

MASSART

Protocol for Faculty and Staff approached by an external government agency or other party.

MassArt Protocol for site visits and inquiries from external government agencies or other parties regarding community members.

Any MassArt community member approached by someone identifying them self as an external government official should follow the steps below:

1. Do not panic. Take a breath.
 2. Inform the official the following:
 - a. “MassArt has specific protocols in place to ensure that inquiries are addressed appropriately. Those protocols start with me directing you to the Office of the President, where they will assist you.”
 - b. Lead the officials to the President's Office or, if you cannot leave your location, call Public Safety at x7800 and ask that a Public Safety staff member escort the official to the President’s office. Call the President’s office at x7100 to let them know the official is on the way.
 3. There is no reason to communicate to any other party (inside or outside of MassArt) about the visitor or their stated purpose.
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Frequently Asked Questions (FAQ’s)

Regarding External Government Agencies or Other Parties Visits to Campus

Does MassArt have a policy regarding the release of information pertaining to students, faculty or staff from external government agencies or other parties?

Yes, MassArt policy is consistent with Federal and State law.

At MassArt, all inquiries are to be directed to the Office of the President.

Why Do Federal Agents Make Inquiries?

The reasons for inquiries vary widely. For example, sometimes a student or an employer for whom the student works is under investigation for immigration law violations or criminal activity (that the officer will not disclose). Other inquiries are follow-ups on reinstatement applications or SEVIS record terminations. Inquiries are usually made by fax, phone, and/or in-person visits.

Why do we have to respond? Doesn't FERPA apply to international students?

Personally identifiable educational and health records of all MassArt students are protected by privacy laws, including the Family Education Rights & Privacy Act (FERPA), as outlined in the [Confidentiality of Student Records policy](#).

However, MassArt is required to comply with the Student and Exchange Visitor Program (SEVP) that authorizes the College to enroll F-1 and J-1 international students, the majority of international students on our campus. If requested by specific government agencies, MassArt is required to release certain categories of student information as outlined in the regulations of the Department of Homeland Security (DHS). For further information please contact the International Education Center.

Regardless of a student's immigration status, all requests for student information from a government agency are subject to the **MassArt Policy for managing response to Information requests from external government agencies or other parties.**

What if I get approached by an external government agency or other party? What should I do or say?

The policy is for all requests to be directed to the Office of the President. Please follow the above listed MassArt Policy for managing response to Information requests from external government agencies or other parties.

Am I required to allow a visitor from an external government agency entry into a residence hall or classroom?

Along with all other requests for information, requests for access to non-public areas should be directed to the President's Office. Please refer to MassArt Policy for managing response to Information requests from external government agencies or other parties.

How can I advise a student, faculty or staff member who asks me for assistance?

- A student who identifies as F-1 or J-1: Refer to the International Education Center: 8th Floor, Tower Building or international@massart.edu.
 - A student who identifies as undocumented, DACA or other status: Erica Puccio O'Brien, International Education Center
 - A faculty or staff member: Refer to Human Resources, 8th Floor, Tower Building or hr@massart.edu.
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Helpful Resources:

- [Student Immigrant Movement](#)
- [United We Dream](#)
- [Educational Resources for Immigrants, Refugees, Asylees and other New Americans | U.S. Department of Education](#)
- [Massachusetts Immigrant and Refugee Advocacy Coalition](#)
- [National Immigration Law Center](#)
- [Greater Boston Legal Services](#)
- [Beyond Bond and Greater Defense Fund](#)