Congratulations to Amanda Gladysz, BSA 2019, designer of the winning submission for the 2017-2018 Student Handbook Cover Design Contest.

*The Institute reserves the right to change its policies and procedures at any time. This publication is not a contract. Students should check the Student Handbook website, www.wit.edu/studenthandbook, for any changes during the year.

THIS HANDBOOK BELONGS TO:

NAME: ________________________________________________________________

PHONE NUMBER: ________________________________

EMAIL ADDRESS: ________________________________
STUDENT HANDBOOK

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To access the most up-to-date academic policies and procedures, and to view the Academic Catalog in its entirety, please visit [www.wit.edu/catalog](http://www.wit.edu/catalog).

For specific questions regarding the Academic Catalog, please contact the Registrar’s Office, registrar@wit.edu.

Below, you will find a helpful table of contents outlining what can be found in the Academic Catalog:

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<th>Program</th>
<th>Event</th>
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<tbody>
<tr>
<td>4-Sep-2017</td>
<td>Full-time, Undergraduate; College of Professional &amp; Continuing Education</td>
<td>Labor Day Holiday - No Classes</td>
</tr>
<tr>
<td>5-Sep-2017</td>
<td>Full-time, Undergraduate</td>
<td>Classes Begin</td>
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<tr>
<td>5-Sep-2017</td>
<td>College of Professional &amp; Continuing Education</td>
<td>Classes Begin-15 week and 1st 7-week classes</td>
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<tr>
<td>12-Sep-2017</td>
<td>Full-time, Undergraduate; College of Professional &amp; Continuing Education</td>
<td>Last Day of Drop/Add for 15-week and 1st 7-week classes</td>
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<tr>
<td>6-Oct-2017</td>
<td>Full-time, Undergraduate; College of Professional &amp; Continuing Education</td>
<td>Census</td>
</tr>
<tr>
<td>6-Oct-2017</td>
<td>College of Professional &amp; Continuing Education</td>
<td>Last Day to Withdraw from 1st 7-week class with W Grade</td>
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<tr>
<td>9-Oct-2017</td>
<td>Full-time, Undergraduate; College of Professional &amp; Continuing Education</td>
<td>Columbus Day Holiday – No on Campus Classes</td>
</tr>
<tr>
<td>23-Oct-2017</td>
<td>College of Professional &amp; Continuing Education</td>
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<td>College of Professional &amp; Continuing Education</td>
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<td>31-Oct-2017</td>
<td>College of Professional &amp; Continuing Education</td>
<td>Start of 2nd 7-week class</td>
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<tr>
<td>7-Nov-2017</td>
<td>College of Professional &amp; Continuing Education</td>
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<td>11-Nov-2017</td>
<td>Full-time, Undergraduate; College of Professional &amp; Continuing Education</td>
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<td>Full-time, Undergraduate</td>
<td>Last Day to Withdraw from Classes with W Grade</td>
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<td>Full-time, Undergraduate</td>
<td>Thanksgiving Recess - No Classes</td>
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<tr>
<td>28-Nov-2017</td>
<td>College of Professional &amp; Continuing Education</td>
<td>Last Day to Withdraw from 2nd 7-week class with W Grade</td>
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<td>Full-time, Undergraduate</td>
<td>Last Day of Classes</td>
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<td>5-Dec-2017</td>
<td>College of Professional &amp; Continuing Education</td>
<td>Last Day to Withdraw from 15-week class with W Grade</td>
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<tr>
<td>6-Dec-2017</td>
<td>Full-time, Undergraduate</td>
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<td>18-Dec-2017</td>
<td>College of Professional &amp; Continuing Education</td>
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<td>20-Dec-2017</td>
<td>Full-time, Undergraduate; College of Professional &amp; Continuing Education</td>
<td>Final Grades post to LeopardWeb - 9am</td>
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<th>Event</th>
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<td>Full-time, Undergraduate</td>
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<tr>
<td>9-Jan-2018</td>
<td>College of Professional &amp; Continuing Education</td>
<td>Classes Begin –15-week and 1st 7-week classes</td>
</tr>
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<td>11-Jan-2018</td>
<td>Full-time, Undergraduate</td>
<td>Last Day of Drop/Add</td>
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<td>Full-time, Undergraduate; College of Professional &amp; Continuing Education</td>
<td>MLK Holiday - No Classes</td>
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<td>16-Jan-2018</td>
<td>College of Professional &amp; Continuing Education</td>
<td>Last Day of Drop/Add for 15-week and 1st 7-week classes</td>
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<td>2-Feb-2018</td>
<td>Full-time, Undergraduate; College of Professional &amp; Continuing Education</td>
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<td>9-Feb-2017</td>
<td>College of Professional &amp; Continuing Education</td>
<td>Last Day to Withdraw from 1st 7-week class with W Grade</td>
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<td>19-Feb-2018</td>
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<td>Presidents Day Holiday – No On-Campus Classes</td>
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<td>21-Feb-2018</td>
<td>Full-time, Undergraduate</td>
<td>Midterm Grades Posted to LeopardWeb - 9am</td>
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<td>26-Feb-2018</td>
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<td>27-Feb-2018 to 5-Mar-2018</td>
<td>College of Professional &amp; Continuing Education</td>
<td>BREAK in between 7-week classes</td>
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<td>31-Jul-2018</td>
<td>College of Professional &amp; Continuing Education</td>
<td>Last Day to Withdraw from Class with W grade for 2nd 7-week class</td>
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<td>Full-time, Undergraduate</td>
<td>Last Day of Classes</td>
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<td>8-Aug-2018</td>
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<td>9-Aug-2018 to</td>
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<td>Last Day of Classes for 15-week and 2nd 7-week classes</td>
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<td>19-Aug-2018</td>
<td>Full-time, Undergraduate; College of Professional &amp; Continuing Education</td>
<td>Commencement</td>
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<td>22-Aug-2018</td>
<td>Full-time, Undergraduate; College of Professional &amp; Continuing Education</td>
<td>Final Grades Available on LeopardWeb - 9am</td>
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<td><strong>FALL SEMESTER 2017</strong></td>
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<tr>
<td>August 30, 2017</td>
<td>New Student Move-In Day</td>
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<td>September 2-3, 2017</td>
<td>Returning Student Move-In</td>
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<td>September 18, 2017</td>
<td>Room Change process begins for all students</td>
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<td>October 23, 2017</td>
<td>Start Accepting Spring Housing Deposits</td>
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<tr>
<td>November 27, 2017</td>
<td>5:00 p.m. Deadline for Spring Housing Deposits at Student Service Center</td>
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<tr>
<td>November 27, 2017</td>
<td>24 Hour Quiet Hours begin for Final Exams</td>
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<tr>
<td>December 6, 2017</td>
<td>Moonlight Breakfast in Beatty Hall Cafeteria - starts at 10:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>December 13, 2017</td>
<td>Residence Halls close at 4:00 p.m. except for 3 semester housing students</td>
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<tr>
<td><strong>SPRING SEMESTER 2018</strong></td>
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<tr>
<td>January 3, 2018</td>
<td>Residence Hall open at 9:00 a.m.</td>
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<tr>
<td>January 18, 2018</td>
<td>Room Change process begins for all students</td>
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</tr>
<tr>
<td>January 29, 2018</td>
<td>Summer 2018 and Fall 2018/Spring 2019 Housing Deposits accepted at Student Service Center</td>
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<tr>
<td>February 28, 2018</td>
<td>5:00 p.m. Deadline for Summer 2018 and Fall 2018/Spring 2019 Housing Deposits at Student Service Center</td>
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<tr>
<td>March 2, 2018</td>
<td>First-Year Residence Halls (Baker and Evans Way/Tudbury) close at 6:00 p.m. for Spring Break</td>
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<tr>
<td>March 11, 2018</td>
<td>First-Year Residence Halls (Baker and Evans Way/Tudbury) reopen at 9:00 a.m.</td>
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<tr>
<td>March 13, 2018</td>
<td>Summer 2018 Housing Selection</td>
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<tr>
<td>March 19-22, 2018</td>
<td>Fall 2018/Spring 2019 Housing Selection</td>
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</tr>
<tr>
<td>April 2, 2018</td>
<td>24 Hour Quiet Hours begin for Final Exams</td>
<td></td>
</tr>
<tr>
<td>April 11, 2018</td>
<td>Moonlight Breakfast in Beatty Hall Cafeteria - starts at 10:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>April 19, 2018</td>
<td>Residence Halls close at 4:00 p.m. except for graduates and 3 semester housing students.</td>
<td></td>
</tr>
<tr>
<td><strong>SUMMER SEMESTER 2018</strong></td>
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<td></td>
</tr>
<tr>
<td>May 5, 2018</td>
<td>Residence Halls open at 9:00 a.m. for Summer 2016 Semester</td>
<td></td>
</tr>
<tr>
<td>August 15, 2018</td>
<td>Residence Halls close at 4:00 p.m. except for graduates.</td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>AREA CODE (617)</td>
<td></td>
</tr>
<tr>
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Army ROTC

Army ROTC is a program that trains college students to become officers in the United States Army, Army Reserve, and National Guard. The program is hosted at Northeastern University and involves elective courses and activities including Physical Training, Military Science classes, Leadership Laboratories, and Field Exercises. Our students may pursue any major and continue to take part in regular co-op and campus activities.

Army ROTC is like no other program you will find on campus. As a cadet, you’ll have opportunities you can’t find elsewhere and receive the most extensive training in leadership, tactics, rappelling, survival, and more. You may also have the opportunity to attend specialty training at airborne or mountain warfare school, or take part in Army internships around the world. Upon graduation, you will serve our nation as a leader. ROTC graduates lead as many as forty soldiers and take charge of millions of dollars of equipment. Start now to develop the credentials you need for success after college.

Army ROTC scholarships cover full tuition and mandatory fees, a monthly stipend of $300 - $500 and $450 a semester for books. To find out more information, please visit http://www.goarmy.com/rotc/find-schools.MA-.results.html#s2.

To find out more about Army ROTC, contact Gloria Monaghan, Professor, Humanities and Social Sciences by email at monaghan@wit.edu or Sheila Hutchins at Northeastern University by email at s.hutchins@neu.edu or phone at 617-373-8677.

Air Force ROTC

Air Force ROTC is an educational leadership program designed to provide young men and women the opportunity to become Air Force officers while completing a bachelor’s or master’s degree. The Air Force ROTC program prepares students to assume challenging positions of responsibility and importance in the Air Force.

Through a cross-enrolled program with Boston University, interested Wentworth Institute of Technology students may participate in the Air Force Reserve Officer Training Corps Program. Requirements include yearly Aerospace Studies classes, Leadership Laboratory classes, and physical fitness training. Mandatory weekly time commitments range from 5 to 7 hours. Once students complete their degree, the Air Force offers a wide variety of career fields from which to choose including flying opportunities as a pilot, navigator, or weapons controller. The Air Force has opportunities for students of ANY MAJOR. In addition to the tremendous leadership and management training that cadets receive, they can also benefit from several scholarship programs.

Air Force ROTC scholarships to Wentworth cover Full Tuition, along with a book stipend and monthly stipend, each year. Additionally, Wentworth matches every ROTC scholarship by providing a room scholarship.

If you are interested in joining the Air Force ROTC program or just want more information, contact the Department of Aerospace Studies, Boston University, 118 Bay State Road, Boston, MA 02215 at 617-353-6316 or 4705. Classes are held at Boston University.

You can also visit the detachment website at: www.bu.edu/af-rotc.

There is a Student Veteran and ROTC Club at Wentworth. The club is open to all ROTC and student veterans. Contact Gloria Monaghan, ROTC Advisor, for more information.

COLLEGES OF THE FENWAY (COF)

Wentworth Institute of Technology is one of six colleges that form the Colleges of the Fenway (COF). The collaboration includes the Massachusetts College of Pharmacy and Health Sciences (MCPHSU), Massachusetts College of Art, Emmanuel College, Simmons
College, and Wheelock College. Students’ academic opportunities and choices are enhanced through cross registration.

The COF also provides opportunities for social and educational interactions with students from other campuses through events and programming. Some programs offered by other campuses are open to other COF students. Similarly, some clubs and organizations offered by each campus are open to other COF students. Many programs are planned by COF committees, including: Welcome Month activities, Annual Block Party each fall, COF Performing Arts, Spring Weekend, joint Theatrical Productions, weekly programming, and Intramural Sports. Students have the opportunity to sit on planning committees for these events and work with their peers from other campuses. Additionally, the COF offers study abroad programs and travel courses through the COF Global Education Opportunities (GEO) Center. Currently, the COF webpage offers information about what is available to COF students; for more information, please visit http://www.colleges-fenway.org/.

COMMITMENT TO SUSTAINABILITY

Wentworth seeks to provide a safe, healthy, and environmentally-responsible campus. In 2007, President Pantic signed the Carbon Commitment, which led to the formation of a Sustainability Committee to oversee the integration of sustainability in academics, campus life, and operations.

Every member of the WIT community is expected to consider the environmental, social, and economic impacts of their actions. Together, we can take steps to minimize pollution, and conserve energy, water, and other resources.

Top 5 Green Tips for Sustainable Living and Learning at WIT

• Speak to your advisor about sustainability courses offered within your major and/or through the Colleges of the Fenway Center for Sustainability and the Environment.
• Save energy by turning off lights and powering down electronic devices when not in use.
• Stay hydrated by bringing a reusable water bottle and using campus bottle-filling stations.
• Green your travel by taking advantage of MBTA discounts, ZipCar, Hubway, the bike shelter, and other commuter benefits.
• Reduce waste by following the 3 R’s: Reduce, Reuse, Recycle. The WIT Cafeteria also composts food waste. Place all food scraps in the green-labeled “Compost” receptacles.

For more information on WIT sustainability initiatives and ways that you can get involved, please follow us on social media (@sustainablewit) or contact the WIT Sustainability Committee at sustainability@wit.edu.

DINING, BOARD, & MEAL PLAN INFORMATION

Board Plan
Funds is placed onto the student’s identification card (also known as Fenway Card) for use at dining locations at Wentworth, Massachusetts College of Art and MCPHSU. The Fenway Card may also be used at the COF convenience store. Each time a student purchases a meal, money is deducted. This flexible meal plan means that students must manage their money according to their own eating habits and budget. Additional money can always be added. Balances remaining at the end of the fall semester roll over to the spring semester. There are no refunds or rollovers at the end of the spring semester. Students requesting a meal plan waiver due to medical or religious reasons must complete the meal plan waiver form located on the following website: www.dineoncampus.com/cof. See “WIT Allergy Information” under the Total Health tab.

Fenway Cash
Fenway Cash is a prepaid spending account on your Fenway Card offering you a safe and convenient way to make purchases at the places you need and want to go – including locations that don’t accept other cards. In addition to using Fenway Cash at Wentworth, students may use it for purchases at the other five COF colleges, making visits to these institutions easier and more convenient. Fenway Cash is also welcomed at many popular businesses in the neighborhood. Accepting locations include: campus bookstores, campus
eateries, vending machines, local restaurants, other businesses as well as laundry rooms. For a complete list of accepting locations, go to www.fenwaycard.com. Students, faculty and staff may open a Fenway Cash account by making a deposit of at least $20.00 by check or credit card via mail, web or phone. Fenway Cash accounts which show no activity for 12 consecutive months will be charged a $25 service fee per month or the account balance, whichever is less. There will also be a $15 account closing fee if there is any money left in the account upon graduation or withdrawal from school.

To add value to the Fenway Cash account:
- Mail: Fenway Card Center, P.O. Box 1305, Doylestown, PA 18901-0117
- Web: www.fenwaycard.com Credit cards accepted at our secure website.
- Phone: 1-877-COF-8340
- Monday through Friday, 8:00 a.m. to 6:00 p.m. eastern time; credit cards accepted
- For complete information on the Fenway Cash program, go to www.fenwaycard.com.

**Wentworth ID**

(Available at the Copy Mail Center, Wentworth Hall, Room 118)

All students must carry their Wentworth identification card always. Students must present it upon the request of a faculty member, member of the administration/staff, campus police or other person of authority (state or local police). Any student refusing to produce an identification card will be subject to disciplinary action. Identification cards are to be used only by the student to whom it is issued. Allowing another person to use your ID card is prohibited and will lead to disciplinary action.

**The Wentworth ID is your key to essential campus facilities and services, including:**
- Meal Plans
- Library – Access your library privileges
- Door access – Use it as a key to enter secured campus buildings, gym and residence halls.
- Laundry - instead of searching for quarters
- Fenway Cash - Make cashless purchases at locations on all COF campuses and at popular restaurants and service providers in the Fenway neighborhood.

You may use the same ID card throughout your entire Wentworth career. Please protect your ID card. You must validate it each semester with a sticker from the Copy and Mail Center. The cost of a replacement ID card is $25. A replacement card can be obtained from the Copy and Mail Center.

**HEALTH SERVICES**

Optum Health Center | 578 Huntington Avenue, 2nd floor Massart Residence Hall | Phone: 617-879-5220 Fax: 617-879-5229
For emergencies, contact Wentworth Public Safety at (617) 989-4444
For information on hours and locations, please visit: www.wit.edu/health-services

The Optum Health Center provides primary medical care services to Wentworth students. Students may use the Center for diagnosis and treatment of both short and long term illnesses and for preventive care. Please call to make an appointment.

Students should have their insurance information available (i.e. insurance card) when visiting the Health Center. If students are covered under their parents’ plan, they should familiarize themselves with coverage details including any exclusions, reductions or limitations. Co-pays will not be charged to students who use the campus Health Center.

Students are encouraged to register as a patient with the Optum Health Center in advance. It will save time and effort before the first visit. Simply call the Center and ask to register as a patient. They will need basic information about you (name, address, W#) and your insurance plan.

**The staff of the Center have extensive experience in urgent health care. Medical advice and information is also available by phone 24 hours/day, 7 days/week by calling the main Health Center number.**
STUDENT MAIL

Student mailboxes are located at 555 Huntington Avenue, 610 Huntington Avenue and the Apartments@525. Students are assigned mailstop (MS) numbers along with their housing assignments. Mail should be addressed to you using your first and last names as listed in the Student Information System database. The Copy Mail Center recognizes legal and preferred names; however, the use of other names may delay delivery of your mail. It is important that mail be addressed properly to prevent loss or delivery delays. Please help us to deliver your mail by giving the following addresses to family and friends. **Please do not send cash in the mail.**

The mailing address for all residents is:

(Student's Name) MS____
Wentworth Institute of Technology
555 Huntington Avenue
Boston, MA 02115-5520

When using UPS, Airborne, DHL, Fed Ex Home, Federal Express, a local courier, hand delivery or United States Postal Service (USPS) which requires a signature, use this address:

(Student's Name) MS____
Wentworth Institute of Technology
550 Huntington Avenue
Boston, MA 02115-5998

Students will be notified via email when a package has arrived for them. Students should take their validated WIT identification card or a state or federal issued identification to the appropriate Student Mailroom or to the switchboard in Wentworth Hall as instructed in the e-mail notification. Packages will only be given to the student to whom they are addressed. Unclaimed packages are subject to being returned to sender after 5 days unless other arrangements are made.

USE OF PREFERRED NAME

Students have the option to provide Wentworth with a preferred name for use in their day to day activities on campus. A preferred name may appear on course or housing rosters, and on the WIT ID. The student’s legal name must be used on official academic records and official documents related to financial aid, study abroad, or immigration. To learn more about providing a preferred name, visit [http://www.wit.edu/dts/status/preferred-name.html](http://www.wit.edu/dts/status/preferred-name.html).

VETERANS EDUCATION BENEFITS AFFAIRS

Wentworth encourages current service men and women and armed services veterans to enroll as students in both our full-time undergraduate day programs and in our life-long learning and continuing education programs offered through the College of Professional and Continuing Education.

Students attending Wentworth and are enrolled in a degree program or approved non-degree program under the terms of one or more of the laws enacted to assist veterans or the children of veterans should contact the Student Service Center at (617) 989-4020 or the Registrar’s Office by email at registrar@wit.edu.

For more information regarding Veteran programs and resources at Wentworth, visit [https://wit.edu/student-life/veterans-services/veteran-student-services](https://wit.edu/student-life/veterans-services/veteran-student-services).

WENTWORTH BOOKSTORE

Students should expect to spend about $500-$900 per semester on books, this approximation varies across majors. In an effort to minimize the expense of textbooks students may purchase used books on a “first come, first serve” basis. The bookstore also
offers a rental program and encourages students to rent their books if they will only need
the book for one semester. Students typically save 65% of the new book price through the
rental program. Digital books are also available to be purchased provided the print title has
been published digitally. Students can sell their textbooks back to the bookstore at any
time and may receive up to 50% of the new book price in cash. Textbooks can be ordered
online at: www.theWITshop.com to be shipped or, picked up in-store at no additional cost.
Save time, buy-online.

WENTWORTH INCLEMENT WEATHER POLICY

This is a reminder on Wentworth’s policy for delayed opening, canceled classes or
Institute closing due to inclement weather.

Whenever severe weather is a factor, students, faculty and staff are encouraged to check
the Institute’s website or their campus e-mail for messages pertaining to the status of the
campus. Additionally, every effort will be made to announce the change in status on
television stations 4 (WBZ), 5 (WCVB), 7 (WHDH) and 25 (FOX). Notification will also be
sent through the RAVE messaging system.

When feasible, the decision to remain open, delay the opening, cancel or close the
Institute will be made as early as possible. Please do not call Public Safety for this
information as it may detract from their addressing more serious matters.
DEPARTMENT INFORMATION
Accelerate
Wentworth Innovation + Entrepreneurship Center builds innovative thinking and entrepreneurial confidence, impacting students’ career choices and success. It is critical to build competencies for the 21st century work environment and to stand out with dedication and drive. Students participating in ACCELERATE are empowered to generate ideas, make them real in our MakerSpace, and drive them forward using our extensive network of collaborators, alumni, and professionals across Boston's innovation and startup ecosystem. Students can engage in workshops and events, receive mentoring, and work with Accelerate as a coop or student employee.

Startup Challenge
The Startup Challenge provides a platform for students to form interdisciplinary teams and nurture an idea they are passionate about. Students can take advantage of workshops, events, mentors, faculty ambassadors, prototyping activities and funding opportunities. We encourage students to leave the beaten path of their discipline and to be inspired. With a strong maker culture at play, our student’s ideas have ranged from re-engineering the pedicab experience, designing an infusion treatment vest, longboards, and nail polish organizers to concussion detection devices, speech recognition software, and games.

Social Innovation Lab
The Social Innovation Lab is a 12-week immersion program for six co-op students, the Social Innovation Fellows, from six different disciplines. They are organized into two teams, working with an external partner, e.g. WGBH, Children's Museum, City of Boston, Zoo New England, the State of Massachusetts and others to address a challenge the organization is facing. The problems tackled can be quite diverse and students have the opportunity to connect with and learn from over thirty companies and organizations as part of this process. Students will activate innovation and design thinking methodologies to uncover the problem, ideate potential solutions, and prototype ideas to present to our partners.

ALUMNI & CONSTITUENT RELATIONS
The Office of Alumni and Constituent Relations (OACR) is the primary source of contact with Wentworth’s 38,000 graduates. The department creates exciting and meaningful ways for alumni to participate in the life and vitality of the Institute, and stay connected with fellow alums across the globe. OACR is responsible for strengthening the frequency and quality of alumni and friend’s engagement by inspiring them to become informed, involved, and invested in the life and progress of Wentworth. The office works closely with donors to steward their philanthropy and celebrate their leadership giving.

The Office of Alumni and Constituent Relations offers an array of programs and services including an online community, cultural and sporting outings, alumni receptions, professional development sessions, athletic reunions, golf tournaments, and other celebratory events. As an alum, graduates are offered automatic and free membership to the Wentworth Alumni Association (WAA). The Association includes an active board that promotes the spirit of fellowship, serves to extend the interests of alumni, and furthers the mission of the Institute. As a member of the WAA, alumni receive benefits such as insurance discounts through Liberty Mutual, access to the Douglas D. Schumann Library and Learning Commons, a monthly alumni newsletter, and an alumni website that is devoted to keeping graduates informed and connected. There are many ways to remain engaged and support the Institute once you leave campus - attend an alumni event, assist Admissions in recruiting new students, return to campus for a Career Panel, support the Wentworth Fund or a student scholarship, or hire students as co-ops. Building the alumni community is the focus of OACR.
Student Alumni Society
The purpose of the Student Alumni Society (SAS) is to promote, develop and encourage a positive, long-lasting community among students and alumni of Wentworth Institute of Technology. In striving to fulfill this purpose, SAS notes its role in the greater effort of furthering the quality of Wentworth as an institution of higher education. SAS also promotes the activities of the Wentworth Alumni Association (WAA) through its programs and services to create and instill the spirit of Wentworth and to give students a better understanding of what the WAA is, what the benefits of membership are, and how the WAA functions. SAS provides students with new leadership responsibilities such as planning, organizing and creating events for the entire student body. SAS develops connections between students and alumni and instills pride in the Institute. The organization brings together a diverse group of students from all different areas of interests, majors and backgrounds to work together to make a difference at Wentworth through the WAA.

Wentworth Fund
Phone: 617-989-4218 or 617-989-4992
Gifts to the Wentworth Fund, the Institute’s unrestricted fund, support current use operating expenses and have an immediate impact on the life of the campus community where the needs are the greatest. Wentworth Fund dollars help provide financial aid to deserving students; support ongoing academic programming, faculty, and curriculum development; enable students to present at academic conferences and participate in local, regional, and national competitions; and support the ongoing physical and technical updates to the Institute’s classroom, lab spaces, and campus. In all of these ways, gifts to the Wentworth Fund help continue to enhance every student’s academic and co-curricular experience at the Institute as they prepare to become innovators and entrepreneurs of the 21st century.

Why donate as a student and graduate?
- Help ensure future students benefit from the same generosity you do. Did you know that tuition does not cover the full cost of a Wentworth Education? Every year, thousands of alumni and friends donate to the Institute to help defray costs for current students.
- Increase the value of your own degree. Alumni and student participation rates strengthen the Institute’s rankings, which reflect back on the quality of education you received here at Wentworth.
- Send a thank you to all those who came before you. When you donate, you send an implicit thank you to all those donors who have supported you so generously.

Learn more about the Wentworth Fund and why giving back is important at www.wit.edu/wentworthfund.

ATHLETICS
Nelson Recreation Center/Tansey Gymnasium | Phone: 617-989-4655
Social Media: Twitter: @witathletics | Instagram: witathletics | Facebook: https://www.facebook.com/wit.athletics

Tansey Gymnasium contains three basketball courts and facilities for one-wall racquetball, volleyball, and similar sports. The fitness center is located on the third floor and contains free weights, exercise bikes, and treadmills for student use.

Varsity Sports
Note: for Intercollegiate clubs visit the Center for Student Engagement. For intramurals, visit the Colleges of the Fenway

Women: Basketball, Lacrosse, Soccer, Softball, Tennis, Volleyball

Men: Baseball, Basketball, Cross Country, Golf, Ice Hockey, Lacrosse, Soccer, Tennis, Volleyball, Rowing, Indoor Track and Field
The Center for Academic Excellence (CAE) is focused on providing support to all Wentworth students and works closely with the office of the Provost, the faculty and other departments on campus. The CAE facilitates student learning in order to foster student success at Wentworth. The CAE encourages students to pursue opportunities for learning both in and outside the classroom through workshops, programs, and tutoring. Workshops appeal to students at all levels and all academic abilities, from graduate school workshops to course specific study groups. In addition, the Center for Academic Excellence provides students with opportunities to explore factors related to their academic success, such as how to study more efficiently, improve their reading, manage their time, and metacognitive skills and abilities. In addition to workshops, the CAE also provides 1-1 peer tutoring, Learning Labs, Facilitated Study Groups, and group tutoring. The CAE provides support for students identified through the Early Alert system as well as students on academic probation and warning. The Center for Academic Excellence is a supportive and safe learning environment for students looking to expand their learning opportunities as well as their personal and academic growth.

GOLD & BLACK, GIVING BACK!
Wentworth encourages students to not only master their area of technical expertise, but also to bring their passion and talent to bear on real-world problems and make a difference in our local Boston communities. As part of Wentworth’s core purpose and mission, the Center for Community and Learning Partnerships provides students, staff, and faculty opportunities to positively transform Boston neighborhoods through hands-on projects and programs. Through student-led projects and programming, the Center aims to facilitate and strengthen “town/gown” relationships, giving everyone a voice and empowering community members to execute a vision for their environment. Students who actively engage in extensive community-based work can enroll in our Certificate for Community Learning, a credential offered prior to graduation.

COMMUNITY WORK STUDY
Community Work Study (CWS) offers opportunities that other work-study programs cannot: real-world experience while positively impacting an underserved community. The Center, through CWS, partners with local nonprofits, public schools and community-based organizations to place students in programs and on projects to execute their work-study hours, using what students learn in the classroom to better serve society. This federally-funded program allows students to receive financial assistance through three unique options: work directly with a community-based organization, lead a campus-based service project/program or work with faculty on a service-learning project. Typical job opportunities for CWS students include tutoring, community designers, STEM curriculum development, tax preparation, and computer repair technicians, to name a few.

ALTERNATIVE SPRING BREAK
Alternative Spring Break (ASB) brings students from different majors and backgrounds, together, to work on a set of community-based projects in Boston and communities elsewhere in the country. As a student-led, staff-guided program, coordinators are hired for the duration of the academic year to plan and organize all trip logistics, recruit other student participants, raise funding to make the trip affordable for all and, as a cohesive group, carry out service-based activities in their selected destinations. In the past 5 years, students have traveled to Houston, Miami, San Francisco, San Diego, Washington D.C., and New Orleans. Our annual Boston “trip” helps students become more aware of the environment surrounding Wentworth and the needs of the local communities. Applications to join ASB for 2016-2017 will be available during the middle of the Fall semester.
CO+BUILD: THE COMMUNITY BUILDING PROJECT
Co+build is a community-driven design/build program that brings Wentworth students and community members together to complete hands-on neighborhood projects. Co+build seeks to support community stakeholders as constructors of their own environment while introducing students to the power of community-based planning, design, and construction. By fully respecting the autonomy and vision of community leaders, Co+build offers a model of how the presence of a college can invest in, rather than undermine, neighborhood integrity. Wentworth students develop relationships with their neighbors, while learning how community planning, design, and construction principles positively impact their local environment. Over the past couple years, Wentworth students have designed and built furniture for local organizations, rebuilt a landscape stairway, built a drainage system in Vermont, and designed a shading system for a local public school, to name a few. Please stop by the office if you are interested in helping our communities grow.

EDUCATE. BUILD. TRANSFORM.

CENTER FOR COOPERATIVE EDUCATION + CAREER DEVELOPMENT

Wentworth’s Center for Cooperative Education and Career Development (CO-OPS+CAREERS) offers students and graduates from our degree programs dedicated advisers and access to employers and alumni who are interested in hiring them.

Career Advising and Graduate School Planning
CO-OPS+CAREERS provides career advising to students at any point in their college or post-college experiences. Each student is partnered with a CO-OP+CAREER Adviser, based upon their major, with whom to work during their tenure at Wentworth and beyond. CO-OP+CAREER Advisers begin working with students in their second year at Wentworth to prepare the student for their Optional Co-op or First Mandatory Co-op. Preparation usually begins with the student's completion of Co-op Institute, a seminar that teaches students about the mechanics of finding and registering for co-op. Students often meet with their Adviser for individual appointments as the student needs them. Advisers are knowledgeable about the industries that hire their students as they often speak to employers over the phone and meet with them at their offices and at industry meetings.

Cooperative Education (Co-op)
Wentworth’s cooperative education program (co-op) is one of the most comprehensive in the country and forms the basis for our high placement rate for graduates among leading organizations—locally, nationally, and worldwide. At Wentworth, two semesters of co-op placements are required (a third semester is optional). The simple reason for this is that the 21st-century economy moves too quickly to allow newly minted professionals time to get their feet wet and their hands dirty. Wentworth graduates hit the ground running and achieve career success because they already have extensive experience applying classroom knowledge to real-world situations.

Co-ops allow students to become adept at handling new situations where the stakes are real—as are the deadlines, the budgets, and the expectations. Selected with the help of an advisor, co-op experiences are directly related to a student’s major course of study. They typically begin after the second year at Wentworth (Architecture majors do their first co-op in their sophomore year), ensuring that the student has a solid foundation of skills and knowledge to apply in the field. During co-op terms, students earn income yet do not pay tuition; furthermore, if the co-op placement is local, students can choose to live on campus, maintaining close connections to friends and to Wentworth activities. For complete details on Wentworth’s co-op program, visit https://www.wit.edu/coopsandcareers/cooperative-education
Career Readiness
Co-ops have a cyclical influence: Classroom learning prepares students for co-ops; the co-op experience provides students with greater perspective and concrete examples that enhance their coursework when they return to campus. Upon graduation, the combination of academics, labs, and cooperative learning provides considerable competitive advantage in the job market and the workplace.

CENTER FOR DIVERSITY & SOCIAL JUSTICE PROGRAMS
Flanagan Campus Center, Room 031 | Email: diversity@wit.edu | Website: www.wit.edu/diversity
Social Media: Twitter- @WITDiversity

The Center for Diversity & Social Justice (CDSJ) Programs at Wentworth is committed to promoting inclusion, multidimensional & cross-cultural perspectives, and a welcoming community to students of various races, ethnicities, sexual orientations, gender identities and expressions, socio-economic classes, religion, spiritual traditions, ages, and abilities. CDSJ programs and services are rooted in creating, and increasing the understanding of social justice while fostering excellence within the greater Wentworth community. The cornerstones of the work within the center are accomplished by creating educational opportunities, dialogues, trainings, programs and spaces for celebration that promote advocacy, education, self-reflection and affinity.

CDSJ Programs Cornerstones: Leadership development, personal growth and expanding professional opportunities for underrepresented populations

The Center for Diversity & Social Justice Programs was generously donated by Martin D. Guyer ’64

Wentworth respects and values all members of our campus community. Through our commitment to each other, we create an inclusive environment for learning and citizenship. To achieve this vision, Wentworth offers celebratory and educational programs for the entire campus, as well as supports students from under-represented populations on our campus such as women, students of color and LGBTQIA students.

Programs & initiatives include:
• Diversity & Social Justice Student Organizations.
• Diversity Leadership Council
• My Brother's Keeper
• Bridges Mentoring Program
• IMPACT (Pre-WOW orientation program)
• SMART Trainings (formerly known as Safe Space)
• Talk Tuesdays
• Affinity Groups for LGBTQIA Staff & Faculty and Staff & Faculty of color.
• Diversity Advocates (work study positions)
• Diversity/Social Justice Workshops & Trainings
• Diversity and Leadership Recognitions
• And Many More!

Prayer/Meditation Room
Managed by the Center, the Prayer/Meditation room (Flanagan 029) is open to anyone looking for a quiet space to connect spiritually. Meditation cushions, prayer rugs and a foot sink for ablution are available for use. Please note that the Prayer/Meditation room cannot be reserved for private functions or programs. The Prayer/Meditation has been donated in memory of lifetime educators, George and Dolly Whitham.
For more information about the Center and its programs, please send an email to diversity@wit.edu.

CENTER FOR STUDENT ENGAGEMENT
Flanagan Campus Center, Room 026 | Phone: 617-989-4080 | Website: studentengagement@wit.edu
Social Media: Twitter- @witleopard | Facebook- www.facebook.com/wentworth.leopard

The Center for Student Engagement connects our community by providing resources, helping students explore interests and celebrating the achievements of the student body. The center provides services in many areas to promote success from the moment they
arrive on campus for Orientation through the last moments as a student during Senior Celebrations. This is done through the following areas:

**New Student Orientation and Transition Programs**
New students begin their transition to Wentworth through two programs. The first, New Student Orientation (NSO), is a two-day, overnight introduction to the Wentworth community for all first-year students. NSO provides students with the basic knowledge of the campus community as well as the resources and services Wentworth offers. The second component, referred to as Wentworth Opening Week (WOW), is the official welcome program for all first-year and transfer students. Every new student at Wentworth participates in this three-day introduction to college life, which occurs immediately prior to the first day of class. WOW is an Institute-wide initiative that brings all students, staff, and faculty together to help welcome new students and transition them to life at Wentworth. During WOW, students connect with their classmates, receive their laptop, meet with their academic advisor, and learn more about their academic program and campus resources. Students who transfer into the Institute are provided with an orientation program at the start of the semester.

**First Year Seminar**
First Year Seminar develops students as engaged learners. To this end, the First-Year Seminar focuses on the development of positive academic behaviors, assists students in their transition to Wentworth and supports their personal growth. Through a combination of lecture, discussion, group work and activities, all new students learn about the academic, social and cultural expectations at Wentworth as well as develop skills necessary for success at Wentworth. In addition to teaching the curriculum, instructors serve as a resource to new students, providing transitional and developmental advisement for new students. First Year seminar instructors partner with faculty academic advisors to promote academic advising, counsel at-risk students experiencing academic difficulty, and make appropriate referrals as necessary. Instructors also perform outreach to students in their class to assist with personal transition issues.

**Student Organizations**
Organizations related to majors, social interests, and club sports are all run through the Center for Student Engagement. A complete listing of student organizations may be found at https://wit.edu/center-student-engagement. Email studentengagement@wit.edu to find out more about clubs & organizations or for information on how to start your own club. The Involvement Fair in September has representatives from each club on the quad to share more about the offerings. Leadership Students may participate in the Wentworth Leadership Institute, aimed at developing leadership skills, engaging in the practice of leadership, and offering students the opportunity to develop their own leadership style. This is done through workshops, experiential exercises, and non-credit courses.

**Commuter Programs**
The Center for Student Engagement provides programs and services to support and enhance the commuter student experience. This includes weekly events held during the day and early evening to accommodate commuter student schedules, discounted MBTA Semester Pass sales, complimentary lockers, and individual outreach. Commuter Assistants, who are current, experienced commuter students, create programs to build community, provide resources and advocate for commuters. Commuter parking passes are available through the Student Service Center. Follow us at @witcommuters

**Programs & Events**
Student Engagement hosts a variety of large-scale events throughout the year. These include Family & Alumni Weekend, Colleges of the Fenway events, Senior Celebrations, and the Institute Awards Program. The Wentworth Events Board creates a robust line up of events & activities throughout the year.
The mission of the Center for Wellness and Disability Services is to assist students with their mental health, disability accommodation, and wellness education needs so that they may be successful in their academic pursuits. The Center provides services to students needing mental health counseling, accommodations for documented disabilities, and education related to wellness, such as alcohol and other drug use, sexual health, exercise and nutrition. The Center’s ultimate objective is to assist students in achieving the educational goals that brought them to Wentworth.

The Counseling Services area of the Center for Wellness offers a safe, confidential environment where students can share thoughts and feelings, explore issues of concern, and gain awareness and insight into their lives. Counselors are sensitive to issues of gender, ethnicity, religion, sexual orientation, and disabilities.

The Center is staffed by professionally trained Counselors who are available to discuss personal and mental health concerns with students. Counselors are consulted for several reasons, which may include anxiety, depression, and concerns regarding sexual assault/sexual violence, problems in relationships, substance abuse, and adjustment to college life.

All students may receive services on a short-term basis, depending on need. When appropriate, students may be referred to another qualified professional in the community who can better meet their specific counseling needs. The services of the Center are available without charge. All sessions with counselors are confidential. No identifiable information will be released without the student’s permission, except in cases of a mental health emergency. The Center provides evening and weekend telephonic counselor access through a partnership with ProtoCall. Students can access these counselors by calling the main Center for Wellness number 617-989-4390. In addition, the Center staffs a Counselor On-Call 24 hours a day for mental health emergencies. Students may reach the Counselor On-Call by contacting Residential Life staff or Public Safety.

Students can make an appointment in person in Watson 003 or by calling (617) 989-4390. The Center’s Office Coordinator will help the student navigate the triage and appointment process. Every effort is made to accommodate requests in a timely, efficient manner. Most often, appointments can be arranged within one to two weeks. In certain situations, evening appointments can be arranged. Questions can also be emailed to the Center for Wellness and Disability Services at counseling@wit.edu.

Disability Services
In addition to counseling services, Wentworth’s Center for Wellness also houses Disability Services. Wentworth Institute of Technology strives to provide students who have disabilities with equal and integrated access to all academic, social and recreational programs. Wentworth subscribes to the policies set forth in the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and in Section 504 of the Federal Rehabilitation Act of 1973, which mandates equal opportunity in educational programs and activities for students with disabilities. The ADAAA defines a person with a disability as one who has a physical or mental impairment which substantially limits one or more major life activities, or has a record of such impairment, or is regarded as having such an impairment. “Major life activities” are functions such as walking, seeing, hearing, speaking, breathing, eating, sleeping, learning, reading, concentrating, thinking, communicating, caring for one’s self, performing manual tasks, and working. In addition, major bodily functions involving the following systems: immune, digestive, neurological, respiratory, circulatory, endocrine and reproductive are also considered major life activities.

Students with physical, medical, psychiatric, and learning disabilities are eligible to access Disability Services to arrange for reasonable accommodations. Students are also welcome to schedule meetings for support, assistance with advocacy, and liaisons with faculty.
Students with disabilities at Wentworth are fully integrated into the community. There are no separate class sections or special programs for students with disabilities. As a relatively small institution, Wentworth seeks to provide individual attention, support, and reasonable accommodations for students with disabilities. For more information, please visit https://wit.edu/student-life/student-services/counseling/disability-services.

Wellness Education
Watson Hall, Room 003 | Phone: 617-989-4197 | Website: http://wit.edu/wellness
Social Media: Twitter - @WITwellness

The mission of the Office of Wellness Education at Wentworth Institute of Technology is to support student success by educating and empowering students to engage in healthy behaviors and decision-making around issues relating to alcohol and other drugs, relationships and sexual health, sleep, stress, nutrition, and fitness. Wellness Education messaging and programs are grounded in evidence-based health promotion strategies.

The Office of Wellness Education works cooperatively with the Center for Wellness, the Office of Housing and Residential Life, and Health Services to meet the ongoing needs of the students. The Office is staffed by a full-time Coordinator and part-time Prevention Specialist. Wellness Education staff are available to consult with individual students seeking information and advice on a variety of health and wellness topics including nutrition and fitness, stress management, sleep difficulties, sexual health, alcohol and drug use, eating concerns, tobacco cessation, and more. Students in need of more support are referred to the Center for Wellness or appropriate community-based programs.

Wellness Education offers:
- Individual consultations on health and wellness concerns
- BASICS (Brief Alcohol/Marijuana Screening and Intervention for College Students)
- 3rd Millennium online course
- Drug and Alcohol Education classes
- “Be a WIThero” bystander intervention program
- Student Wellness Education & Empowerment Team (SWEET) peer education program
- Wellness Library
- Free condoms and other safer sex products
- Cold & flu care kits
- Tobacco cessation support and “Quit Kits”
- Student Health 101 online magazine
- Events and programs throughout the year

DEPARTMENT OF FITNESS & RECREATION
Phone: 617-989-4271 | Email: schumannfc@wit.edu

The Department of Fitness and Recreation is committed to providing exceptional fitness, recreation, and special event programs and facilities that enhance the health and wellness of the Wentworth community and strategic partners.

The Department of Fitness and Recreation operates the following facilities that serve the Wentworth community:

Schumann Fitness Center
The hub of our operations, shared with the Mass Art and MCPHS communities, the fitness center offers over 50 pieces of cardiovascular and strength equipment. The fitness center also has locker rooms and showers for your convenience, as well as towel service. Personal training is also offered for a fee.

610 Group Fitness Studio
Located on the 5th floor of the 610 Residence Hall, the 610 Group Fitness Studio holds over 10 classes per week each semester. Classes vary each semester, but traditional offerings include: Barre, Boot Camp, Kickboxing, Pilates, Yoga and more.

EWT Fitness Room
Located in the lower level of Evans Way/Tudbury Residential Complex, the EWT Fitness Room offers a limited selection of cardiovascular and strength equipment to meet the needs of residential students.
Tansey Gymnasium
The Tansey Gymnasium is the home to the Wentworth Athletics program, and holds a regulation sized basketball court, as well as strength and conditioning room, which is located on the 2nd floor.

DIVISION OF TECHNOLOGY SERVICES (DTS)

Campus Printing
Printing services are offered in the Douglas D. Schumann Library & Learning Commons on the second and mezzanine floors of Beatty Hall. The library offers PC computing platforms as well as traditional black and white and color printing in tabloid format and high speed large format color plotting for student use. Please refer to wit.edu/library for hours of operation. Additional printing information and locations are available at wit.edu/dts.

Campus Network
The Wentworth network connects each campus building via a robust fiber optic backbone. Internet service is provided through the Colleges of the Fenway Area Network (COFAN), a collaboration designed to bring high-speed service to each of the six member colleges. The COFAN backbone features multiple connections to the Internet as well as peering relationships through BostonIX to deliver services in a reliable manner. Wireless network service is available in all campus buildings including classrooms, offices, residence halls, and common areas. Additionally, several outdoor locations including the main quad and Wentworth front lawn. We are proud members of "eduroam," a service supporting simple and free wireless access at academic institutions in Boston, the United States, and internationally including all six Colleges of the Fenway. Login using your Wentworth email address and password or find out more at wit.edu/dts.

Campus Portal
LConnect is our online portal which serves as a gateway connecting the Wentworth community to frequently used systems across campus. It simplifies information exchange for Wentworth students, faculty, and staff by allowing access to systems and sites with a single, virtual platform. LConnect allows students to register on-line, complete degree audits, view financial aid, and get campus community information. The portal can display personalized data such as grades, schedules, advisor, or account information. LConnect serves as an information hub for the Wentworth community.

Technology Support
To contact the Tech Spot, e-mail us at helpdesk@wit.edu or call (617) 989-4500. We can assist with software, hardware, and account troubleshooting including repairs to your Wentworth laptop. Additionally, you are welcome to stop by the Tech Spot located in Beatty Hall, Room 320 during our standard hours of operation, Monday through Thursday from 7:30 AM to 6:30 PM, and Friday from 7:30 AM to 5:30 PM for in-person assistance. Phone support for Blackboard is offered 24x7. Follow us on Twitter @DTSatWIT for tips and tricks, updates on service interruptions, and answers to quick questions.

DOUGLAS D. SCHUMANN LIBRARY & LEARNING COMMONS

The Douglas D. Schumann Library & Learning Commons is a dynamic, technology-driven space for students and faculty to collaborate and learn. The library is open 7 days per week during the semester, and offers extended hours during final exam periods. For the most current information about our hours, check the library’s website (library.wit.edu).

Our librarians select materials in multiple subjects to meet the curricular, informational and educational needs of the Wentworth community. The collection includes physical and digital access to books, journals, databases, and multimedia, with new resources added regularly. To ensure you have all you need to make projects successful, the library
provides access to cutting-edge technology tools, printing and scanning services and lends technology resources.

You can borrow materials from beyond Wentworth as well. Through our online catalog, you can find materials in 9 other local libraries, collectively known as the Fenway Libraries Online, or FLO. We’re also a member of the Fenway Library Consortium (FLC), which allows you to visit and borrow from 6 additional libraries in the area, as long as you remember to bring your Wentworth ID! And, if you need something that is not available through FLO or FLC, we can get it through our Interlibrary Loan service (ILL).

You can also find research assistance in the library. Walk-in assistance is available at our Reference Desk. If you need more in-depth assistance with a specific assignment, project, or theme, you can schedule a one-on-one or group session with a librarian who can offer customized help. The Schumann Library librarians prioritize helping students learn to identify and evaluate the many information resources that can be found through the library or elsewhere online, for their careers at Wentworth and beyond.

The library is also a great place to study. With 8 high-tech group study rooms, a quiet reading room, and many flexible collaboration areas, you will find a spot that fits your needs whether you are engaged in interdisciplinary learning with classmates or are looking for a solitary study space.

The Schumann Library’s collections, services, technology and other resources are here to support your educational, professional and cultural needs. If you’d like additional information, come visit us, or check out the links below. We welcome you, and look forward to helping you do, learn, and succeed.

FLANAGAN CAMPUS CENTER
Flanagan Campus Center at Beatty Hall | Phone: 617-989-4636 | Email: infohub@wit.edu
Social Media: Twitter- @witinfohub

The Flanagan Campus Center, located in the ground and first floor of Beatty Hall, provides space for students to relax and collaborate. The Flanagan Campus Center is home to the Info Hub, Beatty Café, Wentworth Bookstore, Schumann Fitness Center, a pool hall, Student Organization Room, Prayer and Meditation Room, WIRE (Wentworth Internet Radio and Entertainment), meeting rooms, and numerous breakout and relaxation spaces. The offices of Community Standards, Center for Diversity & Social Justice, and Center for Student Engagement are also located in the Flanagan Campus Center.

At the Info Hub, located in the atrium of the ground floor of the Flanagan Campus Center, students can purchase discounted tickets to local movie theaters, the Museum of Science, and occasionally special event tickets to local attractions. Students can also check out, free of charge, AV equipment for the meeting rooms and breakout spaces, chargers, as well equipment for the pool hall.

HOUSING & RESIDENTIAL LIFE
The Apartments @ 525, Room 101 | Phone: 617-989-4160 | Email: housing@wit.edu | Website: http://www.wit.edu/reslife
Social Media: Twitter: @WITlife | Facebook: https://www.facebook.com/WITLife

The Office of Housing & Residential Life promotes a safe and inclusive residential community that supports student success through specific programs and services.

Residence Hall Staff
Residential communities are co-educational and overseen by a building staff which includes, a live-in professional Assistant Director of Community Development or Resident Director, one Assistant Resident Director (Evans Way/Tudbury only), and student Resident Assistants. Building staff are responsible for an inclusive, welcoming, educational and purposeful community which focuses on personal and social student development. If students have questions or concerns about their living situation, they are encouraged to seek the help of the Resident Assistants or the Resident Director/Assistant Resident Director who are part of their residential community.
Legal Liability of the Institute
Wentworth Institute of Technology is not legally liable for damages or loss of property in the residence halls.

Personal Property Insurance
Students at Wentworth are strongly encouraged to provide their own personal property loss insurance. Parents should check with their homeowner’s insurance to see if the loss of their students’ property is covered under their existing policy. If not, it is strongly encouraged that a rider is added to cover students’ property while they are living in the residence hall.

PUBLIC SAFETY

610 Huntington Avenue | Phone: 617-989-4400 (non-emergency), 617-989-4444 (emergency)

The Department of Public Safety provides the Wentworth community with professional protection through medical first response, preventive patrol, law enforcement activities, campus and residential security and safety, safety escorts and parking management. With the aid of electronic security, CCTV and communication systems, campus police and safety personnel deliver vital services to the Wentworth community 24 hours a day, seven days a week. In addition, special crime prevention and safety awareness programs are offered to resident and commuter students throughout the academic year. The Department of Public Safety encourages all students to report any suspicious activity immediately to campus police.

Reporting Crimes and Suspicious Activities
All crimes and suspicious activities/ persons on campus should be reported immediately to Public Safety by dialing 617-989-4444 or x4444 from any campus house phone. If there is an emergency off-campus, please dial 911. Public Safety recommends that you program your cell phones with the above number.

Emergency Call Boxes
It’s easy to spot the campus emergency call boxes - bright silver boxes on poles with blue lights over them. A touch of the call button on the face of the box immediately connects you with the police dispatcher. The police switchboard indicates the location of the phone. Even if you cannot speak into the phone, an officer will be dispatched to the location immediately to assist you.

Emergency Notification System (RAVE ALERT)
RAVE Alert is Wentworth’s emergency notification system, used to communicate with the campus community during crisis and emergency situations. This system allows Public Safety to send a text message to your mobile phone, an email to your Wentworth account, and an outdoor mass notification (when appropriate) with important information regarding an emergency situation on or near campus and steps necessary to take to remain as safe as possible. Some examples of emergency situation requiring the use of RAVE include, but are not limited to, active shooter, fire, flood, dangerous person, gas leak, or severe weather. To sign up to receive RAVE Alerts, please visit: https://www.getrave.com/login/wit.

Personal Safety
As a student on an urban campus, you should be aware of your surroundings and observe all safety tips, including the following:

• Always walk in well-lit areas. Report broken or burned-out lights to the Public Safety Office immediately.
• When walking alone, be mindful of use of earbuds or use of a cellphone, that you remain aware of your surroundings.
• When walking at night, remember the buddy system and walk with a friend.
• Call Public Safety at 617-989-4400 if you would like an escort to anywhere on campus or to the Orange or Green Line T stops.
• If walking alone at night, walk briskly and be alert to your surroundings. Don’t offer directions to approaching cars. If you feel you are being followed, go where there will be other people around and where assistance is available.
• Never prop doors open in any Wentworth building and always close any doors if you see that they are open. Notify Public Safety should you encounter a propped door.
• Keep your car and room doors locked at all times.
• Be aware of the emergency telephone numbers on campus. We encourage all students to program the Wentworth Public Safety emergency number, 617-989-4444 in their phones.
• If living in the residence halls, remember to
  • Keep draperies and shades drawn in the evening and at other appropriate times.
  • Keep exterior doors of the residence buildings locked. Never prop doors open and always close any doors if you see that they are open.
  • Door propping is prohibited and may result in disciplinary action.

Rape Aggression Defense (R.A.D.)
Rape Aggression Defense (R.A.D.) is a program of realistic self-defense tactics and techniques for women. The program is a comprehensive, women-only course that begins with awareness, prevention and risk reduction, while developing basic hands-on defense. The Wentworth Police Department offers this program free of charge to the women of our community. Classes are offered in the Fall and Spring semester. A similar program is offered to men.

Safety Escorts
Public Safety provides safety escort services for all members of the Wentworth community, 24 hours a day, 7 days a week, to any points on campus and to local Orange Line and Green Line T stops as well as local hospitals for non-serious medical issues.

Lost and Found
Articles that have been lost or found should be reported and turned in to the Public Safety Office. Proper identification on all belongings will help ensure that they are returned to their owners.

Motor Vehicles and Parking
All students who wish to use Wentworth parking facilities must register their vehicles or motorcycles and obtain a valid parking permit from the Student Services Office.

Overnight parking is not available to first year and sophomore students. All overnight parkers must live on campus. Overnight parking is restricted to residents in their junior or senior years or students who are on co-op and living on campus. Parking permits are on sale during the first week of classes each semester. Students must show their student ID and registration to purchase parking permits. Parking permits are sold on a first-come-first served basis at the Student Service Center located in Williston Hall (there are a limited number of parking passes available). For more information visit online at www.wit.edu/ps or call Public Safety at 617-989-4400.

Wentworth is not responsible for cars parked in its lots or for the contents of those cars. Public Safety will provide what protection they can, but each owner is advised to carry insurance to protect against any losses that may occur. Cars should be securely locked at all times with laptops and other valuables secured in the trunk or otherwise out of sight. If you see something suspicious in a parking lot, or someone attempting to steal or vandalize a car, immediately call the Public Safety emergency number, 617-989-4444.

Bicycles on campus
Wentworth encourages the use of bicycles by all members of our community. The institute provides approximately 100 free outdoor parking spaces at bicycle racks located throughout the campus. There is also an enclosed and locked bicycle shelter located next to Beatty Hall. This shelter can store up to 100 additional bicycles. Access to the facility is restricted to members of the Wentworth Community. Use of the shelter is without cost, but requires you to register your bike through Public Safety. Go to wit.edu/bike to fill out the registration form electronically. Once that is completed go to the Public Safety office for activation of your Wentworth Identification Card and issuance of a bicycle registration sticker. Access to the shelter will require swipe access with your Wentworth ID card. The indoor spaces are for pedal powered bicycles only. Bicycles powered by batteries or other types of fuel will be removed immediately.
All bicycles brought on to campus must be locked and attached to an existing bike rack. Bicycles may not be attached to fences, posts, trees, entrance walkway rails, etc. Furthermore, bicycles may not be brought into administrative or classroom buildings for temporary storage. Any bicycles found in violation of this policy are subject to immediate confiscation by the Department of Public Safety and/or Physical Plant and all costs affiliated with the removal (i.e. lock removal and storage fees) will be borne exclusively by the bicycle owner.

The storage of bicycles at any Wentworth location is at the owner’s risk. Wentworth is not personally responsible for any lost or stolen bicycles. Public Safety encourages all users to lock their bikes whenever they are left unattended. U-Lock style devices are highly recommended. Chain lock devices are easily cut and less effective against theft.

For additional information on Public Safety, please visit our home page at [www. wit.edu/public-safety](http://www.wit.edu/public-safety).

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**STUDENT AFFAIRS**

Rubenstein Hall, Room 003 | Phone: 617-989-4702 | Email: osa@wit.edu | Website: [https://www.wit.edu/student-affairs](https://www.wit.edu/student-affairs)

Social Media: Instagram: @WITdeans | Blog: [http://blogs.wit.edu/witdeans/](http://blogs.wit.edu/witdeans/)

The Office of Student Affairs acts as a resource, referral agent, and advocate for students. Staffed by the vice president of student affairs/dean of students, associate vice president of student affairs/associate dean of students, assistant dean of students, coordinator of community standards, care specialist, and assistant to the deans, the Office of Student Affairs provides information and support for students regarding non-academic and, in some instances, academic matters. Student Affairs oversees the following departments: Athletics, Center for Cooperative Education + Career Development, Center for Diversity & Social Justice Programs, Center for Student Engagement, Center for Wellness & Disability Services, Fitness and Recreation, and Housing and Residential Life. The Office of Student Affairs oversees the Student Code of Conduct, the discipline process and holds students accountable for violations.

**Through the Office of Student Affairs, students can:**

- Receive support for personal, financial, or academic matters,
- Bring forward a Title IX complaint,
- Seek assistance with Student Code of Conduct violations,
- File an official grievance at the Institute,
- Receive information about the Student Emergency Fund,
- Seek assistance with a Medical Leave of Absence from the institute,
- Receive information about fulfilling jury duty service as a student,
- Receive assistance in long term absences from the Institute (for example: hospitalization, bereavement, religious observance etc…),
- Inquire about services, resources, and opportunities available on campus,
- Receive information regarding Family Educational Rights and Privacy Act (FERPA),
- Receive a Wentworth Student Handbook.

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**STUDENT SERVICE CENTER**

Williston Hall, Room 101 | Phone: 617-989-4020 or 800-222-9368 | Email: ssc@wit.edu | Website: [www.wit.edu/ssc](http://www.wit.edu/ssc)

The Student Service Center is a one-stop-shop where students receive assistance with a variety of services including but not limited to; course registration, applying for financial aid and paying a tuition bill. The SSC houses the offices of Financial Aid, Student Financial Services/billing, the Registrar, and International Student Services.

**Student Financial Services/Billing**

Student Financial Services oversees all aspects of your student tuition account. We apply tuition charges, generate the e-bill, process payments, manage health insurance waivers and issue refunds. We are committed to assisting you and your families in developing a financial plan that helps you pay your tuition bill. Working closely with your Financial Aid Counselor, we can help you figure out how to best combine your financial aid package.
with alternative loans, parent loans, and with a monthly payment plan through Tuition Management Systems (TMS) to settle your financial obligations to Wentworth.

**Financial Aid**
The Financial Aid Office is dedicated to counseling students and families on the different types of financial aid available to them. Over 80% of our students receive some form of financial aid to help make the educational investment in their future more affordable.

**We offer guidance on:**
- Completion of the FAFSA
- Federal and Private Student Loans
- Scholarship and Grant Information
- Student Employment
- Financial Literacy (Debt Management, Loan Consolidation and Repayment)

**The Office of the University Registrar** is the official source for all student academic records. They are also responsible for the oversight of all registration/enrollment services provided to University students. Other functions handled by the University Registrar's Office include the monitoring of the mid-term and end-of-term grading process, processing of grade changes, publication of semester course offerings and final examination schedules, classroom scheduling, enrollment and degree verification, transcript processing, oversight of veterans affairs and fulfilling many types of requests for student information.

**International Student Services**
Located in the Student Service Center, International Student Services provides assistance to Wentworth international students. These services include advising and assistance with maintaining valid non-immigrant status, obtaining employment permission, preparation of travel documents, and adjustment to living and studying in the United States. ISS provides programs such as International Student Orientation, International Student Career Workshop and Around the World Intercultural Celebration for Wentworth international students and the WIT community and collaborates with members of the Colleges of the Fenway consortium to provide services such as tax software and programs such as an International Student Thanksgiving Dinner.
RIGHTS & IMPORTANT LAWS
Wentworth Institute of Technology reaffirms its policy of providing equal opportunity in education and employment for qualified individuals. Wentworth does not discriminate on the basis of age, race, color, national or ethnic origin, sex, sexual orientation, religion, gender and gender identity and disability in employment and the administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs, according to Federal, state and local regulations. Wentworth is committed also to equal opportunity in education and employment for veterans and disabled veterans. The Institute complies with Title VI of the Civil Rights Act, Title VI, Title IX of the Education Amendments and Section 504 of the Rehabilitation Act, prohibiting such discrimination. If any person has a complaint concerning discrimination, it should be taken to the Vice President of Human Resources or designee who is the Title IX Coordinator (Williston 201, 617-989-4193) or the Office of Student Affairs (617-989-4702) who have established procedures for investigation and resolution. Unlawful discrimination is subject to disciplinary action, up to and including dismissal for students or termination for employees.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT) (FERPA)

The Institute FERPA policy can be found at www.wit.edu/FERPA

It is Wentworth Institute of Technology’s (WIT) policy to limit the dissemination of student information. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

DEFINITIONS

Directory information- as designated by WIT from the statutory list: name, local address, major field of study, dates of attendance, anticipated graduation date, degrees conferred, Institute-issued e-mail address, enrollment status, honors, past and present participation in officially recognized sports and activities, and physical factors of members of athletic teams.

Education records- any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by WIT or an agent of WIT that is directly related to a student, except:

1. A personal record in the sole possession of the maker of the record and is not accessible or revealed to any other person except as temporary substitute for the maker of the record.
2. An employment record of a person not due to the student’s status, provided the record is used only in relation to the individual’s employment.
3. Records that are created and maintained by Public Safety for law enforcement purposes.
4. Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity and that are used only in connection with the treatment of a student and that are disclosed only to individuals providing that treatment.
5. Alumni records that contain information about a student after the individual is no longer in attendance at WIT and that do not relate to the person as a student.

Legitimate educational interest- indicates the need of a school official to review an education record in order to fulfill his or her professional responsibility.

Parent– a person who is the parent of the student, a guardian or an individual acting as a parent in the absence of a parent or guardian. Parents who have claimed a student as a “dependent” on their federal or state tax return may be entitled to access to student records without the permission of the student. Court records and/or agreements between the parents of a student will be reviewed to verify parental status and access in some cases.

Personally Identifiable Information– names, parents or other family members’ names, address and address of student or family, personal identifiers information that alone or in
combination, is linked to a specific student that would allow a reasonable person in the WIT community to identify the student with reasonable certainty, information requested by a person whom WIT believes knows the identity of the student.

**School official**- a person employed by WIT in an administrative, supervisory, academic or research, law enforcement unit, health and counseling, support staff position, a person or company with whom WIT has contracted (such as an attorney, auditor, or collection agent), a person serving on the Board of Trustees, and a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

**Student**- any person who attends or has attended WIT. Persons admitted but never matriculated are not considered students.

**A STUDENT’S RIGHTS UNDER FERPA:**

(1) The right to inspect and review the student’s education records within 45 days of the day WIT receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student to address the request to the appropriate Wentworth official.

A student may read any recommendation in his/her files unless the right to do so has been waived in writing.

The following is a list of the types of education records that WIT maintains; the location(s) of such records; and their custodians (or the custodian’s designee):

<table>
<thead>
<tr>
<th>TYPE</th>
<th>LOCATION</th>
<th>CUSTODIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Records</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Admissions Files for students</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>currently enrolled or have a history of enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions Files for students in pre-enrollment status</td>
<td>Student Services</td>
<td>Executive Director of Admissions</td>
</tr>
<tr>
<td>Enrollment Records</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Career Services Records</td>
<td>Career Services</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Counseling &amp; Academic Placement Testing Records</td>
<td>Center for Wellness and Disability Services</td>
<td>Director of Counseling</td>
</tr>
<tr>
<td>Academic Records (grades, transcripts)</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Academic Disciplinary Records</td>
<td>Office of the Provost; Office of the College Dean; and/or Department Chair</td>
<td>Provost; Academic Discipline Board; College Dean and/or Department Chair</td>
</tr>
<tr>
<td>Non-Academic Disciplinary Records</td>
<td>Office of Student Affairs</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Student Service Center</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Cross-registration records with Colleges of the Fenway</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
</tbody>
</table>
(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of his or her privacy rights.

Students may request an amendment to a record that they believe is inaccurate or misleading. They should write the Wentworth official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Wentworth decides not to amend the record as requested by the student, Wentworth will notify the student of the decision and advise the student of his or her right to a hearing for appeal. The hearing will take place with the FERPA Appeals Committee. This committee's membership will include the Vice President of Student Affairs, the Associate Vice President of Enrollment Management, Registrar, Associate Vice President of Finance, and Chief of Staff.

If, as a result of the hearing, the FERPA Appeals Committee finds that the information in the education record is not inaccurate, misleading, or otherwise in violation of the student's privacy rights, the student shall have the right to place in the education records a statement commenting on the contested information in the record or the reason(s) the student disagrees with the decision of WIT.

A student may not challenge a grade given through this procedure, only the accurate recording of the grade.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Personally identifiable information from the education records of a student will be disclosed by WIT upon the prior written consent or request of the student. The written consent or request must (a) specify the records that may be disclosed; (b) state the purpose of the disclosure and (c) identify the party or class of parties to whom the disclosure may be made.

However, WIT may disclose information without the prior written consent of the student in the following circumstances:

1. To school officials with a legitimate educational interest in the records.
2. To officials of another school, at the request of those officials, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of WIT.
6. To accrediting organizations to carry out their functions.
7. To either of two parents when at least one parent has claimed the student as a dependent for income tax purposes. A certified copy of the parents' most recent Federal Income Tax Form may be required to verify dependency.
8. To comply with a valid court order or subpoena or to comply with federal law (e.g., the USA Patriot Act).
9. To appropriate parties in a health or safety emergency.
10. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the final results of a disciplinary proceeding conducted by WIT with respect to that alleged crime or offense. WIT may disclose the final results of the disciplinary proceeding, regardless of whether it concluded a violation was committed.
11. Directory information designated by WIT.
12. To parents of students under the age of 21 when laws or WIT policies regarding alcohol or drugs are violated.
13. To parents of students when disciplinary action may be taken.
14. To parents of students when a student is at risk of harming themselves or others or in the event of a medical emergency.
15. To a court or administrative agency in the event of legal action between WIT and a student.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by WIT to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

(5) Directory Information (Limitation on Disclosure)

Students may restrict the release of directory information, except to school officials with legitimate educational interests and to others as permitted by law. If a student wishes to prevent disclosure, the student must complete a Request to Prevent Disclosure of Directory Information form in the Student Service Center or online. A student’s Request to Prevent Disclosure of Directory Information is valid for the life of the record or until a request to reverse non-disclosure is made in writing to the Registrar’s Office.

Images/Photographs/Video Recordings

Wentworth Institute of Technology is authorized to use photographs, videos, and audio recordings of any student on campus or at a campus event. These can be used in printed and electronic publications, on the internet, and in other promotional materials produced, used by, and representing Wentworth. The circulation of the materials could be worldwide and the Institute does not offer any compensation to students.

Disposition of Records

Applications and related material for persons not accepted are retained for 7 years and then destroyed. After a student separates from WIT, applications and related materials are retained in the Registrar’s Office for 7 years.

After 7 years following graduation, student records are archived and typically the following materials are retained:

- Transcripts
- Record of grade changes

Rights as an Alumnus/a

All rights possessed as a student remain after leaving WIT. This applies only to those records that pertain as a student and that are accumulated during enrollment at WIT.

**DRUG-FREE SCHOOLS & COMMUNITIES ACT (P.L. 101-226)**

Substance Awareness Information

Under the Drug-Free Schools and Communities Act, Amendments of 1989, the Institute has adopted policies and procedures to prevent the unlawful possession, use or distribution of illegal drugs and alcohol by students and employees. Only in an environment free of substance abuse can Wentworth Institute of Technology fulfill its mission to “develop, support, and sustain high quality educational programs in the fields of Architecture, Design, Engineering, Technology, and the Management of Technology that are nationally recognized and accredited, in a learning environment that is both caring and rigorous.” The use of illegal drugs and the abuse of alcohol impair the safety and health of students and employees and inhibit personal and academic growth. For these reasons, the unlawful use of alcohol and other drugs is prohibited on campus and at Institute-sponsored activities.
Wentworth Institute of Technology, in accordance with federal legislation and school policy, is committed to providing a drug-free, healthy and safe environment for all students, faculty and staff. The unlawful use, possession, manufacturing, distribution or dispensation of a controlled substance and the illegal use or possession of alcoholic beverages on campus or at Institute-sponsored activities is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including the dismissal of students and referral for prosecution may result. Applicable legal sanctions for the unlawful use, possession or distribution of alcohol and other drugs are summarized in the following section. This information appears here to meet the requirements of the Drug-Free Schools and Communities Act. In addition to this policy, other school policies remain in effect.

**Campus Prevention & Awareness Programs**

Alcohol and other drug abuse education and prevention programs have been established and are coordinated by the Office of Wellness Education with assistance from the Office of Student Affairs and other Institute departments. Programs provide training and services to the Wentworth community and offer preventative education and outreach activities about the Institute’s Alcohol and Drug Policies, substance awareness and alcohol and other drug abuse. Resident Directors, as well as student staff in the residence halls, receive training on issues regarding alcohol and other drug use and abuse on a regular basis.

Wellness Education staff are available for consultation with individual students with substance use concerns. Services provided by the Office of Wellness Education include alcohol and drug educational classes, Brief Alcohol Screening and Intervention for College Students (BASICS), campus wide prevention programs, educational and alternative programming, information on substance abuse treatment and support programs, and referrals to outside agencies. The Center for Wellness & Disability Support Services Center and Office of Student Affairs have established working relationships with area hospitals, community mental health centers and other social service agencies to facilitate referrals when treatment is needed.

**Effects of Alcohol**

- Alcohol consumption causes a number of marked changes in behavior.
- Low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.
- Low to moderate doses of alcohol can increase aggression, impair judgment, and reduce inhibitions, potentially leading to social embarrassment, arguments, destruction of property, unprotected sex, or other risky behaviors that could result in injury or other negative consequences.
- Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Heavy drinking may result in a “blackout,” a period of alcohol-induced amnesia during which no new memories are formed. Vomiting may also occur.
- Very high doses cause respiratory depression (coma) and death. When combined with other depressants, much lower doses of alcohol will produce the effects just described.
- Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.
- Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.
- Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Effects of Other Drugs**

- Tobacco smoke contains carbon monoxide and may cause cancer and bronchial disease, a chronic cough and respiratory irritation. Smoking by pregnant women may result in fetal injury, premature birth and low birth weight. Chewing of tobacco may cause cancer.
- Adderall, Ritalin, and Concerta are drugs prescribed to treat ADHD (Attention Deficit Hyperactivity Disorder). These drugs are Schedule II controlled substances; distribution or possession of these drugs without a prescription is illegal. These drugs are sometimes abused to increase alertness, focus, and energy. Risks and side effects of these drugs include irregular heartbeat, increased
blood pressure, inability to sleep, dangerously high body temperature, headache, nervousness or shakiness. These drugs are addictive. Repeated use can lead to feelings of hostility and paranoia. Prolonged use may permanently diminish the brain's ability to focus or concentrate on tasks.

- Marijuana has properties of both depressants and stimulants and is considered a psychoactive drug. Marijuana alters perception and coordination, making it dangerous to operate a vehicle under the influence. Marijuana contains more tar than tobacco and may cause lung and bronchial disease, a chronic dry cough and respiratory irritation. Marijuana use by teenagers and young adults under the age of 24 has been shown to negatively impact brain development, harming one's ability to learn and remember information.

- MDMA (also known as “Molly” or Ecstasy) is an empathogenic drug causing the user to feel euphoric. Its short term effects include increased heart rate and blood pressure, increased body temperature, sweating, and muscle tension and involuntary teeth clenching. MDMA significantly impacts the serotonin system in the brain. In the days following use, feelings of depression, anxiety, hopelessness, paranoia, fatigue, and difficulty sleeping are very common. It can take the brain several days for your brain to adjust and return back to its normal state of functioning. Repeated use may permanently damage the serotonin system, leading to chronic depression and other mental illness.

- LSD is a psychoactive hallucinogenic drug that causes users to see images, hear sounds, and feel sensations that seem real at the time, but do not exist in reality. Some users may experience terrifying thoughts and feelings of despair, fear, loss of control, and extreme paranoia while under the influence. This may last for up to 12 hours. Other risks include impaired judgment, visual distortions, and abnormal thoughts and perceptions. You should never operate machinery or drive a car while taking LSD.

- Cocaine or crack use may be fatal, depending upon the cardiovascular response of the user. This drug is highly addictive and withdrawal results in severe depression.

- Tranquilizers and sedatives are also highly addictive, even in low doses. Use of these drugs in conjunction with alcohol is extremely dangerous and may result in coma or death.

- The intravenous use of drugs carries the additional risk of infection due to shared needles. HIV and hepatitis are transmitted in this way.

**Narcotics**

- Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea
- Effects of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, and possible death
- Withdrawal Syndrome: Watery eyes, runny nose, yawning, loss of appetite, irritability

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Trade/Other Name</th>
<th>Medical Uses</th>
<th>Dependence Physical/Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opium</td>
<td>Dover's Powder</td>
<td>Analgesic</td>
<td>High/High</td>
</tr>
<tr>
<td>Morphine</td>
<td>MS-Conen, Rosanol Rosanol SR</td>
<td>Analgesic antitussive</td>
<td>High/High</td>
</tr>
<tr>
<td>Codeine</td>
<td>Tylenol/codeine, Robitussin A-C</td>
<td>Analgesic antitussive</td>
<td>Moderate/Moderate</td>
</tr>
<tr>
<td>Heroin</td>
<td>Horse, Smack</td>
<td>None</td>
<td>High/High</td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High/High</td>
</tr>
<tr>
<td>Mependine</td>
<td>Demerol, Mapargan</td>
<td>Analgesic</td>
<td>High/High</td>
</tr>
<tr>
<td>Methadone</td>
<td>Methadose, Dolophine</td>
<td>Analgesic</td>
<td>High/High-Low</td>
</tr>
<tr>
<td>Oxycodone</td>
<td>Oxycontin, Oxecta, OxyIR, Percocet</td>
<td>Analgesic</td>
<td>Moderate/High</td>
</tr>
</tbody>
</table>

**Depressants**

- Possible Effects: Slurred speech, disorientation, drunken behavior without the odor of alcohol
- Effects of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
- Withdrawal Syndrome: Anxiety, insomnia, terrors, delirium, convulsions, possible death

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Trade/Other Name</th>
<th>Medical Uses</th>
<th>Dependence Physical/Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chloraal Hydrate</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate/Moderate</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Antyl, Seconal</td>
<td>Anesthetic sedative hypnotic</td>
<td>High-Moderate/High-Moderate</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Dalmane, Xanaxm Librium, Valium</td>
<td>Antianxiety or sedative</td>
<td>Low/Low</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>Qualude</td>
<td>Sedative, hypnotic</td>
<td>High/High</td>
</tr>
<tr>
<td>Glutethimide</td>
<td>Doridan</td>
<td>Sedative, hypnotic</td>
<td>High/High</td>
</tr>
</tbody>
</table>

**Stimulants**

- Possible Effects: Increased alertness, excitation, euphoria, increased pulse rate, insomnia, loss of appetite
Effects of Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death
Withdrawal Syndrome: Apathy, long periods of sleep, irritability, depression, disorientation

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Trade/Other Name</th>
<th>Medical Uses</th>
<th>Dependence Physical/Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td>Coke, Flake, Snow, Crack</td>
<td>Local anesthetic</td>
<td>Possible/High</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Dexadrine, Obetrol</td>
<td>Attention Deficit Disorder, Weight control, Narcolepsy</td>
<td>Possible/High</td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible/High</td>
</tr>
<tr>
<td>Methylphenidate</td>
<td>Ritalin</td>
<td>Attention Deficit Disorder</td>
<td>Possible/Moderate</td>
</tr>
</tbody>
</table>

**Hallucinogens**
- Possible Effects: Illusions and hallucinations, poor perception of time and distance
- Effects of Overdose: Longer, more intense “trip” episodes, possible psychosis, death
- Withdrawal Syndrome: Withdrawal syndrome not reported

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Trade/Other Name</th>
<th>Medical Uses</th>
<th>Dependence Physical/Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD/Acid</td>
<td>Microdot</td>
<td>None</td>
<td>None/Unknown</td>
</tr>
<tr>
<td>Mescaline</td>
<td>Mesc, Button, Cactus</td>
<td>None</td>
<td>None/Unknown</td>
</tr>
<tr>
<td>Amphetamine</td>
<td>DMA, MDMA, STP, MDA</td>
<td>None</td>
<td>Unknown/Unknown</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>PCP, Angel Dust, Hog</td>
<td>None</td>
<td>Unknown/High</td>
</tr>
</tbody>
</table>

**Cannabis**
- Possible Effects: Euphoria, reduced inhibitions, increased appetite, disorientation
- Effects of Overdose: Fatigue, paranoia, possible psychosis
- Withdrawal Syndrome: Insomnia, hyperactivity, loss of appetite

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Trade/Other Name</th>
<th>Medical Uses</th>
<th>Dependence Physical/Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>Pot, Weed, Grass, Reefer</td>
<td>As prescribed by a treating physician</td>
<td>Unknown/Moderate</td>
</tr>
<tr>
<td>Hashish</td>
<td>Hash</td>
<td>None</td>
<td>Unknown/Moderate</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown/Moderate</td>
</tr>
</tbody>
</table>

**Additional Assistance**
Help concerning drug and an alcohol-related problem is available from several sources. Individuals needing personal assistance, individuals who know of someone who needs help or individuals with questions concerning alcohol and drug abuse may contact any of the following:
- Center for Wellness & Disability Services: (617) 989-4197
- Health Services: (617) 879-5220
- Office of Student Affairs: (617) 989-4702

**Biennial Review**
In compliance with the Drug Free Schools and Communities Act, Wentworth Institute of Technology will conduct a biennial review of the College’s alcohol and other drug programs, which will be coordinated by the Coordinator of Wellness Education. According to the Act, the biennial review is due by December 31st of every even numbered year.

The current biennial report can be found at [www.wit.edu/community-standards](http://www.wit.edu/community-standards).

**GOOD SAMARITAN POLICY**
Wentworth Institute of Technology is strongly committed to both the development of the student and the health and safety of the community. All members of the Wentworth community are expected to uphold the Wentworth Creed, the Student Code of Conduct, the Leopard’s Oath, and to look out for one another. Students may be reluctant to seek help in alcohol, prescription drug and illegal substance related emergencies due to their own involvement for violating the Code of Conduct. When these emergencies are serious and/or life-threatening, Wentworth wants to promote a culture of students seeking assistance when it is needed, as well as a culture of responsibility. For this reason, Wentworth has developed a Good Samaritan Policy.
In cases of a medical emergency resulting from alcohol, prescription drug, or illegal substances, students are expected to seek out help for an individual(s) needing medical attention by contacting Public Safety and/or 911 and remain with the individual(s) until the time assistance arrives. Students who seek out emergency assistance for an individual(s) will face no formal Institute disciplinary action or sanction for their own conduct which could be a policy violation relating to personal alcohol, prescription drug and/or illegal drug use that occurred immediately before or during the medical emergency incident. However, the personal use will be documented and an educational response may be required. This policy also applies to the individual for who the emergency assistance was requested.

Violations other than personal use of alcohol and/or prescription drugs and/or illegal drugs do not fall within the scope of this policy.

The Good Samaritan Policy will not apply for calls for medical assistance made after the Institute or local authorities have already intervened and/or confronted a situation. Students who abuse the protections of the Good Samaritan Policy by seeking help for others when there is no good-faith basis for doing so, will not be able to claim the benefits of the Policy.

### JURY DUTY

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, there are no student exemptions from jury duty. Like all jurors, students may defer their service up to one year from the original date. College students may be called to serve in several different circumstances:

1. Massachusetts residents who study out of state and who are summoned from Massachusetts must serve. Again, the postponement option is available so that a student may report during the summer or vacation breaks.
2. Massachusetts residents who study in a different county in Massachusetts may receive a summons from the county where their school is located. For example, a Boston resident (from Suffolk County) who enrolls at the University of Massachusetts at Amherst (in Hampshire County), may be summoned to appear for jury duty in Hampshire County. It is possible for students to receive two summonses, one from the home county, and the other from the school county. They must serve in response to only one summons, whichever one was issued first.
3. Out-of-state students who study in Massachusetts and live here for six months of the year or more are eligible to serve in Massachusetts. This often comes as a surprise to out-of-state students, who may come from a jurisdiction where only permanent residents of that state are eligible to serve.

What do I do if I receive a jury summons?

Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Wentworth Institute of Technology supports students in their fulfillment of this civic duty. Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal charges.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Students may also visit or contact the Office of Student Affairs- Rubenstein 003, 617-989-4702, OSA@wit.edu—to request an absence notification be sent to their instructors.

Please be advised, students may be required to provide their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Massachusetts Jury System website at [http://www.mass.gov/courts/jury/index2.htm](http://www.mass.gov/courts/jury/index2.htm)
PERSONAL RELATIONSHIPS

Sexual or romantic relationships between employees and students are strictly prohibited. Sexual or romantic relationships between employees at different levels of authority at Wentworth are strongly discouraged because such relationships often cause substantial problems for both Wentworth and the individuals involved. These relationships may affect the morale of faculty, staff, and students by fostering actual or perceived favoritism. In addition, the different levels of authority between the parties increase the risk of abuse or harassment. For these reasons, neither party to a sexual or romantic relationship may participate in formal or informal supervision, review or evaluation of the other. Wentworth will also alter the work responsibilities of parties to a sexual or romantic relationship to limit, within Wentworth’s discretion, the professional contact between those parties. Wentworth expects all faculty and staff to act with discretion and maturity in their workplace relationships. Please report any concerns or violations to the Vice President of Human Resources, Williston Hall Room 201, by calling 617-989-4193.

SEX, GENDER, & GENDER IDENTITY

Wentworth Institute of Technology strongly affirms its commitment to maintaining a working, living and/or learning environment free of harassment. Harassment is a form of unlawful discrimination and includes sexual assault/violence. The Institute will not tolerate conduct on the part of any faculty member, administrator, employee, student, volunteer, guest, parent, contractor or trustee which has the effect of:

- substantially interfering with an individual’s work/academic performance;
- creating an intimidating, hostile or offensive working, living, and/or learning environment;
- interfering with the educational process; or
- denying any student equal educational opportunity.

The Institute will react promptly to complaints expressed to the Vice President of Human Resources/Title IX Coordinator and the Office of Student Affairs who have established procedures for investigation and resolution.

MASSACHUSETTS CLEAR INDOOR AIR ACT

Under the Massachusetts Clean Indoor Air Act smoking is prohibited at private colleges except in areas designated by the Institute as smoking areas. All indoor smoking is prohibited. Wentworth is a smoke free campus.


The Institute’s annual statistics concerning “criminal offenses reported to campus security authorities or local police agencies” can be found on the web site of Public Safety. Please contact the Director of Public Safety with any questions.

The current Annual Security Report can be found at: https://wit.edu/student-life/public-safety/clery-report.

TITLE IX, HIGHER EDUCATION AMENDMENTS OF 1972, AS AMENDED

Title IX of the Education Amendments of 1972, as amended, prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Wentworth Institute of Technology is committed to complying with Title IX and
providing an educational, working and living environment that is free from gender or sex discrimination and sexual misconduct/violence.

The Vice President for Human Resources serves as the Institute Title IX coordinator and manages the Institute’s compliance with Title IX. The Vice President for Human Resources can be reached at (617) 989-4193.

Complaint Procedures
A student with a concern about a possible Title IX violation (sexual harassment and discrimination, sexual assault, abusive relationships, and stalking) should speak to the Vice President for Student Affairs/Dean of Students (Rubenstein 003, (617) 989-4410) and/or the Vice President for Human Resources/Title IX Coordinator (Williston Hall 201, (617) 989-4193).

Student/Student Group Incidents: Title IX issues involving students or groups of students will be handled through the Student Code of Conduct Violations procedures found in the Student Code of Conduct section of this handbook. Students who are victims of sexual misconduct often have the additional availability of the criminal process with assistance from Public Safety or the Boston Police.

Student/Non-Student Incidents: Title IX issues involving a student and/or a faculty member, staff, employee, volunteer, guest, parent, and contractor, will be investigated by the Title IX Coordinator/Vice President for Human Resources or designee.

Assistance
Assistance from the Department of Public Safety (617-989-4400 and 4444 emergency) is always available. Speaking to the Department of Public Safety does not require a student to proceed with a criminal case.

Confidential Assistance is always available through the licensed professionals at the Center for Wellness and Disability Services (617) 989-4390 or Health Services (24 hours a day) (617) 989-4070. Other resources which provide confidential assistance are: Boston Area Rape Crisis Center (24-hour free hotline) 1-800-841-8371, Beth Israel Deaconess Medical Center, Boston Medical Center, and Brigham and Women’s Hospital.

Interim Remedial Action
After receiving information of a possible Title IX violation by either the Vice President for Student Affairs/Dean of Students or the Title IX Coordinator, and while the student is deciding what they may wish to do, the Vice President for Student Affairs/Dean of Students and/or the Title IX Coordinator (or a designee) may provide interim remedial actions to address the reported conduct and/or to protect the safety and well-being of the student and Wentworth community. Interim actions may include: counseling assistance, leave of absence, time off from classes, change of class schedule or activities, change of housing, no contact notices, targeted education programs, separation from the Institute or residence area; relocation of residence, restriction to designated campus areas or other campus facilities by time or location, and requirement to obtain advance authorization to engage in a specified activity.

Students Not Wishing to Pursue a Formal Complaint
When a student does not wish to proceed with a formal complaint or criminal process, Wentworth will investigate, to the extent possible, and take appropriate remedial actions available.

Remedial actions in cases which do not proceed through the Student Code of Conduct procedure or full investigation by the Title IX Coordinator may include: counseling assistance, leave of absence, time off from classes, change of class schedule or activities, change of housing, no contact notices and targeted education programs.

Privacy and Confidentiality
Wentworth understands that raising concerns about possible Title IX violations is difficult and it will take reasonable care to limit the dissemination of private information to those who have a need to know to assist the disciplinary process and/or investigation, and/or during the disciplinary process and/or investigation. A request for confidentiality will be
carefully considered by the Title IX Coordinator. All reports will be investigated and remediated, to the extent possible, in cases where a confidentiality request is made and granted. Disclosure of private information may be made if the Title IX Coordinator deems it necessary to protect the health, safety or well-being of the student or Wentworth community. The Institute has a duty to report data about various forms of sexual misconduct in accordance with The Jeanne Clery Disclosure in Campus Security Policy and Campus Crime Act (Clery Act). No personally identifiable information is disclosed, but statistical information is disclosed as a part of the Institute’s annual security report. The information to be shared includes the date, location type (residence hall, public property, off-campus, etc.), gender and relationship of perpetrator, and specific crime category.

Retaliation

Retaliation against any person in the Institute community for alleging a good faith violation of Title IX or for cooperating in the investigation or disciplinary procedures is strictly prohibited. Any retaliation will be subject to discipline up to and including expulsion and/or termination. Any concerns regarding retaliation should be reported to the Title IX Coordinator.

Wentworth Resources

- Wentworth Public Safety Emergency: (617) 989-4444
- Wentworth Center for Wellness and Disability Services (Confidential): (617) 989-4390
- Title IX Coordinator: (617) 989-4193
- Campus Health Services (Confidential): (617) 879-5220
- Office of Student Affairs: (617) 989-4702
- Residential Life: (617) 989-4160

Off-Campus Resources

- Boston Police Department (District B-2): (617) 343-4270 (non-emergency)
- Boston Police Sexual Assault Unit: (617) 343-0044
- Boston Area Rape Crisis Hotline (Confidential): (800) 841-8371
- Beth Israel Deaconess Medical Center, 330 Brookline Avenue, (617) 667-7000 (Sexual Assault Nurse Examiners (SANE) are available and are confidential)
- Boston Medical Center, One Boston Medical Center Place (617) 638-8000 (SANE)
- Brigham and Women’s Hospital, 75 Francis Street, (617) 732-6462 (SANE)

A list of campus policies and on-campus and off-campus resources can be found at: www.wit.edu/notalone

VOTER REGISTRATION ACT (MASSACHUSETTS GENERAL LAWS, CHAPTER 51, § 42E)

The law requires all independent colleges to make available voter registration forms wherever students register for classes. Massachusetts residents will find such forms in the Registrar’s Office.

Out-of-state students who want to vote in their home state must use either a mail-in form supplied by an election official in the home state or the federal mail-in affidavit of voter registration. Federal Mail-In Affidavits may be obtained by from the Massachusetts Elections Division, Room 1705, McCormack Building, One Ashburton Place, Boston, MA 02108; 617.727.2828 or 800.462.8683.

STUDENT ABSENCE DUE TO RELIGIOUS BELIEFS

In accordance with Section IIB of Chapter 151C of the Massachusetts General Laws, “Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination,
study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.” Under these circumstances, a student should advise faculty of their absence.
IMPORTANT RIGHTS OF WENTWORTH
The Office of Housing and Residential Life conducts Health and Safety Inspections of the Residence Halls periodically each semester and as needed. These inspections can occur at any time. The inspections consist of a visual assessment of the rooms to check for prohibited items and for cleanliness. Possession of prohibited items and unsanitary conditions may result in a $25 fine or cost of professional cleaning.

Each student is required to complete a housing agreement either during room selection or the first day of the semester. Housing agreements are binding for the full academic year (three semesters if in three semester housing). The student will not be released from this agreement except for coop outside of the Boston area, study abroad, transferring, or other reasons as outlined in the “Housing Withdrawal Policy” section found at https://wit.edu/student-life/housing-residential-life/conduct-policies-procedures/residential-policies-and-procedures. Students who withdraw from their housing agreement without a valid reason will be charged a Housing Agreement Release Fee of $1000.

The housing agreement outlines some, but not all, important residential community policies that students must follow, including the occupancy dates. Other policies can be found at https://www.wit.edu/student-life/campus-resources/residential-life/housing-conduct-policies-procedures. Wentworth staff will refer the student to the Office of Student Affairs for any violation of the terms of the housing agreement or residential policies.

Wentworth Institute of Technology is not legally liable for damages or loss of property, for failure or interruption of utilities, or interruption of services due to weather or acts of nature.

A mandated medical leave may be required when a student’s conduct in private or public involves the following:

- physical or mental harm to self or others;
- serious risk of physical or mental harm to self or others;
- a medical condition that threatens public health;
- any other behavior or condition which raises concerns about the ability of the student to satisfy and comply with academic requirements, the Student Code of Conduct, and Institute policies, rules and regulations, with or without a reasonable accommodation.

The Institute may require a student to be evaluated by a medical professional of its choice in order to assess the medical condition and the potential risks involved. The Institute may also request the student to release the medical diagnosis and records of the student’s medical professional to a designated professional working with the Office of Student Affairs. If a student refuses to be evaluated by the Institute’s medical professional and/or release the diagnosis or records of the student’s treating physician, the Institute will make its decision concerning the leave based upon the information it has at the time. Whenever reasonably possible, a meeting between the student and a member and/or designee(s) of the Office of Student Affairs will be held prior to the decision on the mandated medical leave. In certain emergency cases, the Institute may make its decision about the mandated medical leave on a temporary basis without reviewing medical records or opinions.

Mandated medical leaves become effective immediately and the student will be required to leave campus immediately. While a student is on mandated medical leave, they will not be permitted on campus, including residence halls or grounds, or participate in campus activities. In addition, students may not have access to campus resources. The length of a mandated medical leave will be determined on a case-by-case basis.
Process to Return From Leave: In order to return to the Institute, the student will be required to permit his/her treating health care provider to consult with the members of the Office of Student Affairs, the Center for Wellness and Disability Services, and/or medical professionals selected by the Institute, regarding the student’s condition, prognosis, risk to self and/or others, ability to successfully live on campus or participate in campus life and/or, complete his/her academic coursework with or without a reasonable accommodation. The student will need to present documentation in writing from a treating medical professional that the medical condition allows safe attendance at the Institute, the successful completion of academic coursework, and the ability to live independently on campus and/or participate in campus life. In certain cases involving serious academic or behavioral misconduct (including harm to self or others), the underlying conduct must be addressed by the student through the procedures for handling Academic Dishonesty and Misconduct and for handling violations of the Student Code of Conduct before readmission is considered. This return process applies in cases where a student voluntarily withdraws and the Institute is aware of the student conduct noted above.

MEDICAL MARIJUANA

Although the Commonwealth of Massachusetts in 2012, created legislation allowing the use of marijuana for medicinal purposes, the law did not require any school or public place to allow use on site and does not require any institution to violate federal law. The Federal Drug Free Schools and Communities Act prohibits the use of controlled substances, including marijuana. The Federal Controlled Substances Act defines marijuana as a controlled substance and makes no distinction between the medical and recreational use. Any violation by the Institute of the Drug Free Schools and Communities Act, or facilitation of or acquiescence to a violation of the Controlled Substances Act, could jeopardize the Institute’s eligibility to participate in financial aid programs administered by the U.S. Department of Education. A student convicted of an offense involving the possession of a controlled substance prior to or during a period of school enrollment in which federal financial aid was received, is ineligible to receive federal student aid for specified periods of time, depending on the egregiousness of the offense.

RECREATIONAL MARIJUANA USE

In the 2016 election, Massachusetts voted to legalize recreational marijuana use statewide. Marijuana is still illegal under Federal law which means that possession, use, cultivation, sale and/or distribution is not permitted on campus.

Wentworth Institute of Technology receives funding from the Federal government which allows us the opportunity to provide aid to our students. This means that we must abide by all Federal laws even if those laws do not coincide with Massachusetts’ state laws. Under Federal law, we have a commitment to abide by the Drug Free Schools and Community Act. This means that the possession, use, cultivation, sale and/or distribution of marijuana is not permitted on the Wentworth campus regardless of age. Students who are found to be in violation of the Federal law will be held accountable through the student discipline process.

RIGHT OF ENTRY

The Institute reserves the right to enter and inspect any room. The Housing and Residential Life staff has the right to enter a room at any time to take those precautions that they find necessary to protect the health and safety of the occupants or other persons and to enforce Institute policy. Wentworth staff (including but not limited to, Physical Plant, Housing, and Public Safety) enter rooms in the performance of their duties and at times of safety or emergency.
RIGHT TO SEARCH

The Institute reserves the right to search any room when it reasonably believes that a violation of Institute policy is occurring, to investigate a situation or incident and to confiscate items that indicate such violations. Suspicious odors and disruptive behavior will be considered grounds for a search. In addition, Wentworth reserves the right to search a student’s person, motor vehicle and room, including but not limited to refrigerators, closets, safes, desks, backpacks, and large bags or boxes. Students are required to open any items that may be locked or otherwise secured. Failure to open locked items may result in their confiscation until such time that their content can be verified. Prohibited items noted in the Student Code of Conduct (e.g. alcoholic beverages and containers, drug paraphernalia, fire safety items, weapons) will be confiscated. Referral to Institute disciplinary proceedings and criminal proceedings may occur.

Federal, commonwealth, and local officials may exercise their legitimate authority to conduct searches on campus without the consent of the Institute, employee or student.

ROOM ASSIGNMENTS

The Office of Housing and Residential Life is responsible for coordinating all room assignments and reserves the right to alter room assignments. When a roommate conflict arises, the staff in the Office of Housing and Residential Life will assist the individuals through facilitated communication and guided mediation to reach an acceptable solution. If these efforts do not produce a satisfactory result, a room change may be discussed.

The Office of Housing and Residential Life reserves the right to fill any open space without the approval of other student(s) living in the room. Students are expected to be open-minded and demonstrate willingness to work with any student assigned to their room. If a student has concerns about having a roommate, they may bring their concerns to their Resident Assistant or Resident Director.

Once a student is provided a housing assignment for a specific room, they may not alter that assignment without prior approval from an Office of Housing and Residential Life professional staff member. Students who wish to change their room should contact their Resident Director. Unauthorized room changes may result in disciplinary action. During the first two weeks of each semester the Office of Housing and Residential Life will not approve any room changes. All room changes are dependent on space availability.
STUDENT CODE OF CONDUCT
Since its founding in 1904, Wentworth Institute of Technology has been guided by an adherence to four tenants that founder Arioch Wentworth believed were essential to personal and business excellence: honesty, energy, economy and system. Today those tenants, now known as the Wentworth Creed, grace the Institute seal and serve as the foundation for academic, professional, and personal excellence and form the tenants underlying and incorporated into the Student Code of Conduct.

In 2011, the Leopard’s Oath was developed to signify the Institute’s pledge to be a community of students, faculty and staff committed to learning and growth. Knowing that human interaction is essential to our growth and development, we must cultivate an environment of civility and respect in order to maximize our potential. As members of the Wentworth community, we agree to uphold the following principles:

• Act with compassion and respect
• Withhold judgement and seek learning
• Take civility and integrity into every environment
• Embrace our history and lead our future

In accordance with these tenants and principles, the Institute is strongly committed to the development of the student and promotion of personal integrity and self-responsibility. Students enrolling at Wentworth become citizens of this community and are entitled to enjoy the privileges and assume the responsibilities associated with the affiliation. All members of the Wentworth community are expected to uphold the Wentworth Creed, the Leopard’s Oath, the Institute’s Student Code of Conduct, its rules, regulations and policies and all local, state and federal laws and regulations. Students who fail to uphold each of these standards are subject to a disciplinary sanction.

Application
The Student Code shall apply to conduct that occurs on Institute premises, at sponsored activities and to off-campus conduct that adversely affects the Institute, the Community and/or the pursuit of the Institute’s mission, goals, and objectives. All students shall be responsible for their conduct from the time they submit an application for admission through the actual awarding of a degree, no matter when it is discovered, even if the conduct is discovered after a degree is awarded. The Institute may take disciplinary action against Wentworth students or organizations that violate local, state, or federal laws and/or Wentworth policies. The Dean of Students (or designee) shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in the Dean’s (or designee’s) sole discretion.

Interim Restrictions
In cases where the Dean of Students or a designee, believes based upon the information available, that a student has engaged in a serious violation of the Student Code of Conduct and/or federal, state or local law, the Dean of Students or a designee may impose an interim restriction. If the Institute is in receipt of information that leads the Institute to believe that a student is a possible risk, the Institute has the right to impose an interim restriction. Interim restrictions become effective immediately without prior notice and may remain in effect until after the hearing and appeal process is completed. Interim restrictions may include, but are not limited to: separation from the Institute or residence area, relocation of residence, restriction to designated campus areas or other campus facilities by time or location, restriction of communication with individuals or groups or the requirement to obtain advance authorization to engage in a specified activity. Violations of interim restrictions may result in separation or expulsion from the Institute.

Communication
As Wentworth is an Institute of Technology and each student is supplied a Wentworth laptop, students should understand that the major form of communication and correspondence is e-mail. Therefore, any disciplinary notifications and information will be shared by using a student’s Wentworth assigned e-mail. It is every student’s responsibility to monitor and manage their e-mail daily.
**Wentworth Official**
A Wentworth Official is defined as any person employed by the Institute (including student employees), performing duties or actions on behalf of the Institute.

**STUDENT CODE OF CONDUCT POLICIES**

The Institute reserves the right to change its policies and procedures at any time. This publication is not a contract.

**ALCOHOL**

The Institution expects students to abide by Massachusetts law and the increased standards set forth by the Institute. The Institute reserves the right to inspect any bags, backpacks, or other belongings for alcohol.

**All students, whether on campus or off-campus, are expected to abide by the following:**

1. Only students 21 years or older are allowed to consume, possess, or transport alcohol.
2. No sale, purchase, or serving alcoholic beverages to persons younger than 21.
3. No providing location for underage consumption. No encouraging or contributing to the intoxication of others.
4. No open containers of alcoholic beverages or consumption in any public area.
5. No inappropriate behavior consistent with intoxication (e.g. public intoxication, medical attention due to intoxication, disrupting the peace and elimination in public.)

**All students, while on campus, are expected to abide by the following:**

1. Beer and wine are permitted in students’ rooms only in 610 Huntington, 555 Huntington, Edwards Hall, Rodgers Hall, Apartments@525 and Vancouver and Louis Prang apartments and only if every resident of the room is 21 years old or older and the living area is registered as wet. No alcoholic beverages in the Baker, Evans Way, or Tudbury residence halls.
2. Registered wet suites or apartments are permitted to have six beers, six pre-measured/pre-packaged beverage such as “Mike’s Lemonade” or one 1.5 liter bottle of wine or their equivalents per resident.
3. No hard alcohol in any form. No kegs, beer balls or any type of common source alcohol.
4. Recognizing the serious health risks posed by excessive drinking, no drinking games or possession of drinking paraphernalia used or associated with drinking games (e.g. funnels, beer pong tables, and taps).
5. No alcoholic containers whether empty or full can be used as decorations or stored. This includes bottles, cans or cardboard containers. All empty containers must be disposed of within 48 hours.
6. Non-Wentworth guests are not allowed to bring alcohol onto campus.

Please note the policy on Complicity. Complicity is the presence during a violation of the Student Code of Conduct in way that condones, supports or encourages that violation.

**Alcohol Violation - Wentworth Sanctions**
The sanctions listed below are only guides and may be more severe, including but not limited to Institute Suspension or Expulsion, depending on the specifics of the incident, history of alcohol violation(s), as well as other violations which may have occurred simultaneously.

**First level alcohol violations include but are not limited to:** possession of a small quantity of beer or wine when underage, possession of beer or wine in a designated dry area, possessing amount of alcohol exceeding allowed amount in registered wet suite or apartment, underage possession of empties, possession of alcohol paraphernalia, underage drinking, intoxication for students over 21.

1. Disciplinary Warning;
2. $100 fine;
3. Alcohol Education Class;
Second level alcohol violations include but are not limited to: second violation of first level alcohol violation, possession of hard alcohol, possession of large quantity (over the amount allowed in registered wet suite or apartment, 6-pack of beer 12 fluid ounces or pre-bottle/measured beverage or 1.5 liter wine), public consumption, common source (kegs, beer balls, punch).

1. Housing Probation;
2. $200 fine;
3. Individual Alcohol Education;
4. Community Review Essay
5. Parental/Guardian Notification;

Third level alcohol violations include but are not limited to: multiple first level or second level violations, providing alcohol to minors, and/or providing a location for underage consumption.

1. Institute Probation;
2. $300 fine;
3. Parental/Guardian Notification;
4. 12 Hours of Community Service/Restitution

Alcohol Violation - Massachusetts Sanctions
Persons operating under the influence of alcohol (.08 or greater) are subject to a fine of not less than $500.00 and not more than $5,000 and/or imprisonment for a first offense. Persons who misrepresent their age or present false IDs to purchase alcohol are subject to fines of $300.00 and loss of license. Persons who purchase or supply alcohol for a person under 21 years of age are subject to a fine of up to $2,000 and or imprisonment of up to one year. Persons found to be driving under the influence of alcohol may be subject to a fine of not less than $500 nor more than $5,000 and/or imprisonment for a first offense. Multiple offenses for DUI carry more severe penalties.

DEMONSTRATIONS

All students may participate in peaceful demonstrations where such gatherings will not interfere with the educational or institutional mission or goals of the Institute or obstruct physical movement to, from, or within any place on the campus or Wentworth property rented, licensed, owned, or leased off the main campus. While the campus is open to the free exchange of ideas, the Institute will limit the time, place, and manner of demonstrations. Students/student organization demonstrations must be registered twenty-four hours in advance with the Dean of Students (or designee) and will be organized and led only by members of the Wentworth community. All members of this community are expected to conduct dialogues with dignity and courtesy.

Specifically, demonstrations and expression of dissent on Wentworth property shall not:

1. Deny or infringe upon the rights or result in harassment of other students, faculty, staff, or guests of the Wentworth community;
2. Disrupt or interfere (by volume, numbers of participants or banners, placards, leaflets or other types of written message) with educational or institutional mission or goals or other activities of the Wentworth community;
3. Obstruct or restrict pedestrian movement or vehicular traffic on any property rented, licensed, owned, or leased property;
4. Deny or obstruct use of any facilities used by students, faculty, staff or guests.
5. Endanger the safety of any person on the Wentworth campus or property, rented, licensed, owned, or leased by Wentworth;
6. Result in littering, defacement or destruction of property rented, licensed, owned, or leased by Wentworth;
7. Violate the Institute posting policy;
8. Violate state or federal law.
GUEST POLICY

Wentworth affords its students the opportunity to have guests on campus and the privilege to entertain guests in a room or suite, as long as the room/suitemate’s right to access, privacy, and to study and sleep free from disturbance is respected.

*Wentworth defines guests as non-Wentworth students, and in the residential setting, any students who are not current residents of the room/suite/apartment they are visiting. A residential setting includes Wentworth owned, leased, or rented properties.*

Expectations include but are not limited to the following:

1. The hosting student must accompany the guest at all times.
2. Students bringing guests to Institute-sponsored events will be held responsible for the actions of any guest.
3. Students are responsible for their guests’ behavior in all areas of campus including but not limited to, academic, administrative, and residential buildings.
4. Guests must have a valid identification on them when on Wentworth property and present that identification to a Wentworth official when asked.

**Additional Residential Restrictions**

1. Guests must be 18 years of age or older.
2. Guests must comply with all rules and restrictions in the Student Code of Conduct.
3. No guest may stay overnight in the public areas of any of the residence halls or in academic or administrative buildings.
4. Resident students must have the prior approval of all roommates/suitemates in order to host a guest.
5. A resident student may have two guests in the residence. Resident students may only host an overnight guest four nights each month.
6. Any guest in a residence hall, with the exception of Baker Hall, must be signed in with the desk attendants after 4:00 pm. Guests who arrive prior to 4:00 pm must return with their host to the desk attendant area to show proper id and be signed in. During the hours of 4:00 pm and 8:00 am, guests must sign out of the residence hall building.
7. Guests of Baker Hall must be signed in with the Security Officer at all times. The security desk is covered 24/7 and all guests must be signed in and signed out accordingly. Non-student guests shall not bring alcohol onto campus.
8. Guests are only permitted in the residence halls during contracted times as stated in the housing agreement. Guests are subject to all the above rules and restrictions and host students are responsible for their guests’ actions. Students enrolled at other institutions will be referred to their home institutions for disciplinary action.

HAZING

Wentworth Institute of Technology does not tolerate any form of hazing. In compliance with the Commonwealth of Massachusetts’ Anti-Hazing Statute (M.G.L. Ch. 269, §§ 17, 18 and 19), Wentworth Institute of Technology annually provides each student with a copy of the state law and requires officers of student organizations to distribute a copy to all its members. A copy of the law is available in Appendix A of the Student Organization Manual, and is also available in the Center for Student Engagement.

The law defines hazing as “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.”
Punishment for an organizer or participant in hazing is a $3,000 fine and/or imprisonment in a house of correction for not more than one year. Punishment (Section 18) for failure to report hazing to the extent “such person can do so without danger or peril to himself or others,” is also a crime and subject to a fine of $1,000.00.

All student organizations are required to review the law annually with all members. If you have any questions regarding the law, discuss them with a staff member from the Center for Student Engagement immediately.

**ILLEGAL & CONTROLLED SUBSTANCES & PRESCRIPTION DRUGS**

Wentworth strives for a drug-free environment and takes seriously the negative effects illegal drugs and controlled substances have on its students and this community. The Institute expects students to comply with state and federal laws and will hold students accountable for violations based on smell alone.

In addition to facing both state and federal punishment, students engaging in, but not limited to the following conduct will be in violation of the Wentworth Code of Conduct and subject to discipline:

1. The odor, possession, use, or the sale and/or distribution of illegal and/or controlled and/or counterfeit substances is prohibited.
2. The presence of residue or paraphernalia, including but not limited to bongs, scales, stems and pipes is prohibited.
3. Prescription drugs: The use of prescription drugs for non-medical reasons is prohibited. Prescription drugs may only be used and possessed by the student to which they are prescribed. Prescription drugs must be stored in the labeled container in which they were prescribed.

**Refer to Important Rights of Wentworth for the Institute policy on medical marijuana.**

**Illegal Substances, Prescription Drug Violation - Wentworth Sanctions**

The following are possible sanctions imposed for violations. Sanctions are dependent upon the severity and circumstances of each incident as well as the type of substance.

**First level violations may include but are not limited to:** possession of a personal use sized quantity of marijuana, odor, possession of drug paraphernalia, marijuana seeds/stems.

1. Disciplinary Warning or Housing Probation;
2. $250 fine;
3. Drug Education Class;

**Second level violations may include but are not limited to:** second violation of first level violation, use of illegal substances and drugs

1. Institute Probation;
2. Housing Suspension (if applicable);
3. $300 fine;
4. Individual Drug Education;
5. Parental/Guardian Notification;
6. 12 hours community service/restitution.

**Third level violations may include but are not limited to:** multiple first level or second level violations, possession of illegal or counterfeit substances and drugs, distribution or intent to distribute.

1. Suspension and/or Expulsion from the Institute;
2. Parental/Guardian Notification;

**Federal and Massachusetts Sanctions**

The penalties for possession and distribution of illegal drugs and controlled substances are found on the U.S. Drug Enforcement Administration web site at [www.dea.gov](http://www.dea.gov).
Massachusetts penalties for possession and distribution of illegal drugs and controlled substances are located at M. G.L, Chapter 94C. Persons convicted of drug offenses can lose their licenses for up to five years.

**DISCRIMINATION & HARASSMENT**

Institute policy prohibits discrimination in admission, access to, treatment or employment in any of its educational programs or activities, including scholarships, loans and athletics, on the basis of age, color, disability, national and ethnic origin, race, sex, sexual orientation, gender identity, religion, or veteran status. The Institute complies with Title VI of the Civil Rights Act, Title IX of the Education Amendments and Section 504 of the Rehabilitation Act, prohibiting discrimination. The Institute also complies with applicable Massachusetts laws on discrimination. Anyone who has experienced unlawful discrimination may file a complaint with the Vice President of Human Resources, Williston Hall Room 201, by calling 617-989-4193.

**OBSTRUCTION OF INVESTIGATION OR COMPLAINT/DISCIPLINARY PROCESS**

Wentworth strives for a complaint/disciplinary process that is fair. Obstructing this process prohibits Wentworth from providing fairness.

**Obstruction occurs in many forms through, but not limited to, the following conduct:**

1. Refusal to appear at an investigation, meeting or hearing and refusal to testify.
2. Falsification, misrepresentation, omission, or distortion of information.
3. Conduct that disrupts an investigation, meeting or hearing.
4. Attempting to discourage participation in or use of the complaint/disciplinary process.
5. Attempting to influence the impartiality of any member of the Institute community or anyone else who is involved in an investigation, meeting or hearing.
6. Failure to comply with sanctions imposed under the Code.
7. Retaliation: behavior with the intention to retaliate against or harass another person for reporting a violation or cooperating with an investigation of a violation of the Student Code of Conduct or other Institute policy.

**PERSONAL CONDUCT**

Students share the responsibility for protecting and maintaining health and safety and the rights of other persons. The Institute expects all students to comply with all federal, state and local laws, regulations and ordinances, but also expects more of its students. Students who anticipate or observe a violation of the Student Code of Conduct or Institute rule, regulation or policy are expected to remove themselves from association or participation and are encouraged to report the incident.

**Violations of personal conduct include, but are not limited to:**

1. Violation of federal, state, and local laws, regulations and ordinances.
2. Violation of Institute policies and procedures.
3. Conduct that adversely affects the Institute and/or area community, in the pursuit of mission, goals and objectives.
4. Physical abuse: contact that harms or attempts to harm the emotional or physical health or safety of any person.
5. Verbal, written and/or pictorial/video abuse: verbal, written and/or pictorial/video conduct that harms or attempts to harm the emotional or physical health or safety of any person.
6. Bias-motivated behavior, including but not limited to physical, verbal and/or written behavior, based upon a real or perceived affiliation with a protected classification (age, color, disability, ethnicity or national origin, gender identity, sex, sexual orientation, race, religion and veteran status).
7. Violent, abusive, indecent, profane or otherwise disorderly conduct.
8. Failure to comply with requests from Institute officials, security staff, and/or any municipal, state, or federal law enforcement personnel (e.g. Health and Safety Inspections, Administrative Searches, requests for entry or search, requests for ID, requests for discontinuance of conduct).
9. Unauthorized access to restricted areas including but not limited to classroom, labs, studios, offices, living spaces, fire escapes, roofs or ledges.
10. Possession of firearms, explosives, knives, ammunition (live or empty shell casings), other weapons, or dangerous chemicals on Institute premises. The storage of any flammable products is prohibited. Use of any item, even if legally possessed, in a manner that threatens or harms another.
11. Creating a safety hazard, including tampering with or removing fire safety equipment, false reporting of fire or bombs, impeding an egress/ingress or throwing objects out of windows.
12. Failure to exit a building or area during an emergency, fire alarm or at the request of a Wentworth official and return prior to authorization by a Wentworth official.
13. Complicity is presence during a violation of the Student Code of Conduct in way that condones, supports or encourages that violation.

PERSONAL IDENTIFICATION & REPRESENTATION

The climate of life in the academic community must be one of honesty, acceptance of responsibility and willingness to represent clearly and accurately oneself and one’s activities.

Violations of personal identification and representation include, but are not limited to:

1. Student IDs are owned by Wentworth and must be carried at all times. Failure of students to show their student identification upon request or falsifying one’s identity or that of another is prohibited. Creating, possessing, using, and distributing fabricated IDs is prohibited.
2. Representing the Institute or any recognized student organization without the specific prior consent.
3. Falsifying information to the Institute and/or any Institute record and/or document or knowingly submitting false information for an Institute record or document, including but not limited to parking passes.

POSTINGS/LEAFLETTING/CHALKING

All postings must have the prior stamped approval of the Center for Student Engagement or the Office of Housing and Residential Life and must be posted in compliance with the procedures set forth in the policy. Leafletting and chalking are not permitted anywhere on campus or on property owned or controlled by the Institute. The complete policy on postings, leafletting and chalking is located in the Center for Student Engagement and the Office of Housing and Residential Life.

RESIDENTIAL CONDUCT

The Office of Housing and Residential Life strives to offer students a rich living and learning experience. To make this environment work, students are responsible both for their individual actions, the actions of their guests, and in a collective sense for the actions of each member of the residential community. An atmosphere conducive to academic growth and social awareness requires everyone’s cooperation. The starting point for this communal success is individual adherence to Institute policies as well as federal, state and local laws. All students are held responsible for knowing, understanding and complying with the policies that govern the Institute and the residence halls. Students must abide by the policies and procedures in the signed housing agreement and listed on https://wit.edu/student-life/housing-residential-life/housing-conduct-policies-procedures/housing-and-residential-life-conduct. These policies and procedures are subject to change during the academic year and it is the student’s responsibility to know the current policies and regulations.

RESPONSIBLE USE OF COMPUTERS & NETWORKS

The purpose of this policy is to define responsible and ethical behavior that guides use of information and learning technology resources at Wentworth Institute of Technology. Information and learning technology includes, but is not limited to laptops, desktop
computers, workstations, network servers, mainframe computers, software, digital information, voice, video and data networks, classroom media and instructional technology. This policy is supplemented by all other Institute policies and by the policies of those networks to which Wentworth is affiliated, including but not limited to Colleges of the Fenway and related consortia (e.g. FLO). Applicable local, state, and federal laws also apply to information and learning technology users at Wentworth. A complete listing of this policy can be found under Institutional policies or at https://wit.edu/about-wentworth/administrative-offices-services/technology-services/policies-agreements-forms.

SEXUAL MISCONDUCT

Wentworth strives to eliminate and prevent all types of sexual discrimination. Sexual discrimination includes sexual harassment and sexual violence/assault. Sex discrimination is illegal under both federal and Massachusetts law (Title VII and Title IX of the Civil Rights Act, as amended and M.G.L. Ch.151B & 18).

Sexual violence/assault occurs without consent.

Consent must be communicated, mutual, non-coercive and given free of force or the threat of force. A student who is physically or mentally incapacitated by drugs, alcohol, due to an intellectual or other disability or other circumstances may not be capable of giving consent.

Coercion is unreasonable pressure for sexual activity.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access.

Incapacitation due to alcohol results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. Evidence of incapacity may be detected by physical cues, such as slurred speech, bloodshot eyes, the odor of alcohol on a person’s breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior and unconsciousness. Context is important in helping to determine incapacitation.

Sexual harassment involves the unwelcome introduction of sexual activities or comments into an employment, learning, residential, social and athletic environment. Repeated sexual advances or sex based demeaning verbal comments may have a harmful effect on a person’s ability to effectively participate in the Wentworth community.

All resident and commuter students, whether on or off-campus, are expected to abide by the law and are prohibited from the following:

1. Any type of sexual conduct that occurs without the consent of each person involved. This includes, but is not limited to the following non-consensual acts:
   a. the deliberate touching of a person’s intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person’s intimate parts
   b. penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object.
2. Unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when:
   a. submission to or rejection of such advances, requests or conduct becomes an explicit or implicit criterion for granting privileges or favorable treatment.
3. Repeated and unwelcome sexual behavior or comments, sexual advances, or other sexual conduct so severe and pervasive that it unreasonably interferes with a person’s academic performance or equal opportunity to participate in or benefit from Institute programs or activities. This can include but is not limited to the following:
   a. offensive sexual flirtations, advances or propositions.
   b. verbal abuse or innuendo of a sexual nature.
   c. physical contact such as touching, hugging, patting or pinching.
   d. verbal comments of a sexual nature about an individual’s body or sexual terms used to describe an individual.
   e. open display of sexually suggestive objects or pictures.
   f. jokes or remarks of a sexual nature.
g. obscene gestures or suggestive or insulting sounds.

h. demands for sexual favors accompanied by an implied or overt threat.

i. indecent exposure.

j. sexual exhibitionism.

k. voyeurism.

l. non-consensual video or audio taping of sexual activity and/or distribution.

m. cyber harassment.

SMOKING & TOBACCO

Wentworth Institute of Technology is proud to be a Tobacco Free Community. Our tobacco free community includes all areas of the campus (e.g. buildings and facilities, parking lots, campus parks/green spaces, the front lawn, main quadrangle, Sweeney Field and all pedestrian walkways). Wentworth residential students and guests are permitted to smoke in the designated outdoor smoking areas adjacent to residential buildings. With this policy, Wentworth joined the American College Health Association in supporting the findings of the Surgeon General that tobacco use in any form, active or passive, is a significant health hazard. Wentworth also joined hundreds of colleges and universities across the nation committed to making their campus healthier environments. The smoking of electronic, vapor or other substitute forms of cigarettes is prohibited.

STALKING & HARASSMENT

Under Massachusetts law stalking (through physical presence, mail, telephone, internet or facsimile communication) and criminal harassment are felonies. Under the law, stalking (M.G.L. Ch. 265 § 43) includes:

1. Willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and
2. Making a threat with the intent to place the person in imminent fear of death or bodily injury.

Criminal penalties include imprisonment in state prison for five years, $1,000 fine and/or imprisonment in house of correction for 2 and ½ years. Multiple instances receive more severe punishments.

VEHICLES, BICYCLES, & PARKING

In order to ensure the safe and efficient use of available limited parking at the Institute, the Institute has established the following regulations and rules concerning vehicle use and parking.

1. Permit/Expired Permits: Vehicles found in any of the Wentworth parking lots without displaying a valid permit will be subject to towing at owner's expense.
2. Forged Permit: Vehicles displaying a forged parking permit will be immediately towed at the owner’s expense and the student responsible for violating this policy will face disciplinary actions.
3. Parking permits shall not be replicated, lent, sold or transferred to another party.
4. Handicapped/Disabled Parking: Vehicles parked in designated Handicapped/Disabled parking spaces that do not have required documentation will be towed at owner’s expense.
5. No Parking/Tow Zone: Vehicles parked in designated no parking or tow zones will be towed at owner’s expense.
6. Reserved/Designated Areas: Resident students, with a valid overnight permit, are permitted to park in either the East or Ira Allen (Annex Lot) only. Vehicles in any other lot will be subjected to immediate towing at the owner’s expense.
7. Obstructing Driveway or Access: Vehicles obstructing driveways or access will be subject to towing at owner’s expense.
8. Unauthorized Hours: Vehicles in lots after hours will be subject to towing at owner's expense.
9. Students wishing to keep a bicycle on campus must follow the bicycle policy. Bicycles should be registered with the department of Public Safety and stored/locked accordingly.
10. Repeated and/or serious parking or traffic violations will be referred to the Office of Student Affairs for disciplinary action.
The use of the Wentworth name, seal, and logo can imply approval by Wentworth of the sale, use or message of the group or item on which its name or logo appears. It is important to Wentworth that its name and reputation be kept in the highest regard by members of its community and the greater outside community. It is therefore necessary for Wentworth to regulate the use of its name, seal, and logo. The use of the Wentworth Institute of Technology logo or seal on any article of clothing, poster, book, or in any manner of imprint, including but not limited to off-set printing, scanning, or decal is strictly prohibited. The use of the Wentworth Institute of Technology name or logo on the internet, including but not limited to websites and social media is prohibited. Violation of this rule is regarded as sufficient cause for dismissal or expulsion. Wentworth’s name, seal, and logo are the exclusive property of Wentworth and, consequently, may not be used in connection with goods or services offered by any outside organization without prior written permission. Any article of clothing or other items with the Wentworth logo or seal that do not have such pre-approval will be confiscated. For more information refer to the Vice President for Institutional Advancement (or designee).

Filing a Complaint/Incident Report:
Those (the complaining party) wishing to pursue possible Student Code violations against a student, organization, club or team (collectively the responding party or parties) for on campus or off campus conduct must file a written complaint with either the Dean of Students, Assistant Dean of Students, Coordinator of Community Standards, Public Safety or the Office of Housing and Residential Life. Complaints can be filed up to one academic year after information regarding the violation is discovered, except that complaints against former students will not be processed. Complaints against seniors/5th year students must be filed prior to their graduation and when possible, with sufficient time before graduation so that an investigation, hearing, and appeal can occur. The complaint should be as detailed as possible, listing the party charged, witnesses, dates, times, locations and specific information about the behavior. The complaint will be reviewed to determine the procedure to address the conduct. Complaints can also take the form of incident reports made by the Department of Public Safety, students, administrators, faculty or staff. In certain cases, the Institute will serve as the complaining party.

It is often useful to discuss concerns with staff members of the above mentioned offices before filing a complaint. At times, informal assistance can resolve an issue. The Institute has support services available to persons who have suffered from severe Code violations, including the Office of Wellness and Disability Services and Health Services.

Students who knowingly file a false complaint will be subject to disciplinary action.

Important Tips:
• If you are victimized by conduct which you believe violates the Student Code of Conduct, exercise your right to complain.
• If you witness conduct that violates the Student Code of Conduct, exercise your responsibility to report it.
• If you suspect criminal activity, contact Public Safety immediately.
• If you suspect a violation of the Student Code of Conduct, contact your Resident Assistant, Housing Professional Staff, Coordinator of Community Standards or Assistant Dean of Students.
• If you’re not sure what to do, DO NOT WAIT. Tell someone.

Processing Conduct Incidents

Preliminary Steps:
The complaint/incident report will be reviewed to determine if it should proceed through the process. The party named in the complaint will be notified.

Information, in addition to that provided in the complaint/incident report, may be sought through a preliminary investigation. The investigation may include, but not limited to:
• interviewing the complainant(s), responding party(ies), and witness(es),
• gathering documentary or other information from the parties and witnesses,
• gathering relevant documents and/or other information which may be available to the Institute.

The information gathered during the investigation will be provided to the Hearing Administrator or the Community Standards Board.

The Dean of Students (or designees) determines the procedure to be used: Administrative hearing, the Community Standards Board (CSB) or Investigation/Panel. Incidents involving serious violations of the Student Code of Conduct that could lead to suspension or expulsion are most often handled by the CSB or Investigation/Panel. The Dean of Students (or designee) may meet with each party before the assignment of the case to a process to discuss the matter and in some cases attempt a resolution.

**Procedures**

**Administrative Hearings**

The Assistant Dean of Students, Coordinator of Community Standards, or a Residence Director, or a designee serves as the Hearing Administrator and is the fact finder and decision maker. Administrative proceedings are usually used for minor Student Code, Institute rules, regulations and policy violations which based upon the alleged conduct and information available to the Institute, if accurate, would likely lead to a sanction ranging from disciplinary warning to housing or Institute probation. The investigator may be asked to present the information gathered during the investigation and answer any questions regarding the investigation during the hearing. A Hearing Administrator may refer a case to the CSB or Investigation/Panel if information becomes available that more serious conduct is involved.

**Guidelines for Administrative Proceedings**

Since every matter is unique, the guidelines may be changed or modified as needed:

1. The Hearing Administrator will provide you with an opportunity to review information related to the incident.
2. The Hearing Administrator will meet with you and provide you with an opportunity to respond to the information and present any information or witnesses you wish. The rules of evidence applicable to civil and criminal cases do not apply and no recordings of the proceeding is made by you or the Hearing Administrator.
3. You have the right to a hearing support person. You need to notify the hearing administrator in writing at least 2 business days prior to a hearing with the name of the hearing support person. Attorneys are not permitted.
4. The Hearing Administrator may ask you questions during the meeting(s), seek additional information, make requests of you, or interview any person the Hearing Administrator deems necessary.
5. Based upon the preponderance of the evidence, the Hearing Administrator will make a decision as to whether or not a violation of the Student Code of Conduct has occurred. This means that the Hearing Administrator will determine if it is more likely than not that a violation has occurred. The Hearing Administrator has your full prior disciplinary record available to them to decide the level of sanction if you are found in violation of the Code of Conduct.
6. The Hearing Administrator will notify you of their findings and sanction(s), if any, in writing.
7. If you do not meet with the Hearing Administrator or comply with their requests, the Hearing Administrator makes a finding and sanction decision based upon the information available. In this case, you lose any right of appeal.
8. In cases where information is received, before or during the Hearing, that indicates an additional Student Code violation may have occurred, the Hearing Administrator will determine if it will be addressed during the meeting or in a separate hearing.

**Community Standards Board Hearings**

The CSB is a standing board that includes students, faculty and staff. The CSB is advised by the Assistant Dean of Students and/or other Institute designee concerning the hearing process. The composition of each CSB will be determined by the Assistant Dean of Students. The investigator may be asked to present the information gathered during the investigation and answer any questions regarding the investigation during the hearing.

The names and titles of the panel members, including the alternate(s), assigned to hear the matter will be given to the parties five (5) business days before the hearing (except
around holidays and proximity to Institute breaks). If a party has reason to believe that a CSB member is not able to be objective, the party must provide reasons to support the claim in writing to the Assistant Dean of Students not later than two (2) business days before the hearing. The fact that the party is in class with or being taught by a member is not sufficient alone to replace the assigned panel member. The Assistant Dean of Students will decide whether or not to replace the CSB member.

Guidelines for Community Standards Board Hearings
Since every matter is unique, the guidelines may be changed or modified as needed:

Community Standards Board (CSB)
1. Matters are decided based upon a preponderance of the information presented at the hearing.
2. The rules of evidence applicable to civil and criminal cases do not apply.
3. The CSB members will have all the information concerning the matter and have the right to ask for additional information when preparing for the hearing.
4. The CSB members may ask questions of all parties and witnesses, ask a person to be a witness and ask that any information they deem relevant be provided, and/or to re-call a witness. The CSB may also ask questions provided by a party to a witness or other party.
5. If a student does not appear at the CSB hearing, a finding will be made on the information available at the hearing.
6. In cases where information is provided during a hearing that indicates an additional Student Code violation may have occurred, it will be determined if the party(ies) will address it during the hearing or in a separate hearing.
7. The CSB hearing may not be recorded.
8. The CSB will meet in closed executive session to deliberate on the alleged violation(s) and possible sanction(s).
9. If a party is found responsible, the CSB members will have the full disciplinary record made available to them to decide if a sanction should be more severe based upon history. This information is not used to determine responsibility.

Complaining and Responding Students/Organization
1. All written or physical information to be used at the hearing must be presented to the Assistant Dean of Students 3 business days prior to the hearing.
2. The parties will have an opportunity to review the information being presented at the hearing 2 business days prior to the hearing upon their request. All information reviewed for the hearing and presented at the hearing is confidential and may not be disseminated by a party or witness. Copies of the materials can be provided upon the parties’ request.
3. The complaining and responding students have the right to a hearing support person. Students need to notify the Assistant Dean of Students in writing at least 2 business days prior to a hearing with the name of the hearing support person. Attorneys are not permitted.
4. The hearing shall be conducted in private, only including involved student/parties, relevant witnesses and hearing support person. No character witnesses are allowed.
5. Admission of any person into the hearing will be at the discretion of the Assistant Dean of Students or designee.
6. The student/parties will speak to and present witnesses who can speak from personal knowledge about the incident.
7. The student/parties have the right to request questions be asked of participants of the hearing during a hearing.
8. A student or witness may refuse to answer a question, but the CSB members will decide the matter based upon the information it receives.
9. If at any time during the hearing a student/party or witness exhibits behavior or language that is disruptive or threatening, they may be dismissed and the process will continue without their presence.
10. If a party chooses not to attend their CSB hearing, a decision will be made using available information and the right to appeal is lost.
11. The responding student will receive a notice of the findings and sanction(s), if any.
12. The complaining student, if a victim of an incident of violence, will receive notification of the CSB determination as to whether a violation was found and the sanction(s), if any.
13. In incidents involving more than one student/party, the hearing may be conducted as a joint hearing.
14. In cases involving student organizations, clubs and teams, the organization, club or team must designate an officer or captain to act as the spokesperson during the hearing.

Hearing Order of Events for a Community Standards Board Hearing
The following are guidelines for the order of events for a Community Standards Board hearing. As each matter is unique, they may be modified at any time as circumstances require.
• Introduction of the parties.
• Reading of the alleged violations.
• Signing of the Honesty Statement by all parties and witnesses.
• Oral statement by complaining party.
• Oral statement by responding party.
• Questions by the Community Standards Board panel to the parties and all witnesses.
• Questions submitted by the parties to the Community Standards Board panel.
• Final Statement by complaining party.
• Final Statement by the responding party.
• Final questions or requests from Community Standards Board panel members.

Investigation with Panel
In complaints between students involving sexual assault/violence allegations and other incidents of assault or harassment, an investigation by a designated Institute official may be conducted. Both parties have a right to review the investigative report. The report and all information contained in the report is confidential and any release of the report by a party to anyone other than a designated hearing support person (who is also required to keep the report and all information contained in it confidential) will lead to disciplinary action, including expulsion. Both parties may address any comments regarding the report directly to the Investigator. The Investigator may take additional steps, including but not limited to: gather additional information or resources, interview additional witnesses or re-interview the parties. The results of the investigation will be provided to a panel. The panel will consist of three faculty and/or staff members. The panel will decide whether or not a violation has occurred using a preponderance of the evidence standard and the sanction imposed if a violation is found. This process, including notification of parties, is usually completed within sixty (60) business days, except when there are scheduled vacations and academic breaks. The Institute will notify parties if the process is expected to take longer.

SEXUAL ASSAULT/VIOLENCE/HARASSMENT CASES
In sexual assault/violence/harassment cases, the following will also apply:

• Past incidents of sexual conduct with other persons will not be discussed or taken into consideration except in unusual cases.
• A victim impact statement may be submitted and will be reviewed before being forwarded to the Panel for consideration only if a violation has been found. The impact statement should only address how these events have affected the individual academically, socially and/or personally.
• The complainant will be informed of the outcome.
• Both parties have the right to appeal the decision.

HEARING SUPPORT SERVICES
The complaining and responding parties have the opportunity to have a support person present at a hearing who may not be an attorney. A list of faculty/staff support persons who have offered to serve in this role is available from the Office of Student Affairs. No faculty or staff is required to accept a request from a party to serve as a support person. A party may also ask a Wentworth faculty, staff, or student to serve as a support person. The support person may assist the party before the hearing in preparing a statement, reviewing the process, and seeking answers to any questions that the party may have. Hearing support persons are present for support only and are not permitted to ask or answer questions, present evidence, or make any statements during the hearing. The Institute does not warrant the competency or ability of any volunteer support person. The Hearing Administrator must be notified in writing two (2) days prior to the hearing date who will be serving at the hearing support person. For cases being heard by the Community Standards Board, the Assistant Dean of Students must be notified in writing two (2) days prior to the hearing date the individual who will be serving as hearing support.
If you have been approved for reasonable accommodations by the Center of Wellness and Disability Services, when appropriate these reasonable accommodations may also apply to the discipline process, please contact the Center for assistance. For a list of the 2017-2018 Hearing Support Persons, please speak with a member of the Office of Student Affairs.

**APPEAL PROCESS**

A student who has participated in the discipline process and has been found in violation of the Student Code of Conduct may file a written appeal within three business days of written receipt. In cases involving sexual assault/violence and harassment both parties may file an appeal. If the written appeal is not filed on time it will be dismissed. A party is allowed only one appeal.

Students should refer to their decision letter for appeal information.

**Appeals are to the following Appeal Administrators:**

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<th>Original Hearing Conducted by:</th>
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<tr>
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<td>Panel Decision</td>
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An appeal must demonstrate at least one of the following bases for appeal and explain in detail the support for each basis:

1. new and material information not available at the time of the hearing which might have affected the outcome of the hearing;
2. the hearing did not substantially follow the Guidelines or a change from the Guidelines substantially affected the outcome of the hearing.

The Appeal Administrator may speak to the underlying decision maker/body, the appealing party and the responding party, review all information taken during the underlying hearing and seek new information. The Appeal Administrator may change the findings on violations or change the sanction(s) imposed (reduce or increase). The decision made in the appeal process is final.

**SANCTIONING**

**What is the purpose of a sanction?**

When a party is found responsible for violating the Student Code of Conduct, a sanction will be imposed. The sanction is a consequence for the violation, an educational opportunity for the party and serves as a deterrent to future violations. In some cases, sanctions are also a means by which a party gives back to the Wentworth community and/or the area community in which the behavior occurred (e.g. service, restitution).

**Possible Sanctions**

The severity of the violation and other factors, such as but not limited to, prior disciplinary history, are considered when a sanction is imposed. Sanctions range from a disciplinary warning to expulsion from the Institute. A non-exhaustive list of all sanctions can be found at [www.wit.edu/sanctionassistance](http://www.wit.edu/sanctionassistance).

**Completion of Sanctions**

Sanctions are mandatory. Explanation of requirements for completion for assigned sanctions is explained in the decision letter. A party who does not complete the sanction(s) on time is subject to further disciplinary action. Registration holds are placed on the accounts of a party who does not complete their assigned sanctions, prohibiting registration for future classes.
### 2017-2018 Academic Calendar Year

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