



**Student Handbook
2008 – 2009**

SECTION ONE: ACADEMIC AFFAIRS

I. ACADEMIC POLICIES

ACADEMIC DISHONESTY - Academic honesty has a positive influence on an individual and the College; an act of academic dishonesty has an adverse effect on both. Since a breach of academic honesty is one of the most serious matters that may be committed in a college community, student violators will be subject to serious disciplinary action that may include expulsion from the College

Academic dishonesty includes:

1. Providing or receiving information during examinations
2. Using unauthorized aids during examinations
3. Plagiarizing - submitting another person's words, ideas or data as one's own work without giving credit to the rightful author(s)
4. Falsifying work or records
5. Stealing academic materials
6. Using software or online materials improperly or without authorization

An incident of academic dishonesty may be dealt with as follows:

1. The faculty member may take direct disciplinary action by giving a personal reprimand, requiring additional assignments, lowering a grade on a paper or course or providing a failing grade in the paper or course. The faculty member shall provide written notification about the incident to their direct supervisor within two working days.
2. If an academic dishonesty offense warrants more serious action or is repeated, the case will be presented directly to the Chief Academic Officer or their designee for review. The student shall be advised about student disciplinary procedures and a possible hearing before the Judicial Board (see STUDENT DISCIPLINARY PROCEDURES). Cases of academic dishonesty will be accorded due process.

Following a determination of guilt, one or more of the following official College sanctions will be imposed:

- Failure of course
- Written Warning
- Disciplinary Probation (with more severe sanctions if College regulations are violated during probationary period)
- Loss of privileges
- Discretionary Sanctions (work assignment, service to the College, etc.)
- Residence Hall Suspension
- Residence Hall Expulsion
- College Suspension
- College Expulsion
- Any other sanction deemed appropriate

Students who have received sanctions have the right to appeal within 72 hours (see grounds for appeal under STUDENT DISCIPLINARY PROCEDURES).

Students shall have the right to appeal the decision or sanction of the faculty member to their direct supervisor. If the student remains unsatisfied, the student may appeal to a school dean.

Students shall have the right to appeal the decision or sanction of the Chief Academic Officer or the Judicial Board to the President. Except in the case of a student charged with failing to obey the summons of the Hearing Officer, no student may be found to have violated the Student conduct code solely because the student failed to appear. In all cases, the evidence in support of the charge shall be presented and considered.

The Hearing

The Hearing provides the students with the right to be heard and to present the evidence brought forward. A student may challenge a Judicial Board member for bias if there is sufficient cause.

Procedure for the hearing follows:

1. The Hearing Officer introduces the accused student and members of the Judicial Board.
2. The written charges are read.
3. The case is resented.
4. The accused student admits to or denies the charges.
5. The accused student presents oral or written testimony.
6. The accused student and the witnesses are questioned (any witness may be recalled)
7. Summary statements are made by the accused student and the Hearing Officer.

Action of the Judicial Board

The Judicial Board deliberates in private session and reviews only the facts brought forth in the hearing. The Board may request additional information or reconvene to hear additional witnesses. The Board then determines whether the accused is responsible for the violation(s) and, if so, imposes a sanction. The accused student is informed of the Board's decision at the hearing. A written statement of the decision is provided to the student by the Hearing Officer, a copy is retained by the college as an official record of the Judicial Board's decision. The written statement must include information about the student's right to appeal.

Hearing by the Chief Academic Officer or designee

In matters of purely academic concern as opposed to those involving student behavior, the Chief Academic Officer or designee will assume jurisdiction. Such violations include, but are not limited to, academic cheating, plagiarism, or interference with academic process. College officials hold the due process information related to academic concerns.

Appeals

All decisions of the Student Staff Judicial Board may be appealed to the College President within five (5) SCHOOL DAYS OF THE DECISION. Such appeals must be in writing and delivered to the Dean of Student Life or the Dean of Student Services. Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the verbatim record of the original hearing and all supporting documents. Appeals may be considered for one or more of the following reasons:

1. To determine whether the original hearing was conducted in accordance with the student discipline procedures;
2. To determine whether the facts in the case were sufficient to establish that a violation of the Code of Conduct had occurred;
3. To determine whether the sanctions imposed were appropriate for the violation of the Code of Conduct which the student was found to have committed; or
4. To consider new evidence, sufficient to alter the decision or other relevant facts not brought out in the original hearing, because the person appealing did not know the evidence/facts at the time of the original hearing.

If the appeal is upheld, the President may:

1. Reduce, but not increase, the sanctions imposed, or
2. Remand the case to the original Judicial Board, or to the Dean in the case of a hearing under paragraph 1 above.

The decision of the President shall be final and binding.

FOR INFORMATION REGARDING ACADEMIC PROGRESS POLICIES, PLEASE REFER TO THE COLLEGE CATALOGUE

ACADEMIC ADVISING ISSUES

FIRST-TIME STUDENTS must attend a general orientation session.

APPLICATION FOR WAIVER of CIS113 COLLEGE KEYBOARDING FOR COMPUTERS

Some program areas require proficient typing skills and evidence of attainment of these skills. If a student indicates that a grad of "C" was obtained in a High School keyboarding or typing class, attach a completed application for waiver form to the registration form. Receipt of this application form will direct the Registrar to review the High School transcript. Students presenting evidence of typing skills will not be required to take the course.

GUIDED STUDY

Guided Study is a requirement for anyone taking two developmental courses and may be required of students who are on academic probation. The student assigned to guided study is required to spend an hour and a half in the Learning Center working on assignments for his or her classes, or on study skills. This scheduled time is supervised by a faculty member and is monitored by the Director of the Learning Center. Attendance will be recorded.

COLLEGE ATTENDANCE POLICY – see the College Catalogue

GRADE REPORTS

A report of final grades in each subject is sent to students at the end of each semester. Grades will be withheld for any students who have not met financial or other responsibilities. Low midterm averages are reported to the Registrar, appropriate College personnel, and academic advisors.

REGISTRATION

Please register early! Registration occurs on a first-come, first-served basis. Students who want the first pick of classes at times convenient to their lifestyles should register as early as possible once registration for any semester is opened. The College reserves the right to change the academic schedule at any time without prior notice. Registration forms must be filled out and signed by an academic advisor or appropriate academic College official. Students may adjust their scheduled classes only through the seventh academic day (including Saturday) of the semester.

ACADEMIC ADVISING

It is the responsibility of each student to track their academic progress carefully utilizing the Catalogue Requirements Analysis (CRA), the College catalogue and assistance from their Academic Advisor. A CRA will be provided to each student in their mailbox prior to registration. Students may request a copy of their CRA from their advisor at anytime.

Class schedules are typically placed in students' mailboxes the Friday before the week the new semester begins.

Knowledge of program and graduation requirements is each student's responsibility, and the College will not be responsible if a student does not have sufficient credits for graduation. Be reminded that the addition of remedial courses, withdrawing from classes, failing classes, attending part-time, taking a semester off, not meeting course grade requirements, registering late, etc., are just some of the factors that may contribute to the delay of anticipated graduation.

STATUS CHANGE FORM

Both full-time and part-time students must fill out a Status Change Form with your academic advisor or the Registrar when any of the following occurs:

- Change of program
- Name, address, email or phone number changes
- Residency changes
- Withdrawal from the College.

STUDENT RECORDS POLICY – (Abstract from the Family Educational Rights and Privacy Act of 1974, as amended)

- Students at Briarwood College shall have access to information filed in a student's record without the written consent of the student except those officials permitted by law as follows:
- No one outside of Briarwood College shall not have access to information filed in a student's record without the written consent of the student except those officials permitted by law as follows:
- Teachers, professors, or faculty members or other college officials who have a legitimate educational interest
- Officials of another college or post secondary institution where the student seeks to enroll

- Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, or state and local educational authorities
- Officials in connection with the application for or receipt of financial aid
- State and local juvenile justice systems or their officials or a court if the student or parents have sued the College
- Organizations conducting educational studies
- Accrediting organizations
- Parents of ineligible student (those students not protected by FERPA regulations) who is considered a dependent under the IRS code
- To be in compliance with a judicial order or other lawfully issued subpoena
- In connection with a health or safety emergency
- If designated as directory information
- The parents (of a non-eligible student) or to an eligible student
- An alleged victim of a crime of violence, disciplinary records maintained by post secondary institutions concerning the alleged crime
- Courts, if the student or parents have sued the college
- An ex parte court order in a terrorism investigation
- In the final analysis, person(s) seeking information from a student's file may be denied the information if the Registrar deems that the information requested is beyond their need to know or deemed not to be in the best interest of the student.
- Information stored in computer files and/or printed from said files should be handled with the same responsibility and integrity as indicated in No. 3.
- Briarwood College ensures each student that he/she has the right to review and/or amend his/her file for accuracy of content. This right, however, does not extend to changing an assigned grade by a faculty member.
- Unless notified in writing by a student, the College reserves the right to make available information on Briarwood's application form, dates of attendance, class degrees, honors and awards received, previous educational institutions attended, and participation in activities and athletics.

TRANSFER OF CREDITS – See College Catalogue for Policies

WITHDRAWAL – A student who will not be returning the following semester should complete a withdrawal form, which is routed to the academic advisor and Registrar. Withdrawal by the student becomes effective only upon receipt of a Student change Form or other written notice to the Registrar. No refund request will be processed until written notification is received. Processing will take place within 30 days of receipt of notice.

II. ACADEMIC SCHEDULE

CANCELLATION OF CLASSES – Classes may be cancelled or delayed for part of a day or for an entire day, particularly if the weather is inclement. Occasionally, evening classes only may be cancelled. Announcement of these actions will be reported to local radio and television stations and put on the Internet. A new direct dial telephone number (860-276-8494) will also have information about cancellations. **DO NOT CALL THE REGULAR COLLEGE TELEPHONE NUMBER FOR SUCH INFORMATION.**

In the event of morning delays or cancellations, local radio and television announcements usually begin around 6 a.m.; in the case of evening classes, announcements usually begin shortly after 3 p.m. The radio/TV stations/internet website notified of cancellations are posted on campus bulletin boards as well as on a wallet-sized list distributed in October and January. There will be times when the weather conditions may be hazardous in certain towns but not in most; therefore, classes will be in session. Should you find you cannot get to classes in inclement weather, discuss this situation with your faculty members. If classes are delayed, the opening time will be the start of the class that is normally scheduled for that time. For example, if school opens at 10 a.m., the student's first class will be his/her 10 a.m. class. Classes are not pushed back to other times.

When classes are cancelled for individual faculty members, a notice is posted on the outside doors of LeConche Hall and/or on the classroom doors or chalkboards in the particular classroom.

SCHEDULE ADJUSTMENTS, CHANGES AND CANCELLATIONS

Briarwood College reserves the right to reschedule classes, classrooms, or students at any time to accommodate College needs. Briarwood College reserves the right to alter or change course titles, course content, or the sequencing of classes, subject to regulatory approval, at any time.

CLASSROOM DIRECTORY

Classrooms in LeConche Hall are designated on both class schedules and on classroom doors by “JL” and a number; those in the dental building by “D” followed by numbers; those in Eder Hall by “E” followed by a number; those in Liguori by the letter “L” followed by a number.

III. ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISING ASSISTANCE

Academic advising is available to students from faculty members, academic program directors, curriculum coordinators, the Director of Academic Advising, School Deans, and the Chief Academic Officer. Academic officers are available at most times of the day to deal with any immediate issues that may arise.

Students will be assigned an academic advisor who is the Program Director for their major, a Curriculum Coordinator or a full time faculty member. Academic advisors will assist in academic planning, but the final responsibility for meeting course and graduation requirements rests with each student. The student must meet with their academic advisor to discuss any proposed schedule changes.

The College assigns an advisor to every new student. Students may request a different advisor through their Program Director. If the preferred faculty member is able to accept another advisee, a change can be made. When students transfer into a different major, the advisor may also change.

The function of the academic advisor is:

- To ensure the completion of courses required for the major
- To review and approve all schedule-related business
- To answer questions about the major
- To review academic progress and offer suggestions for improving performance and/or enhancing the academic experience
- To clarify academic policies

ACADEMIC YEAR

The academic year is divided into fall, spring and summer semesters. The fall and spring semesters are 16 weeks in duration. Summer sessions vary in length. Some courses run the full semester, and others may run a portion of the semester in a compressed format. A full-time student is one who carries 12 or more credits in a semester. Students should contact the Financial Aid Office with any questions regarding aid implications when changing between full-time or part-time status.

COMPUTER/CD ROM USAGE

Approximately 150 PCs are available for student usage. 16 PCs are available in the LeConche Hall Computer Lab to meet all student needs: Internet access, research, tutorials, personal typing and completion of class assignments. These computers will have all software available in Founders Hall (Rooms 5,7, & 8), and Liguori Hall (Room 3). Several tutorial and research-related CD ROMs are available at the Library Circulation Desk. Five PCs in the Eder Hall lobby and three PCs in Palmisano Hall are available for word processing; one PC in each building may access the Internet.

These PCs are available 24 hours a day only in Eder and Palmisano. The PCs in Founders Hall (rooms 5,7, & 8) and Liguori Hall (Room 3), are designated primarily for classroom use. Appendix A, “Technology Available at Briarwood College 2008-2009”, explains the technology available to students. The booklet includes PC locations, hours of availability, technical support available and specific instructions for document storage/retrieval/printing and disk virus protection. Appendix B, “Technology: Acceptable Use Policy,” outlines appropriate and inappropriate technology usage/access. Students violating the rules for technology usage or availability will not be referred to the college Judicial Board but to the Technology Committee for disciplinary action.

STUDENTS WITH DISABILITIES

The Disability Services office is responsible for all disability-related concerns of Briarwood College students. Briarwood College encourages qualified students with disabilities to participate in its educational programs. The College is responsible for ensuring that courses, programs, services, activities, and facilities are available and usable in the most integrated and appropriate settings. Students with disabilities seeking accommodations must identify as an individual with a disability, request needed accommodations, and present documentation from an appropriate professional which includes how the disability limits their participation in courses, program activities, and use of facilities. Upon receipt of documentation of a disability, it is the responsibility of the Disability Services office to meet with the student to explore and facilitate reasonable accommodations and/or auxiliary aids and services. It is the responsibility of the student with a disability to declare to their professors the need for academic accommodations. Students anticipating the need for accommodations, both before and after enrollment, are encouraged to contact the Associate Dean of Student Services, located in the lower level of Eder Hall, or call extension 219.

INTERNATIONAL STUDENTS

Briarwood welcomes international students and makes every effort to meet their needs. The College's international student advisor meets with incoming students during orientation to advise them of the immigration laws concerning students holding international student visas and to assist student in their adjustment to life in the United States and to college life in general. International students are required to report any changes in their personal and academic information such as address, phone number, change of major or credit load to the international student advisor.

THE LEARNING RESOURCE CENTER (LRC)

The LRC provides extra academic assistance in all subjects and in all study skills to all students free of charge. The LRC assists those students who wish to strengthen their basic skills or who need additional instruction in some phase of their coursework. All students are encouraged to use these services whenever necessary. Computers are available for student use. The LRC has convenient hours, which are posted on bulletin boards around campus.

THE LIBRARY

The Dr. Anthony A. Pupillo Library provides academic support material for research and study in a variety of academic disciplines. A collection of books, videos and periodicals is maintained, and all students are encouraged to use the Library. The Library has many electronic resources including full-text databases for student research. A list of electronic resources is provided in the Library, or via the library's web site. Study carrels and tables are available for quiet study, and a coin-operated photocopy machine is available in LeConche Hall for student use.

Computers are located in the Library for research-use only. Access to the databases and online card catalog is available on and off campus. A username and password or a library bar code number is needed to access the resources. The adjacent computer lab has computers for Internet, tutorials, personal use and completion of homework assignments.

CONFIDENTIALITY STATEMENT

In compliance with the Family Education Rights and Privacy Act of 1974, as amended, Briarwood College grants its students access to all personally identifiable educational records. No one outside the institution shall have access to information from a student's educational record without the student's written consent, except those permitted by law: courts, in cases where the institution was sued by the student or the parents; officials of other institutions in which the student seeks to enroll; persons or organizations providing financial aid; accrediting agencies carrying out their accreditation function; persons in compliance with a judicial order; and persons who, in an emergency, must protect the health or safety of the student or other persons. Within the Briarwood College Community, only those members individually or collectively acting in the student's educational interest are allowed access to student educational records and only within the limitations of their need to know. Briarwood College recognizes and affirms its responsibility to respect and assure the integrity and confidential nature of all personal data stored in computer files and/or printed from these files. The College maintains compliance with all relevant laws governing access and use in proper conduct of College business and dissemination of directory information. (See also STUDENT RECORDS POLICY)

SECTION TWO: STUDENT LIFE

I. STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

STUDENTS' RIGHTS & RESPONSIBILITIES - *The College subscribes to the principles of the "Joint Statement on the Rights and Freedoms of Students" which was drafted by representatives of the American Association of University Professors, the Association of American Colleges, the U.S. National Student Association, the National Association of Student Personnel Administrators, and the National Association of Women Deans and Counselors in 1967.*

Basic Student Rights

A. Freedom of Access to Higher Education

1. Any person may apply for admission to the College

All applications will be equitably considered in accordance with the College's admission policy, and no applicant shall be barred from admission to the College on the basis of race, religious preference, handicap, national origin, sex or age.

2. Financial Aid

Lack of finances should not prevent students admitted to the College from pursuing their education. The College provides a variety of financial aid through grants, scholarships, work opportunities, and loans in order to attempt to meet the total financial needs of its students.

B. Freedom of Expression and Inquiry in the Campus Community

The instructor in the classroom and in individual conference is to encourage free discussion, inquiry and expression. A student in the classroom is evaluated solely on his/her academic performance, not on the basis of his/her opinions or conduct in matters unrelated to academic standards.

1. Protection of Freedom of Expression

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about debatable issues, but students are responsible for understanding the content of any course of study for which they are enrolled.

2. Guest Speaker Policy

Student organizations are free to invite any guest speaker. In order to insure an orderly scheduling of facilities and adequate preparation for the event, the event must be registered in the Dean of Student Life's Office. Student organizations should clearly state in their publicity the name of the sponsoring organization. Sponsorship of the appearance of guest speakers does not necessarily imply endorsement by the sponsoring group or the College.

3. Student Demonstrations

Students are free to support causes by orderly means, so long as those means do not disrupt the operation of the College, block the flow of vehicular traffic, endanger the safety of individuals or destroy property. In any public demonstration or expression, students or student organizations speak only for themselves. In dealing with disruption, the College will first attempt to use reason and persuasion before considering any other mode of action. Demonstrations may be restricted to certain areas of the campus and require advanced registration, according to College procedure.

4. Protection against Arbitrary or Discriminatory Treatment

- a. Students who believe that they have been subjected to arbitrary or discriminatory treatment by faculty or staff members are guaranteed the right of appeal. In questions of alleged improper academic evaluation, students should follow the recommended procedure in attempting to solve the problem:
 - i. Consult the individual instructor or staff member directly.
 - ii. Appeal to the appropriate Program Director.
 - iii. Appeal to the Chief Academic Officer.
 - iv. Appeal to the President
- b. Students who are dropped from a course may use the same appeal process.
- c. In questions involving alleged infractions against students' personal freedoms, students should follow the recommended procedure in attempting to solve the problem.

- i. Consult the individual instructor or staff member directly.
- ii. Appeal to the appropriate Program Director.
- iii. Appeal to the Dean of Student Life or Associate Dean of Student Services.
- iv. Appeal to the President

5. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large. Institutional authorities in consultation with students and faculty have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism.

Student Code of Conduct

On admission to Briarwood College, you accept unqualified commitment to conduct yourself at all times, both on and off campus, in a responsible manner that conforms with the generally accepted standard of adult behavior. It is expected that you will show courtesy and respect for the administrative officers, faculty, students and employees in your personal contacts. You also must understand and accept the necessity for various College regulations and comply with the directives of those authorized to enforce the regulations. If you conduct yourself in a manner contrary to the best interests of the College or are a danger to yourself or others, you will be subject to such penalties as the circumstances justify, including suspension or expulsion. All students are expected to read and follow the policies in this handbook.

A student may be suspended or dismissed for improper conduct, failure to comply with College regulations, academic dishonesty, habitual absences, lack of effort or interest, possession of, or being under the influence of alcoholic beverages or illegal drugs, or under other circumstances as determined by the President & CEO.

Students whose conduct such as academic dishonesty, plagiarism, disruption of class, etc., violates academic integrity or the instructional process may be terminated from class(es) and be assigned "F" grades. Students who otherwise violate reasonably accepted standards of the College and community at large may be terminated from the College and can be assigned "F" grades.

Regulations Concerning Conduct

As part of the larger community, Briarwood College respects the laws of the land and expects its members to adhere to them. While affording reasonable aid to its members in difficulties with the law, Briarwood College provides no immunity from the consequences of illegal acts.

As an academic community, Briarwood College has a special interest in the prevention of certain modes of conduct that are in contrast to its inherent efforts to facilitate responsible inquiry and educational growth. Accordingly, instances of the kinds of conduct listed in these regulations are to be regarded as violations of College regulations, to which the sanctions indicated may be applied.

Citizenship Rights and Responsibilities

Students are both citizens and members of the academic community and of the greater community. As citizens, students enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy, whether off or on campus. As members of the educational community, they are subject to the obligations that accrue to them by virtue of this membership. As members of the greater community, students are responsible to the laws of society and will be treated as any other citizens of society should they become involved in a violation of civil law. Students who incur penalties prescribed by civil authorities will not be subject to further discipline by the College judicial system in cases where a

violation of College regulations also occurs unless there are distinct and clear College community interests involved. The appropriate judicial body will rule as to its jurisdiction in such cases. Conviction for a criminal offense, though relevant, is not necessarily sufficient reason for terminating a student's attendance at the College or for denying a student admission or readmission to the College. The College community should not be considered, however, by any of its citizens as an institution which provides its members with special immunity to the civil laws of the community.

STUDENT DISCIPLINARY PROCEDURES/RESOLUTION OF COMPLAINTS

Student Violations

Student behavior that violates federal, state or local laws, academic honesty, College regulations or rules governing residence in College housing shall be subject to student disciplinary procedures.

Initiating Disciplinary Proceedings

Incident reports of alleged violations may be submitted by College administrators, faculty, staff, students, campus safety and security officers, off-campus law enforcement agencies and area residents to the following College administrators:

- Incident reports of alleged violations **related to co-curricular life** (except sexual harassment) shall be submitted to the **Dean of Student Life or Associate Dean of Student Services**. Following investigation, the Dean may impose any official College sanction, up to suspension from the College, pending a hearing. An appeal from a decision by the Dean of Student Life or Associate Dean of Student Services may be made to the President. Based on the investigation, the Dean of Student Life, Associate Dean of Student Services may refer a violation/incident to the Judicial Board.
- Briarwood College is dedicated to open communication and the exchange of ideas and/or concerns. If a student has a complaint or concern regarding academic matters that can not be solved by a faculty member, the student should raise it with his/her academic program director. If the matter is not resolved with the academic program director, then the matter must be addressed to the Chief Academic Officer.
- The chief Academic Officer will determine what course of action will best resolve the issue. The Chief Academic Officer may involve the Dean of Student Life, or any other college staff member to assist. If the concern or complaint is still not adequately resolved, the student may prepare a detailed written statement about the complaint or concern, including all relevant issues. The statement should then be sent to the President of the College.

The student may appeal the decision of the Dean of Student Life, Associate Dean of Student Services, Chief Academic Officer, or the Judicial Board to the President.

Notice of Complaint and Charges

Any member of the College community may file a complaint against a student for misconduct. Complaints shall be directed to the Dean of Student Life, Associate Dean of Student Services or Chief Academic Officer, as appropriate. Any complaint should be submitted as soon as possible after the event.

The appropriate Dean will conduct an investigation to determine if the complaint has merit or if it can be disposed of by mutual consent of the parties involved, on a basis acceptable to the Dean. Such disposition shall be final and there will be no subsequent proceedings. The Dean may choose to impose sanctions up to, and including, mandatory counseling. If the matter cannot be disposed of by mutual consent, the Dean will prepare charges to be referred to the Judicial Board. If a hearing is to be held, the student shall be informed of the charges in writing within two days. The names of the witnesses shall also be provided to the student to allow for the preparation of a defense. During the hearing, the student may call witnesses on his/her behalf or question the witnesses representing the College.

Status Pending Hearing

An interim suspension may be imposed to insure the safety and well-being of members of the College community or preservation of College property, or to insure the student's own physical or emotional safety and well-being, or if the student poses a definite threat of disruption of or interference with the normal operations of the College. The decision to remove a student from residence is determined by the Dean of Student Life or Associate Dean of Student Services; the decision to suspend a student from classes pending a hearing is determined by the Chief Academic Officer. The decision is made by the appropriate Dean following consultation with the College President.

Process

1. **Hearing by the President, Dean of Student Life, Associate Dean of Student Services, or Chief Academic Officer (Administrative Hearing)**

A student may request the option of having his/her case heard by the Dean of Student Life, the Associate Dean of Student Services or Chief Academic Officer, as appropriate, rather than the Judicial Board. If granted, the student waives his/her right to a hearing before the Judicial Board, he/she will sign such a waiver and agree to abide by the decision of the Dean. The Dean can impose any sanction up to, and including college suspension. The Dean will protect the student's rights in carrying out his/her decision. An appeal of the Dean's decision can be made only to the President of the College.

2. **Judicial Board**

The Judicial Board shall hear all cases referred by a Dean. The Board shall be composed of three members of the faculty, three members of the staff, and three students with the Dean of Student Life serving as Hearing Officer. The charges will be presented to the Judicial Board by the Hearing Officer. If a student is found guilty of any violations of student conduct, the Board shall recommend appropriate sanctions and report their decision to the President.

Jurisdiction - The Judicial Board has jurisdiction in cases of serious violations that may result in suspension or expulsion.

Composition - The Judicial Board is comprised of three faculty members, three students and three administrators selected by the Senior Management Team and appointed by the President.

Procedure - The Chief Academic Officer, Chief Academic Officer, the Dean of Student Life, or the Associate Dean of Student Services refer cases to the Judicial Board.

Appeals - An appeal from the Judicial Board shall be made to the President. The President may refer the case to one or more individuals for review and recommendations.

All charges shall be presented to the student in written form. A time and location will be set for the hearing. Hearings are conducted in private. Admission of any person to the hearing shall be at the discretion of the Judicial Board and/or the Dean.

In hearings involving more than one accused student, the chairperson of the Judicial Board may, at his/her discretion, permit the hearings to be conducted separately.

The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The complainant and/or accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before a Judicial Board or an Administrative Hearing.

The complainant, the accused and the Hearing Officer shall have the privilege of presenting witnesses, subject to questioning by the Judicial Board. The Judicial Board may also call additional witnesses at its discretion. The names of witnesses must be submitted to the Dean of Student Life, the Associate Dean of Student Services or their designee, by the time indicated in the Judicial Board notice.

The Judicial Board, at the discretion of the chairperson, may accept pertinent records, exhibits and written statements as evidence for consideration.

All procedural questions are subject to the final decisions of the chairperson of the Judicial Board.

After the hearing, the Judicial Board shall, by majority vote, determine whether the student has violated each section of the Student Conduct code with which he/she has been charged. The Judicial Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct code.

There shall be a single, verbatim record, such as a tape recording, of all hearings before the Judicial Board. The record shall be the property of the College.

Except in the case of a student charged with failing to obey the summons of the Hearing Officer, no student may be found to have violated the Student Conduct code solely because the student failed to appear. In all cases, the evidence in support of the charge shall be presented and considered.

The Hearing

The hearing provides the student with the right to be heard and to present the evidence brought forward. A student may challenge a Judicial Board member for bias if there is sufficient cause.

Procedure for the hearing follows:

1. The Hearing Officer introduces the accused student and members of the Judicial Board.
2. The written charges are read.
3. The case is presented.
4. The accused student admits to or denies the charges.
5. The accused student presents oral or written testimony.
6. The accused student and the witnesses are questioned (any witness may be recalled).
7. Summary statements are made by the accused student and the Hearing Officer.

Action of the Judicial Board

The Judicial Board deliberates in private session and reviews only the facts brought forth in the hearing. The Board may request additional information or reconvene to hear additional witnesses. The Board then determines whether the accused is responsible for the violation(s) and, if so, imposes a sanction. The accused student is informed of the Board's decision at the hearing. A written statement of the decision is provided to the student by the Hearing Officer; a copy is retained by the College as an official record of the Judicial Board's decision. The written statement must include information about the student's right to appeal.

3. Hearing by an Chief Academic Officer

In matters of purely academic concern as opposed to those involving student behavior, the Chief Academic Officer or designee will assume jurisdiction. Such violations include, but are not limited to, academic cheating, plagiarism, or interference with academic process. College officials hold the due process information related to academic concerns.

4. Appeals

All decisions of the Student-Staff Judicial Board may be appealed to the College President within five (5) school days of the decision. Such appeals must be in writing and delivered to the Dean of Student Life or the Associate Dean of Student Services.

Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the verbatim record of the original hearing and all supporting documents. Appeals may be considered for one or more of the following reasons:

1. To determine whether the original hearing was conducted in accordance with the student discipline procedures;
2. To determine whether the facts in the case were sufficient to establish that a violation of the Code of Conduct had occurred;
3. To determine whether the sanctions imposed were appropriate for the violation of the Code of Conduct which the student was found to have committed; or
4. To consider new evidence, sufficient to alter the decision or other relevant facts not brought out in the original hearing, because the person appealing did not know the evidence/facts at the time of the original hearing.

If the appeal is upheld, the president may:

1. Reduce, but not increase, the sanctions imposed, or
2. Remand the case to the original Judicial Board, or to the Dean in the case of a hearing under paragraph 1 above.

The decision of the President shall be final and binding.

Violations - *The following acts are violations of College regulations:*

Violations for which the maximum sanction may be college expulsion:

1. Violation of written College Policy or regulations contained in any official publication or administrative announcement of Briarwood College
2. Academic dishonesty including but not limited to cheating and plagiarism
3. Interference with or interruption of the academic process or operations of the College by, for example, acting out in class, use of profanity that is upsetting to others, etc.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person
5. Furnishing false information to the College with intent to deceive, or to the College or any member of the College community with intent to defraud
6. Forgery, alteration, or misuse of College documents or records
7. Theft, vandalism or property damage
8. Willful or negligent actions which endanger the health and safety of one's self or other persons
9. Sale, use, distribution, manufacture, dispensing or possession of illegal drugs and drug paraphernalia
10. Use or possession of explosives, firecrackers, smoke bombs, firearms or explosive materials on campus property
11. Abuse of the College Judicial System, including but not limited to:
 - Failure to obey the summons of a judicial body or College official
 - Falsification, distortion, or misrepresentation of information before a judicial board
 - Disruption or interference with the orderly conduct of a judicial proceeding
 - Institution of a judicial proceeding knowingly without cause
 - Attempting to discourage an individual's proper participation in, or use of, the judicial system
 - Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding
 - Harassment (verbal or physical) and/or intimidation of a member of a judicial board prior to, during, and/or after a judicial proceeding
 - Failure to comply with the sanctions(s) imposed under the Student Code
 - Influencing or attempting to influence another person to commit an abuse of the judicial system
12. Sexual Harassment
13. Failure to abide by College policy on vehicle usage or obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored functions
14. Excessive absenteeism

Sanctions

The following student sanctions are listed in order of severity:

1. **Warning** - A notice in writing to the student that the student has violated a College regulation.
2. **Probation** - A written reprimand for a violation of a specified regulation. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any College regulations(s) during the probationary period.
3. **Loss of Privileges** - Denial of specific privileges for a designated period of time.
4. **Fines** - Appropriate fine may be imposed.
5. **Restitution** - Compensation for loss, damage, or injury. This may take the form of service and/or monetary or material replacement.
6. **Discretionary Sanction** - Work assignments, service to the College or other related discretionary assignments.
7. **Mandatory Counseling**
8. **Residence Hall Suspension** - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

9. **Residence Hall Expulsion** - Permanent separation of the student from the residence halls.
10. **College Suspension** - Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
11. **College Expulsion** - Permanent separation of the student from the College.

The following sanctions may be imposed upon Groups or Organizations:

1. **Items 1 through 6**
2. **Deactivation** - Loss of privileges, including College recognition, for a specified period of time.

Note: More than one sanction may be imposed for any single violation.

Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary action other than residence hall expulsion, College expulsion or suspension, upon application to the dean of student life. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension or expulsion shall be expunged from the student's confidential record within five years after the final disposition of the case.

Confidentiality - Briarwood College recognizes and affirms its responsibility to ensure the confidentiality of student disciplinary matters.

CLEANING POLICY - It is expected that all members of the Briarwood College campus community will participate in the cleaning of their campus residence. Failure to do so may result in expulsion from the residence hall.

DRESS CODE - Appropriate dress and grooming are viewed as an integral part of your preparation for the business and professional world. Inappropriate attire for the classroom will not be permitted and may result in dismissal from class. Inappropriate attire includes: jeans that are ripped or with large holes; sneakers that are dirty, torn, frayed or defaced; tank tops; bathrobes; slippers; hats; and clothing marked with inappropriate, vulgar or offensive language.

Some programs may have additional dress code requirements, such as uniforms. Students will be informed of any such special clothing or uniform requirements by the faculty member/director of the course/program. The Dress Code applies to both the day and evening divisions.

The College reserves the right to determine what comprises appropriate dress.

In accordance with health and safety requirements for public buildings, shirts and footwear are to be worn in all buildings with the exception of individual student apartments.

DRUGS AND ALCOHOL - Possession and/or use of illegal drugs, narcotics, or alcohol on campus by underage individuals is subject to prompt action and may result in expulsion. (Any student on regular medical prescriptions should insure that this information is included on your health form.)

If a minor is found in possession of liquor, the Dean of Student Life or the President has the authority to impose a range of disciplinary actions. In the residence hall, the first alcohol offense results in a **warning**, which is recorded and mailed to the student's family (see FERPA update below). The second offense results in **suspension**, and a third offense results in **expulsion from residency**. Sanctions and recommendations may also be administered by the College Judicial Board should there be multiple factors involved, such as an assault involving alcohol. Such actions could be in the form of expulsion, suspension, or designation as a "dry" room or apartment. Violation of such a designation would be grounds for suspension or expulsion. New changes to the Family Educational Rights and Privacy Act permit the College to notify parents if a student younger than 21 is caught drinking or using illegal drugs. The College has "zero tolerance" for drugs, particularly in the residence halls.

Drug and Alcohol Policy - Briarwood College

Briarwood College recognizes that the health or psychological problems resulting from the abuse of alcohol or illicit drugs include but are not limited to: hangovers, blackouts, nausea, vomiting, loss of energy, depression, unsafe driving, trouble with authority, verbal arguments, physical confrontation, problems with interpersonal relationships, reduced job or school performance, and unwanted sexual encounters. Continued abuse can interfere with academic performance, development of life skills, and career preparation. It is the responsibility of Briarwood College to endeavor to create a campus environment that is conducive to responsible decision-making concerning alcohol use or non-use and an intolerance for illicit drug use for employees and students.

Standards of Conduct

The College recognizes that the misuse of alcohol or the use of illegal drugs presents a serious threat to the physical and mental well-being of its students and employees, as well as to society as a whole. Our common goal is to foster a campus community free from the harmful effects of alcohol and drugs. The following is intended to provide clear guidelines for all members of the Briarwood community. The College will impose disciplinary sanctions on employees and students who violate above standards of conduct.

Alcohol

All students and employees of Briarwood College shall observe the laws of the State of Connecticut concerning alcoholic beverages. Alcoholic beverages are defined herein as any beverage containing alcohol.

As adults, all students and employees of Briarwood College are expected to take personal responsibility for their own conduct.

The possession and consumption of alcoholic beverages shall be restricted to those persons who have reached the legal drinking age. The College reserves the right to request proper proof of age or identification from any person on campus. Those attending a function on campus or sponsored by the College must be members of the Briarwood community or their escorted guests.

Students of legal age are expected to consider the right of others and use mature and responsible judgment concerning the use of alcoholic beverages.

Students twenty-one years or older will be subject to disciplinary action if they obtain, sell or give alcoholic beverages to students under the age of twenty-one. This activity is illegal in the State of Connecticut.

Student clubs and organizations are not permitted to sponsor an event where alcoholic beverages are served or provided (on or off campus). College-recognized student organizations are prohibited from sponsoring BYOB events (on or off campus) at which individuals carry their own alcoholic beverages into the facility.

The possession and consumption of alcoholic beverages is prohibited in the common areas of the campus (hallways, classrooms, offices, lounges, etc.).

State law prohibits the unlicensed sale of alcoholic beverages on campus.

Beer kegs, beer balls, or other large containers of alcoholic beverages are strictly prohibited in the residence hall. No "hard liquor" is allowed. Alcoholic beverages are only permitted in the rooms of residents who have reached the legal drinking age; however, a maximum of one individual package (six pack) of beer or wine coolers only is allowed per 21 year old, per 24-hour period.

Any person or organization in violation of State law or Briarwood College regulations will be subject to disciplinary action by the College and/or be referred to the appropriate civil authorities (which may lead to arrest).

Drugs

The possession, distribution, and consumption of illicit drugs and the abuse of prescription and over-the-counter drugs and anabolic steroids are prohibited.

The use or possession of drug paraphernalia is strictly prohibited anywhere on the College campus.

The College recognizes that drug problems are complex. The institution will make every effort to assist students or employees who have problems; however, students and employees must understand that, apart from the professional resources of the College, drug problems revealed or uncovered in the normal course of administrative operations will be treated as disciplinary matters. Students and employees will be given the opportunity to participate in treatment programs, or be mandated to do so, as a condition of their employment or continued status as an active Briarwood College employee or student.

Students found guilty of a violation of the policy shall be subject to College disciplinary procedures and civil action, which may include suspension or expulsion. In addition to the penalties, which may be imposed by campus authorities, criminal prosecution may also be initiated.

As a condition of employment, employees must notify the College of any criminal drug statute conviction or a violation occurring in the workplace no later than five days after such conviction.

The College will periodically provide drug and alcohol educational information through orientation, seminars, guest lectures and participation in special information programs throughout the year. The Health Office and the Office of the Dean of Student Services maintain a resource center of informative materials which are available to the entire campus. Confidential counseling and referral to appropriate services will also be provided. In addition, the curricula of appropriate academic courses contain relevant information on alcohol and drugs.

Local, State, and Federal Laws

Local, State and Federal laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Sanctions range from 48 hours of imprisonment to life, and fines begin at \$200.

Section 30-89 of the Connecticut General Statutes prohibits the purchase or possession of any alcoholic liquor by persons under twenty-one years of age and carries a fine of not less than \$200 or more than \$500. Section 30-87 prohibits inducing minors to procure liquor and carries a fine of up to \$1,000 and/or up to one year imprisonment for each offense. Section 30-88a prohibits misrepresentation of age to procure liquor and carries a fine of \$200 to \$500 and/or thirty days imprisonment.

You are legally intoxicated if your BAC is **.08 or higher**. If you are under 21 years of age, you are legally intoxicated at a **.02 BAC or higher**. Conviction of DUI carries a fine, jail time and license suspension for one year for the first offense. The third offense carries a fine, a minimum of one year in jail and permanent revocation of your license.

Complete copies of applicable laws and sanctions are available in the College Library.

Sanctions for individuals or groups of individuals in the misuse of alcohol or the illegal use of drugs shall be determined and levied by the Dean of Student Life or the President of the College, and depending on whether the action is levied against a student or an employee may include:

- restitution of any property damage
- loss of residence guest privileges (social probation)
- on-campus suspension
- off-campus suspension
- reading/writing assignments
- mandatory counseling for employees, as required by law
- College fines
- preparation of an alcohol awareness program for a designated audience
- loss of federal and state funding
- removal from campus residency

- job probation
- job termination
- suspension from the College
- expulsion from the College
- participation in a rehabilitation program/treatment
- arrest/fines by civil authority

Non-compliant students shall be referred to the Dean of Student Life, or the President of the College, according to the nature and degree of severity of the alleged offense.

Commuting students shall be referred to the Dean of Student Life who may then refer these persons to the President of the College.

Members of the faculty, administration or staff in violation of the policy shall be referred to the President of the College. In addition to College sanction, persons in violation of local/state/federal laws concerning alcohol/drugs may be subject to criminal penalties/civil lawsuits.

All records with regard to alcohol/drug problems will be strictly confidential. Faculty, staff and students who suspect they may be having problems with alcohol/drugs are encouraged to seek help. College security staff and resident assistants, as well as any College personnel, will be responsible for reporting problems concerning alcohol/drugs to the Dean of Student Life.

Dissemination of alcohol and drug information is through freshman and resident orientations, observation of Alcohol Awareness Week, special speakers and programs, posters, “table tents” mailbox stuffers, the campus radio station, etc. Resources are maintained in the Office of the Dean of Student Life or in the Office of the College Nurse.

Referrals, Personnel, and Agencies

On-campus:	Cynthia Clark, MA	Associate Dean of Student Services
	Diane Bordonaro, RN	College Nurse

Off-campus: A listing of agencies and private counselors in the area is available from the Associate Dean of Student Services, or the office of the College Nurse.

ENDANGERMENT - The College discourages the taunting, harming or endangerment of wildlife by any member of its community or by any visitor. **Please do not feed the Canada geese, as this practice disturbs their natural ways and is harmful to their health.** Furthermore, throwing items or persons into the pond is prohibited. Such behavior will not be tolerated.

GAMBLING - Gambling is not permitted at Briarwood College. Those found identified as gambling on campus or in College facilities/services will be subject to disciplinary action that could include expulsion from the College. The College further cautions students to be aware of the legal, personal and financial ramifications of partaking in gambling activities.

GENERAL GRIEVANCE PROCEDURES - The purpose of the grievance procedure is conflict resolution. The procedure should not inhibit informal discussions between a student and a member of the faculty.

If a student believes that a personal conflict with an instructor exists, including concern about a course grade, the student should approach the instructor to discuss the situation as soon as the concern is realized. If this initial step does not result in satisfaction, the student should arrange an appointment with the Program Director to discuss the situation.

Every effort should be made to explore the problem and to develop options for successful resolution. If satisfaction is not reached, the student may appeal the grievance to the Chief Academic Officer whose decision is final.

NONDISCRIMINATION STATEMENT - Briarwood College affirms and actively promotes the rights of all individuals to equal opportunity in education and employment in this institution without regard to race, color, sex, national origin, age, religion, marital status, disability, veteran status, political affiliation, sexual orientation. This policy implements Federal and State laws, regulations, and executive orders. The aforementioned includes, but is not limited to, any form of hate literature

or graphics, racist or sexist comments or religious slurs. These are Federal and State offenses. ANY VIOLATION OF THIS POLICY AND THE LAW SUBJECTS THE PERSON OFFENDING TO PROSECUTION TO THE FULLEST EXTENT OF THE LAW INCLUDING POSSIBLE SUSPENSION AND/OR DISMISSAL.

Anyone aware of behavior which falls within the above categories should report the incident promptly and as completely as possible to the Dean of Student Life, the Affirmative Action Officer (Attorney Robin Esposito), or the College President.

SEXUAL HARASSMENT - Each member of the Briarwood College community, whether student or employee, has the right to study and work in an environment free of sexual harassment. Title VII of the 1964 Civil Rights Act, as amended, makes sexual harassment unlawful.

Sexual harassment is also forbidden by Section 31-126 of the Connecticut State General Statutes, which characterizes sexual harassment as an unfair labor practice.

Sexual harassment is defined "as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature." This includes verbal or nonverbal sexual innuendoes, suggestive comments, threats, insults, and jokes about specific traits, sexual propositions, suggestive or insulting noises, obscene gestures, physical body contact, or coercing of any sexual activity.

All such complaints of sexual harassment, written or oral, should be directed to the College Sexual Harassment Assault Officer; information on how to contact her may be obtained from the Dean of Student Life. All such complaints will be investigated promptly and confidentially. Any student or employee who violates this policy will be subject to appropriate disciplinary action up to and including dismissal from the College. Romantic or sexual liaisons between a member of the faculty or other staff and a student currently in attendance at the College is prohibited and will result in disciplinary action, which may include termination of employment or suspension without pay.

SEXUAL ASSAULT, RAPE, OR MISCONDUCT - Any behavior that constitutes a sexual offense under this policy will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. Prohibited conduct includes sexual assault, rape, attempted sexual assault or rape, indecent exposure, voyeurism, or possession or distribution of illegal pornography. In addition, sexual assault, rape and other sexual offenses are illegal under Connecticut criminal statutes and may be prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, anal, or urethral penetration with any body part or object without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Lack of consent may result from inability because of mental impairment of the victim (due to, for example, intoxication), or physical helplessness of the victim (due to, for example, being asleep). Lack of consent may also result from intimidation (due to, for example, the aggressor's language, size, or threatened or actual use of force) that silences the victim. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that would lead to it.

Students will also be disciplined for other sexual offenses which are criminal in nature or which violate other community standards.

Victims of sexual offenses should be assured that the College will provide resources, including immediate transportation for medical treatment, counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. The College will consider requests for changes in residential and academic accommodations and work with victims to reach available and reasonable solutions. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the Office of the Dean of Student Life. Additionally, victims should seek counseling and emotional assistance through the Office of the Associate Dean of Student Services or the Sexual Harassment Assault Officer.

VANDALISM POLICY - It is expected that all members of the Briarwood College campus community will have respect for College property and not vandalize.

If a person sees and reports another person or persons committing vandalism on campus, or if there is enough evidence pointing to a person or persons being responsible for vandalism on campus, that person who committed the vandalism will be informed that they have the choice of:

- Being removed from residency and making monetary restitution
- Being brought before the College Judicial Board

The Judicial Board may recommend removal from residency, mandatory completion of an anger management course, suspension from the College, monetary restitution, or any combination of those or other actions.

In cases involving accidental damage or instances in which a person or persons come forward and admit to damaging campus property, disciplinary action will be decided by the Dean of Student Life.

II. GENERAL INFORMATION (All Students)

BULLETIN BOARDS - Important information such as activity notices, administrative notices, organization news, campus and off-campus events are posted on the general information bulletin boards. There are bulletin boards in LeConche, Liguori and Eder Halls. It is your responsibility to check the bulletin boards to keep informed; all notices posted must be dated and kept in an orderly manner.

Items to be posted on campus bulletin boards should be brought to the Office of Student Life, in Eder Hall, for approval and a tear-down date.

FOOD - *Food and Beverages Are Allowed Only in the Lounge Areas or Other Designated Areas.*

IDENTIFICATION CARDS – An ID card, with your picture, will be issued to each of you at Briarwood. The administration expects every student to carry and ID card at all times, in case identification is required. Student ID pictures are taken during registration period at the Campus Safety Office. You are expected to surrender your ID card to any member of the administration, faculty, staff or Campus Safety. If an ID card is lost, the cost to replace it will be \$5.00.

LAUNDRY - Washers and dryers are provided in the lower level of Eder Hall for use by students, both resident and commuter. Laundry cards are obtained from the Dean of Student Life. Washers and dryers in the apartments in Palmisano Hall are for the use of the residents of those apartments only. It is recommended that you remain with your laundry throughout the cycle. The College cannot be responsible for damaged or lost items. Any problems with laundry equipment should be reported to the Dean of Student Life.

MAILBOXES FOR FACULTY MEMBERS - All mail, papers, reports, etc., for faculty members should be properly labeled and placed in the faculty member mailboxes located in the Faculty Mail Room near the Library.

MAILBOXES FOR STUDENTS - All commuter/resident students (full- and part-time) have a mailbox in LeConche Hall (near the Library). These mailboxes should be checked regularly so those important messages will not be missed. Resident students may expect the distribution of U.S. mail at the Eder Hall RA Desk after 6:30 p.m. Mail **cannot** be distributed from the Central Office.

PARKING - ALL VEHICLES ARE PARKED AT THE OWNER'S RISK. All students, full-time and part-time, should secure a Parking decal from the Office of Safety and Security. This decal must be displayed on either the passenger side or driver side of the windshield. The North Lot and East Lot are designated as student parking areas. The South Lot (adjacent to Eder Hall) is for faculty and staff members who have offices in Eder Hall, and also Resident Assistants. Eder Hall residents may park in South Lot adjacent to and behind Palmisano Hall. Students may park in the parking lot between Eder and Liguori Halls on a first come, first serve basis. This lot is reserved for faculty and staff only. You are prohibited from parking in any area labeled STAFF and FACULTY, and will be subject to fine and/or towing. All speeding and stop sign violations will be \$35.00. Handicapped parking spaces are available. Please see Campus Safety and Security as to where to park. Parking illegally in the handicapped spaces is subject to fine and towing as is parking in driveways, on sidewalks and on the lawn.

PARKING IS STRICTLY PROHIBITED IN ALL FIRE LANES. ALL FIRE LANES ARE MARKED WITH YELLOW CURBS. CARS PARKED IN A FIRE LANE MAY BE TOWED AT THE OWNER'S EXPENSE.

PERSONAL TELEPHONE CALLS - Personal calls will not be accepted on the College phones, except in emergencies.

SELLING/SOLICITATION - Sales by student groups, teams or academic departments should be cleared for scheduling through the Office of Student Life. All vendors must be sponsored by a recognized student organization or a College department and cite the name of the sponsoring group in its display. Vendors who violate the solicitation policy risk the loss of ability to return to campus.

Solicitation as it applies to commercial, charitable, religious and political endeavors is prohibited on the College premises without prior clearance through the Office of Student Life. The College Administration reserves the right to refuse permission for recruiting, sales, information dissemination, etc., should it be deemed offensive or not in the best interest of the Briarwood Community as a whole.

SMOKING - *Smoking Is NOT Permitted in Any Building or Entrance Area on the Briarwood Campus and Also Is Not Permitted in the Residence Halls.*

STUDENT LOUNGES/FOOD SERVICE - Lounges in the Student Center, Eder Hall, and the Founders Hall Café are for the benefit of all students, resident and commuter. Meals and snack food will be offered in the Café in Founders Hall and in the Dental/Mortuary Science building via vending machines. Included in these machines will be entrées, snacks, breakfast foods, soups, sandwiches, desserts, etc. The machines are restocked on a daily basis. The food is affordable and nutritious. There are also vending machines in LeConche Hall, the Student Center and Palmisano Hall. Each of these areas is designated non-smoking.

III. HEALTH, SAFETY AND SECURITY

BROADCASTING/COMMUNICATION PROGRAMS POLICY Students enrolled in Broadcasting/Communication Programs may gain access to the facilities in Liguori 1 between the hours of 6 a.m. and 11 p.m. to complete course projects and conduct radio shows. Classes regularly scheduled in Liguori 1 will be given priority use of the room. A list of students authorized to use the room will be provided by the Program Director to Campus Safety and Security. The same list will also be given to the Central Office, and the Office of Lifelong Learning, if required.

All Briarwood College Broadcasting/Communication students who are interested in using the broadcasting studio and equipment will be required to sign a form stating student rights and responsibilities prior to using the facility.

Students must sign in and provide identification (driver's license and student identification) to Campus Safety and Security personnel, who will open the doors. Before leaving, the student is responsible for turning off equipment and lights and notifying Campus Safety and Security personnel, who will be responsible for securing the outside door.

BUILDING ACCESS - Classroom doors and the side/back outside doors of Eder Hall are locked 1 hour after evening classes end. Computer labs close at 11 p.m. or earlier; Library closing hours vary and are posted at the entrance to the Library. Only authorized faculty members and staff will be permitted in closed facilities without prior written authorization.

COLLEGE PROPERTY - It is assumed that pride in the campus will prevent vandalism; but in the event of deliberate damage, disciplinary action will be taken. It should be understood that you would be billed for any damage done by you or your guests to College buildings, grounds, or equipment. You are responsible for the behavior of your guests. Resident students are assessed a security deposit upon entering the residence hall. This fee is refundable after you leave Briarwood housing, minus deductions for damages, loss of keys, etc., if applicable. Resident students will be informed of specific policies concerning vandalism and cleaning.

CRISIS RESPONSE TEAM - In the event of a medical emergency, natural disaster, act of violence, or criminal offence, the Director of Campus Safety has a prescribed protocol and a team of responders. The core team consists of Campus Safety and Security Personnel, Maintenance, the Dean of Student Life, and the College Health Office (Nurse). Students and staff are asked to contact one of these offices immediately. As always, if a medical emergency arises which involves severe

bleeding, unconsciousness or breathing difficulty; call 911 and then Security before notifying a member of the team or a representative of their office.

EMERGENCY EVACUATION - In the event of an emergency necessitating evacuation, students should go **immediately to the nearest safe exit**. **DO NOT gather any belongings**. Proceed to Founders Hall and await instructions. If it is determined that resident students cannot return to the residence hall, College officials and/or the local fire department will provide students with the necessary living facilities.

ESCORT SERVICE - Although Briarwood prides itself in being a safe campus, for those who are not comfortable walking alone at night, the Office of Campus Safety and Security provides door-to-door walking escorts from dusk until 7:00 a.m. for students and faculty. Please call Ext. 116, or if arriving on campus, drive to the Safety and Security Office and ask for assistance.

FIRE DRILLS - Fire Drills are held throughout the year. You should be aware that tampering with extinguishers or other equipment, failing to vacate a building during a sounding alarm, or setting off false alarms will be dealt with severely, and you may face arrest for these offences.

HEALTH - The Health Office is located in the lower level of Eder Hall, Ext. 188. The Nurse's office hours are Monday - Thursday, 9 a.m. – 3:00 p.m. for health guidance, basic triage to local walk-in centers, hospitals and medical/psychological referrals. There are two walk-in centers and hospitals within a five-mile radius of the campus. During non-office hours, all health (emergency & non-emergency) concerns are triaged to local facilities. The Nurse is responsible for insuring that all students are in compliance as it relates to their medical records and health insurance.

Physical

A complete physical and health history is required prior to the first day of class. Health forms may be obtained from the Health Office or the Office of Admissions. This physical exam must be within a year of the date of entering college.

All full-time and part-time, matriculated students must provide documentation of immunizations according to the State of Connecticut public health requirements prior to the start of classes.

- All persons born after December 31, 1956 must prove two documented doses of measles vaccine--the first dose on or after twelve months of age and after January 1, 1969; the second dose after January 1, 1980. If not, two doses must be given after January 1, 1980 and at least one month apart.
- All persons born after December 31, 1956 must prove one documented dose for rubella vaccine.
- A tetanus immunization must be within 10 years.
- A PPD (Mantoux) must be documented within one year as a check for tuberculosis.
- Documentation of chicken pox disease history or immunization is required of all Allied Health students.
- All residence hall students are mandated by state law to receive the meningococcal vaccine to protect themselves from meningitis prior to moving into the dormitory.
- Hepatitis B vaccine is strongly recommended for students in the Executive Medical Assistant, Medical Assistant, Mortuary Science, Occupational Therapy Assistant, Dental Chairside Assistant, Dental Administrative Assistant, and Dental Hygiene programs.

All full- and part-time Allied Health students may be required to update health requirements annually as needed for internships.

Health Insurance

All full-time students are required to carry health insurance, which can be obtained through the college. Part-time students who reside on campus must also carry health insurance. Information regarding the college insurance plan is available through the Health Office in lower Eder Hall. Students who are already covered under another plan may decline the college insurance by completing an on-line waiver form. If an on-line insurance waiver form is not completed by September 30th of the current school year, students will be charged for the college health insurance plan. To waive the college insurance students access the internet website www.bollingerinsurance.com/briarwood and select the "Request a Waiver" link. All students should verify with their own insurance companies which hospitals, clinics, or practitioners are acceptable. If a student has a particular health problem, they should locate an acceptable facility. It is recommended that all students carry a copy of their health insurance card.

Illness

In the event of accident or illness, refer to medical emergency procedure signs posted around campus and in the classrooms.

Any student absent for five days or more for medical reasons should notify the Associate Dean of Student Services and bring medical documentation to the College Nurse upon their return.

Universal Precautions

Lab coats are required in all laboratory classes. Because persons of all ages and backgrounds may be carriers of the AIDS virus, hepatitis and other diseases transmitted by exposure to bodily fluids, it is important to take "universal" precautions. That is, treat all bodily fluids as potential carriers.

Bodily fluids include:

blood	feces	respiratory secretions
urine	saliva	secretions from cuts and scrapes
vomit drainage	semen	

A "**Clean Up Kit**" is available for any accident involving bodily fluids. These kits are located in LeConche Hall (Central Office), Eder Hall (RA Station) and Lower Eder Hall (Health Office), Founders Hall (Kitchen), and Liguori Hall (Lower Lobby). **The contents of the kit will help with the following procedures:**

- Use gloves when the possibility exists of coming in contact with blood or potentially infectious body secretions or excretions. Examples: starting IVs, drawing blood and handling soiled linen and waste.
- Wash your hands after removing gloves (do not wash gloves); use clean gloves each time.
- Do not wear gloves or protective clothing when contact is unlikely to result in exposure to blood, potentially infectious body secretions or excretions.
- Always dispose of needles and sharps in the impervious containers located in the classroom (LeConche Hall - Room 12) and the Health Office in Eder Hall. Do not recap, clip or bend needles, or throw them in the trash.
- Stereophony disinfectant is located in the laboratory (LeConche Hall - Room 12) to be used in cleansing areas which have come in contact with body secretions or excretions.

PERSONAL PROPERTY - Although Briarwood boasts of an excellent record, to remain as safe on campus as possible, please observe personal safety habits. Briarwood is not responsible for personal property of students, including cars in the College's parking lots. Each student is responsible for his/her property as well as personal safety. All apartment doors and bedroom doors should be kept locked. At night, you should not walk alone and should walk only in well-lit areas. All incidences should be reported to a Campus Safety and Security Officer and to the Dean of Student Life through the filing of an Incident Report.

PERSONAL SAFETY - Students and staff are asked to walk on the sidewalks for your own safety from both motor vehicle traffic and dangerous footing. As the weather gets wet, muddy and icy, the lawn will become slippery. Use of the sidewalk will also preserve the lawn from major re-seeding in the spring. Money better spent on students!

After evening classes and on weekends, everyone should pass by the Campus Safety and Security Office. Do not take the path over the bridge. Strangers, woodland animals and limited lighting near the woods may pose a threat to your safety.

Should a Safety and Security Officer or other member of the staff not recognize you, you may be asked to identify yourself by producing your Briarwood ID. Please do not consider this an offense or violation of your person. The staff takes pride in knowing nearly every student; but even on a small campus, it is not always realistic to know or recognize everyone all of the time. The College also takes pride in having very few problems with trespassers. Please cooperate and introduce yourself if asked.

SECURITY - Campus Safety and Security Officers provide 24 hour coverage 7 days a week. These officers report directly to the Director of Campus Safety and Security and are responsible for the safety and protection of all faculty, staff, and students. Safety Officers, trained in crisis intervention, as well as CPR and First Aid and AED, make regular rounds of the

campus, check the identification of all persons coming on campus, enforce College Policy, and lock/check doors. All students and visitors to campus must comply with the rules and regulations of the College as enforced by the Office of Campus Safety and Security. RA's staff also make rounds in Dorms and report problems to the Dean and Security Supervisors.

SKATEBOARDS/ROLLER BLADES - Students may use these on paved campus surfaces, **at their own risk**. The use of skate boards and roller blades is not permitted inside buildings. You are expected to be mindful of campus traffic both automotive and pedestrian, to yield to both, and to obey directional traffic signs. Students are encouraged to wear head, wrist, knee, and elbow safety equipment.

IV. RECREATION AND SPORTS

ATHLETIC FACILITIES - The athletic fields on campus are located adjacent to Eder Hall. Facilities include a volleyball sandpit, soccer/softball field, and a basketball hoop. Locally, the College enjoys the use of Gold's Gym in Bristol, the Southington YMCA, and indoor and outdoor activities in the area. Day trips are planned to Vermont, New York City, Boston and other New England destinations throughout the year. These trips are based on student interest.

ATHLETICS AND RECREATION - Briarwood College athletic programs support the educational mission statement of the College by providing additional opportunities for the student-athlete. The athletic programs at Briarwood College consist of both intercollegiate and intramural opportunities.

INTERCOLLEGIATE ATHLETICS - The intercollegiate athletic program is under the direction of the Director of Athletics and is monitored by staff management.

The College's intercollegiate teams take great pride in competing at the Division III level of the National Junior College Athletic Association (NJCAA). Our membership allows us to participate in the New England Region (REGION XXI) against other Junior and Community College member institutions throughout Connecticut, Rhode Island, and Massachusetts. This affiliation allows Briarwood the opportunity to qualify for regional and national post season tournaments and the student-athlete to be recognized for various individual awards. The College currently sponsors women's soccer, cheerleading, and men's basketball.

To be eligible, students must be enrolled in a minimum of 12 credit hours, maintain a specific grade point average, and comply with the eligibility criteria set forth by the NJCAA and Briarwood College.

All teams will have open tryouts. If interested, please contact the Director of Athletics for more information.

INTRAMURAL ATHLETICS - Intramural sports are recognized as an important part of the student's education. Through participation, the student has the opportunity to exercise, relieve stress, socialize with friends, meet new people, and experience the thrill of competition in a fun, relaxed setting.

The intramural program is made up of organized leagues leading to individual or team championships. It's here for your enjoyment and recreational needs. Intramural competition is offered in various sports for men, women, and co-ed teams. Competition is provided in the form of leagues, tournaments, and special events. The programs offered are selected based on student interest and the availability of resources and facilities. Some programs offered include: flag-football, bowling, basketball, volleyball, softball, soccer, and wiffleball. For more information, please contact the Director of Athletics.

COORDINATION OF ACTIVITIES - The leadership of clubs and organizations are encouraged to communicate and coordinate activities (dates, times and locations) with the Dean of Student Life.

Students and/or faculty interested in chartering new organizations to meet the needs of Briarwood students are encouraged to bring such suggestions (including recommendations for faculty advisor) to the Dean of Student Life.

POND - We are very fortunate in our rural setting to enjoy the benefits of a pond on the College grounds. It is home to fish, frogs, and other aquatic life, as well as a nesting place for Canada Geese known to be at home on college campuses across New England. Students are invited to enjoy the beauty and tranquility of the pond and marvel at the wonders of nature that

grow and live in and around its shores. Fishing and the throwing of stones and other debris into the pond is not permitted.

The area located at the head of the pond, designated by benches and landscape plantings, is known as Freedom Square. Here you will find plaques displaying the Bill of Rights of the United States Constitution.

RECREATIONAL ACTIVITIES - Free recreational time is an excellent way to meet new friends. You are encouraged to engage in informal recreational activities. These *may* include:

Basketball	Bowling	Body building/aerobics	Ping-Pong/Billiards (pool)
Softball	Skiing	Dances	Gold's Gym
Spring "Olympics"	YMCA	Swimming (YMCA)	Golf
Hiking	Soccer	Volleyball	

All activities may not be available at all times. The Director of Student Life or the Director of Athletics can supply additional information and will organize activities and events according to your interests. Consult campus bulletin boards for changes and additions to event schedule.

Briarwood College has affiliations with the Southington YMCA and Gold's Gym in Bristol. Students will have an opportunity to purchase a membership in the Southington YMCA for approximately \$40; this membership will allow them to use all the facilities of the Y. A similar arrangement will be available for Gold's Gym in Bristol.

Publicity for special activities and events will be prominently displayed on bulletin boards in various buildings. Please check these bulletin boards frequently to learn of such events which may be of interest to you. Special arrangements for student discounts and group rates often apply to these events. These boards are regularly updated.

STUDENT CENTER - The Student Center is located adjacent to Eder Hall. Providing a gathering place for commuter and resident students alike, the Center offers a variety of activities, TV/stereo, billiards, air hockey and ping-pong, as well as providing an area for both educational and social activities. The hours are posted outside of the Student Center. Staff members are on duty to open game tables and lend equipment during the hours posted.

STUDENT CENTER RULES

1. No smoking, no alcohol
2. Programs/events sales and posters must be approved by the Dean of Student Life.
3. Tampering with the equipment or machines is not permitted.
4. Gambling is illegal and is not permissible on Briarwood Campus or in the Student Center.
5. A student host must accompany visitors & guests.
6. Students must show Briarwood College ID to borrow equipment.
7. Excessive yelling or fighting is prohibited.
8. No profanity.
9. Game tables are not for sitting on (not even for the purpose of making a shot); furniture is not for standing on.
10. Pool balls must remain on the table.
11. Ping-pong balls should remain at the table.
12. Paddles may not come in contact with the Ping-Pong table.
13. Pool cues are delicate; do not snap or lean on them, or bang them on the floor.
14. Clean up after yourself - no littering.
15. Shirts and shoes required.
16. This is the living area of the campus, not a bedroom - no sleeping on the furniture.
17. See staff-on-duty for reservations for TV programming (Be on time, reservations voided after 10 minutes.)
18. Games should be played within the Center; however, they may be signed out with a Student Center Staff member and taken to your apartment for up to 24 hours.

This is your campus center, please respect and care for it. Suggestions and comments are welcomed. Please be courteous of fellow students and respectful of the role of our staff. We look forward to serving you.

V. RESIDENTIAL LIFE

All members of established communities have certain rights and privileges. With those rights come a number of responsibilities. At Briarwood College, all students living on campus are expected to follow those policies and procedures designed to enhance community living as well as protect the rights of all. The goals of these policies are:

- To establish a positive community in which all students respect the needs of those with whom they live.
- To develop an inclusive atmosphere of understanding and appreciation of individual differences.
- To provide a safe and secure living environment.
- To encourage positive academic achievement by providing an atmosphere conducive to sleep and study.
- To foster education and individual development outside of the classroom in terms of respect for others.
- To provide communication, to develop social skills, and to develop leadership opportunities.

A Housing Contract is required of each resident student. In signing the "Request for Housing/Contract", a student agrees to meet the expectations as outlined in this Handbook and on the reverse side of that form.

ABSENCE FROM APARTMENTS - Residents may come and go from campus as necessary. An RA will poll all student apartments and give a list of anyone staying on campus Thursday, Friday and Saturday nights to the Office of Safety and Security.

ALCOHOL - According to Connecticut State Law, no one under 21 years of age may possess or consume alcoholic beverages; **Briarwood College complies with this law**. No one under the age of 21 may have alcohol anywhere on campus, and no one who is of the legal drinking age may purchase alcohol for or serve anyone under 21 years of age. Additionally, as a private institution of higher education, the College has exercised its right to add additional restrictions for the safety and welfare of its students. The following guidelines also apply to alcohol in the residence hall:

- Kegs, beer balls, or other large containers of alcohol are not permitted.
- No *hard liquor* is allowed.
- A maximum of one individual package (six-pack) of beer or wine coolers is allowed per 21 year old, per 24-hour period.
- Alcohol must be consumed in individual apartments/rooms and is not allowed in common areas.
- Students must sign in all alcohol quantities with Campus Safety and Security

APARTMENT/ROOM ACCESS - Resident students are each issued a key for use in their apartment and bedroom. These keys are not to be given to anyone, nor are they to be copied. In the event a resident is locked out, residence staff members may allow only the occupant of a specific room/apartment in. Students and guests may NEVER enter an apartment through the window, and the windows are to be locked when residents are not in the apartment. A lost key must be reported to the Dean of Student Life immediately. There may be a fee for lost/missing keys and/or locks may be changed.

College representatives (designated by the President) from the Office of Student Life, Campus Safety and Security, and Maintenance may enter student apartments/rooms for the following reasons:

1. There is apparent danger to the occupant(s) of the apartment/room or other residents.
2. There is reasonable cause to believe that students are violating federal, state or local laws or College regulations.
3. To make apartment/room inspections (to ensure compliance with College regulations, fire safety guidelines and to note damage).
4. To perform maintenance tasks.

APARTMENT FURNISHINGS - Standard apartment furniture is provided by the College and is the property of Briarwood College. You may supplement furnishings with items of your own but MAY NOT REMOVE furniture provided by the College. **Items such as waterbeds, hot plates, and electric blankets are not allowed.** Lounge or lobby furniture may not be taken to individual apartments, nor may screens be removed or wantonly damaged at any time. Damage or removal of College property will result in damage assessment billed to the appropriate student(s) and deducted from the security deposit.

APARTMENT INSPECTION - It is expected that apartment residents will take pride in their living quarters and keep them neat, clean, and sanitary. Students are encouraged to communicate and establish certain guidelines with each other to see that this occurs. Additionally, the Dean of Student Life and the RAs will conduct Health and Safety Inspections. These inspections will occur periodically throughout the year as well as when students leave on-campus housing. If an apartment is deemed unsatisfactory, all residents of that apartment will be held accountable and appropriately disciplined, including damage deposit deductions or assessments, and even expulsion from the residence hall.

BREAKS - The College closes for winter and spring breaks. Students are NOT permitted to remain on campus during these times; they are expected to follow closing procedures prior to leaving campus and may not return before the published opening day/time. Upon departure for Summer Break, students must remove all belongings by the closing date/time. The College does not provide storage for your personal items. Failure to remove personal items is subject to fines. The Dean of Student Life checks all apartments/rooms at the beginning of the break.

DECORATIONS - Students are encouraged to decorate your assigned apartment and bedroom to make it your home; there are, however, certain guidelines which apply. Painting is not permitted, nor is the placement of any permanent substance on doors or walls. Live holiday trees or boughs are fire hazards and prohibited from the residence halls. **Candles, incense, halogen lamps, tapestries, strings of lights, and flammable objects may not be used in student apartments.** Decorations are not to be offensive in nature and the Dean of Student Life will require the immediate removal of any inappropriate apartment decoration material.

No more than 1/3 of a wall in a room shall be covered for fire safety reasons. Wall hangings or other coverings shall not obstruct passageways or cover ceilings or smoke alarms. Posters, neon-signs, flags, etc. may not cover windows.

Other items prohibited from the residence halls include: lofts and bars, waterbeds, hot tubs, weights, firearms, BB guns, paintball equipment, knives or **any other type of weapon**, fireworks or explosives, gas grills, combustible fuels or other hazardous chemicals, dart board/darts, traffic signs, kegs/taps/funnels or similar devices and other items which the College staff deems dangerous or inappropriate.

DEPOSIT - A housing security deposit will be required of each resident student upon entering the residence hall. The fee, minus any charges for damage, is refunded upon leaving on-campus housing.

FIRE SAFETY - The following items are not to be tampered with under any circumstances: heat sensors, smoke detectors, fire alarm pull stations, fire horns, emergency lighting, exit signs, fire extinguishers and their cases. Should you suspect a problem with any of the above items, notify your RA or a Safety and Security Officer. Inspection will be done every month or more by Security Supervisors.

- **Candles, incense, Sterno, halogen lamps, tapestry, strings of lights, and flammable objects may not be used in student apartments/rooms.** Open flames of any kind are prohibited. The residence halls are smoke free. Smoking is only permitted outside the building in designated areas and **25 feet from the building.**
- No more than two items should be plugged into the same electrical outlet. Extension cords and other multi-plug units are not permitted in Eder Hall apartments with the exception of UL approved extension cords which contain a surge protector.
- Halogen floor lamps, combustible items such as fuels, electric blankets, hot plates and other small appliances containing heating elements are not permitted in student apartments. Exception: UL approved kitchen appliances such as toasters and toaster ovens, coffee makers, popcorn poppers, microwaves, rice-cookers, clothing irons and crock pots which are to be stored and used **only in the kitchen, on a clean and stable surface, and with a resident present at all times.** Hair dryers and curling irons are permitted as well, but should remain unplugged when not in use, should be operated from a dry, stable surface, and should be operated with a resident present at all times.
- Outdoor cooking/grilling/barbecuing is permitted only outside and after approval from the Dean of Student Life.
- Heating vents are to remain unobstructed, as should all doors and windows. Exterior doors should not be propped open; they pose a draft which would encourage a fire to spread as do holes in walls, which should be reported to an RA or the Dean immediately for repair.

Fire drills/alarms will occur periodically throughout the year. Vacate the building through the nearest safe, passable exit upon hearing the alarm. Disciplinary action and fines will result in non-compliance with the law.

GUESTS AND VISITATION - Visitors are welcome and may participate in planned activities; however, their behavior is strictly the responsibility of you, their host. As a security measure, guests and visitors must stop at the Office of Safety and Security to check in with Security upon their arrival on campus. They will be asked to sign in and leave identification (a driver's license or photo ID with date of birth). Campus Safety will notify the student visited to come to the Office of Campus Safety and Security to greet their guest. All relatives, including parents, must sign in with Campus Safety. No more than two guests may visit one student at a time, and all visitors must sign out by 1:00 a.m. One overnight visitor per student is permitted only on nights proceeding days with no classes (Friday and Saturday). Sunday through Thursday nights, all guests/visitors must sign in at the Safety and Security Office by 11:00 p.m., since sign-out time is 1 a.m. Guests/visitors may not sign in to visit after 11:00 p.m. Guests/visitors signing in overnight (on Fridays or Saturdays) may sign in up to 12:30 a.m. Visitors under the age of 18 must be accompanied by a parent /guardian. You are expected to inform your guests of all policies and procedures. **NO GUESTS WILL BE PERMITTED DURING MIDTERM AND FINAL EXAM WEEKS!**

HOUSING ASSIGNMENTS - If a student has been offered and wishes to accept admission as a resident student, they must complete and return the "Request for Housing/Contract" provided by the Admissions Office. Carefully review the contract before signing it as your signature obligates a student to all of its terms and conditions, including policies found in these pages. A housing deposit will be collected from each resident, refundable minus damage costs after they have moved out of campus housing.

The Dean of Student Life designates housing assignments based on years of experience in student housing placement and taking into account student requests and lifestyle preferences. Personal preferences should be noted on the "Request for Housing/Contract." Students who respond early are most likely to have their preferences satisfied; however, we can *never* guarantee ANY student of getting exactly what they wish. The satisfaction of preferences is dependent upon the vacancies.

Occupancy is based upon two to four students per bedroom; but single rooms may be requested for an additional fee. Requests for single rooms and specific roommates are honored whenever possible, based upon space availability. Single rooms are not usually available in the fall semester. Part-time students, generally ineligible for campus housing, may be placed on a waiting list upon written request to the Dean of Student Life stating extenuating circumstances for the request. Full-time students are given priority for campus housing.

A student who has physical or medical needs that they feel may necessitate special housing consideration, should contact an admissions representative or the Dean of Student Life as early as possible. A description of the problem and medical documentation may be required.

HYGIENE AND PERSONAL CARE - The College recognizes and respects that, as a diverse community of learning, individuals have personal styles, tastes, and preferences that dictate their manner of dress and appearance on campus. We encourage students to take care in how they present themselves to faculty, administrators and peers. At a minimum, we expect that members of our community will take care to groom themselves properly. Cleanliness protects our community from the spread of disease and ensures a pleasant environment in which to work and study.

Equally important is for students, both in the residence hall and those who live in off-campus locations, to be certain that in their living, eating and sleeping environment they practice adequate hygiene as well. Foods should be properly selected, packaged, stored and prepared to eliminate the concern of contamination. Dishes, cooking and counter surfaces should be cleaned thoroughly after use. Bathrooms, particularly, must be cleaned on a regular basis with a disinfectant and/or sanitizing products. Bedding and bath linen should be changed and cleaned regularly.

Students who fail to properly care for themselves may be referred to Health Services for evaluation, since poor hygiene can be indicative of a psychological or medical disorder (i.e. depression, hormone imbalance, etc.) or cultural difference. Once evaluated, the Counselor or Nurse will work with the student to alleviate the underlying problem and aid in rectifying the hygiene issues.

Students whose personal hygiene is determined to affect the health, well-being, comfort or safety of others may be removed or suspended from the residence halls until the situation is remedied.

LAUNDRY - Washers and dryers are provided in the lower level of Eder Hall for use by students, both resident and commuter. Washers and dryers in the apartments in Palmisano Hall are for the use of residents of those apartments only. Laundry cards are obtained from the Dean of Student Life. It is recommended that you remain with your laundry throughout the cycle. The College cannot be responsible for damaged or lost items. Report any problems with laundry equipment, etc., to the Dean of Student Life.

MAIL - Each resident student is assigned a mail folder, which is located at the RA desk in Eder Hall. Mail is brought to Eder Hall and secured by the Dean of Student Life or an RA. It is available to residents at the RA desk each evening after 6:30 p.m. For identification and privacy purposes, students are not to ask for their mail in the Central Office.

MAINTENANCE AND FACILITIES - Resident students are expected to follow all guidelines with respect to requesting maintenance. Request forms are available from the Dean of Student Life or from the RA on duty each evening. Trash removal and recycling are the responsibility of students. All trash must be taken to the dumpster.

Should the services of the maintenance or custodial staff be required, the following procedures are to be followed:

- Request a "work order" which may be filed with the Dean of Student Life or the RA on duty.
- Provide a complete description of the location and the work to be done on the form and give it to the Dean of Student Life or RA.
- If the problem continues or is not solved, please report this to the Dean for follow-up.

Maintenance problems in academic spaces should be reported to the Central Office for maintenance repair to be scheduled.

NOISE - Due to the fact that Briarwood College is an educational institution, certain hours have been established as quiet hours. From 11 p.m. - 8 a.m. Sunday - Thursday nights, it is expected that those wishing to sleep or study will be provided such an atmosphere. No loud noises (voice, TV, stereo, etc.) should be heard outside an apartment. Quiet hours are in effect on a 24-hour basis during the weeks of midterms and final exams. Naturally, any time a student has studying to do, his/her apartment-mates should show consideration.

PARKING - The parking lots around Eder Hall are reserved primarily for faculty. Students may drive to Eder Hall to drop off groceries, etc. but can expect to be asked by a Safety and Security officer to identify these items. Cars permitted to drop off persons with large loads or in inclement weather can proceed no further than the second guardhouse. You may obtain parking permits for handicap spaces and special parking privileges due to a physical disability with proper medical documentation and will be assigned by Campus Safety and Security and given to the Health Office. All parking will be at Palmisano Hall for Resident and RA/Staff.

PERSONAL PROPERTY - Although Briarwood boasts of an excellent record, to remain as safe on campus as possible, please observe personal safety habits. Briarwood is not responsible for personal property of students, including cars in the College's parking lots. Each student is responsible for his/her property as well as personal safety. All apartment doors should be kept locked; at night, you should not walk alone and should walk only in well-lit areas. All incidences should be reported to Security and to the Dean of Student Life through the filing of an Incident Report (which may be obtained from the Dean or an RA).

PETS - Pets are not permitted in student apartments, nor in classroom buildings or the Library, with the exception of guide dogs, which must be registered with the Dean of Student Life.

RESIDENT ASSISTANTS - Resident Assistants (RAs) are key members of the residence hall staff. They are responsible for creating and maintaining a positive educational community within the residence hall through the performing of administrative tasks, planning of programs, enforcement of policies and procedures, and serving as role models and liaisons between students and the College administration. The RAs are on duty at the desk in Eder Hall from 6 - 11 p.m. each night and are on call from 11 p.m. - 8 a.m. during the week as well as throughout the weekends. Your respect to and cooperation with these student leaders is anticipated and expected.

ROOM CHANGES - Room changes will be granted after the second week of the semester and only if all involved roommates are in agreement. Students with special needs and those with extenuating circumstances are invited to speak with the Dean of Student Life personally. All requests for housing, housing preference, and housing changes must be submitted to the Office of Student Life in writing. Housing request forms for the upcoming semester will be distributed prior to the end of the current term.

The College discourages room changes based merely on minor and usual roommate conflicts. There is much opportunity for growth in learning to live with others and their differences. Students are encouraged to first attempt to resolve conflict among yourselves. If this fails, Residence Life Staff is available for a confidential mediating discussion, followed by intervention by the Dean. Minor grievances may also be brought to the Residence Hall Council; however, this is by far the least confidential method.

ROOMMATES - As a new student, or possibly as a returning student, you may be meeting your roommate/apartment mates for the first time upon arrival to campus. You may differ from each other in any number of ways. Learning to live together successfully is an important part of the educational experience provided resident students at Briarwood. You should expect to devote some time to get to know each other. You will be provided information prior to arrival which will help you get in touch prior to moving in so that you can determine who will bring what, and discuss and agree on preferences for study and sleep habits, cleanliness, sharing personal property, visitors, etc. Communication, flexibility and tolerance are essential to ensure a pleasant housing experience and well-formed friendships.

SECURITY - Campus Safety and Security Officers are retained for your protection and safety. They will enforce College policies as well as provide support for the RA staff when necessary. Anyone passing a Safety and Security Office may be asked to present a photo ID, as well as reveal any items being brought on campus. Security officers lock all residence hall doors at 11 p.m., Eder Hall residents must enter through the foyer near the Student Center. Be assured that these measures are not intended as a check on your personal lives and habits, but rather as security measures to insure the maximum safety for all residents. Students are not permitted to cross over the bridge after dusk for their own safety.

SMOKING - Smoking is not permitted anywhere in Eder Hall; it is permitted only in **designated outside areas** and then must be 25 feet from the building.

TECHNOLOGY - Each bedroom has two computer network jacks. Connecting a student's personal computer through these jacks allows one access to the Internet via the College T1 communication line.

NOTE: Internet access via a Broadband connection is about 50 times faster than using a regular phone lines using AOL or some other commercial carrier. Broadband access also does not require monthly AOL, SNET, ATT, EARTHLINK charges.

TELEPHONES AND TELEVISION - Phone hook-ups are the responsibility of each resident student. A pay phone is located in Eder Hall lobby and a local-calls-only telephone is provided in every apartment in the residence halls. Resident students should speak with the Dean of Student Life before ordering telephone service. Cable TV (Basic plus Expanded plan) is provided in all apartments in the residence halls. Cable is also available in the Student Center.

WALL PHONE - Each dorm apartment has a wall phone that is connected to the campus telephone system. Students can call any extension on campus through that telephone.

VI. STUDENT ORGANIZATIONS

Any student may seek election to an office in any organization. However, a student elected to an office or on an intramural team roster must maintain a 2.0 grade point average.

ALUMNI ASSOCIATION - Graduates of Briarwood College, and everyone who has ever attended the College, are automatically enrolled as members of the Alumni Association. The Association makes available its quarterly newsletter, *The Update*, as a source of information about the College and the alumni via a link on the College website <**Error! Hyperlink reference not valid.**> or a hard copy upon request. This publication provides an avenue to continue the all-important relationships developed during college years and happenings at Briarwood and in the lives of fellow alumni.

The Alumni Association elects a Board of Governors and officers annually which meets regularly to plan and promote alumni events and gatherings. The meetings of the Board of Governors, which are posted on the Briarwood College alumni website: www.briarwood.edu/alumni are open forums and all alumni are cordially invited to attend to contribute ideas and suggestions for event planning.

Upon recommendation of an alumni member, a student accepted for admission to the College is eligible to be awarded a scholarship in the amount of \$1,000. Address nominations for Alumni scholarships to the Briarwood College Admissions Office.

Current students wishing additional information, or desiring to volunteer to assist with alumni events, are encouraged to contact Dr. Dolores Podhajski, ext. 161 in the Alumni Office.

FAME - This club is composed of Fashion Merchandising majors or those interested in those areas at Briarwood College. The FAME club is responsible for promoting the interest of the fashion industry and fashion retailing as an organization. FAME sponsors fashion-related speakers and lectures; participates in area fashion shows, field trips to fashion-related locations (including New York City Fashion Week and the American Textile History Museum) and social activities; and sponsors their premier event, the FAME Fashion Show.

INTERNATIONAL CLUB - The purpose of the International Club is to create cultural awareness on campus and foster the preservation of family traditions. Annual events include the Holiday Tree Lighting ceremony and the International Night festivities, where ethnic foods, traditional regalia, ethnic artifacts, dances, and songs are showcased by our students.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (IAAP) - Briarwood Student Chapter - The IAAP is the world's largest association for administrative professionals and works to educate employers and the public about the value and advantages of an administrative career. IAAP's purpose is to provide information, education and training, and to set standards of excellence recognized by the business community on a global perspective. IAAP's mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence. IAAP'S vision is to inspire and equip all administrative professionals to attain excellence. Membership in IAAP is evidence of your commitment to excellence as a team member. As an administrative professional in any business environment, IAAP can help you continue your career growth and assist in your personal and professional development.

JUDICIAL BOARD - The Judicial Board is comprised of a maximum of three (3) students with five (5) alternates, three (3) faculty with three (3) alternates and three (3) administrators with three (3) alternates. The Board is called to meet by the Dean of Student Life, the Associate Dean of Student Services, or Chief Academic Officer. The Dean of Student Life serves as the Hearing Officer. The Board meets as needed to review policy and process and to hear cases, making recommendations of guilt and sanctions to the Dean who referred the violation/incident to the Board.

MEDICAL CLUB - The goals of the club are to unite Allied Health students into a friendly, cohesive group; to foster a feeling of service to one another and to the College community, and to promote professionalism by attendance at scheduled lectures and by participating in community projects. There are no dues, except for time and enthusiasm. Social activities may include assisting with a health fair, participation in a pinning ceremony for those graduating from the medical programs, and fund raising for community charities. Meetings are held once per semester to plan activities for the semester.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY OF THE TWO-YEAR COLLEGE - The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. All students may be Provisional Members while waiting to meet full eligibility requirements. Students are eligible for full membership after completing 12 credits and the required cumulative grade point average of 3.5. Full members will be recognized with a membership certificate and identification card and notation of membership on their diploma and transcript. An induction ceremony is held in the Fall and Spring. In addition, members have access to listings of scholarships designated exclusively for members. In order to remain a member, students must maintain a 3.2 cumulative GPA.

Phi Theta Kappa sponsors various activities on campus, including participation in community efforts such as Race for the Cure and Making Strides and fun activities such as pasta dinners and participation in Regional and International meetings.

PSI BETA SOCIETY - Psi Beta is a National Honor Society in psychology. If enough students are interested, Briarwood will assist in organizing the club. To become a member, the student must have completed a minimum of 12 credit hours, have a 3.0 cumulative grade point average, and have a B average or better in all psychology courses taken. The group meets regularly to plan activities of interest, usually related to psychology.

RESIDENCE COUNCIL - Residence Hall Council meets at a time and in a location determined by the group at the beginning of the fall semester. This group, advised by the Dean of Student Life, or Residence Life Staff, seeks to maintain a positive community and assists in efforts to improve campus life. This goal is achieved through addressing issues related to living on campus, planning and implementation of educational and social activities, providing leadership opportunities, and working with key faculty and staff.

SAFETY COMMITTEE - Students serve on this College committee as spokespersons for the student body. This committee is responsible for identifying and reporting unsafe situations in facilities, grounds, and procedures as they relate to all members of the Briarwood community. Reports are given to the President, and members. Anyone may see the reports, located in the Campus Safety and Security Office upon request.

SENIOR PROGRAM REPORT COMMITTEE - On alternating years, students nominated by faculty members in academic programs objectively evaluate their programs from the perspective of students. Students review curriculum content and program relevance to employment and career choice. The evaluations serve as a valuable source of information for curriculum revision.

STUDENT AMBASSADORS - Selected students serve as representatives of Briarwood College during Admission events such as open houses, Accepted Student Day and off-campus functions for high school guidance counselors. Ambassadors work in conjunction with the admissions team throughout the academic year. Numerous training sessions are provided, covering such topics as: teambuilding activities, presentation skills, campus tours, marketing strategies and the importance of time management. Through training and experience, Student Ambassadors develop into quality leaders in the College community.

STUDENT GOVERNMENT - All students attending Briarwood College are represented by the membership of this organization. Students wishing to be considered for election to an office should watch for announcements about Student Government in September.

The purpose of Student Government is to promote a better understanding and fellowship among students and the campus social/service and activity-oriented organizations. The Student Government works to establish a positive attitude, good morale and college spirit among the students, faculty and staff. It initiates and provides direction in the various constructive and social activities designed to give students an opportunity to learn cooperation, self-reliance and leadership.

The Student Government meets regularly to plan activities, to review student-centered issues, to hear student suggestions, and to offer solutions to conflicts.

STUDENT OCCUPATIONAL THERAPY ASSOCIATION (SOTA) - This is one of several local branches of the national American Student Committee of Occupational Therapy Association. Membership is open to students in the OTA Program whose aim is to foster growth of the organization, educate the community and network with occupational therapists in the community through activities, fundraising events and support of the national association.

YEARBOOK STAFF - As a member of the Briarwood student population, any student is invited to contribute to the yearbook by submitting photographs, poetry, etc. Additionally, students are needed to serve as photographers, editors, layout persons, and text composers. Every student receives a yearbook the year they graduate. Undergraduates may purchase a yearbook at a very reasonable price.

VII. STUDENT SERVICES

BANKING SERVICE - A service for cashing checks is available. Checks should be made out to the student and presented to the Business Services Office (Room 7 in LeConche Hall) between 11:30 a.m. and 12:30 p.m., Tuesday, Thursday, and College payroll days (15th and 30th of the month). This service is limited to checks for \$100 or less. Checks returned for any reason will be subject to a \$10 service charge. You will not be allowed to cash future checks until restitution is made for any such discrepancy.

BOOKSTORE - The College Bookstore is located in the Maintenance Building behind Founders Hall. It is open at the beginning of each term; hours are limited; please check posted schedules.

CAFÉ - The Café, located in Founders Hall, offers a variety of food options, and serves as a place for students and faculty/staff to relax.

CAREER SERVICES - Briarwood maintains a year-round Office of Career Services to assist graduates and students seeking employment. Job placement is not guaranteed, but the College is proud of its record of graduates employed in their chosen fields. Current statistics may be obtained from the Office of Career Services. Students are required to complete registration forms prior to graduation and may obtain these registration forms from the office.

An interview should be scheduled regarding employment preferences. Students not interested in using the service are requested to sign a statement to that effect for the records. Placement assistance and resume development is available to graduates and current Briarwood students. There is no fee for these services.

Students graduating at the end of the fall semester are requested to visit the Office of Career Services during the first week of December to complete registration forms prior to graduation and may obtain these registration forms from the office.

The Office of and Career Services provides listings of both part-time and full-time jobs on and off campus. The listings are posted on Briarwood's web site, www.briarwood.edu, and on the student bulletin boards in LeConche Hall and Eder Hall. A Career Fair is held during the spring of each year. Companies representing most academic programs will be available to discuss the industry, openings, and your career goals. It is recommended that you prepare your resume prior to these career fairs. Please check office hours outside the Office of Career Services, located in lower Eder Hall.

COMPUTER LAB - Approximately 150 PCs are available for student usage. 16 PCs are available in the LeConche Hall Computer Lab to meet all student needs: Internet access, research, tutorials, personal typing and completion of class assignments. These computers will have all software available in Founders hall (Rooms 5, 7 & 8), and Liguori Hall (Room 3). Several tutorial and research-related CD ROMs are available at the Library Circulation Desk. Five PCs in the Eder Hall lobby and three PCs in Palmisano Hall are available for word processing; one PC in each building may access the Internet. These PCs are available 24 hours a day. The PCs in Founders Hall (rooms 5, 7 & 8), and Liguori Hall (Room 3), are designated primarily for classroom use.

Appendix A, "Technology Available at Briarwood College 2006-2007", explains the technology available to students. The booklet includes PC locations, hours of availability, technical support available and specific instructions for document storage/retrieval/printing and disk virus protection. Appendix B, "Technology: Acceptable Use Policy," outlines appropriate and inappropriate technology usage/access. Students violating the rules for technology usage or availability **will not be referred to the College Judicial Board but to the Technology Committee for disciplinary action.**

DR. ANTHONY A. PUPILLO LIBRARY - The hours for the Library are 8:30 a.m. - 9:30 p.m. Monday through Thursday, 8:30 a.m. - 6 p.m. Friday, 10:00 a.m. - 6 p.m. Saturday, and 4:00 p.m. - 9:30 p.m. Sunday. The library is open Monday through Saturday during the summer. The hours are posted outside the Library. In addition to its regular use for reference and borrowing books, videos and periodicals, you are encouraged to use the Library for a quiet place to study. The Library has four computers designated for research, as well as wireless access. Full-text databases and the online card catalog are accessible on and off campus. Off-campus access requires either a username and password or your library bar code number. A list of electronic resources is provided in the Library, or via the library's web site. The adjacent computer lab has computers for Internet and word processing use. A coin-operated photocopy machine is available in LeConche Hall for student use.

Overdue library materials are subject to a fine. Failure to return materials will result in a lost material bill. Grades and

college transcript will be withheld until Library account is settled.

The Learning Center - The Learning Center (see previous description) is located in the Library. Entrance to The Center is through the main Library entrance. Hours may be adjusted due to need and/or usage.

ORIENTATION - A mandatory orientation program is held prior to the start of the fall and spring semesters for all incoming first year, transfer and adult students. During orientation, faculty, staff and students provide an introduction to campus life and student services.

TRANSPORTATION - Briarwood provides sign-up transportation for students at designated times for shopping, religious services, train and bus stations, Gold's Gym and the YMCA, and for sponsored trips. Please check the van schedule posted in Eder and Palmisano Halls for future events. Students should obtain sign-up sheets from Campus Safety and Security and should consult the posted van schedule. Sign-up sheets must be turned in 24 hours in advance.

Emergency transportation by ambulance may be arranged by College staff or may be arranged directly through an ambulance service. Students are responsible for routine transportation to medical appointments.

When you enter the internship phase of your training, you are responsible for arranging your own transportation to your places of internship. **Only authorized employees may drive college vehicles, since a special license validation is required.**

APPENDICES

APPENDIX A

TECHNOLOGY STATUS AT BRIARWOOD COLLEGE 2008-2009

1. Computer Use Philosophy

Briarwood College is committed to the philosophy that the use of computer technology will become part of everyone's day-to-day lifestyle. Computer usage will not be centered in the business world; it will be just as routine every home, car, train, plane and office as is a telephone. Briarwood College wants to ensure that every student becomes comfortable using a personal computer (PC).

PCs are available for Internet access, instructional classes, and **unsupervised usage** of tutorials and application software. Please do not use a PC unless you are in or have taken a keyboarding or word processing class or have had training off-campus.

If you are required to submit typed papers before receiving PC Word Processing training, have another person data enter them or type them on a typewriter.

2. PC Locations

PCs	Printer	Location		Purposes
4	1	LeConche	Library	1. Card Catalog 2. Database Research
16	1	LeConche	Computer Lab	1. Tutorials 2. Internet 3. Database Research 4. Student Assignment Completion
12	1	Liguori	Room 3	1. Classroom Instruction
24	1	Liguori	Room 4	1. Court Reporting Classroom Instruction
18	1	Founders	Room 5	1. Classroom Instruction
21	1	Founders	Room 7	1. Classroom Instruction
24	1	Founders	Room 8	1. Classroom Instruction

Additional PCs in other buildings are available to students of specific majors:

3	2	Liguori	Room 1	Broadcasting Lab use
1	1	Liguori	Room 10	OTA Lab
1	2	Liguori	Room 12	Pharmacy Tech & Medical Assisting Lab
1	1	Eder	Room 14	Dental Lab
6	1	Eder	Room 12	Health Information Management Lab
1	1	LeConche	Room 12	Science Lab
5	1	Eder	Upper Lounge	Student Assignment Completion
3	1	Palmasono	Lounge	Student Assignment Completion

Briarwood College does have additional PCs located on its campus but their usage is limited to performance of administrative functions, not to completion of student class work. Work Study students are not to use administrative PCs for personal use.

3. Computer Lab

The college provides 16 PCs for student use in an area adjacent to the Library called the Computer Lab. Students may use the Computer Lab whenever the Library is staffed.

Computer Lab Hours

Monday - Thursday: 8:30 am - 9:30 pm
Friday: 8:30 am - 4:30 pm
Saturday: 11 am - 6 pm
Sunday: 4 pm - 9:30 pm

Hours of Computer Lab Assistants

Monday - Thursday: 10 am - 9:30 p.m.
Friday: none
Saturday: 11 am - 6 pm
Sunday: 4 pm - 9:30 pm

Should all PCs in the Computer Lab be in use, **the Student Computer Lab Assistant will locate additional PCs. Since other PC classrooms will be locked when not in use**, the Lab Assistant will need to confer with a Library staff member. Computer classrooms will be locked unless a teacher is conducting a class.

Technology is available to Briarwood students and faculty, not to the general public. Therefore, during the first month of each semester (or until Lab Assistants recognize fellow classmates) students may be asked to show their Briarwood ID.

4. Software Support

Students are hired annually for employment in the Computer Lab and are available to assist students with software challenges. Computer Lab Assistants can be identified by an orange sign located on top of their PCs. Please note that the College will attempt to cover all authorized open hours; however, the students' class schedules may occasionally cause a time period to be uncovered. If a Computer Lab Assistant is not available, please see a Library staff member for assistance.

5. Location of Software Applications

LeCONCHE		FOUNDERS		LIGUORI	SOFTWARE APPLICATIONS accessed through
**	**	ROOMS	ROOMS	ROOM	Windows'2000
2	3				Catalog
2	3				Computerized Databases
	3				Internet access
	3				Tutorials
	3 - 3 PCs				Corel Word Perfect
	3 - 1 PC				Works 2000
	3	5	7 8	3	Internet Explorer
	3	5	7 8	3	Adobe Acrobat
	3	5	7 8	3	2000-01 Keyboarding (Key Pro)
	3	5	7 8	3	Virus Scanning
	3	5	7 8	3	MS Word 2003
	3	5	7 8	3	MS Excel 2003
	3	5	7 8	3	MS PowerPoint 2003
	3	5	7 8	3	MS Access 2003
	3	5	7 8	3	MS Outlook 2003
	3	5	7 8	3	Microsoft Project 2003
	3	5	7 8	3	Microsoft Publisher2003
	3	5	7 8	3	Microsoft Visio2003
	3	5	7 8	3	Comprehensive Medical Terminology
	3	5	7 8		Clinical Medical Assisting Software
	3	5	7 8		Administrative Medical Assisting Software
	3	5	7 8	3	Nutrition Software
	3	5	7 8	3	Dietetic Exam Preparation Software
	3	5	7 8	3	Travel Software
	3	5	7 8	3	Computer Concepts (CIS110)
	3	5	7 8	3	Elementary Statistics
	3	5	7 8		Tax Accounting
	3		8		Quick Books
	3		8		TurboTax

HIM Lab	Specific Health Information Function Applications
OTA Lab	Specific Occupational Therapy Applications
PHARM Lab	Specific Pharmacy and Medical Assisting Software
DENTAL Lab	Specific Dental Office Software
NETWORKING Lab	Microsoft & Novell Network Operating Systems
RESIDENT HALLS	Microsoft Office and most of the software above except Quick Books, Turbo Tax, Works and Corel Suite.

6. Network Security

The campus is supported by a master Novell network using several file servers that separate administrative, classroom, lab, student information, Internet, and E-mail functions. Underground Fiber Optic cables connect Founders, Liguori and Eder Halls back to the servers located in LeConche Hall.

The Novell system requires USER ID and PASSWORD to access network printers, student data and Internet access. Additional security codes are also required by specific software (student information system, financial aid and accounting).

The password to access the network from any PC in all technology rooms in LeConche and Founders Halls will be **student**. The user name should already appear on the Novell login screen. However, if the user name does not appear, it is room#-station # or **rm#-#** [eg rm6-3 which means room 6 - station 3].

7. Online Research Databases

The Library has a complete listing of online databases available to Briarwood students. Access is available via the PCs in the Computer Lab and Library, as well as from a student's dorm room. Remote access is also available.

8. E-Mail Addresses

Most students coming to Briarwood College already have personal e-mail addresses. Students can also request a Briarwood email address which is lastnamefirstinitial@briarwood.edu.

9. Technology in the Eder Hall and Palmisano Hall

1. Two computer network jacks in each bedroom. Connecting a student's personal computer through these jacks allows one access to
 - a. the Internet via the college's Broadband connection..
 - b. Email @ briarwood.eduNOTE: Internet access via a Broadband connection. is about 50 times faster than using a regular phone lines using AOL or some other commercial carrier. T1 access also does not require monthly AOL, SNET, ATT, EARTHLINK charges.
2. One basic cable jack in each bedroom and the living room.
3. Local phone service from living room phone jack. Student would need phone cards for dialing long distance.
4. Two phone jacks are wired into each bedroom for students wishing to pay for a private line.
5. 5 PCs in Eder Hall's upper lounge and 3 PCs in the Palmisano Hall for student assignment completion

10. Technology Fee

Technology described in sections 2-8 is available to all Briarwood students but not to the general public. Items described in section 9 are only available to students who live in the Resident Halls. To underwrite its commitment to the ever-changing technological environment, Briarwood College (like other colleges) has established an annual Technology Fee. This fee is determined based on a student's Full-time/part-time status and Resident Hall status. Therefore, there are three levels:

Resident Hall Student.....	\$ 400 /year
Full-time Commuter.....	\$ 200 /year
Part-time Commuter.....	\$ 100 /year

Monies from these fees are designated to annual computer/technology maintenance and enhancements to the campus infrastructure:

- Multiple networks on campus.
- Multiple file servers to support the networks.
- Underground fiber optic cabling connects Founders, Liguori and Eder Halls to the servers in LeConche Hall.
- Microsoft Office 2003 licenses in all computer classrooms, computer lab and Resident Halls.
- A T1 dedicated communication line to connect the College's network to the Internet.
- Works 2000 and Wordperfect ver. 11 are installed in the Computer Lab to allow file translation into Office 2003.
- A laser jet printer in Eder Hall Lobby to support student use of 5 PCs in Eder Lobby.
- A laser jet printer in Palmisano Hall to support student use of 3 PCs in the second floor lounge.
- Increased numbers of proprietary research databases available through the Library via the Internet.
- Tri annual replacement of classroom PCs to ensure current technology.

11 PC Use Rules:

1. **No food or drinks** by any PC.
2. **Always save your files to a removable diskette (floppy disk either a 3.5" or flash drive) usually in Drive A or Drive B. Never save to the hard drive (drive C:).ALWAYS BRING A 3.5" DISKETTE TO SAY BRIARWOOD PC THAT YOU WISH TO USE.**
3. Do not interrupt others, do not ask any students for help, do not make any noise (no muttering, no talking, no sighing, no singing).
4. Do not print when others are printing.
5. Do not insert anything other than a disk or CD-ROM into a computer.
6. Do not bring your children or friends into the Computer Lab - it is for Briarwood Students only!
7. You are a **guest** - do not abuse this privilege.

12. Internet Use Rules

1. The 16 Computer Lab PCs access the Internet.

13. Tutorial Use Rules

1. A number of tutorials have been loaded onto the Computer Lab.
2. Tutorial or CD-ROM use shall have **priority over word processing** or other software usage on the Computer Lab computers.

14. CD-ROM Use Rules

1. All CD-ROMs and corresponding operating instructions will be packaged with a control log and stored in a locked area in the library.
2. While the Library is staffed, students may check-out CD-ROMs. CD-ROMs should be used only in the Computer Lab or in personal notebooks in the Library. You may be asked to relinquish the CD-ROM after two hours if needed by another student.
3. To use any CD-ROM, students must show a **valid Briarwood College Student ID card** to Library staff.
4. Students must fill out the control log and sign, in order to charge out the CD-ROM.
5. Upon student's return of CD-ROM and instructions, the student must fill out the control log and Library staff member must sign.
6. If CD-ROM and instructions are not returned, the Registrar and Treasurer will be notified and a bill will be sent to the student.

15. Computer Lab Rules

1. **NO** discourteous behavior
2. **NO** food or drinks
3. Lab is a quiet area. **NO** noise, loud talking, singing or music playing permitted
4. **NO** damage to College property
5. **NO** unauthorized removal of College property
6. **NO** more than ONE person at a PC
7. Viewing/transmitting materials **OFFENSIVE** to anyone in the Lab is **NOT** permitted
8. Internet-PC chat rooms unrelated to educational research are **NOT** permitted
9. You may be asked to present a student ID to the Lab Assistant or Library staff member upon entrance
10. Children or friends are not allowed in the Computer Lab - It is for Briarwood students only!

16. Steps if NOTHING is Displayed on PC's monitor

1. Touch any key - If PC is in energy-save mode, its monitor will appear as resting
2. Touch **Power** button in base unit - Verify that green light displays by button.
3. Touch **Power** button on monitor - Verify that green light displays by button
4. As **Computer Lab Assistant** for help.

If PC still does not display any images and if there are no other PCs in the room that are able to power up, check room's **master power switch** by door. Flip this switch to the **ON** position.

17. Virus Scan

Virus software will automatically scan a file when it is accessed.

18 Creating, Printing and Saving a Word Processing Document

1. Power up PC and wait for Windows XP's main screen to display.
2. Insert 3.5" diskette into A: Drive.
3. Double click (using Left Button on Mouse) on icon (picture) labeled **MS WORD** or
 - 3.1 Click on Start
 - 3.2 Click on Programs
 - 3.3 Click on Microsoft Word.
4. Name your Document: (Use mouse to point & click on)
 - 4.1 **File** in top tool bar
 - 4.2 **Save As** in drop-down box
 - 4.3 In **Save In** Box, change Drives to A: by clicking on down arrow & highlighting A:
And In **the File Name** box insert a file name of 1-8 characters in length
OR
In the **File Name** box, insert a Drive and file name [eg: a:kloper]
 - 4.4 **Save**
5. Validate spelling throughout entire document.
 - 5.1 Place curser in top left corner of document.
 - 5.2 Point & click on **Tools** in the top tool bar.
 - 5.3 Point & click on **Spelling/Grammar** in drop-down box that displays.
 - 5.4 Follow the instructions that display.
6. View Document (point & click)
 - 6.1 **File** in top tool bar
 - 6.2 **Page Preview** in drop-down box.
 - 6.3 **Zoom In** right tool bar
 - 6.4 **Cancel** in right tool bar
7. Change placement on page
 - 7.1 **File** in top tool bar
 - 7.2 **Page Setup** in drop-down box.
 - 7.3 **Margins** & follow instructions
 - 7.4 **Page Size** & follow instructions to select portrait or landscape printing
8. Printing
 - 8.1 **File** in top tool bar
 - 8.2 **Print** in drop-down box.
 - 8.3 **OK** in print box
9. Save Document
 - 9.1 **File** in top tool bar
 - 9.2 **Save As** in drop-down box
 - 9.3 If Drive & File Name is correct, point & click on **Save** else
 - 9.4 In **Save In** Box, change Drives to A: by clicking on down arrow & highlighting A:
A: And In **the File Name** box insert a file name of 1-8 characters
OR
In the **File Name** box, insert a Drive and file name [eg: a:kloper]
 - 9.5 **Save**

LIBRARY COMPUTER LAB RULES

- 1. No food or drinks in the Computer Lab Room or by any College PC.**
- 2. Save files to a removable disk (floppy disk/flash drive), not to the hard drive (drive C).**
- 3. Students are to ask the Lab Assistant for help, not to interrupt other students.**
- 4. Lab is a quiet area. No noise, loud talking, singing or music playing permitted.**
- 5. Do not insert anything other than a disk or CD-ROM into a computer.**
- 6. No viewing materials OFFENSIVE to students or staff.**
- 7. Children or friends are not allowed in the Computer Lab – it is for Briarwood students only!**
- 8. You may be asked to present a student ID to the Lab Assistant or Library Staff member upon entrance.**

DISREGARD OF ANY COMPUTER LAB RULE

**may cause
immediate expulsion from Computer Lab
and possible
suspension of Computer Lab Privileges**

APPENDIX B

Policy: Technology Use

Revised 4/30/2003

Oversight: Technology Committee

Briarwood College provides computing and networking resources to the campus community of students, faculty, staff, and the public to support its educational mission. The computing and networking facilities are a College community resource. Technology and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. **Such open access is a privilege, and requires that individual users act responsibly.** Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Computing and networking resources must always be used in compliance with all international, federal, state, and local laws, as well as College policies.

Purpose

This policy is for Briarwood College students, employees and the public that uses the College's technology and networking facilities. It summarizes what Briarwood College technology users need to know about the laws, College policies, and guidelines that affect technology use, providing examples of inappropriate behavior and describing the consequences for violators.

Scope

Every Briarwood College student and employee is a technology user at some time during his/her school or work experience. Use of the College technology resources, including computer labs, network services, campus information services, library systems, and office technology is a privilege provided by the college to students and employees. The college expects all technology users to understand and apply these user obligations when using the technology facilities.

1. Access to Technology Resources

Technological and networking resources at Briarwood College are provided for the educational, academic, and administrative purposes of the College. Some computer labs, networks, systems, and other facilities are intended for general student or employee access. Other facilities are restricted to students and employees in specific courses or programs, or who have specific work assignments; such areas usually have limited access.

The network, servers, computers, and all data and information contained within such equipment, is the property of Briarwood College.

What Briarwood College technology users need to know:

- 1.0 College staff are happy to help new student users and employees get authorized access to appropriate technology facilities.
- 1.1 Technology users who are assigned individual access privileges should not share technology accounts, access codes, passwords, or access privileges with other users **If your username or password is used in an abusive or otherwise inappropriate manner, you will be held responsible.**
 - **Computers must be properly secured when left unattended by either *locking the workstation or shutting down completely.***
- 1.2 A Technology fee is charged to all students to use many of the College's technology resources. Users are granted access each term.

- 1.3 All technology use facilities have specific prohibitions about food, beverages, smoking, pornography and other use guidelines to protect the equipment, provide equal access opportunities, and respect the rights of other users.

2. Improper Use of Facilities

Briarwood College encourages technology use which is consistent with the educational, academic and administrative purposes of the College and which respects the rights of other technology users.

What Briarwood College technology users need to know:

- 2.0 Well-trained and informed technology users make the most effective and efficient use of computing facilities. Briarwood College offers many training opportunities and information resources to help students and employees make good use of its technology facilities.
- 2.1 Use of technology systems to interfere with the work of employees or students, or to disrupt the normal operation of the College is an unacceptable use of facilities.
- 2.2 Other acts which are not permitted include unauthorized access or attempt to access the college's computing resources, or the use of technology resources to disrupt (or attempt to disrupt) the normal operation of the College.
- Other examples of improper use of the College technology facilities include network use which creates unnecessary network traffic.
 - Broadcast of unsolicited electronic mail and messages to an unnecessarily large audience.
 - Transmission of electronic chain letters or other request for money, or distribution or circulation of media known to contain technology viruses.
 - Using the Campus Network to gain unauthorized access to any technology systems.
 - Knowingly performing an act which will interfere with the normal operation of technology, terminals, peripherals, or networks.
 - Knowingly running or installing on any technology system or network, or giving to another user, a program intended to damage or to place excessive load on a technology system or network. This includes but is not limited to programs known as technology viruses, Trojan horses and worms.
 - Attempting to circumvent data protection schemes or uncover security loopholes.
 - Deliberately wasting computing resources (e.g. excessive printing).
 - Users shall not install software on any computer or server owned by Briarwood College.
 - Users shall not attempt unauthorized modification or repair to any equipment or program belonging to, or under the control of Briarwood College.

However, activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

3. Unauthorized Use of Services and Property [Copyrights and Licenses]

It is the policy of Briarwood College that technology, software, electronic information and technology services are valuable resources. The college respects the property rights of software vendors and information services, and expects students and employees to respect copyrights in their academic and administrative activities. All existing laws (federal and state) and College regulations and policies apply, including not only those laws and regulations that are specific to technology, but also those that may apply generally to personal conduct.

What Briarwood College technology users need to know:

- 3.0 Technology users who copy, distribute (either free or for monetary gain), or receive copyrighted software or electronic information (such as music or videos) without paying the specified fee are in violation of U.S. copyright laws.
- 3.1 Use of technology resources for cheating, plagiarism, gambling, pornography, furnishing false information or other acts of academic dishonesty is a violation of the obligations the College expects of its technology users.
- 3.2 Violating terms of applicable software licensing agreements or copyright laws is illegal.

4. Invasion of Privacy

Several state and federal laws protect the privacy of Briarwood College's students and employees, and information about students and employees.

What Briarwood College technology users need to know:

- 4.0 While Briarwood College takes steps to provide information security and protect privacy, **technology users should not assume information on College systems and networks are private.**
- 4.1 While it is not the College's normal operating policy to review electronic mail, users should have no expectation of privacy in their use of electronic mail.
- 4.2 Use of Briarwood College's computing facilities to access or attempt to access student or employee information for any purpose not specifically job-related, violates state and federal laws and College policy.
- 4.3 Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of technology systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

5. Harassment

Any use of Briarwood College's technology resources in a manner which creates a hostile or threatening school or work environment for other students or employees, is harassment. Several state and federal laws protect students and employees from harassment. These same laws apply to electronic media.

What Briarwood College technology users need to know:

- 5.0 Briarwood College's policy and state and federal statutes prohibit unwanted sexual behavior, lewd or indecent conduct, and behavior defined as "stalking." Electronic versions of these behaviors are also prohibited.
- 5.1 Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College technology

resources and violate Briarwood College's policy on harassment, as well as federal and state laws.

- 5.2 Fraudulent, harassing or obscene messages and/or materials as defined by contemporary court decisions are not to be received, sent or stored.

6. Consequences for Misuse of Briarwood College Computing Facilities

Briarwood College is committed to technology and networking laws and policies that promote the mission of the College and encourage respect for the rights of other technology users. **The consequences for violators of this policy are described in the laws of the State of Connecticut, federal statutes, Connecticut administrative regulations, Briarwood College administrative policies, and the College's Student Code of Conduct, and may subject the violator to criminal prosecution.**

Penalties for violators will depend on each specific situation, but may include one or more of the following:

- loss of technology use privileges,
- failure in a course,
- penalties specified in the Student Code of Conduct,
- termination of student status, disciplinary action for an employee,
- termination of employment, or
- legal action.

Violations will be reviewed with respect to intent, impact, consequences and lawfulness.

Policy violations will be evaluated by the immediate supervisor, with a report to the Technology Committee. Severe or repetitive violations would be reviewed by an ad hoc committee established by the Technology Committee.

7. Personal Responsibilities

Every student and employee enjoys the constitutional right to free speech. With that right, each student and employee must take responsibility for what he or she says or writes. For example, libelous or slanderous remarks about someone, even electronically, may be subject to legal action. Use electronic communications responsibly when exercising your right to speak.

It is impossible to provide an exhaustive definition of inappropriate technology use, or a complete set of examples to cover every situation. Three general criteria are important:

- technology use should abide by federal and state laws.
- technology use should be consistent with the mission of the College; and
- technology use should respect the rights of other technology users.

Technology users who have questions about which technology uses are appropriate and which are not should inquire about their intended use.

- Students should contact their instructor.
- Employees should contact their supervisor or department head.

8. Technology Use Contract

All employees and students will be required to sign the Technology Use Contract verifying that they have read and understand this policy

Briarwood College Technology Use Contract

Name of Person _____ Name of
Explaining Policy _____ Employee/Student _____

The following is a summarized list of rules and regulations established by Briarwood College governing the use of technology accounts and equipment.

- A. The network, servers, computers, and all data and information contained within such equipment, is the property of Briarwood College.
- 1.2 All technology resources and facilities of Briarwood College, should be used solely for legitimate and authorized academic, instructional, and administrative purposes.
- 1.3 Technology accounts and passwords shall not be shared. Users shall take appropriate actions to protect the use of their computer when connected to the network.
- 2.1 Users shall not copy, modify, or alter system files, software components, or computer management programs and data, except for approved purposes.
- 2.2. Users shall not install software on any computer or server owned by Briarwood College.
- 2.3 Users will not attempt unauthorized modification or repair to any equipment or program belonging to, or under the control of Briarwood College.
- 3.1 Any person who has been authorized to use the computing resources shall be expected to regard all copyrighted personal or proprietary information which may thereby become available as confidential, unless he/she obtains from the appropriate individuals written permission to copy, modify or otherwise use any part of it.
- 4.1 Use of Briarwood college's computing facilities to access or attempt to access student or employee information for any purpose not specifically job-related, violates state and federal laws and College policy.
- 5.1 Technology resources should not be used for fraudulent, harassing or obscene messages and/or materials.

Sanctions

- 6.1 Any unauthorized or illegitimate use of technology accounts, resources, or facilities will subject the violator(s) to disciplinary, criminal, and/or legal action by Briarwood College. This includes any type of physical abuse to the equipment, or the room(s) in which the equipment is housed.
- 6.2 Any user who deliberately or continually violates the policies governing the use of accounts and equipment will have his/her account and/or privilege denied and such misuse may result in disciplinary and/or legal action.

Please read the above before signing

I have read the above and agree to abide by the policies governing the use of Briarwood College's technology and networking facilities. I understand that violation of these policies may result in disciplinary and/or legal action and revocation of my technology privileges.

Signature: _____ Date: _____

APPENDIX C

THE LOCAL AREA AND BEYOND

Briarwood's campus is in a semi-rural setting, surrounded by wooded areas and Southington Mountain. The location of the Briarwood campus, with its proximity to local and interstate highways, allows for a great variety of educational and recreational facilities as well as convenient shopping and entertainment.

Located in the Town of Southington, the campus is only 3 miles from Route 10 (Queen Street), where supermarkets, banks, restaurants, drugstores, motels and department stores are located.

A list of local churches and houses of worship is available from the Dean of Student Life. The cities of Hartford, Waterbury, New Haven, Meriden and Bristol are a short driving distance from Briarwood. Dining, cultural, recreational and sporting facilities may be found in these areas. We encourage you to explore the local area and beyond when you have some free time.

Particular points of interest include:

Hartford

XL Center - circuses, exhibitions, variety of sporting events, concerts

Connecticut Historical Society - historical museum

Elizabeth Park - famous for rose gardens

Hartford Ballet

Horace Bushnell Memorial - leading symphony concerts, other musical groups, individual soloists and lecturers, plays, operas, and musical comedies

Mark Twain Memorial - home of the famous author for many years

Meadows Music Theater - concert amphitheater

State Capitol

State Library and Supreme Court Building

Wadsworth Athenaeum - cultural center, art museum

Waterbury

Mattatuck Historical Society/Museum- historical and art museum

Brass Mills Shopping Complex

New Haven

Long Wharf Theater

Peabody Museum of Natural History

Winchester Gun Museum

Yale Center for British Art

Yale University

Yale University Art Gallery

Norwalk

IMAX Theatre & Maritime Museum

New Britain

Central Connecticut State University

New Britain Museum of American Art

New Britain Repertory Theater

New Britain Rock Cats

Meriden

Hubbard Park - park, ice skating
Westfield Shoppingtown

Bridgeport

P.T. Barnum Museum - circus museum

Bristol

American Clock and Watch Museum
Barnes Nature Center - trails, wildlife lectures
Lake Compounce - theme park and oldest amusement park in America
New England Carousel Museum

Farmington

Hill-Stead Museum
Stanley-Whitman House

Southington

Barnes Museum

Torrington

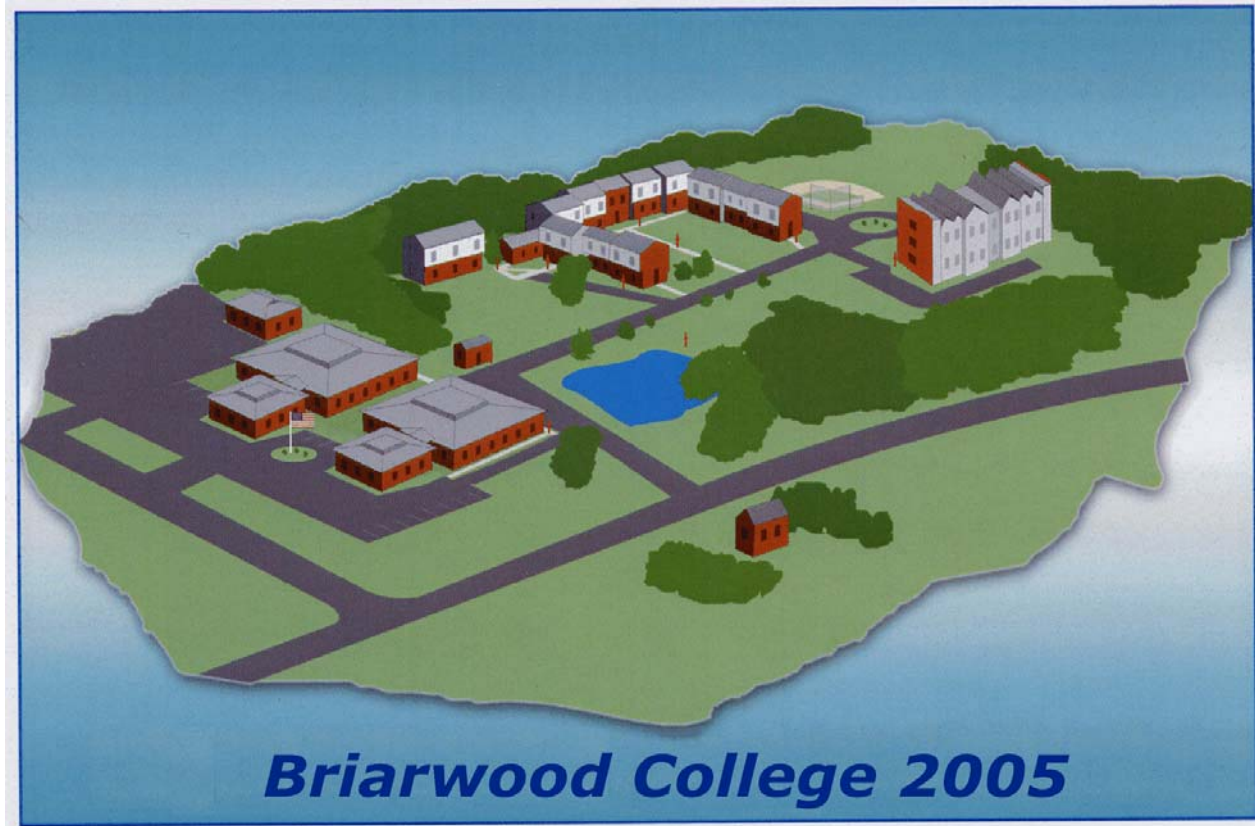
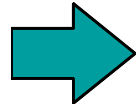
The Warner Theater

It is recommended that you consult with the local Chambers of Commerce for other areas of interest.

Our location also provides access to a variety of cities and points of interest in the northeast, making for some great day and weekend trips: NYC; the Berkshires; Boston, Cape Cod, Sturbridge, and Northampton, MA; Vermont or New Hampshire ski areas; Providence and Newport, RI; and New England coastal beaches.

APPENDIX D

South



- A. LeConche Hall
- B. Founders Hall
- C. Maintenance & Book Store
- D. Liguori Hall
- E. Eder Hall
- F. Athletic Field
- G. Palmisano Hall
- H. White House
- I. Safety & Security

APPENDIX E

OFFICES AND SERVICES

Academic Affairs Offices	LeConche Hall
Admissions Office	LeConche Hall
Alumni Affairs and Development Office	LeConche Hall
Bookstore	Founders Hall
Business Services Office	LeConche Hall
Café	Founders Hall
Central Office	LeConche Hall
Communication Lab	Liguori Hall, Room 1
Computer Lab	LeConche Hall, Library
Continuing Education Office	LeConche Hall
Computer & Network Support	Liguori Hall, Room 2
Copy Machine for student use	LeConche Hall
Custodial Services	Eder Hall, 1st floor
Director of Student Services	Eder Hall, lower level
Dental Lab	Eder Hall, Room 14
Disabilities Office	Eder Hall, lower level
Faculty Mailboxes	LeConche Hall
Financial Aid Office	LeConche Hall
Fine Arts Rooms	Founders Hall, Rooms 9 and 10
First Aid Kits	Founders Hall Staff Room; Eder Hall, RA Desk & Health Office; LeConche Hall, Central Office; Safety and Security Office; Palmisano Hall, RA's Office, Apt. 3E
Handicap Accessible Restrooms	LeConche Hall; Liguori Hall, 1 st floor; Eder Hall, lower level
Health Information Lab	Eder Hall, Room 12
Health Office	Eder Hall, lower level
Laundry	Eder Hall, lower level
Learning Center	Eder, Room 8
Library	LeConche Hall
Lost and Found	LeConche Hall, Central Office
Lounge/Study Space	Eder Hall, 1 st floor & Student Center; Palmisano; 1 st Floor; Founders Hall; Liguori Hall, lower level; LeConche Hall, Library;
Maintenance	Maintenance Bldg. (small building in back of Founders Hall)
Medical Assisting Lab	Liguori Hall, Room 12
Networking Lab	Liguori Hall, lower level
Occupational Therapy Assisting Lab	Liguori Hall, Room 10
Pay phones	Eder Hall, Lobby; Founders Hall
Pharmacy Tech Lab	Liguori Hall, Room 12
Placement and Career Services Office	Eder Hall, lower level
President's Office	LeConche Hall
RA Desk	Eder Hall, 1 st floor
Radio Station (WBCR)	Liguori Hall, lower level
Registrar's Office	LeConche Hall
Resident Mailboxes	Eder Hall, RA Desk
Restorative Art Lab	Liguori Hall, Room 26
Safety and Security Office	Guard House by LeConche Hall
Student Apartments	Eder Hall, 1 st & 2nd floors; Palmisano Hall
Student Center	Eder Hall, 1 st floor
Student Life Office	Eder Hall, 1 st floor
Student Mailboxes	LeConche Hall
Treasurer's Office	LeConche Hall
Vending Machines	LeConche Hall; Eder Hall, Student Center;

APPENDIX F

DIRECTIONS TO BRIARWOOD COLLEGE

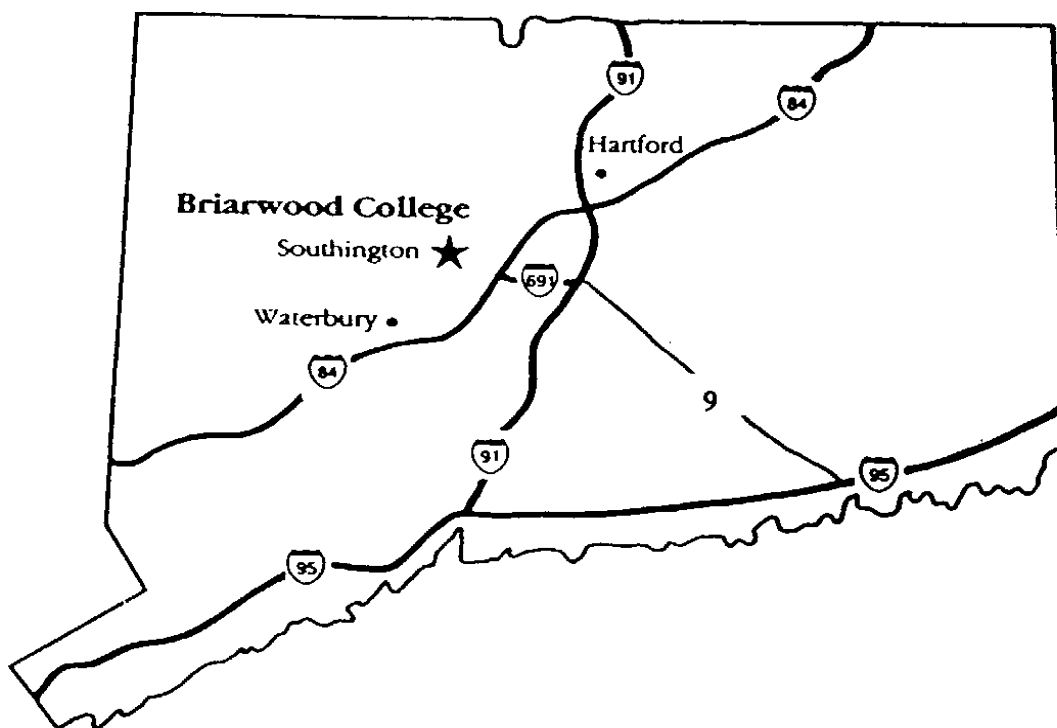
Briarwood College is conveniently located in Southington, Connecticut, near Lake Compounce Amusement Park and Mt. Southington Ski Area.

- * From Stamford/Bridgeport: I-95 North to Route 8 North to I-84 East.
- * From New Haven: I-91 North (or Route 15 North) to I-691 West to I-84 East.
- * From New London: I-95 South to Route 9 North to Route 66 West (becomes I-691) to I-84 East.
- * From Springfield, Massachusetts: I-91 South to I-84 West.

Take I-84 to Exit 31 (West Street). Turn left when traveling east on I-84, right when traveling west.

Proceed north on West Street (Rte 229) 1.5 miles to Welch Road. At the traffic light facing Geremia's Farm Stand & the Highland Driving Range, turn left on Welch Road. Briarwood College is past the golf course, at the end of Welch Road (about a mile) on the left.

Park in the North Lot that borders Welch road. Founders Hall is the east-most building edged on 2 sides by the North Parking Lot. The entrance to Founders Hall faces the sitting area between the 2 buildings.



APPENDIX G

BRIARWOOD COLLEGE CRISIS RESPONSE PLAN

Mission: to identify potential crises affecting the Briarwood community and develop procedures, roles and responsibilities and a list of resources to best address the crisis and its ramification. It is the intent of the Crisis Team and the President's Office to publicize this plan making all campus constituents aware by the following methods:

- to Faculty and Staff: during faculty/staff orientation
- to RA's: in RA Handbook

Crisis Core Team to consist of: Director of Campus Safety and Security; Dean of Student Life, Superintendent of Building and Grounds, Chief Academic Officer & College Nurse

Student Support Team consists of: Associate Dean of Student Services, Chief Academic Officer, College Nurse, College Registrar and Director of the Learning Center.

Extended Team will consist of on- and off-campus professionals who are best trained to support the efforts of the team and to prevent and repair physical, emotional, or structural damage to members of the Briarwood community and its facilities.

Primary prevention is to include:

- Hall Meetings
- RA and peer training
- Safety and Security training
- Laboratory Safety Training
- OSHA Training

Intervention with at-risk or high-risk students occurs through:

- Student Support Team
- Faculty Advisors
- Referrals, focus groups, health and safety programs

Standard Operating Procedures

In each of the possible crises listed on the next page, follow the protocol as listed. The response team will assess the situation, take the appropriate action, and notify the necessary College, civil or service persons.

What you should do:

- Remain calm
- Call for help, as indicated below
- Clear the area if you or anyone else is in danger
- Do not move victims
- Encourage bystanders to clear the area

AVAILABLE RESOURCES

• faculty/staff	• medical/emergency personnel	• media
• students	• campus safety & security	• legal advisor
• counselors	• telecommunication services	• transport services

POSSIBLE CRISES - Ext. 116 - if no answer call 681-2435 (cell phone)

<p>Medical:</p> <ol style="list-style-type: none"> 1. If life threatening, Call 911 2. Contact Security Office at 116 3. Security will notify the President or Designee 4. Contact Central Office & Crisis Team Members 5. Central Office will notify Crisis Team (After 4:30 p.m. Security will do so) 	<p>Natural Disaster:</p> <ol style="list-style-type: none"> 1.If life threatening, Call 911 2.Contact Security Office at 116 3.Contact Central Office at 104 & 100 4.Crisis Team Members or an RA
<p>Sudden Death/Suicide:</p> <ol style="list-style-type: none"> 1.Call 911 2.Contact Security Office at 116 3. Security will notify the President or Designee 4. Contact Central Office, ext. 104 or 100 5. Crisis Team Member(s) Or an RA 	<p>Violence:</p> <ol style="list-style-type: none"> 1.If weapon or medical emergency, call 911 2.Contact Security Office at 116 3.Contact Central Office at 104 4.Contact Crisis Team Members or an RA
<p>Drugs on Campus/Substance Abuse:</p> <ol style="list-style-type: none"> 1.If medical emergency, call 911 2.Contact Security Office at 116 3.Security will notify the President or Designee 	<p>Fire:/Alarm</p> <ol style="list-style-type: none"> 1.Call 911 2.Contact Security Office at 116 3.Evacuate Building as necessary 4.Contact Central Office at 104, an RA, or Dean Of Student Life
<p>Power/Water Outage/Gas Leak/Downed Wires:</p> <ol style="list-style-type: none"> 1. If threat of electrocution, call 911 2.Contact Security Office at Ext. 116 Security will call Maintenance 3.Contact Central Office at 104 or 100, Maintenance at 182, or Crisis Team Member 	<p>Protest/Building Takeover/Hostage/Kidnapping: Terrorist Takeover</p> <ol style="list-style-type: none"> 1.Call 911 2. Dept. of Public Safety, Division of Homeland Security (1-860-685-8190)
<p>Motor Vehicle Accident:</p> <ol style="list-style-type: none"> 1. If medical emergency, call 911 2. Contact Security Office at Ext. 116 3. Contact Central Office at 100 or 104 	<p>Bio-Chemical Threat</p> <ol style="list-style-type: none"> 1. First Responder – Fire Dept Call 911 2. Call Dept. of Public Safety, Div. Of Homeland Security (1-860-685-8190)
	<p>Bomb Threat:</p> <ol style="list-style-type: none"> 1. When on telephone with threatening call HANG UP AND DIAL *57. 2. Wait 5 seconds and hang up. 3. Then call 911. 4. Evacuate any building in question

The Crisis Team is to meet each June (post-Commencement) to review any crisis situations over the past year and revise plan as necessary. Applicable training will be made available for students and staff as required. Necessary medical, safety and alarm devices will be inventoried and purchased and/or checked to assure that they are in proper working order on a monthly, semester and yearly basis.

The Crisis Team and the College Administration is sensitive to the after-effects of such crisis. Debriefing of response members, victims, witnesses and others directly affected will take place promptly after each crisis. The Briarwood Community as a whole will be updated, debriefed and offered support/counseling as well.

DEPENDING ON THE CRISIS SITUATION:

- Diffuse situation
- Assist victim
- Deal with bystanders
- Notify the family (Dean of Student Life)
- Deal with the media (President or designee)
- Notify faculty & staff (President or designee)
- Debrief Briarwood community
- Contact civil agencies (Maintenance)
- Notify peers (Dean of Student Life)
- Arrange for counseling (Nurse)
- Consult with legal counsel (President or designee)
- Evacuate the area/building

TRAINING & MATERIALS REQUIRED**Quarterly:**

- Nurse to check all first aid kits and OSHA clean-up kits
- RA/Security to check all EXIT signs, fire extinguishers and evacuation directions

Each Semester:

- Host fire drills, day and evening
- Train Security, RA's, Dean of Student Life

- Yearly:
 - Maintain OSHA guidelines
 - Train Security, RA's, Dean of Student Life on fire equipment use and evacuation procedures
 - Train Security and RA's on crisis response
 - Update apartment, classroom and office emergency protocol
 - Conduct annual review of emergency medical procedures
 - Conduct conflict resolution training for RA's, Security, Crisis Team
 - Hold fire prevention presentation in residence hall
 - Update emergency and crisis protocol and distribute to Faculty/Student Manuals

DEBRIEFING OF ANY CRISIS SITUATION:

- Review incident reports for strengths and weaknesses of the process
- Make necessary recommendations

Resources

<p>Medical Emergencies</p> <ul style="list-style-type: none"> • Hospital of Central CT (Southington Campus) • Bristol Hospital • Poison Control Center • Dog Warden • 	<p>276-5000 585-3000 800-343-2722 628-8053</p>
<p>Natural Disaster</p> <ul style="list-style-type: none"> • Maintenance Supervisor-Beeper • 	<p>860-260-4958</p>
<p>Public Works</p> <ul style="list-style-type: none"> • Sewer • Water • Pest Control-Orkin 	<p>276-6233 628-5593 800-257-6375</p>
<p>Violence or Kidnapping</p> <ul style="list-style-type: none"> • Southington Police Department • Missing Persons Hotline 	<p>911 or 621-0103 800-367-5678</p>
<p>Death/Suicides</p> <ul style="list-style-type: none"> • Hospital of Central CT (New Britain Campus) • New Britain Counseling Center • Beeper • Wheeler Clinic (Community Response Team) 	<p>860-225-6244 860-224-5900 860-493-9682 860-747-8719</p>
<p>Motor Vehicle Accident</p> <ul style="list-style-type: none"> • Southington Police Department • Bristol Police Department 	<p>911 or 621-0103 911 or 584-7931</p>
<p>Fire</p> <ul style="list-style-type: none"> • Southington Fire Department 	<p>911 or 621-3202</p>
<p>Bomb Threats</p> <ul style="list-style-type: none"> • Southington Police Department • State Police Barracks 	<p>911 or 621-0103 800-842-0200</p>
<p>Protest/Building Takeover</p> <ul style="list-style-type: none"> • Southington Police Department • State Police Barracks • Department of Public Safety, Div. of Homeland Security 	<p>911 or 621-0103 800-842-0200 860-685-8190</p>
<p>Drugs on Campus</p> <ul style="list-style-type: none"> • Southington Police Department • Director of Campus Safety & Security 	<p>911 or 621-0103 860-628-4751, ext. 202</p>
<p>Substance Abuse</p> <ul style="list-style-type: none"> • 24-Hour Hotline 	<p>800-234-0420</p>
<p>College Legal Advisor/Sexual Harassment Officer</p> <ul style="list-style-type: none"> • Office • Home 	<p>203-865-1050 203-458-3851</p>
<p>Evacuation</p> <ul style="list-style-type: none"> • LEPC (Local Emergency Planning Commission) 	<p>621-3202</p>

APPENDIX H
BRIARWOOD COLLEGE
EMERGENCY PROCEDURES TO CATASTROPHIC EVENTS

This list of Emergency Procedures to Catastrophic Events provides a quick reference for College administrators, faculty, staff, and students on the essentials of coping with most extreme campus emergencies. Although this guide does not cover every conceivable situation, it does supply the basic administrative guidelines.

Please keep this list in a convenient location for quick access.

FOR ALL EMERGENCIES DIAL 911

Explosion - Aircraft Crash

- Take immediate cover upon explosion/crash.
- If in a building, pull alarm and evacuate.
- Dial 911.

Hostage Situation

- Dial 911.
- If taken hostage, be patient and cooperative.
- Speak only when spoken to.
- Be observant.
- Try to rest.
- Wait for any police instructions.

<p><u>Chemical or Radiation Spills</u></p> <ul style="list-style-type: none"> • Vacate the affected area. • Dial 911. • When reporting a spill, be specific on nature of material involved • If contaminated by spill, avoid contact with others. 	<p><u>Violent or Criminal Behavior</u></p> <ul style="list-style-type: none"> • Dial 911 - if immediate threat. • Give nature of incident, location, any descriptions, • weapons, injuries, or property damage. • Avoid contact with person(s). • If gun fire, take immediate coverage and stay until police give clearance.
<p><u>Evacuation Procedures</u></p> <ul style="list-style-type: none"> • When an alarm is sounded leave by nearest exit. • Walk quickly - DO NOT RUN. • Assist individuals with disabilities to nearest exit. • Go to designated areas as directed. • DO NOT RETURN TO BUILDING until authorized by police or fire dept. 	<p><u>Work Place Violence</u></p> <ul style="list-style-type: none"> • Dial 911 - if immediate fear of danger • or the <i>College Security 628-4157 ex116</i>, • if not immediate threat of danger - Notify supervisor
<p><u>Fire</u></p> <ul style="list-style-type: none"> • Activate building alarm • Evacuate building by walking quickly to nearest exit • Alert others on your way out • Assist individuals with disabilities to exit • DO NOT USE ELEVATORS • Move at least 500' away from the building • Dial 911 • DO NOT RETURN TO BUILDING until authorized by police or fire dept. 	