



# STUDENT HANDBOOK

MASSACHUSETTS COLLEGE OF ART AND DESIGN

—

2019 - 2020

# STUDENT HANDBOOK

## 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 book to be accurate as of the date of publication, changes will undoubtedly occur. Various committees and administrators of the College having 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 Director of Student Activities and Programs Office.

*Maureen Keefe, EdD*  
*Vice President, Student Development*

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# COLLEGE POLICIES

## ALCOHOL POLICY

### I. PREAMBLE: POLICY PRINCIPLES

Massachusetts College of Art and Design is a community dedicated to the academic and personal development of its members, and is committed to educational and social programs promoting these ends. The college recognizes that the use of alcohol in the local community and the larger society can present serious problems, including harm to users and non-users and the encroachment upon values and rights considered fundamental to educational development and personal well-being.

The college affirms that the fundamental responsibility for personal behavior associated with the use of alcohol rests with the individual. The college, however, provides constructive leadership in delineating the rights of community members and protecting those rights from violation. In addition, the college maintains and strictly enforces rules and regulations deemed appropriate and necessary to preserving conditions essential to academic and personal well-being. The college expects faculty, staff, and administrators to be positive role models for students through their own responsible use or non-use of alcohol. The principle aims of the college policy concerning the use of alcoholic beverages on the campus include:

- + Formulating and enforcing regulations for social events and individual conduct.
- + Encouraging responsible, moderate, and safe use of alcoholic beverages by those who use alcohol.
- + Reducing pressures on those who do not wish to use alcohol in social settings.
- + Providing discipline for those whose use of alcohol is associated with infringements of the rights of other community members.
- + Providing information, educational programs, and counseling services to support community interests and values affected by social and individual use of alcohol.
- + Minimizing problems associated with alcohol use and assisting all students in pursuing their goals for educational and personal development.
- + Providing opportunities for community-wide participation in the formulation, dissemination, and enforcement of regulations.
- + Providing discipline to those who violate the alcohol policy.

## II. 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:

- + Alcohol will not be served or offered to students at any event which students must attend as part of their required course work.
- + 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.

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

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 Chartwells 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.*

## **I. 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. He or she is responsible for understanding this alcohol policy for planning and serving alcohol at events. He or she must:

- + Be a member of the MassArt community,
- + Be a minimum of 21 years of age if alcohol will be served at the event,
- + Be required to hire an Alcohol Server through Chartwells 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 Special 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 event registration group (erg). In addition, all invited groups who utilize college facilities are subject to the event registration process and procedures.

In addition to major exhibition events and the Annual Benefit Art Auction that wish to serve alcohol, the event registration group suggests that the following student events are the type that would be approved through this new policy:

- + All School Show
- + Senior thesis shows
- + Graduate thesis shows
- + The SIM Big Show(s)\*

*\*Traditionally one each in the fall and spring semesters.*

If the event organizer is planning an event with alcohol, he or she must start the event registration process twenty-one (21) calendar days or more before the scheduled event. If the event organizer is planning an event without alcohol, he or she must start the event registration process fourteen (14) 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 Complex Event Advising group is available on Thursdays from 12:00–1:00pm in the Student Development Office or by appointment individually to review alcohol policies and procedures before completing a proposal.
- + The complex Event Advising Group will forward the Alcohol Proposal Form to the Vice President of Student Development or an appropriate designee to authorize all student-sponsored events where alcohol is being proposed to be served.

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

- A. 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.
- B. 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 CHARTWELLS DINING SERVICES**

If approval is given to an event organizer to host an event with alcohol, the event organizer must:

- + Contact Chartwells Dining Services to hire an Alcohol Server for the approved event. A Chartwells manager will be required at the event. Chartwells requires a credit card number for the Liquor License fee. This fee will be non-refundable.

Chartwells Dining Services Catering Office  
(617) 989-4079

[mca-mcphs-wit.catertrax.com](http://mca-mcphs-wit.catertrax.com)

- + Chartwells Dining Services will obtain a one-day license from the City of Boston for your event which will be an additional cost of \$75 charged to the organization sponsoring the event. The cost of the one-license must be paid for by the event organizer.

### **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 Chartwells 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
- + Bakalar and Paine Galleries
- + DMC Atrium
- + Doran Gallery (including the corridor area)
- + Frances Euphemia Thompson Gallery
- + Godine Gallery
- + Graduate Lounge
- + Huntington Room, DMC
- + Kennedy building Cafeteria
- + North Crackertorium
- + Pozen Center (including the corridor, North 181, and the Screening Rooms)
- + Tower Lobby
- + Trustees Room
- + Courtyard

**D. NO SALE FOR ALCOHOL**

At no event will the sale of alcohol be permitted.

**E. 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.

**F. 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).

**G. 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.

**H. NON-ALCOHOL 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 Chartwells 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. Alcohol may only include beer and wine. No other forms of alcoholic beverages are allowed.

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 must be checked when alcohol is being served. Students must wear a wristband or other proof of legal drinking age. Event organizers are required to attach the bands for the students (note: even though verification of age must be checked by entrance monitors, Massachusetts state law does not protect servers' liability if they themselves have not verified guests' ages with a Massachusetts driver's license or state liquor ID).

"Last call" must be made at least one half hour prior to the event closing time.

**II. LAWS RELATED TO ALCOHOL**

**COMMONWEALTH OF MASSACHUSETTS LAWS**

In the excerpts below, "M.G.L." refers to the Massachusetts General Laws, the written compendium of the laws of the Commonwealth of Massachusetts.

**A. ALCOHOLIC MAJORITY**

The legal drinking age in Massachusetts is 21 years of age.

**B. PURCHASING ALCOHOL**

1. FOR PERSONS UNDER TWENTY-ONE (21) YEARS OF AGE

A person over 21 years of age may not buy alcohol for a person under 21 years of age; unless their relationship is that of parent and child or husband and wife, and even in those situations liquor must be bought at a package liquor store, not a restaurant or tavern. Violation of this section may result in a fine of \$2,000, imprisonment up to 6 months, or both. M.G.L. c.138, #34.

**2. BY PERSONS UNDER TWENTY-ONE (21) YEARS OF AGE**

Alcohol may not be purchased or attempted to be purchased by a person under twenty-one (21) years of age. A person may not lie about his/her age to purchase alcohol, present false identification, or make arrangements with someone older to buy alcohol for him/her. Violation of this section may result in a fine of \$300. M.G.L. c.138, #34A.

**3. LIQUOR PURCHASING ID CARDS**

Any person who transfers, alters, or defaces any such card, or who makes, uses, carries, sells, or distributes a false identification card, or furnishes false information in obtaining such a card, shall be guilty of a misdemeanor. Such persons are subject to immediate arrest. M.G.L. c.138, #34B.

**c. SERVING ALCOHOL**

**1. TO PERSONS UNDER TWENTY-ONE (21) YEARS OF AGE**

No person may serve someone under 21 years of age, unless their relationship is that of parent and child, or husband and wife. Violation of this section may result in a fine of \$2000, 6 months imprisonment, or both. M.G.L. c.138, #34.

**2. TO INTOXICATED PERSONS**

Any person licensed to serve alcohol may not serve intoxicated persons. To do so may result in civil liability for injuries caused by the intoxicated person and/or suspension or revocation of the license. M.G.L. c.138, #69.

**3. BY UNLICENSED PERSONS**

It is unlawful for unlicensed persons to serve alcohol to person's underage. The only exception to this law is that parents may serve alcohol to their own child and a spouse may serve alcohol to an underage spouse. Parents may not, however, buy alcohol for their child or spouse at a bar or restaurant. M.G.L. c.138, #34, #34A.

**4. LIABILITY OF ONE-DAY LIQUOR LICENSE HOLDERS (CHARTWELLS DINING SERVICES)**

In any situation in which a sponsor receives a one-day liquor license, it must comply with all laws and regulations regarding the sale of alcohol, and it will be subject to any and all statutory and criminal penalties for violations of those laws and regulations.

**d. ALCOHOL AND DRIVING**

**1. TRANSPORTATION OF ALCOHOL**

It is unlawful for a person under 21 years of age knowingly to drive a car with alcohol in it unless accompanied by a parent. To do so may result in a fine of up to \$50 or suspension of the driver's license for 3 months, or both. May be arrested immediately without a warrant. M.G.L. c.138, #34C.

## **2. DRINKING AND DRIVING**

Persons may not drive while drinking from an open container of an alcoholic beverage. To do so may result in a fine for not more than \$500. M.G.L. c.90, #241.

## **3. DRIVING WHILE UNDER THE INFLUENCE OF ALCOHOL**

**a** Persons may not drive while under the influence of alcohol or any intoxicating substance. Violators are subject to a fine of up to \$1,000 or imprisonment of up to two years, or both. If a police officer has reasonable grounds to believe a person is driving under the influence, a breathalyzer test may be given. The driver has the right to refuse to take the test, but this will result in automatic loss of license for a period of 120 days. M.G.L. c.90, #24(1).

**b** Conviction for a first violation of this section results in a license for at least 45 days (180 days for offenders under the age of 21) and either a fine or imprisonment or probation and assignment to an alcohol education program. Conviction of a second violation means loss of license for at least one year, a fine and a minimum of 14 days in jail, or 2 years of probation and a minimum of 14 days confinement in a residential alcohol treatment program. May be arrested immediately without warrant. M.G.L. c.90, #24D.

## **4. VEHICULAR HOMICIDE**

Anyone who operates a motor vehicle under the influence of intoxicating substance and who operates that vehicle recklessly or negligently so as to endanger and who, by any such operation causes death of another, is guilty of homicide by motor vehicle and shall be punished by imprisonment at the state prison for not less than 2 -1/2 years, a fine of not more than \$5,000 and revocation of driver's license for 10 years. May be arrested immediately without a warrant. M.G.L. c.90, #24G.

## **5. CAUSING SERIOUS BODILY INJURY DUE TO DRUNK DRIVING**

Anyone who operates a motor vehicle while under the influence of intoxicating substance and who operates the vehicle recklessly or negligently so as to endanger and who, by any such operation, causes serious bodily injury to another shall be punished by imprisonment at the state prison for not less than 2-1/2 years, a fine of not more than \$5,000 and revocation of driver's license for 2 years. May be arrested immediately without a warrant. M.G.L. c.90, #24L.

## **E. CIVIL LIABILITY RESULTING FROM ALCOHOL USE**

Generally, one accused and convicted of any of the above criminal violations who has caused personal injury or property damage as a result of his/her unlawful conduct, can have a civil suit brought against him/her, and a criminal conviction can be used in court as evidence against him/her.

## **F. 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.

## **III.SANCTIONS FOR VIOLATION**

A violation of any provision of this Alcohol policy by any student constitutes a violation of MassArt community standards under its code of conduct. The Hearing Officer is authorized to impose disciplinary sanctions on any student found in violation of the community standards. Multiple sanctions may be imposed for a single violation.

Please refer to the community standards page for sanctions imposed on any student found responsible for violating the community standards.

## **IV. RESOURCES AND SUPPORT SERVICES**

### **HEALTH SERVICES**

We are partnered with Optum, MCPHS University and Wentworth Institute of Technology to offer Optum Student Health Services for MassArt students. Optum Student Health Services is located on the 2<sup>nd</sup> 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. Please have your insurance card and MassArt student ID when checking in.

### **COUNSELING SERVICES**

Counseling & Wellness is located on the second floor of the Kennedy building with the entrance from the student center. We offer free short-term psychotherapy, evaluation, psycho-educational programming, testing, and other resources to our students. A student can be seen within a week, and in emergency cases, a student can be seen immediately. To schedule an appointment please call Counseling and Wellness at 617-879-7760.

All students are eligible to use the student counseling services, and visits to the counselors are free of charge.

## ARTISTIC FREEDOM AND GRIEVANCES

The college encourages artistic experimentation, discovery, and self-expression. Learning and creativity involve taking risks. However, the college will not allow work that endangers the health and safety of any community member or the security of a building.

Bringing operable firearms on campus is prohibited. 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.

## 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 Department also operates a bicycle registration service that can discourage theft and may assist in the recovery of a stolen bike. Those who register their bicycles

with Public Safety will receive a free bike helmet. Stop by, pick up a helmet and have your bike engraved, digitally photographed and receive an email with this important information.

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 STANDARDS

## PREAMBLE:

MassArt expects its students to be good citizens and to conduct themselves in an appropriate manner at all times, whether on-campus, off-campus, attending study abroad programs and/or campus-sponsored travel courses. MassArt holds its students responsible for the manner in which they exercise the privileges and freedoms afforded them.

All MassArt students are expected to act with integrity and demonstrate responsible behavior. They are encouraged to offer reasonable assistance to others whose behavior appears to be harmful to themselves or to the community. MassArt students are also held responsible for the actions of their guests.

MassArt trusts that its students will make appropriate decisions. However, the University reserves the right to take disciplinary action against any student or Student Organization who engages in any activity on or off campus, at a university related function, or studying or traveling abroad with the University, which is inconsistent with the University's expectations of behavior or adversely reflects upon the reputation of MassArt.

## PART I: STUDENT CONDUCT AUTHORITY

Under the terms of their enrollment, individual students and student organizations are bound by these Community Standards and acknowledge the right of the University to take disciplinary action for behavior that violates the Standards. These Community Standards apply to all MassArt students, while both on and off campus. The development and enforcement of these Community Standards is an educational endeavor that fosters students' educational, personal, and social development and growth. MassArt encourages students to assume a significant role in the development and enforcement of these Community Standards to be better prepared for their roles and responsibilities as global citizens.

In these Standards, MassArt sets appropriate and clear guidelines for the behavior of its students. The guidelines are established to ensure that student conduct does not adversely affect the educational mission of the University or its relationship with the surrounding community or members of the MassArt community and partner schools. Student behavior that occurs off campus and that violates these Community Standards or local, state or federal laws affects the educational mission of the University and its relationship with the surrounding community. Accordingly, such behavior may subject students to discipline as specified in the Community Standards. This principle applies to both individual students and recognized student groups and organizations.

The Chief Student Affairs Officer, or designee, has specific responsibility for the administration and enforcement of these Community Standards. The Chief Student Affairs Officer, or designee, will conduct training sessions for those

responsible for adjudicating cases through the Community Standards and will manage and maintain all records pertaining to the administration and enforcement of these Community Standards.

## **PART II: DEFINITIONS**

The following selected terms are defined in an effort to facilitate a more thorough understanding of the Community Standards. This list is not intended to be a complete list of all the terms referenced herein. The Chief Student Affairs Officer, or designee, shall make the final determination on the definition of any term found in the Community Standards.

**Administrative Conference Agreement** means the final agreement regarding violations and/or sanctions agreed upon between the Community Standards officer and the student or Student Organization.

**Administrative Review Officer or Community Standards Officer** means a University staff member who is authorized by the Chief Student Affairs Officer, or designee, to determine the appropriate resolution of an alleged violation of the Community Standards, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provision in this code, an Administrative Review officer as well as a Community Standards officer is vested with the authority to, among other duties, investigate a complaint of an alleged violation of the Community Standards; decline to pursue a complaint; refer identified disputants to mediation or other appropriate resources; identify the alleged violations of the Community Standards pertaining to a respondent; approve an Administrative Conference Agreement developed with a respondent; conduct an Administrative Review; impose sanctions; approve sanctions recommended by another review body; and as assigned conduct an appellate review as a member of the appellate board.

**Administrative Review Committee** refers to one or two University Administrative Review Officers who review the investigation report submitted by the Community Standards Officer and are responsible for issuing a formal decision in the matter. The assigned Community Standards Officer may also be assigned as the Administrative Review Officers.

**Advisor** means any person who accompanies a respondent, a complainant, or a victim for the limited purpose of providing support and guidance. An advisor of the student's choice may not directly address the Administrative Review officers, Community Standards officers, Hearing Board members, nor question witnesses, nor otherwise actively participate in the Community Standards process. Requests to change proposed meetings to accommodate an Advisor's schedule may not be considered.

**Appellate Board** means any person or persons authorized by the Chief Student Affairs Officer, or designee, to conduct a review of a decision reached by an Administrative Review Committee or University Hearing Board.

**Bullying** means the severe or repeated use by one or more students of written, verbal, or electronic expression, or physical act or gesture, or any combination thereof, directed at another individual that has the effect of: causing physical

or emotional harm to the other student or damage to the other individual's property; placing the other individual in reasonable fear of harm to him/herself or damage to his/her property; creating a hostile environment at school for the other individual; infringing on the rights of other individuals in the University community or activities; materially and substantially altering the education process or the orderly operation of the University. If the bullying is directed at those associated, or perceived to be associated with a protected class, it may be a violation of the University Policy Against Discrimination, Discriminatory Harassment, and Retaliation (included in the [Equal Opportunity, Diversity and Affirmative Action Plan](#)) and/or a violation of the University's Sexual Violence Policy. Violations of those policies may be addressed under the [Equal Opportunity, Diversity and Affirmative Action Plan](#).

**Community Restitution Project** means work projects on and off campus.

**Community Standards file** means the printed/written/electronic file which may include but is not limited to incident report(s), correspondence, witness statements, and disciplinary history.

**Complainant** means any person, or the University itself, who submits an allegation that a student or a Student Organization violated the Community Standards. When a student believes that they have been a victim of misconduct of another student or Student Organization, the student who believes they have been a victim will have the same rights under the Community Standards as are provided to the respondent even if another member of the University community submitted the allegation itself.

**Consent** has the meaning set forth in the Sexual Violence Policy.

**Dating Violence** has the meaning set forth in the Sexual Violence Policy.

**Domestic Violence** has the meaning set forth in the Sexual Violence Policy.

**Designee** refers to a staff or faculty member who is responsible for implementing the Community Standards process or administering the Community Standards system, in part or in whole, at the direction of the Vice President of Student Development, Associate Vice President of Student Development and Dean of Students, Chief Conduct Officer, or other University official.

**Disciplinary Hold** means an administrative hold placed on a student's record or on a Student Organization's activities or privileges when the student or Student Organization Representative does not respond to the request of a University official to attend an Administrative Conference, has not completed an assigned sanction, or, with respect to a student, has withdrawn from the University while a conduct matter is pending.

**Discriminatory Harassment** has the meaning set forth in the Equal Opportunity, Diversity and Affirmative Action Plan.

**Gender Based Harassment** has the meaning set forth in the Equal Opportunity, Diversity and Affirmative Action Plan.

**Guest** means a non-student who is an associate or invitee of a student and/or

Student Organization.

**Incident Database** means the electronic database used to track an incident and response taken.

**Instructor** means any faculty member, teaching assistant, graduate assistant or any other person authorized by the University to provide educational services (e.g., teaching, research, or academic advising).

**Interim Administrative Action** means an immediate restriction taken against a student or Student Organization prior to an Administrative Conference or University Hearing Board on the student's alleged violation.

**Investigator** means the Community Standards officer charged with conducting a full investigation of an alleged violation of the Community Standards. 24) MassArt means Massachusetts College of Art and Design.

**May** is used in the permissive sense.

**Member** of the University Community includes any person who is a student, instructor, or University employee; any person who works (directly or indirectly (e.g., a vendor)), resides, or receives services on University premises or in connection with its programs or activities; and may include visitors to University premises. A person's status in a particular situation shall be determined by the Chief Student Affairs Officer or designee.

**Peer Conduct Advisor** is a student leadership position that works both with the Office of Student Development to assist students in matters of on and off campus violations of the Community Standards. The Peer Conduct Advisor has an excellent understanding of the conduct process and an understanding of the foundation and philosophy of the University's Community Standards.

**Policy** is any regulation of the University, including, but not limited to, those published in the Community Standards, the Student Handbook, the Equal Opportunity, Diversity and Affirmative Action Plan, Residence Hall Handbook, license occupancy agreements and the Graduate/Undergraduate/PCE Catalogue.

**Respondent** means a student who, or Student Organization which, may be charged for violating the Community Standards.

**Shall and Will** are used in the imperative sense.

**Sanction** means a requirement a student or Student Organization must abide by or complete when found responsible for violating the Community Standards.

**Sexual Assault** has the meaning set forth in the Sexual Violence Policy.

**Sexual Exploitation** has the meaning set forth in the Sexual Violence Policy.

**Sexual Harassment** has the meaning set forth in the Sexual Violence Policy.

**Sexual Violence** has the meaning set forth in the Sexual Violence Policy.

**Stalking** has the meaning set forth in the Sexual Violence Policy.

**Student** is any individual enrolled in or accepted for an academic course or University conducted program.

**Student Organization** means an association or group of persons, including, but not limited to, any student organization, team or club, that has complied with the formal requirements for University recognition or are recognized by the University.

**Student Organization Representative** means the president or designee chosen by the Student Organization officers to participate in the Community Standards process on behalf of the Student Organization.

**University** means Massachusetts College of Art and Design.

**University Official** includes any person authorized by the University to perform administrative, instructional, or professional duties.

**University** premises includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, either solely or in conjunction with another entity or person.

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

## **PART III: PROSCRIBED CONDUCT**

The Community Standards applies to all MassArt students and Student Organizations.

### **A JURISDICTION OF THE UNIVERSITY**

**1** Each Student shall be responsible for their conduct from the time of admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). If a student withdraws while an alleged Community Standards matter is pending, the University reserves the right to adjudicate the matter through the Community Standards process.

**2** Each Student Organization may be held responsible for the conduct of any of its members or guests.

**3** Generally, University jurisdiction shall be limited to conduct that occurs on or about Universities premises or in connection with University-sponsored, University-supervised or University-affiliated events, programs, and activities (including students involved with off-campus internships, travel courses, exchange or study abroad programs). However, the University may apply the Community Standards to students and Student Organizations whose misconduct may have an adverse impact on the University, members of the University community, members of the greater non-University community, and/or the pursuit of University objectives regardless of where such conduct may occur.

The following examples describe the kinds of off-campus acts that may be addressed through the University Conduct system or the Investigation and Resolution Procedures: sale/distribution of illegal substances; physical assault; sexual assault; and hosting disruptive gatherings. These examples are meant to be illustrative and should not be regarded as all-inclusive. Should the Vice President of Student Development or designee reasonably determine that a

particular alleged act of off-campus misconduct falls within the jurisdiction of the University, the matter will be referred to the University's Conduct system or the Investigation and Resolution Procedures.

**4** University conduct proceedings may be instituted against a student or Student Organization charged with conduct that potentially violates both the criminal law and the Community Standards (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in a court or criminal arrest and prosecution. Proceedings under the Community Standards may be carried out prior to or simultaneously with civil or criminal proceedings at the discretion of the Vice President for Student Development. The University cooperates with law enforcement, or other agencies, in the enforcement of laws on campus and in regards to its students. This includes providing information requested by subpoena or as otherwise permitted by law.

Determinations made or sanctions imposed under the Community Standards shall not be subject to change because of the criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor or against the criminal law defendant.

**5** Sexual violence, including but not limited to, rape, sexual assault, sexual exploitation, dating violence, domestic violence, stalking, sexual harassment, and gender-based harassment are prohibited by the University's Sexual Violence Policy and may be adjudicated under the Investigation and Resolution Procedures.

**6** Discrimination and discriminatory harassment are prohibited by the Policy Against Discrimination, Discriminatory Harassment and Retaliation (included in the University's Equal Opportunity, Diversity and Affirmative Action Plan) and may be adjudicated under the Investigation and Resolution Procedures.

**7** Generally, the influence of drugs and/or alcohol on a student's judgment or behavior will not be accepted as a mitigating factor with respect to the resolution of an act of misconduct.

**8** Students are responsible for the consequences of their actions even when the conduct may have been influenced by their physical or emotional state (irrespective of any medical or clinical diagnoses).

**9** Students are responsible for the contents of their rooms, studios, work spaces, lockers, or person regardless of claims of personal ownership. Students may also be held responsible for shared common areas. Students need not be present or notified when an inspection is conducted.

**10** Students and Student Organizations are responsible for the conduct of their guests and should be with guests at all times.

**11** If an incident report involves more than one charged student, or if there is more than one incident involving the same student, the Vice President of Student Development or designee, in their discretion, may determine whether an Administrative Conference, University Hearing Board and/or Investigation concerning each incident will be conducted either separately or jointly.

**12** Student Organizations:

i Student organizations may be held accountable under the Community Standards for the Student Organization's misconduct and/or for the misconduct of any one or more of its leaders, members, guests, or other representatives.

- ii The Student Organization must designate one Student Organization Representative by written notice to the Chief Student Affairs Officer, or designee, within 3 days of being sent notice of alleged violations of the Community Standards. The Student Organization Representative will represent the Student Organization during the Community Standards process.
- iii Review of allegations of misconduct of individual student members will be determined under the Community Standards prior to determination of Student Organization alleged violations.
- iv Student Organizations are prohibited from conducting their own conduct proceedings prior to resolution of alleged violations of the Community Standards.
- v Nothing in the Community Standards shall preclude holding students who are members of a Student Organization responsible for their individual violations of the Community Standards committed in the context of or in association with the Student Organization's alleged violation of the Community Standards. Both the Student Organization and individual students may be found responsible for violations of the Community Standards in connection with the same behavior.
- vi The Student Organization Representative is required to notify the Student Organization's advisor of any alleged violations of the Community Standards and any sanctions imposed.

## **B MEDICAL AMNESTY**

It is MassArt's policy that no student (either the affected student or friends of the affected student) seeking medical attention for alcohol poisoning and/or drug overdose will face disciplinary action for use or possession of alcohol and/or illegal drugs.

The policy does not apply to other prohibited conduct such as, but not limited to, physical and/or sexual assault, driving while impaired or destruction of property.

MassArt believes that it is in the best interest of students' welfare that persons who are suffering from alcohol poisoning and/or drug overdose be brought to the immediate attention of medical personnel. Affected students receiving medical amnesty from disciplinary action will be required to complete a mandatory alcohol and/or drug evaluation in the MassArt Health and Counseling Office and, where indicated, may be required to seek further treatment. Failure to complete the prescribed course may result in disciplinary action.

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

- + Passes out and cannot be awakened.
- + Vomits while passed out. Stops breathing.
- + Has a seizure.

## **c CONDUCT STANDARDS AND REGULATIONS**

Students and Student Organizations must uphold the Community Standards and obey University policies, standards and procedures as well as federal, state, and local laws. The Chief Student Affairs Officer, or designee, shall make the final determination on what constitutes a potential violation of the Community Standards and shall establish the specific allegations of prohibited conduct as appropriate. The following list of behaviors is intended to represent the types of acts that constitute violations of the Community Standards. Although the list is extensive, it should not be considered all-inclusive. All community members are responsible for knowing and observing all University Policies.

**1** Acts of dishonesty include but are not limited to: cheating, plagiarism (artistic or

academic); furnishing false information to faculty, staff, department, or any University official; forgery, alteration or misuse of any University 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** Disruptive behavior which is defined as participating in or inciting others to participate in the disruption or obstruction of any University activity, including but not limited to: teaching, research, administrative actions, Community Standards proceedings, other University business, the free flow of pedestrian or vehicular traffic, hosting a disruptive gathering; or of other non-University activities which are disruptive and/ or unnecessarily infringe on the rights of non-University individuals or groups.

**3** Harming behavior, which includes, but is not limited to: the true threat of or actual physical force or abuse or bullying. In determining whether an act constitutes bullying, the Vice President of Student Development or designee will consider the full context of any given incident, giving due consideration to the protection of the members of the University community, and the individual rights, freedom of speech, academic freedom and advocacy required by law. Please note that not every act that might be offensive to an individual or a group necessarily will be considered a violation of the Community Standards. In addition, please note that any allegation of harming behavior and/or bullying involving alleged discrimination and/or discriminatory harassment on the basis of race, color, creed, religion, national origin, gender, marital or parental status, age, disability, sexual orientation, gender identity, gender expression, genetic information, or veteran status, including, but not limited to, sexual harassment, sexual misconduct, dating violence, domestic violence, and stalking, will be considered under Section 4 and 5.

**4** Violation of the Sexual Violence Policy. The University prohibits sexual harassment, gender-based harassment, sexual violence (including sexual assault, sexual exploitation, incest, and statutory rape), dating violence, domestic violence, and/or stalking. The University also prohibits retaliation against any person who files such claim, complaint, or charge or who assisted or participated in an investigation or resolution of such claim, complaint, or charge. For further information, see Sexual Violence Policy in the Equal Opportunity, Diversity, and Affirmative Action Plan and Investigation Resolution Procedures.

**5** Violation of the University Policy Against Discrimination, Discriminatory Harassment, and Retaliation. The University prohibits discrimination and

discriminatory harassment on the basis of race, color, creed, religion, national origin, gender, marital or parental status, age, disability, sexual orientation, gender identity, gender expression, genetic information, or veteran status. The University also prohibits retaliation against any person who files such a claim, complaint, or charge or who assisted or participated in an investigation or resolution of such claim, complaint, or charge. For further information regarding this policy, see the Equal Opportunity, Diversity and

Affirmative Action Plan and the Investigation and Resolution Procedures.

**6** Conduct that corresponds to any violation of federal, state, or local law while on or off University premises.

**7** Failure to abide by the Alcohol Policy. Notwithstanding the Alcohol Policy, specific violations include:

i Use, possession, manufacture or distribution of alcoholic beverages except as expressly permitted by Massachusetts state law and University regulations, while on or off campus is prohibited.

ii Public intoxication while on or off campus is prohibited.

iii Common source containers of alcohol are prohibited. This includes, but is not limited to kegs, pony kegs, beer balls, and/or mixed alcoholic punch. Common source containers are prohibited whether the containers are empty or full.

iv Being knowingly present where a violation of the University's Alcohol Policy is occurring is prohibited.

v Use of alcohol to render another person physically or emotionally incapacitated is prohibited.

vi Violation of the Alcohol Policy within the residence halls as outlined in the Residence Hall Handbook.

vii Failure to complete the mandatory alcohol assessment and/or additional treatment after receiving Medical Amnesty as described above in Part III, Section B.

**8** Violation of the Other Drug and Controlled Substance Policy, specific violations include:

i Use, possession, cultivation, manufacture, distribution or being under the influence of narcotics or other controlled substances (as defined by Federal and Massachusetts General Law) except as expressly permitted by law while on or off campus is prohibited.

ii Use, possession, or sale of drug paraphernalia is prohibited.

iii Being knowingly in the presence of illegal drugs is prohibited.

iv Use of illegal drugs to render another person physically or emotionally incapacitated is prohibited.

v Violation of the Other Drug and Controlled Substances Policy within the residence halls as outlined in the Residence Hall Handbook.

vi Failure to complete the mandatory drug assessment and/or additional treatment after receiving Medical Amnesty as described above in Part III, Section B.

While Massachusetts state law permits the use of medical marijuana, federal law prohibits marijuana use, possession, distribution, and/or cultivation at educational institutions. Therefore, the use, possession, distribution or cultivation of marijuana for medical purposes is not allowed in any MassArt residence hall or on any other MassArt premises; nor is it allowed at any University--sponsored event or activity off-campus or at any Student Organization event or activity. Anyone who possess or uses marijuana on any University premises may be subject to civil citation, state or federal prosecution, and University discipline.

In addition, no accommodations will be made for any student in possession of a medical marijuana registration card. Upon request, MassArt may release students from their occupancy license if approved as a reasonable accommodation for a documented disability requiring use or possession of marijuana for medical purposes.

**9** Endangering behavior, which includes, but is not limited to, conduct that threatens or endangers the health or safety of any person or group (including one's self).

**10** Unauthorized possession, duplication, or misuse of University property or other personal or public property, including but not limited to records, electronic files, tele-communications systems, forms of identification, or keys.

**11** Attempted or actual theft, damage, and/or vandalism, by intent or negligence, to property of the University or property of a member of the University community, or other personal or public property; or possession of property stolen from the University, any of it's members or visitors.

**12** Uncooperative behavior which includes, but is not limited to, disregarding the request of, providing false information to, and/or failure to identify oneself to any University official, fire or law enforcement officers acting in performance of their duties. This includes failing to provide identification when asked by University officials.

**13** Creating a fire hazard or a situation that endangers others, such as false reports of fire or bombs, possession of fireworks, failing to evacuate, throwing objects from windows, or tampering with, covering, damaging, or removing fire safety equipment, burning candles or incense, intentionally burning or singeing University property or posted signs, smoking any substance in--doors.

**14** Use, possession, 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 while on University premises or at a University--sponsored events.

**15** Forcible entry or unauthorized entry and/or presence in University premises, including, but not limited to, galleries, classrooms, studios, offices, residence halls, residence hall apartments/suites/rooms, roofs, balconies, and/or courtyards.

**16** Violation of Residence Hall Handbook or Residence Hall License Agreement.

**17** Failure to abide by the Smoking Policy.

- 18 Abuse of the Student Conduct Procedures outlined in the Community Standards including, but not limited to:
- i Failure to obey the summons of a Community Standards officer, Hearing Board members, or an Administrative Review Committee.
  - ii Falsification, distortion, or misrepresentation of information to a Community Standards officer, Hearing Board members, or an Administrative Review Committee.
  - iii Disruption or interference with the orderly conduct of a Student Conduct proceeding
  - iv Influencing or attempting to influence another person to commit an abuse of the Student Conduct procedures.
  - v Attempting to harass, intimidate or retaliate against a member of a review body, a complainant, respondent or witness, prior to, during and/or after a Student Conduct proceeding.
  - vi Failure to comply with the sanction(s) imposed under the Community Standards.
- 19 Failure to abide by the Hazing Policy.
- 20 Unauthorized solicitation is prohibited.
- 21 Unauthorized gambling is prohibited.
- 22 Failure to abide by the Administrative Applications Data Management Policy, Electronic File Sharing Policy, and/or Technology Acceptable Use Policy.
- 23 Unauthorized use of the University's name, logo, or other symbol.
- 24 Improper use of University vehicles. This includes rental and lease vehicles.
- 25 Continued participation in any Student Organization activities, including but not limited to: meetings or acceptance of new members during any period that a Student Organization is not recognized by the University and/or other conduct in violation of sanction imposed on a Student Organization.

#### **D SLEEPING IN ACADEMIC BUILDINGS**

Access to studios and lounges on campus are a privilege for our community. While it is understood that students may, at times, take short naps to rejuvenate themselves, sleeping for long periods of time on campus is prohibited. If you are lacking

the resources to help support your access to appropriate housing facilities, please contact Student Development for assistance.

## **PART IV: STUDENT CONDUCT PROCEDURES**

The following procedures are followed to adjudicate all violations of the Community Standards except allegations of discrimination, discriminatory harassment, sexual harassment, gender-based harassment, sexual violence, dating violence, domestic violence, or stalking committed by a student or Student Organization which are adjudicated under the Investigation and Resolution Procedures (which may involve participation by one or more Community Standards officers). Please see the Equal

Opportunity, Diversity and Affirmative Action Plan, the Sexual Violence Policy and the Investigation and Resolution Procedures for further information. Please see this flow chart for a visual representation of the Student Conduct Process from start to finish.

Community Standards officers may involve or seek input from other University Officials in any or all parts of the Student Conduct Procedures as they deem appropriate, such as University Officials from the Office of Transition and Leadership Programs with respect to Student Organization respondents.

### **A ALLEGATIONS**

- 1** Any person may file a report regarding any student or Student Organization alleging misconduct. To initiate the Student Conduct process, reports shall be prepared in writing and directed to the Chief Student Affairs Officer, 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.
- 2** The Chief Student Affairs Officer, or designee, shall determine if a complaint alleges or addresses a potential violation of the Community Standards and will notify the respondent of such allegations. The decision to continue a complaint through the Student Conduct process is the decision of the Chief Student Affairs Officer, or designee.
- 3** Generally, the Chief Student Affairs Officer, or designee, will assign a Community Standards officer(s) to the case who will investigate, schedule a conference with the respondent(s) and other individuals as deemed necessary and appropriate. If a situation arises where an alleged violation is believed to have great impact on the University community, the case may be referred to a University Hearing Board comprised of students, faculty and staff.
- 4** The Chief Student Affairs Officer, or designee, will determine what testimony, witnesses, or other information is relevant and may exclude information or witnesses that are deemed immaterial and/or irrelevant.
- 5** The Chief Student Affairs Officer, or designee, may consult with the Office of Transition and Leadership Programs and other relevant University Officials regarding allegations regarding Student Organizations or that imply Student Organization involvement.

## **B ADMINISTRATIVE CONFERENCE**

- 1 The Administrative Conference is a meeting between a respondent and a Community Standards officer to review a complaint/incident, explain the Student Conduct process, and possible options for resolving the matter.
- 2 After reviewing the incident with the respondent, the Community Standards officer will determine appropriate allegation(s) and/or violation(s), if any, and whether or not the situation may be resolved by way of an Administrative Conference Agreement or by an Investigation/Administrative Review. Respondents can also request an Investigation/Administrative Review.
- 3 If a respondent does not attend a conference at the date and time specified, or if the respondent requests a new date and time for a conference, but does not attend or attends but does not participate, the incident may be referred to an Investigation/ Administrative Review.
- 4 If the Community Standards officer and respondent are able to resolve the incident regarding the allegations and/or violations, but not the sanctions, the Investigation/ Administrative Review shall focus on the sanctions.
- 5 A respondent who agrees to resolve any allegation(s) and/or violation(s), and/or sanctions without an Administrative Review shall have no right to appeal.

## **C INVESTIGATION AND ADMINISTRATIVE REVIEW FOR ALLEGATIONS AND/OR VIOLATIONS:**

- 1 If a situation cannot be resolved in an Administrative Conference, a full investigation will be conducted by the investigator.
- 2 If a respondent does not attend a conference by the date and time specified, or  
if the respondent requests a new date and time for a conference, but does not attend or attends but does not participate, the Investigator may complete the investigation based on the information obtained. This includes the use of police investigation reports.
- 3 To the extent permitted by law the complainant, any alleged victim, and the respondent shall each have the right to:
  - i Be notified of all allegation(s) and/or alleged violations. This will typically be done through the University email system. Notifications of Student Organization respondents will be done through the University email system to the president of the Student Organization (for notice of allegations) and the Student Organization Representative thereafter. Students and Student Organization leaders and Representatives are responsible for checking their University email and following the instructions contained within the email.
  - ii Review any written complaint(s) submitted in support of the allegation(s) and/or violations.
  - iii Be informed about the Student Conduct process.
  - iv Submit a written account or present a personal statement regarding the incident. The decision to not present information is not an admission of responsibility and will not be considered as such. A Student Organization Representative may submit one statement regarding the incident on behalf of the Student Organization.

v Present relevant information, including names of witnesses, questions for witnesses (including the individual reporting the misconduct) and other documentation, regarding the incident.

vi Be accompanied by one advisor during any Student Conduct meeting in which the student or Student Organization is participating. A student or Student Organization should select an advisor of their choice whose schedule allows attendance at the scheduled date and time for the meeting(s) because delays may not normally be allowed due to the scheduling conflicts of an advisor.

vii Receive upon written request, at the conclusion of the investigation and appropriate review, a copy of the investigator's report, to the extent permitted by law.

viii Present a personal and/or community impact statement regarding potential sanctioning to the Administrative Review officer(s). A Student Organization Representative may submit one statement on behalf of the Student Organization.

**4** Upon completion of the investigation, the investigator will submit to the Chief Student Affairs Officer, or designee, a report containing factual findings based on a preponderance of evidence standard, a determination of responsibility, and a recommendation regarding any disciplinary action that may be appropriate. If there is a finding of responsibility, the Investigator notify the respondent and/or complainant of the Administrative Review to the extent permitted by law.

**5** One or two Administrative Review officers will be assigned to review the report, minus the recommendation regarding any disciplinary action, and issue a formal decision regarding findings of responsibility. The Administrative Review Committee may adopt the investigator's report, consult with the investigator, request that further investigation be done by the same or another investigator (including questioning of the parties), or request that the investigation be conducted again by another investigator. The Administrative Review Committee may not, however, conduct its own investigation or Administrative Review.

**6** If there is a finding that the respondent has violated the Community Standards, the Administrative Review officers will review the respondent's disciplinary history, if one exists, the recommendations regarding any disciplinary action, and any submitted personal and/or community impact statements.

**7** Once the Administrative Review Committee has completed its review on findings

and sanctions, the investigator shall send the final report to the Chief Student Affairs Officer, or designee. The respondent will be notified in writing of the findings and imposed sanctions. The complainant will be notified in writing of any sanction that has a direct impact on him/her if permitted or required by law. Upon written request, a copy of this report shall be made available to the respondent, alleged victim, and complainant if permitted or required by law. The respondent, the alleged victim, and the complainant will be simultaneously notified of the factual finding(s) in writing if permitted or required by law.

## **D INVESTIGATION AND ADMINISTRATIVE REVIEW FOR SANCTIONS:**

1 If a Community Standards officer and respondent are able to resolve the incident regarding the allegation(s) and/or violation(s), but not the sanctions, the Investigation/Administrative Review shall focus on the sanctions.

2 If a respondent does not attend a conference by the date specified, or if the respondent schedules a conference, but does not attend or attends but does not participate, the investigator may complete the investigation based on the information obtained. This includes the use of police investigation reports.

3 The complainant, any alleged victim, and the respondent shall each have the right to:

i Be notified of all alleged allegation(s) and/or violation(s). This will typically be done through the University email system. Notifications of Student Organization respondents will be done through the University email system to the

president of the Student Organization (for notice of allegations) and the Student Organization Representative thereafter. Students and Student Organization leaders and Representatives are responsible for checking their University email and following the instructions contained within the email.

ii Review any written complaint(s) submitted in support of the allegation(s) and/or violation(s).

iii Be informed about the Student Conduct process.

iv Be accompanied by one advisor of their choice during any Student Conduct meeting in which the student or Student Organization is participating. A student or Student Organization should select an advisor of their choice whose schedule allows attendance at the scheduled date and time for the meeting(s)

because delays will not normally be allowed due to the scheduling conflicts of an advisor of their choice.

v Receive upon written request, at the conclusion of the investigation and appropriate review, a copy of the investigator's report, to the extent permitted by law.

vi Present a personal and/or community impact statement regarding potential sanctioning to the review officer(s). A Student Organization Representative may submit one statement on behalf of the Student Organization.

vii Upon completion of the investigation, the investigator will submit to the Chief Student Affairs Officer, or designee, a report containing factual findings based on a preponderance of evidence standard, a determination of responsibility (typically, a signed agreement where the respondent has taken responsibility for the allegation(s) and/or violation(s)), and a recommendation regarding any disciplinary action that may be appropriate.

viii Typically, one or two Administrative Review officers will be assigned to review the report and issue a formal decision regarding sanctioning. The Administrative Review officers will review the respondent's disciplinary history, if one exists, and any submitted personal and/or community impact statements. The respondent will be notified in writing of the findings and imposed sanctions. The complainant will be notified in writing of any sanction that has a direct impact on him/her as permitted or required by law.

ix Once the Administrative Review Committee has completed its review on findings and sanctions, the investigator shall send the final report to Chief Student Affairs Officer, or designee. Upon written request, a copy of this report shall be made available to the respondent, and complainant as permitted or required by law.

## **E UNIVERSITY HEARING BOARD**

1 If the Chief Student Affairs Officer, or designee, deems specific allegations or alleged violations to have had great impact on the University community, a special University Hearing Board may be called to investigate the allegations, review all case documentation, and render a final decision about all allegations and sanctions.

2 The University Hearing Board shall be comprised of at least one (1) Student member, one (1) Faculty member, and one (1) Staff member. All members shall have an equal vote when determining if a respondent has violated the Community Standards. If there is disagreement amongst the board, a final decision will be decided by a simple majority vote.

3 If a respondent does not attend the hearing on the date/time specified or if the respondent attends but does not participate, the Hearing Board may complete the hearing based on the information obtained. This includes the use of police investigation reports.

4 To the extent permitted by law, the complainant, any alleged victim, and the respondent shall each have the right to:

i Be notified of all allegation(s) and/or alleged violations. This will typically be done through the University email system. Notifications of Student Organization respondents will be done through the University email system to the president of the Student Organization (for notice of allegations) and the Student Organization Representative thereafter. Students and Student Organization leaders and Representatives are responsible for checking their University email and following the instructions contained within the email.

ii Review any written complaint(s) submitted in support of the allegation(s) and/or violations.

iii Be informed about the Student Conduct process.

iv Submit a written account or present a personal statement regarding the incident. The decision to not present information is not an admission of responsibility and will not be considered as such. A Student Organization Representative may submit one statement regarding the incident on behalf of the Student Organization.

v Present relevant information, including names of witnesses, questions for witnesses (including the individual reporting the misconduct) and other documentation, regarding the incident.

vi Be accompanied by an advisor during any Community Standards meeting in which the student or Student Organization is participating. A student or Student Organization should select an advisor of their choice whose schedule allows attendance at the scheduled date and time for the meeting(s) because delays may not normally be allowed due to the scheduling conflicts of an

advisor.

vii Receive, upon written request, at the conclusion of the investigation and appropriate review, a copy of the investigator's report, to the extent permitted by law.

viii Present a personal and/or community impact statement regarding potential sanctioning to the Administrative Review officer(s). A Student Organization Representative may submit one statement on behalf of the Student Organization.

**5** The order of a University Hearing Board's procedure shall generally be as follows:

- i Complainant's opening statement and perspective.
- ii Questioning of complainant by University Hearing Board members.
- iii Respondent's opening statement and perspective.
- iv Questioning of respondent by University Hearing Board members.
- v Statement from Complainant's witnesses, if any.
- vi Questioning of complainant's witnesses by University Hearing Board Members.
- vii Questions provided by Respondent and/or Complainant will also be asked.
- viii Statement from Respondent's witnesses, if any.
- ix Questioning of complainant's witnesses by University Hearing Board Members.
- x Questions provided by Respondent and/or Complainant will also be asked.
- xi Final questions from University Hearing Board Members.
- xii Complainant's closing statement.
- xiii Respondent's closing statement, including any statement as to mitigating circumstances.

**6** Upon completion of the hearing, the University Hearing Board Chairperson will submit to the Chief Student Affairs Officer or designee, a report containing factual findings based on a preponderance of evidence standard, a determination of responsibility, and a recommendation regarding any disciplinary action or sanctions that may be appropriate.

**7** Upon receipt of the University Hearing Boards report of findings, the Chief Student Affairs Officer, or designee, will review the report issue the final outcome including any sanctions. The respondent will be notified in writing of the findings and imposed sanctions. The complainant will be notified in writing of any sanction that has a direct impact on him/her as permitted or required by law.

## **F DETERMINATION OF FACTS RELATIVE TO AN ALLEGED VIOLATION**

The standard used in determining whether or not the respondent violated the Community Standards is a preponderance of the evidence (whether it is more likely than not that a violation occurred).

## **G 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, or 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 Department Chair.

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 University as a component of the accused 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 may to the Chief Student Affairs Officer, or designee, to be dealt with as a disciplinary matter under the general provisions of these Community Standards.

## **H SANCTIONS**

- 1 If the respondent is found responsible for violating the Community Standards, appropriate sanctions will be imposed. Sanctions are determined by considering the nature of the misconduct, precedent regarding such misconduct, the respondent's disciplinary history, respondent's present demeanor, the community impact statements and/or mitigating or aggravating factors. With respect to respondents that are Student Organizations, Community Standards officers will obtain recommendations of and other applicable University departments and offices, which may include, but is not limited to, the Office of Transition and Leadership Programs and may also include a review of the disciplinary history of individual members of the Student Organization.

- 2** Sanctions for violations of the Sexual Violence Policy (e.g., sexual violence, domestic violence, dating violence, stalking, or hostility based on sexual or gender-based harassment), are described in the Investigation and Resolution Procedures.
- 3** The University has a special concern for incidents in which persons are mistreated because of race, gender, disability, age, marital status, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran status, genetic information, or other personal characteristics. Such incidents damage not only individuals, but also the free and open academic environment of the University. More severe sanctions are appropriate for such misconduct. Please see the Equal Opportunity, Diversity and Affirmative Action Plan and the Investigation and Resolution Procedures.
- 4** Some University policies specify sanctions for violations. See individual policies for sanctions required, if any.
- 5** In addition to other mitigating and aggravating factors considered in connection with imposing sanctions, additional factors may be considered with respect to Student Organizations including, but not limited to:
- I The role of leaders and the seniority of the members of the Student Organization involved in the behavior supporting the violation;
  - II Whether leaders had knowledge of the misconduct before or while it occurred and failed to take corrective action;
  - III The number of members of the Student Organization involved in the behavior supporting the violation and the extent to which members acted in concert in connection with such behavior;
  - IV Whether the leaders of the Student Organization self-reported the behavior underlying the violation;
  - V The extent to which the Student Organization leaders and members cooperated, responded honestly to questions, and accepted responsibility for the behavior underlying the violation;
  - VI The misconduct involves a violation of the University's Hazing Policy, Alcohol Policy, Drug Free Policy, the Sexual Violence Policy or the Equal Opportunity, Diversity and Affirmative Action Plan, or violation of law.
- 6** The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Community Standards. Please note that this is not an exhaustive list of sanctions:
- I University Expulsion: Permanent separation of the student from the University. A student who has been expelled is prohibited from participating in any University activity or program. The individual may not be in or on any University premises.
  - II University Suspension: University Suspension is a separation from the University for a designated period of time. Students who are suspended from the University are restricted from all University premises and activities, including but not limited to, course registration, class attendance, participation in cocurricular activities and University housing. Students who have been separated from the University for a period of time must meet with the Vice President for Student Affairs, or designee,

two (2) weeks prior to the next registration period for which the student is eligible to review any outstanding sanctions and the readmission process.

- III University Suspension in Abeyance - Under certain circumstances, University Suspension may be held in abeyance until the end of a designated time. If a student is again found responsible for violating the Community Standards or any other University policy during the designated period, University Suspension takes effect immediately.
- IV Disciplinary Probation II: Disciplinary Probation II indicates a more serious breach of the Community Standards and may likely to lead to suspension from the University for any further disciplinary infractions. The probation may last for any specified period. Students on Probation II are not considered to be in good disciplinary standing at the University for the duration of the probation, and are ineligible to participate in various University activities unless an exemption is made by the Chief Student Affairs Officer.
- V Disciplinary Probation I: Disciplinary Probation I is a serious warning that a student's behavior has breached the standards of the University community. Subsequent violations during the period of probation are likely to lead to more serious disciplinary action. The probation may last for any specified period. Students on Disciplinary Probation I are still considered to be in good disciplinary standing at the University, but eligibility to participate in certain programs may be affected. Some of these activities include representing the student body as a member of the SGA Executive Board and becoming or remaining a member of residential staff.
- VI Warning: A written notice that the respondent has violated University policy or the Community Standards and a warning that another violation will likely result in more severe sanctions which could include Probation, Temporary or Permanent Residence Hall Suspension, University Suspension, or University Expulsion or Loss of Recognition with respect to a Student Organization.
- VII Permanent Residence Hall Suspension: Permanent separation of the student from the residence halls.
- VIII Temporary Residence Hall Suspension: Temporary separation of the student from the residence halls for a specific period of time, after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.
- IX Relocation of Residence: Required assignment to another residence area.
- X Loss of Privileges: Denial of specified privileges for a designated period of time.

- XI Restriction: Denial of access to any campus facility, activity, class or program. This includes No Contact Orders.
  - XII Disciplinary Hold: A hold may be placed on a student's account. This may impact the student's ability to register for classes, obtain certain academic records, or register for housing.
  - XIII Restitution: Compensation for loss, damage or injury to an individual, a group, or the University for which the student was found responsible, whether intentionally or accidentally. This may take the form of appropriate service or monetary or material replacement.
  - XIV Community Restitution Project: Assignment of an appropriate service project that will benefit the University community, responsible student or others.
  - XV Assessment: A student may be referred to an appropriate office or local agency for consultation or assessment. These may include Alcohol and Other Drug (AOD) Assessments, Mental Health Assessments, and/or Life Skills meetings.
  - XVI B.A.S.I.C.S. Workshop: The Brief Motivational Intervention (BMI) program is designed to provide students with a confidential, non-judgmental forum to discuss information related to substances, as well as other areas that may be helpful to the student (i.e., academics, stress and time-management, etc.). The program runs for a minimum of two sessions, with the first about 75-90 minutes in length, and the second about 60 minutes. Payment of the associated \$150 fee is due by the completion of the first workshop.
  - XVII Parental 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).
  - XVIII Educational Program/Project: Participation in a health or safety program (the student may be required to pay a fee), online trainings or seminars, and other assignments as warranted.
  - XIX Revocation of Admission or Degree: Admission to the University or revocation of a degree awarded from the University may be revoked for fraud, misrepresentation, or another violation of the Community Standards in obtaining the degree or for other serious violations committed by a student after admission or prior to graduation.
  - XX Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the disciplinary process set forth in the Community Standards, including the completion of all sanctions imposed, if any.
- 7 The following sanctions may be imposed upon any Student Organizations found to have violated the Community Standards. Please note that this is not an exhaustive list of sanctions:

- I Those sanctions listed above.
- II Loss of Recognition: Loss of all University privileges for a designated period of time. Loss of recognition for more than two consecutive semesters requires a Student Organization to reapply for University recognition. Conditions for future recognition may be specified. Students may not continue to participate or associate in a Student Organization or accept further members during any Loss of Recognition.
- III Disciplinary Hold. A hold may be placed on the Student Organization's ability to use all or specified University privileges.

## **I APPEALS**

- 1 A decision reached through an Administrative Conference cannot be appealed.
- 2 A decision reached through the Administrative Review Committee may be appealed by the respondent(s) or complainant(s) or victim(s), when legally appropriate, to an appellate board within five (5) business days of the decision. Only the Student Organization Representative may submit an appeal on behalf of a Student Organization respondent.
- 3 All appeals shall be submitted through the on-line form found here.
- 4 The appeal form must state the reasons for the appeal and provide information as to the basis of the appeal.
- 5 Except as required to explain the basis of new information, an appeal shall be limited to a review of the investigation report and review findings. The review shall be for one or more of the following purposes:
  - I To determine whether the Administrative Review was conducted in conformity with prescribed procedures giving the complainant and victim a reasonable opportunity to prepare and to present information that the Community Standards was violated, and giving the respondent a reasonable opportunity to prepare and to present a response to those allegation(s) and/or violation(s).
  - II To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original investigation, because such information and/or facts were not known to the person appealing at the time of the investigation.
- 6 If an appeal is upheld by the appellate body, the matter shall either be referred to the original Administrative Review Committee to allow reconsideration of the original determination or the appellate body will determine any change. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.
- 7 All parties to an appeal will promptly receive simultaneous written notice of the outcome of the appeal.

## **J DISCIPLINARY STANDING**

- 1 Good Disciplinary Standing - a student is automatically assumed to be in Good Disciplinary Standing" unless the student forfeits that status by violating

an established University policy. Students in good disciplinary standing are eligible to participate in all activities of the University.

**2** Poor Disciplinary Standing - a student who fits into any of the following categories are considered to be in "Poor Disciplinary Standing" and may face certain restrictions at the University:

- I Disciplinary Probation II
- II Interim Restrictions
- III Suspension in Abeyance
- IV University Suspension
- V University Expulsion

During the timeframe that a student is considered to be in Poor Disciplinary Standing", the restrictions that a student may face include, but are not limited to the following:

- I Inability to represent the University or run for/hold elected student office positions within SGA or other Student Organizations.
- II Inability to apply for/hold student leadership positions on campus, including, but not limited to, Resident Assistant (RA), Primer, Tour Guide, Global Mentor, Student Galleries Manager or MAC Board Member.
- III Inability to participate in travel courses and/or study abroad programs.

## **K ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

**1** A student with a disability who desires an accommodation in regard to an Administrative Conference, Administrative Review, University Hearing Board or appeal meeting must follow the procedure for requesting an accommodation through the Office of Civil Rights Compliance and Diversity. The office will make a determination regarding the request and notify the appropriate parties. A student will not be considered to have a disability unless and until the student registers with the Academic Resource Center. Please contact the Associate Dean of the ARC at 671-879-7278 or by email at [esmith-freedman@massart.edu](mailto:esmith-freedman@massart.edu) for further information.

**2** Reasonable accommodations depend upon the nature and degree of severity of the individual's documented disability and the setting for which the accommodations are requested. The University is not required to grant a requested accommodation that is unreasonable, ineffective, an undue burden or substantially alters a University program, service or practice. Reasonable accommodations will be provided as required by law.

## **PART V: INTERIM ADMINISTRATIVE ACTION**

**A** The Chief Student Affairs Officer, or designee, may impose an interim University Suspension, Removal from Housing, Loss of Recognition, and/or other necessary restrictions on a respondent prior to or during an Administrative Review of the respondent's alleged violation. Such action may be taken when, in the professional judgment of a University official, a threat of harm to persons or property exists, or to protect the safety of any person.

**B** Interim administrative action is not a sanction. It is taken in an effort to protect the safety and well-being of the complainant, respondent, other members of the University Community, the University, or property. Interim administrative action is preliminary in nature; it is in effect only until an Administrative Review has been completed. However, violations of interim administrative action may result in additional violations and sanctions including University Suspension or University Expulsion or Loss of Recognition.

## **PART VI: MAINTENANCE AND REVIEW OF COMMUNITY STANDARDS FILES**

All records of misconduct are maintained confidentially in the Division of Student Development. In cases that involve suspension or expulsion, the action is also recorded on the student's academic transcript.

No one outside the institution has access to a student's record of misconduct nor does the Division of Student Development disclose any information in these records without the express written consent of the student involved except as provided in the Family Educational Rights and Privacy Act of 1974 ("FERPA"), and the Commonwealth's Public Records Law, as may be applicable.

Students wishing to review their records of misconduct may do so by making a written request to the Office of Student Development. Records are made available within seven (7) days from the date of request. Students who believe that their records of misconduct contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights should follow procedures described in FERPA in order to correct them. According to Massachusetts Statewide Records Retention Schedule 02--11; From 'H' Education Chapter, pg. 166: Item H8--2 H8 Student Affairs; 2 Student Discipline Records Documents the discipline of students for infraction of school policy.

**Retention Period:** (a) Expulsion records: Retain 25 years. (b) All other records: Retain 3 years after separation.

**Reporting** Each year, Student Development will provide a report of the demographics of all conduct cases to the Office of the President by June 30th.

## **Part VII: INTERPRETATION AND REVISION**

Any question of interpretation regarding the Community Standards shall be referred to the Chief Student Affairs Officer, or designee, for final determination. The Community Standards shall be reviewed at least every 3 years under the direction of the Chief Student Affairs Officer or designee.

This review will be conducted in accordance with the University's governance procedures.

*Approved: Massachusetts College of Art Board of Trustees 6/2000*

*Amended: Massachusetts College of Art Board of Trustees 6/2001 Revised:  
Massachusetts College of Art Board of Trustees 6/2003 Approved:  
Massachusetts College of Art Board of Trustees 6/16/2003 Revised:*

*Massachusetts College of Art Board of Trustees 5/31/2007 Revised:*

*Massachusetts College of Art and Design 3/24/2010*

*Approved: Massachusetts College of Art and Design Board of Trustees 6/7/2010*

*Revised: Title IX Updates; 09/16/2011*

*Revised: Massachusetts College of Art and Design: 8/24/2011*

*Approved: Massachusetts College of Art and Design Board of Trustees 8/30/2011*

*Revised: Massachusetts College of Art and Design: 06/2013*

*Approved: Massachusetts College of Art and Design Board of Trustees*

*06/04/2013 Revised: Massachusetts College of Art and Design: 03/2016*

*Approved: Massachusetts College of Art and Design Board of Trustees: 6/7/2016*

## **EQUAL OPPORTUNITY, DIVERSITY AND AFFIRMATIVE ACTION PLAN**

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 following policies and plans:

- [Equal Opportunity Plan, Diversity, and Affirmative Action Plan](#)
- [Non-Discrimination, Harassment and Retaliation Policy](#)
- [Sexual Violence Policy](#)

## **HAZING**

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:

### **SECTION 17**

Whoever is a principle organizer or participant in the crime of hazing as defined here- in shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections 18 and 19, 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 weather, forced consumption of food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

## **SECTION 18**

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such a 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 is reasonably possible. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

## **SECTION 19**

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgment stating that such group, organization, or individual has received a copy of said section 17 and each secondary school and each public or private school or college shall file, at least annually, a report with the Board of Higher Education and in case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying said school has adopted a disciplinary policy with regard to the organizers and participants of hazing. The Board of Higher Education and in the case of secondary schools, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General any such institution which fails to make such a report."

## **ILLEGAL DRUG USE**

Illegal drugs are prohibited on the property of Massachusetts College of Art and Design and at all University sanctioned events, wherever located. The university will enforce all applicable laws concerning illegal drugs. In addition, the possession of drug paraphernalia is prohibited.

When illegal drug use is suspected, when the university is notified of illegal drug use, or when persons are apprehended in the presence of, in possession of, using or selling illegal drugs, appropriate steps will be taken to determine the facts involved, provide for appropriate due process and proceed to a just conclusion.

Persons determined by the university police to be in possession of, using or selling illegal drugs may be prosecuted and/or referred for university disciplinary action.

Suspected violators of the drug policy are subject to immediate suspension from the university or any area thereof pending completion of due process as outlined in this handbook. If following due process, the suspected violator is found responsible, they may be subject to disciplinary action up to and including expulsion from the university and will also be subject to criminal prosecution under applicable laws.

## **INOPERABLE FIREARMS POLICY**

Students must inform and receive permission from their professor before bringing an inoperable firearm to class; 48 hours notice is required.

## **INVOLUNTARY WITHDRAWAL**

The policy outlined below defines the college's response to students with serious mental disorders. It will be invoked in extreme cases where it has been determined the actions of the student are such that their continued presence at the college has the potential of creating harm to him/herself or to others. The policy attempts to address the student's alleged mental disorder with a humanistic approach by mandating an interim withdrawal and psychological evaluation with due process rather than dealing with the problem behavior from a strictly disciplinary approach and/or dismissing the student from the college.

### **STANDARDS FOR WITHDRAWAL**

A student can be subjected to involuntary administrative withdrawal from Massachusetts College of Art, or from the college residence halls, if it is determined that the student is a danger to self or others, or has engaged or threatened to engage in or directly and substantially impede the lawful activities of others, lacks the capacity to respond to pending disciplinary charges, or did not know the nature of wrongfulness of the conduct at the time of the offense.

These standards do not preclude removal from the college, or college residence hall, in accordance with provisions of the residence hall, occupancy agreement, or other Massachusetts College of Art rules or regulations.

### **REGULATIONS**

Students who are subject to disciplinary charges, and who wish to rely on evidence of mental disorder when responding to such charges, must so inform the Chief Student Affairs Officer in writing at least two (2) business days prior to the date on which any disciplinary proceeding is scheduled to be held. Such notice may also be given by a family member, or by others advising or assisting the student. The Vice President or designee will then make a judgment based on

these standards, whether or not to divert the student from the disciplinary process.

## **INTERIM WITHDRAWAL**

An interim administrative withdrawal may be implemented immediately for the reasons set forth above or whenever the Chief Student Development Officer reasonably determines that a student may be suffering from a mental disorder and that the student:

- 1 Has engaged or threatened to engage in behavior which poses a danger of causing physical harm to self or others, or has engaged or threatened to engage in behavior which would cause significant property damage or directly and substantially impede the lawful activities of others.
- 2 Lacks the capacity to respond to pending disciplinary charges.
- 3 Did not know the nature of wrongfulness of the conduct at the time of the offense.
- 4 Whenever the Vice President has made such determination, he/she shall, if he/she has not otherwise done so, promptly refer such student for an evaluation in accordance with the provisions above.

A student subject to interim withdrawal shall be given written notice of the withdrawal either by delivery in hand, email, or by certified mail, and shall be given written a given a copy of these Standards and Procedures. The student shall then be given an opportunity to appear before the Dean of Students or a designee within two (2) business days from the effective date of the interim withdrawal, in order to review the following issues:

- 1 The reliability of the information concerning the student's behavior.
- 2 Whether or not the student has completed or is actively pursuing a psychological evaluation in accordance with the referral for the evaluation provision. Students subject to an interim withdrawal may be assisted in the proceeding specified above by a family member and/or a licensed psychologist or psychiatrist, or by a MassArt member of the faculty or staff of their choice. Students will be expected to speak for themselves whenever possible.

Following completion of these proceedings, the Vice President shall determine whether to revoke the interim withdrawal or to cause it to remain in the effect. S/he shall give prompt written notice of her/his decision in that regard to the student. Every interim withdrawal shall remain in effect for such period as the Vice President shall determine, but in no event shall it remain in effect beyond the date on which a decision shall be made at the student's hearing as provided below.

Any student who has been re-offered for an evaluation in accordance with these sections shall be accorded a hearing within seven (7) business days after such an evaluation has been completed. If a student is subject at that time to an interim withdrawal, the interim withdrawal shall remain in effect pending completion of hearings unless the Vice President has previously revoked it; provided however, the student will be allowed to enter upon the campus to attend a hearing or for other necessary purposes, as authorized in writing by the Vice President.

## HEARING

Students subject to an involuntary withdrawal shall be accorded a hearing before the Dean of Students or a designee. The hearing shall be informal and shall be conducted in accordance with the following guidelines:

- 1 Students will be informed of the time, date, and location of the informal hearing in writing, either by email, personal delivery or certified mail, at least two (2) business days in advance of the hearing.
- 2 The entire case file, including any evaluations prepared in accordance to these Standards and Procedures, and the names of prospective witnesses, will be available for inspection by the student in the Dean of Students office during normal business hours. The file will be made available at least two (2) business days before the informal hearing and need not include personal or confidential notes of any college official or participant in the evaluation process.
- 3 At the request of the student, a Massachusetts College of Art faculty or staff member of his/her choice may be appointed to review and challenge any evaluation containing a recommendation for involuntary withdrawal.
- 4 The advisor shall be given notice of the informal hearing, and access to the file, in accordance with the procedure mentioned above. Furthermore, the advisor will be given reasonable time at the hearing to ask relevant questions and to present evidence designed to challenge any recommendation that the student be involuntarily withdrawn from the college.
- 5 The informal hearing shall be conversational and non-adversarial; the Dean of Students or designee shall exercise actively over the proceedings to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be temporarily excluded from the hearing. The hearing will continue when the proceeding can continue in orderly fashion.
- 6 Additionally, the student may also choose to involve a family member and/or a licensed psychologist or psychiatrist of his/her choice.
- 7 The hearing may be conducted in the absence of a student who fails to appear after proper notice.
- 8 The mental health professional that prepared the evaluation shall appear at the hearing to respond to questions, upon request of any party. If this is not possible, a written addendum to the evaluation may be submitted.
- 9 The Dean of Students or a designee may permit a Massachusetts College of Art official, and the mental health professional that prepared the evaluation, to appear at the hearing and to present evidence in support of any withdrawal recommendation. Legal counsel will not be employed by either the college or the student in these hearings.
- 10 Within five (5) business days following the completion of the hearing, the Dean of Students or designee shall render a decision concerning the question whether the student should or should not be involuntarily withdrawn from the college. The Dean of Students or designee shall decide that a student should be involuntarily withdrawn from the college only upon a determination based on clear and convincing evidence, that these standards have been met.
- 11 If the Vice President decides that the student should be involuntarily withdrawn from the college, s/he shall set forth his/her findings of fact and the reasons on which his/her other decision is based. S/he shall also state the date after which a petition for reinstatement will be considered, and any conditions that must be fulfilled before any such petition may be submitted.

12 The decision of the Vice President shall be transmitted to the student in writing, either by email, certified mail or by delivery by mail.

13 The decision of the Dean of Students or designee, with the approval of the President will be final and conclusive and will not be subject to the appeal process.

## **READMISSION**

When determination has been made that the student is mentally capable of returning to school, readmission will be immediately provided to the student subject to any conditions imposed by the Dean of Students.

## **DEVIATIONS FROM ESTABLISHED PROCEDURES**

Reasonable deviations from these procedures will not invalidate a decision or proceedings unless significant prejudice to a student may result.

## **RELIGIOUS GROUPS**

Massachusetts College of Art and Design welcomes students, faculty, and guests from many religious and cultural backgrounds. This rich environment encourages the free exchange of beliefs and ideas and the reexamination of one's values and commitments. With this freedom, however, comes the responsibility to respect the rights of others, including the right not to be harassed or pressured to join a religious group or take part in its activities.

Participation in religious activities and groups on campus are open to all students.

They are often publicized in campus newspapers, posters, fliers, and personal invitation. If representatives of any group approach a student on campus, the student is free to request further information, to attend meetings, or become a member. The student is also free to say, "No thank you, I'm not interested." This simple statement should be respected.

If a student feels they are being pressured to attend a meeting or join a religious group, please report this to the Director of Civil Rights Compliance and Diversity. For questions about religious groups or activities, contact the Director of Student Affairs (2nd floor, Kennedy).

## **RIGHTS AND RESPONSIBILITIES**

Massachusetts College of Art and Design believes that an institutional framework must be provided that encourages debate and freedom of intellectual and creative endeavors. Academic freedom, in the fullest sense of the term, is indispensable to the purpose and existence of the college.

## **FREEDOM OF ASSOCIATION**

Organizations or clubs may be established at MassArt for any reason, whether the purposes are political, economic, social, or educational. Membership in all college-related organizations will be open to any person in the college community who is willing to meet its stated aims and obligations.

## **FREEDOM IN THE CLASSROOM**

The College affirms the right of students to freedom of research, exploration of ideas, concepts and theories, as well as the right to expression in the studio and classroom. It is the responsibility of the instructor in particular, but students as well, to ensure the courteous and unlimited exchange of ideas, not only of facts, but also in the

spirit of free inquiry. All students must be protected against prejudiced or capricious evaluation.

## **ASSOCIATION IDENTIFICATION**

As a general rule, the college will not require membership lists of an organization or club. It may, however, if deemed necessary to the welfare of the college, request the names and addresses of officers and/or members.

## **SUPPORT AND MAINTENANCE**

In affirming the right of free association on campus, the college assumes the responsibility to defend and uphold that right in the event that, for any reason, it seems threatened.

## **FREEDOM TO PARTICIPATE IN THE DECISION-MAKING PROCESS**

As constituents of the academic community, students are free, individually and in groups, to express their views on institutional policy and on other matters germane to their individual or collective interests. In addition, the formal contract of the College faculty has express and definitive mechanisms designed to insure the full participation of all sectors of the College community on a representational basis.

## **FREEDOM OF PRIVACY**

Respect will be given to the confidential relationship between the college and its members by preserving the privacy of records relating to each person. For students, the right to confidentiality and access to records is guaranteed by Federal Law under the Family Educational Rights and Privacy Act (FERPA) of 1974, and as amended, and the Commonwealth's Fair Information Practices Act.

## **FREEDOM OF PROTEST**

The College recognizes the right of students to conduct peaceful demonstrations and protests that do not interfere with regular conduct of the

college's business. Parties responsible for the planning of protests or demonstrations have the obligation to consult with the Chief Student Affairs Officer prior to the implementation of such acts.

## **FREEDOM OF PUBLICATION**

In keeping with the right of academic freedom, student press sponsored by individuals and organizations will be free of censorship and arbitrary college actions arising out of disapproval of editorial policy or content. In advance of publication, the appropriate area Vice President must approve any publication of material that includes the college name, logo, or address.

## **SEXUAL HARRASSMENT**

The College is committed to maintaining safe and healthy learning, living and working environments that are free from all forms of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. Consistent with this commitment, the College complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination and harassment on the basis of sex in education programs and activities, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The College does not discriminate on the basis of sex in admission to or employment in its education programs and activities.

In December 2014, the Massachusetts Board of Higher Education approved the new Equal Opportunity, Diversity and Affirmative Action Plan (EO Plan), which includes the College's [Sexual Violence Policy](#). The Sexual Violence Policy prohibits all forms of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. These behaviors are antithetical to the College's educational mission and are prohibited forms of harassment under Title IX. The College provides educational and prevention programs, services for individuals who have been impacted by discrimination and harassment on the basis of sex, and accessible, timely and equitable methods of investigation and resolution of complaints. The Sexual Violence Policy and the Complaint Investigation and Resolution Procedures are intended to comply with Title IX, the reauthorized Violence Against Women Act, including the Campus SaVE Act, the Clery Act, and the guidance documents on Title IX issued by the Department of Education's Office for Civil Rights and the White House Task Force to Protect Students from Sexual Assault.

*Updated 7/2015*

## 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. A smoke-free campaign has been developed which includes an education and awareness component, smoking cessation opportunities, and other continuing efforts to facilitate the implementation of this policy. The Office of Counseling and Wellness undertakes these efforts.

## SNOW CLOSING

In the event that the College is closed and classes and other scheduled activities are canceled due to inclement weather, only “inclement weather personnel” are required to work. “Inclement weather personnel” include the following: Power Plant personnel who must remain on the job until properly relieved by his/her normal shift replacement, security personnel, and some maintenance personnel for clearing snow from the sidewalks and building entrances.

## CANCELING CLASSES AND OTHER ACTIVITIES

The Vice President of Administration and Finance will advise the President of storm conditions in the immediate area of the College, noting the status of public transportation, other private/public agency closings as well as the latest weather advisory. The President will then determine the necessity for closing the college and arrange for the broadcast of this information via the [Rave Alert System](#) and [Twitter](#), as well as:

### *RADIO:*

- + WBZ (1030 AM)
- + WRKO (680 AM)

### *TELEVISION:*

- + WBZTV (CBS)
- + WCVB (ABC5)
- + WHDH (NBC7)
- + WFXT (FOX25)

In addition to radio broadcasts, alerts will be sent out through the MassArt RAVE system, College-wide email, and official MassArt social media accounts.

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 President, will determine if classes are to be cancelled. 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.

The college treats every individual's social security number as information that is personal and confidential. Every social security number is kept, therefore, as a part of the College's confidential records and is only used in the manner described above.

## **SOLICITATION**

### **COMMERCIAL SOLICITATION IS NOT ALLOWED ON CAMPUS.**

#### **NON-COMMERCIAL SOLICITATION**

The primary concern of the college is education. As one aspect of the process, the college encourages participation by the students, faculty and staff in matters of public interest. This policy exists with three obligations in mind.

- 1 To allow the college to continue its normal educational functions without undue interruption.
- 2 To enable outside groups equitable and reasonable opportunity to solicit on campus.
- 3 To protect the individual rights of college community members, such as the rights of privacy and personal security.

It is with these considerations in mind that the college promulgates the following policy:

- + Non-commercial solicitation shall be defined as activity that does not promote or tend to promote the sale of goods or services, or the exchange of money.
- + Examples of non-commercial solicitation include voter registration, distribution of free literature, and the enlistment of volunteers for non-profit organizations.

## **PUBLIC AREAS**

Public areas are those areas generally open to the public (including parking lots) that do not serve a specific educational, administrative, research, health, residential,

athletic, or recreational purpose. Public areas are open to non-commercial solicitation and shall include the following:

- + First floor of the North Building (between the two exit doors)
- + Ground floor of the Tower adjacent to the entrance of the auditorium
- + Ground floor foyer of the Kennedy Building
- + First floor foyer of the South Building

Public areas are open to all forms of non-commercial solicitation during the normal operating hours of the college. All persons or organizations who wish to engage in non-commercial solicitation are required to follow the approval process outlined below.

## **PUBLIC AREA USE APPROVAL PROCESS**

All persons, whether students or non-students, who wish to engage in non-commercial solicitation must first register and obtain written approval from the Director of Events Planning and Theater Management.

Any person engaging in solicitation must display a college permit at all times. Non-commercial solicitation activities are presumed permissible and approval will be granted unless, in the considered judgment of the Director of Events Planning

and Theater Management such activities are likely to cause undue disruption of the rights of the college community members, such as the rights of privacy and personal security. The following procedures must be followed in order to obtain approval for a non-commercial solicitation activity:

Each person or organization seeking to reserve these designated spaces for non-commercial solicitation must submit, to the Office of College and Visiting Events, a completed Event Registration Form no later than five (5) days prior to the proposed activity.

The following procedure must be followed to appeal denial of a non-commercial solicitation request:

- 1 The unsuccessful applicant must appeal to the Chief Student Affairs Officer within 24 hours of notice of the denial of the request.

**2** The appeals officer will respond within two (2) business days of the appeal. Note: Emergency exceptions to the time limitations above may be made upon showing of good cause.

**3** Sanctions: Instances of alleged noncompliance with the College non-commercial solicitation policy may be the subject of a complaint by any member of the College community. Such complaints shall be registered within five (5) business days of the alleged infraction with the appropriate Vice President. The alleged violator(s) shall receive notice of the complaint and shall be given an opportunity to be heard as specified below.

Complaints relative to students believed to be in violation of the College non-commercial solicitation policy will be referred by the Chief Student Affairs Officer to the judicial process as outlined in the Community Standards.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

### **OVERVIEW**

College Technology are business tools provided by Massachusetts College of Art and Design to employees and students to facilitate timely and efficient conduct of business, teaching, learning, research, and public service. To help ensure that these tools are used appropriately, Massachusetts College of Art and Design has codified the following acceptable use policy for all Technology users, whether students, faculty, staff, contractors, or affiliates, of College Technology.

### **POLICY STATEMENT**

Access to College telecommunications, computers, networks, systems, and IT services owned, leased, or operated by Massachusetts College of Art and Design are conditional upon appropriate use of those assets. All individuals using College Technology 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, harassment, and unwarranted annoyance. 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;
- + 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 individuals Technology 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 College Technology to usage that does not disrupt other individuals' use of Technology or College operations;
- + Avoid anonymous usage: employees and students 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), Information Security Officer (ISO), or designated member of the College's Rapid Response Team (RRT).

## RELATION TO OTHER POLICIES

1. 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 the students' code of conduct.
2. Employees and students 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

1. College Technology is College property.
2. 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 employees and students should not consider any email, Internet message, telecommunications/voice mail message or material private or their personal possessions.
3. 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.

## AUTHENTICATION CODES AND IDENTIFIERS

1. Employees and students must not use an authentication code (e.g., a password or PIN) to access a file, record, or data, or retrieve any stored communication using College Technology, other than where authorized.

2. All authentication codes and identifiers, such as passwords and personal identification numbers (PINs), used to access Technology are the property of Massachusetts College of Art and Design.
3. Technology users must never impersonate another College user when using Technology.

## **WORKSTATION SECURITY**

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

## **COLLEGE TECHNOLOGY SAFEGUARDS**

1. Any attempt to defeat, alter, or uninstall College 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, and connecting internal computers directly to the internet.
2. The above prohibited actions may be performed if authorization is provided to a specific employee or employee group by the Chief Information Officer of the College, such as to a designated information security team.

## **NON-REMOVAL**

1. Employees and students 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.
2. Protected information, particularly personally identifiable information (PII) such as Social Security numbers or credit card information, must never be removed from campus, must never be stored on equipment not owned or managed by the College without appropriate written management approval, and must always be stored on mobile computers or removable media using a current, industry-standard encryption method.

## **DOWNLOADING**

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

## **USE OF TECHNOLOGY THAT VIOLATES ANOTHER INDIVIDUAL'S RIGHTS**

1. The electronic mail, Internet systems, and telecommunications/voice mail systems are not to be used to create or communicate any offensive or disruptive messages.
2. Among those which are considered offensive are messages, materials, or communications which contain sexual implications, racial or ethnic slurs, or

other comments that offensively address someone's age, sex, sexual orientation, religion, national origin, ancestry, or disability, or can be reasonably interpreted to have the effect of making a member of the College community feel they are in a hostile environment.

3. In addition, Technology must not be used to communicate any other improper messages, for example, messages or material that is defamatory, derogatory, obscene, or otherwise inappropriate.
4. The electronic mail, Internet systems, and telecommunications/voice mail systems must not be used to commit any crime, including but not limited to, sending obscene emails over the Internet with the intent to annoy, abuse, intimidate, threaten, or harass another 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 the State Ethics Law.

## **SOLICITATION**

The electronic mail, Internet systems, and telecommunications/voice mail systems 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 job or curriculum related.

## **CHAIN LETTERS AND REPEATED MESSAGES**

1. Employees and students must not send or forward "chain letter" emails.
2. Employees and students are prohibited from sending anonymous or repeated messages via the email, Internet, or telecommunications/voice mail systems designed to annoy, abuse, or torment.
3. Employees and students are prohibited from making any communication which adversely impacts the communications of the College by overloading the network or knowingly acting in a manner that will disrupt normal operations of computers, telecommunications/voice mail, or the network.

## **MALICIOUS SOFTWARE**

1. Employees and students may not use Massachusetts College of Art and Design Technology to develop or distribute any malicious software, such as viruses, worms, Trojan horses, phishing emails, or any other software with malicious intent.
2. Employees and students should not open emails or email file attachments unless they are confident of the identity of the sender. If you are in doubt of the legitimacy of an email message and suspect it has malicious intent, contact a Technology staff member for assistance.

## **COPYRIGHTED MATERIAL AND TRADE SECRETS**

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

## **COLLEGE'S RIGHT TO MONITOR**

1. Massachusetts College of Art and Design acknowledges that privacy is an important value for educational institutions.
2. 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 communications (including but not limited to email, voicemail, chats, user forums or other electronic discussions) stored or transmitted by any user of College Technology if College policy has been violated, to assist in criminal investigations, or if directed to do so by subpoena from local, state or federal authorities..
3. In these cases, an individual with appropriate administrative responsibility will make the determination.
4. For example, for students, it will be determined by the Dean of Students' office or that office's designee; for staff, by the relevant Vice-President or designee; for the faculty, by the Vice President of Academic Affairs or designee; and, in cases that may be in violation of the College's Affirmative Action policy, the Director of Civil Rights Compliance and Diversity or designee.
5. Authorized representatives of the College will monitor the use of its systems in its sole discretion, at any time, with or without notice to any employee or student and may bypass, delete, change and/or modify any password or other authentication code. 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.
6. The Technology department of Massachusetts College of Art and Design may routinely monitor communications technology, and log usage data, which may include, but are not limited to, network session connection times, user log-ins to systems, application or equipment, CPU, memory, and disk utilization for each user, security audit trails and logs, web browser history, network bandwidth usage, etc. Information Technology may review this data for evidence of violation of law or policy, and other purposes.

## **CONFIDENTIALITY/PRIVACY**

1. Notwithstanding Massachusetts College of Art and Design's right to retrieve and review its electronic and digital communications and data, which may include, but are not limited to, electronic mail, Internet messages,

telecommunications/voice mail messages or material, databases, records, files, or documents, electronic and digital communications and data, such messages or material should be treated as confidential by other employees and students and accessed only by the intended recipient.

2. 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.
3. Users are prohibited from viewing, editing, or deleting data not intended for them.
4. Users are responsible for maintaining the confidentiality of electronic and digital communications and data.
5. The use of passwords for security does not guarantee confidentiality.
6. Electronic or digital data which has been erased from a storage device may still be retrieved and reviewed.
7. Electronic or digital data may provide the College 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 such as a social security number or credit card information, must never be sent over the internet without being encrypted in a current, industry standard encryption method. [Consult the Information Security Officer if you are unsure of whether the proposed encryption method meets this standard.]

## **DISCIPLINARY ACTION**

1. Massachusetts College of Art and Design may impose sanctions on the use of College Technology, or 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, the loss of computer, internet, email, and/or telecommunications/voice mail network or systems access privileges. Disciplinary actions may include, but are not limited to, counseling, termination or expulsion from the College, or legal action.
2. Violations which constitute criminal offenses may be subject to local, state, or federal prosecution.
3. Massachusetts College of Art and Design reserves the right to terminate any computer network connection which inhibits or interferes with the security, performance or usability of the network.

## **PASSWORD AND AUTHENTICATION CODE ACCOUNTABILITY**

Passwords and authentication codes are protected data, and should not be shared with other users. Users are also prohibited from accessing or attempting to retrieve passwords and authentication codes for which they are not

authorized. Inappropriate use of passwords or authentication codes may result in disciplinary actions, up to and including termination or expulsion.

## **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**

- 1.** If you are not sure whether an activity you are planning would affect service, you may contact the Information Technology helpdesk at (617) 879-7888.
- 2.** Employees who need help understanding this policy or who discover a violation of this policy should notify the 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.
- + Parts of this Policy incorporate some of the substance and language of the Rensselaer Polytechnic Institute's Policy on Electronic Citizenship approved April 13, 1998 and last modified on October 18, 1999.
- + Date last reviewed and updated: July 25, 2018.

## VISITORS

Visitors are welcome, but may 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.

## STUDENT WITHDRAWAL AND REFUND POLICY

[Student Withdrawal & Refund Policy](#)

## CAMPUS LIFE

At MassArt, we strive to be student-focused and service-oriented, which means we are here to assist you. Our campus services provide you with access to the basics like dining services, bookstore, safety, connectivity, commuter services, as well as more personal support such as health care. Please do not hesitate to ask for help or guidance. Through our campus services, we are well prepared to help you overcome the small problems and the larger concerns you may encounter.

## ART SUPPLY AND BOOKSTORE

MassArt Supply and Bookstore is located on the first floor of the Kennedy Building. The Bookstore offers a complete line of professional art supplies, new and used text- books, 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. Phone: (617) 739-4770

## 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 Jamie Glanton Costello in the Office of Student Development by email at [student.development@massart.edu](mailto: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, 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 & WELLNESS CENTER**

The Counseling and Wellness Center offers counseling and wellness programs throughout the academic year. Counseling is free short-term psychotherapy, evaluations, referrals, and other resources for students. In most cases, students can be seen within a week and, in an emergency, a student can be seen immediately. To make an appointment, call, email or stop by to schedule the appointment in person.

Wellness programs are held throughout the year to help students maintain healthy lives and build on their strengths. Stress reduction groups, yoga, and meditation sit- tings are offered during the school year. Smoking cessation, alcohol and drug education and health screenings are other programs that are offered throughout the year.

All immunization records for incoming students must be sent to the Counseling and Wellness Center. Please direct any questions related to this to [counseling@massart.edu](mailto:counseling@massart.edu) or call 617-879-7760.

### **CONTACT US**

Counseling and Wellness Center  
621 Huntington Avenue,  
Kennedy Building 2nd Floor  
Boston, MA 02115  
t: (617) 879-7760 | f: (617) 879-7769  
[counseling@massart.edu](mailto:counseling@massart.edu)

### **EMERGENCIES**

If you are having thoughts of suicide, impulses to hurt yourself or someone else or if you have just been a victim of violence or a sexual assault, contact the Counseling and Wellness Center immediately.

During office hours, contact our office at (617) 879-7760.

After office hours, contact MassArt Public Safety at (617) 879-7800.

### **FOR MORE INFORMATION:**

[Mental Health Anonymous and Confidential Screenings](#)  
[Our Philosophy of Care](#)

[Meet the Counselors](#)

[How to Schedule an Appointment Confidentiality](#)

[Health Record Release Form Immunizations](#)

## **STUDENT RESOURCES**

[American Foundation for Suicide Prevention](#)

[Online Counseling Pamphlet Collection](#)

[Sleep Foundation Website \(tips and quizzes on sleep-related topics\)](#)

## **OTHER RESOURCES:**

[Guide for Parents](#)

[Guide for Faculty / Staff](#)

[Assisting the Emotionally Distressed Student \(pdf\) Clinical Training Program](#)

## **EMERGENCY DROP-IN**

We also keep open a daily emergency drop-in time (3:00 pm Monday–Friday) for any crisis or urgent situation that a student may have that would benefit from immediate attention from a counselor. This can be scheduled by calling or coming in to the Counseling Services office during the day or a student may show up at 3:00 and meet directly with a counselor.

## **SEXUAL ASSAULT INFORMATION**

If you or a friend has been sexually assaulted, it is important that you receive medical and psychological care as soon as possible.

Contact Public Safety at (617) 879-7800 for assistance to be transported to Beth Israel Deaconess Hospital Emergency Services.

Contact Health and Counseling Services at (617) 879-7760 for additional support, guidance, and resources.

## **WHAT IF IT'S NOT AN EMERGENCY BUT I'M REALLY UPSET?**

At times of distress that does not reach the level of a crisis or emergency, there are several things you can do to help you cope with and reduce your distress.

Here are a few suggestions:

- + Practice breathing exercises for relaxation.
- + Write in a journal.
- + Talk to a friend, family member, or MassArt faculty or staff.
- + Take a walk.
- + Practice relaxation techniques.
- + Listen to your favorite music.

- + Engage your creative energy (draw, build, or paint).
- + Watch a movie or distract yourself with a relaxing game.
- + Daydream about a favorite activity.
- + Recall a pleasant memory, focusing on the images, sounds, and sensations that are associated with the memory.

## DINING SERVICES

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

The MassArt Dining Commons managed by Chartwells 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. The dining service also offers a full range of catering and seasonal specials.

### 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.

### DECLINING BALANCE MEAL PLAN

There is a declining balance meal plan available to resident and commuter students. Commuter students may pick up a meal plan form in the Office of Student Development on the second floor of Kennedy.

[Resident Students](#) | [Commuter Students](#)

### CONTACT THE DINING SERVICES OFFICE FOR MORE INFORMATION:

Chartwells Dining Office:(617) 879-7965

Fax: (617)-879-7961

Email: [unit3153@compass-usa.com](mailto:unit3153@compass-usa.com)

or by visiting us at:

The Dining Commons MassArt - Kennedy Building  
625 Huntington Ave  
Boston, MA 02118

## 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).

## MAILROOM/CENTRAL 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.

**Contact:** (617) 879-7930

**Hours:** Monday-Friday: 8:30 am-5:00 pm

## 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 at several campus locations. Hours of service are extended during periods of 24-hour access. The shuttle serves an area within a two-mile radius or so from campus. For further information, contact Public Safety, x7810. A schedule of all shuttle stops is developed at the beginning of each semester and posted throughout the campus.

### 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 CARDS**

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.

## **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 un-attended 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. 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. Paid student parking is available in our Church Lot, located at 514 Parker St, for \$50 per day assigned for the semester. For example, if you attend classes two days per week, the fee is \$100 for the semester. Weekend access to Ward Lot is included. Applications for the fall semester are accepted between Patriots Day (3rd Monday in April) and the first

Friday in June. Applications for the spring semester are accepted between Veteran's Day (November 11th) and the first Friday in December. Your application **MUST BE SUBMITTED** by the Friday 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.

The Church lot is about a five-minute walk from campus and a free shuttle van operates from 7:00am - 11:00pm weekdays. There is no shuttle 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 available in the Wentworth Parker lot, at the corner of Parker and Prentiss Streets, for \$30 per evening assigned for the semester. If you attend class one night each week, the fee is \$30 for the semester. If you attend classes two nights per week, the fee is \$60 per semester. Weekend access to Ward is included. Applications are accepted on a rolling basis.

Paid evening student parking is also available in our Ward Street lot, behind the Artists' Residence for \$50 per evening assigned for the semester. If you attend class one night each week, the fee is \$50 for the semester. If you attend classes two nights per week, the fee is \$100 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 evenings 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. It is \$30 for the semester to park in our Ward Lot. Students must submit a parking application along with a class schedule.

### **WEEKEND WORKSHOP**

Paid parking is available for weekend workshop students in our Ward Lot for \$15 per weekend. Students must submit a parking application along with a class schedule.

### **WINTER INTERSESSION STUDENT PARKING**

Paid parking is available during Winter Intersession (the first two weeks of January) in the Church Lot. The rate is \$25 for a class that meets for a week or less OR \$45 for a class that meets more than a week.

## 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.

## SUMMER STUDENT PARKING

### Day-Time (before 5pm)

Paid summer student daytime parking is available in our Church Lot, located at 514 Parker St, for \$30 per registered course. If you are registered for one class during the summer, the fee is \$30. If you are registered for two classes, the fee is \$60. Students must submit an application and class schedule.

### Evening (after 5pm)

Paid summer student evening parking is available in the Ward St Lot for \$30 per registered course. If you are registered for one class during the summer, the fee is \$30. If you are registered for two classes, the fee is \$60. Students must submit an application and class schedule.

## APPLYING AND PAYING FOR PARKING

To obtain parking in any of the three lots, you must complete the appropriate application form and submit it with a copy of your course schedule (students). If you have not received your course schedule prior to your first class, you may obtain one in the Continuing Education office.

We accept the application and class schedule via email, mail, fax, or in person. 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](mailto: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 on payment:

- + Check or money order made payable to the Residences at MassArt
- + Visa or Mastercard, \$5 processing fee added
- + **WE DO NOT ACCEPT CASH**

# ACADEMIC POLICIES

## ACADEMIC WARNINGS

Two academic warnings are issued each semester. Students in danger of not passing a course may receive a warning from the appropriate faculty member. Students are advised to seek assistance from their faculty advisor and/or the director of advising. However, students who do not receive an academic warning are not assured of a passing grade.

## 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, or 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 Department Chair.

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:

- The student does the assignment over or retakes the test.
- The student receives no credit for the plagiarized assignment.
- The student fails (or receives no credit) for the class.
- The student is referred to the Provost, Academic Affairs 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 accused student's educational record.

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

If just cause is determined by the Provost, Academic Affairs, in consultation with the department chair and the faculty member, the matter may also be referred by the Provost to the chief student affairs officer, to be dealt with as a disciplinary matter under the general provisions of these Community Standards.

## ADVANCEMENT

### Studio Foundation to Sophomore Year (Major)

- + Students missing/failing one or two required courses must complete one course prior to second semester sophomore year and the second by the end of the summer following sophomore year
- + Students missing/failing three or more courses may not enter their sophomore major
- + Junior to Senior year
- + Students may not register for senior-level studio courses until they have completed all first and second year required courses

## ADVISING AND REGISTRATION

In all situations, it is ultimately the responsibility of the student to satisfactory progress through a program and fulfill all degree requirements.

## ATTENDANCE

Students have a responsibility to attend all scheduled class meetings.

Faculty are responsible for clearly stating their expectations for performance and attendance through the course syllabus, and during the first week of classes. This includes their manner of recording attendance and whether any portion of a student's grade is based on attendance and/or class participation. Faculty are obligated to recognize legally protected activities, such as religious holidays, military service, and jury duty.

Students are responsible for making themselves aware of course attendance policies, and for meeting all course expectations as outlined in the course syllabus regardless of missed class time.

Students are responsible to communicate in a timely manner in written form (e.g. in an email) with their faculty regarding any missed class time and related class work.

A student who feels circumstances may warrant withdrawal from a single course should contact their Advisor and the Office of the Registrar. A student who wishes to request a medical leave of absence from the College should contact the Counseling and Wellness Center. Non-medical leaves of absence are coordinated through the Academic Resource Center.

A student who misses the first meeting of a class may be dropped from the roster by the instructor.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

A student may receive up to six (6) non-course credits from CLEP exams toward general education electives. The CLEP exam score must be at least the score recommended by the American Council on Education (ACE).

## **COLLEGE-WIDE ACADEMIC STANDING**

College-wide academic standing is based on overall academic performance each semester and in consecutive semesters. Each semester an undergraduate is enrolled in the BFA program he/she must complete and pass two-thirds of attempted credits. Attempted credits are those credits for which a student is registered at the close of add/drop. The criteria for college-wide standing are listed below.

### **GOOD ACADEMIC STANDING**

Students who have completed and passed two-thirds of attempted credits in the previous semester are considered to be in good academic standing.

### **ACADEMIC NOTICE**

Students who complete less than two-thirds of credits attempted in a semester are placed on academic notice and are advised of this status in a letter from the director of advising. Only courses in which the student receives a passing grade are considered completed. Courses with grades of Withdrawn, Incomplete, No Credit, and F are all considered not completed/passed. Students on academic notice can return to good standing if they successfully complete and pass two-thirds of the credits they attempt the following semester.

### **ACADEMIC PROBATION**

If students on academic notice fail to successfully complete two-thirds of the credits attempted in the next semester, they are placed on academic probation and advised of this status in a letter from the Registrar's Office. Students should make an appointment with the Advising Office before registration to discuss the process for recovery from probationary status. Students on academic probation can return to good academic standing if they successfully complete and pass two-thirds of the credits they attempt in the following semester.

### **ACADEMIC DISMISSAL**

If students on probation fail to successfully complete two-thirds of the credits attempted in the next semester, they are subject to academic dismissal.

The academic records of students subject to dismissal will be reviewed by the Academic Standing group. They may decide to dismiss the student from the college. Alternatively, they may create a plan designed to give the student another chance at succeeding at the college. The plan may include changes in the student's choice of major, the number of credits the student may attempt,

and the courses the student may take. It may also include a required leave of absence from the college before studies resume. Any decision the panel makes prevails over any other published academic progress policy.

Students who have been dismissed may choose to meet with an academic advisor to discuss their academic options. A student who has been dismissed from the college for academic reasons may appeal the decision by presenting a well-reasoned letter to the Provost, Academic Affairs within 30 days of receiving the dismissal letter.

## **RELATIONSHIP OF DEPARTMENTAL STANDING TO COLLEGE-WIDE STANDING**

Students who are dismissed from a department may have up to one semester following the department dismissal to choose a new major. A student who does not choose a major after this interim semester will be dismissed from the college.

Students who have been dismissed from two departments are subject to dismissal from the college. When students are subject to academic dismissal due to overall (college-wide) academic performance but are not dismissed, any remedial action by the college holds sway over all department policies. This is detailed above under "[Academic Dismissal](#)".

## **COMMENCEMENT PARTICIPATION POLICY**

Students need to complete a minimum of 120 credits and to meet departmental/concentration requirements for the BFA degree. At least 60 credits must be earned at the college or its exchange and cross-registration partners.

Only students who have met all requirements for graduation, or who have an approved exception, may participate in the commencement ceremonies.

Diplomas are typically mailed from the Registrar's Office by the end of the summer or when final degree requirements are met.

A student receiving a failing grade in a Spring semester course required for graduation must fulfill that requirement before receiving a diploma.

Exceptions to graduation requirements for the purpose of participating in commencement are granted on a very limited basis.

A student seeking an exception must:

- + Be missing no major requirements.
- + Be missing no more than six (6) credits for completion of their degree.
- + Complete a Commencement Participation Agreement through the Office of the Registrar.
- + Receive approval from their major department chair, their advisor, the chair of the department(s) from which credit is pending, and the Vice President of Academic Affairs (who may grant any additional exceptions)

## CONCENTRATIONS AND MAJORS

Massachusetts College of Art and Design offers Bachelor of Fine Arts (BFA) degrees in 22 majors: Animation, Architectural Design, Art Teacher Education, Ceramics, Community Education, Fashion Design, Fibers, Film/Video, Glass, Communication Design, History of Art, Illustration, Industrial Design, Jewelry and Metalsmithing, Museum Education, Painting, Photography, Printmaking, Sculpture, Studio Education, Studio for Interrelated Media (SIM).

### DUAL MAJOR

Students who choose a dual major complete the requirements of both majors. Typically, this requires an extra year of study.

Whether it is feasible to combine majors depends on the particular majors chosen. Students may need to speak with the chairs of both departments to understand if and how the requirements of both majors will fit together

### CHANGE OF MAJOR

The college permits one change of major during a student's academic career. Students accepted as advanced transfers (sophomore or junior) must complete one semester in the major to which they were accepted before they can change majors. Students who want to change majors must complete a change of major form (available in the Registrar's Office) and obtain the signature of their current faculty advisor, the department chair of the new major, and the director of advising. The student must file the form before pre-registration for the semester in which the change will take effect. A change of major may require additional semesters of work to complete; students are encouraged to meet with an Academic Advisor to discuss how a change of major affects progress toward their degree.

## CONTINUOUS REGISTRATION

Students are required to register each semester until all degree requirements are fulfilled. Unless granted an official leave of absence, a student who does not officially register for a semester is considered to have withdrawn from the college.

## COURSE ASSISTANTSHIP

Course assistantships allow qualified sophomores, juniors, and seniors to assist a faculty member with whom they have studied previously. Duties may include set up, assisting with demonstrations and critiques during class meetings. Course assistants may not grade students. Students may register for only one 3-credit course assistantship each semester, and no more than two such assistantships may count toward degree requirements.

Students selected by faculty to be course assistants submit a Course Assistantship form with the faculty and chair's signatures to the registrar during registration and no later than the end of the Add/Drop period. Students who are

performing a Teaching Assistantship should follow Independent Study procedures.

## COURSE LOAD/CREDITS

Most students complete a program of 120 credits to earn the BFA degree. With some variation for each area of concentration, these credits are distributed among first-year Studio Foundation courses, major concentrations, liberal arts, history of art, and studio electives. All concentrations except Art Education and Art History include the following distribution of courses: 18 credits in Studio Foundation, 42 credits in liberal arts/history of art, 36 credits in the concentration, and 24 credits in studio electives. Electives for Design, Art History, and Art Education programs must be studio courses; electives for Fine Arts and Media and Performing Arts programs can be studio electives and up to 9 credits of liberal arts/history of art. To graduate in 8 semesters (4 years), undergraduate students must pass a normal full-time load of 30 credits per academic year. Full-time students take at least 12 credits per semester; part-time students take fewer than 12 credits per semester. Students who want to take more than 18 credits in one semester must obtain permission from their Department Chair and the Director of Advising.

*\*\*\*Please be advised: Tuition and Fees and Financial Aid have specific enrollment definitions that differ from the Academic Credit Load detailed above. Please contact the Bursar's Office and/or The Office of Student Financial Assistance if you have any questions on how tuition bills and financial aid are affected by credit load. \*\*\**

## CREDIT/HOUR RATIO

MassArt expects all 3-credit classes to carry a workload of 9 hours per week, on average, divided between in-class and out-of-class work. Courses have class meeting times of varying lengths, depending on the designation of the class: lectures and seminars meet for 3 hours per week; critiques meet for 4 hours per week; and, studio/critiques meet for 5-6 hours.

## DEPARTMENTAL STANDING

### DETAILED DEPARTMENT STANDING POLICIES

All departments have standards of performance within their majors. Each department provides a probationary period of at least one semester for students whose work does not meet departmental standards.

### ANIMATION

Students must earn a B- in each and every required Animation course. Students earning lower than a B- in a required Animation course are placed on Animation departmental probation. Students who complete a minimum of two subsequent semesters and six credits of required Animation courses, and earn a grade of B- or better in each required Animation course, will be then removed from

probation. Students who are on Animation departmental probation and earn lower than a B- in a required Animation course are subject to dismissal from the department.

## ARCHITECTURE

Students who do not maintain a minimum B- average in the major architectural requirements are placed on probation. This average is calculated by allocating a numeric value to each letter grade (see below). Any student whose average falls below the minimum may be advised to repeat a semester, repeat a year, take supporting courses, or change concentrations. A student who falls below this average a second semester is subject to dismissal from the department.

The following table of numerical equivalents is used to calculate the student's major average:

A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D	63-66	1.0

## ART EDUCATION

Art Education students must earn a B- or better in each art education course. Students who fail to earn a B- in a course may repeat it once. Students who fail to earn B- or higher in the course a second time are subject to dismissal from the department.

## HISTORY OF ART

History of Art students must maintain a minimum B- average in History of Art courses. A student whose average in the major falls below B- is placed on probation. A student whose average continues to fall below B- for a second semester is subject to dismissal from the department.

## FASHION DESIGN

Students must maintain a minimum C+ average in all major requirements. Any student whose major average falls below C+ is placed on probation. Within the Fashion Design Department, end-of-semester reviews are treated as final exams whose results are factored into course grades within identified courses. A

student whose work remains poor after two end-of-semester reviews and whose average is below C+ in the major is subject to dismissal from the department.

## **COMMUNICATION DESIGN**

Students must pass their required courses to progress in the major. Students must receive a "D" or better to pass.

## **ILLUSTRATION**

A student whose average is below C+ in a semester's required and elective Illustration courses is placed on departmental probation and subject to remediation. Such remedial work may include any or all of the following: a mid-semester review; repeating one or more classes; repeating a semester or an entire year's requirements. A student whose average is below C+ in Illustration courses for a second semester is subject to dismissal from the department. A student who has repeated a year and whose semester average falls below C+ in Illustration courses will be dismissed from the department.

## **INDUSTRIAL DESIGN**

Students must earn a minimum of C+ in each required major course. Any student earning a grade below C+ in the major is placed on probation. A student on probation who earns below a C+ in a required course is subject to dismissal from the department.

## **FILM/VIDEO**

A student who is judged by faculty to be continually working below the expected level over the course of a semester is placed on probation. A student on probation who continues to work below the expected level for a second semester is subject to dismissal.

## **FINE ARTS 2D**

Any student who receives more than one no credit in FA2D courses in any semester or two no-credits for the same course (fine arts requirement or elective that is repeated) is placed on probation. A student on probation who receives a no credit grade in a fine arts requirement or elective is subject to dismissal from the department.

## **FINE ARTS 3D**

Any Fine Arts 3D student who receives one no credit in a FA3D department required course in any semester, or two no-credit grades for the same FA3D department required course (repeated) is placed on probation in the department. A student who fails another required FA3D course while on probation is subject to dismissal from the department.

## **PHOTOGRAPHY**

A student who receives a no credit grade in any major requirement is placed on probation. A student on probation who receives a no credit or incomplete grade is subject to dismissal from the department.

## STUDIO FOR INTERRELATED MEDIA

A student who earns a no credit in a major requirement or two no credits in major electives over two semesters is placed on probation. A student on probation who earns a no credit in a major requirement is subject to dismissal from the department.

## SUMMARY OF DEPARTMENT STANDING AND NOTIFICATION POLICIES

If a student's performance within their department fits the criteria ([see below](#)) she or he is placed on departmental probation.

Students are informed of departmental probation in a letter from the department chair.

Students who do not improve their work and/or grades while on probation may be dismissed from their department (see [dismissal criteria](#) below). Students who are dismissed from a department have one full semester following the dismissal to choose a new major. A student who does not choose a major after this interim semester will be dismissed from the college. Students who have been dismissed from two departments are subject to dismissal from the college.

Students who are dismissed from the department are notified of the action in a letter from the chair. Students dismissed from a department have the right to appeal through the office of the Provost, Academic Affairs.

## PROBATION CRITERIA

**Animation:** a grade lower than a C+ in any major requirement

**Architectural Design:** an average lower than B- for all major requirements

**Art Education:** a grade lower than B- in any Art Ed course

**Fashion Design:** an average lower than C+ for all major requirements

**Fine Arts 2D:** Two or more No Credit grades in FA2D courses in one semester. Alternatively, receiving a second No Credit grade for a repeated course in FA2D.

**Fine Arts 3D:** No Credit grade in one major requirement or two No Credit grades in either major requirements or major electives in two consecutive semesters

**Film/Video:** working below the expected level in one semester

**Communication Design:** an average lower than C+ for all major requirements

**History of Art:** an average lower than B- for all major requirements

**Illustration:** an average lower than C+ for all major requirements and major electives

**Industrial Design:** a grade lower than a C+ in any major requirement

**Photo:** No Credit grade in any major requirement

**SIM:** No credit in a major requirement or two No Credits in major electives over two consecutive semesters

### Dismissal Criteria

**Animation:** a grade lower than a C+ in any major requirement while on probation

**Architectural Design:** an average lower than B- for all major requirements while on probation

**Art Education:** a grade lower than B- in a repeated attempt of any Art Ed course

**Fashion Design:** an average lower than C+ for all major requirements while on probation

**Fine Arts 2D:** No Credit grade for a major requirement while on probation  
**Fine Arts 3D:** No Credit or Incomplete grade for a major requirement while on probation  
**Film/Video:** working below the expected level while on probation  
**Communication Design:** an average lower than C+ for all major requirements during a repeated semester  
**History of Art:** an average lower than B- for all major requirements while on probation  
**Illustration:** an average lower than C+ for all major requirements and major electives while on probation  
**Industrial Design:** a grade lower than a C+ in any major requirement while on probation  
**Photo:** No Credit or Incomplete grade for a major requirement while on probation  
**SIM:** No Credit in a major requirement while on probation.

## GRADING SYSTEM

Two grading systems are used at the college:

**1. LETTER GRADES (A, A-, B+, B, B-, C+, C, C-, D, F, Incomplete, W) are given in the following courses:**

Liberal Arts  
Art Education  
Fashion Design, Communication Design, Industrial Design, Animation, Illustration, and Architectural Design  
History of Art

**2. PASS/ NO CREDIT / INCOMPLETE/ W grades are given in the following courses:**

First year studio courses (Studio Foundation - SFDN)  
Film/Video, Photography, Studio for Interrelated Media  
Fine Arts 2D - Painting, Printmaking  
Fine Arts 3D - Ceramics, Fibers, Glass, Jewelry/Metalsmithing, Sculpture

## GRADE DEFINITIONS

Massachusetts College of Art and Design uses a dual grading system: Letter Grades and Pass/No Credit grades. A grade of P (pass) is assigned as a measure of a student gaining knowledge and competencies. The pass grade is qualitative, not quantitative. As such, the P (pass) grade may be considered a C or better when evaluated for transfer purposes.

- A**            **Exceptional work in all respects.**
  
- B**            **Above average work, distinguished in certain but not all respects.**
  
- C**            **Average.**
  
- C-**           **Below average**

- D**            **Lowest passing grade; individual departments may set standards for the application of "D" grades toward progress in the major.**
- F**            **Failing work. No credit is given.**
- Pass**        **Work meeting all expectations for successful completion of the course.**
- NC**         **No Credit. Work that does not meet the expectations of the course.**
- Inc**         **A designation of an Incomplete in a course is a non-credit, temporary designation assigned when the student cannot, due to extenuating circumstances, complete the course obligations by the end of the semester.**
- W**            **Withdrawn from the course. No credit earned. W grades do not appear on the student's transcript.**

If a failing grade is received in a required course, students must take the course again and pass it. This rule does not apply to a student who changed majors and who did not pass requirements for a previous concentration.

## **CHANGE OF GRADE**

A faculty member may change any grade until the mid-semester following the course. In exceptional situations, faculty (or the department chair in the absence of the faculty) may extend the period for completing requirements for an incomplete grade beyond the deadline.

Changes of grades, other than INC, are permitted after mid-semester only with the signatures of the faculty.

## **GRADE APPEAL PROCEDURE**

A student who wishes to appeal a course grade should follow the procedure detailed below.

- 1a.**        The student should contact the instructor in writing or by email explaining that s/he would like to appeal the grade and request a meeting to discuss the matter. This meeting must be initiated within the first three weeks of the semester immediately following the semester in which the course was taken.
- 1b.**        In response to the request for a meeting, the instructor should reply to the student in writing or by email within seven days. If there is no response or an unsatisfactory response from the instructor within seven days, the student should contact the department chair ([see #2 below](#)).

**1c.** In the absence of the instructor who gave the grade, the student should set up a meeting directly with the department chair ([see #2 below](#)).

**1d.** If after discussion with the instructor (or department chair) the student's concerns remain unresolved, the student should submit a document to the instructor and the chair which includes the following:

- + Date
- + Student's name and ID number
- + Name of the department
- + Name of the student's academic advisor
- + Course name, number, and section
- + Name of the instructor
- + Term in which the grade was received
- + Grade received
- + Grade expected
- + A thorough explanation of the reason for appealing the grade
- + Any relevant supporting materials (letters, emails, notes)

**2.** The student should set up a meeting with the department chair. The student must request this meeting within ten days of the written response following the initial meeting with the instructor. If the chair is the instructor of the disputed course, the student should go directly to the Vice-president of Academic Affairs. If appealing directly to the vice-president, the deadlines and standards detailed in steps 1, 2, and 3 will apply.

**3.** If after discussion with the chair the matter remains unresolved, the student may schedule a meeting with the Vice-president of Academic Affairs. The vice-president will mediate a meeting between the student, instructor, and department chair. The vice-president is the final stop in the grade appeal process. The instructor of record has sole authority to change a grade.

## Graduation Policies

Students need to complete 120 credits (except for certain Art Education tracks) and to meet departmental/concentration requirements for the BFA degree. At least 60 credits must be earned at the college or its exchange and cross-registration partners.

Students may not register for senior-level studio courses until they have completed all freshman and sophomore requirements.

Only students who have met all requirements for graduation may participate in the commencement ceremonies. The college assumes that students will pass the final semester's courses. Therefore, participation in commencement does not guarantee graduation. Students must pass courses in their last semester that are needed for graduation.

Diplomas are typically mailed from the Registrar's Office by the end of the summer.

## ACADEMIC HONORS

A student must earn at least eight A's in their Liberal Arts and/or History of Art courses by the start of the spring semester of their graduation year to earn Academic Honors and participate in The Honors Ceremony. At least seven of these courses must be taken at MassArt.

Some students may earn enough additional A's in their final spring semester to equal or exceed the number required for Academic Honors. These students will have Academic Honors conferred upon them and listed on their academic transcript.

## DEPARTMENTAL HONORS

Students whose work is judged exceptional in their departments are awarded Departmental Honors upon graduation.

## INCOMPLETE GRADE POLICY

A designation of an Incomplete in a course is a non-credit, temporary designation assigned when the student cannot, due to extenuating circumstances, complete the course obligations by the end of the semester.

Careful consideration must be given by the faculty to allow one student more time than all other students in a course to complete the required work.

- + Students must complete a Petition for Incomplete Form & Contract (available in the Registrar's Office) and present it to the Faculty for approval with supporting documentation (if required). This will act as a contract between the Student and the Faculty governing the completion of the coursework.
- + Faculty shall draft the contract with the student that records the reason for the extension.
- + Students should have completed a majority amount of coursework to be considered for an incomplete.
- + For a student who successfully petitions their faculty for an Incomplete, the Faculty will not mark a student with a grade. The Registrar's Office will mark the INC designation once it receives a completed Petition for Incomplete form, signed by the faculty.
- + All incomplete work should be completed no later than four weeks after the start of the subsequent semester.
- + Only in extreme cases may the deadline be extended.

- + Faculty must complete a Change of Grade Form to change the designation from an INC to either a passing grade or an NC/F.
- + If a student who receives an Incomplete in a prerequisite is unable to finish their work in the allotted time they will be dropped from any current post requisites.

## INDEPENDENT STUDIES

Independent Studies are designed to provide students with an opportunity to pursue a specific project which cannot be done in the structure of an established class.

An Independent Study is generally considered to be the equivalent of a 3-credit course in terms of scope of project and amount of contact between a student and faculty member. Exceptions to this are considered on a case by case basis by the department in which Independent Study credit is sought. For instance, some projects needing formal Independent Study support may be compact enough to earn 1 or 2 credits rather than 3. (Some combination of independent work and contact with faculty should amount to 45 hours per credit.)

It is expected that a student enrolled in an Independent Study course will confer with their Grading Faculty Member as often as may be appropriate to the project and the number of Independent Study credits sought. Generally, for a 3-credit Independent Study course, the student and faculty member would meet a minimum of 6 hours over a semester (prorated for other credit values).

An Independent Study Request Form must be filed with the Office of the Registrar by the Add/Drop Deadline.

The Form must be accompanied by a Project Description which itself must include:

- + Project Narrative
- + Proposed Learning Outcomes and Objectives
- + Number of credits sought
- + Number and timing of meetings between the student and faculty
- + Method of assessment

## INTERNSHIPS THROUGH CAREER SERVICES

Internships prepare students to participate in the creative economy as a fine artist, designer, and art educator by allowing them to develop knowledge and theory learned in the classroom with practical application, experience, and skill development in a professional setting. Internships also give students the opportunity to make connections, develop their portfolios, and explore fields they are considering as a career path.

Massachusetts College of Art and Design offers students matriculated in a degree program the opportunity to register and receive 3 Studio Elective Credits

towards their degree for up to 2 internship experiences (6 credits total). Students complete internships during the summer after their sophomore year, in their junior year (fall, spring or summer) or during the first semester of their senior year. Requests to complete a credit bearing internship that falls outside of that timeframe should be referred to the Career Services Internship Manager, Rebekah Wright.

To qualify for credit, the internship must meet the basic guidelines and be approved for credit by the Faculty Internship Advisor selected by the student. Internships must be supervised onsite at an organization by a qualifying Company Internship Supervisor and students must complete 135 hours of internship related work within 15 consecutive weeks. Internships can be completed during the fall, spring or summer. MassArt Career Services manages the 3 studio elective credit program.

To register an internship to be reviewed and approved for 3 studio elective credits, students must submit a completed internship registration form online through their Career Services account at [MassArt.edu/careerservices](https://massart.edu/careerservices). Click "Register My Internship" in the left-hand menu in their home page, and follow the prompts to complete the form.

## LIMITED ENROLLMENT STATUS

Matriculated undergraduates who, for hardship reasons, would like to take a single course through Continuing Education may apply for Limited Enrollment Status (LES).

Students on Limited Enrollment Status are still considered matriculated BFA students, but may register only for classes offered through Continuing Education, and are charged for those courses on a per-credit basis.

Students on Limited Enrollment Status are subject to the following restrictions:

LES registration is for 5 or fewer credits of enrollment through Continuing Education

LES students have no eligibility for financial aid.

LES students may not cross-register to other institutions.

Students must petition the Office or the Registrar to switch to LES on a per semester basis and can only do so for up to two consecutive semesters. From a degree enrollment point of view, LES is considered a semester of leave. Thus, a student can be on LES at most for one semester which precedes or follows a one semester leave of absence.

## PLAGIARISM

In creative work, plagiarism is the inappropriate and unethical representation of another's work as one's own. In those instances where a significant portion of a creative work is intentionally "appropriated," plagiarism is the failure to note, orally or in writing, the source of the appropriation. In expository or academic writing, whenever your work incorporates someone else's research, images, words, or ideas, you must properly identify the source unless you can reasonably expect knowledgeable people to recognize it. Proper citation gives credit where

it is due and enables your readers to locate sources and pursue lines of inquiry raised by your paper. Students who do not comply may be penalized.

## **PRONOUN AND CHOSEN NAME POLICY**

MassArt pursues a just, compassionate, and equitable learning environment and seeks to affirm the identity of each member of our community through pronouns and names. To that end, MassArt will use the pronoun a student provides. We also recognize that students use names other than the ones assigned at birth to identify themselves. To that end, MassArt will also use a student's chosen name wherever possible so long as the name does not contain special characters or numbers only (alphanumeric combination permissible) and the name is not being used for an improper purpose such as avoiding a legal obligation, vulgarity or misrepresentation.

MassArt will use a student's chosen name wherever a legal name is not required on campus including on internal documents, communications, systems and web portals such as:

- + Class rosters and grade rosters
- + MassArt NetID and Email
- + MassArt Moodle
- + MassArt Self-Service
- + Degrees and Certificates

A chosen name will not be used on outgoing mail or documents that require a legal name such as:

- + Official transcripts
- + Financial records
- + W-2 forms
- + Enrollment data
- + Financial aid documents

Students can enter their pronouns and chosen names electronically by using the MassArt Self-Service interface. Selected pronouns are currently displayed on class rosters only.

## **READMISSION**

Students who are required to reapply must meet the same application requirements and deadlines as new transfer applicants and are reviewed in the same schedule.

Students who are readmitted return with the same credit accumulated as when they withdrew; however, they must meet current requirements for graduation. Students may transfer additional credits only with the approval of the director of

advising and the chair of the department in which the student is concentrating. Under no circumstances is the final year of residency waived.

Students dismissed for academic reasons may, after a period of one year, apply for readmission through normal readmission procedures.

Students dismissed for disciplinary reasons may, after a period of one year, petition the dean of students for readmission.

## REGULATIONS

Each student enrolled at Massachusetts College of Art and Design is subject to the rules and regulations published on the MassArt web site. These rules and regulations are updated as necessary.

## RETURNING UNDERGRADUATE STUDENT POLICY

Students who have discontinued their enrollment as MassArt undergraduates, who are not on a formal leave of absence and were missing any required courses at the time they stopped attending, have two semesters from the end of their last completed semester to resume coursework towards completing their degree. Students must complete the "Returning Major" application with the Office of the Registrar. The Faculty Chair of the student's Major(s) will decide acceptance on a space available basis.

1. Students who have discontinued their enrollment as MassArt undergraduates for over one academic year, who are not on an official leave of absence, and were missing any required courses at the time they stopped attending **must apply for re-admission\***
2. Readmission **is not** required for students who had completed all required courses at the time they stopped attending and have been away for **fewer than five** academic years. Returning students must complete a "Returning Student" form with the Office of the Registrar.
3. Students who have not attended MassArt for five years or more **must apply for readmission\***
4. Students must submit the Returning Major or Returning Student form to the Office of the Registrar sixty days prior to the next term.
5. Students return to the college with the same academic standing that they had during their last term of enrollment.

\*If the student is re-admitted, academic requirements listed in the most up to date academic catalog of the student's selected major in effect at the time of readmission become effective. Courses deemed applicable through the application process from his/her previous enrollment will be credited toward the new degree track. Some previous courses/credits may be deemed out-of-date, irrelevant, or technically obsolete and not be applied to the new requirements.

Transfer credits may be accepted for college courses completed since separation. However, upon readmission, a limited number of transfer credits are accepted in accordance with transfer credit policies. All students must achieve current MassArt institutional credit requirements to complete their degree.

Appeals to the Returning Student Policy must be made to the Office of the Registrar in writing sixty days prior to the beginning of the semester in which enrollment is desired. Any appeals by students who are missing any required courses must be approved by the Chair of that major.

## REVIEW BOARD EVALUATION

Beginning in the sophomore year in some departments and the junior year in others, a student's work is reviewed each semester by a board of faculty and visiting critics. For the faculty, review boards provide objective professional analysis of a student's evolving body of work and bring a fresh point of view to the continuing evaluation of students. For the students, review boards are one of the key elements of education at the college because they enhance the student's understanding of what he or she is creating. Perhaps more importantly, review boards at MassArt are intended to provide portfolio review and constructive criticism to the student. In courses that require them the review board may be one component of the grade for that class and must be clearly stated as such in the class's syllabus.

## STUDENT EVALUATION

Students may request course evaluations for any course taken at Massachusetts College of Art and Design. The student must provide the faculty member with the evaluation form before the end of the Add/Drop period of the semester in which the class is taken. The faculty member submits Student Evaluation forms to the Registrar's Office. Information the student provides on the Student Evaluation form is not added to his or her transcript; however, the evaluation form is kept in the student's permanent file and copies of all Student Evaluations are sent with all official transcript requests. The Student Evaluation is intended to provide a description of the student's achievement in the course. It addresses the student's attendance, class participation, motivation, the work produced, and the student's progress and technical expertise in the subject area. Letter grade equivalents are not given for pass/no credit courses.

## STUDENT WORK

Faculty hold all papers, texts, models, art work, and other materials submitted in fulfillment of class requirements for one full semester following completion of the course. Faculty are responsible for preserving course materials for this period and for making them available to students. Students are responsible for retrieving their materials. Faculty have the right to discard any course materials not collected after one semester. If course materials are preserved past the one semester period, students retain ownership of such work. The college is not responsible for the damage or loss of property and art work left in studio spaces.

## STUDIO SPACES

Department chairs may assign a selected number of studio spaces to sophomore, junior, and/or senior students majoring in Art Education, Fine Arts 2D, Fine Arts 3D, and Design. Students assigned studio space must sign contracts with the chair at the beginning of the fall semester. All studio spaces must be vacated at the end of the academic year. Any student found in violation of this provision may be subject to both academic and disciplinary action.

## TRANSFER CREDIT

The college accepts a maximum of 69 transfer credits toward the BFA degree: 39 maximum in the studio areas and 30 maximum in Liberal Arts/History of Art. Regardless of the number of credits transferred students must earn a minimum of 60 credits once matriculated in the BFA program.

Students must have received a grade of C or better in courses acceptable for transfer. Courses taken through the college's Professional and Continuing Education program before admission are subject to transfer credit review and restrictions.

Enrolled students who wish to take courses at other institutions or through Professional and Continuing Education as part of their degree program must gain prior approval from the appropriate department chair or the Office of the Registrar.

All credits must be academic credits.

## STUDIO TRANSFER CREDITS

Students accepted to Massachusetts College of Art and Design are placed in studio courses based on the strength of their application portfolios. The number of possible transfer credits does not necessarily determine a student's class level. All studio transfer credit is based both on portfolio review and transcript review.

Studio courses not used to fulfill specific Studio Foundation or departmental requirements are evaluated for elective credits based on the level of acceptance and faculty recommendations.

## PORTFOLIO CREDITS

A maximum of 15 portfolio credits may be granted for exceptional experience outside the classroom as evidenced by portfolio or resume. Credits granted for portfolio are applied to the 39-credit maximum allotment for studio courses.

## TRANSFER CREDITS IN LIBERAL ARTS AND HISTORY OF ART

The Office of Admissions, The Office of the Registrar and the Chairs of Liberal Arts and Art History determine which credits students can transfer, commensurate with the level the student reached at the previous college:

Completion of freshman year: 15 credits; completion of 3 semesters: 18 credits; completion of 4 semesters: 24 credits; completion of 5 semesters: 27 credits; completion of 3 or more years: 30 credits.

## **LIFE EXPERIENCE CREDIT FOR LIBERAL ARTS AND HISTORY OF ART**

Students with exceptional life or work experience, documented by sample writings, published or unpublished texts, or resume, may apply for a maximum of nine credits to be transferred toward Liberal Arts and History of Art requirements. Credits granted are included in the 30 Liberal Arts/History of Art maximum transfer credits.

## **ADVANCED PLACEMENT PROGRAM**

A student who has received a score of 4 or 5 in the Advanced Placement examinations in academic subjects may receive transfer credit for an appropriate course. Elective studio credit is granted for scores of 4 or 5 in the Advanced Placement exams for General Studio or Drawing.

## **ARTICULATION AGREEMENTS**

Massachusetts College of Art and Design has developed articulated transfer paths for students from three of the Commonwealth's community colleges: Greenfield, Holyoke, and Massasoit. Students in specific programs at these community colleges who earn associate degrees with grade-point averages better than 3.0 have simplified transfer procedures. Because space is limited, only a very few transfer spaces are guaranteed each year. For specific information on the Articulation Agreements, see the transfer coordinator or department faculty in the community college or contact the MassArt Admissions Office.

## **VALOR ACT ACADEMIC CREDIT EVALUATION POLICY**

In accordance with the VALOR ACT, Massachusetts College of Art and Design evaluates credit earned for military education, training, experience, or coursework using the same standards as those applied to coursework from accredited colleges and universities. Massachusetts College of Art and Design reviews all military transcripts and discharge documents (DD214), including SMART, ACE, and AARTS, as well as CLEP Subject Standardized Tests in accordance with college policies for transferability of credit to the student's intended major or program of study. Such evaluation shall be in accordance with existing credit transfer policies. Students shall receive accurate and complete academic counseling from the Veterans Coordinator in collaboration with the Academic Resource Center.

MassArt's current Veterans Coordinator is Jonathan Rand, Registrar. Any questions regarding Veteran services should be directed to him. Jonathan can be contacted at 617-879-7263 or [jrand@massart.edu](mailto:jrand@massart.edu)

## WITHDRAWAL

Students who want to permanently withdraw from MassArt should notify the college in writing or on a Withdrawal form. This assures that the student's financial and academic status is properly treated upon exit.

Students who do not return to the college at the end of an approved leave of absence will be considered withdrawn from the college.