

MASSART

MASSACHUSETTS COLLEGE
OF ART AND DESIGN



STUDENT Handbook

MASSACHUSETTS COLLEGE OF ART AND DESIGN
2024-2025

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ABOUT THE HANDBOOK

The Student Handbook provides important information for students. Each student is responsible for reading and understanding the rules and regulations of the College also presented in these pages. Students are subject to College rules and regulations as soon as they arrive on campus.

While the Handbook describes the College's formal rules and regulations, it serves a much broader purpose for all of us. It outlines the overall standards that we consider crucial to our existence as an academic community. For example, the first few pages of the Handbook describe our mission, our values, and our commitment to freedom of expression. These statements will give you a sense of the values and beliefs that shape and inform campus life. Please take the time to read them and to consider the importance that we place on respectful discourse, honesty, trust, fairness, and responsibility.

Although we believe this handbook to be accurate as of the date of publication, changes will undoubtedly occur. Various committees and administrators of the College with responsibility for the areas covered by the Handbook reserve the right to make changes in College regulations, policies, procedures, and other matters as may from time to time be deemed appropriate. Students will receive or have access to information on any such changes via notices from the appropriate office.

MassArt students wishing further information concerning matters dealt within this Handbook should contact the Office of Student Engagement. Please note that all Academic Policies can be found in the [Academic Catalog](#).

Maureen Keefe, EdD
Vice President, Student Development

Mission Statement

Massachusetts College of Art and Design is a public, independent institution that prepares artists, designers, and educators from diverse backgrounds to shape communities, economies, and cultures for the common good.

VALUES

- We pursue a just, compassionate, and equitable learning environment.
- We cultivate rigorous creative practices by observing, questioning, making and remaking.
- We honor courage, honesty, mutual respect, and self-expression.
- We believe in the power of art and design to transform our world.

ALCOHOL POLICY

ALCOHOL USE REGULATIONS

The use of alcohol at MassArt is subject to the requirements, restrictions, and approvals prescribed by this alcohol policy. MassArt observes all laws and regulations governing the sale, purchase, and serving of alcoholic beverages by all members of its community, and expects that these laws and regulations will be adhered to at all events associated with the college. This includes all activities on MassArt's campus, and activities at off-campus functions sponsored or supported by MassArt or any of its affiliated groups.

This alcohol policy permits the responsible use of alcohol by members of the MassArt community who are at or above the legal drinking age of twenty-one (21). It prohibits all other uses of alcohol by members of the MassArt community. The obligation to observe existing laws and regulations in an environment where the majority of the undergraduate student body is not of legal drinking age makes it necessary for the College to impose constraints on those who are of legal drinking age. The fact that someone is of legal drinking age does not exempt him or her from the requirements of the college's alcohol policy.

The following general rules apply to the use and serving of alcohol under this policy:

- Possession and use of alcohol are prohibited at Smith Hall.
- Where students of the college are present, alcohol will be allowed only at specially registered events. Procedures for planning and serving alcohol at a registered event (see section III below) must be in place.
- Public Safety officers and other college officials will monitor and strictly enforce these policies.
- Large student events that involve outside advertising will be subject to stricter controls than, for example, an opening reception for an exhibition.

- Alcoholic beverages may only be possessed by, served to, or consumed by persons of legal drinking age:
 - At events that have been registered with or approved by MassArt;
 - In areas of the MassArt campus that are allowed to serve alcohol (see site-specific locations in section III below);
 - In on-campus staff residences, and by students of legal drinking age in individual student residence rooms in the Artists' Residence and Tree House.

Except as follows, alcohol served at a registered event must be served by Dining Services. The only type of event serving alcohol that does not require Dining Services is a closed event sponsored by an administrative or academic department.

An example of this would be a graduate studies reception for graduate students only. For these events, a certified server is recommended. For all other events that are in site-specific locations (see below), an Alcohol Server hired through Dining Services may serve alcohol, provided that the requirements of this policy have been followed and the event is registered and approved in accordance with section III.

Possessing, serving, or consuming alcohol is prohibited under all other circumstances on the MassArt campus.

PLANNING AND SERVING ALCOHOL AT EVENTS

A. PROCEDURE FOR PLANNING AN EVENT WITH ALCOHOL

1. EVENT ORGANIZER

The Event Organizer is the individual from the sponsoring MassArt organization, department, or residence hall who takes primary responsibility for the event. They are responsible for understanding this alcohol policy for planning and serving alcohol at events. They must:

- Be a member of the MassArt community, Be
- a minimum of 21 years of age,
- Hire an Alcohol Server through Dining Services, Be
- present for the entire event, and
- Be sober and not consume alcohol during the event.

In cases where events are co-hosted or co-sponsored with organizations not affiliated with the college, MassArt will consider the Office of College and Visiting Events primarily responsible for the event. The event registration group signers will only accept reservations and logistical arrangements made by the MassArt affiliated organizer.

2. EVENT REGISTRATION POLICY TO SERVE ALCOHOL AT EVENTS

All events, whether organized/sponsored by students, faculty, staff, student groups, or departments, must be registered and approved with the Complex Event Advising Group. In addition, all invited groups who utilize college

facilities are subject to the event registration process and procedures.

If the event organizer is planning an event with alcohol, they must start the event registration process thirty (30) calendar days or more before the scheduled event. If the event organizer is planning an event without alcohol, he/she/they must start the event registration process fifteen (15) calendar days or more before the scheduled event.

All events where alcohol is anticipated to be served must submit the Event Registration Form and Alcohol Proposal Form at least twenty-one (21) calendar days prior to the event.

The Alcohol Proposal Form must be signed by the Event Organizer's area Vice President; the Vice President of Student Development or an appropriate designee is responsible for authorizing all student-sponsored events where alcohol is being proposed to be served.

3. E-MAIL DECISION NOTIFICATION WILL BE SENT TO THE EVENT ORGANIZER

→ If the alcohol proposal is denied for a specific event, no alcohol will be allowed to be served at that specific event. This decision will be final with no appeal.

→ If the alcohol proposal is approved, the event organizer must follow the procedures for serving alcohol at an event described in section B below.

B. PROCEDURES FOR SERVING ALCOHOL AT AN EVENT

1. HIRING AN ALCOHOL SERVER FROM Dining Services

If approval is given to an event organizer to host an event with alcohol, the event organizer must contact Dining Services to hire an Alcohol Server for the approved event. Dining Services and/or their subcontractors are the only vendor approved to serve alcohol on MassArt's campus.

2. GENERAL GUIDELINES TO SERVE ALCOHOL AT AN EVENT

A. RESTRICTIONS ON THE USE OF STUDENT ACTIVITY FUNDS

It is prohibited to use MassArt Student Government Fee Funds to purchase alcohol. In the case of events sponsored by academic departments, or by administrative offices, this prohibition may be waived with the approval of the relevant Vice President, or other senior officer, based on a determination that the requirements for serving alcohol at events are understood and will be observed. The prohibition may not be waived when the sponsoring organization is student-run. Funds, however, from student-run organizations may be used to hire Dining Service alcohol servers.

B. ADVERTISING AT AN EVENT WHERE ALCOHOL WILL BE SERVED

Advertising must focus on the event, not the alcohol. Phrases such as "Beverages Available" and "Positive ID Required" are acceptable, while phrases such as "Wine & Cheese Party," "Free Beer and Wine," and "Beer Bash" are not. Advertising may not promote the availability of free alcohol, provide details of the type or brand of alcohol to be served, or include phrases such as "All You Can Drink." A copy of advertising must be submitted with the event registration form.

C. SITE-SPECIFIC LOCATIONS

Alcohol may only be served in the following site-specific locations and ONLY after the event is registered and approved:

Arnheim Gallery (including the corridor)
Brant Gallery
DMC Atrium
Doran Gallery (including the corridor area)
Frances Euphemia Thompson Gallery Godine
Gallery
Graduate Lounge Huntington
Room, DMC Kennedy
building Cafeteria Kennedy
280
MassArt Art Museum (MAAM) North
Crackertorium
Pozen Center (including the corridor, North 181, and the Screening Rooms)
Student Life Gallery
Tower Lobby
Courtyard

D. PUBLIC SAFETY

Public Safety may require an additional public safety officer detail for a four- hour minimum. The cost of the additional public safety officer will be paid by the organization sponsoring the event. Public Safety reserves the right to halt the serving of alcohol at any event if they observe any violations of the alcohol policy.

E. AGE REQUIREMENT

At any event at which alcohol is served, all guests, including students, MUST be twenty-one (21) years of age or older to be served or to drink alcohol. Alcohol may not be served to any individual who is under twenty-one (21) years of age. Violation of this section may result in a fine of \$1,000, 6 months imprisonment, or both under Massachusetts law (M.G.L. c138, §§34).

F. ADMISSION TO AN EVENT

If a fee for admission is charged at the door or otherwise, it cannot be used to cover the cost of alcohol.

G. NON-ALCOHOLIC BEVERAGES AND FOOD

All events MUST have double the amount of non-alcoholic beverages based on the amount of alcoholic beverages available and serve food to guests.

ALCOHOL SERVER GUIDELINES

All servers hired through Dining Services and event organizers must remain sober and not consume alcohol during the event.

All drinks MUST be individually poured and served to customers or guests.

A server may not serve more than one drink to one person at any one time, with two drinks being the maximum per person for a three-hour serving time.

Alcohol must be attended at all times. Guests must never be able to help themselves to drinks.

Pitchers or kegs must not be served.

Appropriate signage must be displayed indicating that an ID is required for alcohol consumption. Proof of age will be checked when alcohol is being served by Dining Services and/or their subcontractors.

SOCIAL HOST/ORGANIZER

Under Massachusetts law, a host/organizer of an event may be held liable for the injuries suffered by others if the host knew or should have known that a guest was drunk and nevertheless gave/permitted the guest to take an alcoholic drink and thereafter, because of the guest's intoxication, the guest negligently caused injury to others. If the guest who causes an injury is a minor, the host who served the alcohol or permitted alcohol to be served to the minor might be held liable to others even if the minor was already intoxicated when the minor was served alcohol.

BICYCLES AND MOPEDS

The Public Safety Department encourages alternative transportation to and from the college including traveling the city streets with bicycles, mopeds, and motorcycles.

A few simple but effective guidelines can help make your trip, and using alternative transportation, safe.

Bicycles should be secured to designated racks and areas only, and not to railings, banisters, or fences. Bicycles secured in unauthorized areas are at increased risk of theft and of blocking entrances and exits. At no time may any vehicle be placed on a fire escape or stairwell.

If you do ride a bicycle or moped, remember to wear the appropriate helmet and secure your vehicle with an effective locking device. Please contact MassArt Public Safety Department for advice and handouts regarding bike security and safety.

The Public Safety Department also operates a bicycle registration service that can discourage theft and may assist in the recovery of a stolen bike.

Parking of mopeds and motorcycles is not permitted on the city sidewalks, or college walkways, and repeat violators will be ticketed. Motorized vehicles should be parked only at City of Boston municipal parking spaces.

If you have any questions regarding parking of bikes or mopeds contact (617) 879-7810 and ask to speak with the supervisor.

COMMUNITY STANDARD

INTRODUCTION

Massachusetts College of Art and Design (MassArt) is a public, independent institution that prepares artists, designers, and educators from diverse backgrounds to shape communities, economies, and cultures for the common good.

- We pursue a just, compassionate, and equitable learning environment.
- We cultivate rigorous creative practices by observing, questioning, making and remaking.
- We honor courage, honesty, mutual respect, and self-expression.
- We believe in the power of art and design to transform our world.

MassArt expects its students to be good citizens and conduct themselves in an appropriate manner at all times, whether on-campus or off-campus. MassArt students should act with integrity, demonstrate responsible behavior, and are encouraged to be active bystanders.

The *Community Standards* are established to support students' pursuit of education, uphold the educational mission of the College, and maintain the College's relationship with the surrounding community and partner schools.

Under the terms of their enrollment, individual students and student organizations are bound by these Standards and acknowledge the right of the College to take disciplinary action for behavior that violates these Standards. The standards are applicable and shall be enforced with respect to behavior throughout enrollment at the college. The enforcement of these *Community Standards* is an educational endeavor that fosters students' educational, personal, and social development by actively engaging in the resolution process.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have a RIGHT to:

1. Fair and equitable treatment.
2. Privacy and confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA).

Students are RESPONSIBLE for:

1. Being knowledgeable of and complying with federal, state, and local laws and ordinances.
2. Being knowledgeable of and complying with all directives, policies, and procedures of Massachusetts College of Art and Design.
3. Choosing behavior that does not interfere with the learning environment of others both on and off campus.
4. Checking their MassArt email and reviewing all information shared with them by College officials.

PHILOSOPHY AND LEARNING OUTCOMES

By actively engaging in the Community Standards resolution processes, students shall:

- Understand the impact of their choices on their academic and personal success;
- Accept personal responsibility for choices and decisions made and the impact of their behavior on others at the College;
- Recognize the role of the community standards as a part of the overall educational experience; and
- Identify ways to address their behavior so it does not negatively impact their long-term educational goals or the college community in the future.

AUTHORITY OF THE COMMUNITY STANDARDS

The Senior Student Affairs Officer (SSAO) has ultimate authority for administration of the Community Standards and may delegate day-to-day oversight to their designee. The SSAO, or designee, may appoint Community Standards Officers (CSO) or Hearing Board Members as necessary to effectively and efficiently administer these Community Standards. The SSAO, or designee, will conduct training sessions for those responsible for adjudicating cases following the process outlined by these Community Standards and will manage and maintain all records pertaining to the administration and enforcement of these Community Standards.

VIOLATIONS OF THE LAW

Alleged violations of federal, state, and local laws may be reviewed and addressed under the Code. When an offense occurs over which the College has jurisdiction, the College conduct process will go forward regardless of any civil or criminal complaint or process that may arise from the same incident.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing a criminal investigation.

DISCRIMINATION

Incidents involving discrimination and discriminatory harassment will be addressed under the resolution procedures outlined in the Equal Opportunity, Non-discrimination and Title IX Plan. Those complaints shall be investigated according to the College's [Equal Opportunity, Non-discrimination and Title IX Plan](#).

MEDICAL AMNESTY

Always call 911 or Public Safety at 617-879-7800 for help if someone:

- Passes out and cannot be awakened
- Vomits while passed out
- Stops breathing
- Has a seizure
- Or any other medical emergency

In situations of medical emergencies caused by alcohol and/or other drug use, the primary concern is the health and safety of the individual(s) involved. No student seeking medical assistance for an alcohol or other drug-related emergency will be subject to College

disciplinary action for the violation of possession or consumption of alcohol or drugs. This policy shall extend to the referring student/organization who called for medical assistance so long as the referring student/organization remains with the student experiencing the medical emergency until medical assistance arrives.

Students may be hesitant to report sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation out of concern that they, or witnesses, might be alleged to have violated the University's alcohol and/or drug policies. While the College does not condone violations of policy, a priority is placed on the need to address sexual violence and misconduct. Accordingly, College officials may elect not to initiate the Community Standards process against a student who, in good faith, reports, witnesses, or possesses personal knowledge of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, or retaliation.

Students must meet with an administrator or counseling services upon return from medical treatment or within 24 hours of being evaluated. At the discretion of the College, students receiving medical amnesty from disciplinary action may be required to complete a mandatory alcohol and/or drug evaluation and educational sessions and, where indicated, may be required to seek further treatment. Failure to complete the assigned supportive actions may result in disciplinary action.

In situations where there are repeated uses of the Medical Amnesty provision within the Community Standards, the College reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident was reported.

DEFINITIONS

These definitions are meant to provide clarity of language and may not be all-encompassing explanations of the terms provided.

Administrative Resolution - A resolution of a complaint, which is mutually agreed upon by the CSO and the Student or Student Organization. An Administrative Resolution will be documented in writing and signed by the CSO and the Student or Student Organization. An Administrative Resolution shall result in a Student waiving their right to a Student Conduct Board hearing or Appeal.

Advisor - Advisor means any person who accompanies a respondent, a complainant, or a victim for the limited purpose of providing support and guidance.

Appeals Officer - The College's designated administrator responsible for reviewing appeals in accordance with the disciplinary processes outlined in the Community Standards. The College's Appeals Officer is the Vice President for Student Development or designee. In cases of academic dishonesty, the Appeals Officer is the Provost or designee.

Business Day (Day): Shall mean any day, Monday through Friday, that the College is open. All reasonable efforts shall be made to expedite student conduct processes, but the SSAO, or designee, may extend time limits at their discretion with notice to all parties in writing, including for inclement weather and/or unplanned closures.

College Property: All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.

Community Standards file: The printed/written/electronic file that holds all materials related to conduct cases, which may include but is not limited to incident report(s), correspondence, witness statements, and disciplinary history. In limited circumstances, conduct information may be maintained in a student's Educational Record.

Community Standards Officer (CSO) - A college staff member who is authorized by the Senior Student Affairs Officer, or designee, to administer any aspect of the Community Standards.

Complaint: An allegation of a violation of the Community Standards, which is filed with or by the SSAO or CSO.

Disciplinary Hold - means an administrative hold placed on a student's record or on a Student Organization's activities or privileges. Students with a disciplinary hold may not register for classes or access official transcripts. Student Organizations may not host meetings, events, or otherwise be recognized.

Educational Records - are those records that are directly related to a student and maintained by Massachusetts College of Art and Design or by a party acting for the College. These include, but are not limited to, papers, examinations, grade information, transcripts, disciplinary information, billing and financial aid information.

Guests - means an individual who is not currently enrolled at Massachusetts College of Art and Design who is an associate or invitee of a student and/or Student Organization.

Policy - is any regulation of the College, including, but not limited to, those published in the Community Standards, [the Student Handbook](#), [the Equal Opportunity, Non-discrimination and Title IX Plan](#), [Residence Hall Handbook](#), license occupancy agreements, and the [Academic Catalog](#).

Sanctions – An obligation that a student or student organization must abide by or complete when found responsible for violating the Student Community Standards. Sanctions are not required to be imposed progressively, but are based on the severity and/or frequency of the violation.

Sanctions under this policy shall include, but are not limited to:

- **Written Warning** – An official written notice to a student that their conduct is in violation of College rules or regulations.
- **Restrictions/Loss of Privileges** – Restriction or loss of privileges as a student for a specified period of time, including but not limited to: attending College classes, events and/or activities; accessing College property or specifically designated areas; or participating in College organizations.
- **Educational Sanction** – A project or developmental activity imposed with the goal of educating the student about personal responsibility and/or the impacts of their behavior.

- **Restitution** - The assessment of financial charges or other forms of reimbursement for any damage or loss incurred by the College or any members of the College community.
- **Parental/Guardian Notification:** Students must inform their parent and/or legal guardian of their involvement in and responsibility for violations of the Community Standards. The student's parent and/or legal guardian must call a designated administrator to inform them that the student has spoken to them regarding the incident and violation(s).
- **Disciplinary Probation I:** Disciplinary Probation I is a serious, documented warning that a student's behavior has breached the standards of the College community beyond the parameters of a standard verbal or written warning. Subsequent violations during the period of probation are likely to lead to more serious disciplinary action. Probation lasts for a predetermined amount of time based on the severity of the policy violation. Students on Disciplinary Probation I are still considered to be in good disciplinary standing at the College, but eligibility to participate in certain programs may be affected, including but not limited to representing the student body as a member of the SGA Executive Board and becoming or remaining a member of residence life staff.
- **Disciplinary Probation II:** Disciplinary Probation II results in a more serious, documented warning that a student's behavior has breached the standards of the College community well beyond the parameters of a standard verbal or written warning. Further policy violations during the period of Disciplinary Probation II may lead to suspension from the College. Probation lasts for a predetermined amount of time based on the severity of the policy violation. Students on Disciplinary Probation II are not considered to be in good disciplinary standing at the College for the duration of probation and are ineligible to participate in College activities unless an exemption is made by the Senior Student Affairs Officer.
- **Suspension** – Separation from the College or a program, without financial reimbursement, for a specified period of time not to exceed four academic years. Conditions for readmission may be specified, including a reinstatement review and meeting with the SSAO or designee to demonstrate that the student is prepared to return to the College environment and abide by the expectations of behavior outlined in the Student Community Standards. During the suspension period, the student may not register or participate in classes, use College communication systems such as e-mail, or enter College property and loses all privileges to participate in any College functions, events, or activities without prior written approval from the SSAO or designee.

Any suspension may be “deferred” for a designated period of time, not to exceed one (1) semester. Deferred suspension will be utilized in unique circumstances where deferring the suspension would be in the best interest of the student as determined by the SSAO or designee. A student on deferred suspension who is found responsible for an additional violation of the Community Standards may be issued additional sanctions, up to and including expulsion.

Any suspension may also be held "in Abeyance" for a designated period of time. Upon completion of the designated period of time, the sanction will be fulfilled. A student on suspension in abeyance who is found responsible for an additional violation of the Community Standards will be immediately suspended for the remainder of the designated time and may face additional sanctions, up to and including expulsion.

- **Expulsion** – Permanent separation from the College or a program without financial reimbursement. An expelled student may not be readmitted to the College or a program and a notation of expulsion from the College shall be placed on the student's official College transcript.

Residence Hall students may be subject to specific sanctions:

- **Relocation of Residence** - Required reassignment to another campus residence location.
- **Residence Hall Suspension** - Temporary separation of the student from the residence hall, without financial reimbursement, for a specified period of time. During the suspension period, the student may not access the residence halls as a guest without written permission from the Director of Housing and Residence Life.
- **Residence Hall Expulsion** - Permanent separation of the student from the residence hall, without financial reimbursement. The student may not enter the residence halls under any circumstances.

Senior Student Affairs Officer - This is the individual charged with overseeing student life at MassArt. The Senior Student Affairs Officer (SSAO) may designate others to administer the day-to-day functions of the Community Standards as necessary.

Standard of Proof - Preponderance of evidence is the evidentiary standard used in resolving a complaint filed under the College's disciplinary process. The standard is met if the proposition is more likely to be true than not true (i.e.; more probable than not).

Effectively, the standard is satisfied if there is greater than 50 percent likelihood that the proposition is true.

Student - is a term that includes all persons enrolled in a program at the College, both full-time and part-time, credit and non-credit. Persons who are not officially enrolled for a particular term but who have an academic relationship with the College are considered students.

Student Organization - refers to an association or group of persons, including, but not limited to, any student group, team or club, that has complied with the formal requirements for College recognition and/or is recognized by the College. In matters relating to allegations of misconduct, a representative shall be identified and act on behalf of and with the permission of the association or group.

Witness - means any person with knowledge pertaining to an alleged violation of the Community Standards by a student or Student Organization.

DISCIPLINARY OFFENSES

A student or Student Organization shall be subject to disciplinary action under these Standards for engaging in acts including, but not limited to:

1. Acts of dishonesty including but not limited to: cheating, plagiarism (artistic or academic); furnishing false information to faculty, staff, department, or any College official; forgery, alteration or misuse of any College document, record, or instrument of identification (including all software and computer databases, systems or email); tampering with the election of any Student Organization; or misrepresenting oneself as another.
2. Acting on or off campus in a manner that substantially interferes with or disrupts the normal and/or safe operation of the College, including but not limited to disrupting or interfering in the educational process, including teaching, advising, research, administration, public service or other College activities or functions.
3. Harming and/or Endangering Behavior towards any person, self, or group, which includes, but is not limited to: the threat of or actual physical force or abuse; or, all conduct which threatens or endangers health or safety.
4. Sex-based discrimination and sex-based harassment, which includes sexual assault, dating violence, domestic violence, and stalking, is harmful and non-consensual conduct based on sex. Such conduct is prohibited under the College's Equal Opportunity, Non-discrimination, and Title IX Plan. Additional factors including consent, incapacitation, force, and coercion related to the prohibited conduct are also defined in the Equal Opportunity, Non-discrimination, and Title IX Plan.
5. Hate crimes, as defined under state and/or federal law.
6. Violation of federal, state, or local law while on or off College property.
7. Failure to abide by the Alcohol Policy. Specific violations include but are not limited to:
 - a. Use, possession, manufacture or distribution of alcoholic beverages except as expressly permitted by state and/or federal law or College regulations, while on or off campus, is prohibited.
 - b. Public intoxication while on or off campus is prohibited.
 - c. Common source containers of alcohol are prohibited.
 - d. Use of alcohol to render another person physically or emotionally incapacitated is prohibited.
 - e. Violation of the Alcohol Policy within the residence halls as outlined in the Residence Hall Handbook is prohibited.
 - f. Failure to complete any assigned mandatory alcohol assessment and/or additional treatment after receiving Medical Amnesty as described above is prohibited.
8. Violation of the Drug and Controlled Substance Policy. Specific violations include:
 - a. Use, possession, cultivation, manufacture, distribution or being under the influence of drugs or other controlled substances except as expressly permitted by state and/or federal law or College regulations, while on or off campus, is prohibited.
 - b. Use, possession, or sale of drug paraphernalia is prohibited.

- c. Use of illegal drugs to render another person physically or emotionally incapacitated is prohibited.
- d. Violation of the Drug and Controlled Substances Policy within the residence halls as outlined in the Residence Hall Handbook is prohibited.
- e. Failure to complete any assigned mandatory drug assessment and/or additional treatment after receiving Medical Amnesty as described above is prohibited.

Although Massachusetts law permits the use of medical cannabis/marijuana and the possession, use, distribution, and cultivation of cannabis in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, prohibits the possession, use, distribution, and/or cultivation of cannabis at educational institutions. Further, as cannabis remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of cannabis on their campuses.

Accordingly, the possession, use, distribution or cultivation of cannabis, even for medical purposes, is prohibited on all College property or at College sponsored events and activities. Also prohibited is the operation of a motor vehicle while under the influence of cannabis on College property or at College sponsored events or activities. Further, this policy prohibits the possession, use, or distribution of all cannabis accessories and cannabis products. Cannabis accessories shall include, but are not limited to, any device or equipment used for ingesting, inhaling, or otherwise introducing cannabis into the human body. Cannabis products shall include, but are not limited to, products that are comprised of cannabis and other ingredients and are intended for use or consumption, such as, but not limited to, edible products.

In addition, no accommodations will be made for any student in possession of a medical cannabis registration card. Upon request, the College may release students from their Residence Hall License Agreement if approved as a reasonable accommodation for a documented disability requiring use or possession of cannabis for medical purposes.

- 9. Being knowingly present where a violation of the Community Standards is occurring.
- 10. Unauthorized possession, duplication, or misuse of College property or other personal or public property, including but not limited to: records, electronic files, network systems, forms of identification, keys, IDs, or entry codes.
- 11. Attempted or actual theft, damage, and/or vandalism, by intent or negligence, to property or possession of stolen property.
- 12. Uncooperative behavior, which includes but is not limited to: disregarding the request of, and/or failure to identify oneself to any College official, fire or law enforcement

officers acting in performance of their duties.

13. Creating a fire hazard or a situation that endangers others, including but not limited to: creating false reports of fire or bombs, possessing fireworks, failing to evacuate, throwing objects from windows, tampering with, covering, damaging, or removing fire safety equipment, burning candles or incense, intentionally burning or singeing College property such as posted signs, and smoking any substance indoors.
14. Use, possession, creation, or carrying of firearms (for the purpose of this section, firearms shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means), incendiary devices, smoke devices, hunting or assault knives, explosives, or other dangerous weapons on College premises or at College-sponsored events.
15. Forcible or unauthorized entry and/or presence on or in College premises, including but not limited to: galleries, classrooms, studios, offices, residence halls, residence hall apartments/suites/rooms, roofs, balconies, and/or courtyards.
16. Any unauthorized use of electronic or other devices to make an audio or video recording of any person(s) while on College premises or participating in a College-related activity without the person's prior knowledge or without the person's effective consent due to intoxication, drug use, mental impairment or other conditions that may impair a person's ability to convey effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a locker room or restroom.
17. Violation of the Residence Hall License Agreement or published residence hall policies outlined in the Residence Hall Handbook.
18. Failure to abide by the [Smoking Policy](#).
19. Abuse of the procedures outlined in the Community Standards, including but not limited to:
 - a. Failing to provide, destroying, or concealing information during an investigation of an alleged policy violation.
 - b. Falsification, distortion, or misrepresentation of information to a Community Standards officer, Hearing Board members, or an Administrative Review Committee.
 - c. Disruption or interference with the orderly conduct of a Student Conduct proceeding.
 - d. Influencing or attempting to influence another person to commit an abuse of the Student Conduct procedures.
 - e. Attempting to harass, intimidate, or retaliate against a member of a review body, accused student, or witness, prior to, during, and/or after a Student Conduct proceeding.
 - f. Failure to comply with the sanction(s) imposed under the Community Standards.

20. Failure to abide by the [Hazing Policy](#).
 21. Unauthorized solicitation.
 22. Unauthorized or illegal gambling.
 23. Failure to abide by any published College policies.
 24. Unauthorized use of the College's name, logo, or other symbol.
 25. Improper use of College vehicles, including rental and lease vehicles.
 26. Continued participation in any Student Organization activities, including but not limited to hosting meetings or accepting new members, during any period that a Student Organization is not recognized by the College.
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ACADEMIC MISCONDUCT PROCEDURES

A faculty member who suspects cheating or plagiarism in work submitted in fulfillment of a class requirement should confer with the student submitting the work in an attempt to determine whether a violation has occurred.

The faculty member has the discretion to accept the work as academically and/or artistically honest, to resolve the issue as a classroom issue, or to refer the matter to the Department Chair. In the event the student does not concur with the disposition proposed by the faculty member, the student may refer the matter to the Provost or their designee. If the matter is referred to the Department Chair, the Chair and faculty member will meet with the student to pursue information that may be pertinent.

In the event that the Chair and faculty member determine that a violation has occurred, they will review the student's educational record to determine if a prior sanction for academic misconduct has been imposed and may impose one or more of the following sanctions:

1. The student does the assignment over or retakes the test.
2. The student receives no credit for the plagiarized assignment.
3. The student fails (or receives no credit) for the class.
4. The student is referred to the Provost or designee for further academic sanction.

The Chair will inform the student, in writing, of the finding and the sanction imposed. If the sanction imposed is failure (or no credit) for the class, the Chair's letter to the student constitutes a letter of reprimand. A copy of any letter of reprimand is retained by the College as a component of the student's educational record.

An academic sanction imposed or approved by the Provost or designee is not subject to further review or appeal.

If the Provost or designee, in consultation with the Department Chair and the faculty member, determines that just cause exists, the Provost or designee may refer the matter to the Senior Student Affairs Officer, or designee, to be dealt with as a conduct matter under the general provisions of these Community Standards.

INTERIM ADMINISTRATIVE ACTION

The College reserves the right to issue an interim measure when it reasonably concludes that a student or Student Organization:

1. Poses a threat to the safety of any person;
2. Poses a threat to College property or equipment;
3. Substantially disrupts or interferes with the normal operations of the College;
4. Engages in off-campus conduct that adversely affects the College community; and/or
5. Is arrested and/or charged with a crime in violation of state or federal law.

These actions may include, but are not limited to: no-contact orders, restriction/loss of privileges, relocation or interim suspension from housing, loss of recognition or interim suspension.

Interim Administrative Actions are not sanctions. They are efforts to protect the safety and well-being of members of the College Community, the College, or property. Interim Administrative Actions are preliminary and temporary in nature. Failure to abide by an Interim Administrative Action is a violation of the Community Standards.

Where reasonably practical, within five (5) days of the issuance of an interim action, the SSAO or designee shall meet with the student or Student Organization to determine whether to continue or revoke the interim measure during the conduct process. A student or Student Organization shall be notified in writing of any determination made at that meeting.

DISCIPLINARY PROCESS

Any person may file a report regarding any student or Student Organization alleging misconduct. To initiate the Conduct process, reports shall be prepared in writing and directed to the SSAO or designee. A report should be submitted as soon as possible after the alleged misconduct takes place. Community members may submit reports through [this electronic form](#) located at massart.edu/help.

PROCESS

STEP 1: Initiation of Student Conduct Process

The Student Conduct Process is initiated once a complaint of an alleged violation is received by the SSAO or designee. A complaint is defined as an allegation of a violation of the Community Standards, which is filed with or by the SSAO or designee. The SSAO or designee may act on a complaint of a potential violation whether a formal complaint form is completed or not.

STEP 2: Preliminary Inquiry

When the SSAO or designee files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Community Standards, the SSAO or designee may conduct a preliminary inquiry into the nature of the complaint, the evidence available, and the parties involved. The preliminary inquiry leads to:

1. A determination that there is insufficient evidence to pursue the investigation because the behavior alleged, even if proven, would not violate the Community Standards and therefore the Conduct process ends; or
2. A determination that the alleged behavior constitutes a possible violation of the Community Standards, resulting in a request to schedule an Administrative Resolution meeting with a CSO within five (5) days; or
3. Further investigation is needed to make a determination. The SSAO or designee may assign a CSO to conduct the investigation if needed.

STEP 3: Administrative Resolution

After a Preliminary Inquiry, or when a Preliminary Inquiry is not necessary as determined by the SSAO or designee, a CSO will meet with the Student/Student Organization to review the complaint, and provide the Student/Student Organization an opportunity to respond to the allegations.

The Student/Student Organization has the right to be accompanied by any advisor of their own choosing and at their own expense. The advisor may be another student, faculty member, administrator, or an attorney. An advisor's role is limited to advising the Student/Student Organization discretely and is not otherwise permitted to participate directly in the meeting. If the student elects to have an attorney as their advisor, the College requests notification three days prior to the scheduled meeting as the College's attorney may in such cases attend the hearing. Please note, requests to change proposed meetings to accommodate an Advisor's schedule will be considered but may not always be granted.

The possible outcomes of an Administrative Resolution meeting include:

1. A decision not to pursue the complaint based on insufficient information. The matter should be closed and the records should so indicate;
2. The Student/Student Organization and the CSO reach a mutually agreed upon resolution to the complaint; or
3. If no mutually agreed upon resolution is reached, the complaint is referred to a Student Conduct Board Hearing.

Under certain circumstances during the Community Standards process, interim measures may be imposed by the SSAO or Director of Residence Life in residential matters including,

but not limited to: no-contact orders, restriction/loss of privileges, relocation or loss of housing, or interim suspension, in a manner consistent with the Community Standards.

An Administrative Resolution is reached only upon the mutual agreement of the CSO and the Student/Student Organization. By accepting an Administrative Resolution, the Student/Student Organization waives their right to a hearing before the Student Conduct Board Hearing or an appeal. An Administrative Resolution shall be put in writing by the CSO, copied to the Student/Student Organization and maintained in a Student/Student Organization's disciplinary file. If the CSO and the Student/Student Organization cannot agree on an Administrative Resolution the matter proceeds to a Student Conduct Hearing Board.

Failure by the Student/Student Organization to appear for an Administrative Resolution meeting with the CSO will result in discipline of the Student/Student Organization by the CSO and a forfeiture of their rights to a hearing or appeal.

STEP 4: Student Conduct Hearing Board

1. **Overview** A hearing with the Student Conduct Board shall be scheduled by the SSAO or designee not later than thirty (30) days following a Student/Student Organization's request for a hearing. If no hearing is requested, the hearing shall be scheduled by the SSAO or designee no later than thirty (30) days from the date of the Administrative Resolution meeting.

A written statement of charges shall be presented to the Student/Student Organization not less than five (5) days prior to the hearing. The statement of charges shall include a summary of the complaint, administrative or remedial steps taken, the Community Standards charges, and the documentary evidence and witnesses to be presented in support of the statement of charges. A Student Conduct Hearing Board is an administrative hearing. The rules of evidence do not apply.

In a matter involving more than one Student, the Student Conduct Board may, at its discretion, hold individual hearings for each Student. The Student has the right to be accompanied by any advisor of their own choosing and at their own expense. An advisor's role is limited to advising the Student directly and discretely. An advisor is not otherwise permitted to participate directly in the hearing.

2. Make-Up of the Conduct Hearing Board

The Conduct Hearing Board shall consist of 3-5 members selected by the SSAO or designee. The SSAO or designee shall appoint from the members a Chair of the Conduct Hearing Board, who shall be responsible for administering the hearing. In cases involving academic dishonesty, the Conduct Board members may include faculty, although not from the department where the alleged conduct occurred.

3. Student Conduct Hearing Board Procedure

A hearing is normally conducted in private. There shall be a record created of all hearings. The record shall be the property of the College. All procedural questions are subject to the final decision of the Chair of the Student Conduct Hearing Board. Admission of any person(s) to the hearing shall be at the discretion of the Chair of the Student Conduct Hearing Board.

A hearing shall proceed as follows:

- a. The CSO presents the Statement of Charges on behalf of the College. The CSO may present documents, materials and/or witnesses in support of the Statement of Charges.
- b. Student responds to the Statement of Charges. The Student may present documents, materials and/or witnesses in response to the Statement of Charges.
- c. Following the parties' presentations, the Student Conduct Hearing Board may question each party, their witnesses and/or review all information presented. The Student Conduct Hearing Board has the discretion to request additional documents, materials or information from either party.
- d. While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Chair of the Student Conduct Hearing Board. If the Chair determines a question is relevant, the other party will be asked to respond.
- e. The Student Conduct Hearing Board shall have a final opportunity to question the parties.
- f. After the hearing, the Student Conduct Hearing Board shall determine by majority vote whether the Statement of Charges has been proven.
- g. A Student Conduct Hearing Board's decision shall be based on a preponderance of evidence standard.
- h. Within fifteen (15) days of the conclusion of a hearing, the Student Conduct Hearing Board shall issue a written decision that includes a summary of the hearing, findings on each charge contained in the Statement of Charges, the evidence supporting each finding, and disciplinary action taken, if any.

STEP 5: Sanctions

A student found in violation of the College's Community Standards shall be subject to sanctions as defined herein.

A student who violates the Community Standards while serving an existing sanction shall be subject to further discipline, up to and including expulsion. The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction.

However, depending on factors, such as the nature and severity of a student's violation

and/or prior disciplinary history, the College reserves the right to impose any sanction at any time.

STEP 6: Appeal

Within five (5) days of receiving a written decision, the Student may file an appeal with the College's Appeals Officer. In cases of academic dishonesty, the Appeals Officer shall be the College's senior academic officer or designee.

An appeal must be submitted in writing and be based on a credible claim that:

1. The hearing was not conducted in conformity with the Community Standards;
2. The sanction imposed was not appropriate in light of the Student Conduct Board's decision; or
3. New evidence exists, which was not presented at hearing because it was not reasonably known to the Student at that time, and which is sufficiently relevant such that it could alter the Student Conduct Board's decision.

The Appeals Officer shall issue a written decision within ten (10) days of receiving the appeal. The Appeals Officer may accept, reject, or modify the Student Conduct Hearing Board's decision or sanction. The Appeals Officer's decision shall be final.

This review is conducted in accordance with the University's governance procedures as dictated by the Board of Higher Education for Massachusetts. Currently reviews happen triannually.

Approved: Massachusetts College of Art and Design Board of Trustees: 9/2022

Revised: Massachusetts College of Art and Design: 05/2022

Approved: Massachusetts College of Art and Design Board of Trustees: 9/2019

MassArt reserves the right to modify the Community Standards when, in its discretion, such action will serve the best interests of the College or its students. The provisions of this Standards shall not be construed to replace or supersede any state, federal or local laws that also may apply to students or others.

DRUG FREE SCHOOLS AND COMMUNITIES ACT SUBSTANCE AWARENESS INFORMATION

Massachusetts College of Art and Design adheres to the principles of the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. The use of illicit drugs and alcohol at MassArt, on college property or at college activities impairs the safety and health of students, faculty, and staff; lowers the productivity and quality of work performed, and undermines the public's confidence in the college. Only in an environment free of substance abuse can MassArt fulfill its mission of developing the professional, social, cultural, and intellectual potential of each member of this community. The unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as part of any college activity is prohibited. All members of the college community - students, faculty,

staff, and administrators - are urged to carefully and seriously reflect on their personal responsibility to remain drug-free, and further, to demonstrate care and concern for others through timely intervention, support, and referral. 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 Department of Community Health & Well-Being and the Counseling Center with assistance from Student Development and other college departments. Programs provide training and services to the MassArt community and offer preventative education and outreach activities about the college's Alcohol and Drug Policies, substance use awareness and alcohol and other drug abuse. Resident Directors, as well as student staff, Resident Assistants, in the residence halls, receive regular training on issues regarding alcohol and other drug use and abuse on a regular basis.

Community Health & Well-Being, along with other Student Development staff are available for consultation with individual students with substance use concerns. Services provided by the Department of Community Health & Well-Being and student staff, PULSE Advocates, include alcohol and drug educational workshops, campus wide prevention programs, educational and alternative programming, information on substance abuse treatment and support programs, and referrals to outside agencies. The Department of Community Health & Well-Being, the Counseling Center and Dean of Students Office have established working relationships with area hospitals, community mental health centers and other social service/non-profit agencies to facilitate referrals when treatment is needed.

MassArt intends for its students to abide by Massachusetts General Laws which prohibit those people under the age of 21 from possessing, purchasing or transporting alcoholic beverages. Students of legal drinking age living in an area on campus where alcohol is permitted, which includes the Artists' Residence or the Tree House only, (alcohol is not permitted at any time in Smith Hall, regardless of age) who wish to possess/consume alcohol within the building must follow specific conditions, include registering with their respective Residence Hall Director. Students of legal age who choose to possess and use alcohol must do so responsibly. Students are expected to know and understand the policies established by offices such as Residence Life & Housing and Public Safety before becoming involved in any event where alcoholic beverages are to be present. Behaviors resulting in violations of community standards as a result of improper use of alcohol will not be excused or mitigated. To read further about the policies, visit the Department of Housing and Residence Life [here](#) or visit the Residence Hall Handbook [here](#).

Federal, State, and Local Legal Sanctions Governing the Unlawful Possession or Distribution of Illicit Drugs or Alcohol

The use of drugs and alcohol is considered a serious crime under local, state, and federal laws. If convicted, individuals may face imprisonment, fines, and assigned community service. It is important to note that prison sentences are not lifted to allow convicted individuals to attend college.

Additionally, a felony conviction for drug or alcohol-related offenses can significantly limit career opportunities for students.

In Massachusetts, the minimum age for the sale or purchase of alcoholic beverages is 21 years old. These laws also apply within the college setting. Cities and towns in Massachusetts, particularly Boston, strictly prohibit public consumption of alcohol and impose fines for violations. The state also enforces criminal penalties for the use of controlled substances, with the severity of the penalties varying based on the type of drug. Generally, narcotics, addictive substances, and drugs with a high potential for abuse carry heavier penalties.

Driving while intoxicated in Massachusetts is considered a severe offense, and those convicted face strict penalties, including driver's license suspension and imprisonment.

Possession of drugs without valid authorization is illegal. Under federal law, distributing drugs to individuals under the age of 21 carries double the normal penalty, with a mandatory one-year prison sentence. A third conviction for this offense results in mandatory life imprisonment. These penalties also apply to drug distribution within 1,000 feet of a college or school. Federal law imposes significantly harsher prison sentences for the manufacturing and distribution of drugs if their use leads to death or serious injury. While penalties for drug possession are generally not as severe as those for manufacturing and distribution, possession of a relatively large quantity may be considered distribution. Both state and federal laws impose greater penalties for second and subsequent convictions. Many laws mandate mandatory prison terms, requiring individuals to serve the full minimum term.

In Massachusetts, it is illegal to be in a location where heroin is stored or to be in the presence of a person known to possess heroin. Merely being present at a private party where heroin is found can result in a serious drug conviction. The sale and possession of drug paraphernalia are also illegal in the state.

Individuals convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction, and up to five years after the second conviction. Distributing drugs results in a loss of benefits for five years after the first conviction, 10 years after the second conviction, and permanently after the third conviction.

Students should review the following state laws regarding alcohol and other drugs which are available on the Massachusetts General Court website:

- Chapter 138: Alcoholic Liquors
- Chapter 90: Section 24. Driving While Under Influence of Intoxicating Liquor
- Chapter 94C: Controlled Substances Act

Health Impacts

Effects of Alcohol

- Alcohol consumption causes many 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 empathogen 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 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. 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

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

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

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

Cannabis

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

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:

- Counseling and Wellness Center: (617) 879-7760
- Carbon Student Health Services: (617) 879-5220
- Dean of Students Office: (617) 879-7703
- Employee Assistance Program: (844) 263-1982
- Community Health & Well-Being: (617) 879-7254
- Public Safety, Available 24/7: 617-879- 7810

Biennial Review

In compliance with the Drug Free Schools and Communities Act, the Massachusetts College of Art and Design will conduct a biennial review of the College's alcohol and other drug programs, which will be coordinated by the Director of Community Health & Well-Being. According to the Act, the biennial review is due by December 31st of every even numbered year. Students are required to review and abide by the College's policies on alcohol and other drugs.

EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND TITLE IX

MassArt is dedicated to providing learning, working, and living environments that value the diverse backgrounds of all people and affirm the rights of all members of the community to be treated with respect and dignity. As such, the College has put into place the policy on [Equal Opportunity, Non-discrimination, and Title IX](#).

HAZING

Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses or endangers them, regardless of a person's willingness to participate. Hazing is in direct conflict with the values of the College and is explicitly prohibited.

The Commonwealth of Massachusetts passed the following Act prohibiting the practice of hazing:

"Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows: Chapter 269 of the General Laws is hereby amended by adding the following three sections:

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED.

Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean 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 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.

269:18 FAILURE TO REPORT HAZING.

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19 COPY OF SECS. 17-19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

Section 19: Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen."

INOPERABLE FIREARMS

If a student wishes to include an inoperable, facsimile weapon in materials to be used in class, permission must be granted in writing 4 days in advance by the faculty member of that class. The faculty member must notify the Chief of Public Safety at publicsafety@massart.edu at least 72 hours in advance.

WEAPONS AND INOPERABLE FIREARMS

In addition to G.L. c. 269, § 10(j), a Massachusetts law restricting firearms and other weapons on campus, MassArt strictly prohibits the possession of dangerous weapons on campus.

Except for those persons specifically exempted under this policy or otherwise explicitly authorized by MassArt's chief of police to have a weapon, no one may possess, carry, use, transport, store, or otherwise have in their custody or control – however temporary – any weapon while on University owned or controlled property or at any University sanctioned event, wherever situated.

MassArt broadly defines weapons as the following:

- Explosives (including fireworks), rockets or missiles;
- firearms of any kind (loaded or unloaded), including shotguns, rifles, smoothbore arms, and pistols and revolvers;
- any frame, receiver, muffler, or silencer designed for use with a firearm;
- starter pistols, flare guns, blank guns, antique firearms, non-functioning weapons, stage or theatrical props, simulated weapons (objects having the appearance of being used for shooting bullets or other projectiles, or which otherwise could cause apprehension or harm), and replica weapons (objects that are non-lethal, but resemble firearms, swords, knives, etc.);*
- bb guns, air rifles; pellet guns, and paintball guns;
- any ammunition designed for use with a firearm, bb gun, pellet gun, or paintball gun, including any cartridge, pellet, ball, or projectile adapted for use in a firearm;
- electronic weapons, stun guns;
- martial arts-type weapons, swords, pointed metal darts; metal knuckles;
- bows, crossbows, arrows, slingshots;
- switchblade knives, double-edged knives, hunting-type (fixed blade) knives of any length, throwing knives, folding-type (pocket style, including Swiss army knives) with a blade length greater than two- and one half inches;
- weapons unlawfully possessed, carried, discharged, brandished, or otherwise used in violation of Massachusetts law;
- any object used as a weapon or otherwise used to threaten harm, or any object designed to, or readily converted, to perform essentially the same function as any of the prohibited objects listed above, or any other destructive device or instrument that may be used to do bodily injury;
- laser pointers when improperly used; and
- any object or weapon of like kind as those listed.

*If a student wishes to include an inoperable, facsimile weapon in materials to be used in class, permission must be granted in writing 48 hours in advance by the faculty member of that class and Public Safety must be notified in writing.

INTERIM ADMINISTRATIVE ACTION

The College reserves the right to issue an interim measure when it reasonably concludes that a student or Student Organization:

1. Poses a threat to the safety of any person;
2. Poses a threat to College property or equipment;
3. Substantially disrupts or interferes with the normal operations of the College;
4. Engages in off-campus conduct that adversely affects the College community; and/or
5. Is arrested and/or charged with a crime in violation of state or federal law.

These actions may include, but are not limited to: no-contact orders, restriction/loss of privileges, relocation or interim suspension from housing, loss of recognition or interim suspension.

Interim Administrative Actions are not sanctions. They are an effort to protect the safety and well-being of members of the College Community, the College, or property. Interim Administrative Actions are preliminary and temporary in nature. Failure to abide by an Interim Administrative Action is a violation of the Community Standards.

Where reasonably practical, within five (5) days of the issuance of an interim action, the Senior Student Affairs Officer or designee shall meet with the student or Student Organization to determine whether to continue or revoke the interim measure during the conduct process. A student or Student Organization shall be notified in writing of any determination made at that meeting.

RAVE ALERT SYSTEM

Rave is MassArt's emergency notification system. Registering your cellphone number with Rave allows MassArt to send community-wide notifications and alerts in case of an emergency.

Who can use Rave?

- Currently enrolled students (graduate, undergraduate, and Continuing Education)
- Current faculty
- Administrative staff

How do I access Rave?

Rave can be accessed at <https://www.getrave.com/login/massart>, or by going to <http://getrave.com> and searching for Massachusetts College of Art and Design in the dropdown list. Once on MassArt's portal on Rave, you can log in with your netID username and password to change or update your emergency contact information, and you should see a screen similar to the right.

RIGHT TO SPEECH AND ASSEMBLY POLICY

Preamble

Massachusetts College of Art and Design is committed by tradition and by its defining values to the freedom of speech, thought, inquiry, and artistic expression for all members of its community. The exercise of free speech, including demonstrations, marches, rallies, leafleting, picketing and

equivalent activities ("demonstrations"), has long been recognized as a legitimate form of self-expression in the College community. The College encourages the exercise of free speech, acknowledging that free speech and expression in a college community will sometimes result in exchanges that are heated, controversial, deeply passionate, and even uncomfortable for members of our community.

Because Massachusetts College of Art and Design is a public institution – and public universities are considered to be the quintessential “marketplaces of ideas” – the rights of both the campus community and the general public to engage in expressive activities should be broadly construed. Free speech rights, however, are not absolute. Public universities are legally permitted to regulate the time, place, and manner of expressive activities, so that these activities do not intrude upon or interfere with the academic programs or the administrative processes of the university or violate the rights of others.

Students planning demonstrations are strongly urged to read key policies and consult with Student Development staff to ensure awareness of their protected rights, Massachusetts College of Art and Design policies, and the availability of campus resources to support the safe exercise of protected rights. Student Development staff may be contacted by calling 617-879-7700, emailing student.development@massart.edu, or by visiting their office on the second floor of the Kennedy Building.

Policy

Rights and Responsibilities

All undergraduate and graduate students have a right to demonstrate on MassArt premises. While MassArt policies regarding demonstrations are content-neutral, the College necessarily reserves the right to limit, disallow or disband an event which incites immediate, violent action or represents a clear and present danger to the campus community, or if for any reason of time, place, or manner of behavior, the demonstration materially disrupts classwork or other college business, involves a substantial disorder, or invades the rights of others.

Demonstrators entering campus buildings to conduct orderly and peaceful demonstrations may not enter or occupy rooms or offices; obstruct entry, exit, or restrict the free movement of persons; block hallways, doorways, stairs or doors of college facilities; materially interrupt or interfere with college business functions, or remain in buildings after the close of regular hours of operation.

For safety and security reasons, demonstrators are not allowed to enter residence halls; private offices; laboratories; studios; spaces where classes or private meetings are being held or immediately scheduled to be held; libraries; facilities or areas containing valuable or sensitive materials, collections, equipment, records protected by law or by existing college policy such as educational records, student-related or personnel-related records, or financial records; emergency facilities or any facilities housing communication systems, security, utilities, or other facilities or services vital to the business functions of MassArt.

Demonstrators can engage in legal activities that do not violate other's constitutional rights or harm property. Any demonstration that violates any college policy may be discontinued, either at the direction of a senior administrator or their designee or at the direction of MassArt's Public Safety. The senior administrator, designee, or member of MassArt's Public Safety department will identify themselves when making a directive to demonstrators. If a Dispersal Order is issued by Public Safety, demonstrators must comply with instructions and leave the immediate area. Should any

demonstrators have mobility or medical issues, adequate time will be given for them to comply with any instructions given. Blocking entry to or free exit from MassArt buildings, impeding or obstructing others' free movement, engaging in harassing behavior, or inciting immediate, violent action that represents a clear and present danger to the campus community is prohibited under the Code of Student Conduct.

SMOKING

In compliance with the laws of the Commonwealth of Massachusetts:

Smoking is prohibited on the Massachusetts College of Art and Design campus, indoors and outside. Smoking is prohibited in any vehicle owned, leased, or rented by the College. The sale of any smoking products is prohibited on the MassArt campus.

SNOW AND EMERGENCY CLOSINGS

In the event that the College is closed and classes and other scheduled activities are canceled due to inclement weather or other emergency, this information will be broadcasted via the Rave Alert System, college-wide email, and official MassArt social media accounts, as well as:

RADIO:

WBZ (1030 AM)

WRKO (680 AM)

TELEVISION:

WBZTV (CBS)

WCVB (ABC)

WHDH (NBC)

WFXT (FOX)

Information will be given to the stations prior to 5:15am for an all-day closing, by 12:00pm for an afternoon closing, and by 2:00pm for cancellation of evening activities. You may also call the College at 617.879.7000 to check the recorded message to find out if the College will be closed. Graduate Programs and Continuing Education will be closed when day classes are closed. If, however, adverse weather conditions develop during the day, Graduate and Continuing Education personnel, in concert with the Provost and President, will determine if classes are to be canceled. All such decisions will be made prior to 2:00pm.

SOCIAL SECURITY NUMBERS

The college uses social security numbers for various tax records and filings that are required under state and federal tax law. It also uses them for all student records (including student financial aid records) and for employee identification on certain personnel records. The College requires that social security numbers be

made known in accordance with the requirements of federal and state tax laws, certain laws that govern student financial aid, and various of its own policies that it has adopted under provisions of state law that govern institutions of higher education.

In certain circumstances, records disclosed to third parties, other government agencies, or private service providers, contain social security numbers as identifiers. Tax records transmitted to the Internal Revenue Service, documents transmitted to insurers in connection with worker's compensation and other insurance claims, and documents transmitted to financial custodians in connection with pension benefits and withholdings are examples of this kind of disclosure.

TECHNOLOGY ACCEPTABLE USE POLICY

OVERVIEW

Technology resources comprise the assets, computing equipment, network and enterprise computing infrastructure, applications, services, and data, which are owned, leased, stored or operated by the Massachusetts College of Art and Design ("the College"), which are provided to users to facilitate timely and efficient conduct of business, teaching, learning, research, and public service. **Users** comprise the students, employees, including full-time and part-time faculty, staff, and contractors, or other authorized affiliates. This acceptable use policy governs all Technology resources, use of those resources, and users.

POLICY STATEMENT

Access to technology resources are conditional upon appropriate use of those assets. All individuals using technology resources are bound by and subject to College policies, including this one, and are responsible for reading it and adhering to its rules. Appropriate use is always legal, ethical, and shows restraint in the consumption of shared resources, and demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to freedom from intimidation, or harassment. Unacceptable use is any usage that violates these principles.

RULES OF TECHNOLOGY USAGE

All users of College Technology must observe the following general rules when accessing College resources:

- **respect intellectual property rights** by abiding by extant license agreements and copyright-holder rights of any copyright-protected work such as software, digital images, videos, documents, or music;
- **avoid the use of Technology resources to disrupt, interrupt, or interfere** with College's administrative, academic and business operations, the delivery of the curriculum, or the activities of College community individuals or the community collectively.
- **protect confidential and sensitive data** under a student's or employee's control from unauthorized use, modification, or disclosure as required by state and federal laws and College policies;
- **respect the integrity of Technology and security safeguards:**
 - For example, Users shall not use or develop programs that harass individuals, access

a computer or network without authorization, or damage or alter the software components of any data or Technology in the College's control;

- **safeguard assigned accounts and passwords**
 - Accounts and passwords assigned to users are not to be shared with any other person without authorization from the Chief Information Officer; assigned workstations must not be logged into and left unattended.
- **limit personal use of Technology resources** to usage that does not disrupt other individuals' use of Technology or College operations;
- **avoid anonymous usage**
 - users must not intentionally conceal or attempt to conceal, change, or obfuscate either their assigned user ID or the network address or machine name of their computing device when using Technology;
- **report any suspected information security policy violations or illegal activity** to an appropriate College staff member, such as the Chief Information Officer (CIO), Deputy Chief Information Officer (DCIO), or other responsible person.

RELATION TO OTHER POLICIES

- This policy is intended to be consistent with other Massachusetts College of Art and Design policies, including, but not limited to, the College's sexual harassment and equal opportunity policies, and its Community Standards.
- Users are to use Massachusetts College of Art and Design's electronic mail, Internet systems, and telecommunications/voicemail systems in a manner that is consistent with these and any related policies.

COLLEGE OWNERSHIP OF TECHNOLOGY AND DATA

- College Technology resources are College property.
- All work product created using College Technology is the property of Massachusetts College of Art and Design, and subject to the Massachusetts Public Records Law. They are not the private property of any employee or student, and users should not consider any email, Internet message, telecommunications/voice mail message or material private or their personal possessions.
- The College's ownership of a file, record, or message does not transfer ownership to the College of any intellectual property contained therein that was created by a student or was not created by an employee during time for which they were compensated by the College, such as a work created by an employee on personal time or prior to their employment by the College.

USER CREDENTIALS, AUTHENTICATION CODES AND IDENTIFIERS

- User credentials, authentication codes and identifiers used to access technology resources or institutional data are the property of Massachusetts College of Art and Design, and are considered confidential, and should be protected from unauthorized access.
- Users must not use user credentials or identifiers (e.g., NetID/username and password), or authentication codes (e.g., a password or PIN), to access technology resources or institutional data except where authorized.
- Users are prohibited from sharing any credentials, codes and identifiers assigned or stewarded to them, with any user.
- Users are prohibited from attempting to retrieve or use credentials, codes and identifiers, for which they are not authorized, or which have been assigned or stewarded to another user.
- Inappropriate use of credentials, codes and identifiers may result in disciplinary

actions, up to and including termination or expulsion.

- Users may not impersonate another College user when using Technology, unless their job duties and responsibilities allow it.

WORKSTATION SECURITY

- Technology users are required to lock their computer with a password-protected screen lock, or shut it down before leaving it unattended.

COLLEGE TECHNOLOGY SAFEGUARDS

- Any attempt to defeat, uninstall or alter technology resource or institutional data security measures is prohibited. This includes, but is not limited to, attempting to uninstall College anti-malware programs, deleting system logs and audit trails, bypassing Technology authentication and identification mechanisms, altering the configuration of security on any technology resource, or altering data except where authorized.
- The above prohibited actions may be performed if authorization is provided to a specific employees or groups of employee as required, and at the discretion of the Chief Information Officer of the College or an authorized delegate, such as a designated information security team.

NON-REMOVAL

- Users may not remove from the premises any files, records, data, databases, digital storage media, hardware, software, firmware, or any other devices or Technology, licensed to or owned by the College, without prior management approval.
- Protected information, particularly personally identifiable information (PII), such as Social Security numbers or credit card information, must never be stored on a technology resource not owned or managed by the College, without appropriate written management approval, and must always be stored or transmitted using a current, industry-standard encryption method. This prohibition includes any device or service which stores electronic data, including computers, cloud services, and storage peripherals.

DOWNLOADING

- Massachusetts College of Art and Design requires that documents downloaded from the Internet are job- or curriculum-related and constitute a reasonable use of technology resources. Please refer to MassArt's Electronic File Sharing Policy for more details.

VIOLATIONS OF POLICY AND CRIMINAL USE

- Use of Technology resources which violates the policies or the standards of the institution or the Commonwealth of Massachusetts, including the College's Community Standards, the Non-Discrimination, Harassment and Retaliation Policy, the MA State Universities Title IX Sexual Harassment Policy, or the MA State Universities Equal Opportunity, Diversity and Affirmative Action Plan, or [other local, state or federal laws or regulations](#) related to stalking, harassment, or intimidation, is prohibited.
- Use of Technology resources for criminal activity is prohibited.
- Users are prohibited from sending anonymous or repeated messages via the email, Internet, or telecommunications/voice mail systems, designed to harass or intimidate any person.

EMPLOYEE USE OF TECHNOLOGY IN VIOLATION OF THE MASSACHUSETTS STATE ETHICS LAW

- Employees of the college are prohibited from using Technology for personal financial gain, such as online gambling or running a personal business, or any other usage that violates State Ethics Law.

SOLICITATION

- Technology resources may not be used to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not related to job duties and responsibilities, or the curriculum.

MALICIOUS SOFTWARE OR ACTIVITY

- Users may not use technology resources to develop or distribute any malicious software, such as malware, ransomware, viruses, worms, Trojan horses, or engage in any malicious social engineering activities, including the creation or distribution of phishing emails, or other software with malicious intent.
- Users should not open emails or email file attachments unless they are confident of the identity of the sender. Users in doubt of the legitimacy of an email message or other electronic data, or suspect it has malicious intent, contact a Technology staff member for assistance.

COPYRIGHTED MATERIAL AND TRADE SECRETS

- Technology resources must not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior management authorization.
- The College expressly incorporates into this policy the "Fair Use Guidelines for Educational Multimedia" resulting from the nasad 1997 Annual Meeting.
- Refer to the Electronic File Sharing Policy for more information.

COLLEGE'S RIGHT TO MONITOR

- Massachusetts College of Art and Design acknowledges that privacy is an important value for educational institutions.
- Users should have no expectation, and the College makes no guarantee, express or implied, of privacy of digital content received, transmitted or stored using College Technology. Massachusetts College of Art and Design may access or disclose electronic data which may include, but is not limited to, records, documents, files, electronic or digital data (including but not limited to communications, email, voicemail, chats, user forums or other electronic discussions) stored or transmitted by any user of technology resources, to ensure business continuity or compliance with local, state, federal or industry regulations, or to assist in criminal investigations, or if directed to do so by subpoena from local, state or federal authorities.
- Authorized representatives of the College may monitor the use of technology resources and institutional data, at any time, with or without notice to any user, and may bypass, delete, change and/or modify any technology resource, or access to such resources or institutional data. Such monitoring is capable of tracking and recording email messages and telecommunications/voice mail messages sent and received as well as Internet web sites visited by employees.

- The Technology department of Massachusetts College of Art and Design may routinely monitor technology resources, and log usage data, which may include, but is not limited to, network session connection times, network bandwidth usage, user credentials, configuration settings or profiles, CPU, memory, and disk utilization, logs, or web browser history. Authorized staff may review technology resources and institutional data for evidence of violation of law or policy, to ensure the delivery of service and business continuity, and to mitigate or eliminate cybersecurity or information security risk, vulnerability or threat.

CONFIDENTIALITY/PRIVACY

- Notwithstanding Massachusetts College of Art and Design's right to monitor, institutional data should be treated as confidential, and only accessed only by authorized users for authorized purposes.
- At its discretion, and in the conduct of business, administrative or academic operations, the College may disclose or share its electronic and digital communications and data with authorized parties within and external to the College.
- Users are prohibited from viewing, editing, or deleting data not intended for them.
- Users are responsible for maintaining the confidentiality of institutional data.
- The use of passwords for security does not guarantee confidentiality.
- Institutional data which has been erased from a storage device may still be retrieved and reviewed.
- Institutional data may provide the College with information about the users who have sent, received, created, reviewed or manipulated such data.

ENCRYPTION

- Confidential, sensitive or privileged information, including personally identifiable information (PII) such as a social security number or credit card information, must never be stored or transmitted unless it is encrypted in a current, industry standard encryption method. Consult technology staff members if you are unsure of whether the proposed encryption method meets this standard.

DISCIPLINARY ACTION

- Massachusetts College of Art and Design may impose sanctions on the use of College Technology resources, or take other disciplinary actions, on any user who is found to have violated the policies of the College. Sanctions may include, but are not limited to, loss of privileges to access to Technology resources. Disciplinary actions may include, but are not limited to, counseling, termination or expulsion from the College, or legal action.
- Violations which constitute criminal offenses may be subject to local, state, or federal prosecution.
- Massachusetts College of Art and Design reserves the right to terminate the network connection of any device, application or service, which inhibits or interferes with the security, performance or usability of the network.

PASSWORD AND AUTHENTICATION CODE ACCOUNTABILITY

REPRESENTATION OF THE COLLEGE AND ITS REPUTATION

- Users of College Technology may be regarded as representing Massachusetts College of Art and Design while visiting internet web sites, sending, receiving or posting electronic or digital communications via any means, including email, chat, social media, and user forums, using other applications or services.

- Users should make clear when they are, or are not, representing the College in their email, Internet, telecommunications/voice mail communications, or on social media. Users may not represent that they are conducting business on behalf of the College unless they are authorized to do so by the College.

PUBLIC RECORDS

- According to the Secretary of the Commonwealth, Division of Public Records' [A Guide to the Massachusetts Public Records Law](#) (Updated 2017):
 - *Every record that is made or received by a government entity or employee is presumed to be a public record unless a specific statutory exemption permits or requires it to be withheld in whole or in part.*
- Accordingly, records gathered, stored, received or transmitted by the College may be considered a public record pursuant to the laws, policies, regulations and guidance from the Commonwealth, or other local, state, or federal authorities.

COLLECTIVE BARGAINING AGREEMENTS

- Where Collective Bargaining Agreements are in effect and come into conflict with this Policy, the Collective Bargaining Agreements shall govern.

CONTACT PERSON

- If you are not sure whether an activity you are planning would affect service, you may contact the Information Technology helpdesk (aka Tech Central) using the [Tech Services Service Hub](#), via email at helpdesk@massart.edu, or via phone at 617.879.7888.
- Employees who need help understanding this policy or who discover a violation of this policy should notify the Executive Director of Human Resources at (617) 879-7906 or the Chief Information Officer at (617) 879-7878.

DISCLAIMER

All parties placing materials on the College's email, Internet, website, or any other College network represent and warrant that the submission, installation, copying, distribution, and use of such materials in connection with the College's systems will not violate any other party's proprietary rights. The user understands and agrees that Massachusetts College of Art and Design is not responsible for any errors created in or damage to materials as a result of the installation or maintenance on the College's Network servers, or their use by anyone accessing Massachusetts College of Art and Design servers. All use of the email, Internet, and telecommunications systems must be in accordance with existing Massachusetts College of Art and Design regulations for computer and telecommunications/voice mail use. Official Massachusetts College of Art and Design computer network pages may contain links to other pages not sanctioned by the College.

Massachusetts College of Art and Design intends to honor the policies set forth above, but reserves the right to change them as may be required under the circumstances. This Policy is reviewed and updated according to Technology's established policy review process.

NOTES:

- This policy is not meant to determine ownership of academic research and work product displayed and/or stored on Massachusetts College of Art and Design systems.
- Date last reviewed and updated: February 27, 2024.

VISITORS

Visitors are welcome, but will be asked to sign in with the security guard of the building they wish to visit. Visitors to classrooms must have prior permission from the instructor. For a scheduled appointment with a particular faculty member or administrator, please make prior arrangements directly with that individual. Campus tours can be arranged in advance through the Office of Undergraduate Admissions.

CAMPUS LIFE

ART SUPPLY AND BOOKSTORE

MassArt Supply and Bookstore is located on the lower level of the Kennedy Building. The Bookstore offers a complete line of professional art supplies, new and used textbooks, clothing and other college materials. Textbooks can also be ordered online.

STORE HOURS:

Monday-Thursday 8:30am - 6:30pm

Friday 8:30am - 5:30pm

Saturday 11:00am - 3:00pm

Reduced hours between semesters and holidays. Call for more information, (617) 739-4770 or visit the [Online Bookstore](#).

COMMUTER PROGRAMS

Commuter Programs, located in the Office of Student Development, seeks to aid our commuter students in learning about the variety of resources on and off campus. The program provides resources and programming to help students become active participants in campus life and contributing members of their community.

If there is something you need to know that is not available on this website, please feel free to contact the Office of Student Development by email at student.development@massart.edu.

BE AN ACTIVE AND INFORMED MEMBER OF THE MASSART COMMUNITY

Participating in College activities is a great way to meet people and get involved at MassArt. Keep informed of daily events and activities by accessing the [online campus calendar](#). Check your MassArt email account for valuable information including campus-wide announcements and the weekly student announcements.

It is essential for commuter students to have an active college email account. Remember, college officials who may need to contact you will not have access to personal email addresses. Don't take a chance on missing out; check your MassArt Gmail account every day!

KNOW WHAT RESOURCES MASSART HAS TO OFFER.

Orientate yourself to the campus and learn about the wide range of services the College provides by utilizing the navigation pane to the left. The links above will direct you to information about those services designed specifically for commuter students. Commuters are highly encouraged to take full advantage of all the facilities and services MassArt has to offer

MAKE A CONNECTION WITH MASSART FACULTY AND STAFF

Get to know your professors, staff members in Student Development, JET, CACP, your work study supervisor; they are important campus connections! Make sure to tell a faculty or staff member about obstacles associated with your commuting lifestyle that could impact classroom performance.

COUNSELING CENTER

COUNSELING SERVICES

The Counseling Center is located on the second floor of the Kennedy building, K222. The Counseling Center offers free, confidential, short-term psychotherapy, case management and community provider referrals to all actively enrolled undergraduate and graduate MassArt students. The Counseling Center offers drop-in/same-day-access services for the first two weeks and last two weeks of each semester. Students who wish to schedule appointments typically can meet with a counselor within a week of making the request. The Counseling Center is available for mental health emergencies when the office is open. To schedule an appointment please call the Counseling Center at 617-879-7760 x 2 or email counseling@massart.edu. The Counseling Center is open from Monday-Friday 9am-5pm and located in Kennedy, 222.

The Counseling Center is staffed by licensed therapists and graduate-level clinicians in training. All actively enrolled undergraduate and graduate MassArt students are eligible to use the student counseling services, and visits to the Counseling Center are confidential and free of charge.

MARTY AID/UWILL

MassArt also offers MartyAid/Uwill services to all actively enrolled undergraduate and graduate MassArt students. MartyAid/Uwill offers free, 24/7 access to a crisis and support line at 617-879-7760 x 1 and includes 6 free telehealth therapy sessions per year (renews in October). Students can access their 6 free telehealth individual therapy sessions along with free mental health and wellness resources through app.uwill.com using their school email address and school ID number. Students also have access to a free Headspace account using their school email address and school ID number at www.headspace.com.

DINING SERVICES

[MassArt/MCPHS/WIT Dining Services](#)

The MassArt Dining Commons managed by Sodexo Dining Services is located on the first floor of the Kennedy Building. Students may also use their meal plans at Beatty Hall on the Wentworth campus and Crossroads Cafe on the MCPHS campus. The dining service also offers a full range of catering and seasonal specials. Information about dining options may be found at <https://massart.edu/dining>.

MAIN DINING AREA

Located on the first floor of the Kennedy building, The Dining Commons offers a full array of hot and cold entrees, beverages, and desserts.

MEAL PLANS

These meal plans are designed for your convenience to be used across all 3 campuses and there are a number of dining locations available to MassArt Students.

MASSART RESIDENT MEAL PLANS

All resident students are required to have a meal plan. A resident may choose to switch to a different meal plan available for their residence hall.

- **GOLD**
225 Anytime Meals + 500 Dining Points (per semester)
\$2,575 per semester
- **SILVER**
175 Anytime Meals + 700 Dining Points (per semester)
\$2,260 per semester
- **BRONZE**
(default meal plan for students living in the Tree House or Smith Hall) 100 Anytime Meals + 1,200 Dining Points (per semester)
\$2,250 per semester
- **TITANIUM**
150 Anytime Meals + 850 Dining Points (per semester)
\$2,150 per semester

The meal plans below are only available to students living in the Artists' Residence or in a kitchen suite in Smith Hall.

- **RUBY**
(default meal plan for students living in the Artist's Residence) 1,050 Dining Points (per semester)
\$1,050 per semester
- **PALLADIUM**
1,500 Dining Points (per semester)
\$1,500 per semester

COMMUTER MEAL PLANS

We are pleased to be able to offer the below commuter meal plan options available to the entire MassArt community. Commuter plans are available for WIT, MassArt, and MCPHS communities and offer the convenience of dining on all 3 campuses for commuter students.

- **HUNTINGTON**
50 Anytime Meals + 100 Dining Points (per semester)
\$600 per semester
- **RUGGLES**
25 Anytime Meals + 50 Dining Points (per semester)
\$315 per semester
- **PARKER**
5 Anytime Meals + 75 Dining Points (per semester)
\$105 per semester

DECLINING BALANCE MEAL PLAN

There is a declining balance meal plan available to resident and commuter students. Options are available at <https://eatatcof.sodexomyway.com/>.

MassArt Meal Plans and Colleges of the Fenway Dining services are managed by Sodexo. If you have any questions about your meal plan please visit [My Meal Plan](#) or contact them at EatAtCOF.USA@sodexo.com.

HEALTH SERVICES

MassArt partners with MCPHS University and Wentworth Institute of Technology to offer Carbon Student Health Services for MassArt students.

Carbon Student Health Services is located on the 2nd Floor of the Tree House.

Health Services—2nd Floor of Tree House
Monday–Friday: 9:00 am–6:00 pm
617-879-5220

Closed on holidays and on days when MassArt is closed (snow days, etc.)
Both scheduled and walk-in appointments are available. Students can schedule [an appointment online](#). Please have your insurance card and MassArt student ID when checking in.

LOCKERS

Commuter students can obtain lockers located on the lower level of the Kennedy building by completing contracts available in the Student Development Office (2nd floor, Kennedy). Students must provide their own padlocks and must empty the locker by the day after commencement in May (at which point the college has the right to cut the locks and empty the locker).

MAIL SERVICES

The Mailroom, located on the 4th floor of the Tower building, processes all outgoing mail and incoming administrative mail. Private student mail cannot be accommodated through the mailroom. Students living in the residence halls are assigned mailboxes with specific addresses for the receipt of outside mail. Dorm mail **should not** be addressed to 621 Huntington Avenue.

Artists' Residence
600 Rear Huntington Avenue
Boston, MA 02115

Tree House Residence Hall
578 Huntington Avenue
Boston, MA 02115

Smith Hall
640 Huntington Avenue
Boston, MA 02115

CRIME PREVENTION PROGRAMS

The following is a brief outline of some of the programs developed to deter crime on campus:

SAFETY ESCORT SERVICE

Call the Public Safety Department to request a walking escort to any point on campus, the Ward Street Lot, or areas immediately around the campus.

For more information or to request an escort, call x7810.

SHUTTLE SERVICE

During the academic year, the Public Safety Department operates a van shuttle service M-F from 5:00pm–12:00am with pick-up points in the shuttle area outside of the Tower Building. The shuttle serves an area within a two-mile radius or so from campus. For further information, contact Public Safety, x7810.

CRIME PREVENTION OFFICERS

The Office has available certified crime prevention officers who are prepared to meet with individuals or groups to provide information concerning crime prevention strategies.

OPERATION I.D.

By arrangement with the Public Safety Department, your valuable items can be engraved. Engraved valuables are less susceptible to theft, and the possibility of recovering lost or stolen property is increased.

CLOSED CIRCUIT TV

Closed circuit TV cameras monitor selected areas of the campus. Also, many exterior and interior doors of the College are protected by alarm systems.

IDENTIFICATION CARD

Identification cards are issued to all students, staff, and faculty and should be worn clipped to an outer garment at all times while on campus. The displayed I.D. access system has greatly assisted the Public Safety Department in controlling trespassing on campus. If your I.D. is not displayed, you may be briefly detained until your status is verified. This procedure has been instituted to protect your security and your cooperation will be greatly appreciated.

Please bear in mind that your MassArt I.D. remains the property of the college and must be produced upon request by a Public Safety Officer or other College Official. If you are involved in a rule violation, your card may be held temporarily until the situation is resolved.

Should you lose your I.D., check with the Public Safety Department to see if it has been returned. If needed, Public Safety will issue you a new card, there is a replacement fee of \$25.00.

LOST AND FOUND

Lost and Found is located in the Public Safety Department in the Tower Building. The College cannot assume responsibility for loss or damage to personal property left unattended in classrooms, studios or stored on campus. All students are urged to bring valuables home daily.

MOTORIST ASSISTANCE PROGRAM

The Public Safety Department has instituted a Motorist Assistance Program (MAP) intended to provide basic assistance to members of the community who have experienced vehicle problems.

Some of the services available:

- Assistance with keys locked in the vehicle
- Assistance with dead batteries
- Summon tow truck, taxi, etc.

Escort owner to or from vehicle in immediate area Escort
owner to residence within reasonable distance Assistance
with flat tires
Escort to gas station

Students should contact Public Safety when assistance is needed. Response is dependent on availability of personnel, if Public Safety can't assist someone in the department will help student's get in touch with a garage, or another service agency who can assist. The Office assumes no liability for damage caused during good faith attempts to assist students. The owner must sign a waiver absolving the College and/or Public Safety from liability.

STUDENT DEVELOPMENT

PHILOSOPHY

The Division of Student Development is committed to the success and balance of the whole student by empowering students to develop the confidence and skills needed to make educated decisions about their lives and to become life-long learners. We implement this philosophy through our respect and value of individuality, creativity, diversity, and integrity.

MISSION STATEMENT

Focusing on the co-curricular experience, the Division of Student Development advances learning and success by encouraging intentional change through partnerships with students that are challenging and supportive.

OUR COMMITMENT TO THE CO-CURRICULAR LEARNING PROCESS

Student Development provides numerous co-curricular programs, giving students the opportunity to engage in fundamental learning experiences outside the formal setting of an academic classroom. These programs include, but are not limited to, new student orientation, student leadership, health and wellness, personal development and artistic, social and civic responsibility. To measure these rich learning opportunities, each department within Student Development has established student learning outcomes and tracks their progress in meeting these outcomes. These competencies and skills help to enhance and guide the students in their academic endeavors.

Our co-curricular programs are assessed on an annual basis, the results of which are published in our annual report.

STUDENT PARKING

DAY-TIME (BEFORE 5PM)

All enrolled and newly accepted commuter students (graduate, undergraduate, part-time, PCE, and Certificate) are eligible to apply for parking using the parking application form. Commuter student parking is located at the Roxbury Community College Lot C, located at 294-296 Highland Street. The cost of parking for the 2023-2024 academic year is \$25 per assigned day. For example, if you are assigned parking for two days per week, the fee is \$50 for the semester. Weekend access to Ward Lot is included.

Applications for the fall semester are generally accepted between Patriots Day (3rd Monday in April) and the first Friday in June for the fall semester assignments. Applications for the spring semester are accepted between Veteran's Day (November 11th) and the first Friday in December for the spring semester assignments. Your full application **MUST BE SUBMITTED** by the deadline in order to be considered on-time.

Parking assignments will be determined using a point system which was developed in response to feedback gathered from a survey of students who requested criteria such as distance traveled and seniority be prioritized. The point system uses class standing, distance traveled and access to public transportation in addition to special circumstances as approved by the parking office.

Roxbury Community College is about a 25-minute walk from campus. Shuttle service will be provided. There is no shuttle service on weekends. If you miss the last shuttle you can request transportation from the Public Safety office (on the first floor of the North Building, next to the tower building on Evans Way, there is a blue light outside the door) or by calling 617.879.7810

EVENING PARKING (AFTER 5PM)

Paid evening student parking is only available in our Ward Street lot, behind the Artists' Residence, for \$35 per evening assigned for the semester. If you attend class one night each week, the fee is \$35 for the semester. If you attend classes two nights per week, the fee is \$75 per semester. Weekend access to Ward is included. Applications are accepted on a rolling basis.

The Parking Office is open until 6:30pm on the first Monday, Tuesday, Wednesday, and Thursday night of the fall and spring semesters. All evening students are able to park in Ward Lot on the first night of class.

WEEKEND ONLY STUDENT

Paid parking is available for students who take classes only on the weekend. The cost is \$35 for the semester to park in our Ward Lot. Students must submit a parking application along with a class schedule.

WEEKEND WORKSHOP

Parking is available for weekend workshops in our Ward St Lot for \$15 per weekend. These applications are processed on a rolling basis. You will receive notice once your application has been processed.

WINTER INTERSESSION / SUMMER PARKING STUDENT PARKING

Due to the changes in parking for this academic year as well as the reduction in prices, the parking office is still reassessing the rates for summer and winter parking. More information regarding parking for these times will be released alongside their application.

RESIDENTIAL STUDENT GUEST WEEKEND PARKING

Guest parking is available on the weekends in our Ward Lot for \$15. The MassArt residential student must come to the Parking Office and fill out a Guest Parking Application and submit payment. Their ID will be activated for that weekend to allow their guest into the lot. There is no guest parking available during the week.

APPLYING AND PAYING FOR PARKING

To obtain parking in any of our lots, you must complete the appropriate application form and submit it along with a copy of your course schedule.. If you have not received your course schedule prior to your first class, you may obtain one in Self-Service or the Continuing Education office.

Applications are accepted via online. Our office is located in the Artists' Residence, Room 120 (600 Rear Huntington Avenue Boston, MA 02115 • 617.879.5103 office • 617.879.5120 fax • parking@massart.edu).

The Parking Office is open Monday - Friday 9:00am– 5:00pm. Please check-in with our office for summer hours.

Acceptable forms of payment:

Check or money order made payable to the Residences at MassArt Visa or Mastercard, \$5 processing fee added

WE DO NOT ACCEPT CASH

