

Student Handbook

2023-24

INTRODUCTION

Welcome to the Student Handbook! This document provides access to Simmons University policies and procedures, as well as information about the Code of Conduct and the conduct process. Please be aware that all students are responsible for reading and knowing the contents of this handbook.

The Student Handbook is more than just a policy manual. It includes information about campus resources, Residence Life policies and procedures, and more.

The Dean of Students office is responsible for maintaining the handbook and welcomes your suggestions, in person or by email studentaffairs@simmons.edu

From time to time policies do change mid-year. When necessary, those changes are incorporated into the current handbook text. Additionally, sometimes minor changes are made to correct errors in the text. Students will be notified if any significant changes are made to policies and procedures mid-year.

POLICIES AND EXPECTATIONS

Simmons University is committed to maintaining a safe and healthy campus environment for all students, staff, faculty, and visitors. How students choose to conduct themselves affects those who also study, live, and work at Simmons. Simmons students should conduct themselves with personal integrity and respect the rights, differences, and dignity of others (including, but not limited to, in person and online). When you join the Simmons community, you agree to act responsibly, to protect your own well-being, and to support the well-being of others. Our ultimate goal is to graduate students who demonstrate empathy, sound judgment, good citizenship, and cultural awareness.

What follows below are our expectations for all Simmons students. This catalog of behavioral expectations should not be considered all-inclusive; some behaviors not listed here may nonetheless be inconsistent with the expectations we set for Simmons students and therefore be violations of the Simmons Code of Conduct. Students who claim they are unaware of the Code of Conduct will not be excused from violating it. When in doubt, ask for advice or information from the Dean of Students, Residence Life, or staff members. Students are responsible not only for the intent of their conduct, but also for the impact of their actions.

Academic Integrity

A commitment to Academic Integrity (AI) requires one's commitment to six fundamental values: honesty, trust, fairness, respect, responsibility and courage (International Center of Academic Integrity). Therefore, all students at Simmons University are expected to be honest and forthright in their academic pursuits.

Ignorance and/or failure to have read this information is not considered an excuse for not understanding or knowing about these policies.

The majority of academic integrity cases are handled by the faculty and/or academic leadership. All allegations, incidents, and outcomes are reported to the Associate Provost for Curriculum, Assessment, and Accreditation and to the Office of the Provost.

When students who are charged with an alleged academic integrity violation receive a final determination (or sanctions) letter concerning the case but decide to disagree with the outcome of their particular case, they have the right to appeal the decision, according to the guidelines provided in their sanctions letter.

Questions about Academic Integrity should be sent to the Associate Provost for Curriculum, Assessment, and Accreditation, Office of the Provost, via email to academicintegrity@simmons.edu

The full Academic Integrity policy and Appeals Process policy can be found at <https://internal.simmons.edu/students/academics/academic-integrity>

Examples of academic integrity violations, outlined in the following sections, include but are not limited to the following.

1. Cheating

Cheating is defined as the representation of another person's work as your own. A partial list of examples follows:

- Copying content on an assignment, test, or examination from another individual.
- Collaborating, including (a) working with another person or persons in execution of a test, report, or paper authorization; and (b) discussing a test, report, or paper.
- Using or referring to notes ("crib notes") brought into class for use during an examination without authorization.
- Using books, class notes, cellphones tablets, or other source material during an examination without authorization.
- Downloading information from the Internet and presenting it as one's own work and/or without proper attribution.

Committing laboratory violations, except where collaboration is permitted or special regulations are made by the instructor, all work for which credit is sought must be performed by the individual student. The unauthorized use of old laboratory reports is a violation of the Code. Where procedures are not clear, it is the responsibility of the students to confer with their instructor.

- Submitting the same paper, or substantial parts thereof, in more than one course, without the permission of the professor.
- Unauthorized discussion of a test or exam during its administration.
- Obtaining a test or examination or the answers to a test or examination before administration of the test or examination.
- The use of paper writing services or paper databases.
- Submission of an assignment, test, or examination for a re-grade after modifying the original content submitted.
- Tampering with, disabling, or damaging equipment for testing or evaluation.
- Computer violations—except where collaboration is permitted or special regulations are made by the instructor, all computer work for which credit is sought must be performed by the individual student. Tampering with, or unauthorized reading of, files belonging to other individuals are violations of the Simmons Code of Conduct. Where procedures are not clear, it is the responsibility of the students to confer with their instructor.
- Selling or distributing lecture notes, handouts, readers, or other information provided by an instructor, or using them for commercial purposes without the express permission of the instructor, is an academic violation and is not allowed.
- Violating any other explicit regulation announced by the instructor and/or circulated in writing to each student at the beginning of the semester.

- Unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University.

2. Plagiarism

Plagiarism is defined as intentionally or unintentionally using someone else's words or thoughts without giving proper credit. All work for which a source is not cited is assumed the sole product of the author, i.e., the student. This includes handing in as their own work a paper on which a student has received extensive aid with substance and/or structure, as well as using one paper for more than one course without authorization to do so.

When using material from outside reading, reference material, etc., the student must indicate the source by using footnotes or other devices. Direct quotations must be enclosed in quotation marks. The use of term papers or other work obtained from commercial or other services is a clear case of plagiarism and is specifically prohibited. Instructors are responsible for clarifying the specific application of the plagiarism definition within the context of their specific discipline.

Non-exclusive examples of plagiarism:

- Use of material produced by another person without acknowledging its source.
- Use of another person's ideas or words without giving appropriate credit.
- Submission of the same or substantially similar work of another person (e.g., an author, a classmate, etc.).
- Use of the results of another individual's work (e.g., another individual's paper, exam, homework, computer code, lab report, etc.) while representing it as your own.
- Improper documentation/acknowledgement of quotations, words, ideas, views, or paraphrased passages taken from published or unpublished sources.
- Wholesale copying of passages from works of others into homework, essays, term papers, dissertations, or other assignments without acknowledgement.
- Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgement.

3. Forgery/Falsification/Lying

The following are non-exclusive examples of forgery, falsification, and lying.

- Falsification or fabrication of data/information for an assignment, on a test or exam, or in an experiment.
- Fraud, deceit, or dishonesty in an academic assignment, text, or examination, including evaluations, applications, and resumes.
- Citation of nonexistent sources or creation of false information in an assignment.
- Attributing to a source ideas or information that is not included in the source.
- Forgery of University or other official documents (e.g., letters, transcripts, etc.).
- Impersonating a faculty or staff member.
- Request for special consideration from faculty members or University officials based upon false information or deception.
- Fabrication of a reason (e.g., medical emergency, etc.) for needing an extension on or for missing an assignment, test, or examination.
- Claiming falsely to have completed and/or turned in an assignment, test, or examination.
- Forged attendance for a classroom, laboratory, or clinical placement.
- Falsely reporting an academic ethics violation by another student.

- Failing to identify oneself honestly in the context of an academic obligation.
- Providing false or misleading information to an instructor or any other University official.

4. Facilitating Academic Dishonesty

The following are non-exclusive examples of facilitating academic dishonesty.

- Intentionally or knowingly aiding another student to commit an academic ethics violation.
- Allowing another student to copy from one's own assignment, test, or examination.
- Permitting another individual to contribute to or complete an assignment, or to contribute to or take a test or examination on the student's behalf.
- Making available copies of course materials whose circulation is prohibited (e.g., old assignments, texts, or examinations, etc.).
- Completing an assignment or taking a test or examination for another student.
- Sharing paper mill/answerbank websites or information with other students.

5. Inappropriate Use of Technology

The following are non-exclusive examples of inappropriate uses of technology.

- Students are expected to respect the reasonable expectations of privacy of other individuals within the confines of Simmons University, including the Simmons online community or virtual classroom.
- Engaging in any electronic exploitation of another person, including eavesdropping on, surveilling, recording, and/or broadcasting acts, or exploiting the confidentiality of the online classroom or discussion forums, is prohibited.
- University members are also expected to refrain from recording/sharing and or posting on social media and other platforms any sensitive information about another student, staff, faculty, campus partners, and/or University affiliate.

This also extends to students posting on social media platforms and elsewhere sensitive or confidential information about student conversations in online classrooms or discussion forums, internships, assistantships, fellowships, clinical hours, patients, records, and employment. See also Simmons technology use policies.

6. Unauthorized Use of Artificial Intelligence

- Use of artificial intelligence tools for teaching and learning purposes in a Simmons course remains the decision of the particular academic program and instructor.
- Unauthorized use of artificial intelligence is an academic integrity violation, and its use will be reviewed for the more serious act of cheating.
- Unauthorized use of an artificial intelligence text generator to complete any assignment is an academic integrity violation, and its use will be reviewed for the more serious act of plagiarism.
- Any inappropriate use of artificial intelligence will be considered as an academic integrity violation.

Alcohol

Simmons University, through its programs and activities, is committed to creating an environment that promotes and reinforces healthy, responsible living, and respect for community laws and campus regulations.

The legal drinking age in Massachusetts is 21. Alcohol, for purposes of this policy, includes beer, wine, and liquor of all varieties (such as hard lemonades, hard cider, vodka, gin, bourbon, whiskey, and schnapps). The following acts are illegal and violate the Simmons Code of Conduct:

1. Students under the age of 21 are prohibited from possessing or consuming alcohol.

In the case where one roommate is 21 and the other(s) are not of legal age, the student of legal age cannot consume alcohol in the presence of the underage roommate(s).

Guests of underage residents are not permitted to consume alcohol while on campus (for reference see Joint Responsibility Policy)

Proof of legal drinking age must be presented when requested by a university official.

Possession of shot glasses or empty alcohol containers by an underage person is also prohibited.

2. Students 21 or older may only consume or keep alcohol in their assigned residential room. Consumption may never take place in common areas or public spaces.

All residents assigned to or in the room must be 21 or older for alcohol to be consumed

Residents who are 21 or older are allowed to have alcoholic beverages that are limited to:

One 12-pack of beer (144 ounces/4.26 liters) OR

One standard bottle of wine (750 ml) OR

750 ml of hard liquor

Kegs, beer balls, alcohol by the case, other central sources of alcoholic beverages, or unauthorized quantities of alcohol are not permitted on campus grounds.

Any activity or game that promotes or encourages the consumption of large amounts of alcohol is prohibited, including, but not limited to, activities such as beer pong, quarters, and flip cup. This also applies to the possession of materials used in drinking games or activities that promote or encourage the consumption of large amounts of alcohol.

Animals on Campus

Students may only have animals in, at, and/or on the University's property that fall into one of the following three categories: service animal, emotional support animal (for which the student has first requested, and then, received authorization by the Office of Accessibility Services), and/or non-carnivorous fish that lives in a five gallon fish tank or smaller (in a residence hall).

All authorized animals must adhere to the expectations outlined within Residence Life, Office of Accessibility Services guidelines, and other University policies. If an animal is determined to be disruptive, the owner of the animal will be instructed to remove the animal from the building or campus. Examples of disruptive behavior include, but are not limited to, the following: vicious and/or aggressive behavior, not properly caring for animals, continuous barking, and

not disposing of their waste. Residents are also prohibited from keeping or providing for animals on University property or affiliated property, except as set forth herein. Please see the [Office of Accessibility Services](#) guidelines related to service and emotional support animals.

Bullying & Cyber-bullying

Bullying is defined as the use of a written, verbal, or electronic expression, and/or a physical act or gesture or any combination directed at an individual or group of individuals, which can be any member of the Simmons community, that:

- Causes physical or emotional harm to the victim or damage to the victim's property.
- Places the victim in reasonable fear of harm to self or of damage to property.
- Creates a hostile environment for the victim.
- Infringes on the rights of the victim.
- Materially and substantially disrupts the education process or the orderly operation of the operation of the University.

Cyber-bullying is defined as bullying that occurs through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyber-bullying also includes:

- The creation of a web page, social media accounts, online videos, and/or blog in which the creator assumes the identity of another person or does so without the other's consent.
- The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions noted in the above definition of bullying.
- Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the conditions above.

Students bullying, or cyberbullying staff/faculty is also prohibited.

Doxing, which is searching or tracing someone and publishing private or identifying information with malicious intent, is not allowed.

Campus Donation Drive Policy

Students wishing to run a donation drive on campus for an outside organization must have the approval of the London Center for Community Engagement and Social Justice. Drive requests can be submitted through this [Google Form](#). Once the request has been approved, the drive organizers may pick up their London Center-approved drive documents and bin labels, which can be placed in the locations they noted in their drive request form.

Basic Rules for on-campus drives:

- Drives may have 3 bins on the residential campus and 3 bins on the academic campus.
- No two collections of the same items **OR** organization at the same time

- Drive organizers must have pre-approval from the organization to which they are donating.
- We do not supply boxes for drives. Contact the bookstore, copy/mail, or aramark for extra boxes.

Commitment to Inclusive Excellence

Simmons University (“University”) seeks to provide a welcoming and inclusive campus where all members of our community – students, faculty and staff – feel safe, respected, and valued.

Bias, microaggressions, and prejudice have no place at our University; and our commitments to ensuring an inclusive, welcoming campus require us to establish a process by which aggrieved members of the University can report potential incidents of bias, microaggressions, and prejudice.

Under the commitment to Inclusive Excellence, the University’s Office of Diversity Equity and Inclusion (the “ODEI”) will:

1. Support those who have been affected by bias, microaggressions, or prejudice.
2. Work with the department/ program leadership to investigate reported incidents and identify appropriate outcome(s).
3. Identify learning opportunities for University faculty, staff and students, in small groups, in a particular College or unit, or at the University generally.

Definitions

For purposes of the Restoration Protocol, the terms bias, microaggression, and prejudice are defined as follows:

“Bias” is the belief that an individual or group of individuals, thing, or idea is better than another on the basis of the actual or perceived race, color, natural or protective hairstyle, sex, sexual orientation, gender identity or expression, marital or parental status, religion, age, national or ethnic origin, socio- economic status, ancestry, disability, veterans; status, genetic predisposition, or membership in any other legally protected class, of the individual, group, thing, or idea.

“Microaggression” is a statement, action, or incident regarded as an instance of indirect, subtle, or unintentional discrimination against members of a marginalized group such as a racial or ethnic minority.

“Prejudice” is a feeling of like or dislike for an individual or group of individuals on the basis of the individual’s or group’s actual or perceived race, color, natural or protective hairstyle, sex, sexual orientation, gender identity or expression, marital or parental status, religion, age, national or ethnic origin, socio- economic status, ancestry, disability, veterans; status, genetic predisposition, or membership in any other legally protected class.

Examples of conduct that could potentially qualify as an incident of bias or prejudice or a microaggression include, but are not limited to:

Name-calling that is biased or prejudicial in nature.

Use of epithets, slurs, or degrading or demeaning language against an individual or group that are biased or prejudicial in nature.

Vandalism or acts of graffiti that include biased or prejudicial language or symbols, or are biased or prejudicial in nature.

Use of recognized symbols that are biased or prejudicial in nature.

Distribution or posting of letters or leaflets that include biased or prejudicial language or symbols, or are biased or prejudicial in nature.

What constitutes reporting an incident to the Office of Diversity Equity and Inclusion?

Any potential incident of bias, microaggression, or prejudice can serve as a basis for a report.

An incident of bias, microaggression, or prejudice is defined as intentional or unintentional conduct or result that discriminates against, stereotypes, intimidates, degrades, threatens, or harms any individual or group of individuals because of or based upon the individual's or group's actual or perceived race, color, natural or protective hairstyle, sex, sexual orientation, gender identity or expression, marital or parental status, religion, age, national or ethnic origin, socio-economic status, ancestry, disability, veterans status, genetic predisposition, or membership in any other legally protected class.

How to report an incident?

1. Email **diversity@simmons.edu** with "Incident Report" in the subject line. Receive an autoreply containing the incident report link.
2. Complete and submit the linked form.

Once the incident report is received, a team member from ODEI will follow up within 72 hours, unless otherwise communicated.

You can also submit a report through [Ethicspoint](#).

Community Well-being

Simmons University is committed to inclusive excellence in all aspects of an individual's community experience. We have a communal responsibility to fulfill and uphold Simmons' values by acting with a shared commitment to health and safety. The University reserves the right to implement additional policies, procedures, and guidelines to protect the health and safety of the Simmons community.

In times of crisis and/or emergency, community members are required to follow all guidelines set by the University, city, state, and/or federal public health agencies. Specific guidelines for students who choose to live and learn on campus or in campus sponsored housing during times of emergencies will be provided these guidelines and should be seen as addendums of the Student Code of Conduct. Students who choose not to follow safety and/or emergency regulations are jeopardizing the well-being of the entire community and will be in violation of our Code of Conduct.

Failure to not report potential exposure to an infectious disease or illness, not reporting symptoms that may be due to an infectious disease, or falsifying having an infectious disease could cause community risk or undo stress to the community and will be a violation of the Code of Conduct.

Simmons University requires all on-campus students to comply with the immunization and vaccination requirements set

by the University. The documentation of these requirements must be submitted and approved by the Health Center. Please see the [Health Center webpage](#) for additional information.

Dangerous Behavior, Abuse of Self, Abuse of Others, and Violence

While harm to oneself is not a violation of the Code, Simmons expects that students will not engage in behavior that endangers their own sustained effectiveness or that has serious ramifications for their own physical and mental health, safety, welfare, academic well-being, professional obligations, or for that of others.

If a student is perceived as a threat or harm to themselves, the University has the right to identify and impose measures to support the student's well-being.

It is a violation of the Simmons Code of Conduct to abuse or harm others. To abuse another is to engage in threats to harm another, to threaten to abuse, harm oneself in an effort to manipulate or control another person's actions.

All forms of violence violate our Code of Conduct. Conduct that involves violence, threats, intimidation, and/or coercion of others, or which is dangerous and/or reckless, is prohibited and will be investigated and addressed when it is reported. Violence is described as, but not limited to, the following examples:

- the use of a knife or gun or other dangerous weapon on another
- brawling, slapping, jabbing, spitting, shoving, hair-pulling, and pushing others into walls, doors, or closets
- restraining another against their will or creating fear that they cannot leave the immediate area without concern for their own safety.

Violent acts are most often intentional, but sometimes unintentional acts can also cause harm and may be investigated and addressed under the Code of Conduct. Violence may result in immediate removal from classes, campus housing, campus employment, study abroad program, clinical placement, and/or the revocation of other University privileges.

Forms of violence may also be referred to the Boston Police Department (or other applicable governmental police force) and subject to criminal charges.

Students should expect that Simmons will impose severe penalties for disciplinary infractions that involve harm or threats of harm to others and/or violence of any kind.

Dishonesty/Fraud/Forgery

Falsification or fabrication of data or information for an assignment, on a test or exam, or in an experiment, is a violation of the Code of Conduct. Other forms of dishonesty, fraud, or forgery include, but are not limited to:

- Falsifying or fabricating data or information in conjunction with an experiment for academic credit or a presentation at a conference
- Falsifying reported hours worked at a clinical setting, internship, externship, assistantship, fellowship, or other workplace when the work assignment is a requirement of your academic program
- Falsifying medical documentation to secure an excused absence or to support a request for an accommodation.
- Making a false report of a bomb or other type of incendiary device
- Alteration or misuse of an official document or academic record (submitting a false or incomplete transcript)
- Forgery of University or other official documents
- Impersonating a faculty or staff member
- Employing false information in support of a request for special consideration from University officials
- Knowingly providing false or misleading information to a University official

- Purchasing, possessing, and/or using false identification or another person's identification is prohibited. False identification may be confiscated by University officials and will be reported. Reports of false identification used to misrepresent age, on or off campus will also be subject to the conduct process.

Disruptive, obscene, or Lewd Behavior

Simmons students may not engage in conduct that disrupts the educational process, the operations of the University, or our Fenway neighbors. When a student interferes or otherwise obstructs the teaching, learning, and/or the residence life of others, they are acting in a disruptive manner and can be found in violation of the Simmons Code of Conduct. In addition, any behavior that can be reasonably classified as lewd, indecent, obscene, or slanderous violates the Code of Conduct.

Failure to Cooperate

By joining the Simmons community, Students are required to comply with reasonable directives or requests from University student staff or University officials performing their duties. Failure to cooperate also includes all acts of dishonesty, including but not limited to personal misrepresentation and knowingly furnishing false information to the University.

False Reporting

Simmons encourages students to report issues that may affect their health and safety or the health and safety of others. However, knowingly making a false report, assisting others in making a false report, or encouraging another to make a false report to a Simmons administrator or to Simmons Police and Public Safety violates our Code of Conduct. Making a false report may also violate Massachusetts state law.

Federal Education Rights and Privacy Act (FERPA)

The University's practice in regard to student record-keeping is based on the provisions of the Family Educational Rights and Privacy Act (FERPA or the "Act") of 1974. FERPA is a Federal law that protects the privacy of student education records. For more information and to read the University's policy, please see the [Course Catalogue](#)

Fire Safety

All Simmons students, and particularly those who live in Simmons residence halls, are expected to follow fire safety procedures and to avoid creating fire hazards for themselves or others. The following behaviors are prohibited:

- Creating or using any type of open flame, including candles, anywhere on campus property
- Making a false report of a fire without cause to do so
- Pulling a fire alarm without cause to do so and/or with the intent to disrupt the campus community
- Setting or attempting to set fire(s) on the Simmons campus
- Failing to participate in scheduled or unscheduled fire drills or other evacuation procedures
- Tampering with a smoke detector, fire alarm, or other emergency warning device. This includes tampering with the sprinkler system including hanging things from sprinklers or pulling on them.
- Interfering with firefighters, police, or staff in the course of performing their duties

- Refusing to follow the directives of a firefighter in the course of performing their duties

This list is not all inclusive. Please refer to fire safety policies and [Simmons' Annual Security and Fire Safety Report](#) and [Office of Residence Life policies](#) for further guidance.

Freedom of Expression

Simmons supports the rights and responsibilities of community members to engage in disagreements and debates, even when contentious. Any expression that qualifies as hate speech, threats, intimidation, coercion, defamation, bullying, or harassment, incites violence, attempts to isolate a legally protected class, and/or qualifies as discrimination (as those terms are defined in the Code of Conduct) is prohibited. Speech or conduct that prevents or aims to prevent the speech of others is also prohibited.

Community members who are offended by matters of speech or expression should consider speaking up promptly in a civil fashion and should ask others to help them express concern. See also our policy on [Protest and Demonstrations](#) and our [Statement on Academic Freedom](#).

Hate Crimes and Other Bias-Motivated Conduct

Simmons University is committed to inclusive excellence in all aspects of a student's experience. Our [mission, vision, and values](#) mandate that we strive to create an environment free from bias, prejudice, discrimination, and hurtful or hateful acts that can prevent each member from thriving in the Simmons community. Simmons students will respect and uphold the rights and dignity of others regardless of sex, gender, gender identity and expression, race, color, age, creed, national or ethnic origin, ancestry, genetics, disability, veteran's status, pregnancy status, religion, sexual orientation, socioeconomic status, or other protected status. Simmons University has zero tolerance for hate crimes.

Hate crimes are crimes (as defined by local, state, and federal laws and regulations) motivated by the offender's bias toward the victim because the victim is a member of a protected group. Hate speech is any form of expression through which speakers intend to threaten or intimidate a member of a protected class of persons.

Bias incidents are counter to the University's commitment to fostering an inclusive community based on mutual respect. Bias incident is described as, but not limited, to the following: a verbal, written, or physical behavior that threatens, intimidates, or marginalizes individuals or groups motivated by bias against a protected class. A bias incident can occur whether the behavior is intentional or unintentional. In identifying a bias incident, the focus is on behavior that impacts an individual or individuals and/or the Simmons University community. This behavior will be addressed since it is not consistent with our University values. In most cases, the conduct officer will focus on educational sanctions. As appropriate, the University may implement interim action determined by the context of the situation.

For assistance in reporting bias related concerns or incidents, speak to a University administrator, Human Resources, file a report via [Ethicspoint](#), or contact the Office of Diversity, Equity, and Inclusion via email at diversity@simmons.edu with "Incident Report" in the subject line.

Hazing

The Commonwealth of Massachusetts takes hazing very seriously and provides [criminal sanctions](#) for individuals who organize, participate in, or fail to report hazing. In light of these laws, Simmons prohibits hazing by any students, on or off campus.

Hazing is defined as “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Conduct included in the definition of hazing includes, but is not limited to: whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

The activity at issue does not have to be mandatory for inclusion or membership in the group. If a new member feels that they will not be considered for membership in the group for not participating, then such implied coercion would be considered hazing by Simmons.

Even if you are not participating in the hazing activity, you may still be in violation of Massachusetts law and our Code of Conduct if you observe hazing and do not report it.

In addition, leaders of Simmons student organizations are required by law to provide all students with a copy of the anti-hazing laws. (Simmons hazing policy also applies to Simmons student affiliated off-campus clubs, Greek life, or organizations). Hazing that involves sexual harassment or other types of unlawful discrimination or harassment may be processed pursuant to Simmons’ Sexual Harassment Policy or Simmons’ Non-Discrimination Policy, or under any other applicable Simmons policy.

Please find the full [Anti-Hazing Policy here](#).

Hospitalization - Inpatient

Occasionally students encounter health issues that require an inpatient hospitalization. In order to best support students who require hospitalization it is helpful to inform the Dean of Students office (studentaffairs@simmons.edu) when you are hospitalized. The Dean can help coordinate communication with your instructors and support your return to Simmons. Students who have had an inpatient hospitalization and wish to resume their University related activities, including attending classes, field placements and residential living, etc must be in touch with the Dean of Students prior to doing so.

Inappropriate Use of Technology & Online Platforms

Simmons students are expected to appropriately use Simmons technology resources, which covers, but not limited to: equipment, devices, platforms, software, network, data, email, records, and content. Included are examples of inappropriate behavior of technology resources but not limited to the following.

Simmons’ online platforms and teleconferencing tools may be used as a part of the Simmons experience. Students should continue to follow the guidelines outlined in course syllabi and by instructors.

Any disruptive, disrespectful, threatening, and/or concerning behavior in the virtual learning environment/virtual

events/virtual meetings, may result in immediate blocking from the host and may be subject to the student conduct process.

Any student posting video, audio, chats, or other media that is viewed as threatening, aggressive, humiliating, and/or demeaning to any Simmons community member, or non-member are not allowed. The student will be asked to remove material immediately even before the decision has been made in the conduct process.

Behavior, such as Zoombombing, that infringes on the rights, safety, and dignity of others is not allowed.

Offensive images, media, clothing, backgrounds, or other disruptive online behavior is a violation of the Code of Conduct.

Students are expected to conduct all communication with professional and personal courtesy. Simmons email will be used by Simmons students in an ethical and considerate manner in compliance with law, University policies, and consistent with the University's mission. Students will not use email to threaten, intimidate, and/or harass others. Access to University email service is a privilege that may be restricted, inspected, and/or suspended. University management authority can determine conditions of inappropriate use and refer the potential violations to the student conduct process.

Students are expected to use appropriate etiquette when communicating with University staff and faculty. Complaints, issues, or concerns should be addressed in a 1 to 1, personal meeting, whenever possible.

Students are expected to refrain from recording/sharing, and or posting on social media and other platforms any sensitive information about another student, staff, faculty, campus partner, and/or University affiliate. This also extends to students posting on social media platforms and elsewhere where there is sensitive information about internships, assistantships, fellowships, clinical hours, patients, records, or employment.

Making or attempting to make audio, video, screenshots, or photographs without permission of all parties is prohibited.

Engaging in any electronic exploitation, harassment, or stalking of another person, including eavesdropping on, surveilling, recording, and/or broadcasting acts is a violation of the Code of Conduct.

Providing access to others, who would not otherwise be invited to Simmons events or class sessions, or having others complete your online obligations will be seen as a breach of the Code of Conduct. Any guest to a class session or lecture must be approved by the faculty/instructor/staff before they attend.

A full description of current Simmons University Technology policies can be found [here](#).

Interference/Obstruction of the Conduct Process

Students and student organizations charged with an alleged violation of the Simmons Code of Conduct, or who are asked to provide information (e.g., witness or fact statements) are required to respond promptly to these requests. Students and student organizations are expected to engage in the conduct process in good faith and with full cooperation. Good faith and full cooperation mean that students and student organizations do not:

- Withhold information.
- Provide false information or false documents.
- Refuse to answer questions.
- Obstruct or attempt to obstruct the investigation.
- Threaten, intimidate, or malign those responsible for investigating and adjudicating the disciplinary matter.
- Threaten, intimidate, or malign those individuals participating in the process or who are providing information relevant to the process.
- Violate confidentiality rules that may be imposed on the matter.
- Fail to comply with the outcomes, deadlines, or resolutions from the conduct meeting.

Interpersonal Conflict and Social Interactions

As members of the community, it is essential that students respect the rights of others and support an environment of mutual respect. This respect means honoring others' ideas and beliefs, even if one does not agree.

If interpersonal conflicts occur students are encouraged to resolve conflicts peacefully and develop the skills needed to successfully navigate conflict and difficult situations throughout their lives. Students should reach out for support and guidance from University staff to work through their concerns.

Incidents involving interpersonal conflict within the residence halls will be mediated by Residence Life staff, in which students may be obligated to participate.

If situations involving interpersonal conflict disrupt the community and/or educational environment, interim measures may be taken, including but not limited to, reassigning rooms, no contact orders, or interim suspension.

Depending on the impact of these interpersonal conflicts, they may be a disruption to the community and will be adjudicated in the conduct process.

Students who have incidents of interpersonal conflicts may be assigned a coaching session with an University Administrator to assist in developing essential skills.

Marijuana and Other Drugs

The possession, use, sale, manufacturing, or distribution of illegal or controlled substances and/or drug paraphernalia, and the unauthorized or improper possession, use, sale, manufacturing, or distribution of prescription medications Simmons University does not tolerate the distribution, manufacturing, possession, sale, or use of illegal drugs or drug-related paraphernalia (e.g., bongs, pipes, etc.), including the improper use of prescription drugs. A student determined to have recently used, be under the influence of, or be using illegal drugs may be found in violation of this code. Usage may be indicated by, for example, odor, fans, or towels under the door. This policy includes Marijuana, and its derivatives including edibles, beverages and tinctures. No accommodation can be made for students in possession of a medical marijuana card. strictly prohibited.

Although the Commonwealth of Massachusetts has approved legislation to legalize recreational use of marijuana by people at or over the age of 21, Simmons University must abide by federal law to remain eligible for federal funding,

including student financial aid. Federal law prohibits marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, consumption, or cultivation of marijuana is not allowed; this policy also includes medical marijuana. As stated above, no accommodations can be made for any student in possession of a medical marijuana registration card.

This policy also includes the prohibition of marijuana and other drugs at Simmons-sponsored activities, and University-affiliated property.

Students who are in the presence of an alcohol or drug policy violation are responsible for either confronting the policy violation or removing themselves from the situation. Simmons students are expected to be active bystanders and intervene if assistance is needed. This policy does not preclude disciplinary action by state or local authorities.

Medical Amnesty

We expect and encourage students to put safety and wellbeing first. The following policy has been established to eliminate barriers for students needing help during medical emergencies involving drug or alcohol consumption.

Amnesty is given to any Simmons student who seeks assistance, or calls for help on behalf of another student, guest, or for themselves. Amnesty means that no Simmons student seeking medical assistance for an alcohol or drug-related emergency will be subject to the standard conduct process. Any Simmons student or group, whether on or off campus, is expected to obtain medical assistance for individuals suffering from an emergency related to the consumption of alcohol or other drugs. Again, Simmons students are expected to be active bystanders and provide assistance to those in need. Failure to do so endangers others, and may require follow up in the conduct process. Students or student organization members sponsoring an event must remain with the student experiencing the medical emergency until medical assistance arrives. If a student or student organization does not seek help for a student in need or does not complete educational sanctions (see Definitions Section), then this policy is voided and disciplinary follow up with the conduct process will occur.

This amnesty policy does not apply to students who are experiencing an alcohol or drug-related emergency who are found by Simmons employees (police, residence life staff, staff, etc.).

This amnesty policy is not intended to shield or protect students or organizations who repeatedly violate this Code of Conduct. When repeated violations occur, Simmons reserves the right to take disciplinary action regardless of the manner in which the incident was reported. Medical amnesty does not apply to other conduct violations including sexual assault, physical violence, damage to property, or lewd or disruptive behavior.

Posting Policy

Postings shall not include content considered to be hate speech, threats, intimidation, coercion, defamation, bullying, harassment, incite violence, attempt to isolate a protected class, and/or qualify as discrimination. Postings shall not disrupt the educational process/academic environment, abuse another person, or serve as a form of intimidation or threat. Postings shall not promote, or condone, or seek to incite behavior that violates University policies or local, state, or federal law, unless related to a Simmons sponsored educational/academic event on such topic. The University reserves the right to remove and discard any posting at any time for any reason. Posting, displays, and messages that face public or shared spaces must be sensitive to others. Public facing material should stay in alignment with the University's commitment to create an environment that fosters inclusion and belonging.

Property Damage and Vandalism

Malicious or unauthorized conduct that attempts to, actually does, or is reasonably likely to damage, deface, or destroy University property or property belonging to another.

Protest, Demonstrations, and Expressions of Dissent

Simmons University respects the right of all members of the community to peaceably and respectfully communicate, express, observe, listen, and assemble in order to freely exchange ideas.

Communication is expected to be civil and free from disparagement, intimidation, harassment, and violence of any kind. Civil dialogues are to be conducted with dignity and respect. A protest/demonstration/dissent must not disrupt or interfere with the educational or institutional process of the University or obstruct movement within any place on the campus or Simmons operated property.

Simmons has the right to limit the time, place, and manner of demonstrations. Protests/demonstrations/dissent may be reported to Public Safety if there is concern for safety and/or appears to be an escalation.

Cross-registered, College of the Fenway, and/or individuals hosted by a Simmons student/organization, who participate in a protest and/or demonstrations on Simmons property may also be reported to their educational institution for behavioral action. Members of the University are responsible for the behavior and actions of their guests. Please see [Protest and Demonstration Guidelines](#).

Residential Community Standards and Policies

In addition to the Code of Conduct, University policies, and the Housing Contract, students residing on campus are expected to abide by the [Residential Community Standards and Policies](#), which are in place to protect individual rights and freedoms as well as to promote a safe, inclusive, and enriching living environment for all students. Students who may be in violation of the Code of Conduct, University Policies, the Housing Contract, or the Community Standards will be referred to the University's Conduct Process.

Retaliation

Simmons requires students and student organizations to report violations of Simmons' non-retaliation policies. The intent of Simmons' non-retaliation policies is to prohibit retaliation against any individual who participates in any manner in the processes provided for in Simmons' policies relating to discrimination and harassment, including, but not limited to, [Simmons' Non-Discrimination Policy](#) and [Simmons' Sexual Harassment Policy](#).

Sexual Harassment

Simmons University is committed to creating and sustaining a learning, working, and living environment, free from Sexual Harassment, as defined in [Simmons' Sexual Harassment Policy for Students, Faculty, Staff, and Visitors](#). Simmons takes allegations of Sexual Harassment seriously and is committed to preventing and addressing this conduct as it violates our community standards and is inconsistent with mutual respect, dignity, and personal integrity.

Simmons' Sexual Harassment Policy governs all community Simmons members. In addition to providing other information, the Sexual Harassment Policy defines the behavior that Simmons identifies as prohibited Sexual

Harassment, the processes for addressing such conduct, and the potential sanctions for engaging in prohibited conduct. The policy expressly prohibits Sexual Harassment. Simmons encourages the reporting of Sexual Harassment. [Learn how to make a report.](#)

Smoking, Nicotine, and Vaping

Simmons is a smoke-free and vape-free campus. Students are prohibited from having any type of nicotine delivery paraphernalia or device (other than nicotine gum or patches) on campus, in Simmons-affiliated spaces, and buildings, or at Simmons-related events, including, but not limited to: water-pipes, vaping devices, e-cigarettes, and hookahs.

Stalking

Stalking is defined as engaging in a course of conduct toward another person under circumstances that would cause a person to fear bodily injury or experience substantial emotional distress. Course of conduct means two or more instances including, but not limited to, unwelcome acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish. The action or method that purposely or knowingly causes fear of harm, injury, physical/emotional/psychological distress. Stalking of a sexual nature will be addressed under [Simmons' Sexual Harassment Policy for Students, Faculty, Staff, and Visitors.](#)

Text and Phone Notifications

Students understand, acknowledge and agree that by enrolling in any course(s) at Simmons University, whether or not taken for credit, they expressly agree to receive phone calls and SMS/Text Messages from Simmons University at the numbers they provided (land and/or wireless), including calls or texts made using automated technology or prerecorded voice messages. This consent is not required to purchase services; students may opt-out at any time by contacting the Office of Undergraduate Advising.

Theft

Stealing or otherwise misappropriating the possessions, goods, or services of another member of the Simmons community is a violation of the Code of Conduct. Misappropriation includes removing the possession(s) of another with the intent to deprive the owner of their use or enjoyment. Theft of Simmons University property is also a violation of the Code of Conduct.

Threats, Intimidation, Coercion, and Defamation

Simmons University prohibits threats, intimidation, coercion, and other conduct that can be reasonably construed to threaten or endanger the mental and physical health or safety of the community. This conduct may also rise to the criminal level. These behaviors include in-person, on-line, and utilizing other communication/technology methods. They are not in alignment with Simmons commitment to foster inclusion and belonging and will not be tolerated.

Threats are defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

Intimidation is defined as implied threats or acts that cause a reasonable fear of harm in another.

Coercion is to force one to act based on fear of harm to self or others. Means of coercion may include but are not limited to pressure, threats, emotional intimidation, or use of physical force.

Defamation is the oral, written, or electronic publication of a false statement of fact that exposes a person to ridicule, hatred, or harm to their reputation. This includes statements intended to disparage someone's character.

Violations of Other University Policies

Students are required to follow all University policies, including but not limited to:

[Intellectual Property Policy](#) and [Copyright Policy](#)

[Library Space and Study Room Policy](#)

[Holmes Sports Center](#), Daly Field, Swimming Pool Rules

[Sexual Harassment Policy for Students, Faculty, Staff, and Visitors](#)

Violation of any Simmons policy, rule, guidance, mandate, or order by a student qualifies as a violation of the Code of Conduct and may be processed under the Code of Conduct, as appropriate.

Weapons and Dangerous Objects

Simmons University strictly prohibits the possession, distribution, use, or threatened use of any weapon on any property owned, leased, occupied, or controlled by Simmons, including but not limited to all buildings, grounds, and vehicles, or otherwise engaged in any activity relating to Simmons. Weapons are not allowed at any Simmons-sponsored event regardless of location, with the sole exception of law enforcement personnel acting in the scope of their employment. Please see [Simmons Policy on Weapons](#). Possession, use, or threatened use of any object, weapon, or item deemed by the University as dangerous is prohibited. Simmons reserves the right to take possession of any such items.

CODE OF CONDUCT AND CONDUCT REVIEW PROCESS

Simmons University is a community founded on the values of respect, integrity, inclusion, honesty, and trust. The Student Code of Conduct is our guide to expectations of behaviors by our students and by student organizations. When violations of the Code of Conduct occur, Simmons University's policies and procedures inform our responses. Behavior inconsistent with the Code of Conduct is typically addressed through an educational conduct process designed to develop critical thinking, sound judgment, good citizenship, and promote overall well-being.

Jurisdiction

The student Code of Conduct and the conduct review process apply to the conduct of any individual—admitted, registered, and enrolled at Simmons (i.e., student). Simmons students are responsible for reading and understanding the expectations in the Code of Conduct. By enrolling at Simmons University, students voluntarily agree to comply with the standards of performance and behavior described in the Code of Conduct.

Simmons may investigate alleged misconduct involving any student. If sanctioned, (see Definitions Section) a hold may be placed on the student's ability to register for classes or re-enroll, or on their transcripts. Sanctions may need to be satisfied before a student can enroll for the following semester. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, the University may invoke these procedures.

Our Code of Conduct applies to behaviors that take place on the campus, on University-owned or leased property, and at University sponsored events held on or off campus.

The Code of Conduct may be applied to all behavior conducted online, via email, or electronic medium. Students should also be aware that online postings on learning platforms, the web, and social media could be brought to the attention of the University as violations of the Code of Conduct.

The Code of Conduct applies to guests of students whose student host may be held accountable for the misconduct of their guest(s).

Anonymous complaints are discouraged since it hinders the University's ability to investigate and respond to a complaint.

There is no time limit on reporting violations of the Code of Conduct, however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make the determination regarding alleged violations. Those who are aware of misconduct are encouraged to report it promptly by completing the [Non-Academic Incident Report Form](#) and/or reporting to Simmons Police and Public Safety.

The Student Code of Conduct will work in conjunction with other University policies, including but not limited to: the Residential Community Standards and Policies, academic policies, and policies and procedures governing campus offices, the library, learning centers, the sports center, and laboratories.

Violations of the Law

Simmons students are expected to abide by the rules, regulations, and policies of the institution, as well as city, state, and federal laws. Conduct that violates the Code may also be a violation of the law. Simmons may address any violation of the Code regardless of the status or outcome of any criminal proceeding. In instances where a criminal proceeding is

pending, students should not expect that Simmons' conduct process will be postponed until after the resolution of the criminal proceedings. Simmons has the right to change a student's status or proceed with Simmons' conduct process at any time, including implementing an interim suspension of any student based upon the conduct of the student. Additionally, if Simmons determines through the conduct process described in Section 6 of the Code, that a student engaged in conduct that qualifies as a violation of law, regulation, or ordinance, Simmons may sanction the student, regardless of whether that conduct otherwise violates the Code.

Student Organizations and Student Leaders

Student organizations and student leaders provide tremendous value to our campus community and play an important role in establishing expectations for our students. As such, they are expected to abide by all the policies and expectations in their roles and support the behavior that is outlined in the Simmons Code of Conduct. Student organizations (including clubs, intramurals, and athletic teams) may be charged with violations of this Code or University policies. The officers, leaders, and members of a student organization, as well as the organization as a whole, may be subject to discipline under the Code whenever (a) one or more members undertake the conduct as a member of the organization, (b) the conduct involves the organization's resources, and/or (c) conduct is undertaken with the express approval of the organization or its leadership.

Student leaders and officers of student organizations are responsible for assuring compliance both on and off campus. The officers, leaders, or any spokespersons for a student organization may be directed by the Dean of Students or designee to take action to prevent or end violations by members, officers, or leaders acting with sponsorship from the organization. Outcomes for organizations may include loss of all privileges, including University recognition, for a specified period of time, revocation of funding, involuntary dissolution, as well as other appropriate educational outcomes. Student leaders are required to inform their advisor, coach, supervisor, and/or Simmons administrator of potential concerns or violations in a timely manner. Student leaders who contributed or knew of any violations and did not report the concern may have their leadership status revoked or be terminated entirely from the organization, club, or athletic team. Results from the outcome of the conduct process may be shared with the organization's advisor, coach, administrator, and/or campus employer. If a student leader(s) are found responsible, in the conduct process, the outcome will become part of their student record.

Students in roles that provide them access to privileged information and/or in influential positions have the responsibility to follow all guidelines set by the department/administrator. Student positions which have access to grades, funding, and sensitive information must use a high level of integrity. Students in these roles should uphold privacy, ethics, and professionalism. Alleged student leader conduct that is seen as dishonest and/or unethical is a violation of the Code of Conduct. These violations will be referred to the student conduct process and if found responsible will be deemed as a misuse of authority and may jeopardize student leader status.

STUDENT CONDUCT PROCESS

Students should be aware that the Simmons student conduct process is not intended to be the same as a criminal or civil court proceeding. These are the general guidelines Simmons will follow in most cases but Simmons reserves the right to modify or depart from these guidelines in any particular case.

Filing a Report

Any member of the Simmons University community may submit a complaint alleging a violation of the Code of Conduct. When an incident occurs, an incident report is completed by a student, faculty, staff, or community member who

becomes aware of or observes the violation, or who believes they are the victim of the violation. Reports regarding graduating students should be filed, when possible, prior to their graduation and with enough time before graduation so that an investigation can occur, but if that is not possible, we reserve the right to sanction individuals even after they have graduated. Incident reports can be submitted by completing the [Non-Academic Incident Report Form](#).

Reviewing a Report

The Dean of Students or designee will oversee any behavior reports on students. The Dean or designee will conduct a preliminary review or inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary review or inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation. For example the behavior alleged, even if proven, would not violate the Student Code of Conduct.
2. A decision to conduct a comprehensive investigation to gather additional information and perhaps interview others with relevant knowledge.

Note: Matters relating to Sexual Harassment will have a different reporting and investigation process.

Conduct Process

Once the Dean of Students or designee has identified the alleged acts as being in conflict with the Student Code of Conduct, they will assign the matter to an appropriate conduct officer.

Students or student organizations may request a Simmons support person in their meetings. This person is a non-participating observer and must be a Simmons staff, or faculty member.

Typically the student who is the subject of the complaint will be scheduled for a preliminary adjudication meeting with the conduct officer. Adjudication meetings do not allow parents, guardians, spouses, family members, or legal representatives.

The steps of the process are as follows:

1. Notice of the allegations will be sent to the student who is the subject of the complaint (student) or student organization. Generally, three business days are given for the response.
2. If a student or student organization does not respond, then a second notice will be sent. The student or student organization has two business days to respond. A hold may be placed on a student's account.
3. If there continues not to be a response to a meeting request, the conduct officer has the right to decide in absentia; the student or student organization has five days to appeal.
4. The conduct officer or a designee will conduct a prompt, fair, and impartial investigation of the reported conduct, which may include conducting meetings with relevant individuals and reviewing relevant documents. The impacted parties will have an opportunity to address the allegations and offer evidence relevant to the allegations, including identifying relevant witnesses and pertinent documentation. Who the conduct officer or designee interviews and what

documents that person reviews is at the discretion of the conduct officer or designee. An accused student or student organization wishing to accept responsibility in lieu of there being an investigation may do so.

5. The conduct officer or designee will not consider character statements or letters of support that do not directly pertain to the matter.
6. If a student refuses to participate in the process, the conduct officer or designee may move forward without their participation.
7. Based on the material and relevant information reviewed by the conduct officer, the conduct officer or designee will determine if the student or student organization is responsible for the alleged violation(s).
8. Sanctioning is considered only after responsibility has been determined and is typically based on the severity of the violation, the previous conduct record, and what is holistically best for the impacted parties and the University.

Students or student organizations may request a Simmons support person in their meetings. This person is a non-participating observer and must be a Simmons staff or faculty member. All information pertaining to the events and within the meetings are considered private and should not be shared outside of the conduct process.

The University maintains student conduct records as part of the student educational records in accordance with the Family Education Rights and Privacy Act (FERPA).

Student conduct records can be disclosed to University officials and/or outside agencies that have educational interest in the information. Examples include, but are not limited to, the wellbeing of a student, behavioral risk, or threat assessment.

Outcomes and Sanctions

Sanctions for Code of Conduct violations are typically developmental and educational tools, with the purpose of redirecting the student's behavior toward upholding the mission and values of the institution and utilizing, where appropriate, restorative justice (see Definitions Section) to address any damage that impacted others and the community.

Outcomes are determined as a result of the conduct meeting.

Sanctions are included when there is a finding of responsibility.

The standard used to determine whether or not a student is responsible for a policy violation is Preponderance of Evidence (see Definitions Section).

Matters relating to Sexual Harassment have a different process (see Sexual Harassment Policy).

Appeal Process

If the student disagrees with the outcome or sanction of the conduct meeting, they can appeal. Students may appeal on three grounds only:

1. There was a procedural error that unfairly affected the outcome of the conduct process.
2. There is new information that was not reasonably available at the time of the conduct process and the information would likely affect the outcome.
3. The sanctions imposed are disproportionate to the nature and severity of the offense and the cumulative conduct history of the responding party.

All appeals must be made by completing the [Student Conduct Appeals Form](#), and must specify the reasons for the appeal. An appeal of any decision must be received within five business days, by 5:00 p.m., from the date the student was informed of the decision.

The appeals officer will determine if the student's appeal falls under one of the above categories, in which case, it will go through the appeals process. If a student believes that the appeals officer is biased or could not render an impartial judgment, the student may challenge their participation.

Appeals will not be accepted from students who initially agreed to the sanctions imposed by the conduct officer but then failed to complete the sanctions. The responsibility of the appeals officer reviewing the appeal is to determine a fair course of action in light of the charges and evidence presented. When the appeal is complete, the matter should be deemed resolved.

Disciplinary Actions and Educational Sanctions

This is not a complete list of every sanction a student can be assigned but reflects the most common sanctions used. A conduct officer, or designee, can assign other sanctions if appropriate for the student and safety or well-being of the University community

The following are sanctions which are listed in level of severity:

- **Disciplinary Warning:** Written notice to a student that the student has failed to meet the University's standards of conduct. The warning includes written notification from the conduct officer to the student indicating that repeated violations of University regulations will result in an additional meeting or new conduct process.
- **Probation:** A status that will last for at least one semester but would not exceed an academic year. This is a set period of time during which the student is given the opportunity to modify behavior, to complete specific assignments, to meet with designated persons, and to demonstrate positive contributions to the University community. Probation could negatively impact student leadership status, participating in co-curricular travel opportunities, and may be displayed on a student's transcript. Once the terms of probation are successfully completed, the probation status and any restrictions will be lifted. A student's probation status could be

disclosed if transferring, background checks, and to other outside agencies seeking disciplinary records. Repeated violations of the Code of Conduct may result in further restrictions or further process.

- **Interim Suspension:** In certain circumstances, the Dean of Students or designee may impose a suspension for an interim period. An interim suspension may be appropriate:
 - To ensure the safety and well-being of members of the campus community or property.
 - To ensure the student's own physical or emotional safety and well-being.
 - If University administrators determine the student poses a substantial threat of disruption or interference with the normal operations of the University.
- **Loss of Privileges:** Denial of specified privileges for a designated period of time. Privileges that may be lost include, but are not limited to, the following:
 - **Restricted access:** the student may be restricted from entering specified buildings or areas on campus, from attendance at specified campus events, from use of specified equipment, facilities, resources, having guests allowed to visit, or services.
 - **Residential room transfer:** reassignment, subject to the availability of space
 - **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Conduct, including the completion of all sanctions imposed, if any.
 - **Revocation of Admissions and/or Degree:** Admission to or a degree awarded by the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.
 - **Suspension from the University:** Exclusion from classes and from all privileges and activities of the University, for a defined period of time, often an academic year, but not usually to exceed a year. The student may not be readmitted, reapply, or be placed in residential housing until the suspension is concluded and the conditions of the suspension are fulfilled entirely. During a period of suspension, a student is not permitted on the University property without the express written permission of the Dean of Students or designee. If a suspended student violates any University regulations during the suspension period or any of the conditions of the suspension, the student will be subject to further action most likely in the form of expulsion from the University. This action may be deferred to become effective after a certain date.
 - **Expulsion from the University:** Permanent termination of the student status without the possibility of readmission to the University. An expelled student is not permitted on University property and must leave the campus on the date determined by the conduct officer. An expelled student will not be allowed to finish classes and loses access to all University privileges and activities. The student will be restricted from visiting the University in the future, which may include a criminal trespassing warning or no contact order.

Examples of Corrective and Educational Sanctions

- **Apology Letter:** This is an appropriate way for a respondent to reflect on what could have been done differently in the specific situation and to bring closure to the incident for involved parties. Once the written apology has been approved by the conduct officer and delivered, the sanction is considered complete.

- Educational Workshop or Program: The conduct officer will choose a workshop or program that is an opportunity for a student to learn and engage in a topic. A signature from the staff member running the event and a reflective summary of the event must be submitted to the conduct officer for the sanction to be complete.
- Coaching Sessions: These sessions are aimed to develop life skills while preparing students for post-college life. These sessions could include, but are not limited to, topics such as: conflict management, navigating relationships, or wellness. The conduct officer will determine the most appropriate University staff member to lead these sessions.
- Community Service: This allows students the opportunity to repair harm to the community, positively impact campus departments, give back to the Simmons community, and develop positive relationships with the campus/Boston community. Students are responsible for finding community service opportunities at Simmons and/or in the surrounding community. Students must have their community service placement approved by the conduct officer, prior to starting their hours. Students will be provided a deadline for completing the service and must provide proof of completion of hours. Documentation must be submitted to the conduct officer before the deadline for the assignment to be completed.
- Educational Conversation: A verbal educational conversation conducted by a University official resulting from a student's misconduct, typically over misconduct deemed to be minor in affect and impact on the student community.
- Educational Project: Completion of an educational and/or developmental project such as, but not limited to, the following: attending a specific workshop or program, writing a research paper on a specified topic, making an oral presentation to a campus group, participating in specified counseling/evaluation, work assignment, and/or service to the University or the community.
- Online Educational Programming: These sessions might cover alcohol awareness, substance awareness, conflict resolution, and diversity, equity, and inclusion.
- Reflection Paper: A reflection paper gives the student an opportunity to reflect, consider the decisions that were made that led to the conduct violation(s), and discuss how similar situations should be handled in the future. Instructions regarding the intended content and length of the paper will be provided. Once the paper has been approved by the conduct officer, the sanction is considered complete.
- Ted Talk Video: The student will select a TED Talk video pertinent to the violation and have it approved by the conduct officer. After watching the video, students will reflect in writing on the speaker's main points, what resonated most with them, and how they can apply the information to their life. The paper must be approved by a conduct officer to have the assignment completed.
- Values Worksheet: This worksheet will help students identify their personal values, clarify how their values are used in their decision-making, analyze how their values will influence future decision-making, and create an action plan for future situations.
- Wellness Action Plan: Students will develop their own well-being self-care plan for the month or other prescribed period of time. The student will start with a reflective assessment and then develop an action plan to focus on their personal wellness. This plan must be approved by the conduct officer and a follow-up meeting is required.
- Wellness Meeting or Support Meeting: An appointment with the Health Center, Counseling Center or Director of Integrated Health and Wellness may be assigned. These meetings are a way to reduce the risk of health and impairment problems by providing informed information on personal health risks.

DEFINITIONS

The following selected terms are defined in an effort to facilitate a more thorough understanding of the Code of Conduct. This is not a complete list of all terms referenced in the Code of Conduct, for questions, contact the Dean of Students Office at 617-521-2124 to set up an informal meeting or email student.affairs@simmons.edu

Appeals Officer: An Appeals Officer is a trained conduct officer (see definition below) who reviews requests for appeal. or designee authorized by the Dean of Students.

Business Day: Any day from Monday through Friday that the University is open from 8:30 a.m. to 4:30 p.m.

Conduct Officer: A Conduct Officer is a staff or faculty member who is trained to review and adjudicate conduct cases. Conduct officers are authorized to determine responsibility for the alleged violation(s) as well as determine the resolution of the alleged violation(s) and assign sanctions if warranted. The conduct officer may investigate a complaint or an alleged violation, decline to pursue a complaint, and/or refer a student to appropriate resources.

Conduct Standing: Conduct standing refers to the student's current disciplinary status at the University related to the conduct process. Being in good conduct standing indicates that at the current point in time, a student does not have any pending conduct incidents, does not have an outstanding sanction to be completed, and is not on active University probation, suspension, or expulsion.

Discipline Record: A discipline record reflects any proceedings under the student conduct process that results in a finding of "responsible."

Jurisdiction: The University's authority to make decisions and disciplinary action on the behavior of students and organizations.

No Contact Order: An administrative action from the University directed toward two or more parties that states that they are not to have any contact with each other. This communication includes in person, telephone, voice, message through social media, and/or through a third party. Violation of this order may result in further disciplinary action.

Outcome: What is determined as a result of the conduct meeting, either responsible or not responsible. The standard used to determine whether or not a student is responsible for a policy violation is Preponderance of Evidence.

Policy: Any written policy, procedure, standard, regulation, rule, or student conduct expectations adopted by the University, which may be amended, modified, or replaced from time to time.

Physical Assault: Includes, but is not limited to, a physical attack on or physical interference with a person that prevents the person from conducting their customary or usual affairs; puts the person in fear for their physical safety; or causes the person to suffer actual physical injury.

Preponderance of Evidence: The burden of proof standard used in the student conduct process. This means the conduct officer or appeals officer, after careful consideration of all the available information, will determine if it is “more likely than not” that a violation of the Code of Conduct occurred.

Restorative Justice: Offers a conflict-resolution method that emphasizes repairing the harm done to members of the community rather than concentrating on blame and punishment.

Retaliation: Any intentional or attempted act that results in an adverse or negative effect on a good faith report or participants (e.g., impacted students or witnesses) in the investigation of an alleged violation of the code of conduct.

Sanction: Sanctions are the actions that a student must fulfill when given a responsible outcome. Sanctions require students to complete a specific assignment. Sanctions may be issued individually or in combination. The determination of sanction is based on a number of factors, including the interest of the community, the impact of the violation on the individual and community, previous conduct violations, and other circumstances. Sanctions are tools to assist students in learning through the conduct process by—increasing accountability, encouraging integrity, facilitating more productive decision making—thereby reducing the likelihood of the event recurring.

Student: Any person admitted, registered, or enrolled at the University. This includes, but is not limited to a person attending any University course or program (including students auditing a course); any person admitted to the University who is on University premises or University-related premises for any purpose pertaining to the person’s registration or enrollment. Students who are on a leave of absence are still considered students unless they are officially withdrawn from the University.

Support Person: An individual who provides support and/or advises the student in the conduct process. The person must be a Simmons staff member, faculty member, or student and may not be in conflict with the conduct process. The support person will not address the conduct officer but can be present for support. During the meetings, the support person can speak with the student in a non-disruptive manner. The University has the right to remove a support person from the meeting if the person disrupts the process or cannot participate with restrictions.

University: Simmons University

University Official: Any person employed by the University to perform administrative, instructional, or other professional duties.

ADDITIONAL POLICIES

The following Simmons policies have been assembled in this section to provide useful references. This is not intended to be a complete list, but rather a compilation of some frequently referenced policies.

Academic Policies

internal.simmons.edu/students/general/handbook/academic-policies

Access to Student Records

internal.simmons.edu/students/general/handbook/rights-responsibilities/access-to-student-records

Attendance Policy

internal.simmons.edu/students/general/handbook/academic-policies/undergraduate

Employee Handbook

internal.simmons.edu/faculty-staff/general/employee-information

Missing Student Policy

internal.simmons.edu/students/general/handbook/rights-responsibilities/missing-student-policy

Protest and Demonstration Guidelines

internal.simmons.edu/students/general/handbook/rights-responsibilities/protest-and-demonstration-guidelines

Residence Hall Policies and Procedures

internal.simmons.edu/students/student-affairs/residence-life

SIMMONS NETWORK OF CARE

The following resources are provided for information and support. Please feel free to seek the assistance of these offices or services.

Academic Advising and Support

simmons.edu/academics/student-success/advising

Accessibility Services

simmons.edu/your-simmons/commitment-inclusivity/accessibility-services

Career Education Center

simmons.edu/cec

Community Engagement

simmons.edu/your-simmons/community-engagement

Commuter Services

simmons.edu/student-life/life-at-simmons/commuter-services

Confidential Resource Persons

simmons.edu/your-simmons/commitment-inclusivity/title-ix/university-and-community-resources

Counseling Center

simmons.edu/student-life/student-services/counseling

Dining

simmons.edu/student-life/life-at-simmons/campus-dining

Health Center

simmons.edu/student-life/student-services/health-center

International Student Advising

simmons.edu/your-simmons/student-support-resources/international-student-services

Library Services

simmons.edu/library

Public Safety

simmons.edu/public-safety

Registrar

simmons.edu/academics/registrar

Residence Life

simmons.edu/student-life/life-at-simmons/housing

Technology Support

simmons.edu/your-simmons/student-support-resources/technology-support

Title IX

simmons.edu/about-simmons/title-ix

Tutoring Center

simmons.edu/academics/student-success/tutoring-center

Veteran Resources

simmons.edu/your-simmons/student-support-resources/veterans

Writing Center

simmons.edu/academics/student-success/writing-center

simmons.edu/student-life/student-services/violence-prevention-and-education

HOW TO REPORT AN INCIDENT

Simmons University encourages all community members to report concerns without the fear of retaliation by fellow students, faculty, staff, or any other members of the Simmons community (simmons.edu/report-incident). Community members and affiliate partners should refer individuals and/or organizations in the ways outlined below. Please provide as much information as is possible to enable the appropriate team to make the most accurate and timely assessment possible.

Report a Non-Academic Violation: Use the [Non-Academic Incident Report Form](#) to report issues that may be a violation of the Simmons Student Code of Conduct. Non-academic violations are behaviors that involve, but are not limited to, alcohol, disorderly conduct, drugs, bullying, harassment, physical violence, or other violations of University policies, regulations, or rules.

Report Concerning or Worrisome Behaviors: Use the [Care Team Referral Form](#) to submit a report for a student who is experiencing distress and engaging in concerning behavior such as emotional outbursts, withdrawing from the community, or behavior which is perceived as being harmful to themselves or others. If there is an imminent concern for the student's safety or well-being, please call 911 or the Simmons Police and Public Safety emergency line at 617-521-1111.

Report an Academic Integrity Violation:

Use the [Academic Integrity Report Form](#) to initiate an official complaint of an academic integrity violation against any Simmons student. Academic violations are behaviors that include, but are not limited to, cheating or plagiarism. General classroom misbehavior is considered a non-academic violation.

Report Title IX/Sexual Harassment: Use the [Title IX/Sexual Harassment Misconduct Report](#) to document all disclosures or incidents of Sexual Harassment, as defined in Simmons' [Sexual Harassment Policy for Students, Faculty, Staff, and Visitors](#). The Policy details additional methods of making a report of sexual harassment.

Simmons University Police and Public Safety Campus Security Authority Report Form:

Use the [Simmons University Police and Public Safety Campus Security Authority Report Form](#).

Anonymous Complaints:

Use the [EthicsPoint Reporting Hotline](#).

Sources and References: Some of the material utilized was from the following online sources, including:

Association for Student Conduct Administration

Boston College

Framingham State University

Lewis & Clark

MIT

NCHERM Group Model Code Project

Northeastern University

Salem State University

Smith College

Union College

University of Kansas

University of New Hampshire

Note: Simmons University reserves the right to update or modify this Handbook in whole or in part at any time at its sole discretion.

Updated August 2023