

Student Handbook

ABOUT THE HANDBOOK

The *Student Handbook* provides important information for undergraduate students. Each undergraduate 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

July 2012

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:

ADMINISTRATIVE APPLICATIONS DATA MANAGEMENT

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 e-mail 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.

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

Last Modified: April 2009

AFFIRMATIVE ACTION COMPLIANCE

Introduction

It is the policy of the Massachusetts College of Art and Design to provide each student, employee, and other person having dealings with the institutions an atmosphere free from discrimination, discriminatory harassment, and retaliation. The College prohibits discrimination, discriminatory harassment, and retaliation based on race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, marital status, political affiliation practices, or status as a Vietnam era or specially disabled veteran. The College has promulgated these procedures to address and resolve complaints of prohibited discrimination, discriminatory harassment and retaliation, and to address any improper behavior as expeditiously as possible and within the requirements of state and federal law.

A person who believes that he or she has been discriminated against or harassed on a prohibited basis as outlined above in Section VI, or retaliated against for filing a complaint of discrimination, participating in an investigation of such a complaint, or protesting a discriminatory practice may file a complaint under this procedure, or may file a charge directly with the state or federal agency having jurisdiction over discrimination complaints. Information and assistance on any of these options is available from Office of the Director of Civil Rights Compliance and Diversity.

A person or office charged with discrimination, discriminatory harassment or retaliation, or a person who has knowledge about incidents surrounding allegations, must respond promptly and completely to all requests for information that are initiated by professional staff members in the Director of Civil Rights Compliance or other office designated by the College to investigate complaints under this procedure, the Vice President, or the President. Such response may include, but not be limited to, submission of a position statement, an explanation of the rationale for the alleged actions, appropriate documents, and/or participation in an interview of persons having knowledge pertaining to the claim/complaint.

Application

The following complaint procedure may be utilized by any person, including any College employee, student, or applicant for employment or admission, who believes that he or she has been discriminated against or discriminatorily harassed by the College, by an employee or student of the College, or by other persons having dealings with the institution, on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, genetic information, marital status, political belief or affiliation, or veteran status, or by a person who believes he or she has been the victim of retaliation as defined in the retaliation in Section VI of this Plan.

These complaint procedures may be used to address alleged discriminatory acts or acts of discriminatory harassment or retaliation that violate the policies and regulatory procedures set forth by the BHE, the Boards of Trustees, or the requirements of Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968; Titles I and II of the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106; Equal Pay Act of 1963; Civil Rights Restoration Act of 1988; Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Section 402 of the Vietnam-era Veterans Readjustment Act of 1974, Uniformed Services Employment and Reemployment Rights Act (USERRA); Age Discrimination Act of 1975; Age Discrimination in Employment Act of 1967, as amended; Family and Medical Leave Act of 1993; Federal Executive Order 11246 of 1965, as amended by Executive Order 11375 of 1967; Federal Executive Order 12900 of 1994;

Federal Executive Order 13145 of 2000; Federal Executive Order 13160 of 2000; Federal Executive Order 13166 of 2000; Massachusetts Civil Rights Act; Massachusetts General Laws Chapters 151B, 151C, and Chapter 149; and other applicable local, state and federal constitutions, statutes, regulations, and executive orders.

The College will promptly respond to all claims or complaints of discrimination, discriminatory harassment, and retaliation, with the intention to fully, quickly and adequately resolve the claim/complaint on an internal basis and to prohibit further occurrences. Complaints may be filed with the Director of Civil Rights Compliance and Diversity/Title IX Coordinator at (617) 879-7060 or at civilrights@massart.edu. Individuals have the right to file charges of unlawful discrimination with the appropriate government agency with or without first utilizing these Discrimination Complaint Procedures. Such agencies include:

U.S. Department of Education/Office for Civil Rights

33 Arch St., Suite 900
Boston, Massachusetts 02110-1491
617-289-0111

U.S. Equal Employment Opportunity Commission

John F. Kennedy Federal Building, Rm. 475
Government Center
Boston, Massachusetts 02203-0506
617-565-3200
TTY: 617-565-3204

Massachusetts Commission Against Discrimination

One Ashburton Place, Rm. 601
Boston, Massachusetts 02108
617-727-3990 (x588 for TTY)

Initiating the Complaint Procedures

Time Limits

This procedure is designed to promote the speedy investigation and resolution of complaints. The various steps of these procedures contain time limits that are measured in "working days." For purposes of these procedures, the definition of the term "working days" shall be days when the administrative offices of the

College are regularly open for business. Holidays, weekends, snow days, and other days when the College is closed for any other reasons will not be counted. In making a determination concerning the extension of time limits under these procedures, the Director of Civil Rights Compliance and Diversity or other officer charged with the investigation of complaints under these procedures, the Vice Presidents and/or the President will apply a standard of reasonableness, having regard, when appropriate, to academic recesses and semester breaks.

Acceptance of Claims/Complaints

Neither the receipt of a claim/complaint nor the written acknowledgment of receipt by the designated office of the College will be deemed to be an admission of any violation of law or policy by any of the named parties or by the institution.

Informal Procedures

Preliminary Step

Prior to the filing of a complaint, an individual may seek advice, counsel, investigation and informal resolution by the Director of Civil Rights Compliance and Diversity or other designated officer.

An individual may seek to proceed with an informal complaint on an anonymous basis. While the College cannot guaranty confidentiality, if a complainant has not authorized the release of his or her name for the purposes of the College's investigation and possible informal resolution of the complaint, the College shall take all measures practicable to prevent disclosure of the complainant's identity in the course of its investigation. The Director of Civil Rights Compliance and Diversity or other designated officer shall maintain a confidential record of all proceedings in which a complainant requests anonymity.

Mediation

A person wishing to explore the possibility of resolving or mediating a complaint informally should request a meeting with the Director of Civil Rights Compliance and Diversity or other designated office within a reasonable time period. Because it is beneficial to all parties to resolve claims promptly, they should ordinarily be brought to the attention of the designated office within thirty (30) days following the occurrence of the events that are thought to constitute discrimination, discriminatory harassment and/or retaliation. Mediation is inappropriate in for complaints involving sexual violence. In individual cases, circumstances may make that difficult or impractical. Whenever a claim has been initiated more than thirty (30) days following the occurrence of such events, the Director of Civil Rights Compliance and Diversity or

other designated officer will determine whether the claim has been initiated during a reasonable period of time.

Whenever a complaint of discrimination is brought to the attention of the Director of Civil Rights Compliance and Diversity or other designated officer, he or she will provide assistance in:

- a. Explaining the avenues of recourse that are available;
- b. Providing information about the applicable federal and state laws and regulations;
- c. Informing the complainant of the right to file charges with the appropriate government agency, as well as the need to meet applicable time requirements for such filing;
- d. Explaining the College's complaint process;
- e. Determining whether the complaint procedures are applicable;
- f. Properly completing the Discrimination Complaint Form; and, when requested,
- g. Informally investigating and/or mediating the complaint.

If the person filing the complaint does not wish to mediate the complaint, or if the College believes it is appropriate that the Complaint Procedures be initiated without informal investigation, the complaint shall be handled under the process that is described below.

Formal Complaint Procedure

The Formal Complaint Process is provided to allow employees, students, and persons having dealings with the institution an avenue to address complaints of discrimination, discriminatory harassment and retaliation as defined by these procedures. The three steps are provided to allow for adequate appeal rights of the parties. Resolution of a complaint, however, is possible at any step of the procedure through the written agreement of the parties and with the approval of the Director of Civil Rights Compliance and Diversity or other designated officer at the institution.

If the Director of Civil Rights Compliance and Diversity or other designated officer, the Vice President or the President believes that he or she is unable to make an objective judgment when a complaint filed under these procedures comes before him/her, then he or she will so advise the parties and the other two institutional officers and will appoint a designee to serve as a replacement.

Step I - Designated Office

The complainant shall file a Discrimination Complaint Form, accompanied by any pertinent supporting documentation, with the Director of Civil Rights Compliance and Diversity or other designated office. The complaint must contain, as essential elements, the signature of the complainant, the date signed, the

prohibited basis on which the complaint is filed, and the alleged act(s) of discrimination, discriminatory harassment and/or retaliation. The names of any witnesses and any appropriate documents should be attached to the complaint form. A sample complaint form can be found at the end of these Procedures.

A complaint shall normally be filed within forty (40) working days from the date upon which the complainant had knowledge or should have had knowledge of the alleged act(s) of discrimination, discriminatory harassment or retaliation, or twenty (20) days following the completion of the informal mediation process, if utilized. Where, however, the act complained of is one of a continuing nature, has a continuing effect, or, in the judgment of the designated person warrants proceeding, the time limit may be reasonably extended.

The Director of Civil Rights Compliance and Diversity or other designated officer will promptly consider the complaint and will, within thirty (30) working days of the filing thereof:

1. Determine whether the complaint has been filed in accordance with the provisions of these procedures;
2. Determine whether the complaint alleges discrimination or harassment on the basis of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, age, disability, veteran status, marital status, political affiliation, or alleges retaliation;
3. Investigate the complaint by taking, at a minimum, the following steps:
 - a. Providing a copy of the formal complaint to the person accused;
 - b. Requesting and considering the response of the person accused;
 - c. Reviewing relevant documents and, at the discretion of the designated officer, interviewing of the persons identified by either party as ones having information pertinent to the allegations;
 - d. Collecting further evidence relevant to the investigation;
 - e. Presenting the evidence to each party and considering any rebuttal; and
 - f. Such other steps as the designated officer believes are necessary.
4. Attempt to mediate the complaint to the mutual agreement of the parties and the designated officer. If such agreement is reached, it will be reduced to writing and the designated officer will notify the parties, the Vice President and the President of the closure of the complaint file.
5. If a mediated resolution is not reached, the designated person will provide a Statement of Findings and Recommendations to the parties, the Vice President, and the President.

If the Director of Civil Rights Compliance and Diversity or other designated office determines that more than thirty (30) days are needed, he or she will notify the parties of the anticipated completion date of this Step.

If, upon receipt of the Statement of Findings and Recommendations, either party takes exception, he or she may appeal to Step II, by notifying the Director of Civil Rights Compliance and Diversity or other officer issuing the Statement of Findings and Recommendation in writing and stating the basis of the Appeal within ten (10) working days of her/his receipt of the Finding. In such cases, a copy of the entire Step I record and the Letter of Appeal will be transmitted to the Vice President, with a copy to the President.

If no appeal has been filed, the Director of Civil Rights Compliance and Diversity or other designated officer will pursue one of the following courses at the end of the ten (10) day period:

If no finding of violation has been made and/or no remedy has been recommended, the designated officer will issue a Statement of Closure to the parties, with a copy to the Vice President and the President.

OR

If a finding of violation has been made, and if a remedy has been requested or recommended which must be effected by the Vice President or the President, the designated officer will issue a Statement of Resolution and a Recommendation to Effect Remedy to the parties, the Vice President and the President.

Step II - The Vice President

Unless otherwise determined by the President, the Vice President responsible for hearing appeals at Step II is the person who has overall responsibility for the supervision of the individual accused in the complaint and who reports to the President. If the accused's supervisor is the President, the President will appoint a designee to serve in her/his stead. In some cases, the Vice President may choose to appoint another high-level administrator to serve as designee. For complaints arising between students in both the Day College and the Divisions of Graduate Education and Continuing Education and Special Programs, the President will designate the person/persons to serve as the Chief Administrative Officer to hear appeals under Step II of these procedures.

The Vice President or designee will promptly consider the complaint and will, within fifteen (15) working days of the receipt of the Step I record and the appeal:

1. Determine whether the complaint and the Step II appeal have been filed in accordance with the provisions of these procedures.
2. Take the steps necessary to review the record and the appeal, investigate the complaint further if deemed necessary, make a preliminary determination on the matter and informally discuss it with both parties.
3. Offer the non-prevailing party the opportunity for a hearing. Such hearing must be requested within ten (10) days of the offer. If the party requests such hearing, the parties will be accorded the following:
 - a. The right to receive written charges in advance of the expected response.
 - b. The right to have a representative present to serve in an advisory role only.
 - c. The right to have a response heard and considered.
 - d. The right to present documentary and testimonial evidence.
 - e. The right to question the opposing party and persons giving testimonial evidence.
 - f. The right to rebut documentary and testimonial evidence.
 - g. The right to receive a written decision.

If the Vice President determines that more than fifteen (15) days are necessary, he or she will notify the parties of the anticipated completion date.

If, upon receipt of the Vice President's Statement of Findings and Proposed Remedy, either party takes exception, he or she may appeal to Step III, stating the basis of the appeal, by notifying the Vice President and the Director of Civil Rights Compliance and Diversity or other designated Step I officer in writing within ten (10) working days. In such cases, the Vice President will transmit a copy of the entire Step I and Step II records, and the Letter of Appeal to the President.

If no appeal has been filed, the Vice President will pursue one of the following courses at the end of the ten (10) day period:

If no finding of violation has been made and/or no remedy has been recommended, the Vice President will issue a Statement of Closure to the parties, with a copy to the designated person and the President.

OR

If a finding of violation has been made and, if a remedy has been proposed which can be affected by the Vice President, he or she will give effect to such remedy and will issue a Statement of Resolution to the parties, with a copy to the Director of Civil Rights Compliance and Diversity or other designated Step I officer.

OR

If a finding of violation has been made and, if a remedy has been proposed which must be effected by the President, the Vice President will issue a Statement of Resolution and a Recommendation to Effect Proposed Remedy to the parties, with a copy to the President and the Director of Civil Rights Compliance and Diversity or other designated Step I officer.

Step III - President

Unless the President is personally charged under these procedures, in which case the procedures under the Complaints Against Institutional Officers section of these procedures will apply, or disqualifies her/himself, the President will be the sole Step III Appeal Officer.

The President will promptly consider the complaint and will, within ten (10) working days of receipt of the Step I and Step II records and the Letter of Appeal:

1. Determine whether the complaint and the Step III appeal have been filed in accordance with these procedures.
2. Take the steps necessary to review the record of the two preceding steps and the appeal.
3. At his/her discretion, remand the case to the Vice President or the Director of Civil Rights Compliance and Diversity or other designated Step I officer for the purpose of further investigation or hearing.
4. Make a final determination on the complaint of discrimination and take whatever action he or she deems appropriate to the situation. A Notice of Final Resolution will be issued by the President to the parties, the Vice President and the Director of Civil Rights Compliance and Diversity or other designated Step I officer.

If the President determines that more than ten (10) days are necessary, he or she will notify the parties of the anticipated completion date.

The President will be the final adjudicator under these procedures. Her/his decision will be binding with full recognition that, at any time, the complainant has the right to file charges with appropriate local, state and/or federal agencies.

Application of the Limits

In the event that a complaint has not been resolved within fifty-five (55) days following its filing at any step, either party may elect to have the matter considered at the next step of these procedures.

Complaints Against Institutional Officers

If a complaint is directed against a Vice President or the Director of Civil Rights Compliance and Diversity or other designated Step I officer, the functions assigned to that person by these procedures will transfer to the President or her/his designee. Complaints directed against the President will be filed with the Chairperson of the Board of Trustees and will follow the Grievance Procedures with Respect to Presidents established by the Board of Regents, as contained in the Report of the Task Force on Complaint/Grievance Procedures dated September, 1987.

Retaliatory Action Prohibited

The College prohibits retaliatory action taken against persons who file claims, complaints, or charges under these procedures, or under applicable local, state, or federal statute, who are suspected of having filed such claims, complaints, or charges, who have assisted or participated in an investigation or resolution of such claims, complaints, or charges, or who have protested practices alleged to be violative of the non-discrimination policy of the College, the BHE, or local, state, or federal regulation, or statute. Such retaliation is recognizable under these procedures as well as under state and federal law.

Retaliation, even in the absence of provable discrimination in the original complaint or charge, constitutes a violation as serious as proved discrimination under the original claim, complaint, or charge. Any person who believes he or she has been retaliated against in this manner is encouraged to immediately file a claim or complaint under these procedures.

Actions to Remedy Discrimination

Should discriminatory harassment or discrimination in treatment or effect be found to exist in any employment, educational or service decision, action, inaction, or practice within the College, all appropriate corrective and/or disciplinary actions will be taken under the direction of the President, subject to any applicable collective bargaining agreement or other policies or procedures of the College.

Record Keeping

A record of any claim or complaint submitted for consideration in accordance with these Discrimination Complaint Procedures will be kept on file in the College's Affirmative Action/Equal Opportunity/Diversity Office. This record will include a record of all steps of these procedures and will be the only file so maintained. The information contained in such files will be considered confidential and will be accessed/used only for purposes of the enforcement of non-discrimination policies and by appropriate staff.

1. For a claim filed under the Informal Procedures, the record shall contain at a minimum:
 - a. A brief description of the claim, its allegations and the manner in which it was resolved.
 - b. If given, signed authorization to use the Complainant's name in the investigation/resolution of the claim.
2. For a complaint filed under the Formal Procedures, the record shall contain at a minimum:
 - a. A copy of the complaint.
 - b. Copies of statements of all witnesses.
 - c. Any documentary evidence or written statements presented by the parties; and
 - d. A copy of the final disposition/resolution.

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.

1. 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.
2. 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.
3. 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 Crackatorium
- 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, Watson Hall-Wentworth Campus, Room 003
 - Monday - Friday: 9:00 a.m. to 6:00 p.m.

- Harvard Vanguard - 133 Brookline Avenue - Check-in on the 4th floor
 - Weekday mornings from 8:00am - 9:00am
 - Weekday evenings from 5:00pm - 8:00pm
 - Saturdays from 10:00am - 5:00pm
 - Sundays from 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 Services 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 contact Nneka Armstead, Administrative Assistant, at (617) 879-7760 or email her at nneka.armstead@massart.edu.

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.

ARTISTIC FREEDOM AND GRIEVANCE

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 Curatorial Programs prior to the exhibition. Questions concerning artworks on display should also be directed to the Director of Curatorial Programs.

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 Curatorial Programs, the exhibitor may follow a grievance through the following procedure:

1. A brief written grievance is presented to the Director of Curatorial Programs, who will place the grievance on the agenda for the next Exhibitions and Visiting Artists Committee meeting.
2. The Exhibitions Committee members will review the grievance and Exhibition policy at their next meeting.
3. Aggrieved parties will be notified of the Committee's meeting date in order to make a short presentation.
4. 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 Curatorial Programs.

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

Code of Conduct -- MassArt Community Standards

Massachusetts College of Art and Design has established Community Standards to promote and maintain the rights, health, and safety of members of the MassArt Community in their pursuit of their educational goals without undue interference. Students, faculty, and staff are expected to carefully review these Community Standards. These Community Standards make known to the MassArt community what is expected of individuals and groups.

Under the terms of enrollment, individual students and student organizations are bound by these Community Standards and acknowledge the right of the College to take disciplinary action for behavior that violates them.

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 role and responsibilities as global citizens.

The Chief Student Affairs Officer, or his/her designee, has specific responsibility for the administration and enforcement of these Community Standards. The Chief Student Affairs Officer, or his/her designee, will conduct training sessions for Hearing Officers and hearing bodies, and will manage and maintain all records.

Definitions

- **College:** Massachusetts College of Art and Design.
- **Student:** Any individual enrolled in or auditing one or more courses.
- **Faculty Member:** A person employed by the College to conduct and evaluate course activities for Students.
- **College Official:** A person or entity, employed by the College to perform assigned administrative or professional responsibilities.
- **Member of the College Community:** Any person who is a Student, Faculty member, or College Official, and any other person employed by the College.
- **College Premises:** All land, buildings, facilities, and other property in the possession of, used, or controlled by Massachusetts College of Art and Design.
- **Student Organization:** An association of persons holding a charter issued by the Student Government Association.
- **Hearing Officer:** The Chief Student Affairs Officer, or his/her designee, designated to serve as Hearing Officer.
- **Hearing Body:** A group of persons authorized to determine whether a student has violated the Policy and to recommend the imposition of sanctions.
- **Policy:** Any regulation of the College, including, but not limited to, those published in the Community Standards, the Student Handbook, Residence Hall Handbooks, license occupancy agreements, leases, and the Graduate/Undergraduate/PCE Catalogue.
- **Title IX Coordinator:** Individual responsible for the enforcement of protection of members of the campus community against sexual harassment in all of its forms and for investigation and resolution of complaints of sexual harassment.
- **Community Standards Advisor:** An advisor must be a member of the College community (faculty, staff, or student) who may assist the accused student in preparing for a hearing, but who is not permitted to speak to, or participate in, any hearing or other judicial proceeding.
- **Cheating:** Use of any unauthorized assistance or sources in taking quizzes, tests, or examinations, writing papers or reports, solving problems, or performing other course assignments; the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
- **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.

Authority

These Community Standards apply to all accepted and/or registered full and part-time students, continuing education students and all Student Organizations.

Jurisdiction

Students are subject to provisions of these Community Standards while they are on College premises or while they are participating in College-sponsored programs or courses off-campus. Additionally, MassArt reserves the right to take disciplinary action as set forth in the Community Standards for the conduct of its students off-campus when such conduct constitutes misconduct, as defined in these Standards, and is sufficiently serious to call into question a student's suitability to remain as a student of the College, e.g., the use of controlled substances or alcohol, or conduct that the College reasonably judges would, if prosecuted, constitute a crime.

Hearing Bodies

Hearing bodies seek to determine the truth and to sanction those students who violate College Policy, including these Community Standards. Hearing body members and alternates are trained by the Chief Student Affairs Officer, or his/her designee, to conduct proceedings that are fair, objective, and just.

The Hearing Officer

The Hearing Officer shall, in most cases, be a member of the Division of Student Development staff, and may include member(s) of the Residence Life staff to carry out these responsibilities for incidents occurring in the residence halls. The Chief Student Affairs Officer, or his/her designee, has the authority to designate other members of the College community as Hearing Officers.

Administrative Hearing

An Administrative Hearing is used when a student or group of students are allegedly involved in a violation(s) of a College regulation or policy. The Chief Student Affairs Officer or his/her designee will

make the final determination as to whether an Administrative Hearing is the appropriate method for a particular situation.

An Administrative Hearing may be used in one or more of the following circumstances:

1. Matters in which the relevant facts appear to be without dispute in the view of the Chief Student Affairs Officer or his/her designee.
2. When a student:
 - a. Accepts responsibility for alleged policy violation(s) and admits to the specific facts that comprise the violation; and/or
 - b. Does not wish to have the incident further investigated.
3. Incidents where, in the discretion of the Chief Student Affairs Officer, or his or her designee, an Administrative Hearing is determined the most appropriate course of action.

Jurisdiction: Case assignments for Administrative Hearing are based on the location of occurrence, the availability of the Hearing Officers, or the prior relationship between the student and Hearing Officer. The Chief Student Affairs Officer, or his/her designee, will determine the assignment of cases.

Composition: Administrative Hearing Officers are typically members of the Student Development Division. Other college staff and faculty may be appointed by the Chief Student Affairs Officer or his/her designee.

College Hearing Board

Jurisdiction: The College Hearing Board is the board of original jurisdiction. The Chief Student Affairs Officer, or his/her designee, will refer cases of alleged violations to the Board.

Composition: The College Hearing Board is composed of two students, one faculty member, and two administrators. One administrator serves as Hearing Board Chair.

The Chief Student Affairs Officer, or his/her designee, appoints student members of the College Hearing Board from students nominated by either the Student Government Association or faculty and staff. The Chief Student Affairs Officer, or his/her designee, selects the administrators and the faculty member. Vacancies may be filled at any time. One alternate for each member is appointed by the Chief Student Affairs Officer or his/her designee, to serve in the absence of a regular member. During break periods or under special circumstances as determined by the Hearing Officer, the composition of the College Hearing Board may be amended to be composed of one student, one faculty member and one administrator.

Term of Office: Members of the College Hearing Board and alternates will serve one-year terms from September 30 to September 29 of the following year. Members may serve a maximum of four consecutive terms. Vacancies may be filled at any time.

Authority: The College Hearing Board may make recommendations of any sanction(s) provided in this policy to the Chief Student Affairs Officer, or his/her designee.

College Appeals Board

Jurisdiction: The College Appeals Board considers appeals by involved student parties from sanctions imposed by an Administrative Hearing or a Hearing Board.

Composition: The College Appeals Board is composed of one student, one faculty member, and one administrator, none of whom is a member of any other Hearing Board. The Chief Student Affairs Officer, or his/her designee, also serves as non-voting Appeal Board Chair. The Chief Student Affairs Officer, or his/her designee, appoints the student member of the College Appeals Board from students nominated by either the Student Government Association or faculty and staff. The Chief Student Affairs Officer, or his/her designee, selects the administrator and the faculty member. The Chief Student Affairs Officer, or his/her designee, designates one alternate for each member to serve in the absence of the regular member.

Authority: The College Appeals Board may make recommendations of any sanction(s) provided in this policy to the Chief Student Affairs Officer, or his/her designee.

Guiding Principles for the MassArt Student

MassArt expects its students to be good citizens and to conduct themselves in an appropriate manner at all times, whether on campus, off campus, in study abroad programs or in campus-sponsored travel courses. The College community holds its members 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 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. Students are expected to hold themselves and each other responsible to the following principles as members of our College community:

- Respecting and treating all members of the College community with common courtesy.

- Respecting the diversity of the community in respect to race, color, creed, religion, gender, ethnicity, national origin, sexual orientation, gender identity, gender expression, genetic information, disability, class, age, veteran status, and opinion.
- Taking pride in academic and artistic honesty in all matters.
- Respecting and taking pride in our campus and community environment.
- Respecting the roles and authority of all members of the College community.
- Respecting the role and the use of new and emerging technologies.
- Respecting and abiding by local, state, and federal laws.
- Respecting and abiding by all College policies, rules, and regulations.

MassArt trusts that students will make appropriate decisions; however, the College reserves the right to take disciplinary action against any student who engages in any activity on campus at a College-related function or off campus which is inconsistent with the College's expectations of behavior or adversely reflects upon the good name and reputation of MassArt.

Prohibited Conduct

Any violation of the Community Standards by a member of the MassArt community can and will be subject to action and sanction in accordance with the procedures that are set out in the Community Standards.

The following conduct constitutes a violation of the MassArt Community Standards:

1. Acts of Dishonesty

- Acts of dishonesty include, but are not limited to: cheating, plagiarism (artistic or academic); furnishing false information to faculty, staff, department, or any College Official; forgery, alteration or misuse of any College document, record, or instrument of identification (including all software and computer databases, systems, or email); or misrepresenting oneself as another.
- 1.2 Tampering with the election of any student organization.

2. Personal Conduct

- 2.1 Conduct on- or off-campus that brings into question the student's ability to be a member of the College Community according to our principles.
- 2.2 Conduct that corresponds to any violation of federal, state, or local law while on- or off-College premises, or at College-sponsored or supervised activities.

- 2.3 Participation in the disruption or obstruction of teaching, research, administrative actions, hearing proceedings, or the free flow of pedestrian or vehicular traffic; breaking the peace; or leading or inciting others in acts of disruption or obstruction of any other College activities, including public service functions on and off campus, and authorized non-College activities occurring on campus.
- 2.4 Attempted or actual theft, damage, or vandalism, by intent or negligence, to property of the College or property of a member of the College community, or other personal or public property; possession of property stolen from the College or any of its members or visitors.
- 2.5 Disregarding the request of any College Official or law enforcement, fire, or other public officials acting in the performance of their duties or failing to identify oneself to such officials when requested to do so.
- 2.6 Unauthorized possession, duplication, or use of keys to any College premises.
- 2.7 Prohibited or unauthorized gambling.
- 2.8 Violating the College Network Use Policy.
- 2.9 Theft or abuse of computer time including, but not limited to:
 - 2.9.1 Use of online community networks, including, but not limited to, email, Myspace, Facebook, instant messenger, etc., that violates the College policies, rules, or regulations, including, but not limited to, this Mass Art Community Standards, the "Massachusetts College of Art Electronic Mail, Internet and Telecommunications/Voicemail Policy," Residence Hall License Agreement, Residence Hall Handbook, fire safety regulations, parking policies, College Alcohol and Drug policies, Affirmative Action Policy, and any other College policy.
 - 2.9.2 Unauthorized entry into a network and/or file to use, read, or change it, or for any other purpose.
 - 2.9.3 Unauthorized duplication or transfer of a file.
 - 2.9.4 Unauthorized use of another individual's identification or password.
 - 2.9.5 Use of computing facilities to interfere with work of another student, faculty member, or College Official.
- 2.10 Violation of the event registration process.
- 2.11 Unauthorized solicitation.
- 2.12 Violating poster/posting policy.
- 2.13 Abuse of the Student Disciplinary System including, but not limited to:
 - 2.13.1 Failure to obey the summons of a Hearing Officer.
 - 2.13.2 Falsification, distortion, or misrepresentation of information before a Hearing Officer or a Hearing Body.

- 2.13.3 Disruption or interference with the proceedings of a hearing.
- 2.13.4 Falsely alleging misconduct.
- 2.13.5 Attempting to influence the impartiality of a member of a Hearing Body.
- 2.13.6 Failure to comply with sanction(s).
- 2.13.7 Influencing or attempting to influence another person to commit an abuse of the hearing system.
- 2.13.8 Harassment or intimidation of a witness, administrator, or member of any Hearing Body.
- 2.14 Conduct that is lewd or indecent.
- 2.15 Intentionally and repeatedly following another person online and/or in person.
- 2.16 Use or possession of illicit drug paraphernalia, and/or use, possession, distribution or being under the influence of narcotics or other controlled substances except as expressly permitted by law while on or off campus.
- 2.17 Use, possession, or distribution of alcoholic beverages (except as expressly permitted by Massachusetts State law and college regulations), or public intoxication while on- or off-campus.

3. Personal Identification and Representation

- Unauthorized use of the MassArt name, logo, or other symbol.
- 3.2 Unauthorized use of the MassArt directory.

4. Physical/Emotional Health and General Safety

- 4.1 Trespassing or unauthorized entry to or use of College premises, including, but not limited to, galleries, classrooms, studios, offices, balconies, roofs, and courtyards.
- 4.2 Harassment, defined as any action that insults, stigmatizes, threatens, or endangers the health or safety of any person, or any action that may subject another person to physical or emotional injury because of the person's race, color, creed, religion, gender, ethnicity, national origin, sexual orientation, gender identity, gender expression, genetic information, disability, class, age, veteran status, or other personal characteristic and that can reasonably be expected to impair his or her ability to enjoy and benefit from the College.
- 4.3 Violations of a Sexual Nature
 - 4.3.1 Sexual Harassment.
 - 4.3.2 Sexual Assault: Rape (as defined by Massachusetts State Law).
 - 4.3.3 Sexual Assault: Indecent Assault and Battery (as defined by Massachusetts State Law).
- 4.4 Violating the College hazing policy.

- 4.5 Attempted use or use of electronic devices that invade a person's privacy.
- 4.6 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 College premises or at a College-sponsored event.
- 4.7 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.
- 4.8 Improper use of College vehicles.

5. Other

- 5.1 Any violation of published College policies, rules, or regulations not listed in these MassArt Community Standards. Other policies include but are not limited to the "Massachusetts College of Art Electronic Mail, Internet and Telecommunications/Voicemail Policy," Residence Hall Occupancy Agreement, Residence Hall Handbook, fire safety regulations, parking policies, College Alcohol and Drug policies, Affirmative Action Policy, and any other College policy.

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 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 Academic Vice President is not subject to further review or appeal.

If just cause is determined by the Academic Vice President, in consultation with the Department Chair and the faculty member, the matter may also be referred by the Academic Vice President to the Chief Student Affairs Officer to be dealt with as a disciplinary matter under the general provisions of these Community Standards.

Disciplinary Matters

Hearing Process

Charges and Hearings: Any member of the College community may file a complaint against a student for misconduct. Complaints must be prepared in writing and directed to the Chief Student Affairs Officer or his/her designee. A complaint should be submitted as soon as possible after the event takes place, preferably within thirty (30) days.

The Hearing Officer may conduct a preliminary investigation to determine if the complaint has merit and/or if it can be resolved by mutual consent of the parties involved on a basis acceptable to the Hearing Officer. Such disposition shall be final and there will be no subsequent proceedings.

The Chief Student Affairs Officer, or his/her designee, has the authority to decide whether a case will be heard by an Administrative Hearing or by the College Hearing Board. All complaints are to be presented to the accused in written form. The accused may choose not to contest the charges and request that the Hearing Officer issue a determination with appropriate sanction(s); in that event, the Hearing Officer's decision will in all respects be final and binding and will not be subject to appeal. The Hearing Officer has the authority to

determine whether to accept a student's decision to resolve a case in this fashion or to require a hearing before the Hearing Board or an Administrative Hearing.

The Administrative Hearing or the Hearing Board will be set for a hearing not less than five (5) but not more than fifteen (15) class days after the student has been notified of charges. The maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.

Administrative Hearing Process

Process Overview

The Chief Student Affairs Officer or his/her designee has discretion to assign a specific Hearing Officer to a given matter.

- **Initiation of Process and Use of the Administrative Hearing:**
 - Use of the Administrative Hearing process is determined by the Chief Student Affairs Officer, or his or her designee.
 - The student will receive a charge letter at both his or her official mailing address and MassArt e-mail address, which will inform the student of the incident and the alleged violation. The charge letter will request that the student attend a pre-arranged appointment with a Hearing Officer.
 - At this meeting, the student will be given copies of the incident documentation for review and also be offered the opportunity to select a community standards advisor.
- **Community Standards Advisor:**
 - The community standards advisor must be a member of the College community (faculty, staff, or student), and may assist the accused student in preparing a case for the hearing.
 - The accused student, however, must speak for him/herself at any hearing or other judicial proceeding. The Community Standards Advisor is not permitted to participate in any hearing or judicial proceeding on the behalf of the accused student.
 - A student's failure to attend the meeting on the date instructed in the charge letter and/or failure to arrange or attend other meetings may result in decisions being rendered without the benefit of input from the student.
 - It is the student's obligation and responsibility to check his or her mail and MassArt e-mail daily following receipt of charges until the judicial process is resolved.
- **Administrative Hearing Procedures:**
 - During the Administrative Hearing, the student will have the opportunity to present any information pertaining to the alleged incident.

- All written documentation must be submitted to the Administrative Hearing Officer at this time.
- The student also has the right to request that the Hearing Officer interview any relevant witnesses.
- Any and all witness interviews will be conducted, however, at the discretion of the Hearing Officer.
- There will be no further investigation or review of facts following the conclusion of the hearing.
- Determining an Outcome:
 - A decision will be made by the Hearing Officer to determine if the student is to be held solely and/or completely responsible for the alleged policy violation(s) and behavior.
 - If the student is found to be responsible, the Hearing Officer will impose an appropriate sanction(s). The sanction range incorporates (but is not limited to) those included in these Community Standards.
- Outcome Notification:
 - Written notification of the Administrative Hearing decision will be provided to the student within three (3) business days after the conclusion of all interviews, meetings, and review related to the matter.
 - A letter will be mailed to the student's mailing address and to his or her MassArt e-mail address indicating the decision of the Administrative Hearing Officer.

Hearing Board Process: Hearings before the Hearing Board will be conducted under the following guidelines:

Hearings will be conducted in the open, unless they involve violations of a sexual nature, criminal violations, or violations that may result in legal proceedings, in which cases they will typically be closed. Upon the request of the accused or complainant, however, the hearing may be closed. A verbatim record will be made of any hearing and will be available to the student parties for the appeal process.

In the case of an open hearing, admission will be unrestricted to any member of the College community. Admission of any person to a closed hearing will be at the discretion of the Hearing Officer or Board Chairperson.

In hearings involving more than one accused student, the Hearing Officer, at his or her discretion, will determine if hearings concerning each student will be conducted jointly or separately.

The accused has the right to be assisted by an advisor of his or her choice. The advisor must be a member of the College community (faculty, staff, or student). The advisor may assist the accused student in preparing a case, but the accused student must speak for him/herself at any hearing or other proceeding.

Under extraordinary circumstances (as determined by the Hearing Officer), the accused may also be accompanied to the hearing by legal counsel. The primary circumstance in which legal counsel will be permitted is when criminal proceedings are also pending against the accused student; legal counsel may be permitted under such circumstances in order to safeguard the accused's rights in the pending criminal proceedings. The counsel's function, however, shall be limited to advising the accused on whether or not to answer questions and on what the accused should not say so as to safeguard the accused from self-incrimination.

When the accused has professional legal counsel, the board may also secure legal counsel. The board may also permit the complainant to be accompanied by legal counsel.

In all sexual assault cases, the ability to have legal counsel applies equally to all parties involved.

A written request to have legal counsel present at a hearing shall be made sufficiently in advance of the hearing (no later than five (5) class days before the hearing) so that a request may be thoroughly considered. The request shall include the name, address, and phone number of legal counsel. If the request is approved, other parties to the hearing may be offered the opportunity to obtain legal counsel.

In all cases, legal counsel shall play no role at any hearing or other proceeding other than to advise their clients.

On behalf of the College, the Chief Student Affairs Officer, or his/her designee, will present the information and circumstances of a case before a Hearing Board. Once the hearing has begun, no one is allowed to leave/or step out until the hearing is completed (unless there is a medical emergency).

The presentation of information at hearing shall generally proceed as follows:

- The Complainant's opening statement and perspective.
- Questioning of the complainant by the Hearing Board or the Administrative Hearing Officer.

- The accused student's opening statement and perspective.
- Questioning of the accused by the Hearing Board or the Administrative Hearing Officer.
- Statements from the complainant's witnesses.
- Questioning of the complainant's witnesses by Hearing Board and/or the accused student(s).
- Statements from the accused student's witnesses.
- Questioning of the accused student's witnesses by the Hearing Board and/or the complainant student(s).
- Final questions from the Hearing Board.
- The Complainant's closing statement.
- The accused student's closing statement, including any statement as to mitigating circumstances.

Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Hearing Board at the discretion of the Chairperson.

All procedural questions are subject to the final decision of the Chairperson of the Hearing Board.

After the hearing, the Hearing Board will determine (by majority vote if the Hearing Board consists of more than one person) whether the student has violated each section of the Community Standards with which the student is charged. The Hearing Board's determination shall be made on the basis of whether it is determined to be more likely than not that the accused student violated the Community Standards.

If a Hearing Board determines that the Community Standards have been violated, the Hearing Board must recommend an appropriate sanction. In doing so, the Hearing Board may consider the disciplinary history of the student.

Recommendations of sanctions from the Hearing Board are made to the Chief Student Affairs Officer or his/her designee. The Chief Student Affairs Officer, or his/her designee, will then issue a sanction.

No student may be found to have violated the Community Standards solely on the basis of his or her failure to appear before a Hearing Board. In all cases, the information/facts in support of the charges shall be presented and considered.

Following the imposition of any sanctions, the Hearing Officer shall serve as the liaison with students who have been placed on probation. The Chief Student Affairs Officer, or his/her designee, shall serve as the

liaison with students who have been separated from the College, and shall be responsible for informing the students of the procedure for reinstatement.

Responding to Complaints of Sexual Assault and Sexual Violence

Federal law requires the College to respond to all types of alleged sexual violence in a timely manner. We strive to meet the ideal investigation and adjudication timeline of sixty (60) days. Students may file a complaint with the school regardless of where the alleged conduct occurred.

The Coordinator of Civil Rights Compliance and Diversity, Mercedes Evans, is the Title IX Coordinator on campus. Ms. Evans may be reached at x7060 and is located on the 8th floor of the Tower Building and may be reached at x7060 and/or CivilRights@massart.edu. Ms. Evans is available to meet with students regarding any issues or complaints of sexual assault or sexual violence.

A student who chooses to file a disciplinary complaint that results in the Hearing Officer bringing charges of Standards violation #4.3 (all forms of sexual assault) has the following rights in connection with the College's handling of his or her complaint:

- The right to be kept informed of the status of proceedings throughout the process.
- The right, in all disciplinary hearings and proceedings, to have the presence of an advisor, support person, or counselor, as long as this person is a member of the College community (faculty, staff, student). This advisor, supporter or counselor may consult with the student, but not participate directly in the hearing or other judicial process.
- The right to remain present throughout the disciplinary hearing, excluding Hearing Board deliberations.
- The right to submit, orally or in writing, a victim impact statement to any Hearing Body.
- The right to have past, unrelated behavior excluded from any hearing.
- The right to be informed of the outcome of the disciplinary proceedings.

Once a student files a complaint, both the complainant and the accused will be assigned a Community Standards Advisor.

Sanctions

The Hearing Officer is authorized to impose sanctions on any student found in violation of the Community Standards. Multiple sanctions may be imposed for a single violation.

Sanctions are the consequences of a student's violation of the MassArt Community Standards. This discipline system emphasizes growth and knowledge as part of the educational development of students.

Students who are not in good disciplinary standing (i.e. suspension, probation) may not hold a leadership position on campus including, but not limited to, RA/CA, Primer, Tour Guide, SGA e-board and Governance Committee Representative during the time of their sanction.

The following sanctions may be imposed on any student found responsible for violating the Community Standards:

- **Warning:** A formal notice in writing that continuation or repetition of prohibited conduct may result in additional disciplinary measures.
- **Decertification:** A student organization or club to which the student belongs can lose its charter issued by the Student Government Association (SGA).
- **Probation:** A more severe sanction than a warning. Probation is for a designated period of time, and includes the probability of more severe sanctions if the student is found to be in violation of any institutional policy during the probationary period. The student must demonstrate the ability to comply with rules and other requirements stipulated for the probationary period.
- **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- **Restitution:** Compensation for loss, damage, or injury to an individual, a group, or the College for which the student was found responsible, whether intentionally or accidentally. This sanction may take the form of appropriate service and/or monetary or material restitution for the loss, damage or injury.
- **Discretionary Sanctions:** Work assignments, services to the college, or other related discretionary assignments. All discretionary sanctions must have the prior approval of the Hearing Officer.
- **Relocation/Suspension from the Residence Hall or Loss of Residence Hall Privileges:** Temporary exclusion, for a designated period of time, from a particular residence hall or from all College housing. The student may also be barred from visiting certain residence halls.
- **Residence Hall Expulsion:** Permanent separation of the student from the residence hall(s).
- **Drug and/or Alcohol Treatment:** Requires that a student undergo professional assessment and, if indicated, treatment for drug or alcohol addiction pursuant to a recognized addiction intervention program.
- **Deferred Suspension:** Under certain circumstances, a suspension may be deferred until the end of the semester. If a student is again found guilty of violating a College rule or regulation during the deferral period, the suspension takes effect immediately.

- **College Suspension:** Student is denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible for a specified period of time. Conditions for re-admission may be specified.
- **College Expulsion:** Permanent separation of the student from the College.
- **No Contact Order:** This requires students not to have contact with another student or member of the College community for an extended period of time. This includes personal contact, virtual contact, phone calls, emails, instant messages, etc.
- **Mental Health Assessment:** If the Hearing Officer feels it is necessary, he or she can require a student to have a mental health assessment for the purpose of ascertaining whether the student can psychologically and emotionally remain part of the MassArt Community.
- **Life Skills Development:** If the Hearing Officer feels it is necessary, he or she can require a student to meet with an administrator on campus who can guide the student through life skill development. Life skills include, but are not limited to; anger management classes, stress reduction workshops, time management and organizational skill development.
- **Important Notice:** Under the guidelines established by the Department of Higher Education, the third offense of underage possession or consumption of any alcoholic beverage may result in expulsion from the institution. When any student who is under 21 years of age is found responsible for violating alcohol and other drug policies, the College may, in its discretion, notify the student's parents or legal guardians.

Interim Restrictions

The Chief Student Affairs Officer, or his/her designee, may impose restriction(s) upon a student pending disciplinary proceedings. Whenever reasonably possible, a meeting between the charged student and the Chief Student Affairs Officer, or his/her designee, will be held prior to the imposition of interim restrictions.

When charged, a student will have the opportunity to meet with the Chief Student Affairs Officer, or his/her designee, to present his/her version of the information and to indicate why interim restrictions should not be imposed. Following this meeting, the decision of the Chief Student Affairs Officer, or designee, will be final.

Interim restrictions become effective immediately without prior notice whenever the Chief Student Affairs Officer, or his/her designee, believes the student may pose a serious threat to self, others, or property, or may cause serious disruption to the College community.

Interim restrictions may include: separation from the College or residence areas; relocation of residence; restriction to designated College residence areas or other campus facilities by time or location; restriction of communication with named individuals or groups within the College community; or the requirement to obtain advance authorization in writing to engage in a specific activity.

Violations of interim restrictions may result in separation or dismissal from the College.

Whenever the Chief Student Affairs Officer or his/her designee imposes interim restrictions, a prompt hearing will be held by the Hearing Board.

Appeals

1. A an accused party to an Administrative Hearing or a College Hearing Board, may file an appeal to the Chief Student Affairs Officer or his/her designee. In the case of violations of a sexual nature, either party may request an appeal.
2. In the case of violations of a sexual nature, either party may request an appeal.
3. An appeal hearing is limited to a review of the initial hearing and supporting documents. The appeal hearing will take place only for one or more of the following purposes:
 - To determine whether the original hearing was conducted fairly in light of the charges and information/facts presented, whether the hearing was in conformity with prescribed procedures, and whether the hearing provided all parties a reasonable opportunity to prepare and present.
 - To determine whether the decision reached regarding the accused party was based on the weight of the information/facts, that is, whether the information/facts in the matter demonstrated that it was more likely than not that a violation of the Community Standards occurred.
 - To determine whether the sanction(s) imposed was appropriate to the violation of the Community Standards. (Only an accused student can use this as a basis for appeal.)
4. A detailed, written appeal must be submitted within five (5) class days after written notification of the sanction. In the written appeal, the student must specifically address the reasons or grounds for the appeal. The written appeal must be sent via email, by postal mail using delivery confirmation or some other means of acknowledging receipt, by or hand delivery to the attention of Chief Student Affairs Officer or his/her designee.
5. The Chief Student Affairs Officer or his/her designee, within five (5) class days of receiving the appeal, will make a decision whether the appeal shall be heard on the basis of the written appeal and will inform the Hearing Officer, who will notify the student on the status of the case.

6. In the event a request for an appeal hearing is granted, parties to the original hearing are informed of the time and place of the appeal hearing and may attend it. The purpose of this hearing is not to rehear the original case, but rather to allow the accused student to articulate only the reasons and grounds for the appeal.
7. Subject to the authority of the Chief Student Affairs Officer to make a final decision concerning any sanction, the decision of the College Appeals Board (CAB) is final. The CAB may:
 - Affirm the decision of the Hearing Board and determine that there are no grounds for the appeal; or
 - Reverse the decision of the Hearing Board and, consistently with its doing so, take such other actions as are appropriate in that regard
 - In all cases the Hearing Board may make to the Chief Student Affairs Officer or his/her designee, a recommendation that the sanction be altered.
8. Following receipt of the CAB's recommendation concerning any sanction, the Chief Student Affairs Officer, or his/her designee, will issue a sanction. This sanction is the final disposition of the matter, and no further appeals shall be permitted.
9. In cases of appeals of Interim Restrictions, the CAB serves as the Hearing Body of original jurisdiction. A party to the hearing conducted by the CAB may file an appeal with the President of the College or his/her designee.

Arbitration and Mediation

In cases that do not involve a violation of the Community Standards, a Hearing Body may serve as an arbiter of disputes within the student community. All parties to the dispute must agree to arbitration and must agree to be bound by the decision of the Hearing Body. There are no rights of appeal following an agreed-to arbitration.

In lieu of adjudication through the judicial process or arbitration by a Hearing Body, members of the College community may choose to mediate disputes using a neutral third. All parties, including the Hearing Officer, must agree to a mediation using a third-party mediator. The purpose of mediation is not to determine responsibility, but to help the parties get to the root of their problems, and to devise their own solutions. If a satisfactory agreement cannot be reached through mediation, the complainant may refer the complaint to the Chief Student Affairs Officer, or his/her designee, for hearing. Students interested in pursuing mediation should contact the Chief Student Affairs Officer, or his/her designee, in the Division of Student Development.

Important Note: Mediation will not be used to resolve complaints of sexual assault or sexual violence.

Disciplinary Records

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 person outside the institution has access to a student's record of misconduct, and the Division of Student Development will not disclose any information in misconduct records without the express written consent of the student involved, except as otherwise provided in the Family Educational Rights and Privacy Act of 1974 ("FERPA"), and the Commonwealth's Public Records Law, as either may be applicable, or as otherwise required by law.

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.

Misconduct records are retained until two (2) years after the date of the student graduation or, in the case of withdrawals, the date the student would have normally graduated and then destroyed at the end of the following semester. Records of suspensions and expulsion are retained indefinitely.

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 his/her designee. This review will be conducted in accordance with the College'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: Massachusetts College of Art and Design: 8/24/2011

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

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 Curatorial Programs, 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 Curatorial Programss (ext. 7335). The Office of Curatorial Programss 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 Curatorial Programs 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 Curatorial Programs 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
Installation Station	Student Activities & Programs
1st floor, Artists Residence, Doran	Graduate Program
North Crackatorium	Student Activities & Programs
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 Curatorial Programs 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 Curatorial Programs is authorized to approve and implement exhibitions within designated public spaces. Forms can be obtained in the office of Exhibitions, 1st Floor and South Building. These forms must be filled out by the student and signed by the Director of Curatorial Programs, 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 POLICY

[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 socioeconomic, 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) SECURITY POLICY

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.

1. If you suspect a security breach has occurred you should immediately:
 - a. 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.
 - b. Contact the Information Security Officer
2. The Information Security Officer will then do the following:
 - a. Create an incident log or document all reported facts and actions taken.
 - b. Work with the individual reporting the breach to identify the systems and type of information affected.
 - c. Ensure the compromised system is properly isolated from the network and can be secured if needed as evidence.

3. 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:
 - a. Type of confidential information at risk (e.g., social security or credit card numbers, health information),
 - b. Number of individuals at risk, and
 - c. Most efficient way to bypass compromised system to ensure business continuity.
4. If financial account information is at risk, the RRT will establish:
 - a. Number of accounts at risk, identifying those stored and compromised on all test, development and production systems,
 - b. Type of account information at risk,
 - c. Account numbers,
 - d. Expiration dates,
 - e. Cardholder names,
 - f. Cardholder addresses,
 - g. CVV2,
 - h. Track 1 and Track 2 data, and
 - i. If any data was exported and to where.
5. CI forensic investigation guidelines also require investigators to establish:
 - a. How the compromise occurred,
 - b. The source of the compromise,
 - c. The timeframe of the compromise,
 - d. That the compromise has been contained, and
 - e. 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:http://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 possesses. 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 Dean of Students (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 HARASSMENT

Massachusetts College of Art and Design prohibits any member of the college community, male or female, from sexually harassing another employee, student, or other person having dealings with the institution.

MassArt is committed to providing a working, living, and learning environment that is free from all forms of sexually abusive, harassing, or coercive conduct. This Policy seeks to protect the rights of all members of the

MassArt community (defined in this policy as faculty, librarians, administrators, staff and students) and other persons having dealings with the College, to be treated with respect and dignity.

Sexual harassment is a form of behavior, which fundamentally undermines the integrity of academic and employment relationships. It is of particular concern within educational institutions where all members of the community are connected by strong bonds of intellectual interdependence and trust. The Federal Courts have ruled, and the Equal Employment Opportunity Commission, and the Massachusetts Legislature have declared that sexual harassment constitutes sex discrimination as defined by Federal Law under Title VII of the Civil Rights Act of 1964 and Title XI of the Higher Education Amendments of 1972 and under Chapters 151B and 151C of the Massachusetts General Laws.

Definition and Description of Sexual Harassment

Massachusetts College of Art and Design, in response to the issue of sexual harassment, provides the following definitions, which apply to any individual of either sex who participates in the college community or other persons having dealings with the institution.

Sexual harassment consists of unwelcome verbal, non-verbal and or physical behavior of a sexual nature, which has the effect of interfering with a person's academic, employment or other status, or of creating a sexually intimidating, hostile or offensive environment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, and also same gender harassment. Often the harasser is in a position of power over the victim's professional or educational well being, for instance, as a supervisor of an employee or a teacher of a student.

Unwelcome sexual advances (whether they involve physical touching or not), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

For Example: Requests for sexual favors in exchange for actual or promised benefits such as favorable reviews, salary increases, promotions, increased benefits, grades, letters of recommendation for future educational advancement or employment or continued employment.

2. Submission to, rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;

For Example: Threatening or taking a negative employment action such as termination, demotion, lowering or denial of a grade, withholding of a letter of recommendation, denial of a leave of absence if sexual conduct is rejected.

3. Such conduct has the purpose and effect or substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile, or offensive employment, educational or living environment.

For Example: Displaying or circulating materials that demean or show hostility to a person because of the person's gender.

Other examples of sexual harassment may include but are not limited to:

- Physical sexual assault;
- Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sexual life; comment on an individual's body, comments about an individual's sexual activity deficiencies, or prowess;
- Unwelcome sexual jokes;
- Unwelcome whistling, staring or leering at another person;
- Unnecessary touching, patting or pinching.

Consensual Relationships

Under this Policy, consenting romantic and sexual relationships between faculty and students, Librarian and student, administrator and student, classified staff member and student or advisor and employee are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities, they are looked upon with disfavor and are strongly discouraged under this policy.

Codes of ethics for most professional associations forbid professional-client relationships. In this context and for the purposes of this policy, the professor-student relationship is properly regarded as one of professional and client. The trust and respect accorded a professor by a student as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and employment, and other benefits and opportunities diminish the student's actual freedom of choice such that relationships thought to be consensual may in fact be the product of implicit coercion. Many elements of the administrator-student, librarian-student, classified staff member-student, and the supervisor-employee relationship are similar to those of the professor-student relationship because of a similar imbalance of power and similar need for trust. For purposes of this Policy, therefore, these relationships are also discouraged and looked upon with disfavor.

Faculty, librarians, administrators, classified staff members, and supervisors are warned against the dangers of apparently consensual relationships. An employee who enters into a romantic or sexual relationship with a student, or a supervisor who enters into such a relationship with an employee, where a power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to disprove the claim on the grounds of mutual consent. Because this is so, it should be understood that relationships of this kind pose serious professional risks to any who enter into them.

Institutional Measures to Confront Sexual Harassment

Whenever it has been properly determined that sexual harassment has occurred, the Massachusetts College of Art and Design will take prompt and corrective action including appropriate disciplinary action. In determining whether the alleged conduct constitutes sexual harassment, the College will look at the entire record and circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred and will make a decision on a case-by-case basis. MassArt is committed to promoting, to the greatest extent possible, an environment free from sexual harassment. To this end, the college will distribute the policy statement against sexual harassment on an annual basis and conduct educational workshops on strategies to prevent sexual harassment within the MassArt Community.

Institutional Complaint Procedures

The Massachusetts College of Art and Design has established a specific internal complaint policy to help resolve claims of discrimination, including claims and complaints of sexual harassment. Our Discrimination Complaint Procedure will serve as a system of review and resolution for both informal and formal complaints in hiring and employment. Any member of the MassArt community or any applicant for employment who believes s/he has been a victim of discrimination may initiate an informal claim or formal complaint as outlined in the Discrimination Complaint Procedure. Further advice or information may be obtained by contacting the Director of Civil Rights Compliance and Diversity/Title IX Coordinator, Mercedes S. Evans, at extension 7060.

Duty to Report

Federal and state laws and regulations place certain requirements on Massachusetts College of Art and Design regarding the reporting of sexual harassment. No member of the College community who receives a complaint of sexual harassment can ignore it; he or she should give to the person making the complaint as much assistance in bringing it to the attention of Mercedes Evans, Director of Civil Rights Compliance and Diversity/Title IX Coordinator as is reasonably appropriate given his or her position at the College and relationship with the person making the complaint. Any trustee, administrator, department chair, program

coordinator, manager or supervisor who receives a complaint of sexual harassment from a student or other member of the College community has a legal duty to report the complaint Mercedes Evans, Director of Civil Rights Compliance and Diversity/Title IX Coordinator at 617-879-7060 or by email at civilrights@massart.edu as soon as he or she becomes aware of it.

Similarly, all students, faculty, staff, administrators, and others having dealings with the institution are encouraged to report to the Director of Civil Rights Compliance and Diversity/ Title IX Coordinator any conduct of which they have direct knowledge and which they in good faith believe constitutes sexual harassment in violation of this Policy.

Any member of the College community who has a question about his or her responsibilities under this policy should contact Mercedes Evans, Director of Civil Rights Compliance and Diversity/Title IX Coordinator at 617-879-7060 or by email at civilrights@massart.edu.

Retaliatory Action Prohibited

The Massachusetts College of Art and Design prohibits retaliatory action against persons who file claims, complaints, or charges under these procedures, under applicable local, state, or federal non-discrimination statutes, who are suspected of having filed such claims, complaints, or charges, who have assisted or participated in an investigation or resolution of such claims, complaints or charges, or have protested practices alleged to be in violation of the non-discrimination policy of MassArt, the Board of Higher Education, or local, state, or federal non-discrimination regulation or statute. Such retaliation is recognized under these procedures as well as state and federal law. Retaliation, even in the absence of a provable discrimination in the original complaint, charge or allegation, constitutes a violation as serious as proven discrimination under the original claim, complaint, charge or allegation. Any person who believes s/he has been retaliated against in this manner is encouraged to immediately file a claim or complaint under these procedures.

Other Administrative Options

It is the intent of the administrators of MassArt to actively respond to all claims/complaints of discrimination with the hope that it can fully, quickly and adequately resolve them internally. The College also recognizes the right of all complainants to file charges of unlawful discrimination with the appropriate federal, state, or local agency with or without first pursuing a resolution of the claim/complaint through MassArt's discrimination complaint procedure. These agencies include:

United States Office of Education/Office for Civil Rights

8th Floor

5 Post Office Square

Boston, MA 02109

(617) 289-0111

U.S. Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

(800) 669-4000

TTY (800) 669-6820

Massachusetts Commission Against Discrimination (MCAD)

One Ashburton Place, 6th Floor

Boston, MA 02108

(617) 994-6000

TTY (617) 994-6196

SMOKING

Massachusetts College of Art and Design Policy Prohibiting Smoking in the Workplace

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 Division 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.

ILLCIT 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 un-sterilized 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.

Relation to Other Policies

This policy is intended to be consistent with other Massachusetts College of Art and Design policies, including, but not limited to, the College's sexual harassment and equal opportunity policies and the students' code of conduct.

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.

Acceptable Use

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

Company Property

The electronic mail, Internet systems, telecommunications/voice mail systems and hardware are College property. 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.

Pass Codes

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

Non-Removal

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. Employees and students may not remove from the premises any files or data licensed to/owned by the College without prior management authorization. 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.

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.

Downloading

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. Please refer to the MassArt's Electronic File Sharing Policy for more details.

Offensive or Harassing Use Prohibited

The electronic mail, Internet systems, and telecommunications/voice mail systems are not to be used to create or communicate any offensive or disruptive messages. Among those that are considered offensive are messages, materials, or communications that 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. 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.

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 e-mails over the Internet with the intent to annoy, abuse, threaten, or harass another person.

Solicitation Prohibited

The electronic mail, Internet systems, and telecommunications/voice mail systems may not be used to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not job or curriculum related.

Chain Letters and Repeated Messages

Employees and students must not send or forward "chain letter" e-mails. 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. Employees and students are prohibited from making any communication that 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.

Viruses

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

Copyrighted Material and Trade Secrets

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.

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

College's Right to Monitor

Massachusetts College of Art and Design acknowledges that privacy is an important value for educational institutions. 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.

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.

In these cases, an individual with appropriate administrative responsibility will make the determination. 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.

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.

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.

Consent

An employee's or student's use of Massachusetts College of Art and Design's e-mail 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 e-mail, Internet, and telecommunications/voice mail systems.

Confidentiality/Privacy

The confidentiality of any message or materials should not be assumed. 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. Messages read in HTML may identify the reader to the sender. 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. Employees and students are responsible for maintaining the confidentiality of material on the systems. Without prior management authorization, employees and students are not permitted to retrieve or read e-mail messages that are not sent to them. 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.

Confidentiality and Encryption

Confidential, sensitive or privileged information (including personally identifiable information such as a social security number or credit card information) must never be sent over the Internet, except with minimum 128-bit encryption in accordance with MassArt's data security policies.

Disciplinary Action

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.

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.

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. Some violations may constitute criminal offenses and may be subject to local, state, and/or federal prosecution.

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.

Password Accountability

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. 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.

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.

All employees and students are prohibited from running programs that attempt to identify passwords or codes.

Other Countries' Laws

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.

Representation of the College

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.

Internet Site/Identification Originator

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.

Public Records

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

Collective Bargaining Agreements

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

Contact Person

If you are not sure whether an activity you are planning would affect service, you may contact the Information Technology helpdesk at (617) 879-7888.

Employees who need help understanding this policy or who discover a violation of this policy should notify the Director of Human Resources at (617) 879-7906 or the Chief Information Officer at (617) 879-7878.

Disclaimer

All parties placing materials on the College's 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 the effect. S/he shall give prompt written notice of her/his decision in that regard to the student. Every interim withdrawal shall remain in effect for such period as the Vice President shall determine, but in no event shall it remain in effect beyond the date on which a decision shall be made at the student's hearing as provided below.

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

to enter upon the campus to attend a hearing or for other necessary purposes, as authorized in writing by the Vice President.

Hearing

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

1. Students will be informed of the time, date, and location of the informal hearing in writing, either by 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.

Campus Services

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

ART AND SUPPLY BOOOKSTORE

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

Store Hours:

- Monday-Thursday: 8:30am - 6:30p
- 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, Dean of Students and Multicultural Programs in the Office of Student Development by emailing 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. 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 email account every day!](#)

Know what resources MassArt has to offer.

Orientate yourself to the campus and learn about the wide range of services the college provides by utilizing the navigation pane to the left. The links above will direct you to information about those services designed specifically for commuter students.

Commuters are highly encouraged to take full advantage of all the facilities and services MassArt has to offer!

Make a connection with MassArt faculty and staff.

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

COUNSELING SERVICES

Counseling Services offers free short-term psychotherapy, evaluations, referrals, and other resources to our students. In most cases, students can be seen within a week; in an emergency, a student can be seen immediately.

Counseling Services

2nd Floor, Kennedy Building (upstairs from the Cafeteria and Peet's)

(617) 879-7760

counseling@massart.edu

For more information:

[Our Philosophy of Care](#)

[Meet the Counselors](#)

[How to Schedule an Appointment](#)

[Confidentiality](#)

[Frequently Asked Questions](#)

Student Resources:

[Online Counseling Pamphlet Collection](#)

[Relaxation Techniques](#)

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

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

[Information on ADD/ADHD](#)

[Information on Alcohol, Tobacco, and Marijuana](#)

Other Resources:

[Guide for Parents](#)

[Guide for Faculty / Staff](#)

[Assisting the Emotionally Distressed Student](#) (pdf)

[Clinical Training Program](#)

Emergencies

If you are having thoughts of suicide, impulses to hurt yourself or someone else, severe mental confusion or disorientation, or if you have just been a victim of violence or a sexual assault, contact Counseling Services immediately.

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

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

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.

To schedule an appointment for counseling stop by to visit, call (617) 879-7760 or email us at counseling@massart.edu.

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 Dining Commons 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.

Tower Café

Located on the 2nd floor of the Tower Building, The Tower Café is a great place to grab a snack between classes. The cafe serves coffee, pastries, soups, sandwiches and other snacks.

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

For personal projects leading toward academic credit, students may schedule the Tower Auditorium at no charge. Safe and respectful treatment of the facility is required. The Tower Auditorium is often tightly scheduled. To reserve the auditorium, contact Richard McDermott:

Richard McDermott

Director of Events Planning/Theater Management

Tower 107

(617) 879-7355

Students may "sponsor" programs from outside the college if they have the cooperation of Student Development or the Department Chair of their concentration. All costs must be absorbed by the student, their department, or the outside group or organization, including any fees for technical personnel and/or auditorium space rental.

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](#)

If you don't have a PDF viewer, you can download one here: [Adobe Acrobat Reader](#)

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 (Jamieson Wicks) has many 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: jamieson.wicks@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).

MAILBOX/CENTRAL SERVICES

The Mailroom, located on the 6th 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 a.m. - 5:00 p.m.

SAFETY SHUTTLE AND ESCORT SERVICE

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 Huntington Avenue Parking 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 cards are subject to payment of a \$10.00 fee to the Business Office.

Lost and Found

Lost and Found is located in the Public Safety Department in the East 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

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.

STUDENT PARKING

All enrolled, non-freshman commuter students (graduate, undergraduate, part-time, PCE, and Certificate) are eligible to apply for parking in the Mindoro Street parking lot using the [parking application form](#). Parking permits will be valid from Wednesday, September 5, 2012 through Friday, December 21, 2012.

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 speak 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 Fall 2012 class schedule to determine parking assignments.

Students must indicate on the application all the days of the week they need parking. A copy of your Fall 2012 class schedule must also be included with your completed application.

Access to the Mindoro Street lot will be from 7:00a.m. - 11:00p.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 the Mindoro Street lot 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.

Parking applications may be obtained at the Public Safety Office in the East Building or the Artists' Residence Lobby.

Completed applications should be submitted to the Management Office in the Artists' Residence no later than **5pm on May 2, 2012**.

Students who receive a space will be notified via their MassArt email by **May 21, 2012**. Please be sure to clearly print your e-mail 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 drop/add period in the Fall semester. Failure to return the parking permit at the end of the semester or loss of the permit will result in a \$75 charge.

Payment is due no later than 5pm on July 6, 2012, to The Artists' Residence 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 Artists' Residence*.

***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 parking in the Mindoro Street Lot must be registered with MassArt at the Artists' Residence Office (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.

Academic Policies

Learning at MassArt goes far beyond the classroom. We offer you a wealth of services to help you with your academic life. Students should become familiar with the Academic Policies information contained in each of the sections listed.

ACADEMIC COMPASS PROGRAM

The Academic Compass program is an academic advising and mentoring program focused on the transition from high school to college. Incoming MassArt freshmen that might benefit from the program are identified during the admission process and are invited to participate. Primary indicators are that the student is a first-generation college student, or that he/she attended a low-performing high school (low performing on either MCAS or other state test), alternative or non-traditional high school, or high school in which a minority of graduates attends college.

Academic Compass is part of a network that includes academic advising, financial aid, student development and other college departments that co-sponsor activities and events to provide information on topics that are relevant to students' interests, academic and personal development. During the academic year, workshops, field trips, and retreats are also venues where students can meet with advisors, mentors, and other members of the college community.

For more information on MassArt's cCmpass program, please contact program coordinator, Lyssa Palu-Ay, at (617) 879-7782 or by email lyssa.paluay@massart.edu. You can also check out the Compass blog for more updates, available [here](#).

CONCENTRATIONS/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, Community-Studio 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.

Open Majors

An open major is available to the exceptional student with a clear sense of direction. The student must complete three semesters of an existing major and then write a detailed proposal, including a curriculum outline. The advisor, the chair of the student's current major, and the Director of Advising must approve the proposal.

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.

Independent Study

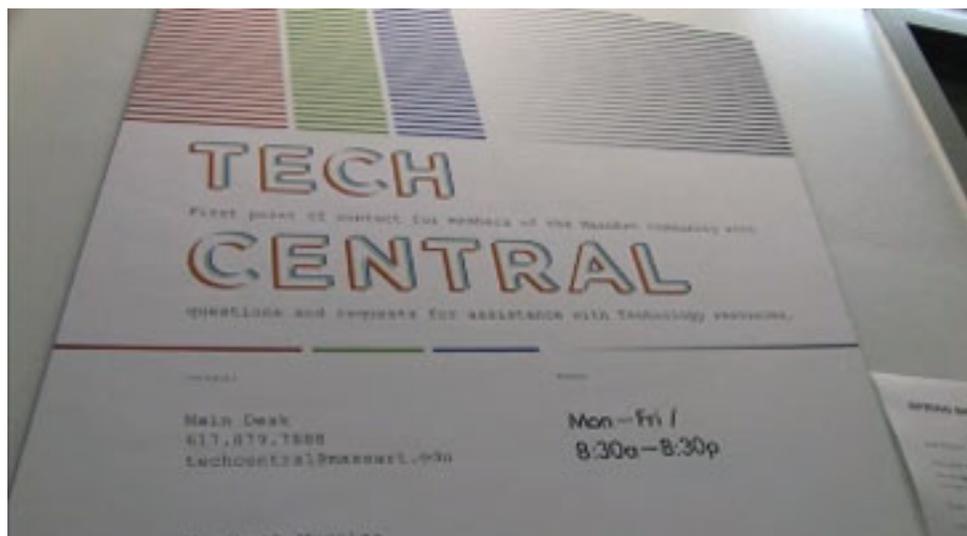
Information related to course assistantships and independent or directed studies can be found at [Independent Studies and Assistantships](#).

AUDIO VISUAL AND MEDIA SERVICES

Tech Central is the first point of contact for members of the MassArt community with questions and requests for assistance with Technology resources. We provide equipment borrowing services, in-house technical support, and portfolio documentation facilities for all matriculated MassArt students, faculty, and staff (with a current MassArt ID).

What is Tech Central?

Watch a video made by one of our student employees!



Contact Us

Help line: (617) 879-7888

Via e-mail: helpdesk@massart.edu

In person: Tower 303

Spring & Fall semester hours: 8:30am - 8:30pm M-F

Loan policy

Borrowers can borrow a maximum of 5 items per booking for a maximum loan period of three days. Please note there will be no equipment renewals.

Liability

Borrowers are financially liable for lost, stolen or damaged AVMS equipment. Borrower must pay for the replacement cost in addition to a \$10.00 processing fee.

Equipment and portfolio documentation workstations reservations

To insure equipment availability, borrowers are required to make reservations one week in advance for both portfolio documentation and equipment needs. The center offers walk-in as well as telephone reservations.

To make a telephone reservation please call 617-879-7160

Equipment delivery

Faculty members may arrange equipment delivery with their respective department assistants for the pick-up and return of equipment. Borrowers are responsible for picking-up requested equipment and for its timely return to AVMS.

Digital photography and high-resolution film/slide scanning workstations

The center will provide the facilities, equipment and necessary patron training to successfully document artwork. The borrower is responsible for supplying his/her own data storage device.

Late fee schedule

Items will be fined according to a tiered system based on the value of the item.

GREEN - \$10.00/day

ORANGE - \$5.00/day

YELLOW - \$1.00/day

There are no exceptions for a late fine.

If you would like to dispute a fine due to serious illness, emergency or family matters contact the Manager of User Services, Andrew Fish, at andrew.fish@massart.edu or call (617) 879-7884.

COMPUTER ARTS

The Computer Arts Center computer labs are located primarily on the 3rd and 7th floor of the Tower building, but also include many other spaces throughout the Tower building. The configuration of these studios varies with demand - [the current arrangement is available online here](#).

The CAC involves interdisciplinary studio environments available to students in all departments. These computer labs are frequently used as classroom spaces as well. [For our Summer 2012 hours please visit here](#).

Hardware and software choices reflect the realities of professional work environments for artists as closely as possible. Software versions are kept current and we try to upgrade hardware every three years.

In general the CAC supports activities including electronic design (print and Web) and prepress, animation, digital illustration, photography, video and audio, interactive multimedia, 3D modeling and rendering, animation, electronic device control, and computer programming.

The Computer Arts Center also supports several distributed computing initiatives including: Studio Foundation studios designed for group projects and integration of computer tools with traditional materials and processes; a pattern drafting workstation and apparel design studio in Fashion Design; a learning center in the Library which supports word processing, ESL training and electronic research; a printmaking studio for generating material to be incorporated into silkscreen and lithography; and other small studios in various departments as needed.

Staff members, who are artists or designers, or our student lab monitors are always available to provide assistance and help minimize the difficulty of using the technology and printing. [Contact information is listed here.](#)

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 ("FERPA"), also known as the Buckley Amendment, ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as authorized by law. FERPA also confers upon current and former students certain rights with respect to their education records. With certain limited exceptions, FERPA guarantees that the academic records for students over 18 years of age cannot be discussed with or disclosed to any person.

The College's FERPA Officer is:

Frank Callahan

Registrar

621 Huntington Ave.

Boston, MA 02115

(617) 879-7272

CONTINUING EDUCATION RECORDS

Professional and Continuing Education (PCE) at MassArt offers courses and workshops primarily during evenings and on weekends during the fall, spring, and summer semesters and during the winter intersession.

Located on the second floor of the Tower Building, PCE offers an array of undergraduate and graduate level courses that can be considered for transfer to other colleges, including MassArt's day college programs.

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 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: starting in January, 2008, lectures and seminars meet for 3 hours per week, critiques meet for 4 hours per week, and studio/critiques meet for 5 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 Incomplete. A temporary designation indicating that at least 80% of the course requirements have been met and that the remaining course requirements are expected to be completed, and a permanent designation issued by the subsequent mid-semester. The student is responsible for having an Individual Grade Sheet completed by the appropriate faculty member and filed with the registrar. If the student does not complete the course work, a non-passing grade will be issued after the midpoint of the following 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.

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.

Departmental Honors

Students whose work is judged exceptional in their departments are awarded Departmental Honors upon graduation. Each department may confer Departmental Honors on 15% of the graduating students in each major, as listed in the commencement program.

Academic Honors

A new honor will be conferred in May of 2012: Academic Honors. This honor is based solely on the grades a student received in Liberal Arts and History of Art courses at the college. **At least seven Liberal Arts and/or History of Art courses must have been taken at MassArt** for the student to be eligible for Academic Honors. Students in a graduating class will be ranked by the number of A's (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.

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.

Intent to Graduate Form

Students who expect to graduate within the next two semesters should fill out this form and return it to the Advising office (Tower 8th fl.) Download the [Intent to Graduate Form](#)

INTERNATIONAL EDUCATION

MassArt supports several options for students to add a global dimension to their education, including study abroad programs, travel courses, and interaction with a diverse international student community.

MassArt Travel Courses

The International Education Center manages the college's faculty-led **Travel Courses**, which are offered each spring and fall, and are open to students from all majors and levels. Recent courses have traveled to Egypt, Italy, the United Kingdom, China, Turkey, Mexico, France, Belgium, and Guatemala.

Visit inside.massart.edu/travelcourses for information on upcoming courses!

Semester Study Abroad

Enhance your artistic perspective through a **MassArt International Exchange**, **AICAD Mobility**, or **Study Abroad Program**. Qualified undergraduate students may participate in an exchange, mobility, or study abroad program during one semester of their junior year and must meet with Amy Holland (amy.holland@massart.edu) in the International Education Office to apply. It is never too early to start planning!

MassArt International Exchanges are full immersion programs at one of our reciprocal exchange partner institutions. Students enroll directly in the institution abroad but pay MassArt tuition and fees. Most forms of financial aid apply, but it is important to check with the financial aid office for more information. Because

of the immersive nature of these programs, students must be independent-minded. MassArt has reciprocal exchange partnerships with the following institutions:

Australia

- Melbourne University/Victorian College of Art

Japan

- Kyoto University of Art and Design

Netherlands

- ArtEZ Institute of the Arts (AKI)
- Willem de Kooning Academie
- Gerrit Rietveld Academie

South Korea

- Korea National University of Arts

Spain

- University of Barcelona

United Kingdom

- Edinburgh College of Art
- Glasgow School of Art
- University for the Creative Arts

AICAD Mobility Programs are available for undergraduate students to participate in semester-long exchanges throughout North America. MassArt is a member of the Association of Independent Colleges of Art and Design (AICAD).

Other Study Abroad Programs are available! A wide ranges of other programs are available to MassArt students. Tuition and support services differ with each program so please be in touch with the International Education Center for more information.

Information sessions are held throughout the fall and spring semesters and can be found on the MassArt Calendar. We hope you take the time to consider this unique opportunity to grow, gain new perspective, and enhance your career!

Need more info? Check out [Facebook](#) or Contact:

Amy Holland

Study Abroad Advisor

International Education Center-Student Development

2nd floor-Kennedy

amy.holland@massart.edu

(617) 879-7717

LEAVE OF ABSENCE/WITHDRAWAL

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 Academic 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 Coordinator of International Education 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:

1. LES registration is for 5 or fewer credits of enrollment through Continuing Education.
2. LES students have no eligibility for financial aid.
3. LES students may not cross-register to other institutions.

Students must petition (to 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 that 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.

Once withdrawn, students must apply for readmission in order to reenroll in the degree program.

REGISTRAR

The Registrar's Office, located on the 8th floor of the Tower Building, maintains timely and accurate academic records for the college.

Hours: Monday through Friday, 9 am to 5 pm

Registration Policies

One-week prior to registration, the Business Office notifies students of any outstanding balances; charges must be cleared before the student can register.

Student bills, based on registration, are sent to the student's billing address approximately one month prior to payment deadline. All bills for registered students are due on the stated date. With the exception of students who are admitted late in the cycle, no registrations are entered or changed after the bills are generated.

Written notice of any exceptions, including late admitted students, is sent by the Registrar's Office to the Business Office. Bills for approved exceptions are due no later than the first day of classes.

The Business Office provides lists of registered students whose bills have not been paid to the Registrar's Office no later than three working days prior to the start of classes. The registration of students whose bill is not paid is deleted, and such students are required to register through Late Registration. The status of all billing and payments is finalized after the Add/Drop deadline.

Add/Drop

The first two weeks of the semester are the Add/Drop period when students can change their registered schedule. All changes to a schedule should be listed on one Add/Drop form (available in the Registrar's Office). To add a class, students should go to the first class meeting and ask the faculty if they can be added

to the course; not all courses have space for additional students. Instructor's signatures are required for any added course. The student's faculty advisor (or department chair) must approve the student's program and sign the Add/Drop form.

Late Registration

Late registration is allowed during the Add/Drop period only. The fee for late registration is \$200.00. Students who are late registering use the Late Registration Form (available in the Registrar's Office). All classes to be added should be on one form. Late registering students must obtain the signature of the instructor of each course for which they are registering. Late registering students should go to the first class meeting and ask the faculty if they can be added to the course; not all courses have space for additional students. The student's faculty advisor (or department chair) must approve the student's program and sign the Late Registration form.

After all appropriate faculty signatures have been obtained, late registering students should pay their tuition bill in the Business Office. After the bill is paid in full, the Business Office signs late registration forms authorizing the Registrar to register the student. The student then takes the completed form to the Registrar's office. Late registrations must be submitted to the Registrar by 4:30 pm on the last day of the Add/Drop period.

Enrollment Verification

The Registrar's office can verify enrollment for any student enrolled in the undergraduate programs of the college. Graduate and Continuing Education students can obtain enrollment verification from the Division of Graduate and Continuing Education. All enrollment verification requests should include the student's name, former name if any, dates to be verified, and the student's signature.

Enrollment can not be verified prior to the first day of classes for the semester to be verified. Registration for a semester can be verified immediately following registration.

All enrollment verification requests are processed within eight to ten working days of the date of request. Every effort is made to process requests more quickly when needed; however, requests should be made well in advance to provide sufficient time for processing.

SCIENCE REQUIREMENT

Students are required to demonstrate competence in a math or science area as a degree requirement. They can do so in several ways: successful completion of a math or science course offered by the Department of Liberal Arts, successful completion of a math or science course taken at a consortium college, transfer credit of a math or science course, or successful completion of an approved science or math course offered by other departments. In this last example, demonstrated competency does not reduce the number of credits required in the Department of Liberal Arts.

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.

STUDENTS WITH DISABILITIES

The faculty, staff, and administration of Massachusetts College of Art and Design are committed to fostering the academic, personal, and professional growth of our students. We are especially committed to ensuring that students with documented disabilities, as defined under the Americans with Disabilities Amendments Act of 2008 (ADAAA), are provided equal access to all campus resources and opportunities.

MassArt recognizes and respects federal laws prohibiting disability discrimination. We take our obligation seriously and strive to meet the needs of students with documented disabilities in the most appropriate ways possible. It is our goal to serve students in ways that not only level the playing field, but also promote development of self-advocacy skills and strategies in order to promote life-long learning and academic, personal, and professional success.

Federal guidelines require that a college student age 18 or over who wishes to request accommodations under the [ADA-AA](#) by self-identifying with the institution. Self-identification refers to the act of an adult voluntarily disclosing to an institution the fact that he or she has a documented disability and is requesting protection under the ADA-AA. This is the first step in applying for disability-related accommodations. Parents,

guardians, former guidance counselors, and clinicians cannot self-identify for a college student over the age of 18. He/she must self-identify on his/her own.

The most efficient way to self identify and request accommodations is to do the following:

1. Secure appropriate documentation from your doctor or qualified professional. To speed the process, please provide your clinician with the appropriate documentation guidelines required by Mass Art as stipulated on our website.
2. Contact Mercedes Evans, Director, Civil Rights Compliance and Diversity MassArt, Tower 815, 621 Huntington Avenue, Boston, MA 02115, (617) 879-7060 mercedes.evans@massart.edu.
3. Complete the ADA AAA form (available in the Office of Civil Rights Compliance and Diversity, or the Registrar's Office, or it can be mailed to you). Return the completed form to Mercedes Evans, along with the appropriate supporting documentation.
4. MassArt's learning specialist (617) 879-7958, will interpret the documentation in order to 1) determine the student's eligibility for accommodations under Federal ADA AAA guidelines; 2) determine reasonable and appropriate accommodations, and 3) determine the student's strengths and weaknesses in order to provide additional support that may allow the student to develop strategies for academic, personal and professional growth. You may be asked to come in for a clinical interview and/or to provide additional information, in which case the student and specialist will decide together which accommodations or services will be utilized.
5. Students meet with the learning specialist each semester in order to write Accommodation letter to professors and to discuss the student's and the institution's rights and responsibilities.

Accommodations must be requested well in advance, at least two weeks of their need and cannot be implemented retroactively.

(Note: Requests for accommodations/services/auxiliary aids will be granted on the basis of their appropriateness to the situation. Having a disorder and/or having had accommodations in other settings does not guarantee the student will receive such services/accommodations/aids at MassArt. Having a clinician make recommendations about specific accommodations does not guarantee the student will receive these accommodations.)

Subject to Revision

Revised 05/23/12

STUDIO SPACES

Department chairs may assign a selected number of studio spaces to sophomore, junior, and/or senior students majoring in Art Education, Fine Art 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 CREDITS

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 degree program at MassArt (or its consortia partners) in order to earn a BFA.

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 Director of Academic Advising.

WRITING CENTER AND LEARNING CENTERS

Our Mission:

The Academic Resource Center at MassArt strives to prepare students for entrance into the professional world of art and design. We do this by assisting them in identifying strengths, formulating academic study plans and developing communication, technology and literacy skills that will allow them to share their artistic vision at MassArt and throughout their professional careers.

Our Philosophy

Using a [Universal Design for Learning](#) (UDL) model, the Academic Resource Center at MassArt strives to address the needs of all learners, regardless of ability or disability. We foster students' construction of knowledge and development of skills, ensuring an enjoyment and enthusiasm for learning. This is

accomplished through a teaching approach that reduces barriers to curriculum while at the same time, providing appropriate supports for learning. Our multi-disciplinary staff, comprised of specialists from all areas of the college, work individually with students in meeting their specific needs.

Our Approach

We use a strengths-based approach, assisting students in understanding their strengths as well as areas of weakness. Academic coaches, subject tutors, and specialists work collaboratively with motivated students, assisting them in developing strategies for maximizing their strengths.

Students with Disabilities

MassArt does not have a centralized disability service office. Rather, in keeping with the UDL model, all students desiring academic services, including those seeking disability-related accommodations, are encouraged to use the Academic Resource Center at MassArt.

Our Services

The Academic Resource Center services are available to all MassArt matriculating (degree-seeking) students on both the graduate and undergraduate level. Faculty and staff consultations are open to all faculty and staff working directly with/or on behalf of MassArt students. At this time, services are **not** available for non-matriculating students or those enrolled in certificate or Professional and Continuing Education programs.

Services for Students:

- Academic Coaching
- Individualized tutoring in History of Art courses
- Individualized tutoring in Literature courses
- Individualized tutoring in Liberal Arts courses
- Individualized tutoring in writing skills development
- Individualized tutoring in use of electronic media and assistive technology
- Individualized tutoring in writing skills development
- Consultations with a [learning specialist](#)
- Individualized personal counseling for students wishing to address attention and focusing difficulties
- ADA-AA classroom/studio accommodations (available for [students with documented disabilities](#) only)
- Use of computers, scanners and assistive technology devices (during LC hours)

- Computer loaning program, including Mac and pc notebooks loaded with assistive technology software
- Referral services for students seeking neuropsychological assessment services
- Referrals and assistance for eligible students seeking Massachusetts Rehabilitation and Vocational Services

Services for Families Include:

- Consultations with students and families prior to application process
- Consultations with students prior to enrollment
- First semester assistance with the transition-to-college

Services Available to Faculty and Staff Include:

- Individual and group consultations
- Education and professional training in topics such as Teaching for Understanding, ADA-AA law and best practice; and working with students with particular disabilities

The Academic Resource Center is located on the fifth floor of the Tower (Suite 550). Our appointment schedules are now completely online, so schedule an appointment here via our [Online Appointment Calendar!](#) If you have any technical problems with the scheduling system, email Erla Shehu at Erla.Shehu@massart.edu. To schedule a meeting with the Learning Center, contact Michele Furst, Senior Associate Vice President, at (617) 879-7366 or by email at michele.furst@massart.edu <mailto:cfabio@massart.edu>.

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.

- [Graduate Academic Policies: MFA and Art Education Programs](#) PDF
- [Graduate Academic Policies: Master of Architecture Program \(M.Arch\)](#) 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

- [Master of Architecture Track I and Track II](#)
- [Master of Art in Teaching / Art Education](#)
- [Master of Science in Art Education](#)
- [Teacher Preparation Program](#)
- [MFA Dynamic Media Institute \[Full-Time\]](#)
- [MFA Dynamic Media Institute \[Part-Time\]](#)
- [MFA Film/Video](#)
- [MFA 2D](#)
- [MFA Low Residency Provincetown](#)
- [MFA 3D](#)
- [MFA Photography](#)
- [MFA SIM](#)
- [Summer MFA in Fine Arts](#)
- [Post-Bac Photography](#)
- [Post-Bac Dynamic Media Institute](#)
- Post-Bac Interdisciplinary (*Students in the Graduate Post-Bac program take 24-29 elective credits. Course selection is to be approved by a graduate advisor and the Dean.*)