

MontserratCollege
of **Art**

Student Handbook
2008 – 2009



Montserrat College of Art

Dear Student,

Your life doesn't begin and end with your talent as a visual artist, and neither does your education at Montserrat College of Art. We see our students as whole artists and strive to provide a well rounded education so that you will be empowered to sustain both a lifelong involvement in art as well as become informed members of society. We are a small community of artists and the life skills you will learn here will reach far beyond Montserrat College of Art.

We offer a strong curriculum and many programs throughout the school year that will provide you with an intensive visual arts education as well as a much needed break from the fast paced environment of the school year. Some of our co-curricular programs include Intramurals, Big Table Talks, Coffeehouses, and Video Game Nights. The residence halls at Montserrat College of Art are as unique as the College itself. Our residence halls are apartment style and many of them are historical landmarks in the town of Beverly.

Both new and returning students should review this handbook and utilize it as a reference guide for our school's policies. If you have any questions, concerns, or comments, please feel free to stop by my office at any time.

Sincerely,

Brian Bicknell, Ed.D
Dean of Student Services

Students are held responsible for knowing the contents of the student handbook and adhering to the standards set forth in its policies and procedures. Policies on drugs and alcohol, sexual harassment, and privacy of student records are included. Students who fail to show reasonable respect for the interests and rights of others may be subject to disciplinary action including dismissal from the College without refund of tuition.

Faculty members have the responsibility of establishing criteria for credit, including grading for each course. An instructor may dismiss a student who is disrupting the class in ways that interfere with the education of others. If a student is judged to be interfering with the rights of other students in ways that compromise their safety or disrupt their pursuit of an education, the College may act at any time to discontinue that student from enrollment.

The content of this document is provided for the information of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the College in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such changes may be implemented without prior notice and without obligation, and, unless specified otherwise, shall be effective when made.

EMERGENCY TELEPHONE NUMBERS

Fire Department	911
Police Department	911
Ambulance	911
Madison Security	1-978-551-7980
Poison Control Center	1-800-682-9211
North Shore Rape Crisis hotline	1-800-922-8772

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I. Degree Information

1. Courses-in-Residency Requirements/Transfer Credits

All students entering the BFA and Diploma programs are required to earn a minimum of 60 credits in their program of studies at Montserrat. Thus, no more than 60 credits will be allowed to transfer from another institution. The distribution of transfer credits must not exceed the maximum of 30 credits in studio art and the maximum of 30 credits in liberal arts.

Additionally, of the minimum 60 credits which are to be earned in residency at Montserrat, a minimum of 48 credits of these must be earned in studio art course work.

Studio transfer credits are awarded by the Office of Admissions through a portfolio review. Students must supply an official transcript for credits to be applied toward program requirements. Liberal Arts courses are awarded in transfer by the Admissions Office in conjunction with the Registrar. Students must supply an official transcript for credits to be applied toward program requirements. Transfer credit evaluations are issued once a student has been accepted to Montserrat College of Art.

2. Life Experience Credit

Montserrat College of Art recognizes and honors prior learning by accepting a wide range of CLEP tests. In addition, we offer students the opportunity to attain credit for exceptional professional life experience when evidenced by portfolio and resume.

3. External Course Approval

Students who wish to receive program credit for a course taken at another college or university must complete the Montserrat College of Art External Course Approval Form, available at the Registrar's Office. Prior approval must be obtained through the Registrar and is subject to any restrictions set forth in college policies. The institution where the course is taken must be accredited by an accrediting body recognized by the federal government. Work completed must be for college-level credit and a grade of "C" or higher must be earned. A copy of an official transcript for said course must be sent directly from the external institution to the Registrar at Montserrat. The college may restrict the transfer of external credits to Montserrat and reserves the right to limit the number of external credits to be applied to Montserrat academic programs.

Students interested in taking courses through the NECCUM consortium should see the Registrar for a NECCUM Cross Registration Form. Full-time students may register for one or two day courses per semester. Montserrat policies regarding program curriculum requirements apply. Students should discuss intended courses with their advisor and the Registrar to ensure course(s) will meet curricular requirements.

4. Selecting an Area of Concentration

Students select an area of concentration from: Animation and Interactive Media, Book Arts, Graphic Design, Illustration, Painting, Photography and Video, Printmaking, Sculpture, or a Self-Directed concentration where students work with an advisor to create their own course of study (self-directed study typically includes such areas as mixed media or dual discipline interests in fine arts). A major area of concentration must be declared by the end of the sophomore year.

Declaration of concentration is part of the pre-registration process each semester. At other times, students may elect to change their declared areas of concentration by completing a form available from the Registrar. However, since requirements vary for the different areas, a change may require additional time and course work to complete

program requirements. Summary sheets, available from the Registrar, provide detailed information on the requirements for each area of concentration.

5. Dual Concentrations

Students considering a dual concentration should meet with their faculty advisor and the Registrar to determine the feasibility of such a plan. Students who wish to dual concentrate may not be able to remain on a traditional schedule for graduation and may need to spend additional time at the College.

6. Diploma Students

Students who were offered admission to the diploma program may request to be reconsidered for admission to the BFA degree program after the successful completion of the required liberal arts classes. If a GPA of 2.0 is achieved in the first year liberal arts classes of the first year, diploma students may request reconsideration or may choose to remain a candidate for the Diploma. Students admitted to the diploma program who eventually wish to matriculate for the BFA degree are strongly encouraged to work closely with the Writing Center.

7. Diploma Graduates Returning to Montserrat College of Art to Complete the BFA

Students awarded a diploma from Montserrat College of Art, who later decide to pursue a BFA must do so within five years of graduation; petitions for exceptions must be made in writing to the Dean of Faculty and Academic Affairs. Diploma graduates seeking the BFA must submit an Application for Return to Montserrat to the Registrar's Office and complete a degree audit. Approval to resume studies to complete requirements for the BFA is not guaranteed. Applications will be assessed on a case by case basis. Transfer credits will be accepted from other institutions at the discretion of the Registrar and the Academic Dean and are limited to a maximum of 30 liberal arts credits and 30 studio credits. This limit includes any credits previously transferred in as an undergraduate in the diploma program. Diploma graduates returning to complete the BFA are guided by current degree requirements. Returning students must complete their final three credits in-residence at Montserrat. Petitions for exceptions must be made in writing to the Dean of Faculty and Academic Affairs.

8. Course Waivers

Students wishing to waive a required course must complete a Course Waiver Request with the Registrar. Approval of a Waiver of Requirements means that the student is not obligated to take a specific course or distribution of courses, it does not grant credit for the waived courses. Students are required to fulfill credit requirements.

9. Senior Seminar Program

For Fine Art students with concentrations in Fine Arts, Graphic Design, Illustration, Painting, Photography and video, Printmaking and Sculpture, applications are accepted during Fall and Spring Semesters.

Entrance to all Senior Seminar Programs in Fine Arts, Graphic Design, Painting, Photography, Printmaking and Sculpture is based upon a review by a faculty panel which

will determine whether the student may enter the program. The following criteria will be considered for entrance:

- A. The student must demonstrate the ability to work independently on a body of work with continuity of concept or focus;
- B. The student must have earned a minimum of 90 cumulative credits*, completed required preparatory course work, and demonstrate appropriate skills in the various media of the chosen concentration. BFA and diploma candidates must have completed English Composition I and II and Art History I and II. All diploma students entering prior to Fall 1997 are required to have completed English Composition I and Art History I and II as well as Art History III or an Art History Elective.
- C. The student must demonstrate a basic understanding of his or her work within an art historical context, or sufficient knowledge of the work of contemporary artists whose work is relevant;
- D. The student must have earned a cumulative GPA of 2.0 or higher and be considered in good academic standing.
- E. All applicants to the Senior Seminar Programs must submit a written proposal at the time of the final evaluation. This statement should outline:

- ❖ what, specifically, the student plans to accomplish in the Senior Program (include here the type of work planned and the issues to be dealt with)
- ❖ how previous study has prepared the student for the Senior Program;
- ❖ how the Senior Seminar Program relates to the student's long-term plans
- ❖ the context in which the student's work is related to the field of Contemporary Visual Arts

* This does not include future credits that may be earned, including during the Summer or Winter Sessions.

Acceptance to all Senior Seminar Programs is provisional based upon the requirements and criteria listed above, including satisfactory completion of courses in progress

At the end of the senior year, each student presents a comprehensive body of work in a group thesis exhibition. In addition, towards the end of the graduation year, a faculty committee determines the acceptability of the student's work for participation in the graduation exhibition. The exhibition, held in May as a part of Commencement, displays examples of each graduate's work from the senior year.

10. Program Changes

In the event that the faculty and administration modify program requirements in the BFA or Diploma program, students already enrolled will have the option of using the requirements in place upon the date of their entry (assuming that they have been continuously enrolled) or electing to follow the new requirements. However, students who elect to follow new requirements must then meet all new requirements. Questions may be directed to the Registrar.

II. Enrollment

1. Credit

Each credit represents approximately three hours of productive work per week over the period of one semester. Studio credit is typically earned by completing two hours per week in class and another hour per week outside of class for each credit; liberal arts courses normally require one hour per week in class and two hours per week of work outside of class for each credit. For example, a three-credit painting class meets each week for approximately six hours and requires about three additional hours of work outside of class time. A three credit liberal arts class meets each week for approximately three hours and requires about six hours of work outside of class time.

2. Credit Load

Full-time students enroll in 12 to 18 credits per each semester. It is recommended that full-time students remain enrolled for at least 15 credits each semester to maintain progress toward graduation.

3. Part-time Students

When a student's credit load falls below 12 credits per semester, they are no longer considered a full-time student. Full-time status may need to be maintained for a number of reasons, including but not limited to insurance, scholarships, financial aid or on-campus housing. A student considering taking less than or falling below 12 credits in any given semester should discuss the implications with the Registrar, Financial Aid, the Dean of Students and the Associate Dean of Academic Affairs. Students enrolled between 6 and 11 credits are considered at least "half time." Students enrolled for fewer than 6 credits are considered "less than half time."

4. Non-matriculated Students

Non-matriculated students are students who have not officially been accepted to the College. Non-matriculated students are not eligible for scholarships, financial aid or for other student benefits such as faculty advisors, semester evaluations, internships, independent study or enrollment in senior seminar. To become a matriculated student, see the Admissions Office.

5. Attendance

Attendance and participation in class are essential for success in a course. Since much of a student's learning in the visual arts and liberal arts takes place in the classroom setting, class attendance is an important part of a student's education. Instructors establish attendance requirements in their course syllabi and may withhold credit or make a reduction in a grade for failure to meet such attendance requirements. As a general policy, excessive absences may result in a denial of credit for the course. If special circumstances are involved in your absences, please talk to the Dean of Student Services.

6. Assignment of Credit

At the conclusion of the semester, instructors assign a grade for each student enrolled in the given course. Grade reports are then forwarded to the student. Grades are also

recorded on student Summary of Requirements form (maintained for each active student by the Registrar) and the official College transcript. Grades will not be released to students who have outstanding financial obligations to the College, Judicial Board holds, outstanding library books, or who have incomplete health or immunization information. Grade reports are mailed to the permanent address on record in the Registrar's Office.

7. Audit

On a space-available basis, full-time students may register to audit a course. In this case, students attend class and participate in class work, but no credit or grade is awarded. The fact that a student has audited a course is noted on the student's permanent transcript. Students may not change their registration to an audit after the Add/Drop deadline has passed.

8. Repeating Courses for Credit

With the permission of the instructor and Department Chair, a limited number of studio courses designated at the 300 level or higher may be repeated for additional academic credit.

9. Changes in Registration Including Adding/Dropping a Course

Students must notify the Registrar's Office of any change in registration for one or more courses, including changes in sections of the same course. Students wishing to Add, or to Drop, or to Withdraw from a course will be considered as having done so only after completing the required procedures, according to the rules set forth below. Additional information is available from the Registrar.

Importance of registering for proper sections of a course

Unless officially notified otherwise, the College assumes that students wish to be registered and graded for the exact course section that they sign up for at Registration. Therefore, it is essential that students wishing to change sections follow the correct Add/Drop process.

In order to change sections of a class (for example, changing from Art History Section "A" at one time to Art History Section "B" at another time), students must obtain and complete a Section Change Form and return it in person to the Registrar during the posted hours. If students merely stop attending a course or the section of a course for which they are already registered, a grade of "No Credit" will be issued for that course or course section.

Adding a Course

With permission of the instructor and the advisor, students may enroll in a course after the first meeting through the first week of the semester, by submitting a completed Add/Drop form by the posted deadline. Students may not enroll in a course after the first week of the semester except under special circumstances. Permission of the instructor is required, along with approval of a panel made up of the Registrar, the Dean of Faculty and Academic Affairs, and the Dean of Student Services.

Dropping a Course

Students may drop a course after the first class meeting through the first week of the semester, with permission of the instructor, by submitting a completed Add/Drop form to the Registrar's Office. Students may not drop a course after the first week of the semester except under unusual circumstances. Add/Drop forms are available from the Registrar. This form must be completed to officially add or drop any course, and must be submitted to the Registrar during posted hours.

10. Withdrawal from a Course

Students may withdraw from a course between the second and tenth week of classes. The course will appear on the permanent transcript with a grade of W (withdrawn). A "W" does not affect the GPA, but it does affect the number of credits received and could affect a student's progress toward graduation. Students who stop attending a registered course and do not officially withdraw will receive a grade of NC (no credit) for the course, which will affect the grade-point average. Withdrawal from a course does not affect the grade point average, but it will affect the number of credits a student receives for the semester. Please be aware that withdrawing from a course may result in falling short of the required number of credits for graduation. In addition, course withdrawals may affect a student's efforts to maintain Satisfactory Academic Progress (see Section 19) It is recommended that full time students remain between 15–18 credits.

11. Course Cancellation

Montserrat reserves the right to discontinue, cancel or make changes to credit classes as conditions warrant. Every effort will be made to notify students of cancelled classes or changes in meeting hours or faculty prior to the start of classes.

12. Independent Studies

An independent study is intended to be advanced self-directed work in the student's field of study and supervised by a qualified instructor. The student is responsible for completing an Independent Study Agreement available from the Registrar's Office. Students enrolling for an independent study must be in their junior or senior year. Independent study applications must be completed by the last day of classes in the semester prior to the semester in which the independent study will be taken. The Dean of Faculty and Academic Affairs gives the final approval.

13. Academic Alerts

At any point in the semester, faculty may issue academic alerts. Academic alerts may be issued in response to absence from class, lack of participation, failure to complete assignments or low grades on assignments, quizzes or exams. Students who receive an academic alert should speak with the instructor of the course to discuss the difficulties involved; it is also a good idea to consult with the faculty advisor. Students who do not receive an academic alert but who subsequently fail to meet course requirements may still fail a course.

14. Warning Notices

At the mid-point of the semester, students who appear in danger of failing a course are issued warning notices. Students who receive a warning notice should speak with the instructor of the course to discuss the difficulties involved; it is also a good idea to consult with the faculty advisor. Students who do not receive a warning notice but who subsequently fail to meet course requirements may still fail a course.

15. Semester End Evaluations

The semester-end evaluation is an important part of the educational experience at Montserrat College of Art. Beyond the regular critiques and evaluation that are part of each studio course, the semester-end evaluation provides the opportunity for students to discuss their progress and receive comments from a faculty evaluation panel. At semester-end evaluations, students present an exhibition of their entire semester's work, and the evaluation and criticism that is offered helps the student in planning and focusing for the next semester of study. Semester-end evaluations are coordinated by the Dean's Office and the schedule is posted before the end of the semester.

NOTE: Attendance at a scheduled evaluation is mandatory; students must complete this requirement to continue at Montserrat. Each student is responsible for assuring the semester-end evaluation requirement is met.

All students (with the exception of seniors) are evaluated in December and May. Seniors are evaluated every semester within their seminar courses, in lieu of faculty panels. Students are encouraged to participate in each other's evaluations.

Fees for special or missed evaluations

A \$50 fee is assessed to students who fail to appear for their scheduled semester-end evaluation. Any anticipated problems with attendance should be brought to the attention of the Associate Dean of Academic Affairs well before evaluations begin.

16. Grading Procedures

At the conclusion of each course, the instructor assigns students grades to be recorded on the permanent transcript. Student performance is evaluated with a traditional letter grade system. Students must pass Art History I and English Composition I & II with a C- or better for those courses to count towards the degree. Students who fail to complete the requirements for a course because of unusual circumstances beyond their control may request a grade of Incomplete, as provided by College regulations, and may be allowed to make up the work that was not completed. Incomplete grades must be completed by the date indicated on the Incomplete form or the grade changes automatically to a grade of No Credit.

Grading Key

A	4.0 - Outstanding
A-	3.7
B+	3.3
B	3.0 - Above Average

B-	2.7
C+	2.3
C	2.0 - Satisfactory
C-	1.7
D+	1.3
D	1.0 Minimally Satisfactory
NC	0.0 - Unsatisfactory; No Credit
I	Incomplete
W	Withdrawn
AU	Audit

17. GPA

Grades are calculated using a 4.0 grade point scale. The semester grade-point average is based on all courses taken in that semester, including failures (no credits.) It is calculated by multiplying credits for each course by quality points assigned to each grade earned; totaling points earned for all courses; and dividing total points by the number of credits attempted. The cumulative grade-point average is calculated in the above manner for all courses taken at Montserrat College of Art, including failures. Grades earned in courses accepted in transfer, or in courses approved to be taken at other colleges (other than those courses taken through NECCUM or the Mobility Program and Withdrawals), are not calculated in either the semester or the cumulative grade-point average.

18. Semester Honor awards

Students who receive a semester grade-point average of 3.8 or better at the end of each semester will receive Highest Honors. Students who receive a semester grade-point average of 3.5-3.79 at the end of each semester will receive Honors. These awards recognize a high level of achievement during the semester. Students must be enrolled in a minimum of six credits for the semester to receive honor awards.

19. Policy on Satisfactory Academic Progress

The following policy applies to all Montserrat students, including those who are receiving financial aid under the Federal Student Financial Aid (SFA) program and Montserrat College of Art grants and scholarships. Students who do not meet the College's policy on satisfactory progress may not receive further aid from the SFA program. Students who are deemed not to be making satisfactory progress but who later meet the standards may be reinstated as eligible for aid.

(1) Quantitative standards

In order to make satisfactory academic progress, students must attain the success rate indicated below. The success rate is calculated by dividing the total number of credits earned at Montserrat by total number of credits attempted at Montserrat. Attempted credits include all courses officially enrolled in, including those receiving a grade of No Credit, Withdrawn, Incomplete, and/or those courses repeated for credit.

Year Level*	Required % of attempted courses to passed courses
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First Year (up to 29 credits**)	65%
Second Year (30-59 credits**)	70%
Third Year (60-89 credits**)	75%
Fourth and above (more than 90 attempted credits total)	80%

*Based upon the number of credits attempted at Montserrat and any transfer credits accepted.

**Number of transfer and attempted credits at Montserrat

There are two components to the satisfactory progress policy. One is the quantitative standard and the other the qualitative standard. Students must meet both the standards to achieve and maintain satisfactory progress. Important note: In accordance with federal guidelines, students must complete BFA or Diploma requirements with no more than 150 semester hours (5 years) to be eligible for federal student aid.

(2) Qualitative standards

By the end of the second academic year, students must have earned and thereafter maintain a minimum grade-point average (GPA) no lower than 2.0. Students should consult the College Catalog and sections of this Handbook for an explanation of the grading system and for the method used to calculate the grade-point average.

Appeals process for satisfactory progress

Unusual circumstances beyond the student's control which have interfered with the ability of the student to achieve satisfactory academic progress will be taken into account at the student's request. Such an appeal should be communicated in writing to the Registrar no later than 14 days after student notification of unsatisfactory progress. The Administration will determine whether students presenting such unusual circumstances may be considered to be making satisfactory academic progress, and the student will be notified of this determination. Students who fail to maintain satisfactory progress may reestablish eligibility for federal financial aid. At the end of each academic year, students receive their grade report and an evaluation by a team of faculty members. Students who do not meet the requirements for satisfactory progress are not eligible for financial aid in the following semester. If during the following semester such students achieve academic standing consistent with satisfactory progress, their eligibility for further financial aid may be reestablished.

20. Incompletes

A student who fails to complete the requirements for a course because of unusual circumstances beyond the student's control may receive an interim grade of Incomplete (I) upon recommendation of the instructor. Incompletes are only accepted if an Incomplete form has been submitted to the Registrar's Office by the instructor at the time

when semester grades are submitted. Instructors will assign a due date for work to be completed within two weeks of the last day of class. Students must make up the work within the time agreed upon or the grade will automatically change to a grade of No Credit (NC).

21. Appealing a Grade

The grade and credit issued for a course are determined by the instructor of the course, in accordance with College policy. Students who believe they have a legitimate grievance concerning a grade should, within three weeks, consult the instructor who issued the grade. Students who still feel that they have a legitimate grievance should discuss the matter with the Department Chair. If that does not resolve the issue, the student may bring the matter to the Dean of Faculty and Academic Affairs as an appeal within six weeks from the date of issue of the grade. This appeal must be filed in writing stating the grounds on which the appeal is made. It is reviewed by the Dean of Faculty and Academic Affairs and referred to an ad hoc grade appeal panel for adjudication, when applicable. Normally, this panel includes several members of the Faculty, the Dean of Faculty and Academic Affairs, the Registrar, and the Dean of Student Services. Grades are only changed for legitimate reasons of a compelling nature.

22. Academic Probation & Academic Dismissal

Academic probation results from substandard academic performance (in studio and/or liberal arts courses). A student is automatically placed on academic probation if he or she falls below a semester or cumulative GPA of 2.0. A student on academic probation who does not raise his or her semester and cumulative GPA to a 2.0 or greater or who does not meet the quantitative standards set forth in this handbook (see section (19)) at the completion of the next semester of study will be dismissed without a refund.

Any students who earn less than a 1.0 GPA in any semester are considered to have neglected their academic responsibilities and may be academically dismissed from the college. Appeals are granted, in rare cases where there are serious extenuating circumstances. Appeals must be made in writing to the Dean of Faculty and Academic Affairs within 1 week of notification of dismissal. Students must make every attempt to appeal any grade(s) that they have legitimate grievances with prior to appealing a dismissal.

23. Withdrawal from the College

A student who wishes to officially withdraw from the college must make a formal application. Application forms are available in the Registrar's Office.

Students considering withdrawing from the college are encouraged to complete an application at least one month prior to the start of the semester. Students who withdraw during the semester - after the add/drop period but before the course withdrawal deadline - are subject to the refund policy and will receive "W" grades for the current semester. If a student withdraws from the college after the course withdrawal deadline, grades of No Credit (NC) will be issued except in situations where a medical withdrawal has been

approved. The official withdrawal date will be the date that the application form is completed.

24. Returning to Complete the BFA or Diploma after Withdrawing from the College
Montserrat students who have discontinued their enrollment for more than four consecutive semesters must reapply to Montserrat College of Art through the Admissions Office. Students who have discontinued their enrollment for less than four semesters must complete an application for return to Montserrat College of Art through the Registrars Office. A student who did not participate in semester reviews before discontinuing may be asked to present a portfolio of work from the last enrolled semester for faculty review. Transcripts from colleges attended during the student's absence along with a corresponding portfolio should also be submitted.

A student who was not in good academic standing during his or her last semester at Montserrat must demonstrate renewed commitment to his or her education and submit a portfolio of work executed during the period of absence.

25. Leave of Absence Policy

A student who wishes to interrupt his or her academic studies for financial or personal reasons may apply for a one or two-semester leave of absence. Application forms are available in the Registrar's Office.

Students considering taking a leave of absence are encouraged to apply at least one month prior to the start of the semester. Students who apply for a leave of absence during the semester - after the add/drop period but before the withdrawal deadline - are subject to the refund policy and will receive "W" grades for the current semester. Students may not apply for a leave of absence for the current semester after the withdrawal deadline, except in situations where a medical leave of absence has been approved.

Students who fail to submit an approved Leave of Absence form to the Registrar's Office and who are not registered for the semester are considered withdrawn from the College and must reapply for admission. Students who wish 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 the approved leave of absence are considered withdrawn and must reapply for admission.

Students attending another institution through the Mobility Program do not need to file a Leave of Absence form. However, these students must submit a registration form indicating their approved Mobility Program study.

26. Intent to Graduate

It is the obligation of all students to notify the Registrar in writing of their intent to be graduated in a given academic year. This written notification should be filed no later than the end of the fourth week of the academic year in which the student intends to complete degree requirements. Forms are available in the Registrar's office.

27. Commencement

All students, whether they intend to earn the Bachelor of Fine Arts degree or the Diploma of the College, will be graduated in May of the academic year in which they complete all requirements. In addition, at the beginning of their final year, all students will be required to complete an application to be graduated (“Intent to Graduate”). Failure to complete all requirements will necessitate a new application when such students next attempt to be graduated. Therefore, students who are short of the 120 total required for the Bachelor of Fine Arts degree or of the 108 total required for the Diploma of the College in May 2007 will not be able to graduate in May 2007. Students must complete all requirements and achieve the requisite number of credits for the degree in order to participate in the Commencement ceremonies.

Commencement exercises are held annually in May for the awarding of Bachelor of Fine Arts degrees and Diplomas. Although the Registrar’s office can provide students with a letter certifying completion of graduation requirements whenever this is the case throughout the year, Diploma’s and BFAs are only issued once per year, in the month of May.

Graduating students with an outstanding balance will not be allowed to participate in commencement ceremonies. Commencement will be held on May 23, 2008. All obligations to the college must be completed by Friday, May 11, 2008.

28. Commencement Honors

Students who graduate with a cumulative grade-point average of 3.8 or better are recognized at graduation with a gold honor cord. Students who graduate with a cumulative grade-point average between 3.5 and 3.79 are recognized at graduation with a blue honor cord.

29. Documenting Student Work

Montserrat reserves the right to document any artwork created by enrolled students for the purpose of recruitment, publications, grants, exhibitions, or any other event that impacts the advancement of the College.

III. Academic Services

1. Academic Advising

The Academic Advising program at Montserrat College of Art assists students in planning their course of studies and helps them to understand the Rules and Regulations which govern student’s academic progress at the College. The Academic Advising Program is directed by the Associate Dean of Academic Affairs.

At the beginning of each academic year, students are assigned faculty advisors. Sophomores, Juniors and Seniors are assigned faculty advisors from the intended area of concentration. Freshmen and first time students are assigned foundation faculty advisors. Questions about courses, scheduling, and other academic concerns should be directed to the faculty advisor. The advisors will also be able to refer students to other resource

personnel at the College to answer questions and concerns in other areas. The Associate Dean of Academic Affairs and departmental heads are available for further academic advising.

The faculty advisor is an important resource in a student's education at Montserrat College of Art. Students should meet with their advisors to take advantage of their knowledge and advice. Each semester, time is set aside for students to meet with their advisors during the pre-registration period.

Requests to change a faculty advisor assignment should be addressed to the Associate Dean of Academic Affairs. Every effort is made to match students with an advisor appropriate to that student's needs.

2. Paul Scott Library

<http://catalog.noblenet.org>

Hours: (subject to change)

Monday – Thursday 8:00am – 9:00pm

Friday 8:00am – 4:00pm

Saturday - Sunday 12:00 – 4:00pm

During school breaks: TBA

Staff/contact information:

Cheri Coe, Library Director 978-921-4242 x1208

Sally Seamans, Image Librarian 978-921-4242 x1210

Chelsea Sams, Library Coordinator 978-921-4242 x1202

Circulation Desk: 978-921-4242 x1203

Email: library@montserrat.edu

Information Services:

- ❖ Reference help in finding information for papers, personal interests, etc.
- ❖ Instruction on how to access and use library resources, catalog, Internet & databases
- ❖ Interlibrary loan: obtaining books and articles from other libraries

Resources:

- ❖ Unique collection of 12,000+ books, art exhibition catalogs, DVDs and videos
- ❖ 70 art, news and cultural magazines and journals
- ❖ 70,000+ slides and digital images
- ❖ Newspapers: Boston Globe, New York Times, Salem Evening News
- ❖ Mac computers with Internet access and more
- ❖ Online access to over 4,000 full-text journals and newspapers
- ❖ Access to millions of items through the North of Boston Library Consortium (NOBLE)

Borrowing Privileges

Your Montserrat ID card serves as a library card at the Paul Scott Library and other college libraries in NOBLE consortium. Students can request a public library card from the Beverly Public Library, which can be used at other public libraries in the consortium.

Loan Periods at the Paul Scott Library

- ❖ Books – 21 days, can be renewed once
- ❖ Videos – 7 days, can be renewed once
- ❖ Journals, reference and reserve materials do not circulate outside the library.

Patrons with overdue items cannot borrow items until the overdue items are returned or replaced.

Students may request a pin number at the circulation desk, which can be used to view their library account, renew books and place holds on books within the NOBLE system of 27 libraries.

Electronic databases offered by NOBLE and NMRLS are available from any computer with Internet access at www.montserrat.edu/academics/library.php. A Montserrat ID is required to access these from off campus.

Many of the materials in the Library are irreplaceable. When any of the library resources are stolen or abused it affects the entire Montserrat community. All students, faculty and staff are requested to report any breach of honorable use of library resources that they are aware of to the librarian immediately.

Student use of the Montserrat Image Library

The Image Library is primarily for faculty use only. On occasion, students are required to use the Image Library for presentations for various classes. The faculty member will bring students to the Image Library as a group for instruction on how to use the Image library and will sign up for future use. Only students who have signed up will be allowed to pull slides, any other students will be denied access. Students should pull slides only when there is an attendant on duty.

If a student is required to have slides made for a presentation, the student must bring the images to the Image Library at least three weeks in advance.

Students who wish to borrow a slide projector must first speak to the Image Librarian. There is a special projector for student use. Students may use the light tables, to view or mask personal slides, when the light tables are free and not being used by a faculty member

3. Writing Center

The Writing Center is open to all Montserrat students, from their first college essay to their senior seminar papers. It offers free feedback on any aspect of writing, including getting started, overcoming creative blocks and procrastination, finding information, organizing and developing ideas, using correct grammar, and revising. The Writing Center doesn't proofread papers, but can help students learn to find and fix their own errors.

The Writing Center can also help students develop skills for success in college; such as critical reading and effective note taking. The Writing Center has resource materials available on study skills, grammar, and writing research papers. Word processors and printers are available for student use.

Based on a writing assessment given in English Composition I classes, students may be expected to work with the Writing Center staff. Students accepted into the Diploma Program who would like to apply to the BFA Degree Program are encouraged to work regularly with the Writing Center and should schedule an initial meeting with the Writing Center Director. The Writing Center is also an important resource to students for whom English is a second language as well as students with learning differences.

The Writing Center is located on the 2nd floor of the Library in the Hardie Building. The Director of the Writing Center (ext.1245) or other staff is available for scheduled or drop-in meetings with all students.

4. Learning Differences

Montserrat College of Art provides assistance to learning disabled students on an individual basis. Students seeking classroom accommodations for learning differences should meet with the Associate Dean of Academic Affairs. Students who need special accommodations are expected to provide supporting documentation. Some of the accommodations possible include assistance with note taking and alternative test-taking, arranged in conjunction with instructors as well as assistive technology, such as scan-read software available in the Writing Center. In addition, students can receive assistance with writing and study skills in the Writing Center.

5. The Office of Internships and Career Services

This office provides guidance in two areas. First, The Required Junior Year Internship & Apprenticeship Program* - Internships and apprenticeships provide students with opportunities to experience the world of work and to integrate classroom learning with realities of the workplace. Students explore career options, gain practical experience, and make contacts with potential employers. Second, the office provides help with Career Services. Students are educated about key steps for success in visual arts careers and offered direction along the career path. Career counseling and workshops are available to students and alumni. The [JOBletter](#) is an online resource for both art-related and general employment opportunities. The Office of Internships and Career Services is located in the Hardie Building on the second floor of the Paul M. Scott Library.

IV Student Information

1. Student Files

The Registrar maintains a complete file of each student's academic progress at Montserrat College of Art, including the official transcript of credits earned and an updated Summary of Requirements form, showing progress towards degree or diploma requirements. Student records are confidential. Students have the right to examine the contents of their own record. Access to student files by other persons is governed by FERPA. At the conclusion of each semester, copies of the student's final semester grades are sent to the student.

2. Updating Personal Records

Students are required to notify the Registrar's office when there has been a change in their personal information, (i.e. address, phone number, emergency contact), using the form available outside the Registrar's office. The Registrar will notify the Business and Financial Aid office

3. Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA, 20 U.S.C. 1232g; 34 CFR part99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds from under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- ❖ School officials with legitimate educational interest;
- ❖ Other schools to which a student is transferring;

- ❖ Specified officials for audit or evaluation purposes;
- ❖ Appropriate parties in connection with financial aid to a student;
- ❖ Organizations conducting certain studies for or on behalf of the school;
- ❖ Accrediting organizations;
- ❖ To comply with a Judicial order or lawfully issued subpoena;
- ❖ Appropriate officials in cases of health and safety emergencies; and
- ❖ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Students have the right to decline disclosure of personally identifiable information including ID images, contained in their education records except to the extent that FERPA authorizes disclosures without consent.

Parents have the right to expect confidentiality of certain information about them in student records and, under certain conditions, to gain access to information in student educational records. For Purposes of FERPA, Montserrat College of Art requires parents to provide proof to the Office of the Registrar that a student is a dependent within the meaning of Section 152 of the Internal Revenue Code in order to qualify to inspect and review educational records without the student’s written consent. The College limits the information that may be released to parents of a non–dependent student to directory information unless the written consent of the student is obtained.

Records relating to an individual who is employed by Montserrat College of Art not as a result of his or her status as a student are also excluded. However, employment records relating to Montserrat College of Art students who are employed as a result of their status as students are considered educational records.

4. Education Records

Student education records are specifically defined as records, files, documents, and other materials that contain information directly related to a student and maintained by Montserrat College of Art or someone acting for Montserrat College of Art according to policy.

Excluded from student education records are records of instructional, supervisory, and administrative personnel and ancillary educational personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except for a substitute. Additionally, notes of a professor or staff member intended for his or her own use are not part of the educational record, nor are records of police services, application records of students not admitted to Montserrat College of Art, alumni records, or records of physicians, psychiatrists, psychologists, or other recognized professionals.

The College does not ordinarily notify parents or guardians of academic and social problems students may encounter. However, when behavior jeopardizes continuation at Montserrat or its residences, or if behavior indicates students may be harmful to

themselves or others, the College may deem it in the best interest of the student involved to notify, without consent, parents, guardians, or other appropriate persons. Depending upon the nature and seriousness of the behavior, such students may be suspended from the residence campus or College immediately, pending a hearing.

A student must formally request the Dean of Student Services to prevent disclosure of directory information, except to school officials with legitimate educational interests and certain others as specified in the regulations. Once filed, this request becomes a permanent part of the student's record until the student instructs Montserrat College of Art, in writing, to have the request removed.

5. Transcripts

Requests for transcripts must be received in writing. Transcript Request Forms are available at the Registrar's Office. There is a \$4 fee per transcript. Please allow 7 to 10 days for processing. Transcripts will not be released to any student whose financial obligations to the College have not yet been satisfied.

V. Business Office

1. Tuition

Tuition and fees, housing charges and insurance premiums are due in full prior to the start of each semester. Statements are typically issued at least thirty days prior to the start of the semester, and will announce the due date for payment in full. A complete listing of charges included on the student statement can be found on Montserrat's website at www.montserrat.edu.

In addition to tuition charges, financial aid recipients may also find a listing of "pending" financial aid on their statement. Types of financial aid may include grants, scholarships, federal and private loans as well as state grants. If a student has applied for financial aid, but some or all of it does not appear on the statement, they may not have completed the necessary paperwork, or their award(s) may have changed.

Payment of the total balance due may be deferred by eligible financial aid awards, or by securing approved financing through loan programs such as Federal Plus or Sallie Mae Signature loans. Once the college receives loan, scholarship or grant money it becomes a credit on the student's account. Students and families with questions concerning their financial aid package should contact the Financial Aid office.

Families are encouraged to take advantage of interest free monthly payment plans offered by Academic Management Systems (AMS). Payment plans range from 8, 9, 10, or 12 monthly payments depending on the month enrolled, and require a seventy dollar enrollment fee. Information on how to enroll in a monthly payment plan can be obtained by calling Karen Balter in Student Accounts at 978-921-4242 (x1172).

Montserrat College of Art also welcomes payments made in cash, MasterCard, Visa, American Express, money order, cashier's check, or personal check. In the event a

personal check is returned from the bank for any reason a \$25.00 returned check fee will be charged to the student's account. Additionally, should two personal checks from a student or their family be returned for insufficient funds, the college will no longer accept personal checks for the student's account.

Balances on accounts must be paid in full prior to the start of the semester. Students who do not pay in full or have approved financing in place will not be permitted to attend classes, pre-register, receive grades, official transcripts, nor have diplomas issued for graduation. The college also reserves the right to assess a \$75.00 late fee to any account not paid in full after the due date has passed. If a student's account becomes delinquent, a delinquency report may be filed with a credit bureau and students will be responsible for all past tuition and fees as well as collection costs, including penalties, interest, attorney's fees and court costs. These costs can add over 33-1/3% to the balance due.

2. Tuition Refund Policy

Montserrat's Tuition Refund Policy applies only to tuition charges for all enrolled BFA and Diploma students. After the first day of classes no other fees may be refunded. Please note there is a separate policy governing housing refunds; refer to the "Housing Refund Policy" for the appropriate schedule.

As a service to our students, Montserrat College of Art is now offering Tuition, Housing & Fees Medical Withdrawal Insurance to our students.

All students who withdraw from the college or take a leave of absence must complete a withdrawal form available in the Registrar's Office. The student is responsible for obtaining all of the required signatures listed on the form. Without obtaining this form and having it completed, students are not officially withdrawn or on a leave of absence from the College. This could prevent students from being eligible for a tuition refund available under Montserrat's refund policy.

Financial aid students who withdraw from the college or take a leave of absence may also have a pro-rated portion of their federal aid returned if they have not completed at least 60% of the semester. Please refer to the Title IV Refund Policy in the Financial Aid section of the student handbook for further details.

Tuition and Fees, and Refund Policy Information:

The tuition for full-time students applies to any student enrolling for 12 to 18 credits (four to six courses) for the semester. Students enrolling for nine or fewer credits (three or fewer courses) are considered part-time students and pay tuition based on the number of credits elected.

Tuition for each semester is due in full in the college business office before the beginning of each semester. Due dates are announced in student billing packages that are mailed in the summer for the first semester and in the fall for the second semester. A payment received after the due date is subject to a \$75 late fee.

Students may pay tuition monthly through Montserrat's arrangement with [Tuition Management Systems](#) (TMS). Payments begin in July, but students may enroll in the plan after that month.

Students who cannot meet payment deadlines because of delays in anticipated student loans or other student aid must make arrangements with the business office before tuition is due.

Cost of Attendance 2008 - 2009

tuition and fees 12 to 18 credits	new students	returning students	description
tuition*	\$22,470	\$22,470	\$11,235 / semester
General Fee**	\$600	\$600	\$300 / semester
Communications & Network Fee	\$150	\$150	All Students
Student Activities Fee	\$100	\$100	All Students
Orientation Fee	\$100		New Students Only
Graduation Fee		\$50	Graduating Seniors
Starter Kit*****	est. \$825		New Students
Health Insurance			
Domestic Students	\$1,089	\$1,089	Required by MA law unless otherwise insured
International	\$1,089	\$1,089	Required by MA law
Tuition Insurance			
Tuition Only (defined by carrier)	\$350	\$350	May be waived if paperwork

			complete by August 1
Tuition and Housing (defined by carrier)	\$440	\$440	May be waived if paperwork complete by August 1
<u>Housing</u>			
Housing, Double Room (as double)	\$6,000	\$6,000	\$3,000 per semester
Housing, Double Room (as single)	\$7,870	\$7,870	\$3,935 per semester
Housing, Single Room	\$7,835	\$7,835	\$3,917.50 per semester
Housing Damage Deposit (refundable)***	\$300	\$300	Refunded upon graduation or withdrawal from the college
Totals for the Year	est. \$32,055	est. \$31,130	Estimate based on: full tuition, fees, starter kit (Freshman only), double occupancy, health insurance, tuition & housing withdrawal insurance, housing damage deposit.

Additional Fees and Deposits

Application Fee	\$50		Application for Admission
Transcript Fee		\$4	Request for Transcript

Tuition Deposit†	\$250		Required of all newly admitted students
Housing Deposit†	\$275		Not refundable or transferable

*tuition per credit hour: \$936.25

**general fee per credit hour: \$25

*** Not to be confused with the \$275 non-refundable housing deposit for incoming freshman and transfers

**** if waived, \$ 40 consumable fee is required

†All tuition deposits for newly admitted students for fall semester, are non-refundable after May 1 and are deducted from the final bill. Housing deposits are always non-refundable.

More than 18 credit hours will be charged per credit hour and added to the full time charge

The college reserves the right to adjust costs and fees it deems necessary without prior notice.

Housing Fees

A housing deposit fee is required to secure placement in college housing, and a security deposit charge is assessed during the first semester of occupancy. The housing deposit is non-refundable. College housing fees are paid by semester and are included on the semester tuition bill. The housing fee covers the semester rental and all utilities.

Health Insurance

Massachusetts state law requires that all students enrolled for nine credits or more be covered by a medical insurance plan. For students who do not have medical insurance coverage, Montserrat provides a plan for basic health and accident coverage.

This health insurance fee is automatically added to the first semester's tuition bill. If covered by a comparable or better health insurance plan, the student may deduct the health insurance amount from the tuition bill and submit a completed health plan insurance waiver along with the initial tuition payment.

General Fee

The general fee supports student activities, student museum memberships, visiting artists, model fees, graduation fees, and other all-college events.

Occasionally, courses may require additional fees to cover special materials that students use in class. If special fees are to be assessed, they will be listed in the course syllabus.

Courses in graphic design, computer design, photography, printmaking, and sculpture might fall into this category.

Orientation Fee

All new incoming students are required to pay an orientation fee that helps support orientation activities.

Art Supply Starter Kit

As a service to all new students, Montserrat prepares a comprehensive package of recommended art materials and books. This art supply starter kit includes more than 100 items and provides most of the basic materials needed for the foundation year.

Because we purchase these supplies in quantity, we are able to provide these materials at approximately 20 percent less than retail.

Student Activities Fee

The student activities fee supports a wide range of activities and events, from coffee houses and free figure drawing workshops to holiday parties and the annual all-school picnic. The fee also helps to support the student lounge.

Tuition (Housing) & Fees Medical Withdrawal Insurance

As a service to our students, Montserrat College of Art is now offering Tuition, Housing & Fees Medical Withdrawal Insurance to our students. In the event of an approved medical withdrawal from the College, you will be reimbursed 75% of your tuition, housing (if you reside in College housing) and fees (excluding orientation fee, health insurance fee and starter kit fee). All enrolled students will receive a detailed brochure on this insurance. If you would like a brochure please contact the Bursar at 978 921 4242 x1172.

This medical withdrawal insurance fee is automatically added to the first semester's tuition bill. Students residing in College housing will be billed for Tuition, Housing & Fees Medical Withdrawal Insurance. If you choose not to carry the Medical Withdrawal Insurance you MUST complete a waiver and give it to the Bursar by August 1, 2008. We cannot reverse the insurance charges if waivers are received after August 1, 2008 and you will automatically be enrolled in the plan.

Tuition Refund Policy

If the Withdrawal Occurs During:	College Refunds:	Tuition Insurance (Dewars) Refunds:	Student Refund with Dewars Policy:
First Full Two Weeks:	80%	0%	80%
Third Full Week:	60%	15%	75%
Fourth Full Week:	40%	35%	75%
Fifth Full Week:	20%	55%	75%
Balance of Semester	0%	75%	75%

Note: Each week of classes is defined as beginning on a Monday regardless of whether classes are held or the college is open.

This refund policy applies to tuition only for all BFA and Diploma students who are enrolled at Montserrat College of Art. No fees are refunded after the first day of classes.

All students who withdraw from the college or take a leave of absence must complete a withdrawal form available in the registrar's office. The student is responsible for obtaining the required signatures listed on this form. See the student handbook for a detailed description of the college's refund policies for new and continuing students. Application, health insurance, orientation, and transcript fees are not refundable, nor are tuition deposits and housing fees received after May 1.

Housing Refund Policy

If the Withdrawal Occurs During:	College Refunds:	Tuition Insurance (Dewars) Refunds:	Student Refund with Dewars Policy:
First Full Two Weeks:	50%	25%	75%
Third Full Week:	25%	50%	75%
Fourth Full Week:	0%	75%	75%

VI. Financial Aid

The Financial Aid Office assists students in evaluating their eligibility for federal, state and institutional funds. The staff welcomes the opportunity to discuss financial aid with students and their families. Appointments are requested.

Students should read the Student Guide, which is available at the financial aid information center on the first floor of the Hardie Building. The Student Guide is distributed to students at Orientation and at Registration. Students are responsible for knowing and complying with the information contained in the Guide and must also maintain satisfactory progress as outlined below.

Satisfactory Academic Progress

Timing:

Financial Aid SAP evaluation will be accomplished by the Director of Financial Aid once per year, following spring term for most students but following fall term for those who began in the spring. Changes in aid status will be made to all continuing students at that time. Changes will reflect Institutional, Federal and State standards.

Financial Aid SAP mid-year evaluation will be accomplished after fall semester for those students beginning in the fall (and after spring for those beginning in the spring) but only

as guidance to students – awards will not be changed but warnings of changes that may be necessitated will be communicated.

Evaluation:

SAP (Satisfactory Academic Progress) is an administrative policy used to define standards of appropriate progress for all students. SAP includes both a qualitative standard and a quantitative standard (outlined in the Student Handbook). The Financial Aid Office uses this tool to define whether or not the College should support, diminish or halt the aid a student is receiving. The Financial Aid in question can be Federal, State, or Institutional support. Private loans or grants are not qualified by the College. If, after the Financial Aid SAP review, a student does not meet Institutional SAP standards, the student will be notified by the College about his/her Financial Aid package. The College reserves the right to have a more stringent set of guidelines for some or all of its internal grant awards than are required by Federal and State organizations. Full identification of the standards for SAP are detailed in the Student Handbook.

Standards for Financial Aid SAP evaluation for Talent and Presidential Awards are:

Students receiving Talent, Academic Achievement, or Transfer Scholarships, must maintain a cumulative GPA of 2.50. Those not receiving that minimum level of GPA after the first semester will be warned of the potential loss of support and/or requirements for continued support for the coming year.

Students receiving Presidential Awards must maintain a cumulative GPA of 3.0. Those not receiving that minimum level of GPA after the first semester will be warned of the potential loss of support and/or requirements for continued support for the coming year.

After one semester of Financial Aid Warning, students not maintaining the required Cumulative GPA (as defined above) will have a reduction of 50% of their Award as long as their Cumulative GPA is equal to or above 2.0. There will be no institutional award if their Cumulative GPA is below 2.0.

Students who are put on Academic Probation will not have their Grants diminished or removed if this is their first circumstance of poor academic performance. They will be notified that Academic Probation equates to a Financial Aid warning. The outcome of the semester of Academic Probation will determine their continued Financial Aid circumstance. If Financial Aid is diminished or withdrawn as a result of poor academic performance a student can re-qualify as soon as s/he meets the academic standards required.

Students who withdraw will have their Talent, Academic Achievement, Transfer, and Presidential Awards removed. Students who return after a withdrawal will be evaluated for new Talent, Academic Achievement, Transfer, and Presidential Award support using SAP as the standard for their previous work.

Students who are dismissed will have their Talent, Academic Achievement, Transfer, and Presidential Awards removed. If a student is allowed to return after being dismissed s/he will be evaluated for Talent, Academic Achievement, Transfer, and Presidential Awards support using SAP as the standard for their previous work.

Students will be allowed to appeal Financial Aid decisions if special circumstances can be documented.

Standards for MontGrant (need-based institutional grants) and/or Beverly High School Scholarship and/or SAFE Scholarship (other specialized internal grants) and/or Federal and State Financial Aid SAP evaluation:

Students receiving MontGrant, Beverly High School Scholarships, SAFE Scholarships or Federal and State Financial Aid must maintain a cumulative GPA of 2.00. Those not receiving that minimum level of GPA after the first semester will be warned of the potential loss of support and/or requirements for continued support for the coming year.

After one semester of Financial Aid Warning, students not maintaining the required Cumulative GPA (as defined above) may have a reduction of their MontGrant, Beverly High School Scholarship, SAFE Scholarship, Federal and State aid as long as their Cumulative GPA is equal to or above 1.5. If their Cumulative GPA is below 1.5, MontGrant, Beverly High School Scholarship, SAFE Scholarship, Federal and State aid will not be awarded.

Students who are put on Academic Probation will not have their MontGrant, Beverly High School Scholarship, SAFE Scholarship, Federal and State aid diminished or removed if this is their first circumstance of poor academic performance. They will be notified that Academic Probation equates to a Financial Aid warning. The outcome of the semester of Academic Probation will determine their continued Financial Aid circumstance. If Financial Aid is diminished or withdrawn as a result of poor academic performance a student can re-qualify for MontGrant, Beverly High School Scholarships, SAFE Scholarships and Federal and State aid as soon as s/he meets the academic standards required.

Students who withdraw will have their MontGrant, Beverly High School Scholarship, SAFE Scholarship and Federal and State aid removed (see the Student Handbook for full explanation of Title IV Requirements). Students who return after a withdrawal will be evaluated for Federal and State Financial Aid using SAP as the standard for their previous work.

Students who are dismissed will have their MontGrant, Beverly High School Scholarship, SAFE Scholarship and Federal and State aid removed (see the Student Handbook for full explanation of Title IV Requirements). If a student is allowed to return after being dismissed s/he will be evaluated for Federal and State Financial Aid using SAP as the standard for their previous work.

Students will be allowed to appeal Financial Aid decisions if special circumstances can be documented.

Necessary Credits for Financial Aid

Students must maintain at least 6 credits per semester to qualify for financial aid; however most awards are based upon full-time (12 credits or more). Failure to register and maintain enrollment in 6 credits or more each semester will result in a student's financial aid being revoked or reduced. Enrolling for less than 12 credits will mean a reduction in the aid awarded or the loss of certain awards entirely.

1. Types of Financial Aid Available

Federal Pell Grant
Federal Supplemental
Educational Opportunity Grant
Montserrat Grant
Federal Stafford Loan
Federal Work Study Program
State Scholarships
Massachusetts No-Interest Loan
MEEA Loan
Signature Loan

2. Terms and Conditions of Financial Aid

Eligibility for financial aid is determined annually. The Free Application for Federal Student Aid (FAFSA) and Renewal FAFSA can be completed on the web at <http://www.fafsa.ed.gov>. Our priority filing date is March 1st for the following academic year. While Montserrat makes every effort to maintain consistent funding levels for each student, the actual amount of aid awarded may vary from year to year depending on the student's financial circumstances, academic standing, and credit load, timeliness of aid applications and availability of funds.

The financial aid office may collect federal tax returns and/or other financial documentation to verify reported information. Awards may be adjusted if figures on the FAFSA differ from your actual financial records. Intentionally false statements or misrepresentation on any of the student's financial aid application materials may subject the filer to college disciplinary action, a fine or imprisonment or both, the latter two under provisions of the U.S. Criminal Code.

Failure to remain enrolled in 12 credits or more may result in losing your Talent Award, Montserrat Grant, State Scholarship as well as many other awards. Other awards such as Federal Pell Grants decrease when credit load decreases. It is therefore critical to discuss with the financial aid office any possible changes to your course load before you actually make the change to understand the financial implications.

All aid is pending on your bill until it is paid. Please deduct pending aid from charges to determine if you owe a balance or will be receiving a refund. Grant and loan assistance is applied to the college charges each semester as soon as it is available and once paid the aid appears as a credit on the semester's bill. .

Please inform the financial aid office in writing of any outside scholarships or loans you expect to receive. Adjustments to financial aid may be made, depending on the amounts and conditions of these outside awards.

To remain eligible for financial aid, the student must demonstrate satisfactory academic progress as outlined in this handbook.

Renewal requirements for all Talent and Academic Achievement Scholarship Awards are explained on the eligibility requirement letter Admissions sends students. Montserrat Grant recipients who are placed on academic probation at the end of the spring semester will have the following academic year's grant reduced by 50%. If the academic probation is lifted, the spring grant will be reinstated.

Awards offered are dependent upon actual enrollment status fulltime 12+ credits, three-quarter time 9-11 credits, half-time 6-8 credits and less than half time is 3-5 credits. Students who drop below full time status at any point in the semester may have their awards adjusted. Students should discuss any enrollment changes with the financial aid office prior to actually changing enrollment status to understand the implications of the change.

If a student withdraws from the college during the first 60% of the semester, financial aid will be adjusted based on Montserrat's Return to Title IV policy.

Any changes in name, address or in the students or parents employment or marital status should be reported in writing to the financial aid office as soon as possible. If your family's financial circumstances change after filing your financial aid application, you may submit a written request for a review and provide appropriate documentation of the change.

Awards may be revised without notice due to changes in funding levels, clerical error, computer error or administrative error.

All students receiving a federal STAFFORD LOAN or a MASS NO INTEREST LOAN for the first time are **REQUIRED** to complete an entrance interview. The entrance interview can be completed on-line at <http://mapping-your-future.org>.

3. Title IV Refund Policy

A pro-rated refund calculation will be applied to federal student aid recipients at Montserrat if they stop attending classes before 60% of the semester has passed. Title IV refunds will be calculated according to the number of days the student has attended classes divided by the number of days in the semester up to 60%. The College and the

student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid earned for the time period the student was enrolled.

For example, if the student stops attending classes on the 28th day of a 112 day semester, the student would have earned 25% of the aid they received ($28/112=0.25$). This means that 75% of your scheduled award is considered unearned and must be returned to the Title IV aid programs.

For students receiving Title IV federal student aid that stop attending during the College's refund period, refunds to the aid programs will be credited in the following order:

1. Federal Stafford (subsidized and unsubsidized)
2. PLUS Loans
3. PELL Grants
4. SEOG Grants

NOTE: No aid program will receive a refund if the student did not receive aid from that program.

Funds will be returned to the Title IV aid programs and not to recipients. If the College returns funds to the Title IV aid programs, it could result in the student owing charges that were originally paid at the time of disbursement. In such cases, the student will be required to pay their outstanding balance in full or make payment arrangements with the Bursar's office.

Occasionally, a student will be awarded excess funds to be used for living expenses. Students and/or parents (plus loans) may also be required to return funds released to them for personal expenses. The College is responsible for returning the lesser of:

1. Total unearned aid; or
2. The product of multiplying institutional charges by the percentage of aid unearned (the unearned percentage is the complement of the earned percentage).

The student must return the difference between the total unearned aid and the amount returned by the College. Any loan funds that a student must return must be repaid according to the terms of the promissory note. After allocating the unearned aid, any amount owed by the student to a grant program is reduced by 50%.

Additional information on the procedures and requirements of the return of Title IV funds may be obtained by contacting the Financial Aid Office.

Galleries

The Montserrat campus has three galleries and two alternative gallery spaces. Opening receptions, gallery walk-through and the Visiting Artist Program are a vital component of Montserrat life. Guest lectures and receptions create a sense of excitement as each exhibit takes place. Faculty often bring their students through the exhibitions to draw, write, and think or simply to consider the place of art in the life of the Montserrat community. All events and exhibits are free and open to students as well as the general public.

Montserrat Gallery: (1st floor, 23 Essex Street) offers museum quality exhibits that showcase artwork by professional artists of regional, national and international note. Carol S. Schlosberg Alumni Gallery: (1st floor, 23 Essex Street) showcases artwork by Montserrat faculty, alumni and visiting artists from across the country.

301 Gallery: (301 Cabot St.) offers a first-rate exhibition space for Montserrat students. Many departments host annual or bi-annual theme shows that include work from both upper and underclass men. Seniors from every department are offered the opportunity to exhibit their thesis projects in a group exhibit that takes place at the end of the semester they graduate.

2nd and 3rd floors of the Hardie Building serve as additional exhibition spaces for classroom projects initiated mainly by the Fine Arts departments.

The College is not responsible for the theft of or damage to student art works, including those works that are exhibited in various college gallery areas.

Gallery hours: During exhibitions, the Montserrat Gallery is open Monday through Friday from 11:00 am to 7:00 pm and Saturdays noon to 4:00 pm. Students are encouraged to attend opening receptions and to take advantage of the Visiting Artist program. All events and exhibits current, past and upcoming are posted on-line at www.montserrat.edu.

VIII. Student Services

Student Services aims to create an empowering environment where all students feel connected to the Montserrat community develop personal and interpersonal skills grow as artists, intellectuals and citizens. Additionally, Student Services serves as an advocate for students in institutional decision making. There are regular activities and events scheduled throughout the year including the Halloween and Global Holiday Parties, First Friday s in Boston, Staying Alive to Make Art, coffeehouses and movie nights. Students who are interested in planning a new event should contact the Coordinator of Student Activities. The College has various intramural sports programs, depending on what students are interested in playing. Floor hockey and basketball have been popular over the past few years. Interested students should talk with the Coordinator of Student Activities. Other recreational sports such as swimming and working out are possible at the local YMCA.

1. Student Lounge

The Student Lounge is on the third floor of the Hardie Building. The lounge can be used for relaxing, reading, studying, eating lunch, attending coffeehouses, movies, and Meals on the Cheap. Student gallery space is available. Sign up with the Coordinator of Student Activities. Access to a refrigerator and microwave is available when the lounge is open.

2. Peer Leaders

The Peer Leaders are students who volunteer to help new students learn about and adjust to life at Montserrat. All new students are assigned to a Peer Leader. The Peer Leaders are an informed network of students who can give advice on topics ranging from how to survive as an art student, how to manage time and stress, and where to get the best pizza in town. They are an excellent source of support during the first year of college.

3. Student Voice

The Student Voice is Montserrat's student government. It consists of volunteer representatives from each class and an elected executive council. The purpose of the Student Voice is to provide a student voice in College matters, to initiate programs for the benefit of all students, and to bring students' concerns to the attention of the administration. The Student Voice sends a representative to the regularly scheduled faculty meetings and to Student Services staff meetings to give a report and bring matters of student concern to the attention of the faculty. Students interested in joining Student Voice should see the Assistant Dean of Student Services.

4. Counseling

At Montserrat, counseling services are provided with a focus on prevention and wellness. Janet Dauray, PhD. is a licensed psychologist available to students on campus four days a week, or by phone Monday through Friday. Her private voice-mail number is (978) 921-4242 ext. 1200.

Students can call for an evaluation to explore concerns and discuss appropriate options. The options include being seen on campus or referral to community resources. Students' personal concerns range widely from major depression, anxiety or eating disorders to everyday problems and difficulties. All topics are welcome. The goal is to help students develop to their full emotional, intellectual and creative potential. Communications with Dr. Janet Dauray are confidential.

5. New group/club formation

Students who feel that they have something to offer the Montserrat community are encouraged to consider forming a club or organization. If there is interest, a student or group of students may pursue the process as follows:

Submit a written proposal to the Coordinator of Student Activities
Ask a faculty or staff member to serve as an advisor
Sign the new group/club contract

IX General Information

1. Bulletin boards

Students should check bulletin boards regularly for communications from the school as well as information about exhibitions, events, social activities, student organizations, student government, off-campus housing, job listings and more. Students interested in posting or distributing a flyer must have it approved by the Activities or the Student Life office. Flyers that are not approved will be removed.

2. Cancellation of classes due to weather

New England weather sometimes necessitates the cancellation or delay of classes at the College. A “snow” telephone number can be called to find out if classes are cancelled or delayed. The “SCHOOL CANCELLATION LINE“ is: (978) 921-4242 press 4. The following radio stations will announce cancellation or delay of classes: WBZ (1030 am), WRKO (680 am), WHDH (850 AM), and television stations WBZ-TV Channel 4, WCVB Channel 5, and WHDH Channel 7.

3. First Aid

First aid kits are available throughout the school. Relevant safety information is included in the Safety Manual. In case of a medical emergency, students should call 911 and then notify College personnel immediately. All RA’s and many of the College staff are trained in first aid and CPR.

4. Grievances

Students who have grievances or problems which they feel should be resolved should consult with an appropriate faculty member or administrator. The Dean of Student Services can direct students to the most appropriate source to deal with a specific concern. Students may make an appointment to consult directly with the President of the College, if necessary.

5. Identification Cards

In the first two weeks of the semester, identification cards are issued and/or updated. All students are required to obtain identification cards and carry them while on College premises. ID cards are the property of the College, and must be presented to College personnel upon request. There is a \$15.00 fee for replacement of lost cards. Please contact the Assistant Dean of Student Services for a new card. Montserrat College of Art Identification cards are intended for on campus use, for entrance to the library, and admission to cultural institutions, including the Museum of Fine Arts, Boston and the Peabody Essex Museum, Salem. These cards are not transferable; lending an ID or falsifying information on an ID are considered serious infractions and will be handled by the Judicial Board.

6. Lockers

Lockers are available on a shared, first come first served basis during the school year, with two students per locker. Students provide their own locks. Students interested in using one of the shared lockers should contact the Assistant Dean of Student Services.

Students must remove the contents of their lockers by the end of the school year. Lockers are cleaned out each summer, and the College cannot be responsible for items that are left beyond the end of May.

7. Notice of nondiscrimination

Montserrat College of Art does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, or disabilities in the admission to, access to, treatment in or employment in its programs and activities. The Dean of Student Services has been designated to handle inquiries regarding the College's Nondiscrimination Policies. Inquiries concerning the application of nondiscrimination policies may also be referred to:

Regional Director
Office of Civil Rights, U.S. Department of Education
J. W. McCormack Building
Room 222, Boston, MA 02109-5447.

8. Open House

Open House at Montserrat College of Art recognizes and honors the accomplishments of student artists and scholars and seeks to share the College's creative spirit. This annual event, held in mid-April, includes the enjoyment of visual and literary art forms, and social activities involving the entire College community, the public, alumni, parents, friends and future students of Montserrat College of Art. Open House is a collaborative effort involving faculty, administration and students at the College. All students are represented in this exhibit, and should put aside their best work over the course of the year in anticipation of this event.

9. Personal Property

Montserrat College of Art is not in any way liable for the loss, theft of, or damage to any personal property belonging to residents. Students may wish to carry their own personal property insurance or make certain they are covered by their family insurance, particularly with respect to unsecured valuables. Students are encouraged to bring some means of securing their valuables in residence halls, such as trunks that can be locked. Montserrat assumes no responsibility for security of vehicles or their contents.

10. Parking

1. Parking around Montserrat's academic buildings (Hardie and 301 Cabot) is reserved for Montserrat Faculty and Staff. (Students are not allowed to park in those lots between 8 am and 6:30 pm, without special permission). Cars will be towed at owner's expense.
2. Downtown Beverly – On-street and municipal parking is available. Some parking is subject to time restrictions and/or parking meters. A map indicating some of the available parking in downtown Beverly is available on the Campus Residential Map available on the Montserrat website. Copies are also available in the Student Lounge. Parking in fire lanes is strictly prohibited; cars parked in fire lanes are subject to ticketing and/or towing at owner's expense.

3. Students are expected to obey local parking regulations and obey parking signs posted by M.C.A., by the city of Beverly, and by local businesses, organizations and property owners.

4. Students should not park in the Beverly Public Library lot, the Oceanview lot or in the Veterinarian's parking lot near the rear entrance to 301 Cabot.

5. There is limited student parking available at some, but not all, campus residences. Students should consult with their RA's to find out about parking spaces for their buildings. Residents of those buildings who have cars need special resident parking stickers. Violators will be towed at their own expense.

11. Public Transportation

Public transportation from Boston is available by train from downtown Beverly. Bus service is available from Salem, through downtown Beverly. Train schedules and fare information are available in the Student Lounge or at the Front Desk.

12. Restricted Areas

While Montserrat strives to maintain an open campus atmosphere, some designated areas are off limits to students when not attended by authorized personnel (staff): all College offices; staff/faculty room, Slide Library, supply areas. Violation is subject to disciplinary action.

After hours building access varies for each building. Hours are clearly posted to notify students of availability of specific buildings. Students are expected to have their Montserrat IDs with them on campus and will not be allowed after hours access without their IDs.

13. Smoking

Smoking is not permitted in any of the College academic and residential buildings. Members of the Montserrat community who choose to smoke are asked to do so outdoors.

14. Student Health Insurance

All full-time and three-quarter time matriculated Montserrat students are required to have health insurance. State law requires the College to bill all students for health insurance who enroll for at least nine credits. Participation in the Student Accident and Sickness Insurance Plan is required by Massachusetts Law, except when a response card showing proof of comparable coverage has been submitted annually by the response deadline. International students covered by insurance carriers outside the United States and/or covered by a foreign national health service program are considered NOT to have comparable coverage. By federal mandate all students must fill out a response card with a checkmark in the yes or no box and return it by August 1, 2008 for those entering in August 2008 and December 15, 2008 for those entering in January 2008. Students are responsible for knowing the College's health insurance policies if they elect to enroll, and to use those policies when accessing health care under our insurance. The College's health plan is offered by the Chickering Group, administered by Chickering Claims Administrators, Incorporated and underwritten by Aetna US Healthcare. A master copy

of the policy is located in the Paul Scott Library in the Hardie Building and more information is available at www.chickering.com. For questions about Qualifying Student Health Insurance check out <http://www.state.ma.us/dhcfp> or call 1-800-888-2250. Students who are covered by a family member's policy need to bring with them the name of the provider, account number

15. Student Mailboxes

Student mailboxes are located on the third floor of the Hardie Building. All students are assigned a mailbox the day after Registration Day. Students should check their mailboxes every day for notices.

16. Supplies and Books

Art supplies and class textbooks for courses are available through van trips to local stores.

17. Telephones

A campus phone is provided near the student mailboxes in the Hardie Building so that students can call instructors or other campus offices. A list of voice mail numbers is posted nearby. A public telephone is located on the third floor of the Hardie Building. Public telephones are located in 301 Cabot Street building, and 292 Cabot next to the middle side entrance. Students are not permitted to use the College's business telephones without specific permission.

A TTY number is available at the front desk for calls to and from deaf persons. The number is (978)-232-6465.

18. Vending Machines

Vending machines are available on the 2nd floor of the Hardie building. Students who lose money in a vending machine should notify the front desk. It is unsafe to attempt to shake, rock or move a vending machine.

19. Voter Registration

Massachusetts Voter Registration forms as well as National Voter registration forms are available in the Student Life Office and at www.state.ma.us/sec/ele/elestu/stuidx.htm. Students whose permanent address is not in Massachusetts need to register to vote in their home states by using the National Voter Registration forms or by contacting the town/city hall of their permanent residence.

X. Rules and Regulations

All students and their guests must abide by the Rules and Regulations as outlined in the Student Handbook and in the Housing Handbook,

1. Student Rights

- ❖ Freedom of Association: Montserrat sponsors a number of organized associations and activities. Students are free to join the association of their choice on and off campus.
- ❖ Freedom of Petition: When students feel there is some matter of serious concern to the College community which does not promise solution within normal procedures, they may present the matter through the Student Voice.
- ❖ Freedom of Speech: Montserrat respects students' rights to explore and to discuss questions which interest them and to express opinions publicly and privately.
- ❖ Freedom of Assembly: It is the policy of Montserrat to protect the right of each member of the academic community to voluntary assembly.
- ❖ Freedom of Protest: Students have the right to protest, if protests are peaceful and non disruptive. However, Montserrat cannot allow disruptive or disorderly conduct on its premises to interrupt its proper operation. Students who engage in disruptive or disorderly conduct are subject to disciplinary action.

2. Student Handbook Top Ten

1. Treat others with respect. Montserrat does not tolerate harassment or intimidation of any kind.
2. Respect the property of others (roommates, neighbors, and landlords). You are responsible for any damage. If you make art in your apartment, use a drop cloth.
3. Respect the intellectual property of others- in the classroom, in the studio and on line.
4. Be considerate of your roommate's right to space in the room and time for study and sleep.
5. Lock your doors; don't prop entry doors open; don't give your key to anyone.
6. Be careful walking late at night; walk in pairs or groups.
7. Protect yourself and others from fire-in the kitchen, in the studio, in the classroom.
8. No alcohol or drugs on campus
9. Use common sense, clear communication and caution in personal relations.
10. Ask for help when you need it. EMERGENCY? DIAL 911.

3. Student Conduct Code

Montserrat College of Art is a community that thrives on the diversity of its members, including students, faculty, and staff. As a learning community, it is essential that all members of the community understand and respect the rights of others and conduct themselves in a manner which acknowledges respect for others.

Montserrat College of Art will not tolerate any racial, religious, sexual, or ethnic slurs or malicious actions which are demeaning to any individual or group. Any such action will be viewed as conduct unbecoming a member of the College community, and will lead to disciplinary action.

While effort has been made to clarify standards of behavior considered necessary within the Montserrat community, the conduct codes cannot cover every form of unacceptable behavior. Students are expected to conduct themselves in a manner that respects both the personal and property rights of others. Students are responsible both personally and financially for their individual conduct and for the conduct of any and all guests.

Students are expected to be honest and straightforward in their dealings with Montserrat College of Art and the members of the campus community. Lying to a College official or to the Judicial Board about a disciplinary matter is in itself a violation of the Student Conduct Code.

Signing someone else's name to a document is considered a serious violation of the Student Conduct Code. Similarly, lending or borrowing another student's ID or in any way being dishonest about one's identity is considered a serious violation of the Student Conduct Code.

Failure to observe College regulations and applicable local, state or federal laws may result in disciplinary action such as disciplinary probation or discontinuation from enrollment, without a refund of tuition.

4. Judicial System Procedure

- 1) The College Judicial Board consists of students, faculty, and/or staff. The Board hears allegations of violations of College policies. The Board convenes when notified by the Assistant Dean of Student Services that a hearing has been scheduled. Hearings are recorded to insure an accurate record of the proceedings, should there be an appeal.
- 2) The Assistant Dean of Student Services convenes the Judicial Board and notifies all parties involved in the case of the time and place of the Judicial Board Meeting.
- 3) Normally, three to five Board members are present for the hearing of all cases.
- 4) The case is presented by the Assistant Dean of Student Services and confidentiality of proceedings is explained.
- 5) Evidence is presented and witnesses to the event are heard by the Board. A student who is answering charges will have the opportunity to respond to accusations, respond to statements made by witnesses, and to examine evidence.
- 6) A student who is answering charges may bring along a member of the campus community (student, staff, or faculty to act as an advisor at the hearing), but this person will act in an advisory role only and may not make any statement or presentation to the Judicial Board.
- 7) Findings are based on clear and convincing evidence that the infraction has taken place.
- 8) After hearing the case, the Judicial Board excuses everyone while it considers evidence presented. Students answering charges will be notified of the Judicial Board's decision within 48 hours of the hearing.
- 9) The sanctions for students found to have committed violations of school policy are decided by the Board. In determining sanctions, the Board will consider

precedents, the nature and seriousness of the infraction, and whether or not the student has committed prior infractions.

10) A confidential record of any disciplinary action is kept by the Assistant Dean of Student Services. Records of prior infractions may be revealed to the Judicial Board AFTER a finding has been made, but BEFORE final determination of the sanction.

Sanctions available to the Judicial Board

- ❖ Judicial Board Warning: reserved for minor violations. At most, a student will receive only 1 warning; all subsequent violations result in penalties.
- ❖ Fines: (ranging from \$25-\$300)
- ❖ Campus Service: (2 to 25 hours)
- ❖ Disciplinary Probation: Disciplinary Probation results from cases of unacceptable student behavior as defined by College policies and/or by federal, state and/or local law. Disciplinary Probation is a serious sanction; further violations while on probation may lead to discontinuation from enrollment directly. Disciplinary Probation is noted on the student's permanent disciplinary record. Students may be placed on Disciplinary Probation from 1 semester to the remainder of their enrollment at the College.
- ❖ Restitution of Damages: Students may be required to make restitution of damages to other students, to Montserrat College, or to any other parties harmed by their actions.
- ❖ Removal from Housing: This is a serious measure taken when there is clear and convincing evidence that the student's behavior creates a serious threat to that student or to others. When students are dismissed from the College, they are automatically dismissed from Housing as well. In less serious instances, the penalty can be applied during shorter periods than a whole term (example: student not housed during summer or week long school breaks). A student may apply to return to housing after dismissal after one or two terms away. (See also Removal from Housing.)
- ❖ Disciplinary Dismissal from the College: Dismissal of a student from the College is a serious measure taken when there is clear and convincing evidence that the student's behavior creates a serious threat to that student or others, there is a pattern of infractions or behavior in violation of College Policy, and/or Academic Dishonesty. A student may apply to return from Disciplinary Dismissal after the stipulated number of terms away.
- ❖ Expulsion from the College: Expulsion from the College constitutes the most serious sanction given by the College. Expulsion from the College is permanent. Should a student be sanctioned with expulsion, he or she will not be allowed to return Montserrat College.
- ❖ The Judicial Board can also recommend/require participation in educational programming relating to the violation.

Parents and family members are welcome to wait outside the hearing room. Students may not bring legal counsel to the hearing unless there is a court case pending based on the same incident. In such cases, the lawyer's purpose is to advise the student against self-incrimination, but the lawyer does not address the Judicial Board.

Less serious violations of College policy may be handled by the Assistant Dean of Student Services who will meet with the students involved and then make a determination and issue the appropriate sanctions. In instances where the students want to appeal the decision of the Assistant Dean of Student Services, the matter will go before the Judicial Board.

NOTE: A student who is answering charges is required to attend the Judicial Board hearing. Failure to attend may result in a fine and/or further disciplinary sanctions. The Judicial Board may choose to make a determination without the presence of the student answering charges.

When the College believes, on the basis of available information that the student's continued presence on campus or in campus housing endangers him or herself or others, the Dean of Student Services may suspend the student, without prejudice, immediately from the College and/or College residences pending determination by the Judicial Board.

5. Appeal Procedures

At the time a student is informed of a sanction or finding of the Judicial Board, the Assistant Dean of Student Services will also inform the student that he or she has a right to appeal (on the basis that the process was flawed or that there is new evidence); and that the request for an appeal must be submitted to the Assistant Dean of Student Services in writing within 48 hours of the decision.

If no appeal is filed, the sanction will be implemented in 48 hours. The Judicial Board may be notified if a student is filing an appeal. If the student initiates an appeal within 48 hours, implementing sanctions is suspended until the appeal is heard. If the finding is upheld, the sanctions are implemented within 48 hours. If the student's continued presence on campus or in campus housing endangers him or herself or others, the Dean of Student Services may suspend the student, without prejudice, immediately from the College and/or College residences pending the outcome of the appeal.

In order to appeal, the student must submit a letter of appeal to the Assistant Dean of Student Services and the Dean of Student Services. If the basis of the appeal is additional evidence, the nature of that evidence must be described in writing by the appealing party, and produced for the hearing. If the basis of the appeal is procedural flaw, the appealing party presents a written statement explaining the nature of that flaw.

The Dean of Student Services will determine if there are sufficient grounds for the appeal to proceed. The Dean of Student Services will review the letter of appeal and may interview or require written statements by any and/or all involved in the situation.

Possible outcomes include:

- ❖ Finding or findings of the Judicial Board and its sanctions are upheld
- ❖ Finding of the Judicial Board is upheld, but a sanction is modified (in case where precedence is an issue). Note: the appeal process can result in a sanction that is more or less serious than that imposed by the Judicial Board.
- ❖ The finding of the Judicial Board is overruled and its sanctions are overruled.
- ❖ The Judicial Board will hear the case again with new evidence. This would be a new (ie. different) board from the original hearing.
- ❖ The results of the appeal to the Dean of Student Services will be final. Only one appeal is allowed for any charge.
- ❖ Exception: If the Dean of Student Services or designee considers a student to be an immediate and significant threat to the safety, health or welfare of others, the Dean or designee can implement an emergency removal from housing or suspension from school, without prejudice to the judicial hearing and/or appeal of the student.

6. Alcohol and Drug Policy

In compliance with the Federal Drug-Free Schools Act, Montserrat College of Art maintains a drug-free campus. This applies to controlled substances, illicit possession and/or abuse of prescription drugs, and the abuse and/or unlawful use of alcohol.

In order to foster the College's role as an educational institution and to protect members of its campus community, Montserrat College of Art restricts the use of alcohol. Montserrat students are not allowed to possess or use drugs or alcohol on campus. No drugs or alcohol are allowed on the premises of College Housing. This applies to all students, Housing residents, and their guests, including those over 21 years of age. RA's will write up incident reports for violations of alcohol and drug policy that occur in the campus residences and will confiscate any alcohol or drugs.

Students are expected to conform to all state and local laws including those pertaining to possession and use of alcohol and drugs. Any violation of state and local drug and alcohol regulations which takes place on campus or in the vicinity of the campus will also be considered a violation of Montserrat's drug and alcohol policy and will be addressed by the Judicial Board.

In order to distribute alcohol at College-sanctioned events, the organization or department hosting the event must fill out the appropriate forms and obtain permission from the Dean of Student Services and must ensure that persons under 21 are not served alcohol. Food and non-alcoholic beverages must be made available. In addition, student workers cannot serve, set out, or clean up alcohol at College events. Students cannot consume or be served alcohol while working at a College event. Student workers cannot consume or take away alcohol left over from a campus event.

Violations of this policy will be subject to disciplinary action in addition to legal actions. Providing and serving alcohol in a context which encourages excessive consumption,

such as drinking games, is considered very serious. Montserrat holds students responsible for what happens in their residences and for the behavior of their guests. Students are responsible for the activities in their residences of other students and non-student guests. If alcohol is consumed in a College residence, the College considers the resident to be "hosting" and will sanction accordingly. The College is willing to exempt students from responsibility for violations of campus rules only when they have no knowledge of the infraction; or when they have clearly taken steps to separate themselves from the infractions of roommates and guests. Possession of empty containers is taken as evidence of possession of alcohol unless the student presents valid and verifiable evidence to the contrary. Possession of a large number of empty containers (or keg) is also taken as evidence of a serving violation. Providing alcohol to persons under 21 is a violation of state law and will be grounds for Judicial Board action whether it takes place on campus or off.

Note: Failure to seek medical assistance for a fellow student who has passed out from alcohol or drugs is extremely serious and can result in very severe disciplinary action.

State Law & Alcohol Use

The Commonwealth of Massachusetts regulates possession, sale and use of alcohol. Persons under the age of twenty-one (21) are prohibited from the possession and/or use of alcohol; providing alcohol to persons under twenty-one is prohibited. Violation is subject to severe sanctions including arrest and criminal prosecution. Driving under the influence of alcohol or with open containers of alcohol is illegal for all persons and is similarly subject to arrest and criminal prosecution.

A person in possession of an open container of an alcoholic beverage on public property may be arrested. A person under twenty-one who is in possession of an alcoholic beverage may be arrested and fined. (MGL34 C). A person under twenty-one who operates a motor vehicle containing any alcoholic beverage may be arrested fined and have their driver's license suspended for three months. (MGL34 C).

A person operating a motor vehicle under the influence of alcohol or any other drug, first offense, may be imprisoned for two years, fined one-thousand dollars and have their driver's license suspended. Punishments greatly increased for any offense after this. (MGL34 C). Persons using false identification, identification of another, or altered it or falsely obtained ID cards may be arrested, imprisoned for three months and fined. (MGL34 C).

The City of Beverly Police Department practices zero tolerance for underage drinking. Order 94-2 issued by Beverly Police states that when an officer comes in contact with underage persons using or in possession of alcohol, he or she can arrest or issue a summons to the underage person, as well as notify the parents or guardians and confiscate all alcoholic beverages. If the person is over 17, the officer proceeds according to the normal adult procedures. The City of Beverly follows all state laws for alcohol use.

Violations of the above laws and/or the alcohol policy on College premises or at College-sanctioned events will be subject to disciplinary action up to and including dismissal from the College in addition to legal actions.

Social Host Law

Massachusetts has a social host law, Chapter 138: Section 34, which imposes potential liability on social hosts as a result of their serving alcohol to obviously intoxicated persons or minors. Students who provide alcohol to minors, including students living in off campus residences, will be subject to disciplinary action by the College in addition to possible charges by the state.

State Law & Drug Use

Federal, state and local laws prohibit the manufacture, distribution, possession and/or use of controlled substances (illegal drugs) and the illicit use of prescription drugs.

Possession of drug paraphernalia is illegal in Massachusetts and is considered an infraction of college policies as well.

Violation of these laws is a criminal offense subject to arrest and criminal prosecution in state and/or federal courts. Violation of these laws on College premises (both academic buildings and student residences) and/or at College-sponsored events is considered grounds for disciplinary action up to and including dismissal from the College in addition to sanctions specified by federal, state and local law. Such sanctions are severe, including fines and imprisonment.

Sanctions for violation of alcohol and drug policy

The sanction for a specific violation of the alcohol and drug policy will reflect the seriousness of the infraction. The sanctions can include fines, campus service, and in extremely serious cases, removal from housing (if applicable) and/or separation from the College. The Judicial Board may also require participation at a Drug and Alcohol Education Program.

Students suspected of violating the College drug policy may be suspended pending determination. Students found by the Judicial Board to be in violation of the College drug policy are subject to judicial sanctions. Sanctions range from fines and campus service, and removal from College Housing and/or the College when applicable. Students who have violated the College drug policy may also be subject to criminal prosecution under applicable state and federal laws.

Note: Montserrat reserves the right to notify parents or guardians of students who have serious and/or repeated violations of our alcohol and drug regulations, especially when those violations could endanger self or others.

Health and Safety Contact Information

Local:

North Shore Rape Crisis
156 Cabot St.
Beverly, MA
1-800-922-8772

HealthQuarters
19 Broadway
Beverly, MA
978-922-4490

GBMHP (Gay & Bi Men's Health Program)
156 Cabot St.
Beverly, MA
978-927-4506

Counseling Psychologist at Montserrat
Janet Dauray
1-978-921-4242 ext. 1200

HAWC (Help for Abused Women and their Children)
27 Congress St.
Salem, MA
(978)744-6841
www.helpabusedwomen.org

Project Rap
Counseling with an emphasis on drug and alcohol abuse
202 Rantoul St.
Beverly, MA
(978)922-0000.

Alcoholics Anonymous
www.alcoholics-anonymous.org
www.aamass.org
Montserrat College of Art Contact: Thorpe Feidt ext. 1259.

Regional and National:

Mass Alcohol and Drug Hotline
1-617-445-1599

Mass substance abuse Information and Education helpline
1800-327-5050
tty1-617-536-5872

Narcotics Anonymous
1-866-624-3578

Alanon Hotline
1-800-498-1844

National Cocaine Hotline
1-800-COCAINE (262-2463)

AIDS Action
1-800-235-2331

Lawyer Referral Service
Massachusetts Bar Association
1-800-392-6164

The Center for Addictive Behavior
1-800-323-2224.

7. Hazing

Organizing or participating in any form of initiation or membership requirement that involves hazing is unacceptable conduct. An individual who organizes or participates in hazing will be subject to severe disciplinary action up to and including dismissal from the College. Massachusetts law makes hazing a very serious criminal offense. The text of the law is as follows.

MASSACHUSETTS GENERAL LAW, CHAPTER 269

269.17 Hazing Prohibited; Definition; Penalties

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section, and the 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 any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health 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.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269.18 Failure to Report Hazing; Penalty

Whoever knows that 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 reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269.19 Notification by Schools of Hazing Law; Report by Schools; Disciplinary Policy

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or is permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student team or student organization, a copy of this section and section 17 and 18; provided, however, that an institution's compliance with this sections requirements that an institution issue copies of this section and section 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and section 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and section 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary and each public or private institution of post-secondary education shall file, at least annually, a report with the Higher Education Coordinating Committee and in the case of secondary institutions, The Board of Education, certifying that such institution has complied with its responsibilities to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution had adopted a disciplinary policy with regard to such organizers and participants of hazing, that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Regents and in the case of secondary institutions, 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 a report.

8. Fire Safety

Throughout the year, Montserrat College of Art conducts unannounced fire drills in compliance with state and local ordinances. Fire drills are an important part of planning for the safety of all members of the Montserrat community. During a fire drill, all persons must leave the building via one of the marked fire exits; there are no exceptions to this requirement. No one should re-enter the building until told to do so by personnel conducting the fire drill. False fire alarms are a criminal offense and are subject to arrest, fines and College judicial action.

Behavior which subjects campus residents to danger from fire is considered extremely serious and will be grounds for Judicial Board action, up to and including dismissal from College Housing or dismissal from the College. This includes disconnecting or disabling the smoke or fire alarms in campus buildings, as well as disregard or negligence of fire safety in cooking, smoking, or creating art. Residents are required to practice prudent and sensible fire-safety measures. R.As conduct monthly inspections to monitor compliance with safety requirements. Students should practice basic fire-safety while cooking. Do not leave the kitchen unattended when the stove is on and keep the stove clean, free of grease and other combustibles.

Halogen lamps, Holiday lights/trees, candles and incense are not allowed in Housing because of their potential fire hazard. Students are not to hang tapestries, or other appendages from the ceiling or blocking a walkway, nor should they hang items from sprinkler heads. This can create interference with the sprinkler system. Students should avoid overloading of electrical outlets, limit clutter and combustibles in their apartments. Violations of this policy will result in an automatic \$50 fine issued by the Housing Office,

No flammable liquids or gases should be stored anywhere within the residence halls. No grills, gas or charcoal, or associated items such as lighter fluid are allowed in the residence halls. Grills are not to be used in the residence halls or on any of its decks or porches. Open flame devices such as candles or kerosene lamps are prohibited, as is the burning of incense on College property. Under no circumstances may a student light a fire of any kind in or near College Housing. It is a fire hazard to use a closet as sleeping or studio space. Fire doors (in hallways, stairwells, etc.) may not be blocked open at any time or used as entry/exit doors by residents. Hall lights must remain on at all times. Excessive littering is considered a fire hazard and will be treated accordingly. Hallways must be kept clean and clear. Student should know location of fire extinguishers, alarms and exits.

*If you discover a fire, sound alarm and call 911

*If you're inside, use fire exits, crawl beneath smoke; don't open door if warm. If you can't leave the room, open windows, yell for help, and hang something out the window. Don't jump.

Note: Any student who smells a strong odor of oil or gas in a campus residence should contact their RA, the Facilities Manager, or the Director of Residential Life and Programming immediately.

9. Academic Dishonesty

Students at Montserrat are expected to produce their studio and written work in accordance with the principles of honesty and integrity. Academic dishonesty includes:

Cheating

Plagiarism: passing off another person's images or words as one's own original work or copying or using another's work without crediting the original source or creator.

Theft or defacement of the work of others

Accepting or giving help on projects or papers expected to be completed independently

If a faculty member suspects that a student has cheated or has committed an act of plagiarism the faculty should notify the Assistant Dean of Student Services, who will notify the student of the suspicion and that the alleged offense has been reported to the Judicial Board for further action. When the Judicial Board meets to consider cases involving questions of academic honesty, the Dean of Faculty and Academic Affairs is invited to be present (*ex officio*). A grade for the work in question and for the course shall be held until an outcome for the alleged offense is determined by the Judicial Board.

The Board can find that the student did or did not commit plagiarism and that the student did or did not act with intent to deceive. Sanctions for academic dishonesty range from College warning to discontinuation of enrollment. Prior violations will be taken into account in assigning sanctions. In addition, the faculty member can issue a failing grade for the course. The student has the right to an appeal.

Plagiarism in studio classes

In studio classes, the issue of what constitutes plagiarism may appear complicated, particularly with the widespread use by contemporary artists of found images which may be adapted or manipulated electronically. Nonetheless, students are responsible for determining that their use of found images is done with appropriate regard for intellectual property and with the teacher's approval. In cases of doubt, it is the student's responsibility to check with the instructor on the use of such material. In general, students must acknowledge or identify the original source if they "borrow" an idea or image from another artist or photographer. Instructors, on an individual basis, will establish guidelines for what constitutes appropriate and inappropriate "borrowing" for their courses. In some instances, no "borrowing" of any sort will be permitted; whereas, in others, "borrowing" may be required. Instructors generally clarify in their syllabi the specific applications of the academic dishonesty definition with the context of their own courses, but students are responsible for asking about this if the policy is not stated or is not clear.

Plagiarism in liberal arts & art history classes

Plagiarism is presenting another person's work as one's own work; this includes not only entire papers, but also uncredited words, phrases, information, and ideas. When using another person's words, students must use quotation marks to indicate which words are from the source material. When using another person's information or ideas, students must give that person credit with a citation or footnote. Even if students put the ideas in

their own words (paraphrase them), they must give the source credit. To fail to do so is considered plagiarism. Paraphrasing too closely is also considered plagiarism.

If information is obviously common knowledge, readily available from different sources, then it need not be credited; however, it is best to err on the side of caution, and credit the source of the information.

Students cannot use a paper written for a previous class in another class because this would be a misrepresentation of the work done. In some cases, if a teacher is informed of work done for another class, an arrangement may be made for the rewriting of a paper to make it acceptable for the second class. But failure to inform the teacher of the source of the original paper is a form of cheating. Also, a paper should not be written simultaneously for two separate courses without the approval of the teachers involved.

10. Sexual Harassment

It is the goal of Montserrat College of Art to promote an environment that is free of sexual harassment. Sexual harassment occurring in the classroom, dormitories or in other settings in which students may find themselves in connection with their status as Montserrat College of Art is unlawful and will not be tolerated by the College. Any retaliation against an individual who has complained about sexual harassment, or retaliation against individuals for cooperating with an investigation of such a complaint is similarly unlawful and will not be tolerated. To achieve the goal of providing a campus free from sexual harassment, the conduct that is described in this policy will not be tolerated, and Montserrat has provided a procedure by which inappropriate conduct will be dealt with.

Montserrat College of Art takes allegations of sexual harassment seriously. The College will respond promptly to complaints of sexual harassment. Where it is determined that such inappropriate conduct has occurred, the College will act to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Note: While this policy sets forth the goals of promoting a campus that is free of sexual harassment, the policy is not designed or intended to limit the College's authority to discipline or take remedial action for conduct which it deems unacceptable, whether on or off campus.

Sexual Harassment is prohibited under the Title VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972, and Chapter 151B and 151C of the Massachusetts General Laws.

Definition of Sexual Harassment

The legal definition for sexual harassment is this: "Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or academic work or as a basis for employment or academic decisions affecting such individual;

b) Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work or academic performance or by creating an intimidating, hostile, humiliating or sexually offensive work or academic environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued is prohibited under the Title VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972, and Chapter 151B and 151C of the Massachusetts General Laws.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or academic environment that is hostile, offensive, intimidating or humiliating to male or female workers/students, may also constitute sexual harassment. While it is not possible to list all circumstances that may constitute sexual harassment, guidelines on workplace sexual harassment issued by the Equal Employment Opportunity Commission define sexual harassment as verbal or physical misconduct that denigrates or displays hostility toward a co-worker and that has as its purpose creating an intimidating, hostile, or offensive work or academic environment, or interfering with an individual's work or academic performance, or otherwise adversely affecting the person's employment or academic opportunities. The following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Unwelcome inquiries into one's sexual experiences; and,
- Unwelcome discussion of one's sexual activities.

Student to Student Relationships

Students are expected to use common sense, caution and clear communication in personal relations to ensure that all sexual relations are consensual. Alcohol and drug use puts consent into question.

If students believe that they have been the victim of non-consensual sex (rape or date rape), they should follow the procedures listed in this handbook on the following page for making, investigating and resolving complaints of sexual harassment /sexual assault. Reports to Janet Dauray are confidential. In addition, the North Shore Rape Crisis 24hr hotline number is included on the first page of this handbook.

Student and Faculty or Administrator Consensual Relationships

Consensual romantic and sexual relationships between faculty and student and administrator and student are deemed unprofessional and legally inappropriate. Such relationships may materially interfere with or impair the performance of required professional duties, responsibilities and relationships, and are therefore discouraged under this policy.

For purposes of this policy, the professor-student relationship is properly regarded as one of professional and client. The basic elements of the administrator-student relationship are substantially similar to those of the professor-student relationship.

Faculty, administrators, and supervisors are warned against the dangers of apparently consensual relationships. Should complaints of sexual harassment be made, and be determined to have just cause, the involved faculty, staff or supervisor shall bear full responsibility for proving a defense of mutual consent.

A student who believes that he or she has been subjected to sexual harassment has the right to file a complaint with the College. This may be done in writing or verbally.

Procedures for Making Investigating and Resolving Complaints of Sexual Harassment/Sexual Assault

Students who need to file a complaint may do so by contacting any of the individuals listed below who are also available to discuss any concerns and to provide information about sexual harassment policies and procedures.

- J. Dauray Counseling Psychologist
- B. Bicknell Dean of Student Services
- L. Tonelli Dean of Faculty and Academic Services

When the College receives the complaint, the College will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The College will also interview the person alleged to have committed sexual harassment. All students, employees, the complainant, alleged harassment and potential witnesses should refrain from discussing any and all aspects of the investigation.

When the College has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct

has occurred, the College will act to eliminate the offending conduct, and when appropriate, impose disciplinary action on the offending individual.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by a College employee or student, the College will take such action as is appropriate under the circumstances. Recommendations for disciplinary action may range from counseling to termination from employment; or from disciplinary probation to removal from Housing and/or the College. Other forms of disciplinary action may be imposed as deemed appropriate under the circumstances.

State and Federal Remedies

In addition to the above, persons who believe they have been subjected to sexual harassment, may file a formal complaint with:

1. The United States Equal Employment Opportunity Commission (“EEOC”) Congress Street – 10th Floor
One Boston, MA 02114
(617) 565-32002. The Massachusetts Commission Against Discrimination (IMCADII)
Boston Office: Ashburton Place – Rm. 601
Boston, MA 02108
(617) 727-3990
Springfield Office:
424 Dwight Street – Rm 220
Springfield, MA 01103
(413) 739-2145

11. Behavior

Students will treat all residents and staff with respect. Directives from Montserrat staff pertaining to the Student Conduct Code as outlined in the Student Handbook and the Housing Handbook must be followed. Failure to observe standards of behavior will result at minimum in a warning; more severe penalties may be determined by the Judicial Board. Commission of serious or repeated offenses may result in dismissal from the College (without refund) and/or College Housing. Removal from Housing or from the College may also apply when a student’s behavior poses a serious threat to his or her own safety, the safety of others, to property, or to the community.

12. Biological Hazardous Materials

Montserrat makes every effort to afford students freedom of artistic expression and also works diligently to ensure the safety of all members of the campus community. Students who choose to use materials in the production of their artwork, which may have the potential to be hazardous to themselves and others, such as animal and human fluids and/or other animal or human materials are hereby notified that it is the student’s responsibility to ensure that they research and follow proper procedures to ensure that their artwork does not endanger the health and well being of other members of the Montserrat community or its visitors. Failure to use appropriate caution in using such

materials may result in the removal of the artwork from the campus as well as possible Judicial Board action.

The College discourages students from using tools that may have been in contact with or contaminated by bodily fluids, such as hypodermic needles, in their artwork. Students who feel the need to incorporate such materials in their studio work are solely responsible for any consequences.

Using any materials that pose a potential biological hazard should be discussed with the instructor at the start of the assignment. In addition, students should provide their instructor with the research that they have done regarding proper handling of the materials. Illegally obtaining such materials will result in Judicial Board action.

13. Damage Policy

Damage is defined as any change in condition of College property that occurs by carelessness, bad judgment, accident, or intentional action on the part of students or their guests. Charges will be determined, whenever applicable, by the actual amount of cost (material, labor and emergency repair charges) of replacement or repair of damaged property.

While the College seeks only to assign charges to those persons responsible for damage, some damages occur that are of unknown origin. When damage occurs in College Housing, all residents are held responsible for the unassigned damage repair costs. When the individual responsible is identified, only that individual will be charged. Students are also responsible for any damage done by their guests.

At the end of each semester, all rooms will be inspected and damage assessments are conducted. All rooms are to be left as they were found when students moved in. (Any damage found inside an apartment when moving in should be immediately reported to the RA.) The following is a partial list of what students will be charged for: excessively dirty floors, rugs, sinks, refrigerators, dishwashers, tubs, closets, damage to walls which include holes, paint stains, damaged fixtures, school furniture, window screens, and others.

14. Vandalism

Damaging property, such as breaking windows or other destruction, as well as marking a building with graffiti, tagging or other inappropriate marks, are acts of vandalism.

A flat rate of \$200 per wall, ceiling, or door may be charged for removing of the tag and or graffiti. The cost of removing tags in common areas will be equally distributed to all residents. Repairing tags in any bedroom will be charged to the occupants of that bedroom. In addition, individuals who have tags in their bedrooms matching any tag found on campus will be charged for removal of the tag everywhere it appears on campus.

Additional consequences can include a \$300 fine, as well as campus service and disciplinary probation. Repeated acts of vandalism could result in discontinuation of enrollment.

Vandalism/graffiti that also includes harassment or hate speech will be considered a serious violation of College policy and may result in discontinuation of enrollment.

15. Elevated Surfaces

Students are not allowed on roofs or other elevated surfaces and high places; this includes sitting in open windows above the first floor. This is considered dangerous behavior and subject to Judicial Board action, up to and including dismissal from the College and/or College Housing.

16. Internet Use

Standards of conduct stated in this handbook apply to Montserrat students on line as well as off, especially in regards to respect for others, respect for intellectual property, courtesy and civility and use of College resources.

17. Noise

Students shall not make/permit any disturbance by noise or permit anything to be done that will interfere with the rights, comforts or convenience of College residents or neighbors. At no time are radios, stereos, TVs or musical instruments to be so loud as to become a nuisance. Residents and their guests will be expected to further reduce noise levels between 10:00 pm and 8:00 am so others are not disturbed.

18. Off-campus Infractions

These regulations apply to Montserrat students on or in proximity to campus, at College events and programs held on and off campus and in incidents off-campus involving Montserrat students and any other member of the campus community, and in cases of off-campus misconduct that do not otherwise involve the campus community: If a student is charged only with an off-campus violation of federal, state, or local laws, disciplinary action may be taken and sanctions imposed in cases of grave misconduct which demonstrates flagrant disregard for the College community. In cases where charges are pending in court, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g. “no contest” or “nolo contendere”).

However, in cases of allegedly dangerous behavior, the student may be suspended without prejudice pending determination.

19. Guests & Family Members

All guests must abide by all College rules as outlined in the Student and the Housing Handbooks. Students will be held responsible for the actions of their guests. Montserrat College of Art does not permit overnight guests in a student residence for more than three

consecutive days per 30 day period without written permission from the Director of Housing and Residential Life. If occupancy by guests or family members of student residents creates a nuisance to other residents, the College shall have the right to request that such guests or members of the family of the student resident leave the residence immediately.

20. Security & Access to Campus Facilities

Consult the notice at the reception desk for building access hours. No unauthorized personnel are allowed on the premises during the hours when the College is closed.

Suspicious persons or activities on campus should be reported to the Facilities Manager, Dean of Student Services or other appropriate authorities. Broken or damaged locks or lights in need of replacement should be brought to the attention of the Facilities Manager immediately. Students are expected to respect the need for security on campus. Students are expected to take proper care of keys to studios and apartments; to refrain from propping doors open to labs, residences or campus buildings. It is a serious breach of security to lend a key to anyone, or to duplicate a key. Actions which compromise security and the safety of self and others may result in Judicial Board action.

21. Violence

No violence of any kind is tolerated on campus. Montserrat relies on local law enforcement to ensure the safety of everyone on campus. Thus, faculty, staff and resident staff will not hesitate to call the police in the event of violent actions and assaults of any kind that take place on campus, in campus residences, or in proximity to campus. In addition, any instances of actual or threatened violence will be addressed by the Judicial Board, and may result in dismissal from College Housing and from the College.

22. Theft and Unauthorized use

Montserrat students are expected to respect the property of others. Students should not use the property of the College or of other students without asking permission in advance. Cases of theft will be considered violations of College policy to be handled by the Judicial Board, but may also be pursued under state, local and federal law.

23. Weapons

No weapons, real or decorative, are allowed on campus, including College Housing. College officials will not hesitate to call the police if a student or a guest brings a weapon of any kind into an academic building or a College residence. Failure to observe this policy will result in confiscation as well as Judicial Board action. Violation of this policy may also be considered "dangerous behavior" which could result in removal from Housing or discontinuation of enrollment. (See Dangerous Behavior) If you have a question as to whether or not an item is a weapon, please ask the Assistant Dean of Student Services or the Director of Residential Life and Programming before bringing the item on the premises. The following are considered weapons; guns and firearms, air rifles and pistols, swords, knives, firecrackers and fireworks, pellet guns, explosives, paint guns, slingshots, and a facsimile of a gun any other objects commonly used as a

weapon. In addition, any object or tool used to intimidate, threaten, or inflict harm will be considered a weapon.

24. Reporting Criminal Actions Occurring on Campus

Students or others who are victims of a criminal act or have knowledge of criminal activities are expected to report this to the College administration. The College will investigate such reports and file further reports with law enforcement agencies when necessary.

Since the College does not maintain its own police force, members of the Montserrat community should also report all crimes to civil authorities, such as the City of Beverly Police Department. In order to maintain a safe campus, the cooperation of all members of the College community is requested in reporting such incidents.

Montserrat campus crime statistics 2007-2008 academic year

Murder, Forcible & Non-Forcible

Sex Offenses:

Forcible Rape 0

Forcible Sodomy 0

Sexual Assault w/ Object 0

Forcible Fondling 0

Non - Forcible Sex Offenses:

Statutory Rape 0

Other Offenses:

Robbery 0

Aggravated Assault 0

Burglary 0

Motor Vehicle Thefts 0

Number of Arrests for:

Liquor law violations 0

Drug Abuse violations 0

Weapons possession 0

Crime Statistics

In accordance with the P.L. 101-542, crime statistics are collected by the College. This information is available for students, employees, and applicants commencing September 1, 1992.

The Crime Awareness & Campus Security Act (CACSA) of 1990, Title II of Public Law 101-542, as amended of Public Law 102- 26, through section 485 (F) requires institutions to publish and distribute an annual security report containing campus security policies and procedures as well as campus crime statistics. The inclusion of these statistics below represents the College's compliance with the obligation to publish and distribute.

25. Dangerous Behavior

Montserrat may require a student to withdraw from the College and/or from College Housing for one or more semesters when the student's behavior indicates that he or she is a clear and imminent danger to self or others. When a student's behavior indicates that his or her continued presence on campus or in College Housing endangers self or others, the College may suspend the student immediately from the College or College residences. As promptly as possible, the student will be given the chance to be heard and present evidence as to why the suspension should not stand. To ensure that the student is safe in the interim, the College may call on the parents, as well as local law enforcement and the Beverly Hospital. The student's status on campus and in College Housing (when applicable) will be considered separately. Permission to return to the College and/or College Housing will be contingent upon a decision by the Dean of Student Services.

Evaluation

Acting on behalf of the College, the Dean of Student Services may ask a student to participate in an evaluation by a psychiatrist. This will be initiated on the basis of one or more of the following:

- ❖ an action or pattern of actions (including speech) indicating that a student is a clear and imminent danger to self (for example, suicide threats, gestures and attempts, self-mutilation, self-starvation, and other self-destructive behavior).
- ❖ an action or pattern of actions (including speech) indicating that a student is a clear and imminent danger to others (for example, threats of violence and acts of violence).
- ❖ The student must sign a release of information form authorizing the psychiatrist to consult with Montserrat staff regarding the evaluation. The evaluation must be completed within 24 hours of the date of written or oral notice or as soon as reasonable as determined by the Dean of Student Services or designee. The Dean of Student Services or designee may grant an extension for completion. The psychiatrist must be a neutral party, neither on retainer by Montserrat College of Art nor the student's private therapist.

If there is evidence of behavior indicating danger to self or others or the student fails to complete or refuses to participate in an evaluation when referred, he or she may be issued a required withdrawal from College Housing and/or from the College.

Although the Dean of Student Services will take the psychiatrist's professional opinion into consideration in determining whether the College can safely and responsibly allow the student to return to campus and/or in College Housing, the Dean will have final authority in determining whether the student may return to campus and/or in College Housing.

If the psychiatrist's professional opinion is that the student is a clear and imminent danger to self or others, the Dean of Student Services may conclude that the College cannot safely and responsibly allow that student to remain on campus and/or in College Housing as long as the danger to self or others persists.

Opportunity to dispute the decision

If the student disputes the facts of the behavior in question, the student will have a chance to be heard and present evidence as to why he or she should not be required to withdraw from the College. Within 48 hours of the meeting with the Dean of Student Services, the student must present a written request for a hearing based on dispute of the facts of the case. The Dean of Student Services will hear the case as soon as possible, make a determination and inform the student in writing.

If the student disputes the findings of the psychiatric evaluation, the student can also initiate review based on submission of a second psychiatric evaluation. Within 48 hours of meeting with the Dean of Student Services, the student must present a written request for a review of the psychiatric evaluation. The Dean of Student Services will review the case as soon as possible, make a determination and inform the student in writing.

In the event of conflicting evaluations, the Dean of Student Services may request the opinion of a designated psychiatrist not previously involved in the case. The final decision will also be guided by the nature of the student's behavior and the nature and level of risk indicated by the student's past behavior. The student will be required to leave the campus residence until the review has been completed.

Required Withdrawal from Housing and/or from the College

Students may be required to withdraw from College and/or College Housing for one or more terms as specified by the Dean of Student Services. If the student has not already left College Housing (see Suspension Pending Determination), once the College has decided that it is not safe or responsible to allow the student to remain in Housing, the student will be required to vacate the campus residence as soon as possible, usually within 24 hours.

Return after Required Withdrawal

After an absence of at least one full term, a student may petition to return to the College and to College Housing but must present a psychiatrist's evaluation which indicates that the student is no longer a danger to himself or others. In order to remove the conditions of the withdrawal from Housing or from campus, the student must undergo a second evaluation and present evidence that he or she is no longer a danger to self or others. In most cases, at least one full academic semester must have passed before petition to return can be considered.

26. Persona Non Grata

This policy is intended to protect the following specific interests:

Protect the personal safety of the College's students, faculty and staff

Maintain order and security on campus

Protect students from illegal, unethical or fraudulent action

Eliminate unnecessary disruption of the educational environment and normal College operations

No person, either singly or in concert with others, shall enter upon or remain in any College building or facilities for any purpose other than its authorized uses or in such a manner as to obstruct its authorized use by others.

No person shall remain on College property after being requested to leave by a College official, if the person poses a potential or actual threat to the safety of any persons on campus or to the normal operations or lawful process of the College.

Whoever, without right, enters or remains upon College property after having been forbidden to do so by the Dean of Student Services or designee, directly or by notice posted thereon, or in violation of a court order is in violation of Massachusetts General Laws Chapter 266, Section 120 and may be subject to a fine, imprisonment or both.

Any member of the College community including students, faculty or staff who participates or otherwise assists in an outsider intruder engaging in prohibited conduct under this policy shall be subject to sanctions and penalties imposed by applicable College disciplinary policies.

An ejection or exclusion order may be issued to a specific person who poses a potential or actual threat to the safety of a member or members of the College community or to the normal operations or lawful process of the College.

Exclusion order

An ejection or exclusion order shall be written and shall specify the grounds for the ejection or exclusion; provided, however, that such orders shall be accompanied by a written notice which shall be transmitted by certified mail with return receipt requested. An ejection or exclusion order shall be subject to appeal. The individual may request a hearing under the College's established grievance procedures; provided, however, that the filing of said appeal shall not stay the imposition of any ejection or exclusion order. No hearing shall be required for individuals who have previously disrupted College activities.

conduct in housing

XI. Residential Life

Montserrat College of Art offers apartment style housing within the nearby neighborhood. The goal of residential life is to help students learn from meeting new people, develop their ability to live within a community, and find artistic and intellectual excitement outside the classroom. To facilitate this process, the College employs the Residential Life staff under the supervision of the Director of Residential Life and Programming.

Montserrat is a college devoted to visual arts; and College Housing is a community of student artists. Living with artists can offer great opportunities to learn, develop, and appreciate all styles of artistic expression. Therefore, mutual respect and understanding are essential ingredients in a successful experience.

1. Staff

Director of Residential Life and Programming: The Director is responsible for residence halls and supervision of RAs, as well as for maintaining a safe and harmonious community, consistent with College rules and regulations.

Resident Director: The live in Resident Director is here to help support and supervise the Resident Assistants and students. The RD is responsible for assisting the Director of Residential Life and Programming in supervising RA's and upholding the College rules and regulations described in the Student Handbook as well as the Housing Handbook.

Resident Assistants: The residence halls are staffed with resident assistants. The RAs are students who assist the students living in the residence apartments. RAs are responsible for assisting the Director of Residential Life and Programming in supervising and upholding the Rules and Regulations prescribed in the College Handbook, planning residence hall programming, and serving as sources of advice for the residents.

2. Roommate Bill of Rights

Each roommate has the right to;

1. Read and study without interference, unreasonable noise and other distractions
2. Sleep without undue disturbances
3. Have personal privacy in his or her own room
4. Live in a clean environment
5. Host guests, for limited periods (three days), with the understanding that the guests will honor the other residents' rights
6. Have free access to one's room
7. be free from intimidation and physical and emotional harm, verbal and sexual harassment
8. Assume that there will be reasonable cooperation in telephone use
9. Expect respect for one's belongings and personal property

3. Apartment Entrance

- ❖ College personnel are authorized to enter an apartment at any time. College personnel are authorized to enter a room in an apartment under the following conditions:
 - ❖ To respond to an emergency
 - ❖ To conduct regular and scheduled health and safety inspections announced in advance (no less than 24 hours)
 - ❖ To perform preventive maintenance, repair damages and take care of building needs
 - ❖ Further, staff (defined as Resident Assistant, Director of Housing or College official) may enter a room for rule enforcement if there is "reasonable cause" to believe that a violation of a College regulation is occurring. "Reasonable cause" is based on judgment of what a "reasonable person of ordinary prudence" would

deduce. In all cases reasonable care will be taken to protect the privacy of the student(s) apartments, papers and effects. A staff member will knock before entry.

- ❖ Denying entrance or interfering with any RA or College personnel who
- ❖ request entry as part of carrying out their duties will call for Judicial Board action.

4. Apartment Inspections

Monthly inspections of apartments are conducted by a team of at least two College staff members. In addition to scheduled inspections, there may be occasional unscheduled inspections conducted on a random basis during normal evening hours. Inspections will focus on the following items:

- ❖ Safety: fire safety and other hazards such as electrical overloads,
- ❖ Heating/cooking instruments, space heaters, etc.
- ❖ Health: cleanliness in kitchens, bathrooms and common areas.
- ❖ Damage: condition of apartment and college furniture. Students should call problems to the attention of the RA between inspections so they can be addressed by the College. (Please refer to pg. 61 for the Damage and Vandalism policies)
- ❖ If students are responsible for the problem for the health or safety hazard, they will be required to remedy the situation within 24 hours of inspection.

5. Apartment Searches

Searching a room is a drastic measure resulting from indications that contraband (weapons, illegal drugs, alcohol, etc.) is currently in a specific room. Residential Life staff may gain authorization to search a room from the Dean of Student Services or designee. A room search shall involve at least two staff members. All College-owned furnishings may be searched. Students will be asked to give permission for the College to search their personal possessions. Students may refuse to grant such permission, but if they do so, the College may require the student to remove the unsearched belongings from the campus. NOTE: Possession of illegal drugs or weapons is very serious. The College relies on local law enforcement to assist in these matters. (Whenever possible, the College will conduct the search in the presence of a student.)

6. Access to College Housing

Students are expected to respect the need for security in Housing. Students are expected to take proper care of keys to apartments and to refrain from propping doors open to campus residences. It is forbidden to lend a key to someone else or to duplicate a key for someone else. It is unlawful to have copies made of keys marked "Do not duplicate." Failure to respect security compromises the safety of self and others, and thus may result in judicial action.

After satisfying financial obligations, signing of Housing contract and course registration with Montserrat College, each student will receive one key to the front door and apartment of the assigned residence. If a student loses or permanently misplaces this key, duplicates may be obtained from the housing office. Students must return key at move-out or be assessed a \$50.00 fee.

7. Violations in College Housing

All incident reports about violations in housing are given to Director of Housing and Residential Life by the RA, the Dean of Student Services, and then given to the Assistant Dean of Student Services, who then meets with the student(s) to inform them of procedure and arranges a hearing of the Judicial Board. The case is heard by the Judicial Board, which determines findings and sanctions.

8. Residence Hall Rooms

Students may not re-configure residence hall rooms. For example, a living room may not be used as a bedroom. Violations of this policy will be reported and referred to the Judicial Board for disciplinary action."

9. Pets

Because of allergies, fleas, and other infections, pets are prohibited in college housing. Pets found in housing may be taken by Animal Control at any time. Violations of this rule will lead to disciplinary action which will include asking the student to leave College Housing. Cost of special services resulting from pets, such as cleaning or pest control, will be billed to the students as damage. If pets are found they may be removed by College staff until arrangements have been made in the best interest of all concerned including the animal.

10. Housing Dismissal

Dismissal from College Housing is a serious measure taken in response to serious violations of College Rules and Regulations, or in response to dangerous behavior. Dismissal from housing also occurs when students are dismissed from the College for disciplinary reasons.

Removal from Housing on the basis of disciplinary action

The privilege of residing in campus Housing can be terminated by the Dean of Student Services, acting on behalf of the College, on the basis of clear and convincing evidence, (as determined by the Judicial Board) that the student has committed a serious offense which compromises the safety or welfare of the other residents and that allowing that student to remain in a particular campus residence or in campus Housing altogether significantly infringes on the rights of the other residents. Grounds for a disciplinary move include:

- ❖ creating an intimidating or harassing atmosphere through language or action
- ❖ threatening violence or physical harm of any kind (to self or others)
- ❖ physically assaulting another student in any way (pushing, shoving, striking or worse)
- ❖ engaging in illegal behavior in campus housing (e.g. repeated use of alcohol; using or selling drugs in campus housing, etc.)
- ❖ other antisocial behavior that the Judicial Board deems to create a serious threat to the safety, health or welfare of the other residents.
- ❖ an action or pattern of actions that creates a dangerous situation for residents (e.g. disregard of fire safety or security)

- ❖ an action or pattern of actions that indicate that a student is a danger to others or self.

When the Judicial Board's finding includes a penalty of disciplinary move, the Assistant Dean of Student Services will inform the student of that fact after the disciplinary hearing. At that time, the student will be told that he or she has 24 hours to pack and that his or her residence will be re-keyed and his or her possessions moved within 24 hours. If the student is being moved to another residence within College Housing, he or she will be also be told the location of the new residence. As with all other penalties, the Assistant Dean of Student Services will also inform the student that he or she has a right to appeal (on the basis of procedure error or additional evidence); and that the request for an appeal must be submitted to the Assistant Dean of Student Services in writing within 48 hours of the decision. The appeal will be heard by the Dean of Student Services.

In the event that the student has not packed by the end of the 24 hours, his or her possessions will be packed and moved by the College, at the student's expense, with the move supervised by the Director Residential Life. The student's possessions will be put in a safe place, known to the student, so that the student can retrieve them.

In the event that the student refuses to cooperate, the College will initiate legal recourse in the courts (e.g. by seeking a court order to vacate and/or a restraining order).

Before asking such students to leave the residence and/or school, the College may deem it necessary to enter a contractual agreement with a student about behavior in residence and/or the College community, particularly in situations where the student behavior has become an issue for the larger community. Should a contractual agreement be entered into between a student and the College, the College maintains the right to handle any violations of the contractual agreement administratively rather than through the judicial board. A student may appeal administrative decisions about violations of agreement.

Safety Manual 2008-2009

Introduction

This safety manual is intended to make you aware of the guidelines and protocols designed to help keep you safe and healthy during the time you spend at Montserrat College of Art. The manual presents information dealing with the following: medical emergencies, fire safety, and health and safety issues. Please take the time to read and familiarize yourself with all the different aspects of this manual, because your safety and long term health can depend on it. Do not cut yourself short by being unaware of all the potential health risks associated with the artist materials you will be using everyday.

Emergencies

Emergencies come in many shapes and sizes. Two key responses to handling emergencies are staying calm and knowing who to call.

EMERGENCY TELEPHONE NUMBERS

Fire Department	911
Police Department	911
Ambulance	911
Madison Security	1-978-551-7980
Poison Control Center	1-800-682-9211
Montserrat's Main desk	1-978-921-4242

Medical Emergency

If you think it is an emergency, assume that it is and call 911

Examples of emergencies:

- Breathing problems
- Uncontrollable or heavy bleeding
- Chest pain
- Loss of consciousness
- Back injury
- Any injury in which person is not ambulatory

The first person who is aware directs another person to:

1. Call 911
2. Notify closest Faculty member and/or department monitor / technician
3. If a faculty member can not be found then notify the Front Desk, located in the

Hardie Building.

When you call 911 let them know:

1. You are calling to report an injury at Montserrat College of Art in Beverly
2. The address is: _____
3. The injury is: _____
4. The telephone number I am calling is: _____
5. An escort will meet you at: _____
6. Emergency vehicles can enter the site at: _____

7. Someone will meet the EMT workers at: _____

Accidents

For minor accidents, students have access to first aid kits which are located on each floor in all of Montserrat's academic buildings

Bloodborne Pathogens

Pathogen is defined as a specific causative agent of disease. When these agents of disease are found in blood they are called bloodborne pathogens. HIV and Hepatitis C are two common types of bloodborne pathogens.

Universal Precautions

Universal Precautions was a system designed for use in hospital and laboratory settings where workers found themselves dealing with continual occupational exposure to blood and bodily fluids. These fluids may or may not have contained pathogens. The severity of implications involved in self-contamination from contaminated blood (HIV, Hepatitis B, etc.) triggered the development of the precautions and assumes that all blood and bodily fluids contain pathogens. Therefore, all circumstances where an individual comes into contact with blood and or bodily fluids (BBF) will be handled the same way. These Universal Precautions have made their way into mainstream society and are the standardized procedures for dealing with BBF.

Universal precautions guidelines

Treat all situations involving potential contact with blood and body fluids (BBF), or medical waste with caution

Wear protective gloves on both hands when dealing with any BBF whether or not it involves direct contact with fluids or soaked clothing and or clean up materials. Wash hands immediately after removing protective gloves

Wear a mask if splashing of BBF is anticipated to protect the mucous membranes of the nose and mouth.

BBF soaked clothing or materials should be handled as little as possible with minimum agitation. If Possible, all material should be bagged in impervious bags that prevent leakage.

Bagged materials must be placed in covered containers with secured tops

Area surfaces and/or articles that are grossly soiled with BBF must be cleaned with detergent / disinfectant

Common house bleach will kill bloodborne pathogens. Use it to clean up any areas or tools that have been contaminated with BBPs.

Location of First Aid and

Bloodborne Pathogen cleanup kits:

Hardie Building:

Basement: Next to Right To Know Station
First floor: Student Services suite
Entrance to faculty/staff break room
Second floor: Adjacent to the snack vending machine
Third Floor: In student lounge
In hallway to bathrooms

301 Cabot St:

First floor: Posting wall for senior seminar
: In wood shop next to sink

If the situation is not an emergency, but a medical situation in which someone may need transportation to the emergency room:

1. Notify closest Faculty member and or department monitor / technician
2. Contact the Front Desk or a member of the Student Services staff:
B. Bicknell (ext. 1130) and M. Bester (ext.1134) Both are pageable through their extensions. If you are calling from a building that does not have a direct link to the Main Desk at The Hardie Building, you need to call 978-922-8222 before punching in extension numbers.
3. If the situation develops into an emergency, contact 911 immediately

Fire

Fire safety is a very serious matter. Understanding basic precautions and following some straightforward protocols can save lives.

Fire Hazards and procedures

Studio doors can not be blocked by furniture or art work

There are safety cans in the painting studio for the disposal of flammable rags and safety storage units for the storage of flammable materials. The law requires all containers (including but not limited to baby food, pickle, and peanut butter jars) containing flammable liquids to be labeled with the contents, name of owner, and date stored.

Students should never put a solvent into an unmarked container and store it.

Never put flammables (just mentioned), on top of or next to radiators, space type heaters, hot plates, or close to any heat source.

Anything that creates a flame or ember is not allowed in the studios

No smoking in studios, or in any residential, or academic building.

There are fire extinguishers in every classroom and at the end of every hall. These are to be used only if fire blocks your exit from a building

What to do in case of a fire

Sound the building alarm by pulling the alarm box located near an exit. Leave the building immediately.

Do not use elevators; use the fire exits only. Crawl to stay beneath smoke if necessary. Do not open the door if the doorknob or door is warm. If you can't leave a room, open windows at the top and bottom, hang something out the window to attract attention and shout for help.

Move away from and do not re-enter the building until permitted by the Fire Department officials.

Proceed to designated area closest to you.

Hardie Building: Beverly Commons

301 Cabot St: Across street to Laundromat parking lot

292 Cabot St: In front of Cabot Cinema

We urge all students to become familiar with exit routes. All alarms are to be taken seriously and no one is to remain in the building for any reason when an alarm is sounding.

Health and Safety

This section is intended to make you aware of established guidelines for handling many of the toxic materials found in the art community. As a student of the arts you will be exposed to these materials in the classes you take, studios of other artist you may visit, and the supplies you purchase for your own work. Please read it and keep it handy. For you to gain a better understanding of the hazards associated with artist materials we have placed Right to Know Stations for you through the different departments of the college. There you can find things like toxicity and proper handling procedure for the materials you will be using. The Right to Know Station for painting and drawings materials can be found outside the entrance to the Student Lounge, located on the third floor of the Hardie Building. Follow safe, responsible, application methods and cleanup procedures, and stay healthy.

MSDS

The Right to Know Stations are comprised of a collection of Material Safety Data Sheets that are pertinent to the department in which you are working. The purpose of the MSDS is to provide safety and proper handling information about a specific substance. MSDS's do not all read the same and some are much more difficult to read than others. Ask your teacher or the area's department head for help if you have any questions about information on a MSDS.

Painting Department

Pigments/Pastels

Pigments are most hazardous in their raw powdered state. Pastels are powdered pigments that incorporate a binder to form whatever shape the pastel may take. Some powdered pigments and pastels may contain asbestos, talc, or other hazardous substances. Dry pigments and pastel dust can become airborne and should be handled near local exhaust. The additional caution of using a glove box should be used for handling powdered

pigment. Scrupulous hygiene and clean-up procedures should be observed. In addition, using oil-based pastels and dustless chalks reduces exposure to hazardous pigments. Some powdered dyes are sold as pigments. In general, dyes in this form are even more hazardous than pigments. Dyes should never be used in ways which can result in exposure to dye powders, and every precaution should be taken when using techniques incorporating the use of powdered pigments

Pigments are not hazardous once applied and sealed. Hazardous conditions will be created through methods such as distressing, sanding, or heating the surface. Highly toxic pigments such as lead should never be used because the finished product is always a potential hazard to conservators if it is repaired, or children if it is abandoned (for example).

Water based paints (acrylic and/or latex) by themselves are not considered toxic by OSHA, however, some types may release small amounts of formaldehyde and ammonia during drying. These substances can cause respiratory irritation and allergies. Formaldehyde has caused cancer in animals. When using these paints you should provide a small amount of dilution ventilation such as an open window or small exhaust fan when using acrylic paint. Please use the following guidelines when using acrylic paint.

1. Load your palette with only as much paint as you will use in one sitting.
2. Unused acrylic paint must be returned to the original tube or another airtight container. Paint intended for the trash must be allowed to dry and solidify.
3. Clean up remaining paint residue from all materials with paper towel or cloth and then dispose of the rags in the same red container used for oil-based paints.
4. You may wash your brushes and or palette knives in the sink (with water).
5. Dispose of waste water in sink.

Petroleum based paint (Oil paint) contains solvents and requires more stringent protocols for handling and disposing. Dilution ventilation needs to be used. Please use the following guidelines when using oil paints and their associated solvents and mediums:

1. Load your pallet with only as much paint as you will use in one sitting.
2. Unused oil-based paint must be returned to the original tube or another airtight container. Paint intended for the trash must be allowed to dry and solidify. Never throw wet paint into the trash.
3. Clean up remaining paint residue from all materials with paper towel or cloth and then dispose of the rags in the red container. (The containers can be found in all painting classroom and senior seminar areas)
4. Wash brushes in your personal container of solvent. Make sure all bottles with solvent and or mediums are labeled to identify what is inside and covered. You also need to date the containers when you store them.
5. Waste solvent and mediums should never be poured down the sink, toilet, or tub, but in the designated solvent waste containers located in the painting classrooms. There are also solvent waste containers located in the senior seminar areas. If you need to dispose of solvent waste when you are not in class please use the 15 gallon container located in the 301 Cabot St. senior studios. It is located next to the spray booth.
6. Never put or work with any solvent or solvent based materials near, or on, a sink.

Spraying and airbrushing require local exhaust systems, such as spray booths. If there is not a spray booth available, you can conclude that spraying of any paint is an outdoor activity.

Solvent Hazards

Varnishes, mediums, shellacs and solvents such as turpentine, paint thinner and mineral spirits are some of the most hazardous materials artists use. All petroleum based solvents are fire hazards and can be toxic if ingested, or with prolonged exposure through inhaling their fumes. Skin contact with solvents (such as cleaning paint smeared hands with turpentine) can cause skin damage and dermatitis.

In general, artists should:

Substitute water-based products for petroleum based products whenever possible.

Only buy products from suppliers who will identify the solvent ingredients or products with the CL (Certified Label) seal from the Artists and Crafts Material Institute.

Use solvent based products in properly ventilated areas only.

Use gloves to prevent skin contact with all paints and solvents.

Store petroleum based solvents and mediums in sealed bottles or petroleum approved containers placed in fireproof storage cabinets

Ventilation

All of the painting studios and the printmaking, photo, and sculpture departments at Montserrat are equipped with a ventilation system. All classroom painting studios also have operational windows to allow for additional dilution ventilation of the classrooms and may be used as such. Please remember that under no circumstances should windows of academic buildings be left open at night or during a heavy rain storm.

Any aerosol applications like spray fixing drawings or using spray paint must be done in a spray booth or outside. There are spray booths located in all three of the colleges academic buildings. Ask the instructor of the class you are taking for the location of the spray booth in your area.

Dilution Ventilation

Simply put, dilution ventilation is nothing more than an open window. The outside air mixes with the contaminated air, reducing the contaminants to an acceptable level. This type of ventilation works best with acrylic paint, and can be effective with oil based paint if the workstation is close enough to the window.

Printmaking

The printmaking department involves working with toxic materials. There are nitric and ferric chloride acids used to etch zinc and copper plates, solvents used to wash off grounds, and photo sensitive emulsions applied to silkscreen. All these chemicals and more are materials you need to learn about and respect. The department is equipped with a specially designed ventilation system that allows for 100% air exchange: It runs 24-7.

Solvents

Baby oil has proven to be a good clean up alternative to for petroleum based products like etching ink. It is regularly used in the printmaking area and should be your primary method of cleaning up.

Solvents are intended to clean and dissolve. They damage the skin and may be absorbed into the body. Misuse of solvents causes headaches, dizziness, rashes, etc.

There is a washout station in the etching area for cleaning all inking tools, rollers, and plates. All students are required to wear gloves when washing out and cleaning up.

There is often a need to work with solvents in the open classroom.

Odorless paint “thinner” is a safer solvent than turpentine because the more toxic chemicals have been removed. Thinner (Thin X) dries out skin, so do not wash your hands with it (or any solvent). Use hand cleaner provided. Students should wear gloves when using it.

Denatured Alcohol is relatively harmless when used for clean-up.

Lacquer thinner is highly toxic. Use it only in the solvent booth when nothing else will do the job (remember to wear gloves).

Spills

The Spill Kits for solvents and acids are kept in the printmaking areas. They will be presented to you during your first days of class. Please note where they are and how to use them

If there is an acid spill, students should neutralize with baking soda, cover with cat litter, and sweep up and place it in the spill kit bucket for pickup by facilities. Make sure to wear the protective glasses, apron, and gloves found in the spill kit.

If an acid spill occurs on your body or has saturated your clothing, you need to neutralize with baking soda and then use the safety shower. (If possible remove all clothing that has been soaked).

If you splash any caustic materials in your eyes ask for help in guiding you to the eye wash station. Acids and solvents in the eyes should be rinsed for a minimum of 10 minutes.

If there is a solvent spill, cover with cat litter, sweep up and place it in the spill kit bucket for pickup by facilities. Make sure to where the protective glasses, apron, and gloves found in the spill kit.

General precautions

Students should use gloves and spatula when removing plates from hotplates.

Students should keep hands from cutting area and keep feet away from pressure bar when using the plate cutter.

Students should keep hands from press tops and always check pressure before printing.

Students should wear gloves when using the Aquatint Box.

Never place bare hands in acid trays.

All solvent rags and paper should be put in safety cans and emptied every day.

Students must turn off hotplates, fans, etc. when leaving.

For silkscreen washout, students should wear gloves and glasses and use cold water only.

When using silkscreen emulsion and inks, students should avoid contact with skin and wash up

When moving litho stones, ask for assistance and use proper team lifting procedures. The Emergency phone is located in the elevator foyer directly adjacent to the printroom entrance.

Sculpture

Sculptors use a variety of materials and equipment which can cause serious injury and/or illness if used carelessly or improperly. For this reason students must demonstrate to department personnel a thorough understanding of proper use and safety precautions before using any equipment independently. Shop rules and safety precautions are posted in the sculpture shop. Additional information regarding specific hazards of other studio materials (stone, wood, metals, clay, plaster, waxes) and the necessary precautionary measures to be taken when using them is available from the instructors and the shop technician. Students should always ask for help from Sculpture department personnel if they are uncertain of any operations or safety procedures.

In general, students should wear eye and ear protection while working in the sculpture shops. Additionally, students should always use active ventilation systems. Students should not work in the studios if on medication or under the influence of any foreign substance. Shop and studio access is available to students currently enrolled in sculpture and/or 3D courses and Senior sculpture concentrators. All others require permission from department faculty or shop technician. Sculpture studio access is available during scheduled class time, the shop technician's hours and scheduled monitor hours. Students must never work alone in the studios.

In case of an emergency, call 911. An emergency telephone is located adjacent to the tool room. A pay phone is located in the hall leading to the parking lot.

Wood: Assorted woods and wood composition products can be cut, sanded, glued and manipulated using various power and hand tools. Dusts from sanding, noise from machinery, fumes from epoxies and flying particles from cutting can be harmful unless proper eye, ear and respiratory protection are used. The facility ventilation system should be activated. Precautions should be taken around power equipment. Always tuck in loose clothing, tie back hair and remove any jewelry that may become entangled in moving parts. Students should never use shop equipment without proper instruction as severe injury can result.

Clay and glaze dusts are extremely hazardous to the respiratory system. Students should always use proper ventilation and or work outside when using with dry compounds. The spray booth must be used when spraying glazes on ceramic ware. Kilns used to fire clay reach temperatures up to 2400 degrees. Caution is recommended if working in the vicinity of kilns.

Spray Paints and Solvents: Spray painting and the use of aerosol spray cans are considered highly hazardous by inhalation. Spray guns and aerosol cans produce a fine particulate mist which can remain suspended in the air for up to two hours, long after vapors have dissipated. Likewise solvents used to thin or remove paints are harmful. The facility ventilation system should be activated and use of the spray booth is required when using these materials. Use of highly toxic materials is prohibited. Plastic gloves are recommended when using solvents to avoid contact with skin. Spray paints and solvents should be kept in flameproof cabinets. Oil and solvent soaked rags should be discarded in flameproof containers.

Plaster: Plaster dust is slightly irritating to the eyes and respiratory system. Students should turn on the ventilation system and spot ventilate in the area where they will be working.

Metal: Welding, torch cutting, heating, or grinding of various metals can have the potential to cause immediate as well as cumulative injury to the body if performed improperly or without adequate safety equipment. Some metals can contain chemical compounds that create harmful vapors when heated or welded. Grinding of metals can create metallic dusts and excessive noise levels. Arc welding produces intense ultraviolet radiation (arc flash) and heat. Torch cutting involves potentially explosive gasses that must be handled with the utmost care. It is essential that students wear appropriate protective clothing, rated eye shields, ear protection, and respiratory protection when performing such operations. All active ventilation systems must be operational while metalworking.

Stone: Stone carving involves chipping, fracturing, and cutting rock using a wide variety of hand and power tools. Some stones are highly toxic because they contain large amounts of "free silica", a carcinogen. Proper ventilation and dust masks are required. Carving stone can cause muscle stress particularly to the wrists which can lead to irreparable damage. Students should take frequent breaks and avoid working for long periods of time in uncomfortable positions. Pneumatic carving tools are loud and vibrate excessively, causing possible hand damage if not used properly. Flying chips can be very sharp. Proper eye, ear, and respiratory protection should be used at all times.

Photography

Photographs are created by the chemical action of light on film or paper, images made permanent by chemical solutions – developers, stop baths, bleaches and fixers. As with all chemicals, photographic ones must be handled safely and carefully. Before processing film on paper, students should review the chemical container instructions and check with the instructors.

Chemicals can exist as solids, liquids, or gasses, and can enter our bodies through ingestion, inhalation or absorption through the skin. Regardless of the mode of contact, chemicals can be carried to any point in our bodies through which blood flows. Chemicals can also accumulate in the various organs – lungs, liver, and kidneys for

example – which are normally responsible for concentrating and removing toxins from our bodies.

Exposure to chemicals can cause short and long term health effects. Short term effects are called acute because they are experienced almost immediately, for example, a splash in the eye or coughing from toner vapors. Normally, short term effects are reversible: rinse the eye, or breathe some fresh air, and the effects of the chemicals disappear.

Long terms, or chronic effects, are often more serious, may only be noticed after years of working with chemicals, and may not be reversible. For example, certain chemicals in photographic developers have the potential to cause a long term skin condition know as allergic contact dermatitis.

Most photographers never develop the condition, but some individuals develop the condition the second or third time they work with the chemicals. So it is prudent to treat all chemicals with respect and follow the safety guidelines.

Learning about the hazards, students can reduce risk to a minimum by using equipment properly and wearing personal protective gear such as rubber gloves and aprons. Special eyewash stations have been set up in the darkroom areas in case of accidental eye contact with chemicals. Montserrat's darkrooms are well ventilated and allow for 100% air exchange; however should students ever experience headache, nausea, or difficulty breathing, they should move to fresh air until the effects wear off.

Photographic processes pose particular risk for persons with a history of dermatitis problems or sensitivity to other chemicals, contact lens wearers or cold-sufferers with irritated mucus membranes, anyone with open cuts or sores, etc. Exposure to these chemicals may be hazardous during pregnancy. Small children are not allowed in the darkroom.

All of the chemicals provided at Montserrat are chosen with low toxicity and safety in mind, but students should still pay close attention to their instructor's discussion of safety issues. There are too many different chemical steps in the various processes to discuss in detail here. Each manufacturer has provided a materials safety date sheet (MSDS) which the school has on file; any questions or concerns you may have can likely be answered by referring to these.

Graphic Design

Ventilation

The application of all toxic materials hazardous materials (markers, rubber cement, spray adhesives) is restricted to the spray booths located throughout the college.

Toxic waste Disposal

An appropriate receptacle is used to collect loose toner from the photocopier. It will be located away from the main studio areas. When collected, the toner will be taken to the appropriate facility for proper disposal.

Empty toner cartridges from the laser printers will continue to be returned to the manufacturer for refilling.

General information

Biological Hazardous Materials

Montserrat makes every effort to afford students freedom of artistic expression and also works diligently to ensure the safety of all members of the campus community. Students who choose to use materials in the production of their artwork, which may have the potential to be hazardous to themselves and others, (such as animal and human fluids and/or other animal or human materials), are hereby notified that it is the student's responsibility to ensure that he/she researches and follows proper procedures to ensure that the artwork does not endanger the health and well being of other members of the Montserrat community or its visitors. Failure to use appropriate caution in using such materials may result in the removal of the artwork from the campus as well as possible Judicial Board action.

The College discourages students from using tools that may have been in contact with or contaminated by bodily fluids, such as hypodermic needles, in their artwork. Students who feel the need to incorporate such materials in their studio work are solely responsible for any consequences that may result from interaction with the material.

Using any materials that pose a potential biological hazard should be discussed with the instructor at the start of the assignment. In addition, students should provide their instructor with the research that they have done regarding proper handling of the materials. Illegally obtaining such materials will result in Judicial Board action.

Exposure During Pregnancy

Exposure to various chemicals and toxic materials can be hazardous to the fetus during pregnancy. Specific information can be found on the Material Safety and Data Sheets (MSDS) placed in the Right to Know Stations. You should also consult with the Chair of the department whose class has generated the concern.

Personal Conduct

Students are expected to observe all safety rules when handling materials and follow all policies and procedures while attending the college. Everyone must be respectful to others at all times, especially when engaged in the creative process. Horseplay, deliberate carelessness or recklessness in the handling of materials or the operation of equipment, will not be tolerated and may be grounds for dismissal.

And please remember:

Every member of the college, whether student, faculty, or staff, are responsible for cleaning up after themselves and following all applicable protocols set forth in this manual.

Stay safe, stay healthy, and do your part to protect the environment.