

Upholding Community Guidelines

MCLA is an academic community within the society-at-large. Through the cooperative efforts of students, their respective governing bodies and RPS, a set of expectations and standards for student behavior has been established. We believe these expectations and standards to be consistent with the purpose of the College as an academic institution. An equally important principle underscoring these expectations and standards is that of student freedom. We believe that with the privilege of student freedom comes the responsibility of managing one's behavior and the consequences of such behavior.

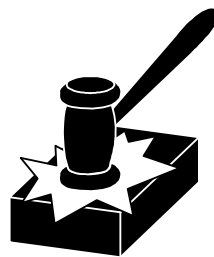
Each resident student is responsible for knowing and abiding by Residential Programs & Services (RPS) Community Guidelines, as well as, College policies, city ordinances and state law. The Residential Programs & Services (RPS) judicial system is an educational system designed to foster behavioral change by reviewing alleged violations of community guidelines and holding the resident accountable for his/her actions when violations have occurred.

Progressive Discipline

Violations of community guidelines are communicated to the Residence Director and Residential Programs & Services (RPS) through the completion of an Incident Report. Incident Reports may be written by any member of the RPS staff or campus community. An Incident Report does not determine a student's responsibility. It is simply a factual statement of the circumstances surrounding an incident and includes the names of all persons associated with the incident.

If, after reviewing an Incident Report, the Residence Director determines that a hearing is necessary, the student will be sent a request to schedule a hearing with an RPS staff member, a representative of the Dean of Students office, and/or the College Judicial Board. At the judicial hearing, the student's responsibility is determined and a discipline level and sanctions, if appropriate, are assigned. (If for any reason, the Residence Director or the student feel there are reasons why a fair hearing cannot take place within the residence area where the student lives, the case will be referred to another member of the RPS staff.)

Generally, Residential Programs & Services (RPS) follows a progressive disciplinary system. This means that repeated violations of the same policy and multiple violations of different policies will progress an individual through the judicial system and lead to more severe discipline levels and sanctions. In situations involving serious community guideline violations such as physical assault, intentionally activating a false fire alarm, arson, major acts of vandalism and serious threats to individuals or the community, discipline levels and sanctions may escalate without the gradual steps used in less serious cases.



(For information regarding the College Judicial system and due process, please refer to *The Student Handbook*.)

The basic progression of discipline levels follows:

1. Verbal or Written Warning
2. Written Reprimand/Specific Probation
3. General Probation I (G.P. I)
4. General Probation II (G.P. II)
5. Contract Termination

Discipline Levels

1. Letter of Warning/Notice of Violation - A *Letter of Warning* is most often used by a Residence Director for minor first time violations or behavioral problems including those that have been reported on an Incident Report or noted in the Residence Area Activity Log.

2. Letter of Reprimand/Specific Probation - One or two minor community guideline violations may result in a written reprimand or placement on Specific Probation. Further violations of the same policy or other serious violations may result in progressing to the next discipline level.
(Duration: 6 months)

3. General Probation I - General Probation I (G.P. I) is the second most serious form of probation. Students at this level are required to meet with their Residence Director or designee. Students at the G.P. I level who are involved in further violations may move to the next discipline level, G.P. II. (Duration: 6 months - 1 year)

4. General Probation II - General Probation II (G.P. II) is the highest level of probation within the RPS judicial system. Students at the G.P. II level who are involved in further violations may move to the next discipline level, Contract Termination. (Duration: 1 year)

5. Contract Termination - Students at the G.P. II level who are involved in a subsequent violation risk the possibility of immediate removal from housing and/or the College. Cases at this level are generally heard by the Director of RPS or the Associate Dean of Students.

DESCRIPTIONS OF COMMONLY ASSIGNED SANCTIONS

1. Community Service: Students are required to perform services such as assisting the housekeeping/maintenance staff, Advisory Board, campus community or the northern Berkshire County community for a specified period of time. The typical number of hours assigned for community service ranges from 5 - 20. The number of community service hours assigned relate to the severity of the infraction. Students who fail to complete their community service hours may be billed for the value of the work assignment and moved to the next highest discipline level. (All levels)

2. Restitution: Students are required to pay for damaged items and costs incurred as a result of their actions. (All levels)

3. Confiscation: Items that are banned from the residence areas (e.g. candles & illegal appliances) or items found at the scene of an incident (e.g. alcohol & illegal drugs) are subject to confiscation by RPS and/or Public Safety staff. (All levels)

4. Health & Safety Fee: Students who are involved in violations of the College's health and safety guidelines (e.g. candles, incense, tampering with fire safety equipment, unapproved cooking appliances & pets) are levied a fee of \$25 - \$100. This fee is deposited in the resident student educational programming fund. (All levels)

5. Special Projects: Students are asked to complete projects such as working with an RA on duty, planning a program, writing a paper or creating an educational bulletin board. The type of special project assigned is related to the community guideline that was violated. (All levels)



6. Alcohol or Drug Education Intervention: Students who are involved in alcohol or drug-related incidents are assigned an educational intervention and are assessed a fee of \$25 - \$50 to cover the cost of the assignment. This sanction is mandatory for all alcohol and drug violations. (All levels)

7. Behavioral Letter: Students who display behaviors that are antithetical to their personal safety or the development of a healthy community may be issued a behavioral letter with guidelines that must be followed in order to remain in residence and/or at the College. Expectations outlined in a behavioral letter vary in accordance with the problem behaviors and/or community guideline violations. (All levels)

8. Loss of Residence Area Privileges: Students who violate certain community guidelines may have residential privileges denied to them for a specific period of time. The ability to sponsor an overnight guest; visit areas other than a student's assigned living area; possess certain equipment; and stay on campus during breaks are examples of privileges that may be affected. (All levels)

9. Residence Area Separation: Students may not enter any residential facility for a specific period of time (e.g. from 6:00 pm Friday until 6:00 pm Sunday). Students turn in their keys to Public Safety for the duration of the separation period. This action may be accompanied by temporary suspension from the College. Residence Area Separation is often assigned for alcohol & drug violations (G.P. I and above).

10. Reassignment: Students are reassigned during the year to another location on campus and must vacate their previous residence by a designated date and time. (G.P. I and above)

11. Loss of On-Campus Housing Privileges: Students are restricted from applying for an on-campus housing assignment for a period of one year or more. This is usually accompanied by a residence area ban which prevents the student from visiting any residence area or the immediate area surrounding the residence areas. (G.P. I and above)

12. Parent Notification: Students are required to call their parents to inform them of the disciplinary action they are facing. The parent is then required to contact the administrative hearing officer to let that individual know they have been informed of the situation. In certain cases, parents may be notified by mail or called to campus to meet with the Director of RPS or the Associate Dean of Students. Parent notification is mandatory for all alcohol and drug violations. (G.P. I and above)

13. Termination of Occupancy at the End of the Semester: Students are required to vacate their rooms by a designated day and time at the end of the semester and cannot reside on-campus for one or more semesters. This action may be accompanied by a ban from the residence areas and/or suspension from the College. (G.P II and above)

14. Immediate Removal from Housing and Termination of Occupancy: Students must remove all belongings, vacate their assigned room and move off-campus for the remainder of the academic year. Students may not move back on campus nor enter the residential areas without the written approval of the Director of Residential Programs & Services (RPS), Associate Dean of Students or designee. Residents who are required to leave their residence and/or the College due to administrative action or judicial sanctions **will not** be granted a refund of their room fee. This action may be accompanied by suspension from the College. (Contract Termination)

Sample Violations and Probable Sanctions

In reviewing the following list of violations and sanctions, please keep in mind that discipline levels and sanctions may vary. Each individual's situation is unique and many factors are considered, including:

1. severity of incident
2. current judicial status of student
3. impact of the student's behavior on the larger community
4. educational impact of the sanction on the individual's potential for growth
5. student's attitude and resulting behavior

Having an unregistered guest

- Specific Probation, loss of guest privileges for a minimum of 6 months

Violation of the alcohol policy

- G.P. I, confiscation of alcohol, alcohol education intervention & fee, 2 weekend separations, parental notification

Verbally harassing or failing to comply with an RPS staff member's request

- G.P. II, additional sanctions, as appropriate

Smoking in a non-smoking area

- G.P. I, Health & Safety Fee (\$50)

Repeated excessive noise from audio equipment

- G.P. I, confiscation of audio equipment

Repeated playing of sports in unapproved areas

- G.P. I, confiscation of equipment

Physical assault of another

- Contract Termination

Intentionally activating a false fire alarm

- Contract Termination, restitution

Failure to evacuate during a fire alarm

- G.P. I, Health & Safety Fee (\$25 - \$100)

Serious vandalism/damage

- Contract Termination, restitution

Unassigned college furniture in room or apartment

- Specific Probation, restitution (furniture relocation fee)

Illegal Room Change

- Specific Probation, \$50 illegal room change fee; immediate return to original assignment

Use of illegal electrical appliance

- G.P. I, confiscation of appliance, Health & Safety Fee (\$50)

Use of illegal drugs

- G.P. II, confiscation of drugs, drug education intervention & fee, 4 weekend separations, parental notification

Possession of Candle or Incense (unlit)

- Letter of Reprimand, Health & Safety Fee (\$25)



Appeals Process

Residents may file a written appeal regarding a judicial decision for the following reasons:

1. denial of a fair and reasonable hearing
2. new information (applied only when there is an acceptable reason why the information could not be presented at the original hearing)
3. excessively harsh discipline level or sanction

Appeal forms are available at the RPS office in Townhouse #89. Students have 5 class days from the date of their judicial hearing to initiate an appeal. Appeals will be heard by the Director of RPS or the Associate Dean of Students.