

WPI STUDENT RESPONSIBILITIES AND CONDUCT

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STUDENT RESPONSIBILITIES AND CONDUCT

REVISED 2/14/2017

I. Introduction

The Worcester Polytechnic Institute Student Judicial Policies and Procedures, hereby known as (policies and procedures), has been published in the Student Planner and Resource Guide, hereby known as the (planner), to document WPI policies and the WPI Code of Conduct, hereby known as (code), that all WPI students are expected to observe. In addition, the policies and procedures identify the process, by which a member of the WPI community may be held accountable and the sanctions that may be imposed for infractions. Disciplinary rules are not designed to replicate state or federal criminal laws; rather, the WPI Code of Conduct has aims, procedures, and outcomes that differ from the criminal justice system. Members of the WPI community are urged to make themselves familiar with the policies and procedures governing behavior on the campus. At certain times it may become necessary to update a policy or procedure described herein. Changes that are implemented prior to the next official printing of the planner will be distributed throughout the WPI community and posted in appropriate offices and living units by the Dean of Students Office. Once posted, these changes will be in effect.

TRUSTEES STATEMENT ON STUDENT RESPONSIBILITY AND CONDUCT

So that its position may be understood by all members of the WPI community, the WPI Board of Trustees issued the following statement after its June 8, 1968, meeting:

1. Worcester Polytechnic Institute is a privately endowed, privately operated university. It was founded, has grown and expanded through the years, with private funds. In accord with its charter, its administration and direction is the responsibility of the WPI Board of Trustees.
2. WPI proudly affirms its belief in and support of the philosophy of individual freedom and responsibility. Academic freedom is not academic license, and the right to criticize and protest is not the right to disrupt or to interfere with the freedom of others.
3. WPI believes in a government of laws and not of men. It is the right of any citizen to criticize, to protest and to attempt to change the law in accord with constitutional procedures. No one has the right, however, to disregard or disobey the law even under the excuse of his or her own conscience.
4. Students enter WPI voluntarily. They apply, presumably, because they wish to further their education and because they believe WPI, with its traditions and reputation, is capable of advancing their intellectual attainments.

Students come to learn, not to demand; to be guided, not to direct. If they do not like some of the rules, regulations, traditions, and policies of WPI, they do not have to enter. But let it be understood that having been accepted and having decided to enter, they are expected to abide by the laws of our nation and comply with rules and policies of WPI. Criticisms and suggestions are always in order and will continue to be welcomed, but threats, disturbances, or force of any kind—either by a single student, a minority or a majority—will not be tolerated. The reiteration of the above at this time does not indicate any special concern with regard to possible activities on the campus. WPI is proud of its history and traditions. It is proud of its faculty and its student body. Nevertheless, it believes it proper to reemphasize some of these fundamentals in order to reassure its alumni, friends, and supporters, as well as its faculty and students. Accordingly, the WPI Board of Trustees formally reiterates that this university offers no sanctuary to any individual or group that condones, advocates, or exercises the taking over of private property or the use of intimidation or physical force. Any who engage in such activities will be held fully responsible, and punishment at this university for such acts will be prompt and sufficient to the cause, including expulsion.

II. Authority of the President of WPI

The president of WPI shall have final authority, subject to the revisions and orders of the WPI Board of Trustees, to establish policy concerning student affairs, which includes the WPI judicial system. Therefore, this judicial system is subject to the authority of the president.

III. Jurisdiction of the Dean of students Staff

The president has delegated to the vice president of student affairs and the Dean of Students staff the responsibility for the administration of the judicial system and the authority to impose administrative sanctions whenever this becomes necessary to properly operate and protect the people and property of the WPI community from reckless endangerment or from interference with the educational objectives of WPI. Students are subject to WPI's Policies and Procedures for their conduct whether it occurs on or off the WPI campus.

1. The Dean of Students staff members are responsible for all matters relating to student contracts, agreements, and licenses in the areas of student residential life, Greek life, and student activities. Complaints, violations, and terminations in these areas will be handled by the appropriate staff member in accordance with established procedures.
2. Interim suspension is defined as the temporary termination by the vice president of student affairs or designee of a student's or a group's presence on campus prior to the conduct of a formal hearing (or the imposition of sanctions by the Campus Hearing Board hereby known as the CHB). It is to be employed only in instances where continued presence on campus by the student or group would constitute a danger to the safety of persons or property on the premises of WPI. Within 72 hours of the imposition of interim suspension by the vice president of student affairs or designee, or as soon as possible after the imposition of interim suspension, a date shall be set for a hearing of the matter before the CHB. The hearing date shall be set at the earliest possible, mutually convenient time between the university, the complainant and the respondent. The

location and means by which such hearing will be held will be determined by WPI in its sole discretion.

3. A student may be withdrawn from WPI by the vice president of student affairs or designee due to emotional, psychiatric, or other reasons of health that pose a threat to the continued well-being of the student or members of the WPI community, or threaten to disrupt the daily operation of the university. In such cases, the student may not be reinstated at WPI without clearance by WPI medical and professional staff in accordance with WPI procedures in effect at the time.

IV. Student Responsibilities and WPI Code of Conduct

1. To balance rights and responsibilities within the WPI community, here follows the Trustees' Policy Statement of June 8, 1968:
 - A. We desire to protect the integrity and benefits of individual academic achievement, for these are vital to the academic life and institutional excellence of a university.
 - B. We desire that no WPI community members shall be subjected to improper duress, deprivation, or diminution of their person, their property, their dignity, or that peace of mind reasonably necessary for the pursuit of learning and personal growth.
 - C. We desire that the goals of WPI, its property, and its educational process be neither infringed upon nor hindered.
 - D. We desire to prevent the spread of behavior and practices that alone and in themselves appear tolerable, but that when widespread or repeated may threaten to undermine the morale, trust, and good faith necessary in an academic community.
 - E. We desire to guarantee campus privacy without sanctuary and individual rights and privileges without license.
 - F. Students' responsibilities as citizens require that they conform to the laws of the Commonwealth of Massachusetts. WPI will not provide sanctuary for those students who violate their citizenship obligations. At the same time, WPI is concerned with students' rights as citizens to equal protection under the law.
2. To achieve these goals the WPI community subscribes to certain constraints upon individual behavior. Without infringing upon any of the basic rights and freedoms guaranteed within the general American society, the WPI community recognizes that membership in this particular academic community is freely sought and freely granted by and to its members, and that within this membership group certain specific behaviors that may be accepted by society in general cannot be accepted within an academic community without hindering the explicit goals of that academic community. The WPI Code of Conduct is guided by the spirit of these goals and any person who is accused of violating this code is entitled to the rights and procedures as outlined in the planner. Members of the WPI community are expected to use common sense and good judgment in resolving all problems. While the CHB is available to hear grievances, it is hoped that the existing procedures in the community will be used first in attempting to resolve these problems. In addition, WPI recognizes students as adults, who are capable of making their own decisions and accepting the consequences for those decisions and their behavior. We will encourage the student to fully participate in our process and to notify their parents of their specific situation, yet our communication and decisions will be between the university and the student.

The phrase "renders one liable for judgment" is used below to indicate accountability to the appropriate judicial body established under the constitution of the WPI campus judicial system. Some examples of situations relating to these general goals are listed below.

 - A. Acts such as, but not limited to, abuse, assault, battery, blackmail, bullying, fraud, hazing, impairing the well-being of another community member or self, injury, retaliation, slander, theft, or threat renders one liable for judgment.
 - B. Misappropriation of personal or WPI community property, unreasonably depriving someone of proper use of WPI property; abuse, damage, vandalism or destruction of such property; and abuse, damage, vandalism, or destruction of public (non-WPI) property renders one liable for judgment.
 - C. Disruption of the academic process, obstruction of teaching, violation of the Academic Honesty Policy, and violation of the Computer Network Acceptable Use Policy and Copyright Compliance Policy renders one liable for judgment.
 - D. Unauthorized entrance, trespassing, unauthorized use or possession of lock picks, keys or card access, and unauthorized attendance renders one liable for judgment.
 - E. Commission of offenses such as willful neglect of proper requests, lying, and intentionally furnishing false information to a WPI official renders one liable for judgment.
 - F. Disorderly, harassing, or indecent conduct on or off-campus or at university sponsored or supervised functions that adversely affects the WPI community or reputation renders one liable for judgment.
 - G. Violation of the WPI Alcohol and Other Drug Policy; being under the influence of alcohol or a controlled substance renders one liable for judgment.
 - H. Conduct that menaces the safety of the WPI community, including, but not limited to, fire safety issues (e.g., tampering with fire safety or warning devices, setting a fire); possession of explosive devices or materials (e.g., firecrackers, fireworks, dangerous chemicals or fuels, bombs); possession of a weapon, except as permitted by law, and then only as authorized in writing by WPI, renders one liable for judgment.
 - I. Failure or refusal to provide valid identification to a WPI official in the performance of his or her duty or failure to comply with directions of the same renders one liable for judgment.
 - J. Using status as a member of the WPI community to assist in the commission of an offense renders one liable for judgment.
 - K. Violations of state, local, or federal law renders one liable for judgment.
 - L. Attempting, aiding, or being an accessory to any act prohibited by this code renders one liable for judgment.
 - M. Invasion of privacy, making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy (e.g., shower/locker room, bathroom) renders one liable for judgment.
 - N. Violation of the Relationship Statement for WPI and the Fraternity and Sorority Community renders one liable for judgment.

- O. Conduct that violates any other WPI policy that has been articulated within the Student Planner and Resource Guide and/or appropriately posted on campus or on WPI's website renders one liable for judgment.
- P. Violation of the WPI Equal Opportunity, Anti-Discrimination & Harassment Policy and Sexual Harassment Policy. These policies cover, but are not limited to, discrimination, harassment, stalking, dating violence, sexual violence, and domestic violence. Violation of these policies renders one liable for judgment.
- Q. Violation of the WPI Tobacco-Free Campus Policy renders one liable for judgment.
- R. Violation of the Residential Services Housing Contract provisions renders one liable for judgment.

V. Resolution Processes within the Campus Judicial System

1. Mediation

In lieu of adjudication, members of the WPI community may choose alternate dispute resolution to settle conflicts except in cases involving allegations of sexual assault which cannot be addressed through any alternative dispute resolution procedures. Mediation uses a neutral third party to help resolve disputes, leaving the final resolution in the hands of the disputing parties. The purpose of mediation is not to judge responsibility but to help parties get to the root of their problems and to devise their own solutions. Students interested in pursuing mediation should contact one of the case officers in the Dean of Students Office. A party complaining of sexual harassment may halt the alternative dispute resolution procedures and refer the complaint to the case officer for judicial action at any time.

2. Administrative Agreement

Members of the WPI community who accept responsibility for the complaint against them may choose, with the agreement of the university and/or complainant, to waive their right to a hearing before the CHB and instead accept a sanction imposed by the case officer.

3. Residential Services Judicial Hearing Procedure

Violations of residence hall policies will typically be adjudicated by Residential Services staff. Violations of other university policies may be adjudicated by the Dean of Students Office. In all cases, the judicial hearing will be conversational in nature and non-adversarial. During the discussion, the judicial hearing officer will elaborate on the nature of the complaint and present any evidence. The student shall have an opportunity to respond to the complaint and present evidence on their own behalf. After due consideration, the judicial officer will make a determination of the student's responsibility based on preponderance of evidence and appropriate sanction(s). Decisions may be appealed to the next highest administrator in that department based on the criteria listed in *Section X. Judicial Appeals Procedure and Criteria*. All appeals must be submitted in writing within five (5) business days following communication of the initial decision. More serious violations of any university policy may be referred to the Dean of Students Office or the CHB for resolution.

4. Student Organization or Other Group Hearing Procedure

Student organizations, clubs, sports teams, fraternities, and sororities that are charged with violating any policies and procedures shall have the case adjudicated before a WPI representative designated by the dean of students, utilizing this hearing procedure.

- A. The organization's representative will be informed of the complaint and the time, date, and location of the administrative hearing, in writing, at least two business days prior to the hearing.
- B. The hearing will be conversational in nature and non-adversarial.
- C. Prior to the hearing, the organization's representative has the opportunity to discuss the allegation with an advisor or a member of the WPI community.
- D. During the hearing, the WPI representative will elaborate on the nature of the complaint and present any evidence that is being considered against the group.
- E. The organization's representative will have an opportunity to respond to the complaint and provide any additional evidence to refute the charge.
- F. After due consideration, the WPI representative will make a determination of the organization's responsibility based on preponderance of evidence. The WPI representative will also determine an appropriate sanction based on the organization's past record.
- G. Decisions may be appealed to the next higher administrator in the respective department. All appeals must be submitted in writing five (5) business days following communication of the initial decision based on the criteria listed in *Section X. Judicial Appeals Procedure and Criteria*.
- H. The WPI representative may refuse to hear a complaint utilizing this hearing procedure based on seriousness of alleged violation or previous judicial history, and may instead refer it to the CHB for resolution.

5. Off-Campus Residential Program Sites Hearing Procedure

- A. Students at off-campus residential program sites accused of violating the WPI Code of Conduct or any IGSD policies and procedures shall be accorded an on-site hearing before a WPI representative designated by the Dean of Students Office in consultation with staff from the Interdisciplinary and Global Studies Division. The following guidelines will be applicable: The student will be informed of the complaint

pending and the time, date and location of the hearing, in writing, at least two (2) business days prior to the hearing. This notice should include a description of the incident, and a reference to the section(s) of the code and/or policies allegedly violated.

- B. The hearing shall be conversational in nature and non-adversarial.
- C. Before the hearing, the student shall be given the opportunity to consult a member of the WPI community who can act as an advisor. This internal advisor may not ask, answer or be asked questions by any party to the hearing. The advisor for the complainant or the respondent may not also serve as a witness in the case. Persons from outside the immediate WPI community—such as lawyers, the public, the press, parents, and alumni—may not attend hearings.
- D. During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.
- E. The student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.
- F. The WPI representative must then consult with the Dean of Students Office and the staff in the Interdisciplinary and Global Studies Division to discuss the hearing, whether the student is responsible, and if so, determine appropriate sanction(s) for the offense(s). The WPI representative will make a determination of the student's responsibility for the complaint based on the preponderance of evidence. G. If the student is found responsible, the student's past record, if any, will be considered in sanctioning.
- G. All decisions shall be final and not subject to appeal on site. The decision may be appealed to the Judicial Appeals Board once the student has returned to the WPI campus. Appeals may be submitted in writing to the Judicial Appeals Board within five (5) business days of the formal decision. The appeal must be specific and contain a full description of the basis for the appeal. Grounds for an appeal must be based on one or more of the following criteria:
 - a. Failure to follow the procedures outlined in the Student Planner and Resource Guide;
 - b. Inappropriate gravity of the sanction in relationship to the offense;
 - c. That no reasonable judicial officer could conclude, on the basis of the evidence presented, that a proper decision was rendered.
- H. The appeal will not be reviewed until after the start of the term following the off-campus project experience when all parties involved have returned to the WPI campus.
- I. If the Dean of Students Office and the staff in the Interdisciplinary and Global Studies Division, in consultation with the on-site representative, determines that continued presence at the project center by the student would disrupt the academic program, or constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president of student affairs or designee.

Administrative Agreement at Off-Campus Program Sites

Students at off-campus residential program sites who accept responsibility for the complaint against them may choose, with the agreement of the university and/or complainant, to waive their right to the informal hearing procedure and instead accept a sanction imposed by the university. The WPI representative must communicate with the Dean of Students Office and the director of global operations, (who will jointly develop the administrative agreement) before taking action. **Note:** WPI's Academic Honesty Policy and the procedures described therein also apply to the offcampus residential programs.

6. Campus Hearing Board

Section A - Membership

1. Members

- A. The Campus Hearing Board, hereby known as CHB, shall consist of five (5) elected voting members, and an appointed nonvoting chief justice.
- B. Its membership shall be composed of two full-time students, one member of the faculty, one member of the administration, and one member of either the faculty or the administration.
- C. During vacation periods and under other special circumstances the CHB shall have the authority to operate with three voting members (one student, one faculty, and one administrator). All procedures for the CHB shall remain the same as those of the five-member board.
- D. No member shall be allowed to serve simultaneously as a member of another judicial adjudicating body.

2. Alternates

- A. There shall be undergraduate and graduate student alternates who will be used to replace absent or disqualified student members of the CHB.
- B. There shall be faculty alternates who will be used to replace absent or disqualified faculty members of the CHB.
- C. There shall be administration alternates who will be used to replace absent or disqualified administration members of the CHB.

3. Election and Appointment

- A. Student Body Election
 - 1. Any full-time member of the student body shall be eligible for election, however student candidates must be in good academic and judicial standing; any academic and/or disciplinary suspension precludes one from serving on the CHB.
 - 2. The undergraduate student body shall elect six students and one faculty member to the CHB.
 - 3. Undergraduate students who submit to the Student Government Association Office a petition of 60-80 signatures shall have their names placed on the ballot.
 - 4. Incumbent students may have their names placed on the ballot at their request.
 - 5. The Executive Board of the Student Government Association shall nominate three faculty members for the ballot.

6. There must be at least six undergraduate students on the ballot before the election can be held.
7. The first six ranking undergraduate student candidates in the balloting shall be elected members of the CHB.
8. The student body election shall be held in D-Term. The election shall be under the direction of the Student Government Association.
9. The Graduate Student Government shall appoint two graduate students to the CHB in D Term.
10. The term of office of all student-elected CHB members is one year, commencing on the first day of A-Term.

B. Faculty Election

1. Six CHB justices who are members of the faculty and one CHB justice who is a full-time undergraduate student are elected by the faculty. The term of office of the faculty members is two years; the term of office of the faculty-elected student is one year. Each year, to assure staggered terms and maintain a pool of faculty justices, the faculty normally will elect three faculty justices, and one student justice for the CHB.
2. Faculty election shall be held under the direction of the Faculty Committee on Governance.
3. The term of office for all CHB justices elected to the board by the faculty shall commence on the first day of A-Term.

C. Administration Appointment

1. Administration justices and alternates shall be appointed by the president of the university or designee.
2. The term of office of all appointed administration justices is one year, commencing on the first day of A-Term.

4. Disqualification

- A. Any justices who deem themselves partial in any hearing or whose impartiality is successfully challenged shall be disqualified from that hearing.
- B. The CHB shall have the power to expel, for cause, one of its own members, following an appropriate hearing, by a vote of $\frac{3}{4}$ of its total voting membership.
- C. The Committee on Governance shall have the power to expel for cause the chief justice, following an appropriate hearing, by vote of $\frac{3}{4}$ of its total voting membership.

Section B - Officers

1. Chief Justice

A. Election

1. The chief justice shall be a member of the faculty. The term of the chief justice shall be three years.
2. The Committee on Governance shall appoint the chief justice.
3. One year before the expiration of the term of the chief justice, the Committee on Governance shall appoint a chief justice-elect or reappoint the incumbent chief justice to another three-year term, to begin at the expiration of the current term.
4. The Student Government Association and the Graduate Student Government shall endorse the appointment of a chief justice or chief justice-elect.
5. When the incumbent chief justice vacates the position, the chief justice-elect automatically shall become the chief justice.

B. Duties

1. The chief justice shall preside over all meetings and conduct all hearings of the CHB.
2. The chief justice shall maintain order during hearings and, to that end, may close or suspend a hearing.
3. The chief justice shall provide for the observance of fairness at all hearings.
4. The chief justice shall not participate in deliberations at a hearing except to advise on matters of fairness, to make procedural rulings, and to advise on precedents. The chief justice shall not vote on the outcome of any case or on the imposition of sanctions.
5. The chief justice may advise the parties to a dispute of the decision of the CHB following a hearing.
6. In the event of the chief justice's absence or disqualification, the chief justice pro tempore will preside.

2. Chief Justice Pro Tempore

The chief justice pro tempore will preside in the absence or disqualification of the chief justice. The chief justice pro tempore must be a faculty member in at least his/her second year of serving on the CHB.

3. Chief Justice-Elect

The chief justice-elect shall observe for training purposes disputes before the CHB but shall not take part in any deliberations or votes before the hearing board unless he/she is concurrently serving as a CHB member.

4. Case Officer

The case officer is a designated member of the Dean of Students staff, appointed by the vice president of student affairs. The case officer is held directly accountable by the CHB for providing the operational and logistical services necessary for the CHB to conduct fair and impartial hearings. The case officer's prehearing duties involving complainant(s) and respondent(s) are specifically defined to maintain impartiality. Once designated as case officer for a hearing, the case officer may not become involved in any aspect of the case other than those duties outlined below or assigned by the CHB with the full knowledge of all parties involved in the case. If the board finds that the case officer has failed to meet his/her responsibilities in a way that could substantively alter the outcome of a case, the board may call for a rehearing with another case officer. The case officer is not a member of the CHB and does not participate in any votes before the CHB.

Duties of the Case Officer:

- A. Coordinate all aspects of alleged violations of the WPI Code of Conduct or policies and procedures, including advising persons of charges filed against them, scheduling hearings, notifying all persons concerned, providing for all necessary forms and records, assisting with and forwarding appeals, and undertaking such other activities as may be necessary to implement the provisions of this code.
- B. As provided in this code, process all complaints referred to the CHB.
- C. Collect all statements relevant to the complaint(s).
- D. Conduct a prehearing conference in accordance with Sections VI and VII.
- E. Present these statements to the chief justice and CHB members prior to or at the beginning of the scheduled hearing as appropriate.
- F. When requested, advise the CHB on the meaning, interpretation, and application of the WPI Code of Conduct.
- G. Refrain at all times from commenting before the CHB on the merits of the matter being heard.
- H. Maintain all CHB records in accordance with policies and procedures herein.
- I. As necessary and appropriate, provide for the training of persons serving on the CHB, the Judicial Appeals Board, or related committees.
- J. Serve as liaison, when appropriate, with other members or committees of the WPI community whose responsibilities may bear on a particular case.
- K. Upon recommendation from the chief justice, suspend the hearing proceedings to another date.

Section C - Jurisdiction

1. The WPI judicial system, including judicial officers and/or the CHB shall have jurisdiction over cases involving alleged violations of the WPI Code of Conduct, and policies or procedures herein, or other WPI policy by a WPI student or his/her guest to the campus.
2. The WPI judicial system, including judicial officers and/or the CHB shall have jurisdiction over cases involving conduct by WPI students occurring off-campus when:
 - A. the victim of such offense is a member of the WPI campus community,
 - B. the offense occurred at a university sponsored or sanctioned event,
 - C. the student used his/her status as a member of the WPI community to assist in the commission of the offense,
 - D. the offense has a detrimental effect on the reputation of WPI,
 - E. the offense may pose a threat to the well-being of the individual or others.
3. The WPI judicial system, including judicial officers and/or the CHB shall have jurisdiction over cases involving student organizations, clubs, sports teams, and fraternities and sororities charged with violating any policies and procedures that are referred by the WPI Administration in lieu of using the other hearing procedures. Any group or organization may be held accountable for actions of any of its members if the violation of this WPI Code of Conduct or policies and procedures is in any way related to the group or organization. Group misconduct need not be officially approved by the entire membership in order to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. In some instances the conduct of a single member may provide sufficient grounds for action against the entire group. An appropriate test to determine whether a group may be held accountable for the conduct of individuals is to ask whether or not it is likely that the individuals would have been involved in the incident if they were not members of the group or, if by group action, the incident was encouraged, fostered, or might have been prevented.
4. Except in cases involving allegations of sexual harassment or other sexual misconduct, the CHB shall have authority to refuse to hear any case or to refer any case to a more appropriate case officer or hearing body. In any such instance, the CHB, through the chief justice, must provide a written explanation for such a decision to the parties concerned and to the Judicial Appeals Board. Dissatisfied parties may seek redress by appealing to the Judicial Appeals Board. In sexual harassment or other sexual misconduct cases, the Campus Hearing Board will be the adjudicating body.
5. All decisions rendered as part of the Campus Judicial System shall use "preponderance of evidence" as the standard for proof in all cases.
6. Except in cases involving sexual harassment and sexual misconduct, the CHB shall have the authority to appoint and invoke a board of inquiry into matters of violation of campus regulations, transgressions against the WPI community, and infringement of individual rights to aid the CHB in determining whether it should proceed with the complaint.
 - A. The board of inquiry shall be composed of one faculty member, one administrative member, two fulltime students (generally one undergraduate and one graduate) and one member from either the faculty or the administration not currently a member of another branch of the campus judicial system.
 - B. The board of inquiry shall call witnesses and hear testimony regarding the allegations and shall report its findings to the case officer who together with the chief justice will determine if the CHB will proceed with the complaint.

VI. Prehearing Procedures for Parties Involved in a Hearing before the Campus Hearing Board

- A. Any individual wishing to bring a complaint before the CHB should go to the Dean of Students Office in the Rubin Campus Center and request a meeting with one of the case officers. The person(s) bringing the complaint(s) [the complainant(s)] meet(s) with the case officer to determine what policies may have been violated. The case officer may make a recommendation to the complainant(s) as to further pursuit of the complaint or other means of resolution; however, the complainant(s) will make the final determination on whether or not to bring the complaint(s) before the CHB.
- B. If the case is brought to the CHB, the complainant(s) should prepare a statement for the case officer that includes the following:

1. The names of the person(s) against whom the complaint(s) (are) being brought (the respondent)
 2. A full description of the incident
 3. The names of witnesses
 4. The section(s) of the code allegedly violated
- C. Upon receipt of the complaint, the case officer will notify the respondent of the complaint. The case officer will notify both parties of the time and place of the hearing, and will offer to hold a pre-hearing conference with both parties to review the complaint, and their respective rights and responsibilities under the WPI Policies and Procedures. Notice is considered to be adequate if it is in writing and is addressed to the party's last known WPI mailing address no later than 5 business days before the hearing date.
- D. At the outset of any pre-hearing conference, the parties will be informed that the case officer facilitates the workings of the CHB and will be present as an impartial and non-voting participant in the hearing. The respondent will also be informed that (a) the respondent is not obligated to make any statements that are self-incriminating during the pre-hearing conference; (b) at the hearing, the respondent may remain silent or submit only a written statement or respond to the complaint, call primary witnesses and present evidence, or testify; (c) the respondent is not required to be present at the hearing but the hearing will proceed in his/her absence.
- E. Once formal charges have been filed, hearings will be completed during the regular academic year within 30 days.

VII. Rights of Individual Members of the WPI Community

Section A

1. The rights of the individual will be of paramount concern where not inconsistent with the goals of the university and the rights of other members of the WPI community.
2. Students are entitled to freedom from unauthorized search and unreasonable invasions of their privacy regarding both their person and property as provided in WPI policies. It is recognized that the university setting does not provide the safeguards of warrants, magistrates, oaths, etc., that are available to citizens in general. Evidence obtained by a search and seizure by WPI shall not be admissible in campus judicial proceedings unless the authorized WPI official can demonstrate that, at the time of the search and seizure, he/she had a reasonable cause to believe that (a) the WPI Code of Conduct or any policies and procedures had been violated, (b) the student charged with the violation was involved in such violation, and (c) this particular evidence of the violation was present on the student's person or in his/her living quarters. For this purpose, an authorized WPI official does not include a student either as a principal or agent. A WPI official should recognize, however, that the preceding rule is not intended to interfere with the responsibility for the maintaining of good order. Evidence obtained by a search and invasion inconsistent with this procedure shall not be admissible in campus judicial proceedings against the respondent. Evidence obtained by an otherwise authorized and reasonable search and seizure shall not be admissible unless the student was present at the time of the search and seizure or circumstances clearly dictate the necessity of the search and seizure without his/her presence.
3. Students have the right to use a campus staff member as a judicial advocate. Judicial advocates are trained and educated about the judicial system on campus and serve as a confidential resource and consultant for students regarding the judicial process. Contact information for the judicial advocates is available from the case officer.

Section B

1. The respondent is assumed not responsible until proven responsible, or accepts responsibility.
2. The parties of the hearing shall receive sufficient personal, written advance notification informing them of the complaint, time, date and place of the hearing, and their minimum rights as observed by the campus judicial system.
3. The parties may remain silent, submit only a written statement or response to the complaint, or present evidence and call witnesses.
4. The parties may be assisted in preparing for and presenting at the hearing by an advisor of their choice from within the immediate WPI community. This internal advisor may not ask, answer or be asked questions by any party to the hearing. An internal advisor for the complainant or the respondent may not also serve as a witness in the case. Persons from outside the immediate WPI community—such as lawyers, the public, the press, parents, and alumni—may not attend hearings, except as noted below. Solely in cases involving allegations of sexual assault or other sexual misconduct, either or both parties may also be accompanied to the hearing by an advisor of their choice from outside of the WPI community. This external advisor may not ask, answer or be asked questions by any party to the hearing. An external advisor for the complainant or the respondent may not also serve as a witness in the case. The external advisor shall not be a lawyer, except as noted below. The request to have an external advisor, including legal counsel, present at a hearing shall be made sufficiently in advance of the hearing (no later than five (5) business days before the hearing) that such a request may be thoroughly considered, and if approved, other parties to the hearing may be offered the opportunity to obtain similar service. The request shall also include the name, address, and phone number of the external advisor.
Under extraordinary circumstances (as determined by the case officer and chief justice) either or both parties may also be accompanied to the hearing by legal counsel. The primary purpose of allowing legal counsel into the hearing is to safeguard the respondent's rights at pending criminal proceedings and counsel's function in either case shall be limited to advising the parties on whether or not to answer questions and, as applicable, to safeguard them from self-incrimination. The CHB may also secure legal counsel to attend the hearing.
5. The parties have the right to rebut testimony or challenge its validity, relevance, or admissibility. In such cases where the respondent exercises his/her right of silence, he/she may not be questioned. But if the respondent testifies, or witnesses testify on his/her behalf, they must submit to questioning.
6. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to act as a complainant, the university reserves the right to serve as complainant to adjudicate the case. In these instances, the case officer will consult with the chief justice of the CHB

to determine the appropriateness of exercising this option. The case officer and chief justice will also identify an appropriate representative from the university to serve as complainant.

7. An audio recording of the CHB proceedings will be made during each hearing. The university will retain the recording for 60 days. The complainant or the respondent may request a copy of the recording within the 60 days.
8. The respondent will receive notification of the board's findings. In accordance with the requirements of The Jeanne Clery Act, in any campus judicial case involving allegations of certain sexual offenses, the complainant and the respondent shall be informed of the outcome of any campus disciplinary proceeding, including appeals.
9. The parties to the hearing may challenge the appropriateness or impartiality of any board member.
10. The respondent may not be prosecuted again by a WPI judicial authority based on an incident for which they have been previously adjudicated.
11. Either party may petition for a rehearing based on evidence or testimony that could not have been obtained at the time of the hearing. (See *Section IX: Rehearing*)
12. The parties of the hearing may choose between a public or private hearing. One vote for a private hearing will preempt all other requests for a public one. Attendance at open hearings is limited to members of the immediate WPI community, e.g., students, faculty and staff. Exceptions to this policy must be requested in advance through the case officer and are generally limited to material witnesses. Attendance at a closed hearing is limited to the complainant and respondent, their advisors, and witnesses while they are giving testimony.
13. When more than one individual is charged with the same violation(s), a joint hearing will be scheduled. The university reserves the right to schedule individual hearings.

VIII. Campus Hearing Board Decisions, Sanctions and Grievance Judgments

1. If the respondent is found responsible, his/her past judicial record, if any, is reviewed before the sanction is determined.
2. The CHB shall have authority to issue warnings and reprimands, levy fines, award restitution, stipulate performance of certain actions or behavior (such as counseling or community service), or vote the suspension or expulsion of students from the university.
3. All decisions of the CHB are subject to appeal to the Judicial Appeals Board based on the established criteria.
4. On behalf of the CHB, the case officer shall take those steps necessary to assure sanctions imposed by the CHB are enacted and that appropriate follow-through occurs. This may include notifying specific campus offices about a student sanction.

WPI does not subscribe to an automatic sanction for a particular violation of its code. Rather, each violation is reviewed individually and sanctioning takes into consideration the unique situation surrounding the incident.

At the same time, it is helpful to articulate possible sanctions for offenses to communicate to the individual and to the entire WPI community how seriously the university regards standards of behavior. Students should be aware at all times that there may be grounds for criminal and/or civil charges as well.

Therefore, the following list of violations and range of sanctions is intended to serve as a guide to the CHB when determining sanctions and as notice to the community regarding community accountability. The list is representative but not exhaustive.

Academic Dishonesty can result in a sanction of lowering of a course grade, loss of course credit, disciplinary probation, and suspension from the university for one or more terms, or expulsion from WPI.

Note: While the CHB may make a recommendation regarding a student's grade or course credit, only the faculty member of record may actually raise or lower a course grade or remove credit for the course.

Alcohol and Other Drug Policy Violations can result in a sanction of disciplinary warning, probation, restitution, community service, parental notification, loss of privileges, counseling and alcohol or drug assessment, removal from residence halls, suspension from the university for one or more terms, or expulsion from WPI.

Arson can result in a sanction imposing removal from residence halls, suspension from the university for one or more terms, or expulsion from WPI.

Assault and/or Battery, Abuse of a Community Member can result in a sanction imposing restitution, counseling, probation, loss of privileges, and suspension for one or more terms, or expulsion from WPI.

Computer Network Acceptable Use Policy (AUP) Violations can result in a sanction of loss of access to systems, community service, disciplinary warning, probation, suspension from the university for one or more terms, or expulsion from WPI.

Equal Opportunity, Anti-Discrimination & Harassment Policy Violations can result in a sanction of disciplinary warning, probation, suspension from the university for one or more terms, or expulsion from WPI.

Note: For violations of the WPI Code of Conduct that have, at their core, hate for a selected person or group because of race, gender, religion, sexual orientation, national origin, or any other category enumerated in WPI's AntiDiscrimination and Harassment Policy, the sanction imposed may be 'enhanced' or made more serious for a given violation.

Fire Safety Violations can result in a sanction of community service, probation, removal from residence halls, suspension from the university for one or more terms, or expulsion from WPI.

Harassment/Stalking can result in a sanction of community service, counseling, probation, removal from residence halls, suspension from the university for one or more terms, or expulsion from WPI.

Hazing by an individual or group can result in a sanction imposing community service, probation, loss of privileges, suspension from the university for one or more terms, or expulsion from WPI.

Sexual Harassment Policy Violations can result in a range of sanctions, including behavioral restrictions, disciplinary warning, probation, suspension from the university for one or more terms, or expulsion from WPI. **Specifically:**

- **Dating Violence** can result in a range of sanctions, including anger management assessment, relocation from residence hall, disciplinary warning, probation, suspension from the university for one or more terms, or expulsion from WPI
- **Domestic Violence** can result in a range of sanctions, including anger management assessment, relocation from residence hall, disciplinary warning, probation, suspension from the university for one or more terms, or expulsion from WPI
- **Sexual Assault** can result in a range of sanctions, including behavioral restrictions, relocation from residence hall, being trespassed from campus grounds, community service, participation in training programs, disciplinary warning, probation, suspension from the university for one or more terms, or expulsion from WPI
- **Stalking** can result in a range of sanctions, including behavioral restrictions, relocation from residence hall, disciplinary warning, probation, suspension from the university for one or more terms, or expulsion from WPI

Theft can result in a sanction imposing restitution, community service, loss of privileges, probation, and/or suspension from the university for one or more terms, or expulsion from WPI.

Threats can result in a sanction imposing probation, and/or suspension from the university for one or more terms, or expulsion from WPI.

Unauthorized Entrance and/or Use can result in a sanction of community service, loss of privileges, probation, and/or suspension from the university for one or more terms, or expulsion from WPI.

IX. Rehearing

In the event that testimony or evidence is produced subsequent to a board hearing that could not have been obtained at the time of the hearing, either party may petition through the case officer to the hearing board for a rehearing. Such petition must indicate the character of the testimony or evidence now available and the manner in which the board's decision might be changed, and must be submitted within 60 days of the final decision. The case officer shall present this petition to the chief justice, who shall determine whether and to what extent a rehearing in the matter shall be accorded. In the event that a rehearing is granted, the results of the previous hearing are nullified.

X. Judicial Appeals Procedure and Criteria

1. Decisions of the CHB may be appealed to the Judicial Appeals Board.
2. All appeals must be submitted in writing by the complainant and/or respondent to the Dean of Students Office within five (5) business days following communication of the initial decision. The appeal must be specific and contain a full description of the basis for the appeal.
3. Grounds for an appeal must be based on one or more of the following criteria:
 - A. Failure to follow the procedures outlined in the planner;
 - B. Inappropriate gravity of the sanction in relation to the offense;
 - C. That no reasonable CHB or judicial officer could conclude, on the basis of the evidence presented, that a proper decision was rendered.
4. The appeals board may refuse to accept any appeal that does not satisfy these criteria.

Judicial Appeals Board Section A - Members

1. The Judicial Appeals Board shall consist of three voting members.
2. The board shall consist of the sitting president of the undergraduate student government or graduate student government or designee (whichever is deemed appropriate by the case officer); a representative of the faculty, and a representative of the administration.
3. The faculty representative shall be selected annually by the faculty under the direction of the Faculty Committee on Governance.
4. The representative from the administration shall be selected annually by the president or designee, and shall act as presiding officer of the Judicial Appeals Board.
5. Each of the student governing bodies will identify an officer to serve as an alternate appellate justice in the absence of the undergraduate student government president or the absence of the graduate student government president. The Faculty Committee on Governance shall identify an alternate faculty representative. The president or designee will identify an alternate administration representative.

Section B - Jurisdiction

1. The Judicial Appeals Board shall hear appeals of cases originally heard by the CHB and certain cases referred by the case officers that were heard administratively.
2. The board shall automatically review any case in which the sanction imposed by the CHB includes suspension or expulsion from the university.
3. This review shall not be a rehearing of the facts, but rather a consideration of the records of the hearing, to assure that procedures were followed and decisions and sanctions are fair.

Section C - Sanctions and Grievance Judgments

1. The Judicial Appeals Board may impose any sanction that the CHB is empowered to impose.
2. The board may choose from the following options:
 - send the case back to the CHB for a rehearing;
 - uphold or modify the imposed sanction(s) of the CHB; and/or

- reverse the decision of the CHB if they determine that the CHB or judicial officer acted unreasonably in reaching their decision based on the evidence presented.

XI. Definitions of Sanctions

The sanctions below may be imposed upon a student for an infraction of the WPI Code of Conduct or policies and procedures. This list is not exhaustive.

- A. Disciplinary Warning:** An official written notice to the student that his/her conduct is in violation of WPI rules or regulations.
- B. Disciplinary Probation:** A more severe sanction than a warning, to include a period of review and observation during which the student must demonstrate the ability to comply with WPI rules, regulations, and other requirements stipulated for the probation period. As part of the terms of disciplinary probation, restrictions may be placed on the student's ability to participate in activities, student organizations, etc. Some examples include, but are not limited to: prohibiting a student from applying for, campaigning for, or receiving consideration for elected or appointed positions in student organizations; ineligibility to receive honors or awards; ineligibility to accept a bid to pledge a fraternity or sorority; removing a student from any office held in a student organization; prohibiting a student or student group from representing the university in intercollegiate events or activities, or loss of privilege to attend Global Project Center sites.
- C. Disciplinary Suspension:** Excludes the student from registration, (or cross registration at WPI through a consortium college), class attendance, residence on the campus and use of WPI facilities or resources for a specified period of time. Suspended students may not stay overnight in any on-campus residence hall. Students suspended during the middle of a term/semester may be eligible for a refund according to the published policies in the Undergraduate and Graduate Catalogs.
- Note:* Students who are suspended from WPI are expected to depart the physical campus immediately unless in the course of doing business related to the appeal process.
- D. Deferred Suspension:** Under certain circumstances, a disciplinary suspension action may be deferred until the end of the current term/semester. If a student is again found responsible of violating a WPI policy or regulation during the deferred disciplinary period, the suspension will take effect immediately.
- E. Expulsion:** Permanent separation from WPI and the permanent loss of privilege of registration, class attendance, residence on the campus and use of WPI facilities or resources. Students expelled during the middle of a term/semester will be eligible for a refund according to the published policies in Undergraduate and Graduate Catalogs.
- Note:* Students who are expelled from WPI are expected to depart the physical campus immediately unless in the course of doing business related to the appeal process.
- F. Restitution:** Requires that a student make payment to the university, an individual, or a group for damages for which he or she was responsible, whether intentional or accidental.
- G. Community Service:** Requires that a student complete a specified work project for a stipulated time period to give back to the WPI or local community.
- H. Parental Notification:** Parents are notified at the discretion of the dean of students or designee out of concern for the health and welfare of the student.
- I. Loss of Privileges:** See Disciplinary Probation.
- J. Relocation/Removal from Residence Hall/Loss of Residence Hall Privileges:** Involves the physical relocation from one residence hall room or oncampus housing/building to another. It precludes a student from remaining in any WPI housing for a specified period of time and precludes a student from visiting certain residence hall(s) for a specific period of time.
- K. Counseling; Drug or Alcohol Assessment:** Requires that a student submit to counseling or to a drug or alcohol assessment with a licensed professional. The requirement may include a signed release of information from the student so that the counselor can inform the case officer or Dean of Students Office about the results of the assessment. Student must comply with recommended course of treatment determined by the counselor.
- L. No-Contact Directive:** A directive from the Dean of Students Office that restricts any verbal, written or third party contact between the parties involved. Contact the Dean of Students staff for further information.

XII. Judicial Records

Judicial records are maintained by the Dean of Students Office, and are kept separate from a student's academic records. It is the policy of WPI that judicial records shall be reportable by the Dean of Students Office for a period of two years from the date of graduation, transfer, or withdrawal from WPI, except when the sanction includes suspension or expulsion. In cases involving suspension or expulsion from WPI, disciplinary records shall be kept in perpetuity and are reportable. Records for cases that are pending completion of the hearing and/or sanction shall be kept in perpetuity. Judicial records may be shared both internally (e.g., IGSD, honor societies) and externally (e.g., transfer applications, prospective employers, graduate school) in accordance with applicable state and federal laws and regulations. In keeping with the WPI Academic Honesty Policy, a student's judicial record may be shared internally as appropriate without the student's permission to determine if the student has any record of prior offenses involving academic honesty.

XIII. Glossary of Terms

Abuse: Abuse is the occurrence of one or more of the following acts between family, household or apartment members (including without limitation, a current or former roommate or a former dating partner):

- A. Attempting to cause or causing physical harm.
- B. Placing another in fear of imminent serious physical harm (applies to threats and to situations where the abuser has assaulted the victim but no battery has occurred.)

Aiding: To aid, facilitate, or assist in the performance of an act, or to incite such an act.

Assault: A violent attack of any sort; attempt or threaten to do bodily violence to another; to attack violently.

Assault and battery: The intentional and unjustified use of force upon the person of another, however slight, or the intentional doing of a wanton or grossly negligent act causing personal injury to another.

Bullying: The repeated use of a written, verbal, or electronic expression or a physical act or gesture, directed at a victim that causes physical or emotional harm to the victim, damage to the victim's property, places the victim in reasonable fear of harm to himself/herself or of damage to his/her property, or creates a hostile environment for the victim.

Cheating: Attempting to use, or intentionally using, unauthorized study aids, materials, or information in any academic exercise.

Consent: Freely and affirmatively communicated words or actions that show a voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be construed if (a) it is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense and such incompetence is manifest or known to the actor; or (b) it is given by a person who by reason of youth, mental disease or defect, intoxication or drug use, or physical helplessness, is unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or (c) it is induced by force, duress, or deception.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence is a pattern of coercive and controlling behaviors and tactics used by one person over another to gain power and control. This may include verbal abuse, financial abuse, emotional, sexual, and physical abuse. Dating violence occurs in heterosexual, as well as same-sex partnerships, and crosses all ethnic, racial and socio-economic lines.

Domestic Violence includes, but is not limited to violence committed by a current or former spouse or intimate partner of the victim; and/or a person who is or was residing in the same household as the victim. Domestic violence is a pattern of coercive and controlling behaviors and tactics used by one person over another to gain power and control. This may include verbal abuse, financial abuse, emotional, sexual, and physical abuse. Domestic violence occurs in heterosexual, as well as same-sex partnerships, and crosses all ethnic, racial and socio-economic lines.

Fabrication: Falsification or invention of any citation or information in an academic exercise.

Facilitation: Helping or attempting to help another student to violate any provision of this code.

Harassment: Please refer to Anti-Discrimination and Harassment Policy in *Section XIV Additional Policies, and Procedures*.

Incumbent: The holder of any office.

Plagiarism: Representing the ideas or words of another as one's own without proper attribution in any academic exercise.

Rape: Unwanted sexual intercourse or some other sexual penetration. Rape is also a legal term that is defined in Massachusetts by three elements: penetration of any orifice by any object; force, or threat of force; against the will of the victim.

Renders one liable to judgment: Indicates accountability to the appropriate WPI judicial body to determine responsibility and appropriate sanctions.

Retaliation: To deliberately harm somebody in response or revenge.

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Sexual assault is defined in Massachusetts as any sexual activity that is forced or coerced or unwanted.

Sexual Harassment: Sexual harassment is unwelcome or unwanted sexual advances. These are not just physical or sexual acts, it also refers to an environment that is created by acceptance of sexual or gender influenced comment. Sexual harassment can occur in workplaces, schools, congregations, camps, community centers, and other places.

Sexual Misconduct: Please refer to the Sexual Harassment Policy in *Section XIV. Additional Policies and Procedures*.

Stalking: Willfully, maliciously, and repeatedly following or harassing another person causing the person to suffer emotional distress, or making a threat with the intent of placing that person in imminent fear of death or serious body injury.

Theft: The act of stealing; larceny.

Threat: An indication or source of impending danger; declaration of an intention to harm, injure, etc.

Unauthorized attendance: Not having the right to be present.

Unauthorized entrance: Not having the right to enter.

Unauthorized use: Not having the right to use.

XIV. Additional Policies and Procedures

1. Academic Honesty Policy

Academic honesty is a fundamental principle of learning and a necessary foundation for all academic institutions, particularly those dedicated to independent project-based education, such as WPI. Violations of this principle deny the violators an opportunity to obtain confident command of the material they are credited with knowing, cheat their classmates out of deserved rewards and recognition, dishonor the institution, and demean the degree that it awards. It is, therefore, a matter of great and mutual concern to all members of the WPI community that a concerted effort is made to maintain high standards of integrity, both to protect the value of the educational process in which we are engaged and to maintain the credibility of the institution.

Individual integrity is vital to the academic environment because education involves the search for and acquisition of knowledge and understanding, which are, in themselves, intangible. Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures such as reports, examinations, and homework. Any act that interferes with the process of evaluation by misrepresentation of the relation between the work being evaluated (or the resulting evaluation) and the student's actual state of knowledge is an act of academic dishonesty. The following acts are examples of academic dishonesty at WPI:

Cheating:

Examples:

- Use of purchased term papers
- Copying on exams, homework, or take-home exams
- Use of unauthorized materials or sources of information such as "cheat sheet," preprogrammed calculator
- Assistance of another person in cases where prohibited

Fabrication:

Examples:

- Altering grades or other official records
- Changing exam solutions after the fact
- Inventing or changing laboratory data
- Falsifying research
- Inventing sources
- Sabotage of another student's work or academic record

Facilitation:

Examples:

- Sharing test questions or answers from an exam with another student
- Letting another student copy a solution to a homework problem, exam, or lab
- Taking an exam for another student
- Assistance in any act of academic dishonesty of another student

Plagiarism:

Examples:

- Misrepresenting the work of another as one's own
- Inaccurately or inadequately citing sources including those from the Internet

Responsibilities of Faculty Members and Students

Faculty members should outline their policies concerning evaluation procedures and their expectations pertaining to academic integrity at the beginning of each course. Faculty will ensure that student performance is judged solely on the basis of academic work in courses and projects. Because of the differences in disciplines and the type of work involved, faculty interpretation regarding what constitutes academic dishonesty may vary across campus. Since project-based education places a strong emphasis on group work, faculty and students should be particularly attentive to the distinction between group work and individual performance expectations. Faculty and students are responsible for knowing and understanding WPI's policy and procedure for dealing with academic dishonesty. Faculty are encouraged to implement measures designed to minimize or prevent academic dishonesty.

Academic Honesty Procedures

The WPI faculty and administration have developed a set of procedures designed to ensure uniform and fair treatment of undergraduate or graduate students suspected of academic dishonesty. Students are encouraged to meet with a member of the Dean of Students staff to discuss their judicial resolution options at any time through the process outlined below. Students or others who suspect a faculty member of professional dishonesty should consult the academic department head, academic dean, or the provost.

- A. Faculty shall report to the department chair any suspected act of academic dishonesty by a student.
- B. The chair shall review cases referred to him/her to determine if there is reason for believing that academic dishonesty may be involved.
- C. Faculty shall allow the student to continue in the course without prejudice, pending resolution of the case.
- D. The chair or instructor shall check with the Dean of Students Office to determine if the student has any record of prior offenses involving academic dishonesty.
- E. The chair or instructor shall consult with the student involved. If the act of academic dishonesty is admitted and is the first violation of that nature, the chair or instructor may resolve the complaint within the department, provided the penalty is accepted by the student in writing. The maximum penalty that can be applied at the department level is dismissal from a course or a project without credit. In all cases, a signed, written report on the matter, including the action taken, shall be sent to the Dean of Students Office. If the student does not want to resolve the case at the department level by signing the departmental agreement, the case will be referred to the CHB for resolution.
- F. For the second and subsequent violations, the case shall be submitted to the CHB for resolution.
- G. The CHB shall hear the allegations, following standard procedures for disciplinary hearings outlined in Sections V-XIII of the planner as established by WPI. The board may impose normal disciplinary sanctions and may recommend loss of course credit or lowering of a grade for the course or project. If a student is found not responsible on a complaint of academic dishonesty, he/she may not be failed or penalized by the instructor on the grounds of dishonesty. The instructor shall assign a grade based on assessment of the student's mastery of the material being evaluated.
- H. Judicial records for any act of academic dishonesty are maintained by the Dean of Students Office in accordance with the Judicial Records Policy set forth in *Section XII. Judicial Records*.

2. WPI Alcohol and Other Drug Policy and Statement of Behavioral Expectations

WPI supports, promotes, respects and expects adherence to federal and state laws regarding alcohol and drugs. The WPI community is composed of students, faculty, staff and alumni. The entire community must assume responsibility for providing a climate that respects personal rights as well as federal and state laws, promotes safety, and that models appropriate behavior as defined herein.

Policy on Illegal Drugs and Alcohol

WPI prohibits the unlawful use, possession, sale, distribution, or manufacture of controlled substances WPI property or as part of University activities. WPI also prohibits the use, possession, sale, distribution, or manufacture of other substances, even though they may not be illegal, including, but not limited to, whippits, 2-C's, molly, ecstasy, NBOME, Spice, K-2, and non-prescribed performance enhancing drugs ("Prohibited Substances").

WPI prohibits persons from permitting the use of Prohibited Substances in a campus residence or associated residence, including in fraternities and sororities. WPI also prohibits the unlawful distribution, possession, social sharing, non-prescribed use, or abuse of prescription drugs. Altering, tampering, or forging a prescription is also prohibited.

WPI enforces the Massachusetts underage drinking laws and state and federal drug laws. The legal drinking age in Massachusetts is 21. Students found in violation of the University alcohol policy or engaging in misconduct related to the abuse of alcohol, whether on or off campus, will be subject to disciplinary action as well as to prosecution.

Policy on Recreational Marijuana

Although the Commonwealth of Massachusetts has legalized recreational use of marijuana by people at or over the age of 21, WPI must abide by federal laws, including the Drug-Free Schools and Communities Act, in order to remain eligible for federal funding, including funding for student financial aid. Therefore, WPI must continue to maintain and enforce its prohibition on the use of marijuana. This means that for all students, regardless of age, WPI prohibits the use, sale, manufacture, distribution, possession, or facilitation of the use of marijuana on campus. WPI also prohibits the unlawful manufacturing, selling, and distribution of marijuana regardless of location or age.

WPI prohibits the unlawful possession, use, and/or distribution of illicit drugs and alcohol on its property and/or as part of its activities.

1. Students under the age of 21 may not possess, consume, transport, or be served alcohol. Students under the age of 21 may not be under the influence of alcohol or a controlled substance. Regardless of age, no individuals may possess open containers.
2. Kegs, bulk containers, or any other common sources of alcohol are not permitted on WPI-owned, operated, or affiliated property at any time.
3. Dangerous and/or binge drinking, or exhibiting offensive or disruptive behavior while under the influence of alcohol is prohibited.
4. Students may not possess, use, or distribute illicit drugs or possess drug-related paraphernalia.
5. Students may not furnish alcohol to anyone under 21 years of age. Furnish means to knowingly or intentionally supply, give or provide to, or allow a person under 21 years of age to possess alcoholic beverages on premises or property owned or controlled by the person charged.

Student members of the WPI community who are in violation of this policy are subject to local, state, and federal law as well as disciplinary adjudication under the WPI Code of Conduct, the WPI Residential Services Community Standards, and/or WPI Fraternity and Sorority Community Policies. The various sanctions outlined in the WPI Code of Conduct are applicable to students found responsible for violating WPI's Alcohol and Other Drug Policy.

Dangerous and/or Binge Drinking

The WPI Code of Conduct guarantees certain rights and responsibilities to members of the WPI community. Among those responsibilities is the expectation that no member of the community shall impair the well-being of another community member or self. Dangerous drinking and/or binge drinking are examples of behavior that can be injurious and are prohibited under the WPI Code of Conduct.

Alcohol and Drug Education

Education and counseling services are available to all members of the WPI community. Students, faculty, and staff are encouraged to refer persons troubled by alcohol and/or drug use to the WPI Student Development and Counseling Center or to one of the various community support services available in or around Worcester. Campus and community resources are located at <http://www.wpi.edu/Admin/SDCC/alcohol-drug.html>

Campus Support Services:

Student Development & Counseling Center (SDCC)

157 West Street
508-831-5540

Student Health and Wellness Services

Lower Level, Stoddard C
508-831-5520

Campus Police

Lower Level, Founders Hall
508-831-5433

Additional Alcohol and Drug Resources:

AdCare Hospital

107 Lincoln Street
Worcester, MA 01605
1-800-ALCOHOL or 508-798-9946

Spectrum Health Systems

10 Mechanic St, Suite 302
Worcester, MA 01608
508-792-5400

Drug-Free Schools and Communities Act

Federal law requires that annually, each institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In order to be able to certify its compliance with the regulations, institutions must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities.

The Drug Free Schools and Communities Act Guidelines are located at www.wpi.edu/offices/policies/03.html. Specific details on the WPI Alcohol and Drug Education Program, based at the Student Development and Counseling Center, are located at www.wpi.edu/Admin/SDCC/alcoholdrug.html.

Regulations for Alcohol Service in WPI Facilities

WPI has adopted the following policy relating to the responsible use of beer and wine service for functions on the WPI campus.*

1. All events must comply with the laws of the Commonwealth of Massachusetts, the City of Worcester ordinances, and WPI policies regarding the service of alcohol.
2. Any event requesting beer/wine service must be approved by the Events Office.
3. Events requiring beer/wine service and a one-day license request must be submitted to the Events Office 100 days prior to the event. A license fee may apply. (The City of Worcester requires that a license be issued at least 90 days prior to an event.)
4. Beer/wine service is available on campus after 4:00PM weekdays and after 12:00PM (noon) on weekends.
5. Chartwells Dining Services is the only approved provider of beer/wine service for WPI events. No individual person or group may provide or donate alcohol for any event.
6. Certain events with alcohol may require a campus police officer(s) depending on specific event details including total number of guests, location, and event type.
7. Kegs, beer balls, bulk containers, or any other common sources of alcohol are not permitted on WPI-owned, operated, or affiliated property at any time.
8. Applicable fees for the service of alcohol will be charged to the event sponsor including but not limited to Campus Police, Facilities (custodial services), bartender service, wait staff service, and license fees.
9. Proper identification must be furnished upon request by all guests who appear to be under the age of 21 years.
10. WPI accepts no responsibility through the adoption of this policy for the behavior of guests at functions. This responsibility rests solely with the sponsoring group or individual. WPI, through the Events Office and Chartwells Dining Services, reserves the right to schedule and manage each function in the best interest of all parties.

*Students in residence halls must adhere to the Residence Hall Alcohol Regulations.

3. Computer Network Acceptable Use Policy (AUP) and Copyright Compliance Policy

Worcester Polytechnic Institute (WPI) maintains computing resources, including data and information, which are essential to performing university business. These are WPI assets over which the university has both rights and obligations to manage, protect, and utilize to fulfill its mission.

In addition to this Acceptable Use Policy, the use of these computing resources is governed by the WPI Code of Conduct, the Data Security Policy, the Copyright Compliance Policy, and several other university policies. The full, online copy of the Acceptable Use Policy may be seen at www.wpi.edu/offices/policies/aup.html.

4. Equal Opportunity, Anti-Discrimination & Harassment Policy

It is the policy of WPI to provide each qualified individual – regardless of race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status – the opportunity to participate in the university’s educational and employment programs and activities in a discrimination and harassment-free environment, in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

Furthermore, WPI prohibits and will not tolerate unlawful discrimination or harassment. Unlawful discrimination or harassment consists of treating a person differently in any WPI program or activity based on their race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status. This includes, for example, the display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

WPI prohibits and will not tolerate any form of retaliation against persons who have complained about, or participated in an investigation of a complaint about, unlawful discrimination or harassment.

WPI will administer any complaint of discrimination or harassment with the utmost degree of privacy and confidentiality possible under the circumstances of each matter and as permitted by law. Failure of any participant in an investigation process conducted under this policy to respect confidentiality, both during or after any investigation, may constitute retaliation and subject the violator to discipline.

WPI will make an independent inquiry into complaints of unlawful discrimination and harassment, according to applicable WPI procedures. Students who are determined to have violated this policy will be subject to disciplinary action, including suspension or expulsion, where appropriate.

Any individual who believe(s) that he or she has been subjected to prohibited discrimination or harassment in connection with any university program or activity should immediately bring the matter to the attention of Philip Clay, Vice President of Student Affairs/Title IX Coordinator, 1-508-831-5201 (for student, faculty or staff conduct), or one of the other Deputy Title IX Coordinators.

Student inquiries concerning disability discrimination should be referred to Laura Rosen, Office of Disability Services/Section 504 Coordinator, 1-508-831-4908.

5. Greek Relationship Statement for WPI and the Fraternity/Sorority Community

The relationship between WPI and the fraternity and sorority community is one of mutual respect, cooperation, understanding, and trust. This trust is based on mutual goals, the expectations of WPI, the community, the fraternity/sorority chapters, and the responsibilities of each in this relationship. The WPI Greek Relationship Statement is located at www.wpi.edu/offices/sao/relationship.html. WPI has specific expectations for Greek Fraternity and Sorority Chapter functions. These expectations are located at <http://www.wpi.edu/offices/sao/gatherings.html>.

6. Hazing Policy

Massachusetts law prohibits the practice of hazing by a student organization. WPI, in an effort to educate the entire student population about hazing, requires each student to acknowledge the receipt of the Hazing Policy as part of the academic registration process twice a year.

WPI is committed to emphasizing that all campus activities be made constructive, educational and safe for individuals and for student organizations. Therefore, in support of the university’s commitment to the mental, emotional and physical well-being of every student, it is the policy of WPI and the Commonwealth of Massachusetts that hazing in any form is prohibited, and its practices in any fashion be condemned. The full Massachusetts act prohibiting hazing is located at www.wpi.edu/offices/sao/nohazelaw.html.

7. Intellectual Property at WPI

WPI exists to foster education and research and to promote the dissemination of knowledge. As an institution of higher education, it enjoys the public’s trust, and, in turn, performs a valued educational service, part of which is to make advancements in knowledge and to contribute to the public good. In this endeavor, faculty plays a central role by virtue of their contributions to teaching, research, and public service.

Opportunities to extend the boundaries of knowledge are at the very core of WPI’s educational process. However, it is also recognized that an educational institution’s primary purpose is not to produce inventions. Faculty at WPI are hired to teach, to do research, and to perform service, rather than to produce inventions, and their compensation is not set at a level to match that of professionals hired to invent.

While the role of the faculty can be significant in the development of intellectual property, others such as students, research personnel, staff, and visitors are also able to conceive and develop intellectual property. The payment of tuition should allow a student reasonable use of university

facilities. Inventions resulting from student efforts involving such use should rightfully belong to the student(s). WPI encourages intellectual curiosity on the part of faculty, students, and staff, and rewards the creation of intellectual property.

When intellectual property is created, it is important that its disclosure be made in a timely manner in order to protect its commercial value and to permit it's being made public. To protect intellectual property rights, it is important that inventors be aware of the legal requirements for protecting those rights. The purpose of this document is to set forth WPI's general policies on intellectual property such as inventions, copyrights, trade and service marks, mask works, tangible research, and trade secrets.

Intellectual Property Policy

For the purpose of applying these rules, all persons performing research or scholarship at WPI, utilizing resources or facilities at WPI, or deriving funds through WPI are subject to the rules applying either to faculty and staff, or to the rules applying to students. Students who receive compensation from WPI because they are students or because they perform teaching duties (e.g., teaching assistants, graders) fall under the student rules.

Students who receive compensation from WPI because they are research assistants fall under the faculty/staff rules. The Intellectual Property Policy, including Ownership of Inventions, Royalties for Inventions, etc. is located at www.wpi.edu/offices/policies/intell.html.

8. Massachusetts Jury Service Statement

Any WPI student who is a U.S. Citizen 17 years of age or older and resident or inhabitant of Massachusetts for more than 50% of their time may be eligible to serve as a juror in Massachusetts courts. Even a WPI student who is a resident of another state is considered to be an inhabitant of Massachusetts for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts.

It is not unusual for students residing in Worcester County to be summoned to serve as trial jurors. Jury service, on a short term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. WPI supports students in their fulfillment of this civic duty. Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Please note that you may be required to furnish your summons notice or the certificate of service when requesting excused absence(s).

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of the Jury Commissioner (1-800-THEJURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner's website at www.massjury.com.

9. Residential Services Community Standards

The success of the residence hall community depends on the willingness of each resident to accept personal responsibility as a member of this community. To this end, the following policies and procedures are designed to protect the right to privacy, to promote an atmosphere conducive to learning, to protect personal and WPI property, and to respect the needs of each individual. All residents are expected to abide by these regulations, and by all WPI regulations outlined in the WPI Code of Conduct. Should a resident or their guest choose not to comply with these regulations, judicial action may follow. Possible consequences include, but are not limited to, financial liabilities, probation, dismissal from residence halls and/or WPI, or other civil action. Violations of residence hall policy will be adjudicated by an administrative hearing officer, or if the situation warrants, the Campus Hearing Board. All policies and procedures outlined herein apply to residents living in any facility designated as a residence hall or WPI property.

- A. General Responsibilities:** Students living in or visiting residence hall facilities are expected to abide by the rules, regulations, and standards of the campus. Residents must also comply with the terms and conditions of occupancy as stated in the housing agreement. In addition, all of the laws of the state of Massachusetts are in effect at all times. Students are expected to conduct themselves in a safe and orderly fashion while residing in the residence hall community. Any behaviors deemed as disruptive to sleeping or studying are prohibited. Attempting, aiding, abetting, or being an accessory to any act prohibited in the residence halls, or by the WPI Code of Conduct, is strictly prohibited.
- B. University Limits of Liability:** Students shall not hold the university liable, financially or otherwise, for any expense, loss, or damage resulting from violation of these rules, regulations, standards, or because of the negligence of any student.
- C. Personal Property:** WPI assumes no liability for the loss or damage, from any cause, to students' personal property. It is suggested that students contact an insurance agent regarding insuring personal property. We suggest that you record the serial numbers of all valuable equipment kept in your room. (In the event of theft, this information is needed by the police to investigate the matter.)
- D. Cooperation:** Students must follow oral or written instructions regarding university regulations or state laws as given by authorized representatives of the university including all members of the Residential Services staff. Students must present their university identification cards to the residence hall staff or authorized campus authority upon request. Failure to cooperate with staff members acting in accordance with their duties is prohibited.
- E. Entry into Student Rooms by University Officials:** Residential Services reserves the right to grant WPI staff members or authorized agents' permission to enter student rooms for the purpose of assessing and repairing the physical facilities and to ensure the maintenance of appropriate health and safety standards, which may include policy violations.

- F. Solicitation:** Solicitation in the buildings or on the grounds is prohibited. Students/student organizations may not use the rooms or permit rooms to be used, for any commercial purposes. Any door-to-door solicitation is regarded as an invasion of privacy and is therefore prohibited. Any person found soliciting in the residence halls is subject to arrest for criminal trespass. Gambling in which money exchanges hands is not permitted in the residence halls.

Posting Announcements in On-Campus Residences

Any organization or individual wishing to post an announcement in any residential unit at WPI must first have the announcement approved by a member of the professional staff in Residential Services. This is the only approved method for distribution of announcements in the residence halls. In addition, no announcements may be posted on any fire doors, exterior doors, or windows. Custodial Staff will remove all materials posted in these areas.

- G. Pets:** The only permitted pets in any residence hall/university apartment, that are not ODS approved, are tropical fish or goldfish in an aquarium (limited to a 10 gallon tank). Any pet found in residence may be removed by a university official and remanded to the local SPCA.
- H. Offensive and Obnoxious Odors:** Students are to control the environment and use of substances in their room, therefore odors, which are offensive to others, should not emanate from that room. Such substances may include incense, heavy perfumes, deodorant room scents, or other substances that may be difficult to confine to one particular room.

I. Quiet Hours:

1. Within the residence halls, each roommate has equal rights to inhabit the room and to have reasonable privacy and peace in that room. To this end, quiet hours are established during which excessive noise and disturbances are prohibited. Quiet hours are to be observed at the following times:

Sunday through Thursday 11:00 pm - 8:00 am

Friday and Saturday 1:00 am - 9:00 am

A period of 24-hour quiet hours will be in effect during the last week of each term. This begins the final Sunday of the term at 5:00 pm and continues through the remainder of the term.

2. Courtesy hours are in effect at all times, and are defined as times during which students are to consider the impact of their music, noise, etc. on other members of the community. Students are expected to act in a manner that does not disrupt or interfere with individual and/or group rights.
 3. Sound equipment, including radios, stereos, amplifiers, etc. must be operated with consideration of others. Stereo equipment or speakers may not be directed out of windows. Musical instruments should be used in Alden Hall practice rooms.
- J. Acts of Intolerance, Physical Violence, and Harassment:** Acts of intolerance, physical violence, and/or harassment of any kind will not be tolerated. Disciplinary action will result from any such incident. Further, acting with violence, aiding, abetting, encouraging, or participating in the commission of any act of violence in the residence halls is prohibited. In such cases, disciplinary action may follow.
- K. Guests:** It is important to note that a room is a private space that should be shared equally by all roommates. As a responsible roommate, it is not appropriate to engage in any activity that would deny your roommate access to the room, or make them feel uncomfortable while in the room. When one roommate has a friend or friends visiting, it should always be with the consent of the other roommate(s). Students may have overnight guests in their rooms with all roommates' permission. In addition, no student is permitted to have an overnight guest for more than three nights per month, whether the nights are consecutive or not. Keys are not provided for guests. It should be noted that it is the responsibility of the host to explain all university policies, and to be held accountable for the actions of the guest. If you leave your room or guest unattended, you can also be held responsible for the guest's activities.
- L. Alcohol and Drug Policy:** As indicated in the Student Responsibilities and Code of Conduct (Section IV, 2.G: WPI Alcohol and Drug Policy, & Section XIX, 2) all resident students are expected to abide by university policy and state law with regards to the possession, use, or sale of alcohol and other drugs.

M. Fire Safety Policies:

1. **Fire Alarms:** All students are required to follow fire evacuation procedures. Failure to evacuate is a violation of Massachusetts state law and WPI policy and will result in disciplinary action. Residential Services conducts fire drills twice a year. Student cooperation and support is essential.
2. **Fire-Fighting Equipment:** Any tampering with fire safety equipment is prohibited. All safety and fire equipment in the residence halls, such as smoke and heat detectors, sprinkler heads, and exposed sprinkler pipes, must be kept clear of obstruction.
3. **General Fire Safety:** Due to the threat of safety caused by falling ashes, the use of incense is prohibited. Kerosene, gasoline, or other flammable liquids are not permitted. Flammable covers, paper shades, and decorations on the light fixtures are strictly forbidden. In addition, space heaters and halogen lamps are prohibited and will be confiscated whether or not they are in use. Candles (whether lit or unlit), scented lamps, and open flame devices of any kind, except for cigarette lighters and matches, are prohibited anywhere. Extension cords that do not have a surge protector built in are prohibited.
4. **Cooking:** For health and safety reasons cooking is allowed only in kitchen areas.
5. **Microwaves:** Allowed in residence hall rooms, but must be maintained by residents in the room. Refrigerators are permitted but they must be 4.3 cubic feet or less or use no more than 120 volts (2 amps) of electricity.
6. **Gas Grills:** Apartment (East/Faraday/Ellsworth/Fuller) residents are not permitted to have gas grills.
7. **Appliances:** All appliances that are not UL listed and may contain an exposed heating element are not permitted. This includes, but is not limited to, 3D printers, hotplates, toaster ovens/toasters, hot pots, George Foreman grills, electric skillet or any appliances

without a thermostat/automatic shutoff. Small appliances that are UL certified are allowed in East, Faraday, Ellsworth, and Fuller in the kitchen areas.

8. **Smoking:** The residence halls at WPI are considered a smoke-free environment. Smoking is not permitted in any part of the residence hall. In addition, WPI is a tobacco-free campus on all university property.
9. **Decorations:** Student rooms may be decorated to assist in the personalization of the rooms. Restrictions of this policy include:
 - A. Lofts are NOT permitted. (Commercial bed risers specifically designed to raise beds a few inches off of the floor will be permitted only if they have been inspected for safety by a member of the Residential Services staff.)
 - B. If you use posters or wall hangings to decorate your room, do so in moderation using poster putty, painters tape, or 3M strips. Entire walls may not be covered, as this would ensure rapid spread of fire, should one begin. All such decorations must be affixed flat against the walls so that flames cannot reach both sides. (A good rule of thumb is to leave about 70% of the wall surfaces uncovered.) Care should be taken when removing decorations, as to not cause damage to the walls.
 - C. Nothing may hang from the ceiling, fire equipment, sprinklers, or pipes in the space.
 - D. The doors of the student rooms may be decorated but are considered public areas. Such decorations may not damage door surfaces or create health or safety hazards. In addition, obscene or offensive materials are strictly prohibited.
 - E. Holiday decorations: Live trees or boughs are not permitted in student rooms or hallway areas. Decorative materials used in any area must be appropriately flame resistant. Student room decorations may not include live greenery, candles, gas/fueloperated equipment. Any lights used for decorative purposes must be UL listed, interior lights, may not be used as extension cords, or multiple strands connected to one another.
 - F. Furniture may not be set up in a way that creates an increased risk factor for fire safety, this includes blocking egresses, unsafe stacking/placement, etc. Temporary or permanent structures that are affixed to university issued furniture are strictly prohibited.

- N. **The following items are NOT permitted in the residence halls:** Firearms (including antique guns), explosives and other weapons, ammunition, fireworks, starting pistols, incendiary or toxic chemicals, paintball equipment, air rifles, bb pellets, dart guns, torches, stun guns, swords, knives, or any other type of weapon or projectile-firing device. The use, storage, or possession of hover boards is strictly prohibited in all residential spaces.
- O. **Unauthorized Video/Cable/Computer Equipment Use:** Any unauthorized use of video equipment or computers may result in disciplinary action against a student. Furthermore, use of any video equipment or computer technology in a manner, which impermissibly infringes upon another person's right to privacy, may also result in disciplinary action and/or the required removal of the video equipment or computer technology from the residence halls, or in any campus building.
- P. **Damage and Keys/Lockouts:** Damage to the student rooms and furnishings beyond normal wear is the financial responsibility of the assigned occupants of the room and will be charged to the students account. One of our goals is to focus student's attention on the need to accept responsibility for the governance of their own community. Students should encourage their fellow residents to share in accepting the responsibility for ensuring that WPI property is not damaged or stolen. Individuals identified as being responsible for damage, theft, or losses in common areas of the building will be billed for the cost of repair or replacement. Any student aware of any person responsible for specific damages should contact their RA. If damage occurs on a floor or in public areas of the residence halls, and it is impossible to determine the individual(s) responsible, residents of the floor or building will share the financial responsibility for such damage. Any intentional damage to WPI property or to property on WPI premises belonging to others may result in disciplinary action.

Student Room Keys:

1. Each resident is issued a room key. Room keys should not be loaned to others at any time. All keys issued to students for a residence hall must be returned to Residential Services when the student moves out of the residence hall.
2. Lost keys must be reported immediately to Residential Services for safety reasons.
3. In the event a student loses a room key, a lock change is required and will be processed through Residential Services. A three hundred dollar (\$300) charge will be assessed to students in Founders Hall, East Hall, and Faraday Hall. A seventy five dollar (\$75) charge will be assessed to students in all other residence halls for the lock change.

The University Lock-out Policy: During university business hours (Monday through Friday, 8am to 5pm, and not a designated holiday/closed day), students should come to the Residential Services Office in East Hall and sign out a loaner key. Temporary ID cards will not be issued by the Residential Services Office. After university business hours, students will need to call Campus Police in order to be let in to their rooms. For each lock out responded to by Campus Police, the student account will be billed \$15.

Q. Occupancy Policies:

Room Changes: A room change freeze is in effect for the first two weeks of terms A and C, and the last two weeks of terms B and D so that staff may ascertain accurate occupancy information. Room change requests should be first discussed with your resident advisor. Students must coordinate a room change with their complex coordinator to ensure proper procedure is followed. Students who move without going through the above procedures will be subject to disciplinary action.

Winter Recess and Term Breaks: The residence halls close (with the exception of Fuller, Ellsworth, East Hall, Faraday Hall, and Salisbury Estates) during the winter holiday recess. Dates of closing and re-opening will be posted in the residence halls. The residence halls remain open during other term breaks.

Term D Closing: The residence halls close each year at noon two days following the last day of classes. All students are expected to have turned in their keys, checked out with their resident advisor, and removed all belongings from the residence halls by this time. Failure to turn in a key when vacating a residence hall will result in a lock change order and a charge to the student's account.

R. Care and Use of Facilities:

The university requires proper care and use of residence hall facilities at all times. Registered residents of each room are responsible for keeping their room and its contents in good order and free from damage by themselves and others. The following are policies related to use of residential facilities:

1. Sports or similar activities are not allowed in the lounges, residential corridors, stairwells, or any public area of the residence hall. This includes, but is not limited to: Frisbee, basketball, rollerblading, golf, and use of Nerf or other toy guns
2. The furnishings provided in the lounges, dining halls, and other public areas of the residence hall are for the use of all students and may not be "relocated" for use in student rooms.
3. Students are not permitted to paint their rooms.
4. Screens and windows must remain in place at all times. Students are prohibited from throwing or hanging any items out of their windows.
5. Items visible to the exterior of student rooms deemed, at the discretion of a WPI official, as inappropriate will be asked to be removed.
6. Students are not permitted on the roof of any residence hall at any time.
7. Tampering with equipment (elevators, vending machines, and laundry machines) is prohibited.
8. Individual antennas may not be attached to or hung from any residence hall.
9. Bicycles may be stored in a resident's room with the permission of all room occupants. Bicycles may not be stored in common areas or stairwells because they may obstruct a fire exit. Mopeds or Motorcycles are not permitted inside residence halls or apartments.
10. Waterbeds not permitted in any residence hall. Personal beds are not allowed without prior authorization from Residential Services.
11. Storage of personal belongings in common areas is not permitted at any time.

10. Sexual Harassment Policy

Sexual harassment is a form of sex discrimination that is prohibited by state and federal laws and WPI policy. Students are entitled to learn and to work in an environment free of unlawful sex discrimination and harassment: such conduct will not be tolerated by WPI. Sexual harassment by WPI community members will be addressed using applicable university procedures. Please visit our Sexual Assault and Violence Education (SAVE) website for detailed information at www.wpi.edu/+SAVE.

Definition of Sexual Harassment

Sexual harassment is a form of unlawful gender discrimination and encompasses a wide range of behaviors of sexual nature. Sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment where:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of, or as a basis for, decisions relating to a person's academic or work experience;
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person's academic or work experience by creating an intimidating, hostile, humiliating or sexually offensive academic or work environment.

While it is not possible to list all of the circumstances that may constitute sexual harassment, **the following are examples of conduct that depending on the circumstances, may rise to the level of sexual harassment:**

- Non-consensual physical touching of a sexual nature, including rape, sexual assault, or attempts to commit rape or sexual assault; • Stalking, dating violence, and/or domestic violence;
- Direct or implied requests for sexual favors in exchange for an actual or promised benefit in any university educational or employment-related program or activity – such as a positive performance review, salary increase, promotion, favorable grades in a course or classroom assignment, favorable grades in a course or classroom assignment, preferential treatment in the classroom, an extra-curricular activity, or research opportunity, a grant, fellowship or internship opportunity, or any other term or condition of a student's educational or employment-related performance;
- Withholding, or threatening to withhold, a benefit in any university educational or employment-related program or activity on the condition that the student provides sexual favors or submits to sexual conduct;
- Unwelcome sexual advances - whether or not they involve physical touching;
- Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life; comments on one's body; comments about one's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities;
- Romantic involvement, whether consensual or not, between a person in a position of authority and a subordinate (for example, instructor/student, teaching assistant, supervisor/supervisee, coach/athlete, advisor/student).

In addition to sexual harassment, amorous relationships between a WPI faculty or staff member and any student for whom he or she has a professional or advisory responsibility – even if consensual – are inappropriate and should be avoided. Implicit in the area of professionalism is the recognition by those in positions of authority that in their relationships with students there is always an element of power and consent to a romantic relationship may not be valid where either person has direct or indirect power or control over any aspect of the other person’s academic or employment environment. It is incumbent upon members of the profession to refrain from abusing, and seeming to abuse, the power with which they are entrusted, since relationships between members of the faculty, staff, and students are always fundamentally asymmetric in nature. Such relationships may have the effect of undermining the atmosphere of trust among students and faculty/staff on which the educational process depends.

Sexual Assault, Rape, Domestic/Dating Violence, and Stalking Definitions:

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence is a pattern of coercive and controlling behaviors and tactics used by one person over another to gain power and control. This may include verbal abuse, financial abuse, emotional, sexual, and physical abuse. Dating violence occurs in heterosexual, as well as same-sex partnerships, and crosses all ethnic, racial and socio-economic lines.

Domestic Violence includes, but is not limited to violence committed by a current or former spouse or intimate partner of the victim; and/or a person who is or was residing in the same household as the victim. Domestic violence is a pattern of coercive and controlling behaviors and tactics used by one person over another to gain power and control. This may include verbal abuse, financial abuse, emotional, sexual, and physical abuse. Domestic violence occurs in heterosexual, as well as same-sex partnerships, and crosses all ethnic, racial and socio-economic lines.

Rape: Unwanted sexual intercourse or some other sexual penetration. Rape is also a legal term that is defined in Massachusetts by three elements: penetration of any orifice by any object; force, or threat of force; against the will of the victim.

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. Sexual assault is defined in Massachusetts as any sexual activity that is forced or coerced or unwanted.

Stalking: Willfully, maliciously, and repeatedly following or harassing another person causing the person to suffer emotional distress, or making a threat with the intent of placing that person in imminent fear of death or serious body injury.

****If you or a friend has been a victim of sexual harassment, please see more information [here](#).**

Filing a Complaint of Sexual Harassment or Misconduct

Although the circumstances of a particular situation may make it difficult to do so, any individual who believes they have been subjected to sexual harassment or sexual misconduct by a WPI student, faculty or staff member in connection with a WPI program or activity is strongly encouraged to immediately and firmly inform the offender that their conduct is inappropriate and unwelcome and to immediately report the conduct to Philip Clay, Vice President of Student Affairs/Title IX Coordinator or one of the Deputy Title IX Coordinators in order to initiate a complaint.

WPI will make an independent inquiry into complaints of sexual harassment or discrimination by a WPI student in accordance with the standard student disciplinary procedures established by WPI, and students who are found to have violated this policy will be subject to appropriate disciplinary action, including suspension or expulsion, where appropriate.

Retaliation Prohibited

Retaliation of any kind against any person involved in a complaint concerning a violation of this policy will not be tolerated by WPI. Complaints of retaliation arising from a person’s participation in the investigation of a complaint of sexual harassment will be handled in accordance with applicable WPI policies and procedures and may result in judicial action, up to and including suspension or expulsion.

Confidentiality

WPI will administer any complaint of sexual harassment with the utmost degree of privacy and confidentiality possible under the circumstances of each matter and as permitted by law. In some cases, WPI may need to disclose some information about a complaint to a third party only to provide necessary accommodations or protective measures in a timely manner. The determination for what information will be disclosed rests with the Title IX Coordinator, who will seek permission from the complainant, indicating what information will be shared, with whom it will be shared, and why before sharing any personally identifiable information. Notwithstanding the foregoing, WPI reserves the right to promptly and thoroughly investigate any complaint, including but not limited to speaking to relevant witnesses, taking such steps as are necessary and appropriate to immediately eliminate any sexually harassing conduct. Failure of any participant in an investigation process conducted under this policy to respect confidentiality, either during or after any investigation, may constitute retaliation and subject the violator to discipline.

The university encourages victims of sexual harassment to talk to somebody about what happened – to get the support needed, and so the university can respond appropriately. Different employees on campus have different abilities/obligations to maintain a victim’s confidentiality, as indicated below.

Reporting Options:

Confidential Resources: Professional Counselors and Medical Staff

WPI staff within the Student Development and Counseling Center (SDCC) and Student Health and Wellness Services are not required to report any information about an incident without a student’s permission.

The WPI Student Development and Counseling Center is located at 157 West Street, and may be contacted in person at the above address, via email at SDCC@wpi.edu, or via phone at 508-831-5540. The WPI Student Health and Wellness Services is located on the ground floor of Stoddard C and may be contacted, via e-mail at healthcenter@wpi.edu or via phone at 508-831-5520. In an emergency or after hours, Campus Police (508831-5433) can connect students with the counselor-on-call or a medical professional.

Semi-Confidential Resources: Sexual Violence Advocates

WPI has identified trained staff members who work directly and confidentially with students, providing emotional support and connecting victims to other services (both on-campus and within the Worcester community).

Advocates can generally talk to a victim without having to reveal any personally identifying information about an incident to the university. A victim can seek assistance and support from these individuals without triggering a university investigation that could reveal the victim's identity. While maintaining student's confidentiality, these individuals must report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the student – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

WPI Sexual Violence Advocates include:

Jennifer Cluett, Bartlett Center, 508-831-5286, jcluett@wpi.edu

Colleen Callahan-Panday, International House, 508-831-6030, ccallahan@wpi.edu

David Ortendahl, Career Development Center, 508-831-5260, dortendahl@wpi.edu

Non-Confidential Resources: WPI Employees

University employees who have the authority to address sexual violence have the duty to report incidents of sexual violence to the Title IX Coordinator. When a victim tells an employee about an incident of sexual violence, the university will take immediate and appropriate steps to investigate what happened and resolve the matter promptly and equitably.

An employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and the university will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to an employee will be shared only with people responsible for handling the university's response to the report.

Non-Confidential Resources: University Resources

The university has designated the following individuals as having oversight responsibility for receiving complaints or allegations of sexual misconduct by a WPI student in connection with a university program or activity:

Title IX Coordinator (Student, Faculty or Staff Conduct)

Philip Clay, Vice President of Student Affairs, 1-508-831-5201, pclay@wpi.edu

Deputy Title IX Coordinators (Student Conduct)

Kristen Coffey, Assoc. Director of Talent and Human Resources, 1-508-831-5470, kecoffey@wpi.edu

Cherise Galasso, Associate Athletic Director, 1-508-831-5063, cgalasso@wpi.edu

Christine Sharry, Director of Student Activities, 1-508-831-5291, cgirouard@wpi.edu

Dana Harmon, Director of PERA, 1-508-831-5243, dharmon@wpi.edu

Art Heinricher, Dean of Undergraduate Studies, 1-508-831-5397, heinrich@wpi.edu

Anne Ogilvie, Director of Global Operations, 1-508-831-5485, atogilvie@wpi.edu

Tally Reeverts, Advisor for Academic Support and Transitional Resources, 1-508-831-5381, treeverts@wpi.edu

Bonnie Walker, Executive Director for Diversity and Inclusion Strategy, 1-508-831-6645, bjhall@wpi.edu

Casey Wall, Director of Residential Services, 1-508-831-6744, cwall@wpi.edu

Kris Wobbe, Associate Dean of Undergraduate Studies, 1-508-831-5375, kwobbe@wpi.edu

Appropriate Response/Disciplinary Action

Where necessary, the university will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures such as housing changes, no-contact directives, etc.

If it is determined that a member of the WPI community has been engaged in inappropriate conduct, appropriate action will be taken immediately, using the university's established procedures, to fulfill its obligations under the law to promote a workplace and academic environment that is free of sexual harassment and sexual misconduct. Such action may range from counseling to termination of employment, or suspension or expulsion, and may include such other forms of disciplinary action as appropriate under the university's procedures.

11. Time, Place, and Manner Statement

WPI reserves the right to regulate the time, place, and manner for activities occurring on WPI-owned or controlled property.

12. Tobacco-Free Campus Policy

Effective August 24, 2014, WPI is a tobacco-free campus and does not permit the use or sale of any tobacco products (combustible or smokeless), including e-cigarettes.

This policy shall apply to all members of the WPI community including visitors to the campus. The WPI campus will be entirely free from tobacco products and E-cigarettes everywhere including all buildings, walkways, patios, playing fields, lawns, parking lots, parking garages and all WPI owned, leased or rented vehicles.

Tobacco products include, but are not limited to:

- “E-cigarettes” include any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or any form. “Smoking” also includes the use of an e-cigarette, which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.
- “Tobacco product” means any substance containing tobacco leaf, including but limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

The purpose of this policy is to limit the exposure of the WPI community to the many negative effects of tobacco products and secondhand smoke. Tobacco smoke, whether inhaled directly by a smoker or indirectly by another, as well as smokeless tobacco products, is a danger to one’s health. The Environmental Protection Agency (EPA) underscores the health risk of secondhand, or passive smoke, by linking this type of smoke to lung cancer deaths and by classifying it as a Class A (known) carcinogen. Smoking, and the presence of accumulated secondhand smoke, as well as discarded tobacco product materials, is also a cause of annoyance, distraction, physical discomfort and stress.

WPI strives to create a community and atmosphere that is as free from recognized hazards as possible. Issues affecting the health, safety and wellbeing of WPI community members are important to mitigate wherever possible. Because WPI recognizes the hazards associated with secondhand smoke and tobacco products, we are endeavoring to assist with the elimination of the hazards to the entire community. Additionally:

- Removal from campus of tobacco products supports sound public policy. It is in direct correlation with current health care initiatives of prevention of illness vs. treatment of illness.
- The policy serves to assist in preventing community members from beginning to use tobacco products, thus promoting a healthier lifestyle.
- Tobacco products are the #1 source of litter on earth. Discarded, unsightly cigarettes are not biodegradable and have traces of as many as a dozen carcinogens after their use.
- Cost saving benefits can be immediate on several levels...health care costs, buildings and grounds maintenance, potential fire and smoke damage, etc.
- Stopping the use of tobacco products has immediate health benefits for all community members.

Adherence to and management of this policy requires common sense, courtesy, and support among members of the WPI community. Students with concerns or questions should contact the Dean of Students Office.