



## Board of Trustees

### Enrollment Management and Student Affairs Committee

8:30 to 10:00 a.m.

April 25, 2023

Scanlon Banquet Hall A

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

For information about Westfield State's COVID-19 procedures, visit: [www.westfield.ma.edu/covid](http://www.westfield.ma.edu/covid)

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|--|------------------|
| <b>1. Call to Order</b>  | Trustee Reichelt |
| <b>2. Approval of Minutes</b>                                  | Trustee Reichelt |
| a) December 20, 2022   |                  |
| b) February 7, 2023  |                  |
| <b>3. Items for Information</b>                                |                  |
| a) Admissions Undergraduate Update                             | Mike Mazeika     |
| b) CGCE Update   | Jessica Tansey   |
| c) Financial Aid   | Simone Backstedt |
| d) Student Engagement and Development                          | Maggie Balch     |
| <b>4. Items for Action</b>                                     |                  |
| a) Motion - 0590 Residence Hall Policy                         | Maggie Balch     |
| b) Motion - 3020 Free Speech/Demonstration/Picketing Policy    | Maggie Balch     |
| c) Motion - 4010 Alcohol & Other Drug Policy                   | Maggie Balch     |
| <b>5. Items for Discussion</b>                                 |                  |
| a) Undergraduate/Continuing Education Enrollment Environment   | Dan Forster      |
| b) Enrollment Management and Student Affairs Committee Charter | Dan Forster      |

#### Attachment(s):

- a. Minutes 12-20-22
- b. Minutes 2-7-23
- c. Admissions/CGCE/Financial Aid/CGCE Power Point
- d. Motion – Residence Hall Policy (0590)
- e. Residence Hall Policy (0590) Tracked Changes
- f. Residence Hall Policy (0590) Clean Copy
- g. Motion – Free Speech/Demonstration/Picketing Policy (3020)

- h. Free Speech/Demonstration/Picketing Policy (3020) Tracked Changes
- i. Free Speech/Demonstration/Picketing Policy (3020) Clean Copy
- j. Motion – Alcohol & Other Drug Policy (4010)
- k. Alcohol & Other Drug Policy (4010) Tracked Changes
- l. Alcohol & Other Drug Policy (4010) Clean Copy
- m. Enrollment Management and Student Affairs Committee Charter



## Board of Trustees

Enrollment Management and Student Affairs Committee

December 20, 2022

Minutes

Catherine Dower Center for the Performing and Fine Arts, Room 127

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

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**MEMBERS PRESENT:** Vice Chair William Reichelt and Secretary Melissa Alvarado

**MEMBERS PARTICIPATING REMOTELY:** Trustee Chloe Sanfacon

**MEMBERS EXCUSED:** Committee Chair Lydia Martinez-Alvarez and Trustee Paul Boudreau

**TRUSTEE GUESTS PRESENT:** Trustees Theresa Jasmin, Madeline Landrau, Chris Montemayor [joined at 11:12 AM], Ali Salehi, and Dr. Gloria Williams

**TRUSTEE GUESTS PARTICIPATING REMOTELY:** Dr. Robert Martin,

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

The meeting was called to order at 11:06 AM by Committee Vice Chair Reichelt. A roll call was taken of the committee members participating as listed above and it was announced that the meeting was being livestreamed and captured as recorded.

**MOTION** made by Trustee Alvarado, seconded by Trustee Sanfacon, to approve the minutes of the October 12, 2022, meeting. There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Reichelt, and Sanfacon

Admissions and CGCE Update. Mr. Mazeika provided updated funnel figures. Accepts and transfers are currently higher than last year. Visitation has fluctuated, but students have been bussed here for Reach to Teach and SOAR Westfield. Financial aid has been increased with the new discount rate strategy.

Ms. Tansey shared funnels for graduate and post-graduate (on target) and for part-time undergraduate and second bachelors (up in applications). Turnaround times for acceptances and financial aid were provided. Current and future initiatives for graduate/part-time students were shared. Website is still the main contact for prospective students.

The University has a great relationship with local high school counselors and is planning on-the-spot application days at the high schools and be a resource to assist students in applying and completing the financial aid process.

Financial Aid Update. Ms. Backstedt shared that merit awards are offered first and then other aid. Students accepted in November do not receive their award until January since the charges need to be provided with the financial aid and sometimes that is a best guess. With the discount model, packages will be a little stronger. Current projects are getting some systems automated for daily downloads of FAFSA information and streamlining systems. If multiple starts are offered per year in non-traditional markets, it will add a tremendous amount of pressure on administration. If there is success in creating modules, this will help. Students struggling with academics affects retention but now the institution allows more than one appeal and sets up an academic plan to assist students.

Student Engagement. Ms. Balch shared information on student engagement. A new online data function *Presence* (which the University is calling “Nestwork”) will track how much students are engaging through the semester.

- There has been an increase in student leadership on campus.
- There have been 4,000 students engaged in programming.
- Residential Life engagement programs were provided.
- SAIL student engagement has increased and there are new student-initiated groups on campus.
- Nestwork allows follow up with additional resources to be provided to students.

Student Wellness. Ms. Balch gave an update on student wellness.

- Providing same-day counseling appointments or the choice for a later appointment allowed the counseling center to see twice as many people during the semester.
- A new mental health app “MySSP” provided to students offers them real-time assistance wherever they are. The app is anonymous, and students are using it, but it does not bypass an on-call therapist. At night students have the support of Residential Life, an administrator, counselor, and MySSP, all of which are supported by public safety. Sixty-three percent of students said their issues were resolved by using the app so they could stay in school.
- An outreach counselor was recently hired and over 60 students were connected through a case management team.
- Mr. Forster stated President Thompson was able to resource a consultant to meet with our counseling services to assist with best practices. Health and counseling services will be combined into one health services area.

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

Meeting adjourned at 12:14 PM.

Attachments presented at this meeting:

- a) October 12, 2022, Minutes
- b) Slide Presentation

#### Secretary’s Certificate

I hereby certify that the foregoing is true and correct copy of the approved minutes of the Westfield State University Board of Trustees Enrollment Management and Student Affairs Committee meeting held on December 20, 2022.

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Melissa Alvarado, Secretary  
*Draft Minutes Pending Approval*

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Date



## Board of Trustees

Enrollment Management and Student Affairs Committee

February 7, 2023

Minutes

Nettie Stevens Science and Innovation Center, Room 304

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

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**MEMBERS PRESENT:** Committee Chair William Reichelt, Vice Chair Melissa Alvarado, and Trustee Chloe Sanfacon

**MEMBERS PARTICIPATING REMOTELY:** Trustees George Gilmer [left the meeting at 12:00 PM]

**MEMBERS EXCUSED:** Secretary Paul Boudreau

**TRUSTEE GUESTS PRESENT:** Trustees Dr. Robert Martin, Chris Montemayor, Ali Salehi, and Dr. Gloria Williams

Also present and participating were Westfield State University President Dr. Linda Thompson, Enrollment Management Vice President Daniel Forster, Dean of Students Maggie Balch, Assistant Director of Financial Aid Jasmine Shah, Director of Admissions Mike Mazeika, Associate Registrar/Director of Graduate Program Admission Jessica Tansey, and Coordinator for Student Involvement Laura Cafaro.

The meeting was called to order at 11:02 AM by Committee Chair William Reichelt. A roll call was taken of the committee members participating as listed above and it was announced that the meeting was being livestreamed and captured as recorded.

Admissions Undergraduate and CGCE Update. Westfield State is one of just a few universities ahead in deposits and repeat applications. Mr. Mazeika provided the fall and spring funnels for first year and transfer students. Applications are down from last year, which was expected since that was the first year the common app was used. Applications from Massachusetts were down, but up in Hamden county and out of state, which speaks to connecting with community and a larger trend of students attracted to localization in state. A profile of where students were coming from was requested [provided on February 24, 2023]. The committee would also like to see data on increases in applications to private universities. It was noted that many elite institutions meet the full need of students.

Ms. Tansey provided funnels for part-time undergraduate and second bachelors and graduate and post-baccalaureate students for the fall and spring. For the summer rollover semester there are 31 students at the graduate level enrolled. Undergraduates are on target. The committee requested the countries of interested students.

If an application is submitted but not completed, there is a campaign that sends an email every 10 days.

Accepted student days are separated into schools so academic departments have more time with students. Upcoming events were shared. It was suggested we need to do better promoting ourselves in the area.

Financial Packaging Review. Ms. Shah provided FAFSA outreach plans to students on campus and new student financial aid information.

Presence-Online Student Engagement Platform. Ms. Balch shared that student development and leadership has had to start from a basic level post pandemic.

Ms. Cafaro shared data on the new Presence app, termed Nestwork, which can be accessed through the website. Information on event attendance was shared. Twenty-nine percent of students are on the app and 117 organizations are represented. The app has been helpful for student engagement. For students who may be at high risk or not engaged, she can send them links via email of activities that may be helpful and has lunch with them to get to know them. Student Affairs is trying to promote the app better on campus and new students are introduced to it through orientation.

MySSP Data. Ms. Balch provided additional information on My Student Support Program (Lifeworks), "MySSP" emotional support wellness app available to students 24/7/365 and in multiple languages. Students can connect via text, telehealth, and phone conversation. There are articles, quizzes, medication side effects, helpful hints to help with grief, depression, anxiety. [Trustee Gilmer left the meeting at 12:00 pm]. Students reported the app helped them stay in school, which helps retention goals. This type of platform reaches students who are not comfortable sharing information with other people. On average, there are 28 students who reach out monthly. Mr. Forster added that this app is not operating in a silo, but will connect to our counseling services, helping to achieve the president's goal of having a wellness model on campus. The wellness consultant was pleased we had the app as it is best practice and the best on the market. The cost for additional services is tiered at the number of students and sessions requested. It was stated that the students' mental and physical health is well worth investigating the cost of providing the upper tier of services for students.

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

Meeting adjourned at 12:10 PM.

Attachments presented at this meeting:

- a. PowerPoint Admissions/CGCE/Financial Aid/Presence/MySSP

#### **Secretary's Certificate**

I hereby certify that the foregoing is true and correct copy of the approved minutes of the Westfield State University Board of Trustees Enrollment Management and Student Affairs Committee meeting held on February 7, 2023.

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Paul Boudreau, Secretary

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Date

# Fall 2023 Funnel – First Year



## Notes

- Down 6.5% in applications (415)
- Down 6.1% in accepts (315)
- Up 6.3% in deposits (25)

# Fall 2023 Funnel – Transfer



## Notes

- Down 5.3% in applications (26)
- Down 13.6% in accepts (34)
- Up 5% in deposits (5)



# Accepted Student Event Recap

## Dates & Attendance

- February 23<sup>rd</sup> – 96 students
- March 23<sup>rd</sup> – 159 students
- April 5<sup>th</sup> – 263 students

*Forced to cancel February 23<sup>rd</sup> due to snow. Education event was replaced with full Accepted Student Day*

## Highlights

- Departments had more time with students
- Better give away items, and reconfigured fair gave the day more energy
- More sessions offered to highlight areas of campus

## Evaluation

- On average, 71% rated the events as “Excellent”
- On average, 66% of attendees shared their overall interest level was “Very Interested”

# Admission Initiatives

## Anthology

Enrollment Coaching Service that the University has contracted with to reach out to our Accepted Students.

- Went live on March 1<sup>st</sup>
- To date, 4,210 outbound phone calls have been made
  - 746 conversations with students (15.64% contact rate)
- Students receive emails and text messages along with the campaign
  - Email click through rate is approximately 3.02% across the five emails (average is about 2.91% across industries)

## May 1<sup>st</sup> push

- Virtual Student Chat (April 26<sup>th</sup>)
- Last Chance Accepted Student Day (April 28<sup>th</sup>)
- Sock giveaway
  - Students who deposit by May 1 will receive a free pair of Westfield State socks

# Deposit Profile-First Year

## Deposit Profile Report FIRST YEAR STUDENTS 4/13/2022

Fall 2023		Fall 2022 (end of year)		Fall 2021 (end of year)		Fall 2020 (end of year)	
<b>Total Deposits</b>							
Total Deposits	437	Total Deposits	797	Total Deposits	798	Total Deposits	830
In-state	376 86.0%	In-state	713 89.5%	In-state	722 90.5%	In-state	752 90.6%
Out-of-state	61 14.0%	Out-of-state	84 10.5%	Out-of-state	76 9.5%	Out-of-state	78 9.4%
<b>Race/Ethnicity</b>							
AALANA	24.7%	AALANA	29.2%	AALANA	22.1%	AALANA	28.7%
<b>Housing</b>							
Housing	349 79.9%	Housing	641 80.4%	Housing	625 78.3%	Housing	566 68.2%
Commuter	88 20.1%	Commuter	156 19.6%	Commuter	173 21.7%	Commuter	264 31.8%
<b>Top 5 Majors</b>							
Undeclared/Exploratory	65 14.9%	Undeclared/Exploratory	126 15.8%	Criminal Justice	118 14.8%	Criminal Justice	150 18.1%
Business*	61 14.0%	Criminal Justice	111 13.9%	Undeclared/Exploratory	115 14.4%	Undeclared/Exploratory	149 18.0%
Criminal Justice	52 11.9%	Business*	93 11.7%	Education	83 10.4%	Business	85 10.2%
Nursing	43 9.8%	Psychology	71 8.9%	Business	81 10.2%	Education	81 9.8%
Education**	33 7.6%	Education**	60 7.5%	Psychology	65 8.1%	Psychology	62 7.5%
<b>Top MA Counties</b>							
Hampden	137 31.4%	Hampden	252 31.6%	Hampden	249 31.2%	Hampden	206 24.8%
Worcester	54 12.4%	Worcester	103 12.9%	Worcester	118 14.8%	Worcester	133 16.0%
Middlesex	40 9.2%	Middlesex	69 8.7%	Middlesex	82 10.3%	Norfolk	91 11.0%
Hampshire	31 7.1%	Norfolk	67 8.4%	Norfolk	68 8.5%	Middlesex	84 10.1%
Norfolk	30 6.9%	Hampshire	46 5.8%	Hampshire	40 5.0%	Hampshire	56 6.7%
Berkshire	23 5.3%	Plymouth	46 5.8%	Plymouth	40 5.0%	Plymouth	45 5.4%
Bristol	17 3.9%	Essex	43 5.4%	Essex	34 4.3%	Bristol	40 4.8%
Plymouth	17 3.9%	Berkshire	31 3.9%	Bristol	33 4.1%	Essex	31 3.7%
Essex	11 2.5%	Bristol	28 3.5%	Berkshire	30 3.8%	Berkshire	26 3.1%
Barnstable	8 1.8%	Franklin	11 1.4%	Franklin	12 1.5%	Barnstable	16 1.9%
Franklin	4 0.9%	Barnstable	8 1.0%	Barnstable	11 1.4%	Franklin	15 1.8%
Suffolk	2 0.5%	Suffolk	7 0.9%	Suffolk	5 0.6%	Suffolk	13 1.6%
Dukes	0 0.0%	Dukes	1 0.1%	Dukes	0 0.0%	Dukes	1 0.1%
Nantucket	0 0.0%	Nantucket	1 0.1%	Nantucket	0 0.0%	Nantucket	0 0.0%
<b>Top Out-of-state Counties</b>							
Hartford (CT)	22 5.0%	Hartford (CT)	30 3.8%	Hartford (CT)	23 2.9%	Hartford (CT)	33 4.0%
Tolland (CT)	5 1.1%	Tolland (CT)	5 0.6%	Tolland (CT)	12 1.5%	Litchfield (CT)	4 0.5%
Litchfield (CT)	4 0.9%	Suffolk (NY)	4 0.5%	New London (CT)	4 0.5%	Tolland (CT)	3 0.4%
New Haven (CT)	4 0.9%	New Haven (CT)	3 0.4%	Hillsborough (NH)	4 0.5%	Fairfield (CT)	3 0.4%

### Notes

Combining all 4 Business programs (Accounting, Finance, Marketing, and Management)

Combining all 3 Education Programs (Elementary, Early Childhood, and Special Education)

# Deposit Profile-Transfer

## Deposit Profile Report TRANSFER STUDENTS

Fall 2023		Fall 2022		Fall 2021		Fall 2020	
<b>Total Deposits</b>							
Total Deposits	107	Total Deposits	213	Total Deposits	201	Total Deposits	239
In-state	96 89.7%	In-state	190 89.2%	In-state	178 88.6%	In-state	212 88.7%
Out-of-state	11 10.3%	Out-of-state	23 10.8%	Out-of-state	23 11.4%	Out-of-state	27 11.3%
<b>Race/Ethnicity</b>							
AALANA	32.7%	AALANA	32.1%	AALANA	28.3%	AALANA	33.8%
<b>Housing</b>							
Housing	35 32.7%	Housing	100 46.9%	Housing	78 38.8%	Housing	60 25.1%
Commuter	72 67.3%	Commuter	113 53.1%	Commuter	123 61.2%	Commuter	179 74.9%
<b>Top 5 Majors</b>							
Business	20 18.7%	Business	53 24.9%	Business	31 15.4%	Criminal Justice	37 15.5%
Psychology	13 12.1%	Criminal Justice	26 12.2%	Criminal Justice	29 14.4%	Business	26 10.9%
Art	10 9.3%	Psychology	20 9.4%	Education	18 9.0%	Psychology	23 9.6%
Undecided	9 8.4%	Social Work	15 7.0%	Psychology	14 7.0%	Social Work	20 8.4%
Comm/Early Ed./Env Sci	6 5.6%	Biology	9 4.2%	Health Science	10 5.0%	Education	15 6.3%
<b>Top MA Counties</b>							
Hampden	70 65.4%	Hampden	110 51.6%	Hampden	111 55.2%	Hampden	128 53.6%
Hampshire	9 8.4%	Hampshire	19 8.9%	Hampshire	22 10.9%	Hampshire	31 13.0%
Worcester	6 5.6%	Berkshire	18 8.5%	Worcester	10 5.0%	Berkshire	12 5.0%
Berkshire	3 2.8%	Worcester	16 7.5%	Middlesex	7 3.5%	Worcester	11 4.6%
Essex	3 2.8%	Middlesex	7 3.3%	Norfolk	6 3.0%	Middlesex	9 3.8%
Franklin	2 1.9%	Bristol	5 2.3%	Plymouth	5 2.5%	Plymouth	6 2.5%
Plymouth	2 1.9%	Suffolk	4 1.9%	Barnstable	5 2.5%	Norfolk	5 2.1%
Bristol	1 0.9%	Franklin	3 1.4%	Bristol	4 2.0%	Barnstable	4 1.7%
Suffolk	1 0.9%	Norfolk	3 1.4%	Berkshire	3 1.5%	Franklin	4 1.7%
Middlesex	0 0.0%	Essex	2 0.9%	Franklin	3 1.5%	Essex	2 0.8%
Barnstable	0 0.0%	Barnstable	2 0.9%	Essex	1 0.5%	Bristol	0 0.0%
Norfolk	0 0.0%	Plymouth	1 0.5%	Suffolk	1 0.5%	Suffolk	0 0.0%
Dukes	0 0.0%	Dukes	0 0.0%	Dukes	0 0.0%	Dukes	0 0.0%
Nantucket	0 0.0%	Nantucket	0 0.0%	Nantucket	0 0.0%	Nantucket	0 0.0%
<b>Top Out-of-state Counties</b>							
Hartford (CT)	3 2.8%	Hartford (CT)	7 3.3%	Hartford (CT)	9 4.5%	Hartford (CT)	12 5.0%
All Others	1	Tolland (CT)	3 1.4%	Tolland (CT)	5 2.5%	Windham (CT)	2 0.8%
		All Others	1	Suffolk (NY)	2 1.0%	Albany (NY)	2 0.8%

# Fall 2023 Funnel

## Part-Time Undergraduate/Second Bachelors

### Fall 2023

**Inquiries: 332**

**Applications: 145**

**Complete Applications: 73**

**Accepts: 62**

**Confirmed: 57**

*Data as of  
4/12/2023*

- Overall inquiries and applications are up from last year, about 24%
- Increase in inquiries in BSN transfer population and online programs.
- Students are enrolling earlier, 68% of new confirmed students are registered.

# Fall 2023 Funnel Graduate and Post-Baccalaureate

## Fall 2023



- Overall inquiries for graduate programming is up 18%.
- Applications are flat from year over year.
- Increased cohort for MSW Online

*Data as of  
4/12/2023*

# FAFSA Simplification Act:

- FAFSA Simplification Act is part of a larger bill called the “Consolidated Appropriations Act, 2021.” **Significant**, overhaul to the FAFSA form, student eligibility calculation, and policies impacting the work in the Financial Aid Office.
- Most Implementation of changes will be for the 2024-2025 award year.
- Federal Student Aid states that the 2024-2025 FAFSA will not be ready online for applicants until December 2023. In recent years, the FAFSA has been live online on October 1, 2023.
- Significant changes to the FAFSA include (small sample):
  - Expected Family Contribution (EFC) will now be the Student Aid Index (SAI)
  - For applicants with divorced or separated parents, parent who provides greater portion of a student’s financial support should now be parent on the FAFSA
  - Removes the number in college from the SAI calculation for federal aid
  - Child support received now reported as an asset and no longer in untaxed income section of the FAFSA

# 2023-2024 New Students

## Financial Aid Report

04/13/2023

### FAFSA Filers

#### First Year Students

Date	Accepted Students	FAFSA Filers	No FAFSA	% Filed	% Not Filed
4/13/2023	4785	3402	1383	71.1%	28.9%
3/14/2022	4657	3238	1,419	69.5%	30.5%
Date	Paid Students	FAFSA Filers	No FAFSA	% Filed	% Not Filed
4/13/2023	437	378	59	86.5%	13.5%
3/14/2022	187	148	39	79.1%	20.9%

#### Transfer Students

Date	Accepted Students	FAFSA Filers	No FAFSA	% Filed	% Not Filed
4/13/2023	216	144	72	66.7%	33.3%
3/14/2022	193	117	76	60.6%	39.4%
Date	Paid Students	FAFSA Filers	No FAFSA	% Filed	% Not Filed
4/13/2023	107	84	23	78.5%	21.5%
3/14/2022	44	24	20	54.5%	45.5%



# 2023-2024 New Students

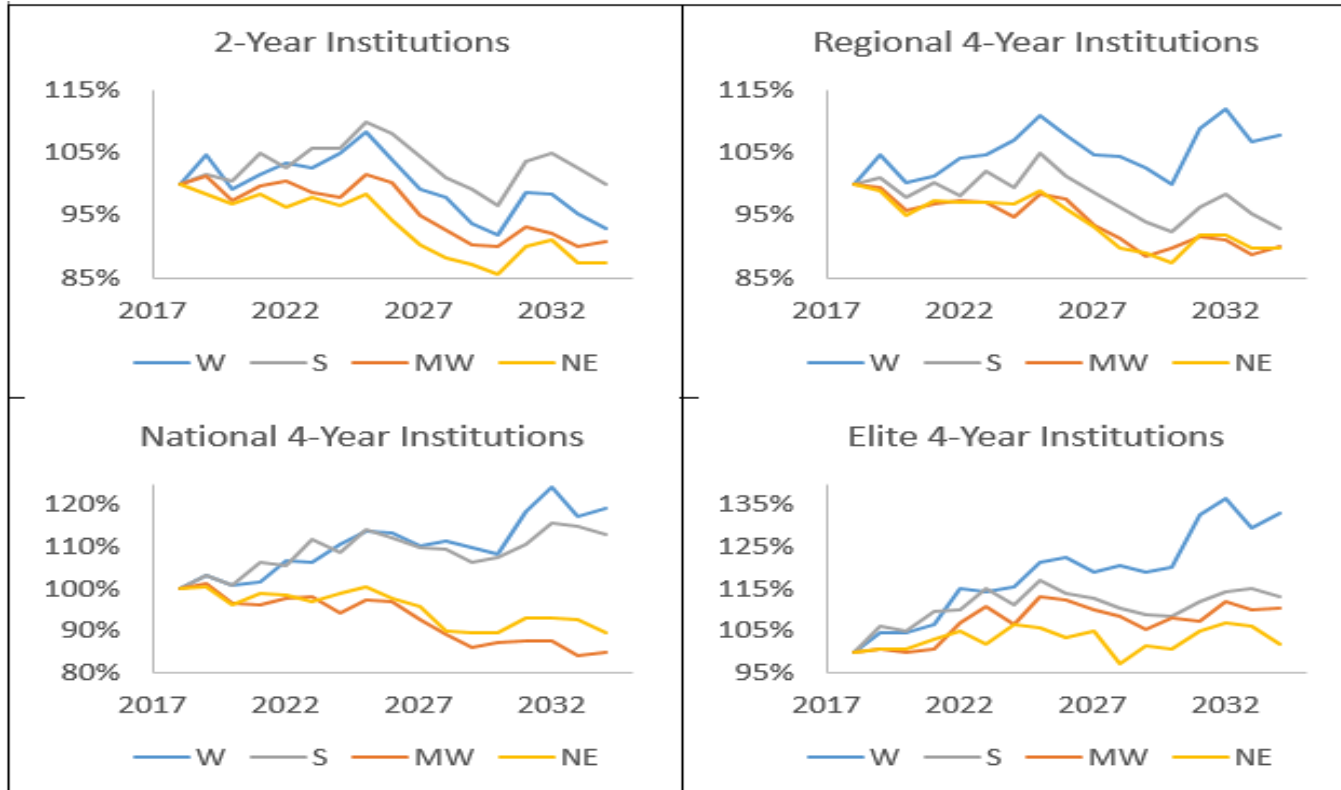
## Financial Aid Report

04/13/2023

Awarded				Not Ready for Packaging			
First Year Students				First Year Students			
Date		Total Awarded	% Awarded	Date		Total Incomplete	% Incomplete
4/13/2023	Accepted	2887	60.3%	4/13/2023	Accepted	342	7.1%
	Paid	366	83.8%		Paid	11	2.5%
3/14/2022	Accepted	2611	56.1%	3/14/2022	Accepted	374	8.0%
	Paid	136	72.7%		Paid	7	3.7%
Transfer Students				Transfer Students			
Date		Total Awarded	% Awarded	Date		Total Incomplete	% Incomplete
4/13/2023	Accepted	131	60.6%	4/13/2023	Accepted	14	6.5%
	Paid	78	72.9%		Paid	6	5.6%
3/14/2022	Accepted	85	44.0%	3/14/2022	Accepted	8	0.2%
	Paid	20	45.5%		Paid	2	1.1%

\*Accepted includes all accepted students including students who paid deposit.

# Projected Number of College Going Students



Source: Author's calculations based on data from the American Community Survey (2017), Centers for Disease Control and Prevention National Vital Statistics Reports (2018, 67(7)), 2009 High School Longitudinal Study (restricted and unrestricted), and the Panel Study of Income Dynamics (2011; 2015)

# The Adult Learner

- Typically defined as a student over the age of 25.
- What makes this population unique?
  - They are more likely to be stealth shoppers and applicants.
  - Challenging to identify the market, as they don't have a common prospect source such as CollegeBoard.
- Most important factors students are considering:
  - Cost
  - Availability of Online Programs
  - Flexible Formats and start times
- Potential Growth in programming suited for Adult Learners



## Board of Trustees

April 25, 2023

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To approve the changes and accept the newly revised Residence Hall Policy (0590), as presented.

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Robert A. Martin, Ph.D., Chair

April 25, 2023

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Date

# Westfield State University

Policy concerning:

APPROVED:  
2023)

Section: Administrative

Number: 0590

Page: Page 1 of 21

REVIEWED: August 2017 (April

## RESIDENCE HALL POLICY

### PURPOSE

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

### POLICY

#### A. Introduction

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

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

#### B. Alcohol and Other Drugs

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

#### C. Appliances and Electrical Devices

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

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immediately upon discovery and disposed of. Repeat violations will lead to sanctions up to and including a loss of housing. Apartment Complex, ~~Lansdowne~~, University Hall and New Hall residents may have one "George Foreman grill"/sandwich maker, ~~microwave, air fryer~~ and one toaster or toaster oven per apartment in the kitchen area.

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

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## D. Damage

1. Residents are members of a large and interdependent community, and each persons' actions have an impact on their neighbors and the University. Residents

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are expected to work with ~~the Residential Life residence hall~~ staff and with other residents to promote respect for our residence halls and for all who live and work in them. The University will make students aware of conduct that is damaging to the community and inform students of damages and extraordinary cleaning charges. If excessive changes occur in a hall, students are notified of what has taken place and given the opportunity to take responsibility before other steps are taken.

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2. Residents of a building are responsible for damage and vandalism which occurs during the year. Damages are classified as:

a. *Personal* - the resident's room and all University furnishings and equipment present in these spaces. Apartment kitchens, living rooms and bathrooms are also considered personal space for billing purposes.

b. *Section* - the hallways, lounges, bathrooms etc. shared by residents in a specified area of a building.

~~c. *Common Area* - public areas such as hallways, floor lounges, bathrooms, stairwells, main lounges, lobbies, game rooms, courtyards, and grounds; and all University furnishings and equipment present in these spaces. Personal and common area charges will apply to all residents. Any hall may adopt section charges by a majority vote of the residents of that hall in September of each academic year. This decision may be revisited within the first three weeks of the spring semester if brought up for review via a petition signed by at least 25% of the residents of that hall.~~

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3. At check-in, each resident completes a detailed Room Condition Report (RCR) in MyHousing. Carefully complete the RCR to avoid billing concerns at check-out. The RCR will be reviewed at check-out by the Residential Life staff. Costs for room damages, missing items, and extraordinary cleaning will be billed to residents. Complete your RCR within 48 hours of check-in to avoid a \$50 improper check-in charge and possible room damage charges.

4. Common area damages which cannot be attributed to specific persons will be apportioned among all hall residents at the ~~end of each semester. time those charges occurred.~~ Common area charges will be billed to residents ~~during the semester and/or~~ at the end of the semester as needed. ~~Residents can significantly reduce these charges by being vigilant and by reporting cleaning and damage-related incidents immediately to a staff member.~~

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5. Section damages which cannot be attributed to specific persons will be apportioned among all section residents at the time those charges occurred. Section charges will be billed to residents during the semester and/or at the end of the semester as

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needed. ~~Residents can significantly reduce these charges by reporting cleaning and damage-related incidents immediately to a staff member.~~

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6. The Residential Life staff conducts room damage assessments ~~upon checkout, at the end of each semester, and as needed at the conclusion of each semester or at the time of a resident's checkout during the semester.~~

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7. Routine vs. extraordinary cleaning – Residence hall maintainers are responsible for daily cleaning of public areas, trash removal from designated areas, and routine minor repairs. They are not expected to clean extraordinary messes or student rooms. Where extraordinary cleaning is needed, the individual or building will be assessed a service charge based on the nature of the occurrence.

8. Repairs may be made immediately or on a cyclical basis, depending on the nature and severity. Damage repair fees are applied to those repairs regardless of when this work is completed.

9. Appeals of personal damage charges may be submitted ~~to Residential Life, Westfield State University, Westfield, MA 01086, housing@westfield.ma.edu, ATT: Damage Appeals.~~ Please state which charge is being appealed and why. ONLY appeals submitted ~~in writing~~ by the resident being charged, and within ~~60~~ 30 days of the billing date will be considered. Common area and section damages may not be appealed, but students may review their hall's itemized common area charges by contacting ~~the Department of Residential Life, their Residence Director during the school year or by going to the 'Residential Life' page of the University website after February 1 (for fall semester charges) and July 1 (for spring semester charges).~~

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10. Students responsible for repeated or significant damages face sanctions up to and including immediate loss of housing or University status in addition to restitution.

11. Students responsible for extraordinary cleaning charges face sanctions up to and including immediate loss of housing in addition to restitution; biohazard issues related to bodily waste ~~WILL~~ may lead to immediate loss of housing and restitution.

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12. Below is a partial list for some common cleaning and damage charges including parts and standard labor charges (all prices are subject to change, and may vary from hall to hall).

## BATHROOM:

Sink 250.00

Mirror ~~100.00~~ 125.00

Shower rod 75.00

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Shower curtain ~~17.00~~, 25.00

Shower door 150.00-200.00

Soap dispenser ~~20.00~~, 25.00

Shower Seat 568.75

Sanitary napkin box ~~42.00~~, 45.00

Toilet stall door ~~150.00-200.00~~, 250.00-450.00

Toilet paper holder 40.00

Toilet unplug 100.00

Toilet seat ~~30.00~~, 75.00

Toilet (tank only) 250.00

Toilet replacement (wall hung) ~~150.00~~, 165.00

Toilet replacement (floor mount) ~~350.00~~, 552.00

Disassemble, take bowl off (unplug) 100.00

## FURNITURE:

Barstool 210.00

Bench 250.00

Bunk bed (headboard, footboard, frame) 200.00

Chest of drawers 275.00

Coffee table 200.00

Desk chair 175.00

Desk chair seat or back 45.00

Desk 290.00

Desk bookcase 100.00

End table 175.00

Mattress 90.00

Upholstered 3-seater 1000.00

Upholstered 2-seater 900.00

Upholstered 1-seater 600.00

Upholstered repair-minimum 100.00

## DOORS/LOCKS/KEYS:

Door ~~450.00~~, 600.00

Door closer ~~175.00~~, 350.00

Door handle-replace (set) ~~150.00~~, 200.00

Door lock-(complete replacement) ~~350.00~~, 450.00

Door refinish 50.00-100.00

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Lock core change:

Single ~~110.00~~ 120.00

Double ~~120.00~~ 130.00

Triple ~~130.00~~ 140.00

Quad ~~140.00~~ 150.00

Apartment/Suite front door lock/key 130.00-160.00

Mailbox key 10.00

## FIRE SAFETY:

Exit door alarm ~~200.00~~ 450.00

Exit door sign ~~200.00-250.00~~ 425.86

Fire alarm cover ~~110.00~~ 162.76

Fire extinguisher recharge 60.00

Fire extinguisher replace 125.00

Fire extinguisher box cover 35.00-60.00

Heat/smoke detector ~~90.00-130.00~~ 115.64

Malicious/negligent fire alarm 500.00

## WINDOW:

Window crank ~~25.00~~ 27.10

Window glass ~~75.00-500.00~~ 150.00-700.00

Window screen 25.00-100.00

Window shade roller ~~16.00-50.00~~ 75.00-265.00

Window shade chain operated 75.00-250.00

Vertical blind track-minimum 200.00

## EXTRAORDINARY CLEANING:

Minimum charge 25.00

After hours-minimum ~~150.00~~ 175.00

Biohazard clean-up-minimum 100.00

Biohazard clean-up—after hours 175.00

Disposal fee-carpet ~~50.00~~ 75.00

Disposal fee-furniture ~~50.00~~ 75.00

Disposal fee-food containers 10.00

Personal trash removal-minimum 25.00

Recycling item in wrong bin 15.00

Graffiti clean-up (sq. ft.) 30.00

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Fire extinguisher discharge clean-up 250.00

## OTHER:

Bulletin board 100.00

Bulletin board content (replace) 25.00

Cable jack box 30.00

Carpet replacement (sq. yd) 50.00

Carpet stain removal 25.00

Ceiling tiles 25.00-~~50.00~~, 75.00

Ceramic wall/floor tile (sq. ft.) 50.00

Closet door 125.00-200.00

Dishwasher 500.00

Elevator damage repairs 500.00-1500.00

Hub 30.00

Hub power supply ~~10.00~~, 50.00

Hub long data cable ~~15.00~~, 90.00

Hub short data cable 25.00

Light globe cover 25.00-100.00

Light globe cover-New Hall 90.00-230.00

Mailbox glass 15.00

Mirror-room 30.00

Nail/tack/dart hole-each 15.00

Painting (sq. ft.)-minimum 25.00

Sheet rock (sq. ft.) ~~25.00~~, 50.00

Sign replacement (varies w/type) 100.00-175.00

Sink gooseneck spout 75.00-100.00

Tape mark-minimum 10.00

Tradesperson after hours (minimum) ~~150.00~~, 183.84

Vending damage (minimum) 200.00

Water fountain ~~550.00~~, 1500.00

Camera and related equipment 2000.00

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

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

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Labor Charges/Electrician ~~\$175.00~~, 223.00 per occurrence  
Labor Charges/Carpenter ~~\$150.00~~, 188.00 per occurrence  
Labor Charges/Heating and Ventilation ~~\$200.00~~, 223.00 per occurrence  
Labor Charges/Locksmith ~~\$175.00~~, 237.00 per occurrence  
Labor Charges/Plumber ~~\$200.00~~, 212.00 per occurrence  
Note: Facilities may change rates to comply with contractual minimums for these services.

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## E. Entry into Residence Hall Rooms

1. The University may authorize an administrative room entry or search based on reasonable grounds for believing that the search will yield evidence that the resident is in violation of University/Residential Life policies.
2. Residential Life conducts health and safety inspections of all residential areas including student bedrooms as needed to ensure that students are living in a safe, sanitary manner and in compliance with the Residential License Agreement. Advance notice of these ~~routine~~ inspections will be given.
3. Maintenance and Facilities and Operations personnel or designees may enter student rooms at any time to perform needed work. ~~Staff members are obligated to report any University policy violations noted during the room checks and unapproved items may be removed from rooms-~~
4. University staff may enter a room in emergency or ongoing situations which are believed to present immediate danger to students and/or property.
5. Students should also be aware that search warrants, based upon probable cause that a crime has been/is being committed, are obtained by University ~~personnel~~ Police as needed.
6. Fire alarms ~~will may~~ necessitate a health and safety check of each room to ensure building evacuation. Staff members are obligated to report any University policy violations noted during room checks and unapproved items may be removed from rooms.

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## F. Facilities

1. *Bicycles/Motorcycles/Mopeds* - Bicycle storage areas are provided in most halls. Bicycles stored in public areas are safety hazards and will be removed. Motorcycles/mopeds belong in designated parking areas only. ~~It is expected that~~

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bicycles will be removed at the close of each semester. Any property left will be donated and removed.

2. *Cleanliness* - Residents are responsible for cleaning and keeping their rooms, suites and apartments in a safe and sanitary manner and share responsibility for maintaining common areas such as kitchens, hallways, bathrooms, and lounges. Rooms, suites and apartments should not be decorated or arranged in ways that cause safety issues or extraordinary cleaning (such as chalking or painting walls, affixing permanent additions in rooms, or other similar actions). Trash and recycling materials should be deposited regularly in the designated containers. Extraordinary cleaning charges are assessed to individuals or the hall as needed. During normal maintenance hours these charges vary, depending on the situation. After normal hours, the minimum charge is \$150 per incident.
3. *Cable Television* - Unauthorized connection to or modification of cable lines is illegal and can result in civil, criminal, and/or student conduct action.
4. *Fire Alarms*
  - a. All residence hall occupants must evacuate the building immediately when a fire alarm sounds and remain at least 25 feet from the hall. Exit using the CLOSEST fire door, and learn alternate plans of escape if an exit is blocked, and await instructions from staff regarding an assembly point as needed.
  - b. Any student who fails to evacuate a residence hall during a fire alarm shall be subject to sanctions up to and including loss of housing ~~for repeat violations.~~
  - c. Any student found responsible for deliberately causing a false fire alarm or tampering with fire safety equipment is subject to immediate expulsion from the University. This includes covering, affixing items to, or disabling any fire equipment; and damaging fire exit signs or otherwise compromising building evacuation.
  - d. A \$500 charge is assessed to any building where an alarm is activated falsely, negligently or maliciously. A ~~\$2000~~ reward is offered for information leading to the successful apprehension and prosecution of any person (s) responsible for causing a malicious fire or fire alarm.
  - e. Students who cause an actual fire or trigger an alarm, either intentionally or through negligence, face sanctions up to and including expulsion from the

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University and a \$500 service charge plus actual restitution for damages and clean-up.

## 5. Fire Safety

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

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- h. Students must not damage, tamper with, cover or deactivate any fire safety equipment, whether in rooms (heat/smoke detectors, etc.) or common areas (pull stations, exit signs, etc.). Violations will lead to sanctions up to and including expulsion from the University and fines up to \$500.00.
  - i. The University may require removal of any item, or establish conditions for its continued presence and use, in the interest of preserving a healthful and safe environment.
6. *Common Areas* – Residence hall common areas include main lobbies, game rooms, student lounges, floor lounges, laundry rooms and other spaces. To preserve a comfortable living environment for all residents, please respect these shared areas. In particular, common area furniture and equipment provided for community use are NOT to be removed for personal use within a room. Students found with such items in their rooms face student conduct action, possible criminal charges for theft of state property, and will be charged a \$100 service charge per item.
7. *Repairs* – Many repairs can be completed by your hall's maintenance staff. If you need a room repair, ~~please complete a Work Order. If you have an urgent room issue~~ or see a damaged item in a public area, please submit a maintenance request through MyHousing. inform your RD or Maintainer. For major health/safety issues, please inform an RA, RD, Maintainer or Public Safety, University Police immediately. Please remember that most facilities and maintainer staff members typically work 'first shift' hours (6am-2pm), so non-emergency requests made later in the day are unlikely to receive attention until the following day at the earliest.
8. *Roofs* – Residence hall roofs, balconies, and exterior landings are not designed for resident use; ~~students found in these areas face a loss of housing~~ Violations will lead to sanctions up to and including a loss of housing.
9. *Room Furniture*
- a. Do not put beds on radiators, cinderblocks, or other furniture. Do not place mattresses on the floor. Waterbeds are not allowed.
  - b. Desk bookshelves must remain affixed to the desktops.
  - e. ~~Room furniture can only be removed with the RD's prior approval and will be stored in a designated area as space permits.~~
  - c. Do not remove closet doors or stack room furniture unless that furniture is designated to be stackable (New Hall end tables, University Hall dressers).

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d. Students are not allowed to bring large, upholstered furniture made for home use (including futons and beanbag chairs) into the residence halls, as they do not meet strict state-mandated standards for residence hall fire retardance.

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

## G. Guest and Visitor Policies

1. Definition - a guest is defined as any ~~non-student who is visiting the University. A visitor is defined as any student individual~~ who is not currently assigned as a resident of that particular residence hall ~~and/or~~ room.
2. Residents are responsible for the behavior of their guests. Hosts must ensure that guests abide by all University and residence hall policies. Guests ~~who are not of~~ Westfield State University students will be banned from campus and face possible civil/criminal action for policy violations. ~~Guests Visitors~~ who are Westfield State University students face loss of guest visitation privileges and possible additional student conduct action as well as possible civil/criminal action for University policy violations.
3. The rights of Westfield State University residents shall take precedence over the rights of guests ~~visitors~~. Specifically, residents have the right to restrict guest ~~visitor~~ presence in their own rooms, particularly in the case of overnight guests ~~visitors~~.
4. A guest's ~~visitor's~~ stay may not exceed three (3) overnights in any week (Monday-Sunday). An extended pattern of visitation which, in the judgment of ~~the~~ Residential Life staff, indicates illegal residence in a building or disrespect for a roommate's rights may lead to immediate removal and/or loss of sign-in privileges for the guest ~~visitor~~; and disciplinary actions, reassignment to another room, and/or loss of guest ~~visitor~~ hosting privileges for the resident.
5. Guest Sign-In
  - a. Any guest ~~who is not a current Westfield State University~~ student must be signed in and escorted at all times by the host. Failure to follow correct sign-in policy will result in guest removal from campus and guest restrictions for the host.
  - b. Current Westfield State University students must provide a valid University ID upon request of Residential Life staff member or other University official as

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requested, ~~and upon entering a residence hall whenever the desk is staffed,~~  
Repeated failures to present ID as requested will lead to more stringent sanctions up to and including loss of housing.

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

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

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~~7.~~ Guest/visitor policies may be changed at specially designated times such as Spring Weekend and others as identified by the ~~Dean of Students, Vice President, Student Affairs.~~

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## H. Keys and Residence Hall Access

- 1. Residence hall access keys and cards belong to the University and are assigned to residents for their personal use only. ~~You Students~~ are responsible for carrying ~~your~~ assigned keys and ID card at all times. Keys and ID cards are not to be loaned to anyone for any reason.
- 2. Lost keys - Report to your RD immediately so a lock change can be done. Students will be charged for a lock change for any keys that are lost or not returned.

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3. Lockouts - Call ~~Public Safety University Police~~ (x5262). The lockout service charge is \$15.
4. Unauthorized possession or use of a University key or ID not officially issued to ~~you the student~~, duplication of any University key or ID, or loaning of a University key or ID issued to ~~you the student~~ or any other person is a major offense and ~~will may~~ result in suspension from housing or the University.

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## I. Occupancy Issues

1. Eligibility - Full-time (at least 12 credits) Westfield State University undergraduate Day students have first priority for on-campus housing. Bills must be paid in full. ~~Housing is available for part-time students as space is available. Graduate student housing is available.-~~

- ~~2. Commuter students who go on exchange shall be commuter students when they return. Commuters may request on-campus housing at any time and are accommodated as space permits.~~

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2. The Residential License Agreement (RLA) found in MyHousing applies to both the **fall and spring** semesters; it sets forth the terms and conditions for living in the residence halls. It explains room assignment, billing, withdrawal and refund procedures, lists policies and outlines meal plan information. A signed Agreement is required of all residents; an electronic confirmation of your completion of these forms and a copy of the documents will be emailed to your University email address. returned ~~for your reference. Room Reservation Housing Deposits~~ are non-refundable. Students who seek to leave housing before the end of the academic year are subject to a \$750.00 Cancellation Fee following an approved petition for release.

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~~2.3.~~

~~3.4.~~ Check-In/Check-Out Procedures

- a. Upon arrival, ~~students are required to check into their assigned room according to the published check-in procedures. check in to your assigned room with a Residential Life staff member.~~ This requires you to ~~review complete~~ and electronically sign a Room Condition Report (RCR) ~~in your MyHousing account and return it to the RAVRD. You will also receive your living area and mailbox keys.~~ When you leave housing or change rooms/buildings, check out with a Residential Life Staff member ~~an RA or RD,~~ electronically sign your RCR and return the key(s). Failure to return your RCR within ~~one week 48 hours~~ of check-in will result ~~in a \$50 improper check-in charge and will result~~ in the assumption that the room was in ~~completely~~ satisfactory condition upon arrival.

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- b. Failure to properly check in or out of a room will lead to a \$50 fee plus applicable lock change ~~fees, /key changes.~~
- c. To avoid charges, ~~room must be in the same condition as move-in. empty all drawers and closets, remove carpets, furniture, and personal belongings, and clean your room before leaving.~~ Room cleaning fees will be assessed. ~~start at \$25.~~ A per item removal charge will be assessed for large items such as carpets and furniture.
- d. ~~For students leaving housing during the University refund period~~ No refund can be considered or processed until a resident has officially checked out of his/her assigned space. Any check-out done after regular business hours (Monday-Friday, 9:00a.m.-5:00 p.m.) will be processed as being effective on the next regular business day.
- e. Students no longer in housing who do not retrieve personal belongings within ~~72 hours one week~~ of departure will be charged for ~~disposal and/or donation of items. packing, storage and/or shipping of items. The University may also, at its option, dispose of or donate to charity any unclaimed items.~~

## 4.5. Room Changes

- a. ~~Successful roommate relationships are an important learning component of the residential student experience and a responsibility shared by the roommates.~~
- a-b. See also: Residential License Agreement Terms and Conditions.
- b-c. Room changes requested in response to roommate conflicts are generally considered only after other options and educational processes have been explored.
- e-d. Students requesting to be re-assigned may be asked to take an active role in determining which available space is likely to be most successful for them.
- d-e. While individual needs weigh heavily in all decisions regarding room requests, the needs of the campus residential community-at-large and the integrity of the room allocation process are also key considerations.
- e-f. All room changes must be approved AND scheduled in advance with ~~the Department of designated Residential Life. professional staff members.~~
- f-g. When a student moves out of a room, it is the responsibility of the remaining resident (s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of ~~their his/her,~~ arrival.

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g-h. All housing ~~sign-up, selection~~ and room change processes and timeliness occur at the discretion of Residential Life and are subject to change.

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h-i. Students must not reside in on-campus spaces other than the ones to which they are assigned, and for which they are issued keys. ~~Unapproved room changes completed by students without prior approval from the Department of Residential Life will result in an illegal room change fee of \$50.00.~~

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i-j. All room assignments are subject to change by Residential Life at any time. ~~The University reserves the right to reassign a resident to another residence hall space at any time for reasons deemed sufficient by the University, and the RLA will remain in effect and will apply to the student's occupancy of the other space.~~

j-k. In case of serious roommate conflicts in which residents are unable to resolve the situation, ~~the Department of~~ Residential Life will intervene and may, at its discretion, move any or all students involved in the interest of resolving the immediate conflict and preserving an appropriate living/learning environment.

~~5-6. Vacation periods and semester breaks - All residence halls are closed during official University recess periods, breaks and may not only be entered by students registered for interim housing. at these times without prior Residential Life approval, Residents are to vacate the residence halls within 24 hours of their last final exam or by closing on the last day of finals, whichever comes first unless registered for interim housing during University breaks. Housing may be available during periods when the halls are closed. Associated fees, contract terms, and restrictions will be at the discretion of the Department of Residential Life.~~

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~~6-7. All residents except those in the Apartment Complex, Lansdowne Place and New Hall must purchase a University meal plan. Exemptions from the meal plan will be considered for students providing legitimate medical documentation. Meal plan exemption forms may be obtained at Residential Life. Only completed forms received at Residential Life before the semester begins or within the first two weeks of classes will be considered. Be advised that the food service staff can make special accommodations for a variety of dietary needs.~~

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6. Under-Capacity Rooms, Suites, and Apartments – The University, at its option, may choose to do any of the following regarding residents living in undercapacity rooms: 1) place a student in the empty space; 2) have students in partially full rooms move in together; 3) allow students living in undercapacity rooms to pay a ~~“deluxe fee”~~ premium single fee to retain the room at its current, reduced capacity for the

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remainder of the semester. ~~Students living in suites or apartments are responsible for maintaining those accommodations at full occupancy and may be required, at the University's discretion, to consolidate within their existing apartment, move out of their apartment/suite to other on-campus accommodations or to pay an additional, prorated "deluxe fee" based on the number of vacancies. This provision is in place based on the popularity of apartments/suites and on the difficulty faced by the University in making student assignments into these type of housing.~~

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7. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after ~~their his/her~~ suspension is complete.

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~~8. On-campus living is a privilege, not an entitlement. Residents who demonstrate an inability to coexist with other residents in a residence hall room, section or community are subject to having their on-campus living privileges revoked for future academic years; and also face administrative reassignment and/or student conduct charges during the current academic year. Examples of such behavior include, but are not limited to: significant incidents of vandalism, threats toward or harassment of students or University employees in the residential setting, and other serious policy violations; or a persistent pattern of violating University and residence hall policies.~~

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~~9. While Residence hall suites, and apartments and rooms may be co-ed provided all of the students living in those areas in agreement. all bedrooms must be single-gender.~~

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## J. Personal Belongings

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

## K. Pets

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

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

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b. ~~Fish, defined as gill-bearing aquatic craniate animal that lacks limbs with digits. A maximum of one aquarium no longer than five (5) gallons is permitted in a residence hall room. When departing for the semester breaks or any period greater than 72 hours, residents are required to take all fish with them and the aquarium must be unplugged.~~

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~~No pets of any kind are allowed in the residence halls (except for approved service or assistance animals). Repeat violations will lead to sanctions up to and including loss of housing. Depending on the situation, residents will be held responsible for removing the pet; and for any costs associated with the care or removal of a pet.~~

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## L. Posting Policy

1. All posters, notices, petitions, and other publicity must be approved at the Office of Residential Life prior to residence hall posting. Approved items will then be posted in the halls by the ~~student group Residential Life staff~~ in appropriate areas. Posters may not be placed on windows, painted surfaces, or stairwells. Students/groups/organizations must be clearly identified on any postings. Items posted improperly will be discarded.

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2. Individuals and groups wishing to advertise events or services that may be of interest to on-campus residents should contact the ~~Department Office~~ of Residential Life for permission. The ~~Executive Director of Residential Life Services and Campus Life (or designee)~~ reserves the right to refuse permission to advertise for those events or services that promote the use of alcohol or are insensitive to members of the campus community. Approved items will be then posted in the halls by the Residential Life staff in appropriate areas.

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## M. Quiet Hours/Courtesy Hours

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

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~~Sunday – Thursday 9:00p.m. – 9:00a.m.  
Friday – Saturday 11:00p.m. – 9:00a.m.~~

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Sunday – Saturday 10:00pm – 7:00am

2. If you have a concern about noise, first attempt to resolve the matter yourself with the student involved. If you still need assistance, contact a Residential Life or University Police. residence hall staff member or Public Safety.

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3. The following are always violations of quiet/consideration hours:

a. Use of sound equipment (~~stereos, amplifiers, subwoofers, musical instruments,~~ air horns, etc.) which can reasonably be expected to inhibit residents' study or sleep;

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b. Participation in sports activities in or near the residence halls;

~~c. Shouting or playing stereos out of the windows;~~

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~~d. Disruptive gatherings in rooms, hallways, or lounges.~~

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4. Immediately preceding and during final exams, quiet hours are in effect 24 hours a day. Quiet hours violations during this crucial period can result in removal from University housing for the remainder of the semester.

~~5. Repeated quiet hours violations indicate that a resident is unwilling or unable to respect the needs of others. Such situations negatively affect the educational environment and shall result in a written warning, probation, administrative room reassignment, or loss of housing for repeat violations. In addition, students may be required to remove equipment when its use has been disruptive to the environment.~~

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## N. Safety and Security

1. To maintain a safe environment, common doors that provide access to residential areas are locked at all times. These doors can be opened with your University ID card. Other entrance doors are typically locked and alarmed at all times unless otherwise specified in your hall. Exterior doors should never be propped open; violators will be subject to sanctions. Public Safety, Residential Life and other staff members provide coverage for each hall as assigned. For the protection of the community, students are expected to present their valid University ID ~~with the current semester's sticker,~~ upon entering a residence hall whenever the desk is staffed or as requested.

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~~2. Sports – Due to potential danger to people and property, athletic activities are prohibited inside or within 25 feet of a residence hall (includes courtyards and parking lots).~~

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2. Weapons – Possession, storage, or use of any weapon or other similar potentially dangerous or illegal device is prohibited on the University campus. Having a weapon or similar potentially dangerous devices in the residence halls, regardless of whether

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or not the weapon is considered by the owner to be a decorative toy, sporting, or collectible item, is a major offense.

3. Windows/screens - For safety reasons, dropping, dumping, throwing objects or liquids from windows, leaning out of windows, entering or exiting a hall through a window, and placing yourself or property outside a window, on a window sill or building ledge are prohibited. Screens must remain in place at all times or a \$50 screen replacement service charge will be assessed.

- ~~4. Students who create a significant health and safety hazard in or near a residence hall, either intentionally or through negligence, demonstrate a lack of appropriate concern for the well being of other residents and face sanctions up to and including loss of housing.~~

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- ~~4-5. Cameras – Westfield State University employs a security camera system in residence hall public areas. The surveillance of public areas is intended to deter crim and assist in protecting the safety and property of the University and its community members. “Public areas” are areas made available for use by the public including, but not limited to, campus grounds, parking areas, building exteriors, lobbies, hallways, entrances, and exits. Areas of the University in which persons would not have a reasonable expectation of privacy, and to which access is restricted to certain people, such as storage areas and residence hall hallways, shall be considered public areas for the purpose of this Policy. The University shall undertake all appropriate measures to protect an individual’s right to privacy and to maintain security camera information securely through its creation, storage, transmission, use, and deletion. “Private areas” are areas in which a person has a reasonable expectation of privacy, including, but not limited to, residence hall rooms, bathrooms, shower areas, locker rooms and changing rooms. Areas dedicated to medical, physical or mental health therapy or treatment shall also be considered private areas for the purpose of this Policy.~~

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## O. Smoke Free/Tobacco Free Campus

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

## P. Solicitation



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

## Q. Meal Plans

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

## REVIEW

Policy changes: Changes or updates in Residential Life policies and procedures shall be implemented after written communication from the ~~Executive Director of Residential Life, Residential Services and Campus Life~~ or the ~~Dean of Students, Vice President, Student Affairs~~. The Residence Hall Association ~~Hall Councils~~ may also choose to strengthen a policy by majority vote of the ~~Association Council~~ and approval by the ~~Executive Director of Residential Life, Residential Services and Campus Life~~ but may not weaken or change its intent. All policies shall be reviewed annually by the ~~Dean of Students, Vice President, Student Affairs~~ and any changes must be approved by the University President.

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## RESIDENCE HALL POLICY

### PURPOSE

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

### POLICY

#### A. Introduction

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

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

#### B. Alcohol and Other Drugs

See "Alcohol and Other Drug Policy" section of the current [Student Handbook](#).

#### C. Appliances and Electrical Devices

1. Electrical appliances/devices permitted in resident rooms: blenders, clocks, coffee makers with auto shut-off, computers, fans, hair dryers/curlers, humidifiers, irons with auto shut-off, air popcorn poppers, radios, razors, mini fridge, operating on up to 2.5 amps and having a capacity up to 4 cubic feet; stereos, TVs. Appliances should be Energy Star rated where available. Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.
2. Electrical appliances/devices prohibited in resident rooms: air conditioners, candle/wax warmers, "George Foreman grills" or similar devices, halogen lamps, heat lamps, heaters, hotplates, hotpots, sandwich makers, toasters, toaster ovens and other cooking devices. To preserve a safe, healthy environment, Residential Life shall confiscate prohibited appliances. Non-approved appliances will be removed immediately upon discovery and disposed of. Repeat violations will lead to sanctions up to and including a loss of housing. Apartment Complex, University Hall and New Hall residents may have one "George Foreman grill"/sandwich maker, microwave, air fryer and one toaster or toaster oven per apartment in the kitchen area.

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

## D. Damage

1. Residents are members of a large and interdependent community, and each persons' actions have an impact on their neighbors and the University. Residents are expected to work with the Residential Life staff and with other residents to promote respect for our residence halls and for all who live and work in them. The University will make students aware of conduct that is damaging to the community and inform students of damages and extraordinary cleaning charges. If excessive changes occur in a hall, students are notified of what has taken place and given the opportunity to take responsibility before other steps are taken.

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2. Residents of a building are responsible for damage and vandalism which occurs during the year. Damages are classified as:
  - a. *Personal* - the resident's room and all University furnishings and equipment present in these spaces. Apartment kitchens, living rooms and bathrooms are also considered personal space for billing purposes.
  - b. *Section* - the hallways, lounges, bathrooms etc. shared by residents in a specified area of a building.
  - c. *Common Area* - public areas such as hallways, floor lounges, bathrooms, stairwells, main lounges, lobbies, game rooms, courtyards, and grounds; and all University furnishings and equipment present in these spaces. Personal and common area charges will apply to all residents
3. At check-in, each resident completes a detailed Room Condition Report (RCR) in MyHousing. Carefully complete the RCR to avoid billing concerns at check-out. The RCR will be reviewed at check-out by the Residential Life staff. Costs for room damages, missing items, and extraordinary cleaning will be billed to residents. Complete your RCR within 48 hours of check-in to avoid a \$50 improper check-in charge and possible room damage charges.
4. Common area damages which cannot be attributed to specific persons will be apportioned among all hall residents at the end of each semester. Common area charges will be billed to residents at the end of the semester as needed.
5. Section damages which cannot be attributed to specific persons will be apportioned among all section residents at the time those charges occurred. Section charges will be billed to residents during the semester and/or at the end of the semester as needed.
6. The Residential Life staff conducts room damage assessments at the conclusion of each semester or at the time of a resident's checkout during the semester.
7. Routine vs. extraordinary cleaning – Residence hall maintainers are responsible for daily cleaning of public areas, trash removal from designated areas, and routine minor repairs. They are not expected to clean extraordinary messes or student rooms. Where extraordinary cleaning is needed, the individual or building will be assessed a service charge based on the nature of the occurrence.
8. Repairs may be made immediately or on a cyclical basis, depending on the nature and severity. Damage repair fees are applied to those repairs regardless of when this work is completed.

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

## **BATHROOM:**

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

## **FURNITURE:**

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

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

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

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

## **FIRE SAFETY:**

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

## **WINDOW:**

Window crank 27.10

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

## **EXTRAORDINARY CLEANING:**

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

## **OTHER:**

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

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

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

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

Labor Charges/Electrician \$223.00 per occurrence  
Labor Charges/Carpenter \$188.00 per occurrence  
Labor Charges/Heating and Ventilation \$223.00 per occurrence  
Labor Charges/Locksmith \$237.00 per occurrence  
Labor Charges/Plumber \$212.00 per occurrence

Note: Facilities may change rates to comply with contractual minimums for these services.

## E. Entry into Residence Hall Rooms

1. The University may authorize an administrative room entry or search based on reasonable grounds for believing that the search will yield evidence that the resident is in violation of University/Residential Life policies.
2. Residential Life conducts health and safety inspections of all residential areas including student bedrooms as needed to ensure that students are living in a safe, sanitary manner and in compliance with the Residential License Agreement. Advance notice of these inspections will be given.
3. Maintenance and Facilities and Operations personnel or designees may enter student rooms at any time to perform needed work. Staff members are obligated to report any University policy violations noted during the room checks and unapproved items may be removed from rooms
4. University staff may enter a room in emergency or ongoing situations which are believed to present immediate danger to students and/or property.



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5. Students should also be aware that search warrants, based upon probable cause that a crime has been/is being committed, are obtained by University Police as needed.
6. Fire alarms may necessitate a health and safety check of each room to ensure building evacuation. Staff members are obligated to report any University policy violations noted during room checks and unapproved items may be removed from rooms.

## F. Facilities

1. *Bicycles/Motorcycles/Mopeds* - Bicycle storage areas are provided in most halls. Bicycles stored in public areas are safety hazards and will be removed. Motorcycles/mopeds belong in designated parking areas only. It is expected that bicycles will be removed at the close of each semester. Any property left will be donated and removed.
2. *Cleanliness* - Residents are responsible for cleaning and keeping their rooms, suites and apartments in a safe and sanitary manner and share responsibility for maintaining common areas such as kitchens, hallways, bathrooms, and lounges. Rooms, suites and apartments should not be decorated or arranged in ways that cause safety issues or extraordinary cleaning (such as chalking or painting walls, affixing permanent additions in rooms, or other similar actions). Trash and recycling materials should be deposited regularly in the designated containers. Extraordinary cleaning charges are assessed to individuals or the hall as needed. During normal maintenance hours these charges vary, depending on the situation. After normal hours, the minimum charge is \$150 per incident.
3. *Cable Television* - Unauthorized connection to or modification of cable lines is illegal and can result in civil, criminal, and/or student conduct action.
4. *Fire Alarms*
  - a. All residence hall occupants must evacuate the building immediately when a fire alarm sounds and remain at least 25 feet from the hall. Exit using the CLOSEST fire door and learn alternate plans of escape if an exit is blocked and await instructions from staff regarding an assembly point as needed.
  - b. Any student who fails to evacuate a residence hall during a fire alarm shall be subject to sanctions up to and including loss of housing.
  - c. Any student found responsible for deliberately causing a false fire alarm or tampering with fire safety equipment is subject to immediate expulsion from the University. This includes covering, affixing items to, or disabling any fire

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equipment; and damaging fire exit signs or otherwise compromising building evacuation.

- d. A \$500 charge is assessed to any building where an alarm is activated falsely, negligently or maliciously. A reward is offered for information leading to the successful apprehension and prosecution of any person (s) responsible for causing a malicious fire or fire alarm.
- e. Students who cause an actual fire or trigger an alarm, either intentionally or through negligence, face sanctions up to and including expulsion from the University and a \$500 service charge plus actual restitution for damages and clean-up.

## 5. *Fire Safety*

- a. Lighting, heating, decorative, or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, candle/wax warmers, and potpourri pots. Grills used for outdoor cooking must be used at least 25 feet away from all buildings. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.
- b. Residence hall storage of gasoline, kerosene, lighter fluid, liquid propane or any flammable liquid, or machines using flammable liquids, is prohibited. Explosives, fireworks, and/or other hazardous materials may not be stored or used in or around the residence halls.
- c. In all residence halls the bedrooms, living areas, doorways, stairwells, windows and hallways must remain unobstructed. Nothing may be hung in any residence hall windows, doorways, or from the ceiling. At no time should sheets, blankets, or tapestries be hung on residence hall walls or ceilings or obstruct fire alarms. Wall decorations must not cover more than 30% of the wall space and should not be larger than '3X5'. Door decorations must not be affixed within one foot of the top or bottom, or within six inches of the side edges, of any door. Door decorations must not cover any room number, door lock, or handle.
- d. Residence hall fireplaces are decorative only and are prohibited to use.
- e. Decorations: Live trees and wreaths are not allowed. Lighted decorations may only be on when a person is in the room. Decorations must be fireproof and cannot cover hallways, exits or doors, appliances, or electrical fixtures and they must be removed in a timely manner. Any costs associated with damage from

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- string lights and LED light strips will be assessed to the student during the damage billing process.
- f. The University reserves the right to remove hazardous materials or devices, or items that are being used in an unsafe manner. Confiscated items are typically disposed of.
  - g. Apartment Complex fire escape doors and stairwells are for emergency purposes only.
  - h. Students must not damage, tamper with, cover or deactivate any fire safety equipment, whether in rooms (heat/smoke detectors, etc.) or common areas (pull stations, exit signs, etc.). Violations will lead to sanctions up to and including expulsion from the University and fines up to \$500.00.
  - i. The University may require removal of any item, or establish conditions for its continued presence and use, in the interest of preserving a healthful and safe environment.
6. *Common Areas* – Residence hall common areas include main lobbies, game rooms, student lounges, floor lounges, laundry rooms and other spaces. To preserve a comfortable living environment for all residents, please respect these shared areas. In particular, common area furniture and equipment provided for community use are NOT to be removed for personal use within a room. Students found with such items in their rooms face student conduct action, possible criminal charges for theft of state property, and will be charged a \$100 service charge per item.
7. *Repairs* – Many repairs can be completed by your hall's maintenance staff. If you need a room repair or see a damaged item in a public area, please submit a maintenance request through MyHousing. For major health/safety issues, please inform an RA, RD, Maintainer or University Police immediately. Please remember that most facilities and maintainer staff members typically work 'first shift' hours (6am-2pm), so non-emergency requests made later in the day are unlikely to receive attention until the following day at the earliest.
8. *Roofs* – Residence hall roofs, balconies, and exterior landings are not designed for resident use; Violations will lead to sanctions up to and including a loss of housing.
9. *Room Furniture*
- a. Do not put beds on radiators, cinderblocks, or other furniture. Do not place mattresses on the floor. Waterbeds are not allowed.
  - b. Desk bookshelves must remain affixed to the desktops.

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- c. Do not remove closet doors or stack room furniture unless that furniture is designated to be stackable (New Hall end tables, University Hall dressers).
- d. Students are not allowed to bring large, upholstered furniture made for home use (including futons and beanbag chairs) into the residence halls, as they do not meet strict state-mandated standards for residence hall fire retardance.
- e. Students are permitted to bring a personal desk chair. However, the University desk chair must remain in the room.

## G. Guest and Visitor Policies

1. Definition - a guest is defined as any non-student who is visiting the University. A visitor is defined as any student who is not currently assigned as a resident of that particular residence hall and/or room.
2. Residents are responsible for the behavior of their guests. Hosts must ensure that guests abide by all University and residence hall policies. Guests of Westfield State University students will be banned from campus and face possible civil/criminal action for policy violations. Visitors who are Westfield State University students face loss of guest visitation privileges and possible additional student conduct action as well as possible civil/criminal action for University policy violations.
3. The rights of Westfield State University residents shall take precedence over the rights of guests/visitors. Specifically, residents have the right to restrict guest/visitor presence in their own rooms, particularly in the case of overnight guests/visitors.
4. A guest's/visitor's stay may not exceed three (3) overnights in any week (Monday-Sunday). An extended pattern of visitation which, in the judgment of the Residential Life staff, indicates illegal residence in a building or disrespect for a roommate's rights may lead to immediate removal and/or loss of sign-in privileges for the guest/visitor; and disciplinary actions, reassignment to another room, and/or loss of guest/visitor hosting privileges for the resident.
5. Guest Sign-In
  - a. Any guest student must be signed in and escorted at all times by the host. Failure to follow correct sign-in policy will result in guest removal from campus and guest restrictions for the host.
  - b. Current Westfield State University students must provide a valid University ID upon request of Residential Life staff member or other University official as requested. Repeated failures to present ID as requested will lead to more stringent sanctions up to and including loss of housing.

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

## H. Keys and Residence Hall Access

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

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4. Unauthorized possession or use of a University key or ID not officially issued to the student, duplication of any University key or ID, or loaning of a University key or ID issued to the student or any other person is a major offense and may result in suspension from housing or the University.

## I. Occupancy Issues

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

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- e. Students no longer in housing who do not retrieve personal belongings within 72 hours of departure will be charged for disposal and/or donation of items.
4. Room Changes
    - a. See also: Residential License Agreement Terms and Conditions.
    - b. Room changes requested in response to roommate conflicts are generally considered only after other options and educational processes have been explored.
    - c. Students requesting to be re-assigned may be asked to take an active role in determining which available space is likely to be most successful for them.
    - d. While individual needs weigh heavily in all decisions regarding room requests, the needs of the campus residential community-at-large and the integrity of the room allocation process are also key considerations.
    - e. All room changes must be approved AND scheduled in advance with the Department of Residential Life.
    - f. When a student moves out of a room, it is the responsibility of the remaining resident (s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of their arrival.
    - g. All housing selection and room change processes and timeliness occur at the discretion of Residential Life and are subject to change.
    - h. Students must not reside in on-campus spaces other than the ones to which they are assigned, and for which they are issued keys. Unapproved room changes completed by students without prior approval from the Department of Residential Life will result in an illegal room change fee of \$50.00.
    - i. All room assignments are subject to change by Residential Life at any time. The University reserves the right to reassign a resident to another residence hall space at any time for reasons deemed sufficient by the University, and the RLA will remain in effect and will apply to the student's occupancy of the other space.
    - j. In case of serious roommate conflicts in which residents are unable to resolve the situation, the Department of Residential Life will intervene and may, at its discretion, move any or all students involved in the interest of resolving the immediate conflict and preserving an appropriate living/learning environment.
  5. Vacation periods and semester breaks - All residence halls are closed during official University breaks and may only be entered by students registered for interim housing. Residents are to vacate the residence halls within 24 hours of their last

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final exam or by closing on the last day of finals, whichever comes first unless registered for interim housing during University breaks. Associated fees, contract terms, and restrictions will be at the discretion of the Department of Residential Life.

6. Under-Capacity Rooms, Suites, and Apartments – The University, at its option, may choose to do any of the following regarding residents living in undercapacity rooms: 1) place a student in the empty space; 2) have students in partially full rooms move in together; 3) allow students living in undercapacity rooms to pay a premium single fee to retain the room at its current, reduced capacity for the remainder of the semester.
7. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.
8. Residence hall suites, apartments and rooms may be co-ed provided all of the students living in those areas in agreement.

## J. Personal Belongings

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

## K. Pets

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

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



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## L. Posting Policy

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

## M. Quiet Hours/Courtesy Hours

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

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

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

## N. Safety and Security

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

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

Smoking and/or the use of tobacco products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of cigarettes only may be allowed in designated areas

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approved by the University President and marked by appropriate signage (See Smoke Free/Tobacco Free and Marijuana Free Campus Policy).

## **P. Solicitation**

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

## **Q. Meal Plans**

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

## **REVIEW**

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



## Board of Trustees

April 25, 2023

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

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Robert A. Martin, Ph.D., Chair

April 25, 2023  
Date

# Westfield State University

Policy concerning:

APPROVED: June 8, 2006  
202348

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Number 3020  
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## FREE SPEECH / DEMONSTRATION / PICKETING POLICY

### PURPOSE

As an educational institution, Westfield State supports the constitutional right of free speech. Exposure to a wide array of ideas, viewpoints, opinions, and creative expression is an integral part of a university education, preparing students for life in a diverse global society. The rights of freedom of speech, expression, petition, religion, and public assembly are basic and essential to an individual's intellectual and social development.

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

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

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

### POLICY

1. Faculty, staff and/or students must notify the ~~Vice President, Student Affairs~~  
Dean of Students 48 hours in advance of any demonstration and or picketing activity.
2. All students, faculty, and staff ~~and students~~, have a right to demonstrate on University property provided, however, that no such demonstration shall be permissible which for any reason of time, place, or type of behavior materially disrupts class work or other University business, or involves substantial disorder or invasion of the rights of others.
3. Campus buildings are for University business. Any form of demonstration that interferes with University business in office or classroom spaces is a violation of this policy. Picketing is not permitted inside University buildings and within 15-20ft from the entrances of University buildings.
4. Demonstrators are prohibited from blocking free entry to or free exit from buildings, interfering

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**Section** Public Safety

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with free movement, or presenting obstacles to regular University activities. "Interfering with free movement" is defined as any physical denial or restriction of a person's ability to freely reach or leave a given geographical area, or harassment, which leaves a person feeling intimidated and prevents them from normal movement. Obstacles are defined as physical devices, bodies, or signs which cause interference with free movement or sounds which prevent normal communication.

5. There shall be no interference with demonstrations on the grounds of content of speech, except for any speech or demonstration which incites immediate, violent action (i.e. fighting words, micro-aggressions) and represents a clear and present danger to the campus community, which shall be a violation of this policy.
6. The safety and well-being of the campus must be protected at all times. No person shall engage in physically assaultive conduct towards any other person or damage or destroy any article of personal property belonging to another person.
7. No person shall intentionally and substantially interfere with the freedom of expression of another person on University property or at University-sponsored activities.
8. All persons shall comply with the directions of university officials lawfully acting in the performance of their duties. University officials shall not invoke this provision to stifle expression because of its content. Failure to cease any activity in violation of this policy or other University policies immediately following either written or oral notice by a College University official shall also be a violation of this policy.
9. Any violation of this policy will subject the violators to applicable actions as defined in the Student Handbook, collective bargaining agreements, and/or Massachusetts General Laws.
10. University organizations may sponsor a speaker or event, at the expense of the organization, under the university's usual event registration procedures. Such sponsorship does not necessarily imply approval of the views presented.
11. All persons at a talk or demonstration must respect the right to dissent. Dissenters may not disrupt the rights of the speakers to speak and/or the audience to listen. Preventing speech from occurring by disruptive protest is prohibited.
12. Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs, and litter from the area at the end of the event. If this is not done, the persons or organizations responsible for the event will be held financially responsible for clean-up services.

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## REVIEW

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

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# Westfield State University

Policy concerning:

APPROVED: June 8, 2006  
20~~23~~<sup>48</sup>

**Section** Public Safety

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REVIEWED: April

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# Westfield State University

Policy concerning:

APPROVED: June 8, 2006

Section Public Safety

Number 3020

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REVIEWED: April 2023

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## FREE SPEECH / DEMONSTRATION / PICKETING POLICY

### PURPOSE

As an educational institution, Westfield State supports the constitutional right of free speech. Exposure to a wide array of ideas, viewpoints, opinions, and creative expression is an integral part of a university education, preparing students for life in a diverse global society. The rights of freedom of speech, expression, petition, religion, and public assembly are basic and essential to an individual's intellectual and social development.

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

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

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

### POLICY

1. Faculty, staff and/or students must notify the Dean of Students 48 hours in advance of any demonstration and or picketing activity.
2. All students, faculty, and staff have a right to demonstrate on University property provided, however, that no such demonstration shall be permissible which for any reason of time, place, or type of behavior materially disrupts class work or other University business, or involves substantial disorder or invasion of the rights of others.
3. Campus buildings are for University business. Any form of demonstration that interferes with University business in office or classroom spaces is a violation of this policy. Picketing is not permitted inside University buildings and within 15-20ft from the entrances of University buildings.
4. Demonstrators are prohibited from blocking free entry to or free exit from buildings, interfering with free movement, or presenting obstacles to regular University activities. "Interfering with free movement" is defined as any physical denial or restriction of a person's ability to freely



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reach or leave a given geographical area, or harassment, which leaves a person feeling intimidated and prevents them from normal movement. Obstacles are defined as physical devices, bodies, or signs which cause interference with free movement or sounds which prevent normal communication.

5. There shall be no interference with demonstrations on the grounds of content of speech, except for any speech or demonstration which incites immediate, violent action (i.e. fighting words, micro-aggressions) and represents a clear and present danger to the campus community, which shall be a violation of this policy.
6. The safety and well-being of the campus must be protected at all times. No person shall engage in physically assaultive conduct towards any other person or damage or destroy any article of personal property belonging to another person.
7. No person shall intentionally and substantially interfere with the freedom of expression of another person on University property or at University-sponsored activities.
8. All persons shall comply with the directions of university officials lawfully acting in the performance of their duties. University officials shall not invoke this provision to stifle expression because of its content. Failure to cease any activity in violation of this policy or other University policies immediately following either written or oral notice by a University official shall also be a violation of this policy.
9. Any violation of this policy will subject the violators to applicable actions as defined in the Student Handbook, collective bargaining agreements, and/or Massachusetts General Laws.
10. University organizations may sponsor a speaker or event, at the expense of the organization, under the university's usual event registration procedures. Such sponsorship does not necessarily imply approval of the views presented.
11. All persons at a talk or demonstration must respect the right to dissent. Dissenters may not disrupt the rights of the speakers to speak and/or the audience to listen. Preventing speech from occurring by disruptive protest is prohibited.
12. Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs, and litter from the area at the end of the event. If this is not done, the persons or organizations responsible for the event will be held financially responsible for clean-up services.

## REVIEW

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



## Board of Trustees

April 25, 2023

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

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Robert A. Martin, Ph.D., Chair

April 25, 2023

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Date

## **ALCOHOL AND OTHER DRUG POLICY**

### **INTRODUCTION**

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

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

### **POLICY – ALCOHOL**

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## A. GENERAL ~~PROSCRIPTIONS~~ PROHIBITION

1. No person under the age of twenty-one (21) may possess, use, be under the influence of alcohol, or be in the presence of alcohol or alcohol containers.
2. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21) is prohibited and shall constitute a major infraction of university regulations.
3. Drunken disorderliness is prohibited.
4. Operating a vehicle under the influence of alcohol (to any extent) is prohibited.
5. Intoxication, defined as being under the influence of alcohol to any extent, which involves University staff, causes a disturbance, or is a danger to persons or property, is prohibited.
6. The possession or use of kegs, ~~punch bowls, beer balls,~~ the functional equivalent, or any alcoholic containers, which indicate the probability of common source drinking or bar service, are prohibited and shall constitute a major infraction of University regulations.
7. Drinking funnels or any similar drinking devices are prohibited.
8. Each resident student of legal drinking age, living in a university apartment ~~or suite~~ where alcohol is permitted, may only bring a restricted amount of alcohol into the apartment ~~or suite~~ in which ~~he/she~~ they lives. The alcohol may not be brought anywhere but to the apartment where the student lives. This restricted amount is no more than one case (30 pack or less) of beer or its alcoholic equivalent per week. No other students or non-students may bring alcohol anywhere onto the campus at anytime.

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9. At any one time, each five or six-person university apartment **or suite** where alcohol is permitted may contain no more than four cases (30 pack or less) of beer or its alcohol equivalent; each four-person apartment where alcohol is permitted may contain no more than two and two thirds cases (30 packs or less) of beer or its alcoholic equivalent; and each two or three-person apartment where alcohol is permitted may contain no more than two cases (30 packs or less) of beer or its alcoholic equivalent.
10. Alcoholic beverages and/or alcoholic beverage containers are prohibited from all residence hall rooms and areas where alcohol is prohibited.
11. Any gathering is prohibited (however large or small) where: a) alcohol or alcohol containers are present; and b) any violation of the student conduct code occurs, including but not limited to where guest(s) under the age of twenty-one (21) are present.
12. Open containers of alcoholic beverages (seal broken) are prohibited from all public areas of the University.
13. The manufacturing of any alcoholic beverage is prohibited.
14. Alcoholic beverages shall not be for sale by anyone not licensed by the appropriate authority.
15. The promotion of and/or solicitation for any event or activity (wherever held) at which alcohol is to be served or made available for consumption and that is not sponsored by the University is strictly prohibited and will be considered a major violation on this policy. Prohibited conduct includes, but is not limited to, the advertisement or other promotion of events at area alcohol establishments when such advertisement or promotion takes place on the University's campus or by means of the University's network (including use of its network for e-mail or any web-based communication) selling or distributing tickets (whether on or off the University's campus) for any such event, and participation in arranging group transportation for any such event.

## B. ALCOHOL ENFORCEMENT/SANCTIONS

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

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

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

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

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

- a. The possession or use of alcoholic beverage

containers ~~such as~~ kegs, ~~beer balls~~, or the functional equivalent (whether full, partially full, or empty) as well

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as punch bowls or any container(s) that indicate the probability of common source drinking or bar service (whether full, partially full, or empty).

- b. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21).
  - c. The promotion or solicitation of any alcohol related activity that is not sponsored by the University.
2. Additional information regarding the operation and effect of sanctions includes the following:
- a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.
  - b. Subsequent violations of the alcohol and/or marijuana portions of this policy in any combination whether both alcohol, both marijuana, or any combination of the two within a period of twelve months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve month period has expired, the next violation shall meet with first level sanctions with an additional sanction of five (5) consecutive weekends of suspension from the University campus.
  - c. More than four (4) alcohol and/or marijuana violations or any combination thereof over the course of a student's University career will result in a Limited Expulsion from the University.

## C. GROUP FUNCTIONS

Permission for the use of alcoholic beverages for student group functions on University property or at University related events shall

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be obtained from the Vice President, Enrollment Management and Student Affairs (~~his/her~~ their designee) acting on the recommendation of the University Special Events Alcoholic Beverage Review Board. These procedures can be found in the Office of the Vice President, Enrollment Management and Student Affairs.

## POLICY – OTHER DRUGS

### A. DRUG PARAPHERNALIA

1. The use or possession of drug paraphernalia on the Westfield State University campus is strictly prohibited. Any student found in possession of drug paraphernalia and found responsible for such possession shall be placed on University probation for one (1) academic year and shall complete ten (10) hours of participation in community events or a work project and University substance education classes and pay the service fee of \$100 for these classes within thirty (30) days of a University student conduct procedure decision.
2. A student found responsible for a second offense during their University career shall be subject to University housing suspension for one (1) full academic semester or more and completion of a counseling evaluation and any recommended follow-up treatment. A student found responsible for a third offense during their University career shall be subject to University suspension for one (1) full academic semester or more. Prior to returning to University housing and/or university, the student must provide verification of completion of a counseling evaluation and any recommended follow-up treatment. NOTE: Drug paraphernalia which contains matter that tests positive for an illicit substance may constitute possession (see section B below).

### B. MARIJUANA USE OR POSSESSION

1. As marijuana is not allowed to be possessed or used under Federal law, the use and/or possession of marijuana, including marijuana prescribed for medical purposes, on any University



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property, owned or leased, is prohibited. Any student found responsible for use or possession of marijuana shall be subject to the following sanctions:

## First Offense:

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

## Second Offense:

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

## Third Offense:

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

2. Additional information regarding the operation and effect of sanctions includes the following:
  - a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due

process procedures published in the student conduct code.

- b. Subsequent violations of the alcohol and/or marijuana portions of this policy in any combination whether both alcohol, both marijuana, or any combination of the two within a period of twelve months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve month period has expired, the next violation shall meet with first level sanctions with an additional sanction of five (5) consecutive weekends of suspension from the University campus.
- c. More than four (4) alcohol and /or marijuana violations or any combination ~~of either~~ over the course of a student's University career will result in a Limited Expulsion from the University.
- d. Students who are held accountable for use of marijuana in the residence halls may also be subject to additional sanctions for violations of the University's Residence Hall Policy and Smoke, ~~and Tobacco~~ ~~and Marijuana~~ Free Policy.

## C. OTHER DRUG USE OR POSSESSION

1. Any student found in possession of marijuana ~~or~~ an illegal drug substance in any amount, no matter how minimal the amount, or found to be using such marijuana illicit drug substances and found responsible of such possession or use shall (this applies only to first-time offenders) be suspended from housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. In addition the student will complete ten (10) hours of participation in community events or a work project and University substance education classes and be assessed a \$100.00 service fee for these classes made payable within (30) days of a University disciplinary procedure decision.

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2. Any student found responsible for a second offense of possession or use of marijuana or an illegal drug substance during their University career shall be suspended from the University for one (1) academic year or more with the possibility of returning to the University pending completion of a counseling evaluation and any recommended follow-up treatment, and by the decision of the Vice President, Student Affairs with no right of return after a third offense.

## D. POSSESSION WITH INTENT TO SELL OR DISTRIBUTE ~~(This section applies to all drugs including marijuana and prescription drugs)~~

1. Any student found responsible for possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance will be expelled from the University with no right of return.
2. Evidence indicating possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance may include, but not limited to, possession of a large amount of prescription drugs, marijuana or any illegal substance, and/or possession of any amount of prescription drugs, marijuana or any illegal substance combined with other evidence indicating intent to sell or distribute such as weighing devices, cash boxes, bank rolls/large sums of money, cultivating equipment, chemicals used in the manufacture of illicit substances, plastic bags or other quantifying devices.

## E. DRUG SALE OR DISTRIBUTION ~~(This section applies to all drugs including marijuana and prescription drugs)~~

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

## F. SMOKE-FREE, TOBACCO-FREE AND MARIJUANA FREE CAMPUS

1. Smoking and/or the use of tobacco and/or marijuana products will

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not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of tobacco cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage.

2. Smoking and/or the use of tobacco and/or marijuana products in University owned or leased vehicles is prohibited. Smoking and/or the use of tobacco and/or marijuana products is also prohibited in personal vehicles when those vehicles are on University property.
3. The use of edibles, THC pills and vaporizer devices including, but not limited to, hookah pens, marijuana pens and e-cigarettes is prohibited on all University property or University leased property as described in #1 above.
4. All campus constituents have a collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of policy compliance. Individuals observed smoking and/or using tobacco or marijuana in any form, are to be reminded, in a professional and courteous manner, of the University policy.
5. Students in violation of this policy shall be referred to the University student conduct system for disciplinary proceedings for repeated offenses. Employees in repeat violation of this policy will be referred to Human Resources.
6. To assist those who wish to stop the use of tobacco and/or products, the Human Resources Department, the Health Services Department, the Counseling Center and the Employee Assistance Program (EAP) can direct employees and students to tobacco cessation programs which the university might provide.
7. Any questions regarding the interpretation of this Policy rest within the authority of the Vice President, **Enrollment Management and Student Affairs** (for students) and the **Assistant Associate Vice**

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President for Human Resources, Title IX and Equal Opportunity (for employees).

## ~~G. PRESCRIPTION DRUGS~~

~~While Westfield State University regulates the consumption of alcoholic beverages and prohibits the use of marijuana or other illicit drugs, the university in promoting an environment directed toward wellness, recognizes that other legal substances may be used in harmful and abusive ways. In an effort to promote personal growth and problem solving without the use or abuse of substances, Westfield State University strongly discourages the abuse of any over the counter substances or prescription drugs. If the university has reasonable cause to believe that a student is abusing such drugs, the university may require the student to complete a counseling evaluation and any recommended follow-up treatment.~~

~~Federal law requires that individuals who possess prescription drugs have a valid prescription for that drug in the amount and dosage specified by the prescription. It is illegal to possess a prescription drug without such a prescription. Consequently, federal law also prohibits the lending, giving, sharing, and selling of a prescription drug to another individual. Illegal possession, sale, or distribution of a prescription drug is subject to the same provisions of this policy pertaining to the possession, sale, and distribution of illegal drug substances.~~

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

### **A. ADDITIONAL GUIDELINES**

~~1. Students are responsible for informing their guests of the University's Alcohol and Other Drug Policy prior to any campus visit. Any student will be held strictly accountable for an alcohol and/or drug violation when their guest violates the Alcohol and Other Drug Policy. Guests are defined as any person visiting the student whether or not the guest has signed in to the residence halls through official procedures.~~

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1. Consistent with the Family Educational Rights and Privacy Act, the University shall notify the parent or legal guardian of students under twenty-one (21) years of age each time they have been found responsible for university alcohol and/or other drug policy violations. The University shall exercise discretion not to notify parents/guardians based on documented evidence of an abusive family situation.
2. For the purpose of this policy, Westfield State University "campus" is defined as all buildings (owned, leased, or operated by the University) and all surrounding outdoor property (owned, leased, or operated by the University), including but not limited to parking lots, grass, sidewalks, and forested land.
3. Intoxicated persons shall be subject to police intervention including protective custody, arrest, or other appropriate action. All costs for providing required monitors for intoxicated students and/or their guests will be billed to the student.
- ~~4. The University shall have the option to mandate that a student attend substance abuse counseling/education for assistance.~~
5. In any situation that the University deems to be an emergency, such as a situation where a student is arrested, placed in protective custody, or transported to a medical facility due to incidents related to alcohol and/or drug consumption, the University may notify a parent/legal guardian/or other persons
6. In the event that a student is suspended from University housing or from the University for any disciplinary infraction(s), including but not limited to, alcohol or other drug infractions, no refund will be given to the student, for any University fees or tuition, unless otherwise specified by federal law, state law, or

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University policy.

7. In the event that University staff deems a resident to be intoxicated, the student may be asked to return to his/her room, may be asked not to leave the residence hall, may be escorted to another hall in which he/she resides, or may be given other appropriate instructions. Failure to comply with legitimate staff requests/instructions shall result in student conduct action.

8. Any backpack, bag or similar container that anyone carries onto campus shall be subject to inspection and search by a member of the university staff whenever there exists reason to believe that the container is being used to bring onto campus any alcoholic beverage or other material in violation of university policy.

~~9. In the event a guest, visitor, or non-student is deemed to be intoxicated by University staff, the host and guest shall be asked to remain in the residence hall until Public Safety personnel have determined if the intoxicated person is in a safe condition to leave the residence hall or have arranged for the person's removal.~~

~~10. Students are cautioned that the possession or use of a false driver's license or a false Massachusetts liquor purchase identification card is a criminal offense. A student alleged to be in violation of Massachusetts General Law, Chapter 90, Section 24B (possession or use of false driver's license) or Chapter 138, Section 34B (possession or use of a false Massachusetts liquor purchase identification card) shall have the matter referred to the local district court or motor vehicle registry in addition to the student conduct system.~~

~~11. Students are encouraged and expected to seek help from the Public Safety, Residential Life, or Health Services staff when they witness others who are~~

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~~incapacitated due to alcohol or other drug use.~~

12. The following chart outlines sample alcoholic equivalents of one case (30 pack) of beer:

## UNITS OF MEASURE

TYPE OF ALCOHOL	Ounces	Quarts	Liters
100 proof	30	1	1
80 proof	36	1	1
40 proof	72	2	2
Wine			3.75 liters or 5 bottles at 750 ml

## POLICY AMNESTY

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



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## REVIEW

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

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

## ALCOHOL AND OTHER DRUG POLICY

### INTRODUCTION

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

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

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## POLICY – ALCOHOL

### A. GENERAL PROHIBITION

1. No person under the age of twenty-one (21) may possess, use, be under the influence of alcohol, or be in the presence of alcohol or alcohol containers.
2. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21) is prohibited and shall constitute a major infraction of university regulations.
3. Drunken disorderliness is prohibited.
4. Operating a vehicle under the influence of alcohol (to any extent) is prohibited.
5. Intoxication, defined as being under the influence of alcohol to any extent, which involves University staff, causes a disturbance, or is a danger to persons or property, is prohibited.
6. The possession or use of kegs, the functional equivalent, or any alcoholic containers, which indicate the probability of common source drinking or bar service, are prohibited and shall constitute a major infraction of University regulations.
7. Drinking funnels or any similar drinking devices are prohibited.
8. Each resident student of legal drinking age, living in a university apartment or suite where alcohol is permitted, may only bring a restricted amount of alcohol into the apartment or suite in which they live. The alcohol may not be brought anywhere but to the apartment where the student lives. This restricted amount is no more than one case (30 pack or less) of beer or its alcoholic equivalent per week. No other students or non-students may bring alcohol anywhere onto the campus at anytime.
9. At any one time, each five or six-person university apartment or suite where alcohol is permitted may contain no more than four cases (30 pack or less) of beer or its alcohol equivalent; each

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four-person apartment where alcohol is permitted may contain no more than two and two thirds cases (30 packs or less) of beer or its alcoholic equivalent; and each two or three-person apartment where alcohol is permitted may contain no more than two cases (30 packs or less) of beer or its alcoholic equivalent.

10. Alcoholic beverages and/or alcoholic beverage containers are prohibited from all residence hall rooms and areas where alcohol is prohibited.
11. Any gathering is prohibited (however large or small) where: a) alcohol or alcohol containers are present; and b) any violation of the student conduct code occurs, including but not limited to where guest(s) under the age of twenty-one (21) are present.
12. Open containers of alcoholic beverages (seal broken) are prohibited from all public areas of the University.
13. The manufacturing of any alcoholic beverage is prohibited.
14. Alcoholic beverages shall not be for sale by anyone not licensed by the appropriate authority.
15. The promotion of and/or solicitation for any event or activity (wherever held) at which alcohol is to be served or made available for consumption and that is not sponsored by the University is strictly prohibited and will be considered a major violation on this policy. Prohibited conduct includes, but is not limited to, the advertisement or other promotion of events at area alcohol establishments when such advertisement or promotion takes place on the University's campus or by means of the University's network (including use of its network for e-mail or any web-based communication) selling or distributing tickets (whether on or off the University's campus) for any such event, and participation in arranging group transportation for any such event.

## B. ALCOHOL ENFORCEMENT/SANCTIONS

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

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

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

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

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

- a. The possession or use of alcoholic beverage containers kegs, or the functional equivalent (whether full, partially full, or empty) as well as punch bowls or any container(s) that indicate the probability of common source drinking or bar service (whether full, partially full, or empty).

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- b. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21).
    - c. The promotion or solicitation of any alcohol related activity that is not sponsored by the University.
  2. Additional information regarding the operation and effect of sanctions includes the following:
    - a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.
    - b. Subsequent violations of the alcohol and/or marijuana portions of this policy in any combination whether both alcohol, both marijuana, or any combination of the two within a period of twelve months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve month period has expired, the next violation shall meet with first level sanctions with an additional sanction of five (5) consecutive weekends of suspension from the University campus.
    - c. More than four (4) alcohol and/or marijuana violations or any combination thereof over the course of a student's University career will result in a Limited Expulsion from the University.

## C. GROUP FUNCTIONS

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

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These procedures can be found in the Office of the Vice President, Enrollment Management and Student Affairs.

## POLICY – OTHER DRUGS

### A. DRUG PARAPHERNALIA

1. The use or possession of drug paraphernalia on the Westfield State University campus is strictly prohibited. Any student found in possession of drug paraphernalia and found responsible for such possession shall be placed on University probation for one (1) academic year and shall complete ten (10) hours of participation in community events or a work project and University substance education classes and pay the service fee of \$100 for these classes within thirty (30) days of a University student conduct procedure decision.
2. A student found responsible for a second offense during their University career shall be subject to University housing suspension for one (1) full academic semester or more and completion of a counseling evaluation and any recommended follow-up treatment. A student found responsible for a third offense during their University career shall be subject to University suspension for one (1) full academic semester or more. Prior to returning to University housing and/or university, the student must provide verification of completion of a counseling evaluation and any recommended follow-up treatment. NOTE: Drug paraphernalia which contains matter that tests positive for an illicit substance may constitute possession (see section B below).

### B. MARIJUANA USE OR POSSESSION

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

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## First Offense:

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

## Second Offense:

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

## Third Offense:

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

2. Additional information regarding the operation and effect of sanctions includes the following:
  - a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.



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- b. Subsequent violations of the alcohol and/or marijuana portions of this policy in any combination whether both alcohol, both marijuana, or any combination of the two within a period of twelve months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve month period has expired, the next violation shall meet with first level sanctions with an additional sanction of five (5) consecutive weekends of suspension from the University campus.
- c. More than four (4) alcohol and /or marijuana violations or any combination over the course of a student's University career will result in a Limited Expulsion from the University.
- d. Students who are held accountable for use of marijuana in the residence halls may also be subject to additional sanctions for violations of the University's Residence Hall Policy and Smoke, Tobacco and Marijuana Free Policy.

## C. OTHER DRUG USE OR POSSESSION

- 1. Any student found in possession of marijuana or an illegal drug substance in any amount, no matter how minimal the amount, or found to be using such marijuana illicit drug substances and found responsible of such possession or use shall (this applies only to first-time offenders) be suspended from housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. In addition the student will complete ten (10) hours of participation in community events or a work project and University substance education classes and be assessed a \$100.00 service fee for these classes made payable within (30) days of a University disciplinary procedure decision.
- 2. Any student found responsible for a second offense of possession or use of marijuana or an illegal drug substance

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during their University career shall be suspended from the University for one (1) academic year or more with the possibility of returning to the University pending completion of a counseling evaluation and any recommended follow-up treatment, and by the decision of the Vice President, Student Affairs with no right of return after a third offense.

## D. POSSESSION WITH INTENT TO SELL OR DISTRIBUTE

1. Any student found responsible for possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance will be expelled from the University with no right of return.
2. Evidence indicating possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance may include, but not limited to, possession of a large amount of prescription drugs, marijuana or any illegal substance, and/or possession of any amount of prescription drugs, marijuana or any illegal substance combined with other evidence indicating intent to sell or distribute such as weighing devices, cash boxes, bank rolls/large sums of money, cultivating equipment, chemicals used in the manufacture of illicit substances, plastic bags or other quantifying devices.

## E. DRUG SALE OR DISTRIBUTION

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

## F. SMOKE, TOBACCO AND MARIJUANA FREE CAMPUS

1. Smoking and/or the use of tobacco and/or marijuana products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of tobacco cigarettes only may be allowed in designated areas

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approved by the University President and marked by appropriate signage.

2. Smoking and/or the use of tobacco and/or marijuana products in University owned or leased vehicles is prohibited. Smoking and/or the use of tobacco and/or marijuana products is also prohibited in personal vehicles when those vehicles are on University property.
3. The use of edibles, THC pills and vaporizer devices including, but not limited to, hookah pens, marijuana pens and e-cigarettes is prohibited on all University property or University leased property as described in #1 above.
4. All campus constituents have a collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of policy compliance. Individuals observed smoking and/or using tobacco or marijuana in any form, are to be reminded, in a professional and courteous manner, of the University policy.
5. Students in violation of this policy shall be referred to the University student conduct system for disciplinary proceedings for repeated offenses. Employees in repeat violation of this policy will be referred to Human Resources.
6. To assist those who wish to stop the use of tobacco and/or products, the Human Resources Department, the Health Services Department, the Counseling Center and the Employee Assistance Program (EAP) can direct employees and students to tobacco cessation programs which the university might provide.
7. Any questions regarding the interpretation of this Policy rest within the authority of the Vice President, Enrollment Management and Student Affairs (for students) and the Associate Vice President for Human Resources, Title IX and Equal Opportunity (for employees).

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

### **A. ADDITIONAL GUIDELINES**

1. Consistent with the Family Educational Rights and Privacy Act, the University shall notify the parent or legal guardian of students under twenty-one (21) years of age each time they have been found responsible for university alcohol and/or other drug policy violations. The University shall exercise discretion not to notify parents/guardians based on documented evidence of an abusive family situation.
2. For the purpose of this policy, Westfield State University “campus” is defined as all buildings (owned, leased, or operated by the University) and all surrounding outdoor property (owned, leased, or operated by the University), including but not limited to parking lots, grass, sidewalks, and forested land.
3. Intoxicated persons shall be subject to police intervention including protective custody, arrest, or other appropriate action. All costs for providing required monitors for intoxicated students and/or their guests will be billed to the student.
4. In any situation that the University deems to be an emergency, such as a situation where a student is arrested, placed in protective custody, or transported to a medical facility due to incidents related to alcohol and/or drug consumption, the University may notify a parent/legal guardian/or other persons
5. In the event that a student is suspended from University housing or from the University for any disciplinary infraction(s), including but not limited to, alcohol or other drug infractions, no refund will be given to the student, for any University fees or tuition, unless otherwise specified by federal law, state law, or University policy.
6. In the event that University staff deems a resident to be intoxicated, the student may be asked to return to his/her room, may be asked not to leave the residence hall, may be escorted to another hall in which he/she resides, or may be given other

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appropriate instructions. Failure to comply with legitimate staff requests/ instructions shall result in student conduct action.

7. Any backpack, bag or similar container that anyone carries onto campus shall be subject to inspection and search by a member of the university staff whenever there exists reason to believe that the container is being used to bring onto campus any alcoholic beverage or other material in violation of university policy.
8. The following chart outlines sample alcoholic equivalents of one case (30 pack) of beer:

## UNITS OF MEASURE

TYPE OF ALCOHOL	Ounces	Quarts	Liters
100 proof	30	1	1
80 proof	36	1	1
40 proof	72	2	2
Wine			3.75 liters or 5 bottles at 750 ml

## POLICY AMNESTY

The University recognizes that there may be alcohol or drug-related medical emergencies or other safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The University encourages students to seek emergency medical assistance when faced with an alcohol or drug-related emergency and in any situation where a reasonable person believes medical treatment to be appropriate. When a student aids an intoxicated or impaired individual by contacting the Westfield State University Police Department or the Department of Residential Life, it is up to the discretion of the Dean of Students, or designee to determine if any involved parties, Student Organizations or Unrecognized Student Organizations will be subject to disciplinary action. University officials may elect not to pursue disciplinary proceedings against a student who, in good faith, reports, witnesses, or possesses personal knowledge of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, or

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retaliation. This does not preclude disciplinary action regarding other violations of university standards such as causing or threatening physical harm, damage to property, harassment, hazing, or violations of the Title IX Sexual Harassment Policy. Students who are transported to a local hospital, placed in protective custody, or evaluated as a result of the abuse of alcohol or other drugs will be contacted by a university official to meet to discuss the incident.

## REVIEW

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

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



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

**I. Mission**

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

**II. Authority and Responsibilities**

*Policies:*

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

*Oversight of Implementation:*

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

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

#### *Evaluate Performance*

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

#### *Educate the Board*

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

### **III. Organization**

#### *Review of Charter*

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

#### *Membership/Structure/Quorum*

The Enrollment Management and Student Affairs Committee shall consist of at least three voting trustees, one of which is a student trustee.

#### *Staff Liaison*

The Vice President of Enrollment Management and Student Affairs and/or the Dean of Students shall be staff to the committee.

#### *Meetings*

The Enrollment Management and Student Affairs Committee shall convene at least three times per year. A quorum of any meeting of the committee shall consist of a majority of its voting members. Committee members may participate by teleconference.

#### *Agenda, Minutes and Reports*

The chair, in collaboration with the staff designee, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be sent to committee members at least five days in advance of the meeting. Minutes for all meetings shall be drafted by the staff designee, reviewed by the committee chair, and approved by committee members at the following meeting.