

Posters found covering other posters or in violation will be taken down. Posters in violation will be kept in the SGA Office for 24 hours. The organization in violation will then be notified of the offense. Poster privileges of the organization will be revoked until it meets with the Student Organization Committee (SOC).

After two violations in one semester, the SOC will decide on appropriate disciplinary action or may refer it to student conduct.

Unauthorized persons found taking down posters may be referred to student conduct. Authorized persons are members of the SOC, the Office of Student Development, or any official SGA member.

Any specific concerns should be submitted to the SGA in writing two weeks in advance.

Posters from outside vendors are approved in the Student Development Office.

SGA Bulletin Boards are located as follows:

- Thompson Hall lobby
- Edgerly Hall on the left when entering either door from Quad
- Condiak Science Building front door
- Anthony Building hall bulletin board
- Conlon Fine Arts Building front lobby
- Three specified SGA bulletin boards in the Conlon Industrial Arts Building;
- Designated area in Hammond Hall
- North Street Bistro
- Percival Hall lobby

Off-campus advertisements must be approved in the Office of Student Development; posting will be done by office staff. Poster size is limited to 8.5 inches by 11 inches and posting is limited to designated G-lobby bulletin boards.

## Privacy and Confidentiality Regulations

A Family Educational Rights & Privacy Act (FERPA) administrator directs the Privacy and Confidentiality Regulations. Copies of the regulations as part of FERPA are posted on bulletin boards at the university and kept on file at the Registrar's Office. Students should note that if any of these regulations should conflict with applicable provisions of the Family Educational Rights & Privacy Act of 1974 as amended, or with any regulations promulgated pursuant to said act, the provisions of said federal act or federal regulations shall control.

## Raffle Policy

Recognized student organizations may sponsor raffles when authorized by the associate dean of Student Development and coordinated with the Financial Services Office. All raffles must be conducted in compliance with the Massachusetts General Laws Chapter 271, Section 7A.

## Smoking Policy

Effective July 1, 1994, Fitchburg State University became a smoke-free environment. Smoking and vaping are not allowed inside any university building including residence halls. Smoking and vaping not permitted within 25 ft of any building entrance.

Those members of the university community who have special difficulties in complying with a smoke-free environment are urged to seek the assistance of either the Human Resources or the Health Services offices.

## Solicitation Policy

Each year the university receives requests from students, community and national agencies to sell products or services on the campus. To ensure student privacy, the university adheres to the following policy: no individual solicitation of any kind will be permitted except when students wish to market a product or service which is unavailable through present campus agencies and which is needed by the campus community as determined by the Office of Student Affairs. Recognized campus organizations may, however, solicit for worthy projects. Permission for solicitation must be obtained from the Office of Student Development. All organizations or individuals not affiliated with the university who wish to distribute printed materials must work with the Office of Student Development.

## Student Code of Conduct

Fitchburg State University expects its students to act in a mature and responsible manner. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of this expectation. The student conduct process has been established to address alleged violations of the Code of Conduct. Allegations of discrimination, discriminatory harassment and retaliation, and sexual violence (sexual harassment, gender based harassment, domestic violence, dating violence, and stalking), are addressed through the State Universities' Equal Opportunity, Diversity and Affirmative Action Plan, adopted March 15, 2015.

The goal of the student conduct process is to support the educational mission of the university by ensuring that an atmosphere of acceptance, curiosity and integrity is maintained on the campus.

Specific information about the Student Code of Conduct can be found in the *Code of Conduct and Discipline Process Handbook*.

## Emergency Transports

The University will make all reasonable efforts to notify the emergency contact on file whenever a student is transported to the hospital via ambulance, except under limited circumstances. Students transported to the hospital via ambulance may be required to check back in with University Police upon their return to campus. Further, students may be required to meet with a University official and provide appropriate documentation, which may include discharge paperwork, upon their return.

## Student Parking Policy

All individuals must obtain a parking permit to use university regulated parking facilities, with the exception of the Wallace Civic Center parking lot. Permit holders must adhere to all parking regulations, which are available from either the Housing and Residential Services or University Police offices. Permits are available at Housing and Residential Services. The university is not responsible for any loss or damage to vehicles while parked in lots on the main campus or at the Civic Center.

### Shuttle Bus Parking

Fitchburg State University has a limited number of parking spaces on the main campus and for this reason the university offers additional parking at the Fitchburg State University Wallace Civic Center to provide satellite parking serviced by shuttle bus transportation. This parking is available 24 hours a day, with shuttle bus service running between the hours of 6:30 a.m. to midnight Monday through Thursday, Friday 6:30 a.m. to 6:00 p.m., and 4:30 p.m. to midnight on Sundays during the school year. The shuttle service is free of charge and no permit is required to park at the Civic Center lot. You can view the location of campus shuttles via our mobile website at [m.fitchburgstate.edu](http://m.fitchburgstate.edu).

### Parking Permits

Students who operate a motor vehicle on the property of Fitchburg State University must obtain a parking permit in order to use university regulated parking facilities. Permits are available at the Housing and Residential Services Office from 8 a.m. to 5 p.m. Monday through Friday. The individual's status with the university determines the type of permit assigned. To obtain a permit, present a valid Fitchburg State University OneCard at the office and pay the permit fee. Permit fees must be paid in full and are non-refundable. Permits must be properly displayed before the permit is considered valid. No vehicle may display more than one current permit. Vehicles doing so are subject to violation fines.

Students may also obtain parking lot maps and a parking rules and regulations guide at the Housing and Residential Services Office.

### Snow Removal

The university has established a snow removal policy in order to facilitate the removal of snow from parking areas. When school has been cancelled due to inclement weather, all motor vehicles must be removed from all staff and commuter student parking area within one hour of the official closing of school.

Resident students are responsible for checking for snow removal and lot closure information by calling (978) 665-3006. Snow removal may take place over a period of days, and staying aware of parking policies during this time is the permit holder's responsibility. Vehicles will often be required to be moved to between lots or to the Civic Center parking lot to allow for plowing operations. Shuttle transportation will be provided to transport students back and forth from campus.

The complete snow removal policy is outlined in the parking rules and regulations guide. All vehicles found to be impeding snow removal operations will be ticketed, towed and stored at the owner's expense.

### Excessive Violations

Students who have five or more unresolved violations regardless of the age of the violation will have a hold placed on their Fitchburg State University records, which can prevent such functions as registration, issuance of transcripts and financial transactions. Students who have 10 or more parking violations, resolved or unresolved within an academic year, may be towed and/or referred to Student Conduct for disciplinary action, which could include the loss of parking privileges.

## Use of the Quad

The Quad is a public area of campus to be used casually by members of the university community in a safe manner. The Quad area should be used for study, leisure and relaxation, and not as an athletic/recreation venue for non-university sponsored events. The exception to this policy is an organized, sponsored activity that is coordinated through the Office of Student Development.

## Weapons Policy

Weapons and weapon replicas are prohibited on campus. The possession or concealment of any type of firearm or other dangerous weapon, including but not limited to replica weapons, other devices capable of launching projectiles, stiletto, dagger or dirk knife, any knife having a double-edged blade or a switchblade, or any knife having an automatic spring release device by which blade is released from the handle, having a blade of over two and one-half inches, or a sling shot, knuckles, black jack, metallic buckles or any item which could be used as a weapon is strictly prohibited on Fitchburg State premises or off campus where Fitchburg State jurisdiction applies.