

STUDENT HANDBOOK

MASSACHUSETTS COLLEGE OF ART AND DESIGN

-

2017

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.

Elizabeth DiCicco
Director, Student Activities and Programs

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COLLEGE POLICIES

MassArt students are responsible for knowing and understanding the college policies and regulations. The college reserves the right to make revisions to these policies and procedures at any point in time in-between publication of the student handbook.

The College Policies include:

- 04 **Administrative Applications Data Management**
- 08 **Affirmative Action Compliance**
- 08 **Age Discrimination**
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ADMINISTRATIVE APPLICATIONS DATA MANAGEMENT POLICY

Massachusetts College of Art and Design administrative data and applications are a valuable resource, vital to the performance of college functions and fulfillment of responsibilities. The college must therefore ensure that this resource is properly managed, used, protected, and controlled. This policy defines the security and protection requirements for administrative data and applications residing on college computing systems and accessible by college employees. This policy also details the rights and responsibilities of college personnel in the handling, dissemination, security, and protection of college data and applications.

Administrative data and applications reside on all computers used for administrative purposes including servers maintained and supported by Technology as well as on personal computers across campus. Data on other media such as paper hard copy, CDs or DVDs, flash drives, and other technologies are also considered administrative data. This data security policy applies to all administrative data.

Access to administrative data whether current or archived at Massachusetts College of Art and Design is provided to those individuals who, in the course of performing their college responsibilities and functions, must use specified data. Determined by the requirements of their jobs on a “need to know” basis, access to administrative data and applications will be granted to college employees, whether staff, faculty, or employed students.

With special permission, a student, faculty member, staff member, or volunteer may access specific data for special college projects with the written permission of the appropriate data custodian under appropriate supervision.

Unauthorized or inappropriate use of the data and applications, or lack of adherence to security policies and procedures will not be tolerated and will result in disciplinary action, which may include termination of employment.

1.0 DATA DEFINITIONS: SENSITIVE VERSUS NON-SENSITIVE DATA

Data belong to the College as an institution and not to any particular function, unit, or individual. Data are available to any user who demonstrates a “need to know” relevant to the performance of his/her job.

The college policy on the confidentiality of student records is described in the Massachusetts College of Art and Design Confidentiality of Student Records policy.

Data have varying levels of sensitivity. There are three categories of administrative data: public, campus-wide (Directory Information) and restricted/sensitive.

1.1 PUBLIC DATA

Public data are defined as data that are available or distributed to the general public regularly or by special request. Public data include the following:

- + Employee name, department, title, and employment dates for employment verification and reference checks,
- + Annual Financial Reports,
- + Admissions Summary Reports, and
- + Information published on our public website, www.massart.edu, including the course catalog.

1.2 CAMPUS-WIDE DATA (DIRECTORY INFORMATION)

Campus-wide data are those which are typically found in the college directory and thus are sometimes referred to as directory information.

For students, the data include:

- + Student's name; local address; telephone number; hometown, field of study; dates of attendance; degrees and awards received, including departmental and graduation honors and participation in the officially recognized activities.
- + Note that students can request that their campus-wide data (directory information) be suppressed, in which case for those students it is considered restricted/sensitive data.

For employees, the data include:

- + Name, department, title, college phone number, college email address.
- + Campus-wide data are not public. The college directory is for use within the college community only. Any use of the directory for solicitation purposes is expressly prohibited.

1.3 RESTRICTED/SENSITIVE DATA

Restricted/sensitive data may be protected by federal and state regulations and are intended for use only by individuals who required that information in the course of performing their college functions. If restricted data are to be accessed across multiple functional areas or college wide, the appropriate senior staff member must authorize access.

Examples of restricted/sensitive data include (not a complete list):

- + **Employee Data:** Includes EEO data, salary data, termination/disability data, appointment data, non-salary related benefits, biographical data, and salary survey results,

- + **Student Data:** Financial aid data, parents' financial data, student accounts receivable data, students' grade data, biographical and academic data, social security number,
- + **Alumni and Friends Data:** Gift and pledge data, financial data, employment data, biographical data.

Restricted/sensitive data must be treated as completely confidential and should not be discussed with others, except in the course of performing one's college function

2.0 DATA APPLICATION AND SECURITY

Each administrative department shall designate a Data Custodian who is responsible for administrative data and specific applications in his/her functional area. The Data Custodian is usually the department head; the specific responsibilities of the Data Custodian may include:

- + Review and approval of all requests for access to and update capability for specific administrative data and applications,
- + Ensuring the quality of the data residing in the administrative unit's applications,
- + Ensuring that the Data Custodian's department's uses of administrative data are consistent with existing College policies,
- + Ensuring that administrative systems which are not managed directly by Technology are secured and protected from unauthorized use, improper disclosure, accidental alteration, and that such systems are properly backed up.

Although some of the responsibilities of the Data Custodian may be delegated to others in his/her functional area, the Data Custodian continues to have overall accountability for the use and security of the data.

3.0 REQUESTING AUTHORIZATION FOR ACCESS TO ADMINISTRATIVE DATA

Requests for access to administrative data should be submitted in writing to the Data Custodian responsible for the data and applications in his/her functional area.

If a college employee requires access to administrative data and applications on computers supported and maintained by Technology, a "Request for User Access" form should be completed. Only access to the specific applications and data related to the employee's specific college responsibilities should be requested. The form must be reviewed and signed by the Data Custodian and his/her designee, as appropriate.

If a college employee requires access to a system that is not supported and maintained by Technology, he/she must request and receive written permission from the Data Custodian of that system.

4.0 TERMINATION OR CHANGE OF STATUS OF EMPLOYEES

Administrative Department Heads and Academic Department Chairs are responsible for informing the Human Resources Office of an employee's change in status or termination. Human Resources will then notify the appropriate Technology staff member. Changes in status may include leaves of absence, significant changes in position responsibilities or transfer to another department. The form "Request for User Access" must be completed and signed and sent to the Technology department. Drafted May, 1991.

5.0 DISTRIBUTING ADMINISTRATIVE INFORMATION—DATA EXTRACTION AND REPORTING

Extraction of institutional data for processing on systems other than the main administrative systems, or for reporting purposes, should be done only if the confidentiality, integrity and accuracy of the source data and extracted/reported data can be ensured.

Data extraction and reporting is to be done only by individuals who have been given specific rights to do so. Requests for rights are handled in the same manner as requesting access to data and applications.

Extracted data are the responsibility of the user and must be secured.

Data should not be extracted for purposes that duplicate data entry or processing done on the source system. Data considered in this category include names, addresses, phone numbers, and social security numbers.

At no time will any form of data extraction be permitted from an off-campus location, or utilizing non-college controlled equipment.

At no time may any extracted data be stored on any form of removable media or on the fixed storage media of a laptop computer, unless the media is encrypted to at least 128-bit strength.

6.0 MAINTAINING CONFIDENTIALITY OF DATA

It is the responsibility of the Data Custodian to ensure that all individuals who are given access to restricted or sensitive data are instructed about their confidential nature. The Data Custodian is also responsible for conveying the status and level of confidentiality when the data is achieved.

Unauthorized release of sensitive or restricted information is a breach of data security and is cause for disciplinary action, which includes the possibility of dismissal.

7.0 REPORTING DATA SECURITY BREACHES

Should you be aware of or see possible breaches in data or computer security, you are required to report all such occurrences per the Information Security Policy for

Employees and Contractors of Massachusetts College of Art.

Data security breaches include, but are not limited to:

- + The distribution of Login IDs and passwords to another individual,
- + Neglecting to log off systems when away from workstation,
- + Inappropriate dissemination of sensitive or restricted data,
- + Accessing, using, or changing data that are not necessary to perform the individual's college functions or for which the individual has not received written permission from the Data Custodian.

Unauthorized or inappropriate use of data and applications or lack of adherence to security policies and procedures will not be tolerated and may result in disciplinary action, which may include termination of employment.

Last Modified: April 2009

Major portions of this policy were adapted from Wellesley College Administrative Data Security Policy.

EQUAL OPPORTUNITY, DIVERSITY AND AFFIRMATIVE ACTION PLAN

You may view the Equal Opportunity, Diversity and Affirmative Action Plan [here](#).

AGE DISCRIMINATION

In recognition of the problem of discrimination against persons over forty, and in accordance with federal and state law, the Massachusetts State Colleges have adopted a policy prohibiting discrimination based on age in the working, living, and learning environment of State College campuses.

This policy specifically prohibits the use of age as a factor where prohibited by law, in decisions affecting the employment or educational status of a member of the college community or an applicant for admission or employment.

AIDS

Recent Supreme Court decisions defining the term "disability" under the "Americans with Disabilities Act" of 1990 recognize AIDS as a "disability," because individuals with AIDS have "a physical or mental impairment that substantially limits one or more major life activities" as defined by the statute. People diagnosed with AIDS are legally entitled to reasonable accommodations or adjustments in their education to help them complete their education.

MassArt is committed to fair, equitable, compassionate and dignified treatment of all members of the community. The college follows all federal and state policies with respect to individuals infected with AIDS including the Guidelines for Public Institutions

in Massachusetts: Acquired Immune Deficiency Syndrome (AIDS).

Students in need of an accommodation to support their academic program should file a confidential Voluntary Questionnaire for Students with Disabilities with supporting documentation. These forms and information are available in the Office of Civil Rights Compliance and Diversity.

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 is 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.

III. 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 event registration group is available on Thursdays from 1:00–2:00pm in the Public Safety Command Center or by appointment individually to review alcohol policies and procedures before completing a proposal.
- + ERG 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. The cost of hiring an Alcohol Server is \$104 for a minimum of four (4) hours for fifty (50) guests, and an additional server will be required for every fifty (50) guests at a cost of an additional \$104. A Chartwells manager will be required at the event. The total actual serving time is 3 hours (a 1/2 hour at either end is given for set-up and close-down for a total time of 4 hours). 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

- + 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 (including the corridors)
- + Doran Gallery (including the corridor area)
- + Godine Gallery
- + Graduate Lounge
- + Gymnasium
- + Kennedy building Cafeteria
- + North Crackertorium
- + Pozen Center (including the corridor, North 181, and the Screening Rooms)

- + President's Gallery
- + 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.

3. 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.

IV. 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.

V. 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.

VI. RESOURCES AND SUPPORT SERVICES

A. HEALTH AND COUNSELING SERVICES

We are pleased to inform you that we have partnered with Harvard Vanguard Medical Associates and Wentworth Institute of Technology to offer Harvard Vanguard Student Health Services for MassArt students. Harvard Vanguard Student Health Services is located on the Wentworth Campus in Watson Hall.

- + Health Services–2nd Floor of Treehouse
Monday-Friday: 9:00 am–6:00 pm
- + Harvard Vanguard–133 Brookline Avenue (Check-in on the 4th floor)
Weekday Mornings: 8:00am–9:00am
Weekday Evenings: 5:00pm–8:00pm
Saturdays: 10:00am–5:00pm
Sundays: 12:00 pm–5:00pm

Both scheduled and walk-in appointments are available. In order to pre-register as a Harvard Vanguard patient and to make an appointment, call (617) 989-4070. Students can call the same number for medical advice and information 24 hours a day, 7 days a week. Please have your insurance card and MassArt student ID when checking in.

B. 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 (up to 4 semesters), 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.

C. STUDENT DEVELOPMENT

Vice President for Student Development and Dean of Student's Offices are located on the second floor of the Kennedy building.

D. 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.

E. MISSION STATEMENT

As educators in support of the college's mission, we seek to create a safe environment that encourages and supports the personal and professional development of current and former students. We complement the academic experience by offering services that foster individual growth and community involvement and prepare students for the future. These services provide opportunities for the integration of educational, recreational, social, and artistic development. We strive to inspire and motivate students to pursue their vision while challenging them to continually develop their potential as leaders and citizen artists.

Director of Public Space Rental and Scheduling

Contact Rick McDermott at (617) 879-7355 to reserve a space on campus.

Catering and Alcohol Server information

Contact the Chartwells Dining Services office for more information:

Chartwells Catering Office

(617) 989-4079

mca-mcphs-wit.catertrax.com

City of Boston

Licensing Board

(617) 635-4170

licensingboard@cityofboston.gov

www.cityofboston.gov/licensing/

On-Campus Support Groups

Alcoholics Anonymous meets on Saturdays at 7:30pm in the cafeteria in the Kennedy building.

Off-Campus Support Groups

More information about Alcoholics Anonymous can be found at www.aa.org.

Adult Children of Alcoholics information can be found at www.adultchildren.org.

Published by the Office of Student Activities and Programs.

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.

If an exhibitor has questions regarding the “artistic freedom limits” of a particular artwork, s/he is advised to consult with the Director of Exhibitions prior to the exhibition. Questions concerning artworks on display should also be directed to the Director of Exhibitions.

If necessary, the Director of Exhibitions will consult with the Exhibitions and Visiting Artists Committee and the exhibitor. If a piece is temporarily removed by the Director of Exhibitions, the exhibitor may follow a grievance through the following procedure:

- + A brief written grievance is presented to the Director of Exhibitions, who will place the grievance on the agenda for the next Exhibitions and Visiting Artists Committee meeting.
- + The Exhibitions Committee members will review the grievance and Exhibition policy at their next meeting.
- + Aggrieved parties will be notified of the Committee’s meeting date in order to make a short presentation.
- + The Committee’s decision will be entered into the minutes, sent to the aggrieved parties and the Vice President for Academic Affairs.

Questions regarding Exhibitions and/or Exhibitions policy should be addressed to the Director of Exhibitions.

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.

1 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.

2 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.

3 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.

4 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.

5 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.

6 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](#) (pg. 14). Violations of those policies may be addressed under the [Investigation and Resolution Procedures](#) (pg. 56).

7 Business Day means any day, Monday through Friday, that the University is open.

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

9 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.

10 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.

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

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

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

14 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.

15 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.

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

17 EO Director means the Director of the Office of Civil Rights Compliance and Diversity.

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

19 Guest means a non-student who is an associate or invitee of a student and/or Student Organization.

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

21 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).

22 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.

23 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.

25 May is used in the permissive sense.

26 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.

27 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.

28 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.

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

30 Shall and Will are used in the imperative sense.

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

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

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

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

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

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

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

38 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.

39 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.

40 University means Massachusetts College of Art and Design.

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

42 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.

43 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 University 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 exploita-

tion, 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, telecommunications 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 its 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 indoors.

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 an 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. Questions provided by Respondent and/or Complainant will also be asked.

- vii Statement from Respondent's witnesses, if any.
- viii Questioning of complainant's witnesses by University Hearing Board Members.
- ix Questions provided by Respondent and/or Complainant will also be asked.
- x Final questions from University Hearing Board Members.
- xi Complainant's closing statement.
- xii 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 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 characteristic. 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 co-curricular 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.

- xi 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 Office of Civil Rights Compliance and Diversity. Please contact the Director of Civil Rights Compliance and Diversity at 671-879-7060 or by email at mercedes.evans@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 O2-D11; From 'H' Education Chapter, pg. 166: Item H8-D2 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

ELECTRONIC FILE SHARING POLICY

A purpose of copyright law is to encourage creative work, by giving creators exclusive rights to distribute their own work. The College expects all network users to comply with copyright law and the Digital Millennium Copyright Act (DMCA).

At an institution devoted to the creation of art, we should be especially mindful of copyright issues. Artists' livelihoods are dependent in large part on the creation of copyrights, and the respect for the copyrights of other artists. You would wish to protect the value of your own copyrights and the income associated with the distribution of your work, and so do the musicians, filmmakers, and other fellow artists whose work is being traded over the Internet without compensation. Most audio, visual, and textual work available on the Internet has copyright protection.

The College wants you to be aware that sharing music, videos, software, and other copyrighted materials using Peer-to-Peer (P2P) applications over the network exposes you and those with whom you share files to legal action, as well as sanctions under MassArt's policy.

Please do not put yourself, your friends, and MassArt in the awkward position of having to confront such issues. We trust that you will take the matter seriously and conduct yourself responsibly.

PEER-TO-PEER (P2P) SOFTWARE—WHAT IS IT?

File-sharing software allows you to search the Internet for music files (MP3) and download them to your computer. Music file-sharing applications such as KaZaA, Grokster, Morpheus, Gnutella, etc., are network-based programs that allow users to

download and distribute music files from computer to computer across networks using P2P protocols.

PEER-TO-PEER SOFTWARE-POTENTIAL PROBLEMS

The majority of the files downloaded using these file-sharing applications, usually music and video files, are copyrighted. By downloading them (usually without paying) you are breaking Federal and International copyright laws and violating MassArt's acceptable use policy. Driven by the music and entertainment industry leaders, prosecutors are currently targeting individuals who have in their possession a sizeable number of these copyrighted materials and/or offering (otherwise known as "serving") them to others. Out of court settlements have ranged from \$2000 to over \$100,000 per case.

Furthermore, music file-sharing services are causing a significant reduction in MassArt's network performance, to the extent that they are disrupting the educational use for which the network is intended. These programs utilize an excessive amount of bandwidth to connect to the Internet, leaving no capacity for those who are using it for legitimate purposes. Given that we all share the Internet connection, this adversely impacts the ability of all students, faculty, and administration conducting College business.

It is an appropriate use of peer-to-peer resources to share your own personal work with others; however, you should be mindful that such sharing (if you become really popular!) could result in using more than your share of network bandwidth, which may result in restrictions.

Finally, the use of file-sharing software allows millions of Internet users access to your computer for sharing music and video files. This exposes your computer to significant security risks from viruses, worms, and hackers that could lead to possible loss of data, identity theft, and other potential liabilities.

Hackers could access and use your computer to distribute pornography or attack other computers or networks. File sharing sites often covertly package 'Spyware' programs that gather personal information from your files without permission. They use this information to gain access to your hard drive and personal documents, potentially leading to identity theft.

Your computer will be vulnerable to worms and viruses that can infect the campus network and disable educational and administrative networks. This causes major disruptions and could also lead to possible loss of data. The costs associated with these events are also very high.

WHAT IS ILLEGAL?

The use of file-sharing (peer-to-peer or P2P) programs to trade music and movies over the Internet is illegal and violates copyright laws. Recreational downloading of

copyrighted materials is a violation of both federal law and College policy. The law is enforced by federal investigators, by the owners of copyrighted materials, and organizations acting on their behalf.

Copyright infringement occurs whenever you make or distribute songs, videos, software, cartoons, photographs, stories, and novels -- without authorization from the copyright owner. Infringement can also occur when one person purchases an authorized copy, but allows others to reproduce additional "pirated" copies. When using a computer network to share copyrighted materials with others, both the people making copies (downloading) and those offering such materials to others (serving) via a P2P network, are infringing upon copyright owners' rights and violating federal and international copyright law.

MassArt prohibits any infringement of intellectual property rights by any member of the College community. As an academic institution, MassArt's purpose is to promote and foster the creation of intellectual property. It is antithetical to this purpose for MassArt to play any part, even inadvertently, in the violation of the intellectual property rights of others. MassArt's policy regarding student use of computer resources clearly states that a student who reproduces or distributes copyrighted materials in electronic form without permission from the material's owner may be removed from the MassArt computer network, and may face further disciplinary action or even legal action.

The distribution of copyrighted material from your computer, including music, games, and videos, for which you do not have the owner's permission is a violation of federal law, the Digital Millennium Copyright Act (DMCA).

COPYRIGHT OWNER ACTIONS

Under the Copyright Act, electronic works like music and videos are "works of authorship" just like books or art. The creators of electronic works have the exclusive right to reproduce and distribute their creations. Copying and sharing MP3 music files through file-sharing software or reproducing a purchased CD or DVD violates the exclusive rights of the creator.

Copyright owners have stated they are targeting university and college networks since this is where the highest amount of P2P file sharing is occurring. Students who engage in this type of activity are at the greatest risk of being identified by both federal investigators and copyright owners.

PENALTIES

The liability of students who engage in unlawful file sharing of copyrighted works (including recordings, musical works, movies, television programs, software, video games, and photographs) on university networks is substantial. Copyright law provides for damages ranging from a minimum of \$750 to a maximum of \$30,000 per

work, with an increase to \$150,000 for willful copyright infringement.

Neither the fact that the technology makes it easy to do, nor the fact that you do it for free, nor the fact that you are “publicizing” the artist is a viable defense to a copyright infringement suit. Ignorance of the law or the manner in which your computer is configured will not be a defense if you are caught by the authorities. You could go to jail for copying files even if you are ignorant of the law.

COLLEGE LIABILITY

Colleges and universities generally do not have a legal duty to control students' private conduct. The Digital Millennium Copyright Act defines the procedures MassArt, as a service provider, must use to deal with illegal copyright violations. MassArt could face claims of contributory or vicarious liability if students are using and distributing copyrighted creative works illegally, and the College did not cooperate with authorities on removing the offending files and controlling infringement.

COLLEGE ACTIONS

If MassArt is notified of a violation, the College is legally required to address it. First, we will disconnect the computer from the network and notify the individual that they must remove the programs and files that are in violation of the copyright from their computer. We then have the offender sign a form stating that the offending files have been removed, and that there will be no further illegal copyright violations. MassArt takes these actions because we are required to do so by law, and because the student could also be subjected to civil liability and criminal prosecution. The law requires service providers to deny network access to “repeat infringers.”

Furthermore, if MassArt incurs any expenses because a student's actions are in violation of the law and school policies, the College will seek compensation from the student.

MassArt's network staff is responsible for ensuring that the network is available for educational and administrative use. To carry out this responsibility, they not only cooperate with the authorities when there is illegal activity, but also make use of other devices such as “packet shapers,” which prioritize Internet activity giving the lowest priority to peer-to-peer file sharing. In addition, the staff monitors the bandwidth and in the event of student abuse (such as excessive traffic or connecting problematic devices), the student will be disconnected from the network until the situation is resolved.

Failure to comply with MassArt policies (Electronic File-Sharing Policy, Student Code of Conduct, Electronic Mail, Internet and Telecommunication/Voice Mail Policy, etc.) may result in disciplinary actions.

EXHIBITIONS/VISITING ARTISTS

EXHIBITION SAFETY

The Director of Exhibitions, in conjunction with the Public Safety Office, must be assured that exhibiting works are safely secured and that they are not interfering with a fire exit, passageway access, lighting, public doorway, or fire safety equipment. Pieces with protruding edges or points must be carefully mounted or in some cases protected by a rope barrier. Works should not be constructed of materials that are health hazards and/or flammable. Questions regarding Exhibitions and/or Exhibitions Policy should be addressed to Lisa Tung, Interim Director of Exhibitions (ext. 7335). The Office of Exhibitions and Visiting Artists is located on the 1st Floor, Bakalar Gallery, in the South Building.

Departments throughout the college also use the hallways in their respective areas for display. Exhibitions, performances, and openings are announced on campus. These events can be an important part of education in the Visual Arts. For further information about exhibition schedules, please contact the appropriate department that manages that space, see below, or visit www.massart.edu.

LEGAL LIABILITY FOR EXHIBITIONS

Every effort will be taken by members of the Public Safety Department to ensure that an exhibition is protected. However, the college assumes no liability for theft and vandalism unless agreed to in advance.

EXHIBITIONS POLICY

Exhibitions serve as an ongoing resource for the college community. It is the intent of the exhibitions program to demonstrate the visual articulation of topics and trends inherent in contemporary culture. Exhibitions of a professional art college reflect the diversity of the college itself and, subsequently, exhibits will include a wide range of media and themes. Whenever possible, they will also relate to visiting artists and lectures.

EXHIBITIONS COMMITTEE

The Exhibitions and Visiting Artists Committee is the college's governance forum, serving as a decision-making body for exhibitions, visiting artists, the use of college exhibiting spaces, and some public spaces. The Committee is comprised of five faculty, five administrators, and two students. The Director of Exhibitions coordinates and oversees all (excluding student shows) exhibition activities, which include planning, scheduling, installing, jurying, securing safety, and handling grievances.

EXHIBITIONS IN NON-PUBLIC SPACES

Non-public spaces are defined as those where exposure to an exhibition or installation is the viewers' option and controlled access is possible, such as in enclosed gallery settings. The Director of Exhibitions is authorized to approve and implement exhibitions within designated public spaces in conjunction with public safety.

GALLERY EXHIBITIONS

The following offices are responsible for scheduling each gallery.

Gallery	Contact Office
President's	Exhibitions*
1st floor, South, Bakalar	Exhibitions*
2nd floor, South, Paine	Exhibitions*
1st floor, South, Arnheim	Art Education
1st floor, Artists Residence, Doran	Graduate Program
Smith Hall	Housing and Residence Life
Student Life	Student Activities & Programs
Tower	Student Activities & Programs
Tower (Jan-May 2001)	Graduate Program
3rd floor, South, Brandt	Studio Foundation

**The Director of Exhibitions will review issues of safety and security with the offices of Academic Affairs, Facilities, and Public Safety.*

EXHIBITIONS IN PUBLIC SPACES

Public areas on campus include all lobby and hallway areas in the campus buildings, the Tower Auditorium, the Cafeteria, and all exterior grounds, areas adjacent to all buildings (including the Courtyard). Public areas also include displays in street-facing windows. Plans for college-sponsored exhibitions off-campus should be reviewed and scheduled in advance with the Exhibitions Committee.

The Director of Exhibitions is authorized to approve and implement exhibitions within designated public spaces. Forms can be obtained in the office of Exhibitions, 1st Floor, South Building. These forms must be filled out by the student and signed by the Director of Exhibitions, who reviews issues related to safety and security, with the offices of Events and Theater Management and Facilities. Installations or exhibitions in the courtyard require the signature of a faculty advisor.

Exhibitions in hallways and corridors are scheduled to avoid conflicts, to ensure health and safety, and (in highly visible areas) to maintain standards of excellence.

Each academic department has been allocated a corridor near its own studios for the display of provocative, exploratory, or developmental work. While health and safety regulations must be followed at all times, Department Chairs and appropriate faculty members set aesthetic standards for public and departmental exhibition areas.

VISITING ARTISTS

Creativity is challenged and enriched by exposure to artists from outside the college community. Each year many artists, designers, educators, and others come to the campus to share their work and experiences with students and faculty, to review student work, and to create new works.

Artists are invited by student organizations, departments, concentrations, individual faculty, or through the formal Visiting Artists Program. Recent guests have included artists from the United States, Australia, Canada, Colombia, Cuba, Czechoslovakia, England, Germany, Ireland, Italy, Japan, Korea, Mozambique, the Netherlands, Poland, Russia, Spain, Uruguay, and Yugoslavia. The Visiting Artists Program organizes panel discussions and symposia on a wide range of topics of interest to the Greater Boston arts community.

GENDER AND SEXUAL ORIENTATION

Massachusetts State Colleges, in recognition of their mandate to educate, are committed to providing a working, living, and learning environment which utilizes the resources of all members of the college community and develops the talents of all of its students with regard to gender or sexual orientation. Any condition which causes discrimination based on gender or sexual orientation constitutes a destructive force within the college community.

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 herein 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."

INOPERABLE FIREARMS POLICY

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

NON-DISCRIMINATION AND DIVERSITY

[Massachusetts State Colleges Affirmative Action/Equal Opportunity/Diversity Plan \(pdf\)](#)

The Board of Higher Education of the Commonwealth of Massachusetts is responsible, under Chapter 15A of the General Laws of the Commonwealth of Massachusetts, for the overall governance of the public higher education system which includes the nine

state colleges. The Board of Higher Education and the Boards of Trustees of the Massachusetts State Colleges maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, veteran status, marital status, and national origin. This policy incorporates by reference and, where applicable, the requirements of the Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; Title IX of the Higher Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; Section 402 of the Vietnam Era Veterans Adjustment Assistance Act of 1974; and pertinent Laws, Regulations and Executive Orders; directives of the Board of Higher Education, the Boards of Trustees of the Massachusetts State Colleges and the Commonwealth of Massachusetts, and other applicable local, state, and federal statutes.

In July 2003, the Massachusetts College of Art was granted "special status" as a public college by the Massachusetts legislature and Governor. The legislation gives MassArt more flexibility and autonomy, and recognizes the college's unique mission and distinctive role in the higher education system. The College's Board of Trustees and its administrative leaders have been granted increased responsibility for steering the course of MassArt's financial, academic, and administrative affairs.

Section 49 of Chapter 15A of the FY04 Budget Outside Sections gives MassArt the authority to govern and create plans that implement this mission: "Such plans shall include but not be limited to budget and enrollment projections for each year, projections for total school charges for each year, projections for in-state and out-of-state student enrollments for each year, and plans to insure continuing access to the institution by residents of the commonwealth and affirmative action policies and programs that affirm the need for and a commitment to maintaining and increasing access for economically disadvantaged and minority students."

Non-discrimination requires the elimination of all existing discriminatory conditions, whether purposeful or inadvertent. Massachusetts College of Art is continuing to systematically examine all policies and procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, veteran status, marital status, or national origin. The College shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, be non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction, or practice within the College, all appropriate, corrective and/or disciplinary actions shall be taken under the direction of the President of the College subject to any applicable collective bargaining agreement or other policy or procedure of the College.

Massachusetts College of Art is committed to a policy of affirmative action, equal opportunity, non-discrimination, and diversity. We are committed to providing a learning,

working, and living environment for students, employees and other members of the College Community, which values the diverse backgrounds of all people. The College is committed to assuring that the “College Experience” is one that challenges, empowers, supports and prepares its students, to live in, work in, and value our increasingly global and diverse world. The College believes that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, gender identity, age, and disability backgrounds of members of the College Community enriches the institution and its various constituencies. The College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of this community.

Massachusetts College of Art provides equal access to educational, co-curricular, and employment opportunities at the College for all applicants, students, and employees regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies. All benefits, privileges, and opportunities offered by the College are available to students, employees, and other persons having dealings with the institution on a non-discriminatory basis based on employment status. The College is committed to taking a pro-active affirmative action posture with respect to the recruitment, selection, and promotion of students and employees.

The purpose of the Affirmative Action component of this Plan is to establish a set of programmatic objectives that shall provide for the access and advancement of persons of color, women, and persons with disabilities with respect to employment and enrollment opportunities. The intent of this Affirmative Action/Equal Opportunity/Diversity Policy is to responsibly recognize and, to whatever extent possible, resolve the effects of past societal discrimination and the impact which that discrimination has had, not only on persons of color, women, and persons with disabilities, but on the total academic, educational and societal system as well. It is not intended and should not be used to discriminate against any applicant, employee, or student because of race, creed, religion, color, gender, sexual orientation, age, disability, veteran status, marital status, or national origin.

In response to this recognition, the College, through the Board of Trustees and President, fully endorses the plan of action set forth in this policy and shall oversee and monitor its implementation under the auspices of the Director of Civil Rights Compliance and Diversity.

PERSONALLY IDENTIFIABLE INFORMATION (PII)

Section numbers (e.g., 12.1) refer to specific PCI-DSS compliance requirement

12.1 This document outlines MassArt’s expectations of departments accepting credit card payments as related to the Payment Card Industry Data Security Standard (<http://www.visa.com/cisp>), which has been designed to safeguard sensitive data for

all card brands. All employees and contractors should be aware of the sensitivity of credit card data and their responsibilities for protecting it. This security policy will be published and be available to all affected parties.

Who needs to know about this? All Business Managers, IT Managers and any supporting departmental staff processing and/or storing any credit card data is considered a credit card merchant and are responsible for understanding and complying with the PCI Data Security Standard. Methods for processing credit card data could be manual (paper) and/or electronic, and are both covered under this policy.

Penalties for not complying with the security requirements or failure to rectify a security issue may result in fines (up to \$500,000 per incident) and or restrictions on the merchant account and loss or theft of account information. Consequences for non-compliance are severe; therefore, MassArt mandates all merchants must comply.

12.1.3 This security policy will be reviewed yearly, or upon changes in the environment when applicable. Any changes or modifications will then be published and made available to all affected parties. It will be the responsibility of the individuals to periodically review this policy for any updates or changes.

12.3 Usage policy:

Employees and contractors will follow our usage policy -- covering critical employee facing technologies such as remote-access, wireless technologies, removable media, laptops, PDA's, e-mail, and internet usage. The policy will define proper use.

This policy is published as the Technology Acceptable Use Policy.

12.4 All employees and contractors who can come into contact with this data will deal with any data in a secure and confidential manner. When work has been completed or task completed, data should be destroyed in a manner that meets all federal and state guidelines.

Data management guidelines are published as the Administrative Applications Data Management Policy.

12.5 The following responsibilities are assigned to the MassArt Rapid Response Team. In the event of an incident, the current chair of the RRT will assume the role of Information Security Officer for the duration of the event. This role may be transferred at the request of the VP of Administration and Finance, the President of the College, or by the Board of Trustees.

12.5.3 This policy also covers how to deal with a security incidence and response as well as the escalation procedures as laid out below.

If you suspect a security breach has occurred you should immediately:

- 1 Isolate the compromised system by unplugging its network connection cable. Do not shut it down, reboot, or alter the state of the machine if possible.

- 2 Contact the Information Security Officer

The Information Security Officer will then do the following:

- 1 Create an incident log or document all reported facts and actions taken.
- 2 Work with the individual reporting the breach to identify the systems and type of information affected.
- 3 Ensure the compromised system is properly isolated from the network and can be secured if needed as evidence.

If additional investigation is warranted, the Information Security Officer will notify the Chief Information Officer, and the VP of Administration and Finance of the incident and actions taken to date, and a determination will be made if legal council should be engaged. They will also work with the RRT to determine:

- 1 Type of confidential information at risk (e.g., social security or credit card numbers, health information),
- 2 Number of individuals at risk, and
- 3 Most efficient way to bypass compromised system to ensure business continuity.

If financial account information is at risk, the RRT will establish:

- 1 Number of accounts at risk, identifying those stored and compromised on all test, development and production systems,
- 2 Type of account information at risk,
- 3 Account numbers,
- 4 Expiration dates,
- 5 Cardholder names,
- 6 Cardholder addresses,
- 7 CVV2,
- 8 Track 1 and Track 2 data, and
- 9 If any data was exported and to where.

CI forensic investigation guidelines also require investigators to establish:

- 1 How the compromise occurred,
- 2 The source of the compromise,
- 3 The timeframe of the compromise,
- 4 That the compromise has been contained, and
- 5 That no CVV2, Track 1 or Track 2 data is stored anywhere, whether encrypted or unencrypted.

The Rapid Response Team will determine if a reportable incident has occurred. In accordance with Visa standards, a reportable incident is a “suspected or confirmed loss or theft of any material or records that contain cardholder data.” If a reportable incident has occurred, the RRT will follow the procedures as recommended in the PCI Data Security Standards which can be found in full at: usa.visa.com/download/merchants/cisp_what_to_do_if_compromised.pdf

In particular, the Team is expected to notify:

- 1 Visa Fraud Control Group at (650) 432-2978; and
- 2 Merchant bank(s).

Contact with the Visa Fraud Control Group must be made within 24 hours of compromise!

If the Visa Fraud Control Group, or in the case of non-financial information, the Rapid Response Team, determines that the breach warrants law enforcement involvement, the RRT will delegate a member of the team to notify local police and/or the FBI and Secret Service.

Individual cardholders shall be notified of the breach in accordance with Visa’s instructions and only after law enforcement determines that it will not compromise the investigation.

The Rapid Response Team will draft a notification statement to be issued to those impacted by the data loss. Notification must be timely, conspicuous, and delivered in a manner that will ensure the individual receives it.

Appropriate delivery methods include:

- + U.S. Mail,
- + E-mail,
- + Substitute notice (appropriate only when individuals cannot be reached by mail or email), and/or
- + Conspicuous posting of the notice on MassArt’s homepage.

Notification to major media:

The RRT will determine, based on the type of data compromised, the number of individuals at risk, and the general demographics of the individuals, the most effective method of notification. If notification is to be made by press release, the RRT should seek guidance from the Director of Marketing prior to notification.

Notification should include:

- + A general description of the incident;

- + Steps individuals can take to mitigate harm, including credit report monitoring and fraud alerts as well as sources of information designed to assist the public in protecting against identity theft;
- + A reminder to remain vigilant over the next 12 to 24 months; and
- + Customer service number individuals can call for additional information.

12.6 A formal security awareness program is now in place and all employees are made aware of the importance of cardholder data security via an ongoing educational campaign.

12.8 When cardholder data is shared with service providers, the following policies and procedures will be required:

12.8.1 Their name should be added to our official list of service providers which is as follows:

- 1 EDS
- 2 AmeriCart
- 3 Follett
- 4 Chartwells

12.8.2 A written agreement will be supplied to MassArt from any service provider that acknowledges their responsibility for the security of cardholder data that the service provider possess. This language exists in the current revision of the Commonwealth of Massachusetts Terms and Conditions.

12.8.3 When engaging a new service provider we will follow the state guidelines for due diligence, as well as requiring all of the relevant information per this policy.

12.8.4 Service providers will be monitored for PCI-DSS compliance and should self-monitor as part of any agreement prior to receiving any cardholder data. Annually service providers will be requested to submit compliance status and documentation.

Adopted April 2009

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

[Sexual Violence Policy \(pg. 14\)](#)

[Investigation and Resolution Procedures \(pg. 56\)](#)

Updated 7/2015

SMOKING

I. PURPOSE

It is recognized that smoking is dangerous to the health of the smoker and that involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke. This applies to all smoking tobacco products, i.e., cigarettes, cigars, and pipes.

This policy has been developed to protect all persons from the exposure to environmental tobacco smoke and to ensure a safe working environment.

II. POLICY

EMPLOYEE

Smoking is prohibited in all facilities and areas of the entire workplace with no exceptions. Smoking is not permitted anywhere at Massachusetts College of Art and Design, including all common work areas, elevators, hallways, company vehicles, restrooms, cafeterias, employee lounges, conference and meeting rooms, and all other enclosed or outdoor areas in the workplace. The policy applies to all employees, clients, consultants, contractors, and visitors.

- 1 Compliance with the smoke-free policy is mandatory for all employees and persons visiting Massachusetts College of Art and Design.
- 2 Any disputes involving smoking will be referred to your immediate supervisor.
- 3 Employees who violate this policy are subject to disciplinary action up to and including termination.
- 4 No person or employer shall discharge, refuse to hire, refuse to serve, or in any manner retaliate against any employee, applicant, or customer because such employee, applicant, or customer takes any action in furtherance of the enforcement of this regulation or exercises any right conferred by this regulation.

STUDENT

In compliance with the laws of the Commonwealth of Massachusetts: Smoking is prohibited in all Massachusetts College of Art and Design buildings including the Residence Halls. Smoking is permitted on college property in designated outdoor areas, where there are adequate fireproof containers available for the disposal of smoking products. 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 Health and Safety Committee and Student Health Services undertake these efforts. The committee reviews the policy and conditions on campus regularly.

III. PROCEDURE

It is expected that all members of the college community will respect the intent of the policy and will comply with it voluntarily; however, it is the responsibility of anyone observing or affected by a violation to remind the smoker of the policy. If such a reminder is not effective, the individual should report the violation to the Public Safety

office. If the alleged violator is an employee, he/she shall be subject to the disciplinary procedures provided in the applicable collective bargaining agreement of personnel policy. If the violator is a student, he/she shall be subject to disciplinary action under the Code of Conduct.

IV. SMOKING CESSATION OPPORTUNITIES

Massachusetts College of Art and Design encourages all smoking employees to quit smoking. Massachusetts College of Art and Design is available to provide you with contact information for Smoking Cessation resources and self-help materials for those employees who want to quit. For further information about these services please contact the Human Resources Office at ext. 7920 or Health Services at ext. 7760.

V. QUESTIONS

Any questions regarding the smoke-free workplace policy should be directed to the Human Resources Department at ext. 7920.

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.

PROCEDURE FOR THE COLLEGE CLOSING:

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 on the following stations:

- + Radio: WBZ (1030 AM) and WRKO (680 AM)
- + Television: WBZ (Ch.4), WCVB (Ch.5), and WHDH (Ch.7)

Information will be given to the stations prior to 6:15 am for an all-day closing, by 12:00 noon for an afternoon closing, and by 2:30 pm for cancellation of evening activities. You may also call the College at (617) 879-7000 to check the recorded message to see if the College will be closed.

The Division of Graduate and Continuing Education will be closed when the Day Divi-

sion closes. 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 canceled. All such decisions will be made prior to 2:30 pm.

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 Events Planning & Theater Management, 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 Code of Conduct.

SUBSTANCE ABUSE

COMMONWEALTH OF MASSACHUSETTS DRUG LAWS

For the purpose of establishing criminal penalties for a violation of a provision of Massachusetts General Laws, chapter 94C, the Commonwealth has established the following classes of controlled substances: M.G.L.A. Chapter 94C, 31.

SUMMARY OF CONTROLLED SUBSTANCES

Class	Description	Penalties
A	Opium derivative	10 years and/or fine
B	Opium and Amphetamine, etc.	10 years and/or fine
C	Depressants	5 years and/or fine
D	Barbiturates, Marijuana	2 years imprisonment and/or fine
E	Codeine, etc.	Up to 9 months and/or fine

Any person who traffics in marijuana, cocaine, heroin, morphine, or other controlled substances shall be subject to severe penalties which include, for example, fines from \$500 to \$500,000 and imprisonment terms from 2 1/2 to 20 years (M.G.L.A. Chapter 94C, Section 32E). Penalties for unlawful manufacture, distribution, dispensing, or possession with intent to manufacture, distribute, or dispense a controlled substance in Classes A to D minors (under 18 years of age) (Chapter 94C, Section 32F) are summarized as follows:

SUMMARY OF CLASSES A-D CONTROLLED SUBSTANCE CRIMINAL PENALTY

Class	Criminal Penalties
A	Not less than 5 years nor more than 15 years
B	Not less than 5 years nor more than 15 years
C	Not less than 5 years nor more than 15 years
D	Not less than 5 years nor more than 15 years

Penalties for unlawful possession of controlled substances, M.G.L.A. Chapter 94C, Section 34, are as follows:

Violation of Section 34 is punishable by imprisonment for no more than one year or by a fine of not more than \$1,000, or by both such fine and imprisonment.

Violation of this section by possessing heroin is punishable for the first offense by imprisonment a house of correction to not more than two years or by a fine of not more than \$2,000, or both.

Violation of this section by possession of marijuana or a controlled substance in Class E of Section 31 shall be punished in a house of correction for not more than six months or a fine, or both.

Chapter 94C Section 35 states that any person who is knowingly present at a place where heroin is kept or deposited in violation of the provisions of Chapter 94C, or any person who is in the company of a person, knowing that said person is in possession of heroin in violation of Chapter 94C, shall be punished by imprisonment for not more than one year or by a fine of not more than \$1,000, or both.

ILLICIT DRUGS/HEALTH RISKS

Taber's Cyclopedic Medical Dictionary definition of drug abuse is: the use or overuse, usually by self-administration of any drug in a manner that deviates from the prescribed pattern. Any psychoactive drug is potentially harmful. The effects depend on the agent, the user, the environment in which the drug is used, and the intensity, frequency and duration of use. All mood affecting substances (including alcohol) are a potential or real threat to the health of an individual. Drug abuse and misuse can cause tragic effects on both mind and body.

NARCOTICS

These drugs have a high potential for physical and psychological dependency. The usual methods of administration are: oral, smoked, sniffed, and injected. Possible effects from these drugs are euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Slow and shallow breathing, clammy skin, convulsions, coma, and possible death are effects of overdose. Withdrawal syndrome includes watery

eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

DEPRESSANTS

These drugs have a moderate to high potential for physical and psychological dependency. The usual methods of administration are oral. Possible effects from these drugs are slurred speech, disorientation, and drunken behavior without odor of alcohol. Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death are effects of overdose. Withdrawal syndrome includes anxiety, insomnia, tremors, delirium, convulsions, and possible death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. These children may also have birth defects and behavioral problems.

STIMULANTS

There is a possible physical dependence and a high psychological dependence to these drugs. The usual methods of administration are oral or injected and, in cases of Cocaine, sniffed or smoked. Possible effects of these drugs are increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and loss of appetite. Overdose effects are agitation, increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal syndrome includes apathy, long periods of sleep, irritability, depression and disorientation.

CANNABIS (I.E., MARIJUANA)

The physical dependence to these drugs is unknown. There is a moderate psychological dependence. The usual methods of administration are oral or smoked. Possible effects are euphoria, relaxed inhibitions, increased appetite, and disorientation behavior. Fatigue, paranoia, and possible psychosis are effects of overdose. Withdrawal syndrome includes insomnia, hyperactivity, and occasional decreased appetite.

HALLUCINOGENS

There is no physical dependence on LSD, Psilocybin, Mescaline, and Peyote. The psychological dependence of LSD, Psilocybin, Mescaline, and Peyote are unknown. The physical dependence of Phencyclidine is unknown, but the psychological dependence is high. The usual methods of administration are oral, injected, and smoked. Possible side effects are illusions and hallucinations, poor perception of time and distance. Longer, more intense "trips" and flash back episodes, psychosis, and possible death are overdose effects. There has been no reported withdrawal syndrome.

FEDERAL DRUG LAWS

The Controlled Substances Act, Title 11 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (as amended), is the legal foundation of the United States Government effort against the abuse of drugs.

This law is a consolidation of various laws regulating the manufacture and distribution of narcotics, stimulants, depressants, and hallucinogens. This law provides criminal penalties for the unlawful manufacturing, distribution, and dispensing of controlled substances. The schedule of classification of the drug or substance basically determines the penalties.

DEVIATIONS FROM ESTABLISHED PROCEDURES

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

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TECHNOLOGY ACCEPTABLE USE POLICY

INTRODUCTION

GENERAL PRINCIPLES

The ethical principles that apply to everyday academic community life also apply to the use of information and computing resources. Every member of the Massachusetts College of Art and Design community has basic rights and responsibilities. It is unethical for anyone to violate these rights or ignore these responsibilities. Anyone who uses Massachusetts College of Art and Design's computer systems and networks is responsible for meeting the standards outlined in this policy.

The privilege of access to computer systems and networks owned or operated by Massachusetts College of Art and Design imposes certain responsibilities and obligations and is granted subject to the College's policies, and local, state, and federal laws. Appropriate use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to freedom from intimidation, harassment, and unwarranted annoyance. Appropriate use of Massachusetts College of Art and Design's electronic mail, internet, and telecommunications/voice mail systems includes instruction, independent study, authorized research, independent research, communication, and official work of the offices, units, recognized student and campus organizations, and agencies of the College.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment and the right to determine the

form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. This policy should be taken in the broadest possible sense and applies to Massachusetts College of Art and Design internet, email, telecommunications/voice mail usage even in situations where it would not apply to the computer(s) in use (for example, student-owned computers attached to the campus network).

PHILOSOPHY

Reasonable Use: Limited resources and a large use community dictate the need for all users to consider the right of others to work effectively. Any behavior by a user that significantly impacts the working environment of others, either directly or indirectly, is considered unreasonable.

Academic Integrity: As an educational institution, we must maintain the integrity of activities relating to education. Electronic Mail, Internet, and Telecommunications/Voice Mail violations of such integrity will warrant the same severity, as would any other violation.

POLICY

Electronic mail, Internet access, Telecommunications/Voice mail and other electronic media, and equipment are business tools that are provided by Massachusetts College of Art and Design to employees and students to facilitate timely and efficient conduct of business. To help ensure that these tools are used appropriately, Massachusetts College of Art and Design has developed the following acceptable use policy. This policy addresses access, use, and disclosure of electronic mail, Internet messages, telecommunications/voice mail and material created, sent, or received by Massachusetts College of Art and Design employees and students using the College's systems.

PURPOSE

Massachusetts College of Art and Design maintains electronic mail, Internet, and telecommunications/voice mail systems. These systems are provided by the College to assist in the conduct of business within the College. Massachusetts College of Art and Design supports computing, networking, telecommunications, and information resources for the students, faculty, and staff of Massachusetts College of Art and Design. Computer and telecommunication facilities and services are offered in support of teaching, learning, research, and public service. Access to the telecommunication, computer, and network systems owned and operated by Massachusetts College of Art and Design imposes certain responsibilities upon users, in accordance with existing Massachusetts College of Art and Design policies and local, state, and federal law.

Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity, and respect for others who share these resources. This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system.

1 RELATION TO OTHER POLICIES

- i 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.
- ii Employees and students are to use Massachusetts College of Art and Design's electronic mail, Internet systems, and telecommunications/voice mail systems in a manner that is consistent with these other policies.

2 ACCEPTABLE USE

- i The use of the electronic mail, Internet systems, and telecommunications/voice mail systems is reserved solely for the conduct of business at the College.

3 COMPANY PROPERTY

- i The electronic mail, Internet systems, telecommunications/voice mail systems and hardware are College property.
- ii Additionally, all messages and attachments composed, sent, or received on the electronic mail, Internet systems, and/or telecommunications/voice mail are and remain the property of Massachusetts College of Art and Design. They are not the private property of any employee or student, and employees and students should not consider any e-mail, Internet messages, telecommunications/voice mail messages or material private or their personal possessions.

4 PASS CODES

- i Employees and students must not use a code, access a file, or retrieve any stored communication, other than where authorized.
- ii All pass codes are the property of Massachusetts College of Art and Design.

5 NON-REMOVAL

- i Employees and students may not remove from the premises any hardware licensed to/owned by the College, software licensed to/owned by the College, or telecommunications devices licensed to/owned by the College without prior management approval.
- ii Employees and students may not remove from the premises any files or data licensed to/owned by the College without prior management authorization.

- iii The language of this paragraph is not intended to prohibit employees from taking work home with them which requires the use of files, software, hardware, or data which is owned by or licensed to the College for the purpose of off-campus use.
- iv The language of this paragraph is not intended to prohibit students from taking school work home with them which requires the use of files, software, hardware, or data which is owned by or licensed to the College for the purpose of off-campus use; however, sensitive or confidential information, particularly personally identifiable information such as Social Security numbers or credit card information must never be removed from campus, and must be stored in encrypted form only on any laptop or removable media.

6 DOWNLOADING

- i In downloading documents from the Internet, Massachusetts College of Art and Design requires that such documents must be job or curriculum related and constitutes a reasonable use of Massachusetts College of Art and Design's resources.
- ii Please refer to the MassArt's Electronic File Sharing Policy for more details.
- iii Offensive or Harassing Use Prohibited
- iv The electronic mail, Internet systems, and telecommunications/voice mail systems are not to be used to create or communicate any offensive or disruptive messages.
- v 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.
- vi In addition, these systems must not be used to communicate other improper messages, for example, messages or material that is defamatory, derogatory, obscene, or otherwise inappropriate.
- vii 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, threaten, or harass another person.

7 SOLICITATION PROHIBITED

- i 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.

8 CHAIN LETTERS AND REPEATED MESSAGES

- i Employees and students must not send or forward “chain letter” emails.
- ii Employees and students are prohibited from sending anonymous or repeated messages via the e-mail, Internet, or telecommunications/voice mail systems designed to annoy, abuse, or torment.
- iii Employees and students are prohibited from making any communication which adversely impacts the communications of the College by over-loading the network or knowingly acting in a manner that will disrupt normal operations of computers, telecommunications/voice mail, or the network systems.

9 VIRUSES

- i Employees and students may not use Massachusetts College of Art and Design’s email or Internet systems to develop or send any virus, worm, Trojan horse, or otherwise destructive program.
- ii Employees should not open e-mails or attachments unless they are confident of the identity of the sender.

10 COPYRIGHTED MATERIAL AND TRADE SECRETS

- i 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.
- ii The College expressly incorporates into this policy the “Fair Use Guidelines for Educational Multimedia” resulting from the NASAD 1997 Annual Meeting.
- iii See the Electronic File Sharing Policy page for more info.

11 COLLEGE’S RIGHT TO MONITOR

- i Massachusetts College of Art and Design acknowledges that privacy is an important value for educational institutions.
- ii Creative, innovative, and risky thought as well as scholarship and educational accomplishment all depend on interacting in a communication context in which individuals feel free to express and transmit their opinions and ideas. Thus, Massachusetts College of Art and Design extends to its students, faculty, and staff a reasonable expectation of privacy in the communication that they conduct via Massachusetts College of Art and Design’s internet, email, telecommunications/voice mail systems and networks; however, everyone should recognize that privacy cannot be guaranteed, even when it is intended, and should, therefore, exercise reasonable caution in electronic communication.

- iii Although the privacy of electronic mail, files, and data is protected in normal circumstances, when, upon the judgment of the appropriate authorities, there is reason to believe the law or College policies have been violated, Massachusetts College of Art and Design may access or disclose the electronic files, mail, voice mail, and/or electronic discussions stored or transmitted by a student, staff member, or faculty member of the College.
- iv In these cases, an individual with appropriate administrative responsibility will make the determination.
- v 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.
- vi 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 pass code. Such monitoring is capable of tracking and recording e-mail messages and telecommunications/voice mail messages sent and received as well as Internet web sites visited by employees.
- vii The Information Technology department of Massachusetts College of Art and Design may routinely monitor communications technology and log usage data, such as network session connection times and end-points, CPU and disk utilization for each user, security audit trails, network loading, etc. Information Technology may review this data for evidence of violation of law or policy, and other purposes.

12 CONSENT

- i An employee's or student's use of Massachusetts College of Art and Design's email system and/or Internet systems and/or telecommunications/voice mail systems constitutes his/her agreement to comply with the College's Electronic Mail, Internet, and Telecommunications/Voice Mail Policy as well as his/her consent to the College's recording and monitoring of the employee's use of the email, Internet, and telecommunications/voice mail systems.

13 CONFIDENTIALITY/PRIVACY

- i The confidentiality of any message or materials should not be assumed.
- ii Even when a message or material has been erased, it may still be possible to retrieve and read or hear that message or material. Further, the use of passwords for security does not guarantee confidentiality.

- iii Messages read in HTML may identify the reader to the sender.
- iv Notwithstanding Massachusetts College of Art and Design's right to retrieve and read/listen to any electronic mail, Internet messages, telecommunications/voice mail messages or material, such messages or material should be treated as confidential by other employees and students and accessed only by the intended recipient.
- v Employees and students are responsible for maintaining the confidentiality of material on the systems.
- vi Without prior management authorization, employees and students are not permitted to retrieve or read e-mail messages that are not sent to them.
- vii The contents of electronic mail, Internet messages or materials, or telecommunications/voice mail messages may, however, be disclosed to others within the College, with prior management authorization.

14 CONFIDENTIALITY AND ENCRYPTION

- i 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, except with minimum 128-bit encryption in accordance with MassArt's data security policies.

15 DISCIPLINARY ACTION

- i In keeping with its long tradition of academic freedom, Massachusetts College of Art and Design supports free inquiry and expression by the users of its internet, email, and telecommunications/voice mail systems and networks. Massachusetts College of Art and Design, however, reserves the right to take action against or deny access to its facilities to those whose use is not in agreement with the purpose of the College or infringes on the rights of others.
- ii In accordance with College procedures, Massachusetts College of Art and Design may impose sanctions on anyone who is found to have violated the policies of the College regarding internet, email, computer and/or telecommunications/voice mail network or systems usage.
- iii A violation of the policy may result in disciplinary action, including, but not limited to, the loss of computer, internet, email, and/or telecommunications/voice mail network or systems access privileges and/or discipline ranging from counseling up to discharge from employment or expulsion from the College, and/or legal action.
- iv Some violations may constitute criminal offenses and may be subject to local, state, and/or federal prosecution.

- v In addition, Massachusetts College of Art and Design reserves the right to terminate any computer network connection without notice should it be determined that network traffic generated from the connection inhibits or interferes with the use of the network by others.

16 PASSWORD ACCOUNTABILITY

- i Employee and student passwords are confidential and employees and students are accountable for all usage under the password of Massachusetts College of Art and Design computer and telecommunication/voice mail systems.
- ii No one shall give any password for any College computer, telecommunications/voice mail system, or network facility to any unauthorized person, nor obtain any other person's password by any unauthorized means whatsoever.
- iii In general, passwords should never be shared with anyone else. Anyone who knows your password can use your account. If he/she does anything that affects the system, it will be traced back to your User ID. If your User ID or your computer account or telecommunications/voice mail account is used in an inappropriate manner, you may be held responsible.
- iv All employees and students are prohibited from running programs that attempt to identify passwords or codes.

17 OTHER COUNTRIES' LAWS

- i Employees and students with Internet access must take particular care to comply with and understand the copyright, trademark, libel, slander, and public speech control laws of those countries in which this College maintains an academic/business presence.

18 REPRESENTATION OF THE COLLEGE

- i Employees and students should make clear when they are or are not representing the College in their e-mail, Internet, or telecommunications/voice mail communications.

19 INTERNET SITE/IDENTIFICATION ORIGINATOR

- i Employees and students should be aware that Internet sites accessed from Massachusetts College of Art and Design's computer network may identify Massachusetts College of Art and Design as the originator of each visit. If employees or students participate in "chat sessions" or post messages on the Internet, they may be regarded as representing Massachusetts College of Art and Design. Thus, all communications must be professional, appropriate to Massachusetts College of Art and Design, and not adversely reflect on its reputation.

20 PUBLIC RECORDS

- i As a State College (public entity), information accessed and/or distributed over the email, Internet or the telecommunications/voice mail systems may be considered a public record pursuant to Massachusetts General Laws c.66.

21 COLLECTIVE BARGAINING AGREEMENTS

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

22 CONTACT PERSON

- i 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.
- ii 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.

23 DISCLAIMER

All parties placing materials on the College's e-mail, 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 e-mail, 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.

** 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: May 2009

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.

WITHDRAWAL FOR EMOTIONAL DISORDERS

WITHDRAWAL FOR EMOTIONAL DISORDERS (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 C.S.A.O. 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.

REFERRAL FOR EVALUATIONS

It is responsibility of the appropriate Vice President to make the student/family aware of the policy process which is:

- 1 The first step in substantiating a mental component as it contributes to a disciplinary problem is to seek a psychological evaluation with written recommendation by an independent psychiatrist licensed to practice in the state of Massachusetts.
- 2 Any disciplinary proceeding that is pending at the time of such referral shall be suspended until the evaluation is completed.
- 3 Any student choosing again an evaluation shall be given a copy of these Standards and Procedures. The evaluation must be completed within five (5) business days unless an extension is granted by the Vice President or designee.
- 4 If, upon completion of such evaluation, it is determined that the student does meet the criteria set forth above, no further proceedings shall be conducted pursuant to these in that is then pending shall resume. Otherwise, the Vice President or designee shall take steps in accordance to these Standards and Proceedings.
- 5 A student who fails or refuses to participate in or to complete an evaluation for which he/she has been re-offered in accordance with these Standards and Procedures may be administratively withdrawn on an interim basis in accordance with the provisions of interim withdrawal and, in the event that any disciplinary proceedings are then pending, such proceedings may then be resumed.

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 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 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 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 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.

STUDENT WITHDRAWAL AND REFUND POLICY

Download the [Student Withdrawal & Refund Policy PDF](#)

STUDENT WITHDRAWAL & REFUND POLICY

Student officially withdraws prior to the first day of the semester;

- + 100% reduction of Student Charge (Tuition & Fee)
- + Less a forfeiture of the student deposit

If a Student officially withdraws during the first two weeks of the semester;

- + 50% reduction of Student Charge (Tuition & Fee)

If a Student officially withdraws from the beginning of the third week on;

- + 0% reduction of Student Charge (Tuition & Fee)

Please Note: Failure to attend class does not constitute official withdrawal from the semester. The Student is required to submit the appropriate forms.

FINANCIAL AID WITHDRAWAL & REDUCTION POLICY

Mass College of Art & Design adheres to the Federal policy whereby Student Financial Aid is earned during the semester by the Students' attendance of academic classes. Should a Student withdraw from the academic semester or cease attending classes, his or her Student Financial Aid is adjusted as follows;

Point of the Semester	Percentage Earned	Reduction of Financial Aid
10% point of the Semester	10%	90%
20% point of the Semester	20%	80%
30% point of the Semester	30%	70%
40% point of the Semester	40%	60%
50% point of the Semester	50%	50%
60% point of the Semester	100%	0%

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.

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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 textbooks, clothing and other college materials. Textbooks can also be ordered online.

STORE HOURS:

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

Friday 8:30am - 5:30pm

Saturday 11:00am - 3:00pm

Reduced hours between semesters and holidays. Call for more information.

Phone: (617) 739-4770

DISCOUNTS ON APPLE PRODUCTS AND SOFTWARE

Colleges of the Fenway students, faculty, and staff can purchase Apple computers and software at Educational pricing.

Order online at www.massart.bkstr.com

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 jamie.costello@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 Enewsletter. 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.

THE 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 sittings 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 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

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](#)

[Relaxation Exercises \(collection of mp3 audio\)](#)

[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 is located on the first floor of the Kennedy Building. The dining service also offers a full range of catering and seasonal specials.

Chartwell's Dining Services manages the food service at MassArt; there are two locations on campus:

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

or by visiting us at:

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

HEALTH AND SAFETY OFFICE

HEALTH AND SAFETY MANUAL AND OTHER SAFETY PROCEDURES

The Health and Safety Office has prepared a manual to educate faculty and students about the potential hazards of many different art-making practices. The manual provides information on toxic materials, and studio and equipment guidelines. There is an on-line version of the health and safety handbook available at the link below. Students have the responsibility to familiarize themselves with this manual in order to ensure their personal safety as well as the safety of other students, staff and visitors.

PDF download: [Health and Safety Manual](#)

To ensure the safety of the MassArt community a safety review is required for all exhibitions and installations in public areas such as hallways, lobbies, stairwells, sidewalks, and courtyards. Artists intending to use these areas should obtain a "Public Space Use Form" from the Exhibitions Office (South Hall) or Administrative Services Office (Tower 4th Floor) and submit it for review at least ten days prior to the start of the exhibition or installation.

Material Safety Data Sheets (MSDSs) are kept on file in the Administrative Services Office and are available for students who wish to obtain further information on a particular product, solvent, or chemical used at the College. Duplicate copies of MSDSs specific to a particular course of study are kept on file in certain studios (Ceramics, Metals, Painting, Printmaking, Film, Photography, Fibers, SIM, and the Foundry). The Studio Manager should be consulted for access and information on these.

The College's Health and Safety Officer (William Jordan) has more than twenty-five years of experience in operating safety programs in the academic environment. He has assembled an extensive library of safety literature and internet safety sites that is

available upon request. For further information he may be contacted by phone: (617) 879-7939 or email: wjordan@massart.edu.

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 unattended in classrooms, studios or stored on campus. All students are urged to bring valuables home daily.

MOTORIST ASSISTANCE PROGRAM

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

Some of the services available:

- + Assistance with keys locked in the vehicle
- + Assistance with dead batteries
- + Summon tow truck, taxi, etc.
- + Escort owner to or from vehicle in immediate area
- + Escort owner to residence within reasonable distance
- + Assistance with flat tires
- + Escort to gas station

Students should contact Public Safety when assistance is needed. Response is dependent on availability of personnel. 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

STUDENT PARKING PROCESS

IMPORTANT PARKING DATES

1 Fall Daytime Commuter Student Parking

Registration Period Begins: Tuesday after Patriots' Day

Registration Period Ends: First Friday in June

Award Notifications Sent: Second Friday in June

Location: Greek Orthodox Church Lot

Cost: \$50 per day for the semester (ex: parking on Tuesdays and Thursdays would cost \$100 for the semester)

2 Spring Daytime Commuter Student Parking

Registration Period Begins: Business day after Veteran's Day

Registration Period Ends: First Friday in December

Award Notifications Sent: Second Friday in December

Location: Greek Orthodox Church Lot

Cost: \$50 per day for the semester (ex: parking on Tuesdays and Thursdays would cost \$100 for the semester)

3 Summer Daytime Commuter Student Parking

Check in with office around May 15th

Parking Process changes each summer based on availability

Location: TBD

Cost: \$20 per registered course

4 All Evening/Weekend Commuter Student Parking

Registration process is ongoing.

Location: Wentworth Parker Lot or Ward Lot

Cost: \$30 per evening for the semester for Wentworth Parker Lot (ex: parking on Tuesday and Thursday evenings would cost \$60 for the semester); \$50 per evening for the semester for Ward Lot (ex: parking on Tuesday and Thursday evenings would cost \$100 for the semester)

During the fall and spring semesters, the Parking Office stays open on the FIRST night of all Monday, Tuesday, Wednesday, and Thursday PCE classes until 6:30PM.

[Please click here to access the Spring 2017 Parking Form.](#) Read below for further information on parking form submission dates and accommodations.

DAYTIME COMMUTER STUDENT PARKING INFORMATION

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. Parking permits will be valid from Wednesday, January 18, 2017 through

Wednesday, May 25, 2017.

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. To maximize the use of the limited parking spaces, the total number of points will be used in combination with the applicant's Spring 2017 class schedule to determine parking assignments.

Students must **rank on the application all the days of the week they want parking using numbers 1-5. A copy of your Spring 2017 class schedule must also be included with your completed application.**

Commuter student parking will be available from 7:00a.m. - 10:00p.m daily. Days of the week are assigned according to availability and the applicant's preferred days as indicated on the application. The cost for commuter student parking is \$50 per assigned day for the semester. For example, if you receive parking on Mondays and Tuesdays for the semester, you would pay \$100 for the semester.

For those needing **EVENING or WEEKEND Parking ONLY**, a separate application is available. Please contact the Management Office for more details.

Applications will be available starting Monday, November 14, 2016. Parking applications may be obtained at the Management Office in the Artists Residence or by clicking [here](#).

Completed applications should be submitted to the Management Office in the Artists' Residence no later than 5pm on Friday, December 2, 2016.

Students who receive a space will be notified via their MassArt email by 5pm on December 9, 2016. Please be sure to clearly print your email address so we will be able to contact you.

Parking privileges may not be transferred to another person. There will be no refunds after the Spring 2017 add/drop deadline.

Payment is due no later than 5pm on Friday, January 6, 2017, to the Management Office. If payment is not received by the due date, the parking space will be given to the next person on the list as established by the waitlist.

Payment must be made by check or money order payable to The Residences at MassArt.

*In addition to submitting a completed parking application to the Management Office, any student requesting an accommodation due to medical/physical need must contact Mercedes Sherrod-Evans at Mercedes.sherrod-evans@massart.edu or (617) 879-7060.

All vehicles must be registered with MassArt at the Parking Office (Artists' Residence rm. 120). A permit will be issued for display on the vehicles rear view mirror authorizing parking in the lot. Your MassArt ID will be activated for the days in which you are authorized. Questions? Contact parking@massart.edu or call (617) 879-5103.

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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.

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 the director of advising.

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.

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.

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, Graphic 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

- 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.

MID-SEMESTER WARNINGS

Students in danger of not passing a course at mid-semester 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.

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, the department chair, and the director of advising. In the absence of the faculty, the chair and the vice president for academic affairs may sign the form.

Faculty must use an Individual Grade Sheet to change an incomplete grade to a final grade. For all other grade changes, a Change of Grade form is required.

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 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.

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.

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.

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

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 cours-

es, 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.

GRAPHIC DESIGN

Students in the Graphic Design Department must maintain a minimum C+ average in their required major courses each semester to proceed in the major. Students whom the faculty feel would benefit from a check-in of their progress may receive written notice of a mid-semester review for the following semester. This is not a formal re-

view, and no special action is required of students - faculty will write up an evaluation based on the current coursework and performance of the students being reviewed.

Students who do not achieve a minimum C+ average in their major courses are considered to be on departmental probation. Any course in which a student on departmental probation receives a C or below must be retaken. Due to the sequential nature of the Graphic Design program's courses, this may entail taking a "special program" until the required course in question is offered again the following year. Such a special program will be designed by the chair on a case-by-case basis. If the grades of a student on probation fall below a C+ average a second time, the student is subject to dismissal from the program.

Students at all levels are allowed to repeat a semester or year only once in the program, after which they will be dismissed from the major.

Reviews in Graphic Design occur twice a year—in December and in May. Review times are posted in the Design Office the week before reviews. Review performance is factored into students' final course grades by their instructors. Students are required to attend their reviews. Lateness of more than 5 minutes beyond the posted review time is considered missing the review. Missing a review without written proof of a medical or family emergency is grounds for failing all required courses.

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, a copy of which also goes to the director of advising.

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 Senior Vice President for 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

Graphic 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

Graphic 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.

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 director of advising. 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 a panel comprised of the senior vice president for academic affairs, the vice president for student development, the director of advising, and the dean of students. 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 the director of advising 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 senior vice president for 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".

ATTENDANCE

During the first week of classes, faculty state clearly their expectations for performance and attendance, their method of recording attendance, and their expectations for makeup work and examinations.

All students must attend the first day of classes for which they are registered to reserve a place in the course. If a student cannot attend because of illness or other emergency, he or she must email faculty before the first class meeting to inform the faculty member of their absence. A student who misses the first meeting of a class without notice may be dropped from the roster by the instructor.

Students are expected to attend all classes. Faculty have the right to assign an "F" or "NC" grade to a student who attends less than 80 percent of the meetings of any course.

There are no formally excused absences for any reason, including illness. However, a student who will miss one or two classes may be able to make up missed work, at the

discretion of each instructor. If a student will miss one or two classes due to illness, he or she should notify all current faculty members by e-mail. For absences of two or more class meetings due to illness, the student may contact the director of counseling to request a leave of absence.

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, Graphic 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 visit the Advising Office to discuss how a change of major affects progress toward their degree.

DIRECTED STUDY

Directed Study offers seniors the opportunity to pursue a clear, specific project in a Liberal Arts or History of Art areas. In addition to the Directed Study form (available in the Registrar's Office), a project proposal and syllabus must be included. Students may take only one directed study per semester, and not more than two directed studies will count toward the degree. In exceptional circumstances, the director of advising may approve junior or sophomore students to undertake directed studies.

Directed Study forms, with faculty and the chair's signatures, should be submitted to the Registrar during registration and not later than the Add/Drop deadline.

INDEPENDENT STUDY

Juniors and seniors who have a specific studio project which cannot be accomplished within the structure of a course may arrange to work with a faculty member on an independent basis. The Independent Study form (available in the Registrar's Office) must include a proposal and syllabus. Students may take only one 3-credit independent study each semester, and no more than four independent studies will count toward the degree.

Independent Study forms, with faculty and the chair's signatures, should be submitted to the Registrar during registration and not later than the Add/Drop deadline.

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.

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. Click "Register My Internship" in the left hand menu in their home page, and follow the prompts to complete the form.

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 new honor will be conferred in May of 2012: Academic Honors. This honor is based solely on the grades a student receives in their Liberal Arts and History of Art courses.

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 Honors Convocation. 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.

Beginning with fall 2011 courses, Honors (H) will no longer be given as a grade. For the purpose of Academic Honors calculation, H's from previous semesters will be counted as A's.

DEPARTMENTAL HONORS

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

GRADUATION WITH DISTINCTION

Graduation with Distinction is conferred upon graduates with outstanding achievement in course work across all departments. Students nominated must have received at least six honors grades, one of which must be in a Liberal Arts or History of Art course and one of which must be in the student's concentration.

Note: the college has voted to abolish Graduation with Distinction starting with the class graduating in 2012. A new honor will be conferred: Academic Honors. This honor is based solely on the grades a student received in Liberal Arts and History of Art courses at the college. Students in a graduating class will be ranked by the number of As (not A-s) they have received in these courses by the start of the spring semester of their senior year; the top 15% of students (including ties) will receive Academic Honors.

Although the calculations are not done in time for participation in Honors Convocation, students who receive the same number of As by the end of their spring semester senior year will be awarded Academic Honors on their transcripts.

At least seven Liberal Arts and/or History of Art courses must have been taken at MassArt for the student to be eligible for this honor.

This award will be conferred starting with the class graduating in 2012. To phase in the new honor in a manner that does not penalize current rising juniors and seniors, Honors will continue to be given and recorded on transcripts for two academic years, and students graduating in 2010 and 2011 will still be eligible to receive Graduation with Distinction. Commencing with fall 2011 courses, Honors will no longer be given as grades. For students graduating after 2011, Hs and As will both be counted as As.

LEAVE OF ABSENCE

A student who is not on academic or disciplinary probation and wants to be away from the college may take a leave of absence for one semester or one academic year. The student must file a completed Leave of Absence form, including the signature of the director of advising, with the Registrar's Office. Students may not apply for a leave of absence for the current semester after the withdrawal deadline, except for medical leaves approved by the director of counseling.

A student who has a medical, psychological, or emotional condition that renders him or her unable to continue course work may be placed on medical leave by the director of counseling. The college reserves the right to approve a return from medical leave of absence. For return, the director may request additional information such as evidence of satisfactory health or a personal interview to determine the student's ability to meet academic standards. Students returning from a medical leave of absence must meet with the dean of student development, whose signature is required on their Return from Leave of Absence form.

Pursuant with federal guidelines, students taking a leave of absence of one or more semesters will be considered withdrawn for the purpose of student loan repayment.

Students who want to return to the college from a leave must fill out a Return from Leave of Absence form no later than 30 days before the first day of classes for the semester they want to return. Exceptions are made in cases of hardship as determined by the director of academic advising. Returning students are expected to attend registration. Return forms and registration instructions are mailed to the address indicated one month before registration for the semester the student is expected to return.

Any student holding an F1 student visa who is considering a leave should meet with the director of the International Education Center prior to applying for the leave.

Students who want to extend a one semester leave of absence to one year must request the extension in writing. Students who do not return to the college at the end of an approved leave of absence are considered to have withdrawn from the college and must reapply for admission.

Students attending another institution through the Mobility, International Exchange, or CAPS programs do not need to file a Leave of Absence form. However, these students must follow the appropriate procedures as laid out by the Exchange Programs Advisor in the Advising Office.

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 Advising Office) 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.

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.

RETURNING UNDERGRADUATE STUDENT POLICY

- 1 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.
- 2 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*
- 3 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.
- 4 Students who have not attended MassArt for five years or more **must apply for readmission***
- 5 Students must submit the Returning Major or Returning Student form to the Office of the Registrar sixty days prior to the next term.
- 6 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.

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.

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.

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.

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 senior vice president for 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 senior vice president for academic affairs is not subject to further review or appeal.

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

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

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.

GRADUATE ACADEMIC POLICIES

Master's degree, Post-Baccalaureate, and Teacher Preparation Programs follow the academic policies outlined in the documents below. These policies cover course load and length of program, grade policies, transfer credits, academic probation, and other issues that affect the progress of students in our programs. Graduate students are responsible for reading and becoming familiar with these policies. Students may also take this opportunity to refer to the program requirements.

ACADEMIC POLICY DOCUMENTS: MFA AND ART EDUCATION PROGRAMS

[Academic Policies: MFA, Post-bac and Art Education Programs: Catalog Year 2013 PDF](#)

ACADEMIC POLICY DOCUMENTS: MASTER OF ARCHITECTURE (M.ARCH) PROGRAMS

[Academic Policies: M.Arch Programs: Catalog Year 2013 PDF](#)

COLLEGE POLICIES

The Graduate Programs at MassArt follow most college policies, either in their entirety or with some variation. Students must also read and abide by MassArt's College Policies.

REQUIREMENTS BY PROGRAM

For program requirements, please visit the [corresponding program degree page](#).