow gay, bisexual, and transgender men in crisis to remove themselves from violent situations and relationships.

[www.gmdvp.org/](http://www.gmdvp.org/)

#### **La Red Network (617) 742-4911 (TTY 617-227-4911)**

Offers free services for battered lesbians, bisexual women, and transgender folks. Today these services have expanded and include a Hotline, Safe Home program, Advocacy program, and Organizing/Outreach

program.

[www.thenetworkklared.org](http://www.thenetworkklared.org)

For more information on Massachusetts domestic violence programs and rape crisis centers visit [Jane Doe Inc.](#) and the [MA Dept of Public Health](#). For other community resources including counseling and advocacy for victims of [community violence](#) see list below:

## **COUNSELING & ADVOCACY**

### **Boston and Surrounding Areas**

#### **Boston Ten Point Coalition**

**(617) 524-4331**

**Hours:** Crisis advocacy available 24 hours a day

**Website:** [www.bostontenpoint.org/](http://www.bostontenpoint.org/)

**Serve:** Specialize in youth; however, will help individuals of all ages and families

**Services:** Counseling and coordination of supports through Crisis Response Team

**Cost:** Free

#### **Child Witness to Violence Project**

**(617)414-7425**

Andrea Chiros, Intake coordinator or [Andrea.Chiros@bmc.org](mailto:Andrea.Chiros@bmc.org)

**Hours:** M-F 9-5

**Website:** [www.childwitnessstoviolence.org/](http://www.childwitnessstoviolence.org/)

**Serve:** Children who are bystanders to community and domestic violence. Referral criteria: The child must be 8 years old or younger and must have witnessed an act of significant violence.

**Services:** Counseling and advocacy, developmentally sensitive therapy with the child, parental guidance, family therapy or parent-child psychotherapy, advocacy/intervention to stabilize the environment of the child, case-related consultation to schools, and early care and development centers. Serve all areas of Boston and surrounding areas

**Cost:** Free

#### **Living After Murder Program (LAMP)**

**(617) 541-3790**

**Hours:** Sun- Thur 7am-7pm, F 9am-5pm

**Serve:** Adults, Children, families

**Services:** Ongoing counseling for individuals who have lost someone to murder; social worker can call

**Cost:** Counseling is free, however any medications or health services require insurance

#### **Louis D. Brown Peace Institute**

**(617) 825-1917**

**Hours:** Crisis advocacy available 24 hours a day

**Website:** [www.louisdbrownpeaceinstitute.org/index.html](http://www.louisdbrownpeaceinstitute.org/index.html)

**Serve:** Adults, children/youth, families, school, and community homicide victims

**Services:** The Survivor Outreach Services (SOS) reaches out to families 24-48 hours after the murder has taken place, connects survivors of violence to appropriate social services, assists them in dealing with the criminal justice system, provides support during criminal trials, trains them to become advocates for and mentors to other families impacted by violence, and helps with burials. The Teen Survivor To Survivor Services (TSTS), a component of SOS, is a teen group that specifically works youth homicide survivors, ages 13-17, and connects them to each other in a peer support network that helps them explore their grief and confront their anger. Massachusetts' Mothers On the Move (M'MOM): M'MOM is a mothers group that provides support to mothers who have suffered loss of children through violence, incarceration, and an ineffective legal system.

**Cost:** Free

#### **The Trauma Center**

**(617) 232-1303**

**Hours:** Mon-Thur 9-7pm, Fri 9-5, closed weekends and major holidays

**Website:** [www.traumacenter.org](http://www.traumacenter.org)

**Serve:** Adults, children, and families including victims of child abuse, physical violence, sexual abuse, homicide, and hate crimes.

**Services:** Screening and referral, therapy (brief, long term, individual, couples, family), psychopharmacology service (ongoing clients only).

**Cost:** Accept Mass health and self pay

**Victim Assistance Service**

**(617) 695-9990**

Please ask to speak with the social worker on call

**Website:** [www.iiboston.org](http://www.iiboston.org)

**Serve:** Adults (immigrant and refugee populations with or without status)

**Services:** Placement services, legal aid services, bereavement services, crisis intervention, mental health counseling, and human trafficking prevention

**Cost:** Free

**Victims of Violence Program**

**(617)591-6033**

**Hours:** 8:00am - 8:00pm Mon - Fri

**Website:** <http://www.cha.harvard.edu/vov/vov.shtml>

**Serve:** Adults 18+ who have suffered an acute or chronic trauma

**Services:** Evaluation and treatment, outreach, consultation. Provides advocacy and treatment to victims of crime through its Mass Victims of Crime Agency. The VOV also provides specialized support and outreach to communities and community groups through the Community Crisis Response Team. Culturally sensitive services

**Cost:** Insurance, self pay, grants may be available if legal system is involved (contact Benadette, administrative coordinator for grant info)

**Victim Witness Assistance Program**

**(617) 619-4192**

Kara Hayes, program director

**Website:** [www.mass.gov/da/suffolk/gvs.html](http://www.mass.gov/da/suffolk/gvs.html)

**Serve:** Crime victims, witnesses, and family members. Victim Witness Advocates are located in each of the district courts in the County and the Boston Municipal Court, in the superior court, and in specialized units.

**Services:** Arranging for victims to confer and provide input to prosecutors before trial, about a sentencing recommendation, before a case is dismissed, and before hearings about a victim's confidential records; Assistance in offering Victim Impact Statements to the court; Assistance with applying for notification of an inmate's status; Assistance with arrangements for transportation to court and child care, if necessary; Explanation of the court process and ongoing information regarding the status of criminal cases; Orientation to court facilities; provision of a separate and safe waiting area in the courthouse; and accompaniment and support during court proceedings

**Violence Recovery Program**

**(617)927-6250**

**Hours:** Mon-Fri 9am-5pm

**Website:** [www.fenwayhealth.org](http://www.fenwayhealth.org)

**Serve:** Adults 18+

**Services:** Counseling, support groups, advocacy, referral services to Lesbian, Gay, Bisexual and Transgender (LGBT) victims of bias crime, domestic violence, sexual assault and police misconduct.

**Cost:** Free

**Asian & Pacific Islander Institute on Domestic Violence  
(415) 568-3315**

**Website:** <http://apiidv.org/violence/index.php>

Domestic Violence in Muslim Communities:

The Asian and Pacific Islander Institute has compiled some informative resources about domestic violence in Southeast, and West Asia (i.e. the Middle East).

**The SHARE Project**

**24 hour crisis line (508) 583-6498; toll free (888) 583-2045**

**Hours:** Mon -Fri 9am-5pm

**Website:** [www.brocktonfamilyandcommunityresources.com/counseling.html](http://www.brocktonfamilyandcommunityresources.com/counseling.html)

**Serve:** Southeastern Massachusetts, Cape Cod, and the Islands;

**Services:** Individual & family counseling, crisis intervention, victim's rights information, community education, and outreach to survivors of victims of homicide & terrorism

**Payment:** Free

**Violence Intervention Project for Children**

**24 hour crisis line (508) 583-6498; toll free (888) 583-2045**

**Hours:** Mon -Fri 9am-5pm

**Website:** [www.brocktonfamilyandcommunityresources.com/counseling.html](http://www.brocktonfamilyandcommunityresources.com/counseling.html)

**Serve:** Children ages 3-17 in Southeastern MA, Cape Cod, and the Islands who have witnessed violence at home, school or in their community

**Services:** Assessments, evaluations, individual therapy, group treatment, psychiatric evaluations

**Cost:** Accept private and Mass Health insurance

**VOCAL (Victims of Crime and Loss)**

**(978)-927-4506, Ext. 202 or 203**

**Hours:** available 24 hours a day

**Website:** [www.hes-inc.org/scp\\_vocaladult.htm](http://www.hes-inc.org/scp_vocaladult.htm)

**Serve:** Adults

**Services:** Individual counseling, family counseling, advocacy. Sessions are held at offices in Beverly, Salem and Gloucester. Home visits or meetings in the community are possible- clients can be seen where they feel most comfortable (within the area of Essex County).

**Cost:** Free

**VOCAL Children's Program**

**Phone: (978)-745-2440 Ext 321**

Contact: Caryn Berman

**Hours:** Advocacy 24 hours a day

**Website:** [www.hes-inc.org/scp\\_vocalchild.htm](http://www.hes-inc.org/scp_vocalchild.htm)

**Serve:** Children who have experienced violence and loss in their lives.

**Services:** Individual counseling, Family counseling, Advocacy. Sessions are generally held at offices in Salem and Gloucester with Essex County being the limits of service.

**Cost:** Free

**BATTERER INTERVENTION PROGRAM SERVICES**

**Massachusetts Department of Public Health**

**617-624-5497**

**Website:** [www.mass.gov](http://www.mass.gov)

**Services:** Certifies and monitors batterer intervention programs; conducts trainings for certified batterer intervention service providers, criminal justice professionals, domestic violence advocates, social service agencies, educators, and public. Maintains list of [certified batterer intervention programs](#) in Massachusetts.

## OTHER SERVICES

### **Father Friendly Initiative**

**(617) 534-9525**

**Hours:** Mon- Fri 9am-5pm

**Website:** <http://www.bphc.org/programs/cafh/mch/fatherfriendly/Pages/Home.aspx>

**Serve:** FFI serves all fathers, but is committed to providing low-income-earning-potential fathers, specifically targeting men who have child support, custody/visitation, or court involved issues opportunities necessary to change their economic situation and achieve their goal of Responsible Fatherhood. Help finding housing, jobs, public transportation, child support (in state and out of state)

**Services:** 50/50 Co-Parenting Project Services, Case Intensive Monitoring System, Case Management Team, Clinical Team, Curriculum & Support Groups, Men of Color Fatherhood Education Violence Prevention Project, Outpatient Substance Abuse and Anger Management Treatment Services, Outreach Services for Incarcerated Fathers

**Cost:** Free of charge, referral ac