

Participant Code of Conduct & Policies

Wentworth Institute of Technology

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Wentworth

Pre-college Programs

PARTICIPANT CODE OF CONDUCT & POLICIES

Contents

I.	Introduction.....	Page 3
II.	Expectations of Behavior.....	Page 3
III.	Residential Programs.....	Page 4 & 5
	a. Class Attendance	
	b. Occupancy	
	c. Community Related	
	d. Care and Use of Facilities	
	e. Health and Fire Safety	
	f. Damage	
	g. Keys/Lockouts	
	h. Animals	
IV.	Conduct Process.....	Page 6
V.	Refund Policy.....	Page 6
VI.	Additional Policies and Procedures.....	Page 7

PARTICIPANT CODE OF CONDUCT & POLICIES

I. Introduction

Participating in Wentworth Institute of Technology's pre-college programs means acceptance into a new and vibrant community that is dedicated to experiential learning. Being a ImpactLab participant and member of the University community is a privilege, and with this membership comes great individual responsibility.

All participants of our pre-college programs are expected to act in accordance with all program and institutional policies and procedures, as well as all federal, state, and local laws, regulations, and ordinances. Additionally, Wentworth is dedicated to cultivating accessible, equitable, and inclusive environments through its goal of achieving Inclusive Excellence. This commitment transcends into our "Code of Conduct & Policies", ensuring all students have access to information and resources as well as are aware of our processes and procedures.

Participants are expected to familiarize themselves with this document. Participants are responsible for their behavior and the consequences of their actions even when the conduct may have been influenced by their physical or emotional state (irrespective of any medical or clinical diagnoses).

There may be points in time where a participant engages in acts that violate our Participant Code of Conduct. Participants who violate program or University policies and procedures will be held accountable for their actions as outlined in this document and program directors. Given the seriousness of some violations, there may be instances where the program/University reserves the right to involuntarily or permanently separate a student from the program.

II. Expectations of Behavior

All participants are subject to the Code of Conduct, and all Wentworth policies whether the conduct occurs on-campus, off-campus, or at university affiliated functions. Listed below are broad categories of expectations and responsibilities to which all participants are expected to abide. Each category includes examples of prohibited behaviors; however, the list is not exhaustive, and the Office of Admissions and Pre-college Programs reserves the right to identify additional prohibited behaviors, as necessary and appropriate.

- A. **Respect the safety of community members by avoiding behavior that harms, endangers, or intimidates others.** Prohibited behaviors include abuse, assault, bullying/cyberbullying, fraud, hazing, impairing the well-being of another community member or self, retaliation, or threat.
- B. **Conduct oneself in a manner that creates and facilitates a safe environment.** Prohibited behaviors include violating lab or fire safety procedures, possession of explosive/dangerous devices or materials, and possession of a weapon, firearms, explosives, knives, or any other weapons of any kind.
- C. **Engage in ethical behavior, including academic integrity and respecting intellectual property rights.** Prohibited behaviors include violation of the Academic Honesty Policy, the Responsible Use of Computers and Networks, University's Acceptable Use Policy the Copyright Compliance Policy, the Intellectual Property Policy, and the inappropriate use of copyrighted materials such as music, videos, and software or any additional policies listed by [Technology Services](#).
- D. **Engage respectfully with all members and guests of the Wentworth Community.** Prohibited behaviors include violation of the [Non-Discrimination Policy](#), the [Sexual Misconduct and Sex-Based Discrimination Policy](#), the Expressive Activities and Speech Policy, the Participant Code of Conduct, and/or other University Policies.
- E. **Conduct all affairs with integrity and cooperate with university officials.** Prohibited behaviors include failure to provide valid identification to a Wentworth's staff or official, failure to comply with directions of an authorized Wentworth official and lying or intentionally furnishing false information to a Wentworth official.
- F. **Avoid behavior that causes disruption in the Wentworth or broader community.** Prohibited behaviors include disorderly or harassing conduct on or off-campus, at university-sponsored, affiliated, or supervised functions that adversely affects the Wentworth community or institutional reputation.
- G. **Respect others' privacy.** Prohibited behaviors include invasion of privacy and unauthorized sharing of content or photographic images to which a person has a reasonable expectation of privacy.
- H. **Respect the property of the university and of others.** Prohibited behaviors include misappropriation, theft, damage, destruction of personal, public, or Wentworth property.
- I. **Respect and abide by property access limitations and restrictions.** Prohibited behaviors include unauthorized entrance, trespassing, unauthorized use or possession of lock picks, keys or card access.
- J. **Respect and abide by all Wentworth policies.** Prohibited behaviors include violation of the Policies on Illegal Drugs and Alcohol, and Controlled Substances, [Non-Discrimination Policy](#), and the [Sexual Misconduct and Sex-Based Discrimination Policy](#), and any other Wentworth policy appropriately posted on campus, website, or in this document.
- K. **Respect and abide by all city, state and federal laws and regulations.**

Wentworth

Pre-college Programs

III. Residential Programs

All policies and procedures outlined herein apply to participants living in Wentworth housing (“Residence Hall Facility” or “Space”) designated by the Wentworth Pre-college Programs or Office of Residential Education and Housing Services.

Participants are expected to abide by the following.

- A. Class Attendance
 - 1. Participants are expected to arrive promptly and attend each class unless you are sick and have notified the Summer Programs Nurse.
 - 2. Participants may not leave campus unless accompanied by a staff member, or a parent/guardian has completed an Off-Campus Release Form and an approved individual has arrived to accompany you off campus. Off-Campus Release Forms can be obtained from the Wentworth Pre-college Programs staff.
- B. Occupancy
 - 1. Participants are only allowed to occupy the room that they are assigned to during the dates of the program, which are outlined in the onboarding and orientation process.
 - 2. A room change freeze is in effect during the duration of the program. In order to be considered for a room change, a conversation must have taken place with your Residential Program Assistant (RPA), attempted a roommate mediation to resolve the conflict, and a conversation with a Graduate Intern or Professional staff. Relocating to a different room without permission is prohibited. Roommate changes will only be considered at the request of participant not the parent or guardian of the participant.
 - 3. Upon conclusion of the program, participants must vacate their room immediately. All participants are expected to removed all belongings from the residence halls by this time. Failure to turn in a key when vacating a residence hall will result in a seventy-five dollar (\$75) lock change fee.
 - 4. Wentworth Pre-college staff reserve the right to change your housing assignment at any time. Vacant spaces within a residence hall facility must remain set up/available to accommodate another participant. Wentworth Pre-college Programs reserves the right to assign another participant to a vacant space at any time without prior approval from the current participant(s), if necessary.
 - 5. Participants requiring a Personal Care Attendant (PCA) that will have access to their on-campus residence must comply with the requirements shared on behalf of Pre-college Programs and Accessibility Services.
 - 6. Each roommate has equal rights to inhabit the space and to have reasonable privacy and peace in that space.
- C. Community Related
 - 1. You must present your Wentworth identification card to the staff or any authorized campus authority upon request.
 - 2. You must cooperate with Wentworth staff members acting in accordance with their duties.
 - 3. There are no guests allowed in the residence halls at any time.
 - 4. All participants must abide by program curfews, check-ins, and quiet hours, as stated on the opening day of the program, or updated throughout the program.
 - 5. Courtesy hours are in effect at all times and are defined as times during which participants are to consider the impact of their music, noise, etc. on other members of the community.
- D. Care and Use of Facilities
 - 1. The University requires proper care and use of residence hall facilities at all times. You are responsible for keeping your space and its contents in good order and free from damage.
 - 2. The Wentworth Pre-college Programs reserves the right to grant Wentworth staff members or authorized agents’ permission to enter your space for the purpose of assessing and repairing the physical facilities and to ensure the maintenance of appropriate health and safety standards, which may include policy violations.
 - 3. You should notify your Residential Program Assistant (RPA) of any maintenance requests.
 - 4. Odors which are offensive to others should not emanate from your space. Such substances may include, but are not limited to: perfumes, deodorant scents, or other substances that may cause an odor to be detected outside the space.
 - 5. The furnishings provided in the lounges, game rooms, and other public areas of the residence hall facility are for the use of all participants and may not be “relocated” for use in your space.
 - 6. Participants are not permitted to paint their space.
 - 7. Screens and windows must remain in place at all times. Participants are prohibited from throwing or hanging any items out of their windows.
 - 8. Stereo equipment or speakers may not be directed out of windows.
 - 9. At the discretion of a Wentworth official, you may be required to remove items in your space that are visible from the outside.
 - 10. You are not permitted on the roof of any residence hall or academic facility at any time.
 - 11. Tampering with equipment (elevators, vending machines, and laundry machines) is prohibited.
 - 12. Sports or similar activities are not permitted in the lounges, residential corridors, stairwells, or any public area of the

Wentworth

Pre-college Programs

residence hall facility. This includes, but is not limited to: Frisbee, football, basketball, rollerblading, golf, and use of Nerf or other toy guns.

E. Health and Fire Safety

1. All participants are required to follow fire evacuation procedures. Failure to evacuate is a violation of Massachusetts law and Wentworth policy.
2. Tampering with fire safety equipment is prohibited. All fire and safety equipment in the residence hall facilities (smoke and heat detectors, sprinklers, and water pipes) must be kept clear of obstruction.
3. The following is prohibited in any residence hall facility and will be confiscated whether or not they are in use:
 - i. Kerosene, gasoline, or other flammable liquids.
 - ii. Halogen lamps and decorations on light fixtures.
 - iii. Incense and/or candles (whether lit or unlit), scented lamps, and open flame devices of any kind.
 - iv. Extension cords that do not have a built-in surge protector.
 - v. Any lights used for decorative purposes must be UL listed, interior lights, may not be used as extension cords, or multiple strands connected to one another.
 - vi. Refrigerators larger than 4.3 cubic feet and/ or use more than 120 volts (2 amps) of electricity.
 - vii. Toaster ovens, electric heaters, open heating coils, toasters, hot plates, hot pots, George Foreman style grills, electric skillets or any other appliance.
4. Miscellaneous
 - i. You may not hang anything from the ceiling, fire equipment, or pipes in the space on fire safety equipment or light fixtures.
 - ii. Posters and/or hangings may only be hung using putty, painters' tape, or 3M strips.
 - iii. Obscene or offensive materials are strictly prohibited.
 - iv. Care shall be taken when removing decorations, as to not cause damage.
 - v. Furniture should not be set up in a way that creates an increased risk to fire safety; this includes blocking egresses, unsafe stacking/placement, etc. Temporary or permanent structures that are affixed to University issued furniture are strictly prohibited.

F. Damage

1. Damage to your space and furnishings beyond normal wear is the participant's financial responsibility. Individuals identified as being responsible for damage, theft, or losses in common areas of the residence hall facility will be responsible for the cost of repair and/or replacement.
2. Any participant aware of any person responsible for specific damages should contact their Residential Program Assistant (RPA).
3. If damage occurs on a floor or in public areas of a residence hall facility and it is not possible to determine the individual(s) responsible, participants of the floor or residence hall facility will share the financial responsibility for such damage.
4. If the participant's room is left unclean/excessive trash and is in a manner that was not initially presented to the participant Wentworth reserves the right to administer a cleanliness
5. Any intentional damage to Wentworth property or to property on Wentworth premises belonging to others is prohibited.

Keys/Lockouts

6. Participant Keys: Each participant is issued a key for their assigned space.
 - i. Wentworth keys or IDs should not be loaned to others at any time.
 - ii. Students will gain access to their assigned building/suite via their Wentworth ID.
 - iii. All keys issued to you for a residence hall facility must be returned to Wentworth Pre-college Programs when you move out of a space.
 - iv. Any duplication of a Wentworth-issued keys or IDs is prohibited.
 - v. Lost keys or IDs must be reported immediately to Pre-college Programs staff.
 - vi. In the event that you lose a key, a lock change is required and will be processed through Wentworth Pre-college Programs. A seventy-five-dollar (\$75) charge will be assessed to the participant.
7. Lockout Policy: Should you find you are locked out of your space, you should notify any staff member of the Wentworth Pre-college Programs team who will get in touch with the appropriate staff for assistance.

G. Animals

1. In accordance with the Fair Housing Amendments Act of 1988, Wentworth Institute of Technology provides students with disabilities a reasonable accommodation to have an assistance animal live with them in an on-campus student room. Animals are prohibited from all residence and dining hall facilities unless you obtain approval from the Office of Accessibility Services within the Success Studio.
2. Participants requiring an Assistance Animal, Service Animal (SA) or an Emotional Support Animal (ESA) that will live in university housing with the participant are required to notify the Wentworth Pre-college Programs no later than thirty (30) days prior to the arrival of the animal. All animals residing in university housing are required to have the proper documentation. Wentworth Pre-college Programs will verify the required animal in partnership with the Office of

Wentworth

Pre-college Programs

Accessibility Services within the Success Studio. Participants with AA, SA or ESAs must comply with the policies set forth by the Office of Residential Education and Housing Services.

IV. Conduct

Wentworth Pre-college Programs as described herein has the authority to render decisions and apply conduct sanctions to participants found responsible for violating the Participant Code of Conduct or additional university policies. The office will render decisions based upon the “preponderance of the evidence” standard (i.e., “more likely than not”).

Wentworth Pre-college Programs may choose to apply any sanctions, as necessary and appropriate based on the facts and circumstances of the situation. Wentworth makes every attempt to respond quickly to alleged violations of the Participant Code of Conduct, and acknowledges that in some cases, there may be grounds for criminal and/or civil charges as well. It is possible that the Wentworth conduct process and any criminal or civil charges will proceed concurrently. The sanctions below may be imposed on a participant for violation of the Participant Code of Conduct. This list is instructive, not exhaustive.

- A. **Disciplinary Warning:** An official written notice to the participant that the conduct is in violation of program or institutional rules or regulations.
- B. **Disciplinary Expulsion:** Loss of privilege of registration, attendance, residence on the campus, and use of Wentworth facilities or resources. Participants expelled during the program are not eligible for a refund. Participants who are expelled are expected to depart from campus immediately. If parent/guardians are not able to come to campus, the parent authorizes Wentworth to make arrangements and acknowledges financial responsibility.
- C. **Parent/Guardian(s) Notification:** Parent/guardian(s) are notified of the participant’s behavior or health and welfare.

In accordance with the Drug Free Schools and Communities Act Amendment of 1989, Wentworth prohibits the unlawful possession, use and/or distribution of illicit drugs and alcohol on its property and/or as part of its activities policy. Offenders are subject to local, state and federal law as well as disciplinary action by Wentworth. If drugs or alcohol are found in the possession of a or with a minor, the participant will be sent home immediately without a refund.

V. Refund Policy

Participants are expected to abide by these policies and procedures during their participation in Wentworth Pre-college Programs.

Our refund policy is as follows:

- Students may withdraw from the program up until June 1st for a refund, minus 50% of their first confirmation payment. No refunds will be issued after June 1st.
- There is no charge to transfer a registration to a new program, space permitting (other than any difference in program fees if there is a difference).
- Late withdrawal due to injury or illness will be considered on a case-by-case basis and will require a note from a physician – if a refund is granted, it may not be processed until programs are over.
- No refund or reduction in program fees will be made for a student who arrives to the program late, leaves the program early, or is dismissed from the program due to violation of the program guidelines or code of conduct.
- Participants cannot request a academic change in program once they arrive to campus for the program. All academic changes need to be processed prior to arrival to campus for the programs.
- Requests for program transfers, changes or cancelations must be communicated in writing to the Wentworth Pre-college Programs.
- Late withdrawal due to injury, illness, or COVID-19 will be considered on a case-by-case basis and will require a note from a physician – if a refund is granted, it may not be processed until programs are over.
- Programs and sessions canceled due to COVID-19 or health and safety issues are not rescheduled.

Wentworth

Pre-college Programs

VI. *Additional Policies and Procedures*

The following are a list of additional policies and procedures that are complementary to the Code of Conduct. This list is not exhaustive, and participants must abide by all additional [institutional university policies](#).

A. Academic Honesty Policy

Academic honesty is a fundamental principle of learning and a necessary foundation for all academic institutions, particularly those dedicated to independent project-based education, such as Wentworth. Participants who engage in academic dishonesty, specifically cheating, fabrication, facilitation and/or plagiarism limit their learning, cheat their classmates out of deserved rewards and recognition, and demean the degree that Wentworth awards.

Any act that interferes with the process of evaluation or misrepresents the work being evaluated (or the resulting evaluation) and the participant's actual state of knowledge is an act of academic dishonesty. For additional information, please refer to the [Academic Honesty Policy](#).

B. Responsible Use of Computers and Networks

Wentworth Institute of Technology maintains computing resources, including data and information, which are essential to performing University business. These are WIT assets over which the University has both rights and obligations to manage, protect and utilize to fulfill its mission. The Responsible Use of Computers and Networks policy was established to create usage standards in compliance with other University policies as well as regulatory requirements.

For additional information, please refer to the [Responsible Use of Computers and Networks policy within the Student Code of Conduct](#). Or visit the [Acceptable Use Policy here](#).

C. COVID-19 Policy

Wentworth Pre-college Programs follow all institutional guidelines with respect to COVID-19. [For more information regarding our COVID-19 policy please refer to the COVID-19 News and Resources Page](#).

Wentworth Pre-college Programs requires all participants attending a residential program to participate in pre-arrival testing. All participants must produce proof of a negative COVID test (PCR or Rapid Antigen Test) administered by a testing center.

- [Provide test results 24-48 hours prior to arrival via email at \[precollege@wit.edu\]\(mailto:precollege@wit.edu\)](#).
- [Results must include students name and date of the test. Please note at home testing will not be accepted.](#)
- [We will have nursing staff on site during Move-In that will be able to provide a COVID-19 rapid test in the event of an emergency or necessary re-test.](#)
- [Please note that all students are still required to submit pre-arrival testing.](#)
- [Masking Policy:](#)
 - [In all indoor spaces, face masks are optional for students who are fully vaccinated and boosted.](#)
 - [Face masks are highly recommended for students who have vaccine exemptions.](#)
 - [We ask that participants respect and support those who wish to continue masking during the program.](#)

D. Non-discrimination Policy

The University is committed to providing a safe and respectful educational experience and work environment free from discrimination and harassment on the basis of an individual's race, color, religion, gender, age, marital status, national origin, ancestry, national origin, disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law. [For additional information, please refer to The Non-Discrimination Policy](#).

E. Gender Inclusion at Wentworth

Wentworth Pre-college Programs is committed to fostering a safe and inclusive living and learning community for all participants. With regard to gender identity, our policy is to house participants based on the gender they identify with and in the manner, which is most comfortable for them.

To accomplish this, the following applies:

- We encourage participants to complete all application materials indicating the gender that aligns with their current genderidentity.
- We use preferred names and gender pronouns on all program materials. (i.e. Official nametag, ID Card, Class roster, etc.)

Wentworth

Pre-college Programs

- We house all participants on residence hall rooms according to their gender identity in double rooms depending on their preference and roommate availability. *(Please note: Participants over the age of 14 may identify their gender preference without guardian permission. All others must have permission of guardians to be housed according to a gender other than their gender assigned at birth.)*
- Every residence hall suite will have two restrooms/showers for students to use. All participants should use the restroom of their choice around campus and within the residence hall.
- Our campus has gender inclusive bathrooms in many buildings around campus. [To locate the nearest gender inclusive restroom visit this campus map.](#)
- [Learn more about Wentworth's commitment](#) to inclusive excellence and support of members from gender-diverse backgrounds.

F. Hazing Policy

Massachusetts law prohibits the practice of hazing by a participant organization. Hazing and its practices in any form is prohibited. For additional information, [please refer to the Hazing Policy.](#)

G. Intellectual Property Policy at WIT

Wentworth Institute of Technology ("WIT") provides this Intellectual Property Policy (the "IP Policy") to: (a) encourage the creation, invention, discovery, development, and management of Intellectual Property among its faculty, students, staff, and contractors; (b) address ownership issues related to Intellectual Property developed by, at, or on behalf of WIT; and (c) ensure that benefits derived from Intellectual Property are equitably distributed. WIT maintains flexibility in applying this IP Policy to best foster an environment of creativity and entrepreneurship. Notwithstanding anything herein to the contrary, this IP Policy is not intended to negate any legal rights a Developer would otherwise have outside of this policy

For additional information, please refer to [The Intellectual Property Policy](#), which includes information on Ownership of Inventions, Royalties for Inventions, etc...

H. Alcohol and Controlled Substances Policy

In accordance with the Drug-Free Schools and Communities Act Amendment of 1989, and federal and state law, Wentworth prohibits the unlawful possession, use and/or distribution of illicit drugs and alcohol on its property or off campus and/or as part of its activities. Members of the Wentworth community who are in violation of this policy are subject to local, state, and federal law as well as discipline under Wentworth's student and employee rules.

[For additional information please refer to the Alcohol and Controlled Substances Policy.](#)

I. Sexual Misconduct & Sex-based Discrimination Policy

All members of the University are responsible for maintaining an environment free from sexual discrimination and harassment, including sexual misconduct, and are expected to commit themselves to be examples of the highest standards of personal and professional conduct. As provided for in Title IX of the Higher Education Amendments of 1972, the University prohibits discrimination and discriminatory harassment in all of its educational and employment programs and activities on the basis of any individual's sex, including admission and employment.

University Policy prohibits sex discrimination, including sexual harassment, as defined by University Policy. The Wentworth Institute of Technology Sexual Misconduct & Sex-based Discrimination Policy for Students and Employees is available online at:

["https://wit.edu/about/policies/title-ix"](https://wit.edu/about/policies/title-ix)

J. Tobacco-Free Campus/ No Smoking Policy

Wentworth is a Tobacco-Free campus and does not permit the use or sale of any tobacco products (combustible or smokeless), including E-cigarettes.