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1. Dean of Students' Welcome



Welcome!

We are delighted that you have chosen Montserrat College of Art for your education! We pride ourselves on being an open-minded community that values tolerance and civility. The Student Handbook is made available, on-line, to each student at the College and should serve as a 'guide' for your Montserrat experience. You will find information to help you as you balance life as a student, an artist and a community member. The life skills you will learn here will benefit you as an artist, a creative problem solver and as a member of society long after you've left Montserrat.

It is your responsibility to read, understand and abide by the policies in this handbook.

Please do not hesitate to contact me if you need anything! Have a wonderful year!

Sincerely,

A handwritten signature in black ink that reads "Maureen O. Wark". The signature is fluid and cursive.

Maureen O. Wark, Dean of Students

2. Montserrat College of Art Mission Statement

Montserrat College of Art, an independent institution of art, provides an intensive visual arts education that will enable students to sustain a lifelong involvement in art and design and to become informed, responsible members of society. In addition, Montserrat is committed to contributing to the cultural life of its surrounding communities. Through its degree, diploma, and community-based programs, Montserrat offers:

- A vital learning community for students deeply engaged in the study of art and design which encourages and nurtures their unique talents, visions, aspirations, and commitment.
- A varied curriculum that challenges the individual, fostering the growth of technical and perceptual skills, as well as intellectual awareness and understanding.
- An accomplished and diverse faculty of artists, designers and scholars that is dedicated to stimulating and reinforcing student progress and to promoting the highest standards of artistic and intellectual development.
- A continuing array of public programs, such as exhibitions, artist talks, master classes and more, which enhances the cultural life of our campus and the surrounding communities.

3. Academic Calendar

Please use this link to access the 2015-2016 academic calendar: http://www.montserrat.edu/academics/PDFs/Academic_Calendar-2015-2016.pdf

4. Directory of Office Locations

248 CABOT STREET

Academic Affairs	2 nd floor
Business Office/Payroll	1 st floor
Career Services	1 st floor
Center for Academic Support <i>(Writing Studio and Disability Services Office)</i>	2 nd floor
College Relations	1 st floor
Development	1 st floor
Human Resources (Student Employment)	1 st floor

STUDENT VILLAGE

Campus Life – Student Activities	Lower Level
Facilities	Lower Level

HARDIE BUILDING

Campus Life – Residence Life	1 st floor
Center for Technology Solutions	1 st floor
Counseling Center	1 st floor
Continuing Education	2 nd floor
Dean of Students	1 st floor
Gallery Office	1 st floor
Health Center	1 st floor
Registrar	1 st floor
Security	1 st floor
Student Financial Services	1 st floor
Library	1 st floor

41 ESSEX STREET

Admissions	1 st floor
Office of Interactive Design	2 nd floor
President	2 nd floor

II. Academic Information

1. Courses-in-Residency Requirements/Transfer Credits

The typical course of study at Montserrat College of Art results in 120 earned credits for the BFA program and 108 earned credits for the Diploma program. 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. Except on rare occasions, as determined by the Director of Admissions and the Registrar, 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. Liberal Arts credits are awarded in transfer by the Office of Admissions in conjunction with the Registrar. Students must supply an official transcript for any credits to be applied toward program requirements. Transfer credit evaluations are issued once a student has been accepted to Montserrat College of Art.

2. Course Waivers

Students wishing to waive a required course must complete a Course Waiver Request with the Registrar. Approval of a Course Waiver Request 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.

3. Diploma Graduates and the BFA Program

Diploma graduates seeking the BFA must submit an Application for Return to Montserrat to the Admission's Office. 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 Admission's Office 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 degree requirements current at the time of their re-entry. 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.

4. 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 concentrate in more than one area may not be able to remain on a traditional schedule for graduation and may need to spend additional time at the College.

5. External Course

Approved 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 (Northeast Consortium of Colleges and Universities in Massachusetts) should see the Registrar for a NECCUM Cross Registration Form. Full-time students may register for one or two day courses per semester. Enrollment is based on a space-available basis as determined by the host college. 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.

6. 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 résumé. Contact the Academic Affairs office for information on the LEC process.

7. Program Changes

In the event that the faculty and administration modify academic 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 of 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.

8. Professional Practice Preparedness

Montserrat is committed to preparing its graduates for professional careers in art and design. This is achieved through classroom contact with our faculty of practicing artists and designers as well as co-curricular programming such as Studio XL, Internships and our Visiting Artist Program. The college's Internship program and Capstone classes play an active role in formalizing students' studies into a skill set that allows for their transition into the world beyond the College.

9. Selecting an Area of Concentration

Students select an area of concentration from: Art Education, Animation + Interactive Media, Book Arts, Graphic Design, Illustration, Interdisciplinary Arts (in which students work with an advisor to create their own course of study), Painting and Drawing, Photography and Video, Printmaking and Sculpture. A major area of concentration must be declared in the sophomore year. Students may declare their concentration as early as the end of the freshman year, but must declare 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.

10. Senior Capstone Program

Applications for Senior Capstone Programs (Senior Animation + Interactive Media Seminar, Senior Fine Arts Seminar, Senior Design Seminar and Senior Illustration Thesis) are accepted during the end-of-semester evaluation in both the fall and spring semesters. Specific requirements are available from the respective department chair or program coordinator.

Entrance to all senior capstone programs is based upon a review by a faculty panel which will determine whether the student may enter the program. In addition, please see the Academic Affairs webpage for specific program competencies: <http://www.montserrat.edu/academics/>.

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 at the time of the application*, must have completed required preparatory course work, and have demonstrated 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 Origins: Pre-History to 19th Century (formerly Art History I) and Art History Modern Developments (formerly Art History II). Diploma candidates, who entered prior to fall 1997, must speak with the Registrar about liberal arts course requirements;

- C. The student must demonstrate a basic understanding of his or her work within a historical context (art history, animation history, design history, illustration history), and sufficient knowledge of the work of contemporary artists whose work is relevant;
- D. At the time of application, 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 application (semester-end evaluation). This statement should outline:
- what, specifically, the student plans to accomplish in the Capstone program include here the type of work planned and the issues to be dealt with);
 - how previous study has prepared the student for the Capstone program;
 - how the Capstone 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. Students with fewer than 90 earned credits may submit a petition for entry to the respective Capstone program's department chair or coordinator.*

Entry is not guaranteed.

Acceptance to all Capstone programs is not guaranteed. A student may be accepted, accepted with conditions (which will be made explicit), or not accepted. A student who is not accepted may be asked to reapply at the next possible opportunity, or may be asked to show progress over the course of a semester before reapplying. All acceptances to Capstone programs are 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 submitted work for participation in the Senior Show. The exhibition, held in May as a part of Commencement week activities, displays examples of each graduate's work from the senior year.

III. Enrollment Information

1. Absence from class due to Illness

The Health Center does not routinely provide excuses for students who miss class due to illness or injury. Students who need to miss class due to illness/injury are encouraged by the Health Center to notify their faculty that they are ill or injured and unable to attend (and follow the directions provided by the faculty member on the course syllabus.) ***It is the purview of the faculty to determine when or if a student will be excused from class.***

It is important for students to learn self-management of colds, flus, other minor illnesses and minor injuries. Most of these simple illnesses or injuries do not require medical attention. Legitimate reasons to stay home with viral illness include decreasing viral exposures to others in the college community and recuperation. Health Center staff has no special knowledge, equipment or intuition which tells us how long the student needs to be out, or what impact the illness makes on the student. Illness varies greatly among individuals. Conversations between students and faculty should identify how the student can work around the illness to best continue their academic efforts and achievements.

This policy is designed to encourage more appropriate use of health care resources to support meaningful dialogue between the faculty member and student, and for placing responsibility for missed classes with the student. Students should promptly notify instructors about absences caused by illness or injury, preferably prior to the class time rather than after the class time.

2. Academic Alerts

At any point in the semester, faculty may issue academic alerts, which is a written notice to a student of unsatisfactory performance, such as absence from class, lack of participation, failure to complete assignments or low grades on assignments, quizzes or exams. Copies of academic alerts are provided to the student's academic advisor. Academic alerts can be placed in a student's mailbox or sent electronically to a student's Montserrat email. Students are responsible for regularly checking both their mailbox and College email. 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 advisor. Students who do not receive an academic alert but who subsequently fail to meet course requirements may still fail a course. The issuance of an Academic Alert is not mandatory and not all faculty members issue such alerts.

3. Academic Dishonesty/ Academic Misconduct

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 Director of Campus Life, who will notify the student of the suspicion and that the alleged offense has been reported to the Conduct Board for further action. When the Conduct Board meets to consider cases involving questions of academic honesty, the Dean of Faculty and Academic Affairs or the Associate Dean of Academic Affairs is invited to be present (ex officio).

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. 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 Student Conduct Board and often a temporary grade of Incomplete will be issued. In addition, the faculty member can issue a failing grade for the course once the outcome is determined. 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 un-credited 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.

4. 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 at the completion of the next semester of study will be dismissed without a refund.

Any student who earns less than a 1.0 GPA in any semester is considered to have neglected his or her 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 one week of notification of dismissal. Students who seek to appeal a dismissal may be required to appear before a panel to explain the appeal and answer questions related to the situation. Students must make every attempt to appeal any grade(s) that they have legitimate grievances with prior to appealing a dismissal.

5. 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 the academic advisor and the Dean of Faculty and Academic Affairs.

6. Appealing a Grade

The grade and credit issued for a course are determined by the instructor of the course, in accordance with College policy. Grades are only changed for legitimate reasons of a compelling nature such as miscalculation of the overall grade. Students who believe they have a legitimate grievance concerning a grade should, within three weeks of the issuance of semester grades, consult the instructor who issued the grade. If there is no change after discussion with the instructor and the student believes that a legitimate grievance persists, the student should discuss the matter with the Department Chair. If that does not resolve the issue, the student may appeal in writing to the Dean of Faculty and Academic Affairs within six weeks from the date of issue of the grade. This appeal must state 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 members of the Faculty, the Dean of Faculty and Academic Affairs, the Registrar, and the Dean of Students.

7. Assignment of Credit

At the conclusion of the semester, instructors assign a grade for each student enrolled in the given course. Grades are submitted online by faculty. Grades are released to students at the end of the term according to the date listed on the academic calendar. Students can access their grades and unofficial transcript via their online Campus Café account. Grade reports are not mailed out unless the student requests a copy in writing. Grades will not be released to students who have any of the following holds:

Academic Affairs (for missed semester-end evaluations); Business Office or Financial Aid Office; student conduct holds; library holds or health holds (incomplete immunization or health records).

8. Attendance

Regular attendance, on time arrival 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. Excessive absences and/or tardiness may result in a denial of credit for the course or a lower grade for the course. Since much of a student's learning in the visual arts and liberal arts takes place in a classroom setting, class attendance is an important part of a student's education. As a general policy, students with three to six absences in a course may lose credit for the course or received a reduction in their final grade. A final grade of "No Credit" (NC) for a course is considered a failing grade and does affect a student's semester and cumulative GPA. However, each instructor establishes attendance requirements which may be more or less stringent in each course syllabus and the instructor may withhold credit or make a reduction in a grade for failure to meet such attendance requirements. If special circumstances are involved in your absences and you believe they should be taken into consideration, please talk to the Dean of Students as soon as possible. Delay in apprising someone of your situation could result in negative consequences. A student who stops attending a course and does not complete withdrawal paperwork is not considered to have officially withdrawn from the course and will receive a final grade of No Credit (NC).

9. 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 from credit to audit or audit to credit after the Add/Drop deadline has passed.

10. 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, 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.

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” to Art History Section “B”), students must obtain and complete a Section Change Form and return it in person to the Registrar’s Office. 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.

11. Commencement

All students, whether they intend to earn the Bachelor of Fine Arts degree or the Diploma of the College, will be graduated in either December or 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 will not be able to graduate until such requirements are completed. Students must complete all requirements and achieve the requisite number of credits for the degree in order to participate in the Commencement ceremonies including completing all internship-related hours and requirements.

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, Diplomas 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 and will not receive their diploma until all obligations to the College are met. Commencement is typically held on the third Friday of May. All obligations to the College must be completed at least two weeks prior to Commencement. Please see the current academic calendar for specific Commencement dates each year.

12. 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 representing Dean’s Highest Honors. Students who graduate with a cumulative grade-point average between 3.5 and 3.79 are recognized at graduation with a blue honor cord representing Dean’s Honors.

13. 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.

14. 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 approximately 1.75 hours per week in class and 1 hour per week outside of class for each credit; liberal arts courses normally require approximately 1 hour per week in class and 2 hours per week of work outside of class for each credit. For example, a three-credit painting class meets each week for approximately 5.25 hours and requires about 3 additional hours of work outside of class time. A three-credit liberal arts class meets each week for approximately 2.5 hours and requires about 6 hours of work outside of class time. Montserrat expects all three-credit classes to carry a workload of 9 hours per week, on average over the course of a 15-week semester, divided between in-class and out-of-class work. Courses have class meeting times of varying lengths, depending on the designation of the class. The workload for classes of differing credit values (1.5, 6, and 12) is proportional to those credit values.

15. Credit Load

Full-time students enroll in a minimum of 12, and up 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 (120 total credits required ÷ 8 semesters = 15 credits per semester).

16. 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.

17. Dropping a Course

A student 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's Office.

18. Grade Point Average (GPA)

Grades are calculated using the 4.0 grade point scale noted above. The semester grade-point average is based on all courses taken in that semester, including failures (grades of No Credit). 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 (not including grades of AU, F, I, P or W). The cumulative grade-point average is calculated in the above manner for all courses taken at Montserrat College of Art, including failures (not including grades of AU, F, I, P or W). 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.

19. Grading Procedures/Grading Key

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 Origins: Pre-History to 19th Century (formerly Art History I) and English Composition I & II with a C- or better for those courses to count towards the degree.

Incomplete

Students who fail to complete the requirements for a course because of unusual circumstances beyond their control may request a grade of Incomplete from their instructor, 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. More details are available in item #20 of this section.

Grading Key

<u>Grade</u>	<u>Quality Points Per Credit Hour</u>	<u>Definition</u>
A	4.0	Outstanding
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	Above Average
C	2.0	
C-	1.7	
D+	1.3	Satisfactory
D	1.0	
NC	0.0	
		Minimally Satisfactory
		Unsatisfactory; No Credit, Failing Grade

Grades Not Used in Computing Grade Point Averages:

AU	Audit; not enrolled for credit
F	Failure to Pass (available only for designated Pass/Fail Courses)
I	Incomplete
P	Pass (available only for designated Pass/Fail Courses)
W	Officially Withdrawn from course

20. Incompletes

A student who fails to complete the requirements for a course because of unusual circumstances beyond the student's control may petition the instructor for an interim grade of Incomplete (I). Incompletes are only accepted if an incomplete form has been submitted to the Registrar's Office by the instructor by the time semester grades are submitted. Instructors will assign a due date for work to be completed generally within two weeks of the last day of class (unless otherwise approved); if not completed by the due date, the grade may revert to No Credit. It is the student's responsibility to work with the instructor to ensure that all necessary steps are taken to receive an Incomplete, and it is the student's responsibility to ensure that all required work is completed AND submitted to the instructor by the due date.

Exceptional circumstances may warrant additional time, but no later than the last day of regular classes of the following semester for a course taken in the fall semester, or no later than the first week of classes of the fall semester for a course taken in the spring semester (e.g. an Incomplete for a course taken in the fall may have until the last day of classes of the spring semester of the same academic year; an Incomplete for a course taken in the spring may have until the end of the first week in which classes are held in the following fall semester). Please note that these deadlines apply whether or not the student remains registered at Montserrat during the following semester.

Students must make up the specified work within the time agreed upon or the grade will automatically change to a grade of No Credit (NC).

21. Independent Study

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 form available from the Registrar's Office. Students enrolling for an independent study must be in their junior or senior year. In most circumstances, students will be limited to taking two independent studies during their tenure at Montserrat. 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.

22. 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.

23. 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 from the College are encouraged to complete an application at least one month prior to the start of the semester. Students who apply for a leave of absence from the College during the semester, after the add/drop deadline and by the course withdrawal deadline, are subject to the refund policy and will receive final grades of "W" for all courses in the current semester. If a student applies for a leave of absence from the College after the course withdrawal deadline, grades of No Credit (NC) will be issued. Students who miss the withdrawal deadline but subsequently withdraw or take a leave of absence from the College can submit a written appeal for grades of "W" and will need to meet with an Appeals Committee. Appeals must be submitted prior to the last day of regular classes of the semester in which the student was enrolled and approval is not guaranteed. Students who withdraw or take a leave of absence after the withdrawal deadline are not eligible for any refunds. The official leave of absence date will be the date that the application form is completed. Students who are not enrolled but received financial aid or other student loans in the past may go into repayment status while out on a leave of absence.

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.

24. 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 a Capstone program. To become a matriculated student, see the Office of Admissions.

25. Part-time Students

When a student's credit load falls below 12 credits in a single semester, the student is 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 and the Director of Financial Aid. Students enrolled for 9 credits are considered "three-quarter time", at 6 credits "half time" and fewer than 6 credits "less than half time."

26. 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.

27. 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 fewer than four semesters must complete an application for return to Montserrat College of Art through the Registrar's Office. A student who did not participate in semester evaluations 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. Students who have left the college due to non-academic reasons must petition the Dean of Students to request permission to return. There is no guarantee that the student will be permitted to return.

28. Satisfactory Academic Progress (SAP) Policy

THIS APPLIES TO ALL STUDENTS. It is of particular importance if you are receiving financial aid under the Federal Student Financial Aid (FSA) program because these students may lose their eligibility for aid for at least one semester if they do not adhere to this policy. They may reestablish their eligibility for the following semester by meeting the standards of this policy.

There are two components to satisfactory academic progress (SAP). Students must meet both the standards to achieve and maintain satisfactory academic progress.

- One measurement is called "pace" and refers to the pace at which you proceed through the program (BFA or Diploma). It was previously known as the quantitative measurement.

Important note: In accordance with federal guidelines, students must complete all of their BFA or Diploma requirements in no more than 150% of the published length of the educational program. For a standard four-year, 120-credit program such as that at Montserrat, a student may take up to a maximum of six (6) academic years to complete the program and maintain eligibility for federal financial aid.

- The other measurement is called the qualitative measurement. It refers to your grade point average (GPA), both for each semester and the cumulative GPA (all semesters combined).

A. Pace (previously known as the quantitative measurement)

The pace at which a student makes his or her way through the program is measured by the number of credits successfully completed divided by the number of “credits attempted”. This is a cumulative measurement, which is evaluated at the end of every semester. See examples below.

“Credits attempted” includes all courses taken for credit, regardless of the grade received, plus courses with designations of W (Withdrawal) or I (Incomplete) EXCEPT courses that are dropped within the Add/Drop period at the very beginning of each semester, and remedial, enrichment, and ESL courses. EN099 is not included. All other courses, even those courses from which the student later withdraws under the Withdrawal Policy, are included.

All accepted transfer credits are applied toward pace. See Part B below for an explanation of transferred grades and GPA.

Examples:

- Student Q enrolls in 15 credits for her first college semester, completes and passes all 15. The student has a 100% completion rate.
- Student L has just finished his second year. He has taken 20 courses (5 each semester) for a total of 60 credits. Out of those 60 credits, he failed two courses (6 credits). He withdrew from two other courses (6 credits). Out of the 60 credits attempted, he completed 48. His pace is 80%. His pace is satisfactory.
- Student V is in the middle of her third year. She has taken a total of 66 credits (first year=27; second year=24; first semester, third year=15). Of those, she failed 12 credits and withdrew from 9 credits, so she completed 45 credits (66 – 21=45). Her completion rate is 68%, so she is not achieving pace, therefore not making satisfactory academic progress.

IMPORTANT REMINDER: IF A STUDENT FAILS A COURSE AND HAS TO REPEAT THE SAME COURSE, BOTH ARE COUNTED AS “CREDITS ATTEMPTED”. SEE THE SECTION ON REPEATING A COURSE, BELOW.

The minimum acceptable pace (number of credits successfully completed divided by total number of credits attempted) increases with each academic year in the program

<u>Year Level (academic year)*</u>	<u>Total # credits attempted**</u>	<u>Minimum acceptable pace (percent of credits completed)</u>
First Year	(Up to 29 credits)	67%
Second Year	(30-59 credits)	67%
Third Year	(60-89 credits)	67%
Fourth and above	(90 +)	67%

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

**Number of credits attempted at Montserrat and accepted transfer credits

B. Qualitative measurement (Grade-Point Average—GPA)

Beginning with the first semester, students must earn and thereafter maintain a cumulative minimum grade-point average (GPA) no lower than 2.0 to maintain the qualitative standard of Satisfactory Academic Progress.

[Students should consult the College Catalog and relevant sections of the Student Handbook for an explanation of the grading system and for the method used to calculate the grade-point average.] NOTE:

Although the credits from accepted transfer courses are counted toward the pace component of Satisfactory Academic Progress, grades earned from accepted transfer courses are not included in the calculation of GPA. Please see the section in this handbook that discusses GPA for a full explanation.

REPEATING A COURSE

A student may repeat a course (take the identical course more than once) for different reasons. Under the FSA regulations, there are certain things that are allowable and certain things that are not and there are consequences that must be taken into account. REMINDER: Repeating a course will affect both the pace and qualitative (GPA) measurement because all enrollments taken for credit (the original and the repeated efforts) are counted as “credits attempted” for the calculation of satisfactory academic progress.

a. Repeating a required course as a result of a failing grade or a grade that does not meet the standard for the course, concentration or program*: If a student has not met the minimum acceptable grade in a required course and must repeat the same course, the student may do this as many times as necessary in order to achieve the grade. Remember that all course credits, both the original enrollment and the repetitions, are counted as “credits attempted” when calculating pace.

IMPORTANT: For the purpose of determining federal financial aid eligibility, the federal regulations do not count the repeated effort(s) in determining “full-time” status, which is a minimum of 12 credits in a semester. This means that if a student is repeating a course—even if that course is required—the credits for the repeated effort(s) are not recognized as part of the full-time load. Therefore, in order to maintain eligibility as a full-time student for federal student aid the student must take at least 12 credits IN ADDITION to repeated course(s).

**Example:* A student earns a D in English Composition I, but a C- is the minimum required to pass. Therefore, the student has not met the standard for the course and, because it is a required course, the student must repeat it. There are other courses and programs that also stipulate minimum acceptable passing grades. See the Montserrat website for individual course listings and program descriptions (<http://www.montserrat.edu/academics/course-offerings.php?expanded=1>).

b. *Repeating a course for additional experience or to improve a grade in a previously passed course:* A student may repeat a course that they previously took and passed, but only once to still have it count toward federal financial aid eligibility.

Example: A student has taken and successfully passed Advanced Drawing Workshop (3 credits) and would like to take it again to enhance his or her experience and gain additional skill. The student may do so one time, and maintain eligibility as a full-time student for federal financial aid as long as the student is taking a full-time course load.

FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

The College will evaluate each student's satisfactory academic progress (both pace and qualitative measurement) at the end of each semester. Should a student fail to meet the minimum standard of either or both SAP components, that student may risk one of the following:

- a. academic probation for one semester;
- b. dismissal from the college.

The College Registrar will notify the student of his or her failure to make satisfactory academic progress and will inform the student of his or her right to appeal. This is the student's choice and responsibility.

APPEAL PROCESS

A student who wishes to appeal must do so in writing to the Registrar no later than 14 days after the issuance of notification of his or her failure to make satisfactory academic progress. Unusual and/or extreme circumstances beyond the student's control which have interfered with the student's ability achieve satisfactory academic progress will be taken into account at the student's request. The student must present in his or her written appeal the reasons for the failure to make progress, as well as a plan and timeline for meeting the standards.

A panel will review the student's written appeal and the student's academic record, will consider the circumstances the student has presented, as well as the student's plan, and will be responsible for making a final determination of the student's status. The student may be required to meet with the panel. The panel will issue their decision in writing to the student at the mailing address on file at the time of the appeal. The panel will be made up of academic and student affairs administrators.

Appeal accepted

Should the student's appeal be accepted, the student will be on academic probation for the following semester. At the end of that semester the student's SAP will be evaluated again. At that time:



If the student has achieved SAP, the student will no longer be on academic probation.

If the student once again fails to meet one or both standards for satisfactory academic progress, he or she may continue on probation or may be dismissed from the college

For students receiving federal student aid (FSA): At the end of the first semester during which the student has not made satisfactory academic progress the student will receive a Financial Aid Warning. If the student is permitted to continue his or her enrollment (e.g. not dismissed under the dismissal policy), the student may continue to receive FSA during the following semester while on warning. During this semester, the student must regain satisfactory academic progress (SAP).

1. If the student fails to achieve SAP by the end of the warning semester, is permitted to continue enrollment, and wishes to continue eligibility for federal student aid, he or she **MUST** file an appeal. If it is determined that the student has a mathematical possibility to achieve satisfactory academic progress by the end of the following semester or if the student is eligible to enter into a Personalized Academic Plan, **AND** the appeal is accepted by the College, the student will be placed on Financial Aid Probation and will be allowed to continue to receive FSA for one more semester. If the appeal is rejected, the student will be ineligible for FSA.

NOTE: If the student chooses not to appeal, the student will be ineligible for FSA.

2. If the student does not achieve satisfactory academic progress during the probationary semester, or, for students who have a Personalized Academic Plan, if the student is not making sufficient progress on the plan, the student will be ineligible for FSA for the following semester.

3. A student who has lost eligibility for FSA may re-establish eligibility by successfully achieving satisfactory academic progress during the following semester.

(NOTES:

- FSA eligibility is NOT retroactive.
- No student may have consecutive semesters of Financial Aid Probation.)

Personalized Academic Plan

The Office of the Dean of Faculty and Academic Affairs is responsible for overseeing a student's Personalized Academic Plan. Should this option be available to the student, the Assistant Dean of Academic Affairs will work with the student to design the plan and will supervise the student, collaborating with the student's advisor and integrating resources from elsewhere in the college, as needed.

Appeal rejected

A student whose appeal is rejected is not eligible for federal financial aid for the following semester. The student may re-establish eligibility by meeting SAP standards during that semester, to be determined during the evaluation at the end of the semester.

NOTE: The College maintains authority over decisions of academic probation and dismissal, according to existing policies. A student may be on academic probation or dismissed from the college and an appeal not granted, regardless of FSA status.

29. Semester-End Evaluation

The semester-end evaluation is an important part of the educational experience at Montserrat College of Art. Beyond the regular critiques and evaluations 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 Office of Academic Affairs.

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 capstone 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.

30. Semester Honor awards

Students who receive a semester grade-point average of 3.8 or better at the end of each semester will receive Dean's

Highest Honors. Students who receive a semester grade-point average of 3.5-3.79 at the end of each semester will receive Dean's Honors. These awards recognize a high level of achievement during the semester. Students must be enrolled in and earn a minimum of six credits during the fall or spring semester to receive honor awards.

31. Warning Notices

At the mid-point of the semester, students who appear in danger of failing a course are issued warning notices. Copies of the warning notice are provided to the student's advisor. Warning notices can be placed in a student's mailbox or sent electronically to a student's Montserrat email. Students are responsible for regularly checking both their mailbox and College email. 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 advisor. Students who do not receive a warning notice but who subsequently fail to meet course requirements may still fail a course. The issuance of a Warning Notice is not mandatory and not all faculty members issue such alerts.

32. Withdrawal from a Course

It is recommended that full-time students carry a credit load of between 15–18 credits per semester. If a student finds that he or she must withdraw from a class after the Add/Drop period, the student should see the Registrar immediately to ensure that the correct process is followed. Students may withdraw from a course between the second and tenth week of classes. The exact final date for course withdrawals is listed on each semester's academic calendar http://www.montserrat.edu/academics/PDFs/Academic_Calendar-2015-2016.pdf it is critically important that students make note of the deadline. (See Withdrawal from a Course, Late below). Students who stop attending a registered course and do not officially withdraw will receive a grade of No Credit (NC) for the course, which will adversely affect the semester and cumulative grade-point average (GPA).

The course will appear on the permanent transcript with a grade of W (withdrawn). Withdrawal from a course does not affect the GPA, but it will affect the number of credits a student receives for the semester and could affect a student's progress toward graduation if it results in the student 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 #28 in this section).

33. Withdrawal from a Course, Late

If, for some extraordinary reason, a student was not able to withdraw from a course by the deadline, the student may appeal for late withdrawal. The student must see the Registrar to initiate the appeal process. A written explanation in support of the appeal is required and the student will be required to meet with an appeal committee. Each case is reviewed individually and is considered based on the specific circumstances of that case. Most often, approvals are granted only in extreme cases, such as the onset of personal illness. However, the panel will consider all appeals. Appeals for late withdrawal from a course will be accepted no later than the last day of regular classes of the semester in which the course was taken.

34. 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 from the College during the semester, after the add/drop deadline and by the course withdrawal deadline, are subject to the refund policy and will receive final grades of "W" for all courses in the current semester. If a student withdraws from the college after the course withdrawal deadline, grades of No Credit (NC) will be issued. Students who miss the withdrawal deadline but subsequently withdraw from the College can submit a written appeal for grades of "W" and will need to meet with an Appeals Committee. Appeals must be submitted prior to the last day of regular classes of the semester in which the student was enrolled and approval is not guaranteed. Students who withdraw after the withdrawal deadline are not eligible for any refunds. The official withdrawal date will be the date that the application form is completed.

IV. Academic Support 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.

Each student is assigned a faculty advisor and every effort is made to match students with an advisor appropriate to that student's needs. As students pursue their education and determine their interests, they may request a change of advisor to ensure compatibility. Requests to change a faculty advisor assignment should be addressed to the Registrar's office. 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.

2. The Office of Career Services

Montserrat's Office of Career Services provides students and alumni with practical information and advice towards professional career development. Our staff of artists and career professionals combine for close to 20 years of experience helping individuals navigate through the working world.

Through one-on-one mentoring, public programs, and workshops, the Office of Career Services works to bridge the academic and professional spheres. A key component of this is our nationally recognized internship program, which is a degree requirement for the Montserrat BFA. This program is designed for students to participate in art and design related internships during their junior year, learning skills from practicing professionals.

The Office of Career Services maintains a number of resources as part of the Schmid Career Resource Center, located on the first floor of 248 Cabot Street. Along with our library of graduate school information and professional practice books, we maintain a job board (www.collegecentral.com/montserrat/) where employment opportunities and internships can be shared exclusively with the Montserrat Community. Additionally, students have access to other art and design employment resources through our local and national associations.

3. The Center for Academic Support

Within The Center for Academic Support are two distinct, yet complimentary, academic services for students: The Writing Studio and The Disability Services Office.

The Writing Studio

Whether you are working on an academic paper, drafting an artist statement, writing a poem or story, or using text in your visual work, the Writing Studio is a place for you. Writing Studio tutors and learning specialists are artists, writers, faculty and students who provide free, one-to-one tutoring to all students at any part of the writing process. We will teach you strategies for starting, revising and editing your work.

Ways to work:

1. Make an Appointment

Students may sign up for an hour of tutoring each week. There is an appointment book at the Writing Studio entrance. Sign up early – slots fill quickly! Students can also email Thewritingstudio@montserrat.edu to arrange appointments.

2. *Drop In:* If the tutors on duty don't have other scheduled appointments, they are happy to work with you.

3. *Work Independently:*

The Writing Studio is a quiet and comfortable place to read, study and write. Students can bring their laptops or use one of our computers or printers.

In addition to help with writing, our tutors and learning specialists can:

- Assist in the organizational and prewriting process for assignments
- Offer study, note taking, critical reading and exam techniques
- Help students to manage their time and prioritize
- Provide grammar help, and offer resources for improving writing skills
- Guide and assist with the revision process
- Review how to cite sources properly and how to avoid plagiarism
- Help students with communication, presentation and critique skills
- Design workshops for classes and assist faculty in developing writing assignments and exam questions.

The Disability Services Office

It is our mission at Montserrat to create an accessible and inclusive learning and living environment for all students, and we are committed to providing services, support, and reasonable accommodations to ensure students with disabilities are able to fully participate in the College's academic, social, and recreational programming.

Requesting and Using Accommodations

If you are a student with a disability, you are strongly encouraged to contact the Disability Services Coordinator to discuss how you're currently impacted by your disability. You will be asked to submit documentation, if you're requesting accommodations. The documentation will describe the current impact of your disability and how it presents as a barrier in your learning and/or living environment. The Disability Services Coordinator will be available to guide you through the process of collecting any requested documentation.

If accommodations are appropriate, you will be invited to register with the Disability Services Office. Every term, you will meet with the Disability Services Coordinator to determine in what classes you may want to use your accommodations. It will be your choice to disclose to faculty; however, you will be required to disclose to the faculty in whose classes you wish to use accommodations.

If you have any questions about disability services at Montserrat, bring them to the Disability Services Office located in The Center for Academic Support at 248 Cabot Street, 2nd floor, or you can MAIL your info to the Center for Academic Support, 23 Essex St., Beverly, MA 01915, or e-mail colleen.michaels@montserrat.edu

Submitting a Grievance to the Office of Disability Services:

Under the guidance of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), it is our mission at Montserrat College of Art to create an accessible and inclusive learning and living environment for all students. If a student believes the College has violated his, her, or their right to equal access, he, she or they has the right to submit a grievance.

Before initiating a formal complaint, a student should submit an informal grievance to the Disability Services Coordinator including a) his, her, or their name, b) a description of the issue or action alleged to be discriminatory, and c) the proposed solution to the issue. The Disability Services Coordinator will consult with appropriate administrators to resolve the complaint.

If a student's complaint is not resolved to his, her, or their satisfaction, they may appeal the decision by submitting a formal complaint to the Dean of Students. A formal complaint should include a) a full description of the issue or alleged action to be discriminatory, b) a summary of the steps the student has already taken to resolve the issue,

c) the requested solution and rationale for the proposed solution, and d) any supporting documentation. The complaint will be resolved by an ad hoc grievance committee, which may involve interviewing the student and any other individual the committee believes to have relevant information, including staff, faculty, and students. The committee will submit their findings and recommendations to the Dean of Students, who will take whatever actions he, she, or they believes is warranted based on the findings and communicate the results of the investigation to the student. The decision of the Dean of Students will be final and any actions take in response will complete the grievance process.

4. Paul M. Scott Library

Founded with a donation of books from Paul M. Scott, painter, teacher and one of the founding members of the College, the library is located at the heart of the College in the Hardie Building, first floor.

The Paul M. Scott Library promotes artistic and intellectual development through exceptional services and collections created to nurture and inspire the talent, visions and aspirations of the Montserrat College of Art community.

Hours: (subject to change)

Monday – Thursday	8am – 9pm
Friday	8am – 6pm
Sunday	12noon – 6pm

Hours vary during school breaks and will be announced. Closed on national holidays.

Questions? Need help? Contact us

Cheri Coe, College Librarian	978-921-4242 x1208
Circulation Desk	978-921-4242 x1203
Email:	library@montserrat.edu

Information Services

Reference and research assistance for papers, personal interests, presentations, and artistic endeavors.

Instruction on how to access, evaluate and use information resources.

Interlibrary loans: obtaining books and articles from other libraries.

Online library guides (<http://montserrat.libguides.com/library>)

“Like” the Paul Scott Library on Facebook (<https://www.facebook.com/pages/Paul-M-Scott-Library/61810203125>) to hear about unique resources, library events and exhibitions.

Resources

Unique collection of 15,000+ books, exhibition catalogs, DVDs and videos, plus access to millions of items through the North of Boston Library Consortium (NOBLE) catalog. <http://evergreen.noblenet.org/eg/opac/home?locg=1>

75+ visual arts magazines and regional newspapers (Boston Globe, NY Times & Salem Evening News) in the library.

Online access to EBSCO and Gale databases with over 4,000 full-text journals and newspapers. Access off-campus requires your Montserrat ID barcode number.

NextReads: sign-up to receive book recommendations on topics you select.

Overdrive: borrow popular fiction and non-fiction audiobooks and ebooks.

Digital image collections: register with ARTstor with your Montserrat email to access the digital image collections of Montserrat and ARTstor.

Study space, computers and wireless Internet access for laptop users.

Borrowing Privileges

Your Montserrat ID serves as your library card at the Paul Scott Library and all the other library members of NOBLE. It is also required to access databases off-campus.

Loan Periods

Books – 21 days, can be renewed once

DVDs & Videos – 7 days, can be renewed once

Journals, reference and reserve materials do not circulate outside the library.

Students with overdue items cannot borrow more items, and may have a hold placed on their student account until the overdue items are returned or replaced.

V. Registrar's Office

1. 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.

2. 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.

Students have the right to inspect and review their 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.

Students have the right to request that the 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.

In a health or safety emergency, FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records under § 99.31(a)(10) and § 99.36 of the FERPA regulations. In particular, § 99.36(a) and (c) provide that educational agencies and institutions may disclose information from an education record "to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals" and that the exception will be "strictly construed."

To authorize the College to discuss information contained in their educational record (including areas such as grades, course work, account balance, financial aid, and disciplinary actions) with other parties, eligible students must provide the Registrar's Office with a completed FERPA Waiver Form -- identifying those to whom information may be released.

[Click here for the FERPA Waiver Form](#)

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.

A student may request that Montserrat College of Art release no directory information about the student without specific written authorization. If you wish to withhold the disclosure of ALL of the items of 'Directory Information', fill out the **'Request to Prevent Disclosure of Directory Information'** form below and submit it to the Registrar's Office. 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.

[Click here for the Request to Prevent Disclosure of Directory Information form](#)

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.

3. 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 made available online through Montserrat's Student Information System.

4. 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.

5. 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), either via email from your student email account or using the form available outside the Registrar's office. The Registrar will notify the Business and Financial Aid offices.

VI. Tuition

1. Tuition

Tuition 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 <http://www.montserrat.edu/admissions/student-financial-services/tuition-fees.php>.

In addition to tuition charges, financial aid recipients may also find a listing of "verified" financial aid on their statements. 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, he or she may not have completed the necessary paperwork, or the 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 Student Financial Services office.

Families are encouraged to take advantage of interest free monthly payment plans offered by Sallie Mae's Tuition Pay Plan. Payment plans range from 8 or 11 monthly payments depending on the month enrolled, and require an enrollment fee. Information on how to enroll in a monthly payment plan can be obtained by calling the Student Financial Services Office at 978-921-4242 (x1174).

Montserrat College of Art also welcomes payments made in cash, Master Card, Visa, American Express, Discover, Pay Pal, 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 \$125.00 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 50% 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.

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 leave of absence from the College. This could prevent students from being eligible for tuition refunds 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.

(A) Tuition

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 Student Financial Services 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 \$125.00 late fee.

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 2015-2016

Tuition and Fees

12 to 18 credits	New students	Returning Students	Description
Tuition*	\$28,250	\$28,250	
	Part-time students \$1,180 per credit	Part-time students \$1,180 per credit	\$14,125 / semester
General Fee**	\$1,300	\$1,300	
	Part-time students \$50 per credit	Part-time students \$50 per credit	\$650 / semester
Orientation Fee	\$150		New Students Only
Graduation Fee		\$100	Graduating Seniors
Starter Kit****	\$850		New Students
Health Insurance			
Domestic Students	\$1,639	\$1,639	Required by MA law unless otherwise insured
International	\$1,639	1,639	Required by MA law
Housing			
Housing, Single Room	\$11,200	\$11,200	\$5,600 per semester
Housing, Double Room	\$8,600	\$8,600	\$4,300 per semester
Housing, Triple Room	\$7,000	\$7,000	\$3,500 per semester
Housing Damage Deposit (refundable)***	\$300	\$300	Refunded upon graduation or withdrawal from the college

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: \$1,180

**general fee per credit hour: \$50

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

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

(B) Housing Fees

A housing deposit 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.

(C) Health Insurance

Massachusetts state law requires that all students enrolled for nine or more credits 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 required online health insurance waiver by going to www.universityhealthplans.com. The deadline for submitting health insurance waiver is 7/15/2015 for students entering the Fall 2015 semester and 1/1/2016 for those entering the Spring 2016 semester.

(D) General Fee

The general fee supports student museum memberships, visiting artists, model 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. Examples of such courses are those in graphic design, computer design, photography, printmaking, and sculpture.

(E) Orientation Fee

All new incoming students are required to pay an orientation fee in support of orientation activities.

(F) 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.

Tuition Refund Policy**If the Withdrawal Occurs During****College Refunds****First Two Weeks:**

Through 9/10/2015 (Fall)

Through 1/27/2016 (Spring)

80%

Third Week:

Through 9/17/2015 (Fall)

Through 2/03/2016 (Spring)

60%

Fourth Week:

Through 9/24/2015 (Fall)

Through 2/10/2016 (Spring)

40%

Fifth Week:

Through 10/01/2015 (Fall)

Through 2/17/2016 (Spring)

20%

Balance of Semester

0%

Housing Refund Policy**If the Withdrawal Occurs During:****College Refunds:****First Two Weeks:**

Through 9/10/2015 (Fall)

Through 1/27/2016 (Spring)

50%

Third Week:

Through 9/17/2015 (Fall)

Through 2/03/2016 (Spring)

25%

Fourth Week:

Through 9/24/2015 (Fall)

Through 2/10/2016 (Spring)

0%

Deposit Refund Policies**Tuition Deposit****Fall:** refundable and transferable on or before May 1**Spring:** refundable and transferable on or before January 1**Housing Deposit:** non-refundable

VII. Financial Aid

1. 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.

2. Types of Financial Aid Available to Students (if eligible)

Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Plus Loans, Work Study Program, State Aid

Institutional Aid: Founder's Awards, Montserrat Grants, Montserrat Scholarships, Presidential Grants, Trustee Awards

Other: Student Alternative Loans

3. 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.

Student Financial Services may collect IRS Tax Transcripts, the IRS Data Retrieval tool from the FAFSA, 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. Under provisions of the U.S. Criminal Code, intentionally false statements or misrepresentation on any of the student's financial aid application materials may also subject the student to a fine or imprisonment or both.

Failure to remain enrolled in 12 credits or more may result in losing your State, Institutional, or other awards. Awards such as Federal Pell Grants decrease when credit load decreases. It is therefore critical to discuss with Student Financial Services any possible changes to your course load before you actually make the change to understand the financial implications.

All aid is pending until it has been processed and posted to the student account. Please refer to your billing statement and/or your Café account to view the amount owed to the College or if a refund will be available to you. 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. It is important to understand that refunds are not available until mid-October. Therefore please plan accordingly by arriving on campus with enough funds to cover expenses until refunds are available.

Please inform Student Financial Services 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 (SAP) as outlined in this handbook.

Renewal requirements for all merit-based institutional aid are based on the student maintaining satisfactory academic progress.

Awards offered are dependent upon actual enrollment status: full-time is 12+ credits, three-quarter time is 9-11 credits, half-time is 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 Student Financial Services 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 the Return to Title IV policy.

In order to maintain accurate records and to insure the delivery of awards, any changes in name or address or should be reported in writing to the Student Financial Assistance 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 due to changes in funding levels, clerical error, computer error or administrative error. If this occurs, students will be notified as soon as possible.

All students receiving a Federal Stafford Loan for the first time are required to complete a Master Promissory Note (MPN) and Entrance Interview. Both the MPN and the Entrance Interview can be completed online at www.studentloans.gov.

4. 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 Direct 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.

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

VIII. Galleries

Montserrat College of Art Galleries and Visiting Artist Program presents innovative exhibitions of contemporary art that feature regional, national and international artists ranging from emerging to established. The core mission is to cultivate learning, celebrate artistic excellence, and to inspire lifelong involvement in art and design.

Each year we organize approximately 40 exhibitions (22 of which include student work) and 50 public programs, all of which are free and open to students and the general public. We have three professional galleries (Montserrat Gallery, Carol Schlosberg Alumni Gallery and the 301 Gallery) and 1 street-side alternative display space (Frame 301).

In the **Montserrat Gallery** (1st Floor, 23 Essex Street), we exhibit 2-3 major exhibitions a year, featuring established practicing artists. Our creative approach involves curatorial risks-taking, highlighting provocative content and socially relevant topics. The space is also used to exhibit student work during our Open House event and our All Senior Show.

The **Carol Schlosberg Alumni Gallery** (1st floor, 23 Essex) presents 12 solo or small-group exhibitions a year with work by Montserrat alumni, faculty and visiting artists from across the globe.

For half of each semester the **301 Gallery** (301 Cabot Street) is utilized to showcase the work of Montserrat students in departmental group shows and week-long senior thesis exhibitions which students organize and install independently, with gallery staff as support. In addition, the gallery also hosts one exhibit per semester featuring an emerging regional artist, often including a site-specific or collaborative element.

Frame 301 (301 Cabot Street) is a space for site-specific installations submitted by emerging and established artists and is organized by a curatorial intern.

The Bear Gallery is a nomadic student-run gallery that facilitates student-curated exhibitions on campus and in the surrounding community.

The second and third floors of the Hardie Building serve as additional campus exhibitions spaces for classroom projects in Fine Arts, Illustration & Graphic Design and are managed by the Gallery Department.

The Visiting Artist & Public Programs involve inviting approximately 40 regional, national and international practicing artists to campus each year to meet and work with our students. Activities range from Public Artist Talks, short-term intensive residencies, classroom visits and collaborative exhibitions. Beyond Montserrat is a series of professional practice events designed to inspire and prepare our students to manage and advance their careers as professional artists. This collaboration with Montserrat's Career Services Department involves visiting artists, panel discussions by alumni and faculty and other programs tailored to the post-graduate needs of our students.

Gallery Hours

Montserrat Gallery and Carol Schlosberg Alumni Gallery:
Monday, Tuesday, Wednesday and Friday: 10am – 5pm
Thursday: 10am – 8pm
Saturday: 12pm – 5pm
Hours: M-Th:10am-5pm, Fri: 10am – 1pm

301 Gallery:
Monday – Friday: 11:30am – 2:30pm
Saturday: 12pm – 5pm
Summer Hours: Saturday 12pm – 5pm Summer

All current and archived events and exhibits can be found at www.Montserrat.edu/galleries.

More daily information can be found at www.facebook.com/montserrat.galleries and www.twitter.com/montgallery

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

IX. General Information, Resources and Policies

1. Academic Building Key Policy for Classrooms and Studios

Students may be assigned keys, if necessary, to rooms in academic buildings for their academic studies, usually for the purpose of senior studio space, particularly in the Hardie Building. Senior Seminar Faculty must submit a list of students who are eligible to receive keys to Campus Security. In order to receive a key, students must sign a key agreement. Failure to return a key by the designated date will result in the College holding your diploma until the key or key replacement fee is received. If a student does not wish to sign out a key, they can call Security to let them into the studio or a room if card access is not available. Security will check the list of approved students that have access and let them in when they are able to leave the Reception Desk at Hardie.

Some students may be assigned keys to academic rooms and/or offices for employment responsibilities. Departments must submit a list of students authorized to receive such keys to Security. Keys must be returned back to Security at the end of the semester or end of the school year, whichever is appropriate. If a key is not returned, the student may be charged for the key and/or the cost to replace the core and create new keys.

2. Bulletin Boards

Students should check bulletin boards regularly for communications from the College as well as information about exhibitions, events, social activities, student organizations, off-campus housing, job listings and more. Students interested in posting or distributing a flyer must have it approved by the Campus Life office. Approved flyers are given a two week lifespan, and will be removed after 15 days. Flyers that are not approved will be removed immediately.

3. 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 8. The closing will be posted on the front page of the College’s website. In addition it will be texted to cellphones of those who sign up for messaging through the e2Campus alert system (see below). School delays or closing are also emailed to all faculty and staff through regular Montserrat email.

Also the college announces cancellation or delay of classes at: WBZ radio (1030 AM) and television stations WBZ-TV-Channel 4, WCVB-Channel 5, WHDH-Channel 7, and WFXT-Fox 25.

4. e2Campus

The College is using e2Campus, a system which allows for instant communication to members of the college community. Messages are sent to: cell phones, emails for students, faculty and staff, Twitter (@MontCollegeArt) and Facebook (<https://www.facebook.com/MontserratCollegeofArt>) in the case of a safety issue or school closing. Students, faculty and staff need to sign up here for this valuable tool - <http://www.montserrat.edu/student-life/e2-signup.php>. Once you are signed up, you can go to the log-in page to enter the e2Campus system. Note that registration is good for two years and then expires, so you will need to register TWICE while you are here.

5. E-mail

Montserrat E-mail is an official form of communication to students at Montserrat College of Art. The College may send communications to students by e-mail and has the expectation that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways.

6. First Aid

First aid kits are available throughout the campus. Relevant safety information is included in the Safety Section (XIII) in this handbook. In case of a medical emergency; students should call 911 and then notify College personnel immediately. Campus Security can be reached at 978.778.8231.

7. Grievances

Students who have grievances or problems should consult with an appropriate faculty member or administrator. The Dean of Students can direct students to the most appropriate source to deal with a specific concern.

8. Identification Cards

In the first weeks of the semester, identification cards (ID cards) are issued and/or updated. All students are required to obtain ID cards and carry them while on College premises. ID cards must be presented to Campus Security and/or other College officials when requested. The cards have a proximity sensor inside and cannot be hole-punched without breaking the card.

Montserrat College of Art ID cards are intended for on campus use; building access, copy machine access, checking out books in the library, and for admission to cultural institutions, including the Museum of Fine Arts and Institute of Contemporary Art in Boston and the Peabody Essex Museum in Salem. These cards are not transferable. Lending an ID card or falsifying information on an ID card are considered serious infractions and will be handled through the College conduct process.

Lost ID cards must be reported to Campus Security immediately. All students are required to get a replacement card. Temporary identification cards are available from Campus Security. These cards must be returned to Campus Security within 72 hours.

Replacements for lost or stolen ID cards will cost \$15 and may be purchased with print credits via the Papercut web portal at <https://print.montserrat.edu/user>. As long as you have enough credit in your account, then you may come to the Center for Technology Solutions to get your new card during the designated hours.

9. Information Technology

a) Network Accounts and Working Volumes

Each student receives a designated amount of space on their Network Account for storing data. Students are encouraged to backup their data elsewhere in the event of data storage failure. Each student workstation also has a dedicated volume for working on large data files such as Adobe related projects. This "Working Volume" is not a place to permanently store files and is accessible by other students and faculty. All data files on the Working Volume should be backed up to either the student's Network Account or preferably a personal storage device. Montserrat College of Art is not responsible for backing up student data.

b) Student Data Year End Removal

Student's data will be removed each year on June 1st.

c) Print Credits

New students will automatically receive \$10 dollars in print credits at the beginning of their first semester. Additional print credits may be purchased via the Papercut account portal at <https://print.montserrat.edu/user>. Misprints or errors can be refunded, but account balances will not be credited back to transferring or graduating students - please plan your print credit purchases accordingly.

d) MCA Support

Students are encouraged to use the MCA Support help desk system to submit IT related requests. MCA Support can be accessed online at <https://support.montserrat.edu>.

10. Lockers

A limited number of lockers are available for commuters on a first come first served basis. Students interested in using one of the lockers must register for one in the beginning of the school year by contacting the Security Manager. Roberto Alberti. Students must provide their own locks. Students must remove the contents of their lockers by the end of the school year or

by the last date of attendance if a student is leaving the College before the end of the academic year. Lockers are cleaned out each summer, and the College is not responsible for items that are left beyond the end of May.

11. Museum Memberships

All enrolled students at Montserrat College of Art can visit the following museums, free of charge, with their Montserrat Student ID card. Please take advantage of this wonderful opportunity!

Institute of Contemporary Art, Boston, MA	http://www.icaboston.org
Museum of Fine Arts, Boston, MA	http://www.mfa.org/
Peabody Essex Museum, Salem, MA	http://www.pem.org/

12. 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 (currently scheduled for April 16, 2016), 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, staff 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.

13. Parent Notification

Montserrat reserves the right to notify parents or guardians of students who have serious and/or repeated violations of the student code of conduct, alcohol and/or drug regulations, and especially when those violations endanger self or others and/or be the cause for suspension or expulsion from the College. The College also reserves the right to notify a family member if a student exhibits dangerous behavior (see "Dangerous Behavior" section).

14. Parking

Students and employees may bring a vehicle to campus, except for first year resident students. However, first year resident students may request a waiver under certain circumstances.

Parking spaces are limited at some locations. There is no guarantee that anyone will be able to park in close proximity to residence halls, offices, or academic buildings. Only faculty and staff may park around Montserrat's academic buildings between 8 a.m. and 6:30 p.m. All members of the community may park in the YELLOW spaces only in the Dane Street Church parking lot, Monday – Friday, 8am – 6pm. There is NO evening, overnight or weekend parking in this lot. Illegally parked cars will be towed at owner's expense.

There is also on-street and municipal parking lots throughout the area. Parking may be subject to time restrictions and/or meters.

Handicap parking spaces are reserved for those with state-issued handicap placards or license plates.

Please obey local parking regulations and parking signs posted by Montserrat, the City of Beverly, businesses and property owners. **Please DO NOT PARK at the Beverly Public Library or in veterinarian's parking lot at rear entrance to 301 Cabot.**

Campus Security oversees all parking regulations. Parking enforcement will be suspended during student move-in week and during student move-out week. Individuals parking on campus assume all risks for their vehicle. To learn more about parking, please contact Security Manager Roberto Alberti with any questions. He can be reached at roberto.alberti@montserrat.edu or call 978.921.4243 x 1100.

Parking Bans

In the case of inclement weather, the City of Beverly may put into effect a snow / parking ban throughout the city. There are blue “snow ban” lights at many intersections in Beverly, including at the Essex St / Dane St intersection near the Hardie building. When possible, an e-mail will be sent to the Montserrat community alerting you to the parking ban.

15. Personal Property

Montserrat College of Art is not liable for the loss, theft of, or damage to any personal property belonging to residents. Students are encouraged to either carry their own personal property insurance or make certain they are covered by their family’s home owners insurance, particularly with respect to unsecured valuables computers, mobile telephones, bicycles etc. Students are encouraged to bring some means of securing their valuables in residence halls, such as small trunks or fire boxes that can be locked. Montserrat also assumes no responsibility for security of any student vehicles or their contents.

16. Public Transportation/Shuttle

Public transportation to Boston and surrounding areas is available by train from downtown Beverly. Bus (#451) service is available from Salem, through downtown Beverly, Monday-Friday only. Train schedules and fare information are available in the Student Lounge or at the Reception Desk. Montserrat College of Art hopes to again partner with Endicott College’s Shuttle Service which has stops near the Montserrat campus and travels to area shopping malls. All Montserrat students must show their ID to the bus drivers. The public transportation information is available at www.mbta.com. The Shuttle Schedule will be available at <http://www.montserrat.edu/student-life/images/ShuttleSchedule.pdf> once it’s confirmed.

17. Responsible Use of Technology Agreement

Respect for Privacy, Security, and the Integrity of Information

Computer hardware, networks, software, user accounts and the data they contain all belong to somebody. The fact that technology sometimes makes it easier for individuals other than the owner to access these things does not make it right to do so. In general, using, accessing, altering or removing computer equipment, accounts or data for which one does not have explicit ownership or right of access is unethical, and possibly illegal.

Specific examples:

- The College controls access to its shared systems by the assignment of accounts. Recipients are expected to protect their assigned accounts by proper use of a password. They may not grant anyone else access to that account or share their password.
- Attempted or actual access to any account or data not personally owned is unacceptable, regardless of intent and whether or not the material is protected. The only exceptions are for access specifically authorized or assigned by the owner.
- The College reserves the right to inspect the contents of all accounts and files on computers directly connected to its network in the course of maintenance, compliance with contractual requirements or investigation of suspected violations of the Responsible Use of Technology policy. Such access will be done with regard for privacy and confidentiality. When appropriate and possible, cooperation of the user will be sought first.
- Providing information or other means of access that encourages or enables use of the College’s network and computers attached to it by anyone not a current faculty member, staff member or student of the College is unacceptable.
- Knowingly loading, creating or downloading software concealing a virus or other detrimental code and running such software on the College’s network or attached computers is unacceptable.
- Any use of the College’s network or computers attached to it to develop or distribute harmful software or gain improper access to or make improper use of computer systems elsewhere is unacceptable.
- Access to data contained in the College’s administrative systems is limited to faculty and staff who have a particular need for that information in pursuit of their responsibilities, and as appropriate to the student to whom the records pertain in accordance with provisions of the Family Educational Rights and Privacy Act. The College does not divulge information of any faculty member, staff member or student to parties lacking explicit legal entitlement to it.

- The College makes a concerted effort to keep its systems and data secure. Today's technology, however, does not provide total guarantee of privacy for any electronic data. For example, the College keeps extra copies of all server data in the routine process of protective backup; deletion of online files by a user does not mean that no other copy remains. All users are advised to exercise careful judgment regarding information or messages they enter into the College's network and the computers attached to it.

Respect for Ownership and Copyright

All of the computer and network hardware purchased by the College for use of faculty, staff and students remains its property. With two exceptions, the material contained in those systems, particularly what resides in its administrative computers, is also the property of the College. One exception to this ownership is software which remains the property of third parties while used by the College under the provisions of licenses and copyrights. The other exception is material collected or created by users for which they have rights of authorship. The College honors and operates within the provisions of such ownership; it expects all who use its computers to do likewise.

Specific examples:

- Users should always assume that material on the College's network, the computers attached to it, or on the Internet are copyrighted or the property of others unless explicitly labeled otherwise. Keeping, copying, sharing or distributing software, images or other tangible or intellectual property which one does not own, does not have a valid license for or is in violation of copyright, are all unacceptable. No such improperly gained material is to reside on the College network or the computers attached to it; if discovered it will be removed.
- The College's computers and network are intended only for the use of current faculty, staff and students unless explicitly designated otherwise. Such use is meant for the purposes of regular academic life. Personal use must be constrained to what is reasonable and will always be given lowest priority.
- Use of the College's computers or network exclusively for third parties is unacceptable.
- Hardware (with the exception of laptop computers), networks and software owned or under license by the College are not to be moved, removed or altered except by members of its information technology staff.

Respect for Resources

The College intends its computers and network to serve as a support for the widest possible number of its community and activities. They are a resource which is both shared and finite. Their use by any constituency must be reasonable with regard to its impact on all other users.

Specific examples:

- Where conflicts of resources arise, priority will be given to academic and administrative work over all other uses.
- All users are expected to show regard for the resource by routinely removing duplicate or unnecessary files, and seeking offline means of storage.
- Knowingly running programs or tasks which seriously degrade the performance of College computers or networks is unacceptable.
- Once allowed on the network, if it is determined that for failure to keep current with operating system and antivirus software patches and updates, an individual computer is infecting and continues to re-infect the campus network with a computer virus, network access from that computer will be suspended.
- In public computer areas such as labs, installing software not owned by the College and leaving personal files on internal disks are unacceptable. College staff will routinely remove all such materials from public machines without notice.
- Setting up servers on the College's network not owned and operated by the College is unacceptable. This does not extend to the routine ability of personal computers to have shared files and folders open for reasonable access and use. It does pertain, however, to things like Web servers and peer-to-peer servers which offer general services to the public. Peer-to-peer servers designed to offer copyrighted music and video materials are not acceptable and will be blocked and/or removed by information technology staff.

- Using on campus or in connection with the campus network any hubs, switches, routers, wireless access points or other devices for extending or managing Ethernet networks not owned by the College and managed by information technology or other approved staff, is not acceptable.

Respect for Community

Technology has the appearance of impersonality, but in almost every instance computers and networks are being used by people. As these things are shared within the College, there is a need to retain the sensitivity and care which are expected of all interpersonal communication.

Specific examples:

- The creation and sending of email or other messages which are harassing, degrading, libelous or otherwise harmful is unacceptable.
- The creation and sending of email or other messages which conceal the author's identity or that are represented as being from someone or someplace else is unacceptable.
- Using the College's network or the computers connected to it to inhibit or interfere with the work of others is unacceptable.
- Modifying the setup or contents of public computers like those in labs is a severe inconvenience to subsequent users and is unacceptable.
- Use of another's ID, username or password to access private information or in any way altering the academic or administrative data of others is unacceptable.

Overview and Violations

The free and advantageous use of the network and computers connected to it requires a responsible use policy to be followed by all, and violations of this policy will be addressed.

Specific examples:

- The College may in its discretion take such actions in response to violations of this policy as it deems appropriate. These include investigation and confrontation of violators, suspension of privilege, and referral to College conduct process.
- The College disclaims responsibility for any loss of electronic data which may occur in the course of its efforts to preserve the security and proper operation of its computer systems and network, or to assure compliance with this policy.
- It is the position of the College that users of its systems bear responsibility for their own online conduct and content. The College will not be held responsible for defending its users against litigation which arises from conduct or content which violates College policy.

18. 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. These areas include, but are not limited to, all College offices, labs and workshops and supply areas. Violation is subject to disciplinary action. After hours building access varies for each building. Hours are announced via e-mail and 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 afterhours access without their IDs.

19. Smoking

All Montserrat College of Art buildings are designated as smoke-free environments. Smoking is not permitted in any student residence or apartment including living rooms and other common areas in the residence halls. Front steps / entrances of all academic, administrative, and residential buildings are designated non-smoking areas. There is no smoking within 50 feet of any campus building. (For example, 50 feet is the distance from the side door of Hardie, halfway down the path into the Common.) Smoking on the Montserrat College of Art campus is restricted to the designated smoking area which

is behind the Student Village by Electric Box 1. Failure to abide by the policy may result in referral to the college conduct process.

20. Social Media Policy

Social media networks are powerful communication tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Montserrat College of Art has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Protect confidential and proprietary information: Do not post confidential or proprietary information about Montserrat College of Art, students, employees, or alumni. Students must follow applicable federal requirements such as FERPA and HIPA, as well as NCAA regulations. Adhere to all applicable college privacy and confidentiality policies. Students who share confidential information do so at the risk of disciplinary action.

Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the college. Please email your questions about fair use or copyrighted material to: Jo Broderick, Dean of College Relations, at jo.broderick@montserrat.edu.

Don't use Montserrat College of Art logos for endorsements: Do not use the Montserrat College of Art logo or Montserrat College of Art's name to promote a product, cause, or political party or candidate. Any further questions on this rule, please send an email to Jo Broderick, jo.broderick@montserrat.edu.

Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the college. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, ask your faculty or contact Jo Broderick, Jo.broderick@montserrat.edu.

Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the original poster.

On personal sites, identify your views as your own: If you identify yourself as a Montserrat College of Art student online, it should be clear that the views expressed are not necessarily those of the institution.

Photography: Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Use images of a sufficient size for viewing on the Web, but not suitable for printing.

21. Student Employment

A small number of on-campus positions are available to students each year. The Human Resources Department manages the program. Working on campus provides students opportunities to become involved in the College and become better acquainted with faculty and staff. Open positions are posted during the last week in August on the College's website at <http://www.montserrat.edu/student-life/student-employment.php>. All students are notified through their Montserrat email that open positions have been posted. Students looking for on campus employment are directed to view open positions online and contact supervisors directly. All new hire paper work for student employees is available in the Human Resource Office. Student employees are paid \$9/ hour on a bi-weekly basis and are allowed to work a maximum of 15 hours per week. For more detailed information, please see the Montserrat's Student Employment Handbook found on the website at http://www.montserrat.edu/student-life/PDF/Student_Employment_Handbook.pdf

22. The Student Lounge

The Student Lounge is located on the Lower Level of the Student Village! It is used for relaxing, reading, studying, eating lunch, watching movies, as well as Campus Life programming and activities.

23. Student Mailboxes

Student mailboxes are located on the Lower Level of the Student Village. All students are assigned a mailbox at the beginning of each Fall semester. Though e-mail is the official means by which Montserrat College of Art communicates with students, all students are urged to check their mailboxes every day for notices, and letter sized mail addressed to the student. Packages will be held in the Student Mailroom in the Student Lounge. The mail room is open Monday through Saturday, hours TBD. The Student Mail room is not open during breaks, holidays, or closures. During the summer break and upon graduation, make arrangements with USPS (www.usps.com) for your mail to be forwarded. Any mail that arrives during the summer or after you leave the college will be 'returned to sender'. Students should tell friends and family to address mail to: Student Name (Box #) Montserrat College of Art, 23 Essex Street, Beverly, MA 01915.

24. Supplies and Books

Art supplies and class textbooks for courses are available in a variety of locations both local and on-line. Prior to the beginning of each semester, the College provides a list of required books and materials needed for the first day of class for most of the classes being taught that semester. Some instructors may instead give this information during the first week of class. Students should be prepared for the fact that the purchase of additional materials may be required during the course of the semester. The list, when it is ready, can be found here: <http://www.montserrat.edu/academics/>, about halfway down the list of links on the left side of the page.

Montserrat College of Art has partnered with Art Supplies Wholesale to make shopping for supplies simple! Art Supplies Wholesale is in North Beverly, not very far from the campus, but you can order your supplies ON-LINE and have them delivered the next day (except for weekends)! Everything you need to know is right here: <http://www.montserrat.edu/student-life/art-supplies.php>.

25. Vending Machines

Vending machines are available on the 2nd floor of the Hardie building and in the Lower Level of the Student Village. Students who lose money in a vending machine should notify the Campus Life Office. It is unsafe to attempt to shake, rock, or move a vending machine.

26. Voter Registration

Massachusetts Voter Registration forms are available at <http://www.sec.state.ma.us/ele/eleifv/howreg.htm>. Students whose permanent address is not in Massachusetts may register to vote in their home states by using the National Voter Registration forms - <http://nationalvoterregistrationday.org/register-to-vote/> or by contacting the town/city hall of their permanent residence.

27. YMCA Membership

All enrolled students at Montserrat College of Art receive a membership to the Greater Beverly YMCA. Students can visit the 245 Cabot Street and/or the 254 Essex Street facilities, free of charge, with their student ID. Take advantage of your membership! Check out the facilities before heading out at http://www.northshoremca.org/pages/120_facility_information.cfm.

X. Student Affairs

The Student Affairs Department strives to create an empowering environment where all students feel connected to the Montserrat community, develop personal and interpersonal skills and grow as artists, intellectuals and citizens. Our goals are to guide students toward success at Montserrat and to continue to develop and maintain an open-minded community that values tolerance and civility. We are available to assist students with any issues they may have as well as provide exciting experiences and activities outside of the classroom/studio. Additionally, the department serves as an advocate for students in institutional decision making. The department is led by the Dean of Students who supervises campus life, counseling, facilities, health and wellness, the Bear Gallery and campus security.

1. Administrator and Resident Assistant On Call

Administrators and Resident Assistants at Montserrat have a rotating on call system and are available should you need to report a violation, have questions, or need assistance. Resident Assistants are available Monday-Friday 9pm to 8am and 24 hours on Saturdays and Sunday. Please call 978-880-2804 to reach the RA on Call.

The on-call administrator is available 24/7. They can be reached by contacting Campus Security at 978-778-8231 or the RA on Call at 978-880-2804. If you are currently in an emergency that requires medical attention or law enforcement, or any other kind of emergency services please call 911 immediately.

2. The Bear Gallery

The Bear Gallery serves to bridge the gap between art student and professional artist, as well as to create a sense of community. We are a growing team that supports the pursuit of student education in curatorial and gallery skills. Each show provides our emerging student artists an opportunity to display their work to the public.

3. The Office of Campus Life

Campus Life is the place to find information on everything related to residential life, student activities, new student orientation, clubs and organizations, and student conduct. The Campus Life staff works to foster both a supportive and inclusive community and a balance between your curricular and co-curricular life. They provide opportunities for continued growth as an individual and as an artist. The Campus Life staff supervises the Orientation Leaders and Resident Assistants, as well as student workers in the mail room and in the campus life office. If you are looking to get involved with a club or attend an activity, check the bulletin boards around campus, the Montserrat Happenings Facebook page, or your Montserrat e-mail!

The Director of Campus Life, Alecia Probasco (alecia.probasco@montserrat.edu) and the Assistant Director of Campus Life, Debra Gould (debra.gould@montserrat.edu) are responsible for the management of the college residences and supervision of the Graduate Assistant and, Resident Assistants (RAs) as well as for maintaining a safe and harmonious community, consistent with College rules and regulations. They also oversee campus activities, clubs, organizations, student conduct, and new student orientation.

Residence Life is the part of the Campus Life Office that manages the student residences which include 16 buildings, 63 apartments, and approximately 280 beds. All residence halls include singles, double, and triple rooms. There is a yearly housing lottery system that determines the order by which returning students are assigned to housing. All of the College residences are in apartment style buildings and all have kitchens. The College residences are supervised by the Campus Life Office which includes the Resident Assistants staff (RAs).

RAs are undergraduate students who are trained about the resources at Montserrat and how to help students successfully navigate the College. RAs are responsible for building community and enforcing College policies. The Directors and the Graduate Assistant support the RAs and are available to discuss concerns with resident students.

In the residences, each member of the living community is entitled to the following:

- A. Read and study without interference, unreasonable noise, and other distractions
- B. Sleep without disturbances. The quiet hours policy begins at 10pm every night
- C. Have personal privacy in their own room
- D. Live in a clean environment
- E. Have free access to one's room
- F. Be free from intimidation, physical and emotional harm, and verbal and sexual harassment
- G. Respect for one's belongings and personal property

Activities: The Campus Life Office works with students to provide regularly scheduled activities and events throughout the year that bring students together. Examples of these events include the annual Halloween Costume Contest and the Faculty/Staff vs. Students Kickball Game.

Clubs and Organizations: Interested in a getting a group together to explore a shared interest? Just pop into the Campus Life Office and talk with a staff member. You just need to follow these three easy steps:

1. Must have an initial group/club roster of 5 students (minimum)
2. Find a faculty or staff member to serve as an advisor
3. Fill out the Club Proposal Form (available in the Campus Life Office)

New Student Orientation: A group of students that work with Campus Life are the Orientation Leaders (OLs). The Orientation Leaders are upper-class students who help new students learn about and adjust to life at Montserrat through Orientation and beyond. All new students will meet their Orientation Leaders when they arrive on campus. The Orientation Leaders are an informed group of students who can provide advice on 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.

Student Conduct: Any complaint against a student for a violation of campus policy can be filed in the Campus Life Office. From there, a student goes through a process to determine if a policy was violated or not. The Directors and the Graduate Assistant serve as the primary hearing officers for the College. In addition, there is a Student Conduct Board (SCB) - made up of students, faculty and staff – that can also conduct student hearings. Complete information about the student conduct procedures can be found in Section XII of this handbook.

4. Campus Security

Campus Security at Montserrat can be reached 24 hours a day by calling **978-778-8231** or by e-mail **security@montserrat.edu**. Uniformed campus security officers are stationed at the Reception Desk in the Hardie Building and patrol the campus on foot throughout the day and night. Employees and students may request a security officer to escort them anywhere on campus by foot, anytime of the day or night. The Campus Security manager works closely with the Beverly Police and Fire departments to help maintain a safe campus. Criminal actions or other emergencies are to be reported to a Campus Security officer or the Dean of Students. The Campus Security Manager, Roberto Alberti, can be reached at roberto.alberti@montserrat.edu or by phone at 978-921-4242 X1100

5. Counseling

At Montserrat, counseling services are provided with a focus on prevention and wellness. Janet Dauray, PhD, a licensed counseling psychologist, is available on campus, four days a week, for any questions or concerns no matter how large or small. She can be reached at janet.dauray@montserrat.edu or at her private voicemail number **(978) 921-4242 ext.1200**.

Students are welcome to contact Janet for counseling or for an evaluation and referral to one of many community resources. College counseling topics run a wide range from everyday problems to more serious issues. Typical themes might include: the transition to college, relationships, anxiety, depression, roommate disputes, eating disorders, and the death of a loved one or even simple time management issues.

Janet is available throughout the semester whenever classes are in session. Students may opt to use their health insurance if community resources are preferred or recommended. Counseling with Janet is free and confidential for students currently enrolled at Montserrat. The emphasis is on assisting students to develop to their full emotional, intellectual and creative potential.

6. Dean of Students

The Dean of Students is Maureen Wark and she can be reached at maureen.wark@montserrat.edu. Reasons you may reach out to the Dean include to discuss a class absence, concerns about something going on in the community, a program or event idea, taking a leave and more! Feel free to just stop in and say hello, too!!

7. Facilities

Montserrat College of Art has a full time facilities staff that oversees and maintains the campus buildings and grounds. The Facilities office is located in the lower level of the Student Village at 26 Essex Street.

Facilities staff is on campus Monday thru Friday from 7 a.m. until 11 p.m. There are five full-time employees and also several part time student workers.

Any student who is interested in working part time for the Facilities Department is encouraged to apply on line at the Montserrat College of Art website at <http://www.montserrat.edu/student-life/student-employment.php>. Please make sure to read the job description detailed before applying.

Maintenance Requests

All routine maintenance requests should be submitted by using the electronic work order ticket system. The work order system can be found here: <http://support.montserrat.edu/helpdesk/WebObjects/Helpdesk.woa>

Please be as descriptive as possible when creating a work ticket and make sure each area is filled out before submitting the ticket. It is important to include the SPECIFIC problem (the toilet will not empty, the kitchen sink will not drain – NOT 'the toilet is broken', 'the sink is broken'), and location. It may be helpful to copy your RA as well. Tickets are addressed by priority. Once a ticket has been closed, the sender will be notified via the work ticket system that the request has been completed. Please do only one ticket per request, per apt. Sending in the same request several times will not expedite the request.

Please also make sure that the work area in question is accessible, Facilities will not move trash, personal items, or remove items such as silverware and plates from a clogged sink. If the area in question is not accessible, the job will not be addressed until it is clear.

In case of a maintenance emergency, please contact your Resident Assistant, the Administrator on Call or Security. Please do not call any facilities staff member directly.

Facilities cannot respond to non-emergency verbal maintenance requests. All non-emergency requests must go thru the ticket system.

The Facilities staff will have access to all Montserrat College of Art residences from 8 a.m. thru 8 p.m. Monday thru Friday to address any basic maintenance requests and needs. Staff will knock upon arriving at a residence. If a resident does not open the door in a timely manner, the staff member will enter the residence and announce their presence. Facilities will also have access to all residences off hours in case of an emergency, and will be accompanied by either Campus Security, the Resident Assistant or the Administrator on Call/Campus Life professional staff.

Cleaning

Students are responsible for the cleaning and overall safety of their assigned apartment. Facilities does not clean student apartments during the school year. Students will be charged a fine for any extra cleaning that needs to be made once the apartment has been vacated. Any excess trash, left over furniture, appliances, and televisions that do not belong to Montserrat College of Art, and are not removed by the assigned tenants once the apartment is vacated, will also be subject to a fine. For the pre-designated fine amounts, please contact the Residential Life/Student Affairs Department.

Equipment and Tools

Students are not allowed to use any equipment, tools, or other maintenance items without permission from a Facilities Department staff member. Facilities will not loan out power tools under any circumstances.

Resident Student Responsibilities

Student residents are required to do the following when living in Montserrat College of Art Housing:

- Clean and maintain assigned apartment during the entire school year or as long as residence is occupied.
- Remove all trash to designated trash areas. Students are responsible to take out trash to sidewalk for city pick up in designated residences. Please check with your R.A. about specific trash pick-up rules. **IMPORTANT- PLEASE USE TRASH BAGS AND NOT SHOPPING BAGS, FACILITIES STAFF WILL NOT TAKE TRASH THAT IS NOT PUT IN ACTUAL TRASH BAGS OR THROWN AWAY WITH NO TRASH BAG AT ALL.**
- When recycling, make sure only pre-designated recycle items go into recycle bins. Full bottles, pizza boxes, and food left in the recycle items will not be taken. Each bin has a list of what will be accepted in the bin.
- Report any damage or safety issues immediately to an R.A.
- Ensuring all hallways, stairwells, and egress routes are kept clear at all times.
- Clear egress exits and stairs of any snow, ice, or obstruction. Facilities will provide snow shovels and ice melt to each residence.
- Follow all resident housing rules and regulations designated in the Student Handbook.

8. Health and Wellness

The Health and Wellness Center is open daily when classes are in session. Hours are posted at the start of each semester.

The school nurse is available to treat minor illness, injuries, and concerns. No appointment is necessary, as students are treated on a walk-in basis and all visits are welcome. In addition to dispensing advice, minor treatments and over the counter medications, students are referred to the North Shore Physicians Group in Beverly. As the covering physicians, they are available to see Montserrat students the same or next day when needed. They participate with all insurance companies except for MassHealth.

9. Student Health Insurance

Massachusetts law requires all college students enrolled at least 3/4 time (9 credits or more) to be covered by a qualified health insurance program. Montserrat, working with University Health Plans, offers a student-focused health insurance plan that fulfills this requirement. All eligible students are automatically enrolled in and billed for this plan each year unless completing the waiver process by the required deadlines. To waive the student health insurance plan, students must complete an online waiver and submit proof of comparable coverage each year. For the 2015-2016 school year, the online waiver is available at https://www.universityhealthplans.com/secure/waiver.cgi?school_id=300 and must be completed by July 15, 2015 for students entering the Fall 2015 semester and by December 15, 2015 for all students who begin their enrollment at Montserrat in the Spring 2016 semester. 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.

The College's student health insurance plan is underwritten by Blue Cross and Blue Shield (BCBS) and administered by University Health Plans, Inc. (www.universityhealthplans.com) . A master copy of the policy is located in the Paul Scott Library in the Hardie Building and more information is available at <http://www.universityhealthplans.com/letters/>

letter.cgi?school_id=300. Students will be issued insurance cards at the start of their entering semester. Students who successfully waive the college plan need to carry the name of their health insurance provider and account number while at Montserrat. For more information about state health insurance requirements, please visit the Massachusetts State Office of Health and Human Services website at <http://www.mass.gov/eohhs/> .

XI. College Rules and Regulations

Introduction

As an institution of higher education, Montserrat College of Art attempts to deliver curricular and co-curricular programs in an environment that empowers, promotes, and enhances student growth and development, preserves the rights of individuals and organized groups, and encourages individuality while also valuing the community dimensions of campus life.

All members of the Montserrat College of Art community are responsible for preserving an environment conducive to the pursuit of Montserrat College of Art's mission and programs. As with any community, rules and regulations are necessary to protect the rights of individuals and the institution and to ensure a healthy environment for students to experience personal growth and development. Montserrat College of Art also exists in a larger society and therefore, local, Commonwealth, and federal laws will be upheld. While Montserrat College of Art officials and representatives do not view their roles as law enforcement officers, if they learn of or observe violations, they may inform the appropriate authorities. We expect each student at Montserrat College of Art to read, understand, and uphold the standards of conduct outlined in this and other official Montserrat College of Art communications to students, to vigorously protect the rights of others, and to share with Montserrat College of Art officials ideas and concerns regarding these policies and their implications.

Applicability

The following policies and student conduct procedures apply to all students enrolled in any course or program at Montserrat College of Art. The policies apply to the Montserrat College of Art campus, residences (including owned and leased buildings) and to Montserrat College of Art Campus Life sponsored events or programs held off-campus. All of these regulations apply to Montserrat students and their guests on or in proximity to campus, including residences, at Campus Life 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.

Montserrat College of Art recognizes the importance of being part of a larger community and strives to be a good neighbor. Students should be aware that in some instances the jurisdiction of the Montserrat College of Art extends beyond the physical boundaries of the campus. For example, activities that suggest that an individual may pose a threat to others may result in disciplinary action.

Finally, students charged in United States courts or convicted of crimes may also face disciplinary procedures at Montserrat College of Art. Rules and regulations of Montserrat College of Art not contained within this Code may be communicated to students in publications and posted notices including, but not limited to, The Student Handbook, Montserrat College of Art Catalog, Housing Contract, division or department handbook, and other official publications. These policies may be amended from time to time in writing.

Community Standards

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 code 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.

Acceptable behavior is expected of Montserrat College of Art students at all times.

The following behaviors are prohibited. Aiding and abetting in any policy violation is in itself a violation.

1. Dishonesty

- a. All forms of academic dishonesty, including but not limited to, cheating and plagiarism. Please see Section III. Enrollment Information, #3 Academic Dishonesty/Academic Misconduct for more information.
- b. All other forms of dishonesty are prohibited including, but not limited to, knowingly furnishing false information to the institution.
- c. Forgery, alteration and/or use of institutional documents of identification with intent to defraud.
- d. Lending or borrowing another student's ID or in any way being dishonest about one's identity.
- e. Signing someone else's name to any document, including but not limited to a class attendance sheet.
- f. Forging, transferring, altering, or otherwise misusing a student identification card or building card, or any other institutional document or record.

2. Assault/Intimidation/Threats

- a. Verbal and/or physical assault on any student, faculty, staff or any other person(s).
- b. Verbal and/or physical abuse of any student, faculty, staff or any other person(s).
- c. Threats made to/of any student, faculty, staff or any other person(s).
- d. Intimidation of any student, faculty, staff or any other person(s).
- e. Harassment of any student, faculty, staff or any other person(s).
- f. Coercion of any student, faculty, staff or any other person(s).

3. Dangerous Behavior/Activity

- a. Any conduct which threatens or endangers the health or safety of any person(s).
- b. Cutting/self-mutilation and/or any other behavior or action which may be deemed dangerous to self or others.
- c. Behavior or activities which endanger the safety of one's self or others, including but not limited to: tattooing of self or others on College property, including stick and poke; throwing objects from buildings; storage/possession/use of firearms, fireworks, weapons, hazardous chemicals.

4. General Fire Safety (additional policies in Section XII)

- a. Intentionally or recklessly misusing or damaging fire or other safety equipment.
- b. False reporting of an emergency; the false report of bomb, fire, or other emergency in any building, structure, or facility by means of activating a fire alarm or in any other manner
- c. Unauthorized use of candles or open flames in any Montserrat College of Art housing/facility.
- d. Violation of the smoking policy.
- e. Failure to evacuate any building during a fire alarm or drill.

5. Vandalism/Theft/Access

- a. Tampering with or blocking of any IT cabinet racks, access points, antennas, or cabling that are installed in the student residences.
- b. Vandalism, the intentional damage, destruction, and/or defacement of Montserrat College of Art property.
- c. Vandalism, the intentional damage, destruction and/or defacement of any student's artwork and/or belongings, either on or off-campus.
- d. Attempted or actual theft of Montserrat College of Art property or the property, including artwork, of any person, on or off-campus.
- e. Unauthorized presence or forcible entry into a Montserrat College of Art property, including owned and leased.
- f. Unauthorized use of Montserrat College of Art property or equipment.
- g. Misuse (lending or duplicating) of keys and/or key card (ID card) to any Montserrat College of Art facility.
- h. Unauthorized use of the name, resources, insignia, or facilities of Montserrat College of Art.
- i. Theft or other abuse of computer files, or equipment.

6. Failure to Comply

- a. Intentional disruption or obstruction of any Montserrat College of Art sponsored activities or programs, including, but not limited to, teaching, practice, administration and/or disciplinary proceedings.
- b. Violation of restrictions, conditions, or terms of any sanctions resulting from a disciplinary hearing
- c. Failure to comply with the direction of Montserrat College of Art officials, including Campus Security Officers, Campus Life staff, including RAs, and other staff or faculty acting in the performance of their duties.

7. Unauthorized 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 Campus Security immediately at 978.778.8231 or other appropriate authorities.

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 that compromise security and the safety of self and others may result in disciplinary action being taken.

8. Access to College Housing

A. Apartment/House Access

College personnel are authorized to enter an apartment/room at any time and under the following conditions:

- To respond to an emergency;
- To conduct regular and scheduled health and safety inspections announced in advance;
- To perform preventive maintenance, repair damages and take care of building needs.

Staff (defined as Resident Assistants, Director/Assistant Director of Campus Life, Graduate Assistant or other College official) may enter a room for policy enforcement if there is reasonable belief that a violation of College regulations has occurred or is occurring. In all cases, reasonable care will be taken to protect the privacy of the students' apartment and belongings. A staff member will knock before entry. Denying entrance or interfering with any College personnel, including RAs, who requests entry as part of carrying out their duties will call for disciplinary action.

B. Health and Safety Inspections

Health and Safety Inspections of College residences are conducted by a team of at least two College staff members (including RAs). Notice of inspections will be posted within 24 hours in advance. If you are unable to be present for an inspection, staff will enter your room/apartment and do a walk-through to check for anything that endangers the health, safety or well being of other residents.

Inspections will focus on the following items:

- Safety: fire safety and other hazards such as electrical overloads, heating/cooking elements, space heaters, etc.
- Health: cleanliness in kitchens, bathrooms, bedrooms, and common areas.
- Damage: overall condition of apartment and college property.
- Maintenance: To ensure everything in apartment is in working order and to notify the Facilities Office of any issues needing attention.

Any apartments/rooms/houses that do not pass Health and Safety Inspections will be inspected again in 24 hours. Failure to pass a second time will result in the residents being documented in an Incident Report submitted to the Director of Campus Life.

If a staff member finds items that are not permitted in campus housing, it will be documented and the student will be instructed to surrender the item to Campus Life staff immediately. Failure to comply with the request may lead to further student conduct action.

These items will be held in the Campus Life office until the next academic break to allow the student an opportunity to remove the item from campus. If not retrieved at that time, the items will be discarded.

In the course of a Health and Safety Inspection, if College staff observes a violation of College policy, the staff will document it and address it.

During Health and Safety Inspections, students should bring any problems to the attention of their RA so that the College can address the issue.

(C) Apartment/Room/House Searches

Searching a room/apartment/house is a serious measure resulting from indications that banned items (weapons, illegal drugs, alcohol, etc.) may be in a specific room. Campus Life staff may gain authorization to search a room/apartment/house from the Dean of Students or designee. A 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.

(D) Access to College Housing and Keys

Students are expected to respect the need for security in college housing. Students are expected to take proper care of keys/key cards to apartments and to refrain from propping doors open to campus residences. It is against policy to lend a key to someone else, either student or nonstudent, 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 disciplinary action.

After satisfying financial obligations and signing the Housing Contract, each resident student will receive keys to the front door and apartment of their assigned residence. If a student loses or permanently misplaces a key, duplicates may be obtained from the Campus Life Office for \$35.00. Students must return the key upon moving out of the space. For security purposes, when keys are not returned, we are required to change the locks and obtain new keys. Failure to return keys will result in the cost of the lock change(s) and new keys being charged to the student's account.

(E) Lock-outs

Any student who finds the locked out of their room or apartment should contact Campus Security at 978.778.8231 for assistance.

9. Alcohol and Drug Policy

The following behaviors are prohibited:

- a. Possession, use, or distribution of any controlled substance or illegal drug
- b. Possession, use, or distribution of any drug paraphernalia
- c. Illegal use, possession, or distribution of alcoholic beverages
- d. Use, possession, or distribution of alcoholic beverage in campus residences
- e. Unauthorized use of alcoholic beverages in campus facilities
- f. Public intoxication
- g. Drunk and disorderly conduct

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 alcohol or other drugs on campus. No drugs or alcohol are allowed on the premises for student events or in College Housing. This applies to all students, resident students, and their guests, including those over 21 years of age. Campus Life staff, including RAs, will document 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 Student Conduct. Possession of empty containers is taken as evidence of possession of alcohol. 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 disciplinary action whether it takes place on campus or off.

Smoke/strong odor/smell of marijuana in a residence hall will be considered as marijuana use, and will be reported by the Campus Life staff accordingly. Possession of drug paraphernalia is illegal in Massachusetts and is considered an infraction of college policies as well.

(A) 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. (M.G.L. c.90 section 24). 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. (M.G.L. c.90 section 24).

Persons under 21 years old who purchase, attempt to purchase alcohol, make arrangements with another to purchase or procure alcohol, misrepresents their age, alters or falsifies his I.D. with intent to purchase alcohol shall be punished by a fine of \$300. A conviction of this crime will result in a driver's license suspension of 180 days. (M.G.L. c. 138 section 34A)

Any person under 21 years of age who knowingly possesses, carries, or transports alcohol shall be punished by a fine of \$50 for a first offense and \$150 for any subsequent offense. A conviction of this crime will result in a driver's license suspension of 90 days. (M.G.L. c. 138 Section 34C).

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. (M.G.L. c.90 section 24). Persons using false identification, identification of another, or altered it or falsely obtained ID cards may be arrested, imprisoned for three months and fined. (M.G.L. c.90 section 24).

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, they 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.

(B) Social Host Law

Massachusetts has a social host law, (M.G.L. c.138 section 34), which imposes potential liability on social hosts as a result of their serving alcohol to obviously intoxicated persons or persons under 21 years of age. 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 punishable by a fine of not more than \$2,000 or by imprisonment for not more than one year, or both.

(C) 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. Violation of these laws is a criminal offense subject to arrest and criminal prosecution in state and/or federal courts.

The penalties for possession of the substances outlined in Massachusetts General Law, chapter 94C, section 34 are punishable by one (1) year or less of imprisonment or by a fine of not more than \$1,000 or both. Possession of heroin is punishable by two (2) years or less in a house of correction or by a fine of not more than \$2,000 or both for the first offense. Possession of marijuana or a Class E substance is punishable by not more than six (6) months in a house of correction or a \$500 fine or both. Possession of all other controlled substances is punishable by up to one year incarceration or a fine of \$1,000 or both. (M.G.L. c. 94C Section 34).

(D) Health and Safety Contact Information

Local:

Leahy Health Behavioral Services (counseling/psychotherapy, substance use treatment), 800 Cummings Center, Beverly, MA, 978.921.1190, nebhealth.org/Outpatient.html

North Shore Rape Crisis Center, 20 Central Street, Suite 510, Lynn, MA, 800.922.8772 24-HOUR HOTLINE
www.nsrcc.org

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

HAWC Hotline (Healing Abuse Working for Change), 27 Congress Street, Salem, MA, 1.800.547.1649 www.Hawcdv.org

Health Quarters, 900 Cummings Center, Suite 126-R, Beverly, MA 01915, 1.978.922.4490
www.healthq.org/

Regional and National:

Alcoholics Anonymous, www.alcoholics-anonymous.org, www.aaemass.org

Narcotics Anonymous, 1.866.624.3578, www.na.org/

Al-Anon and Al-Teen of Massachusetts, 1.508.336.0556, www.ma-al-anon-alateen.org

Aids Action Hotline (HIV and STD Hotline), 1.800.235.2331

Lawyer Referral Service, Massachusetts Bar Association, 1.800.392.6164

10. Damage Policy

Damage is defined as any change in the condition of College property that occurs by carelessness, bad judgment, accident, or intentional action on the part of students or their guests. Students are held accountable for all actions of their guests. Charges will be determined, whenever applicable, by the amount of cost (material, labor, time 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 (a specific apartment and/or building), all residents of that apartment and/or building 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.

Any damage found inside an apartment when moving in should be immediately reported to the RA and noted on the **Check-in Form** that students sign when moving into housing.

At the end of each semester, all residence halls are inspected and damage assessments are conducted. All rooms/apartments are to be left as they were found when students moved in. Any differences found during or after check-out are subject to damage, replacement and/or maintenance fees.

See below for fee estimates for damages:

Type of Damage	Price
Excessive Cleaning	\$100 per resident
Excessive Trash/Items Removal	\$75 per resident
Drywall damage	\$50 per occurrence
Paint	\$50 Per Wall
Paint Per Ceiling	\$75
Paint Per Door	\$35
Damage to walls (from pins)	\$50 per wall
Damage to floor	Price will vary with extent of damage, minimum \$75
Removal of non-MCA furniture (INCLUDING APPLIANCES, TVs, etc.)	\$100 Per Item
Shades/blinds	\$30 Per Shade to replace
Screens	\$35 Per Screen
Sticker Removal	\$50 per wall/area
Broken Windows	\$100 minimum, price dependent upon type of window
Broken Fixtures (electrical)	\$100 minimum, price dependent upon type of fixture
Furniture Replacement	\$250 minimum, price dependent upon type of furniture
Appliance replacement	\$75 minimum, price dependent upon type of appliance
Door Replacement	\$150
Rug/ Upholstery Cleaning	\$100 minimum, dependent upon cleaning needed
Refinish Kitchen Table	\$200 divided among occupants
Improper check out	\$50
Late move-out (not approved)	\$100 per day
Failure to return keys	Cost of lock(s) change and replacement keys

11. Dangerous Behavior (also see #3 above)

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 they are a clear and imminent danger to self or others. When a student's behavior indicates that their continued presence on campus or in college housing endangers self or others, the College may suspend the student immediately from the College or College housing. As promptly as possible, the student will be given the chance to be heard and present information 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 or family members, as well as local law enforcement and the local health care providers. 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 Student Safety Review Board.

(A) Evaluation

Acting on behalf of the College, the Dean of Students 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).
- 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 Students or designee. The Dean of Students or designee may grant an extension for completion. The psychiatrist must be a neutral party, neither on retainer by Montserrat College of Art or 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, they may be issued a required withdrawal from College housing and/or from the College.

If the psychiatrist's professional opinion is that the student is a clear and imminent danger to self or others, the Student Safety Review Board 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. Although the Student Safety Review Board 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 to College housing, the Board will have final authority in determining whether the student may return to campus and/or in College housing.

(B) 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 they should not be required to withdraw from the College. Within 48 hours of the meeting with the Dean of Students, the student must present a written request for a hearing based on dispute of the facts of the case. A determination will be made as soon as possible and inform the student in writing.

In the event of conflicting evaluations, the Dean of Students may request the opinion of another 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 College housing until the review has been completed.

(C) 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 semesters as specified by the Student Safety Review Board. If the student has not already left College housing, 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. Students who are asked to leave the College or College housing will not receive any refund.

(D) Return after Required Withdrawal

After an absence of at least one full semester, a student may petition the Dean of Students to return to the College and to College housing and must present a psychiatrist's evaluation that indicates that the student is no longer a danger to self or others. In order to remove the conditions of the withdrawal from housing or from the campus, the student must undergo a second evaluation and present evidence that they are 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.

12. Elevated Surfaces

Students are not allowed on roofs or other elevated surfaces and high places; this includes sitting in open windows, porches, decks, and fire escapes above the first floor. This is considered dangerous behavior and subject to Student Conduct, up to and including dismissal from the College and/or College housing.

13. Gambling

Gambling in any form as defined by the Massachusetts state statutes.

14. Guest Policy

Guests are defined as anyone who is not a resident of the house or apartment they are visiting and/or anyone who is not a registered Montserrat student.

- Students must remain with their guests at all times.
- All guests must abide by all College rules as outlined in the Student Handbook.
- 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.
- Students must discuss visitors, in advance, with all roommates and housemates, including RAs. Everyone living in the apartment must be notified of the guest and be comfortable with the arrangement. If anyone living in the apartment is uncomfortable with the guest and/or the arrangement, then that guest will not be allowed to stay.
- Guests may not be in any campus residence without their host.
- If any guests (including family members) create a nuisance to other students, the College has the right to request that such guests leave the campus immediately.
- No person under the age of sixteen may stay overnight in the residence halls.

15. Hazing

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 is unacceptable and prohibited. An individual who organizes or participates in hazing will be subject to 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

<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269/Section17>

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 in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health 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 another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to self 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 permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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 seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility 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 seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and 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 higher education 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 such report.

16. Intolerance, Physical Violence, and Harassment (also see #2 above)

Montserrat College of Art is composed of a variety of people with different sexual orientations, gender expressions, racial identities, cultural backgrounds, religions, and other unique qualities. Any act that is intolerant of or disrespectful to others and can be interpreted to be harmful or distressing to a member of the community may be determined as a violation. Any behavior that victimizes an individual on the basis of race, ethnicity, religion, sex, gender or gender expression, disability, or sexual orientation is inappropriate and considered seriously detrimental to the community.

Acts of intolerance, physical violence, and/or harassment will not be tolerated and may be considered grounds for dismissal. While the term "physical violence" is commonly understood, the term harassment is not. Harassment is a form of violence. It is the invasion or violation of a person's basic rights and may be racial, sexual, or personal in nature. It may be perpetrated verbally or by notes, graffiti, telephone, or other means. Disciplinary action, including dismissal from housing, and if appropriate, civil action, may result from any such incident.

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. On-campus residents and their guests will be expected to further reduce noise levels between 10:00pm and 8:00am daily so others are not disturbed.

18. Pets

Pets of any kind are not permitted in college housing. Students who have documented need for a service animal must contact the Dean of Students Office at least 90 days prior to moving into campus housing. Because of allergies, fleas, and other infections, pets are prohibited in college housing. Violations of this rule will lead to disciplinary action, which may include removal from college housing. Cost of special services resulting from pets, such as cleaning or pest control, will be billed to the students as a damage fee. If pets are found, College staff or Beverly Animal Control may remove them until arrangements have been made– within 24 hours- in the best interest of all concerned including the animal.

19. Service Animals on Campus

Under the guidance of Title III of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Montserrat College of Art generally allows service animals in its buildings, classrooms and studios, residence halls, and to College activities and events unless doing so would pose a danger to the health or safety of others or cause undue burden to the College.

A service animal is any dog or miniature horse individually trained to do work or perform tasks for an individual with a disability, and the work or task is directly related to the individual's disability.

It is expected that a student approved to have a service animal on campus is fully responsible for the animal. The student must have consistent control of the animal, oversee the removal of its waste, and account for any damage it may cause. The animal must also be consistently harnessed, leashed, or tethered, unless any of these devices interfere with the work or task it's trained to perform. In that case, the student must maintain control of the animal through voice, signal, or other effective means.

The College recognizes that allergies and fear of dogs or miniature horses are not valid reasons for denying housing access to a student who uses a service animal. It is reasonable, however, to remove a service animal from the premises if the animal is not housebroken or under the control of its owner.

Other Animals on Campus:

Under the guidance of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act, Montserrat College of Art requires students requesting a comfort, companionship, therapy, or emotional support animal to reside in campus housing to submit documentation a) recognizing the disability and current limitations the animal would accommodate, b) verifying that the animal is necessary to afford the student an equal opportunity to use and enjoy housing, and c) identifying the relationship or nexus between the student's disability and the assistance the animal provides. Comfort, companionship, therapy, and emotional support animals are not service animals and may not be permitted to enter other College buildings. Under the guidance of Housing and Urban Development, the College maintains that a request for a comfort, companionship, therapy, or emotional support animal may be denied if it a) poses a direct threat to the health and safety of others, b) would cause substantial physical damage to the property of the College or others, c) would pose an undue financial or administrative burden, or d) would fundamentally alter the nature of the College's operations.

20. Sexual Harassment/Sexual Misconduct

It is the goal of Montserrat College of Art to promote an environment that is free from all forms of unlawful harassment, discrimination and sexual misconduct. Sexual harassment, including sexual misconduct, occurring in the classroom, residence halls, or in other campus or off-campus settings in which students may find themselves in connection with their status as Montserrat College of Art students, is unlawful and will not be tolerated by the College.

All portions of the Sexual Misconduct Policy apply to:

- All students alleging sexual misconduct carried out by other students, employees of the College or a third party
- All acts of sexual misconduct whether the act occurred on campus or off campus
- All students regardless of sexual orientation or sexual identity
- Any online behavior that may affect the education experience for any student

The policies that the College has developed and follows are not a substitute for the law. Montserrat College of Art supports any student who reports any criminal activity to local law enforcement agencies.

The College will respond promptly to all complaints. 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. Sexual Harassment is prohibited under the Title VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972, the Violence Against Women Act of 1994, and Chapter 151B and 151C of the Massachusetts General Laws.

(A) Definition of Sexual Harassment

“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 as terms or condition of employment or as a basis for employment decisions; or
- (b) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work 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 employment constitutes sexual harassment. 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 environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all examples of conduct that constitutes sexual harassment under the definition, 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, comments on an individual's body, comments about an individual's sexual activity, deficiencies or prowess, suggestive or insulting comments of a sexual nature;
- Displaying sexually suggestive objects, pictures, cartoons, emails, websites etc.;
- Unwelcome leering, whistling, brushing against the body, sexual gestures;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

In addition, the College specifically prohibits the dissemination of sexually explicit voicemail, email, and/or graphics.

(B) Sexual Misconduct

Montserrat College of Art is committed to providing a learning community free of all forms of sexual misconduct. ‘Sexual misconduct’ is defined as a form of discrimination based on sex or gender that violates Title IX regulations. In some cases, sexual misconduct behavior may be criminal in nature including sexual harassment, rape, dating violence, domestic/intimate partner violence, sexual assault and stalking.

Sexual misconduct may occur between a female perpetrator and male victim, male perpetrator and female victim or between a perpetrator and victim of the same gender. Regardless of gender or sexual orientation of the parties involved, all sexual misconduct is a violation of college policy.

Montserrat College of Art will address all reports of sexual misconduct. Any report of sexual misconduct will be investigated and may result in a student conduct hearing. The College will work with the community and other resources to provide on-going education around the issue of sexual misconduct.

(C) Definitions: The following are educational definitions used by the College and are not intended to mirror Massachusetts General Laws.

- **Rape (Non-consensual Sexual Intercourse)**

Entering into, engaging in, or continuing to engage in sexual intercourse, which involves an act of vaginal, oral, or anal penetration with another person when it occurs against that person's will/without that person's consent. Acquaintance rape (committed by a date, friend, or someone the victim knows casually) is defined the same as above.

- **Dating Violence**

Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction. (adopted from VAWA legislation)

- **Domestic/Intimate Partner Violence**

Any person regardless of age or sex, who has been abused by a spouse or partner, former spouse or partner, household member (roommate), former household member, past or present in-laws, step children, or a blood relative.

- **Sexual assault**

Any sexual activity without consent. Sexual assault includes: penetration of any orifice by any object, force or threat of force, perpetration (unwanted touching of an intimate part of another's body) against the will of the victim

- **Stalking**

A willful and malicious pattern of conduct that seriously alarms and would cause a reasonable person to suffer substantial emotional distress. A stalker must directly threaten the victim.

- **Consent**

An informed, freely and actively given, mutually understandable communication that clearly indicates willingness to participate at every stage of a sexual encounter. An absence of no does not indicate consent. Consent cannot be given if one of the participants is: under the age of consent (16 years old in MA), mentally disabled, intoxicated by drugs or alcohol, unconscious, asleep, unaware, or physically helpless. Furthermore, consent is not effective if a person is coerced, pressured, intimidated or threatened.

(D) Suggested Steps to Follow if You Experience Sexual Misconduct

1. Go to a safe place as soon as you can.
2. Contact someone you trust, a close friend, family member, staff member or a resident assistant, to be with you and support you.
3. It is important to preserve all physical evidence since this may be necessary in the proof of a criminal sexual assault. If possible, do not wash, eat, drink, douche, clean, use the bathroom, or change clothes. If you do change clothes, put all clothing you were wearing at the time of the attack into an unused or a clean paper bag.
4. Get medical attention as soon as possible. A medical examination can provide any necessary treatment and collect important evidence. Injuries may not be immediately apparent. Student Affairs personnel can assist in transporting you to the hospital. The North Shore Rape Crisis Center (www.nsrcc.org) can provide a trained advocate to meet a survivor at a local hospital. In addition, the NSRCC has a 24-hour hotline for survivors of sexual assaults - 800.922.8772. These services are free.

5. Report the incident. Students are strongly encouraged to report all forms of sexual misconduct. Students may contact the Title IX Coordinator or the Deputy Title IX Coordinator.

Title IX Coordinator: Christin Bouranis, Human Resources Generalist, 248 Cabot Street, 1st floor. 978-921-4242, ext. 1171.

Deputy Title IX Coordinator: Maureen Wark, Dean of Students, Hardie Building, 1st floor, 978-921-4242 ext. 1130. Students may also report a sexual assault or sexual misconduct and pursue possible criminal prosecution. Any of the resources listed above can help you arrange initial contact with local police or, you may contact law enforcement directly by calling 911.

Confidentiality: A survivor may speak confidentially with the College's Counseling Psychologist (978-921-4242, ext. 1200) or an off-campus resource such as the North Shore Rape Crisis Center (800-922-8772).

Although every effort will be made to ensure confidentiality, Montserrat College of Art's policy prohibiting sexual harassment/sexual misconduct does not guarantee confidentiality in all cases. In some instances, the College may be bound by the law or otherwise required to initiate an investigation to ensure the safety of all community members.

In the Annual Security and Fire Safety Report is compiled COMPLETE confidentiality is guaranteed in the report. No one is ever identified in the reporting of crime statistics.

Faculty and Staff Obligation to Report. Staff and faculty of Montserrat, outside of the Counseling Psychologist, are obligated to report incidents of sexual misconduct to the Title IX Coordinator or the Deputy Title IX Coordinator within a timely manner, preferably not to exceed 72 hours. Such reports may be made as third party reports if the survivor so chooses not to disclose their identity and/or the identity of the accused.

Interim measures may be requested/taken to ensure the well-being of the survivor and the safety of all community members when a report of sexual misconduct is received. Those measures (available for the duration of an investigation) include, but are not limited to:

- A change of an on-campus student's housing to a different on-campus location.
- A change of class sections when possible.
- A change in on-campus employment schedule
- Additional academic support through the Center for Academic Support
- Assistance in exploring incompletes, a leave of absence, or withdrawal from the College.

(E) Reporting the incident for investigation.

Students who wish to have an incident of discrimination, harassment or misconduct investigated should file a written report with the appropriate person listed below. The report should summarize the alleged discrimination, harassment or misconduct, should identify the person who allegedly committed the discrimination, harassment or misconduct and should describe the resolution sought.

- If the person alleged to have committed the violation is a faculty member, please file the report with Laura Tonelli, Dean of Academic and Faculty Affairs.
- If the person alleged to have committed the violation is a staff member, please file the report with Christin Bouranis in Human Resources.
- If the person alleged to have committed the violation is a student or non-community member, please file the report with Maureen Wark, Dean of Students.

Any staff member above can assist you in contacting the local police if that is your wish. They can also put you in contact with the Title IX Coordinator or Deputy Title IX Coordinator who can answer questions about the processes associated with these matters.

Although your privacy will be protected when you report through these offices, people who need to know may be told and information may be shared as necessary to investigate and adjudicate the matter. All efforts will be made to protect your privacy to the greatest extent.

(F) Campus investigation procedures

When the College receives the complaint, the College will investigate the allegation in a fair and timely 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, the person alleged to have committed the violation and with witnesses. All parties involved should refrain from discussing any and all aspects of the investigation.

When the College has completed its investigation, it will inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation, simultaneously. 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.

During the entire process, the survivor will have:

- The right to be treated with dignity and respect
- The right to have a support person or persons of his/her choice accompany them throughout the disciplinary proceedings. This person is a 'silent' supporter during meetings, etc. who may not verbally participate in or interrupt the proceedings.
- The right to request a modification to the hearing setting during their testimony.
- The right, as established in Massachusetts Law, not to have his/her personal sexual history (including that with the accused student) discussed during the hearing
- The right to make a "victim impact statement" if the accused is found in violation of the Sexual Misconduct conduct code
- The right to be notified of the outcome of any disciplinary proceedings pursuant to the Campus Security Act, Sexual Assault Bill of Rights (April 29, 1994).

During the entire process, the accused will have

- The right to be treated with dignity and respect
- Written notification of the alleged charges in a timely manner
- The right to review substantive evidence to be used against them
- The right to have a support person or persons of his/her choice accompany them throughout the disciplinary proceedings. This person is a 'silent' supporter during meetings, etc. who may not verbally participate in or interrupt the proceedings.
- The right to be notified of the outcome of any disciplinary proceedings pursuant to the Campus Security Act, Sexual Assault Bill of Rights (April 29, 1994).

(G) Disciplinary Action

If it is determined that inappropriate conduct has been committed by a College employee, student or third party, 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. It may be recommended that a third party be banned from being on/working on (vendor) the campus. Other forms of disciplinary action may be imposed as deemed appropriate under the circumstances

In order to create an environment that encourages victims to report and pursue action relative to incidents of sexual misconduct, the College may choose not to pursue student conduct violations committed by the complainant (such as

alcohol violations) related to the sexual misconduct incident. In those rare instances where violations are processed, they will be addressed through the use of educational methods such as counseling, community service, and/or educational workshops. Victims will not be subject to fines or removal from housing or the College.

False Claims: If it is determined that an individual falsified a claim of harassment, discrimination or misconduct, it may result in corrective actions up to and including dismissal from the College or release from employment.

(H) Retaliation

The College prohibits retaliation against any individual who reports harassment, discrimination, or misconduct or participates in an investigation of such reports. Retaliation against an individual for reporting harassment, discrimination, or misconduct or for participating in an investigation of a claim of harassment, discrimination, or misconduct is a violation of this policy and, like harassment, discrimination, or misconduct will be subject to disciplinary action.

(I) Campus Education/Prevention Programs

The College will work with the community and other resources to provide on-going education around the issue of sexual misconduct. There is a prevention workshop during New Student Orientation as well as on-going information sessions during the academic year.

(J) On-And Off-Campus Resources/Contacts

Medical Treatment

Local Emergency Service 911

Health and Wellness Center, ext. 1300

North Shore Rape Crisis Center (Someone can escort you to a hospital) 800.922.8772

Beverly Hospital, 85 Herrick St., Beverly, MA 978-922-3000

North Shore Medical Center, 81 Highland Ave., Salem MA 978-741-1200

Safety

Beverly Police Department 911

Beverly Police Department, Domestic Violence Unit, 978-922-1155

Counseling and Emotional Support

Counseling Center, 1st floor Hardie, ext. 1200

North Shore Rape Crisis Center, Lynn, MA 800.922.8772

Helping Abuse Working for Change, Salem, MA 800-547-1649

Leahy Behavioral Health Services, 978-921-1190

Campus Offices

Dean of Student Office, 1st floor Hardie, ext. 1130

Title IX Coordinator, 1st floor, 248 Cabot, ext. 1171

Campus Life Office, Student Village, Lower Level, ext. 1134

State and Federal Remedies for Formal Complaints

If you believe you have been subjected to harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 300 days; MCAD – 300 days).

Addresses & Contact Info

U.S. Equal Employment Opportunity Commission - Boston Area Office

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

Phone: 1-800-669-4000

Fax: 617-565-3196

TTY: 1-800-669-6820

Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:

One Ashburton Place, Room 601

Boston, MA 02108

Phone: 617-727-3990

Fax: 617-994-6024

TTY: 617-994-6196

21. Theft and Unauthorized Use (also see #5 above)

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 Student Conduct, but may also be pursued under state, local and federal law.

22. Vandalism (also see #5 above)

Damaging property, on or off-campus, such as breaking windows, causing holes in walls or other destruction, as well as marking a building with graffiti, tagging or other inappropriate marks, are acts of vandalism and subject to disciplinary action.

Refer to the Damage Fee estimate chart in #10 above. The cost of removing tags in common areas will be equally distributed to all residents unless the responsible party is known. Repairing tags in any bedroom will be charged to the occupants of that bedroom unless the responsible party is known. 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 is considered a serious violation of College policy and may result in discontinuation of enrollment.

23. 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 and 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 Student Conduct, and may result in dismissal from College Housing and from the College.

24. Weapons

No weapons, real or decorative, even realistic replicas or toy versions, are allowed on campus, including any residence where students live. 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 Conduct Board action. Violation of this policy may also be considered “dangerous behavior” which could result in removal from college housing or discontinuation of enrollment. (See Dangerous Behavior section of this handbook) If you have a question as to whether or not an item is a weapon, please ask the Director of Campus Life before bringing the item onto the premises. The College considers the following to be weapons; guns, firearms, air rifles/pistols, b-b/pellet guns, paint guns, swords, knives, brass knuckles, gougers, throwing stars, firecrackers/fireworks, explosives, slingshots, pepper spray/mace, or any other objects commonly used as a weapon. In addition, any object or tool used to intimidate, threaten, or inflict harm will also be considered a weapon.

Additional Information/Disclosures

Reporting Criminal Acts 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. Students who have knowledge of criminal activities are expected to report this to the College administration, and may be held accountable if not reported.

Missing Persons

The Missing Person Policy is intended to comply with the Higher Education Opportunity Act of 2008 to respond to and assist with reports of missing students. This policy applies to students who reside on campus and are deemed missing or absent from the College for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to; reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student. In the beginning of the semester, all students will have the opportunity to designate an individual(s) as the missing person contact. All report of missing resident students should be directed to the Dean of Students Office who, in conjunction with campus security, will conduct an investigation to determine whether the student is missing in accordance with this policy. Montserrat will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined missing in accordance with such procedures; and after the 24 hours Montserrat will initiate emergency contact procedures in accordance with the student's' designation.

Persona Non Grata

No person, either singularly 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 Students 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 outside 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.

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 Conduct Board about a student conduct matter is in itself a violation of the Student Code of Conduct.

Failure to observe College regulations, policies, the Student code of Conduct 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.

XII. College Conduct Proceedings

Initiation of Charges

Any member of Montserrat College of Art community may initiate a complaint against a student for alleged violation of Montserrat College of Art policy with the Director of Campus Life, Assistant Director of Campus Life, or the Campus Life Graduate Assistant who serve as the College's hearing officers. The hearing officer will conduct a review of the allegation and determine if there is a need to proceed.

Once it is determined that disciplinary proceedings will be initiated, written notification of the alleged charges will be sent to the accused student(s). Notification will specify the alleged violation of the College's Student Code of Conduct, and advise the charged student to arrange for a pre-hearing interview with the Hearing Officer.

Most allegations are heard by a Hearing Officer in an Administrative Hearing. Alternatively, students may select to go before a board of their peers. Students are expected to attend the scheduled conduct hearing. If a student fails to attend a hearing, they assume responsibility for the violation and forfeit their right to appeal.

Pre-Hearing Interview

Upon written notification of charges, it is the student's responsibility to arrange a pre-hearing interview with a Hearing Officer. The purpose of the pre-hearing interview is to familiarize the student with the disciplinary process. If the student does not schedule the pre-hearing interview within the time period specified in the notification, they waive the right to a pre-hearing interview and will subsequently be notified of the date and time of the hearing in writing. If the accused student fails to attend the hearing, it will take place in his or her absence. At the end of the Pre-Hearing interview, if time allows, the student may opt to expedite the process by immediately beginning an Administrative Hearing.

Administrative Hearing

During this hearing, the student will meet with a Hearing Officer. Generally, but not always, the order of an administrative hearing will proceed as follows:

1. Introduction by the Hearing Officer
2. Discuss alleged violation(s)
3. Allow student to respond to alleged violations
4. Student will state "in violation" or "not in violation."
5. Resolution

All procedural questions and decisions are subject to the final decision of the Hearing Officer.

Decisions of the Hearing Officer will be made based upon a determination of whether it is more likely than not that the student violated the Student Code of Conduct. After the administrative hearing concludes, the hearing officer will determine whether the student violated each section of the college policies that the student is alleged to have violated.

The student will be notified in writing of the decision and sanction(s) imposed, if any. Notification is deemed to have occurred on the date on which a document is mailed, e-mail is sent, or a written message is delivered.

Overview of the Student Conduct Board Hearing

1. The Student Conduct Board (SCB) is comprised of students, faculty, and/or staff and hears allegations of violations of College policies. Hearings are recorded and all recordings are destroyed after the appeal deadlines have been reached (with the rare exception of hearings where students are dismissed from the college).
2. The Director of Campus Life or designee convenes the SCB and notifies all involved parties of the time and place of the hearing.
3. Between three to five SCB members are present for the hearing.

4. The Hearing Officer presents the case and confidentiality of proceedings is explained.
6. The charged student will be given the opportunity to state "in violation," "not in violation" or "no response."
5. The student charged will be given the opportunity to make an opening statement, and respond to questions by the SCB. S/he will also be able to ask questions of other students who may be present.
6. Students or the college may call in witnesses to provide information to the SCB.
7. The accused student(s) may bring a member of the campus community (student, staff, or faculty) to serve as an advisor at the hearing. This person acts in an advisory role to the student only, and may not speak to the SCB.
8. The student will be given the opportunity to present a closing statement
9. After all information is present, the SCB will excuse all parties and convene in Executive Session. The SCB will weigh the information presented and make a determination as to whether the student violated the code and recommend appropriate if any sanctions. In determining sanctions, the SCB uses preponderance of the evidence as a threshold to determine responsibility will consider the nature and seriousness of the infraction, and the student's previous conduct history. Prior discipline information is made known to the SCB after a finding has been made, but before sanctions are assigned.
10. The Director of Campus Life will write the decision letter from the SCB and deliver the letter to the student within 48 hours of the hearing.

The sanctions available to Student Conduct include, but are not limited to the following:

- Warnings: Reserved for minor violations.
- Fines: Beginning at \$25.00
- Campus Service: Minimum of four hours of supervised campus service
- Restitution of Damages: Students may be required to make restitution of damages to other students, to Montserrat College of Art, or to any other parties harmed by their actions.
- Educational assignments/programming.
- Behavior Agreements: At times, before asking students to leave campus housing and/or the College, the Dean of Students may deem it necessary to enter into a behavioral agreement with a student about conduct in college housing and/or the College community, particularly in situations where the student behavior has become an issue for the larger community. Should a behavioral agreement be entered into between a student and the College, the College maintains the right to handle any violations of the agreement administratively rather than through the conduct board. Violations of the agreement may result in referral to the Student Conduct Board.
- Disciplinary Probation: Disciplinary Probation results from findings of unacceptable student behavior as defined by College Student Code of Conduct and/or by federal, state and/or local law. Further violations of the code of conduct while on disciplinary probation may lead to removal/suspension from on campus housing or suspension from the College.) Students may be placed on Disciplinary Probation for as little as one semester up to the remainder of their enrollment at the College.
- Removal/Suspension from on campus housing: This occurs when the student's behavior creates a threat to self or to others. In some instances students may be allowed to remain enrolled in the College while being on college housing suspension.
- Suspension from the College: Dismissal of a student from the College is a serious measure taken when the student's behavior creates a serious threat to that student or others, or when there is a pattern of infractions or behavior in violation of College Policy, and/or Academic Misconduct. When a student is suspended from the College, they are automatically dismissed from college housing as well.
- Expulsion from the College: Expulsion from the College is the most serious sanction and is permanent. Should a student be sanctioned with expulsion, they will not be allowed to return Montserrat College of Art.

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 removal from housing (if applicable) and/or separation from the College. Student Conduct may also require that students participate in a Drug and Alcohol Education Program. Students suspected of violating the College drug policy might be interim suspended from the residence halls or the college pending a final

determination. 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.

Providing and serving alcohol in a context that 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. Note: Failure to seek medical assistance for a fellow student who has passed out from alcohol or drugs is extremely serious and can be life threatening. All students are to call for assistance without fear of discipline.

Interim Suspension

When the College believes, on the basis of available information that the student’s continued presence on campus, or in campus housing, endangers self or others, the Dean of Students may interim suspend the student, without prejudice, immediately from the College and/or college housing pending a hearing at the earliest opportunity.

Appeal Procedures

Students may appeal the decision of a discipline hearing/conduct board if the student believes that

- The process was not followed, or
- If there is new information that has come forth which was not known to the student at the time of the hearing.

The request for an appeal must be submitted in writing to the Dean of Students within two workdays of receipt of the decision letter.

If the student initiates an appeal within the required time frame the implementation of sanctions is suspended until the appeal is heard. If, however, the student’s continued presence on campus or in campus housing endangers self or others, the Dean of Students may suspend the student, without prejudice, immediately from the College and/or College residences pending the outcome of the appeal. If no appeal is filed, the sanction will be implemented in 48 hours.

The Dean of Students (or designee) will review the letter of appeal and may interview or require written statements by any and/or all involved in the situation. Possible outcomes may include:

- The appeal is denied and decision of the Hearing Officer or Student Conduct Board is upheld.
- A SCB will be convened to review the new information or to rehear the case.
- The results of the appeal to the Dean of Students are final.

Removal from Housing on the basis of disciplinary action

The privilege of residing in college housing can be terminated by the Dean of Students, acting on behalf of the College, on the basis of preponderance of the evidence, (as determined by Student Conduct) 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 College housing altogether significantly infringes on the rights of the other residents. Grounds for a disciplinary move include, but are not limited to:

- 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 College housing (e.g. repeated use of alcohol; using or selling drugs in campus housing, etc.).
- Any behavior that is deemed 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) or to self.

When Student Conduct's findings include a penalty of disciplinary removal/relocation, the Director of Campus Life, or designee, will inform the student of that fact after the disciplinary hearing. At that time, the student will be told that they have 24 hours to remove their belongings and turn in their key(s). If the student is being moved to another residence within College housing, they will be notified of the location of the new residence. As with all other penalties, the Director of Campus Life, or designee, will also inform the student that they have a right to appeal (on the basis of procedural error or additional evidence); and that the request for an appeal must be submitted to the Dean of Students in writing within two business days of the decision.

In the event that the student has not removed their belongings and turned in their key(s) within 24 hours, their possessions will be packed and moved by the College. The residence will also be re-keyed at the student's expense. The Director of Campus Life or designee will supervise the move. 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 may initiate legal recourse in the courts (e.g. by seeking a court order to vacate and/or a restraining order).

XIII. Safety

Medical Emergencies and Blood borne pathogens

A. Medical Emergency

If you think there 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 able to walk or move.

The first person who is aware directs another person to

- Call 911
- Notify an RA the RA on call number is 978-880-2804.
- Then notify Campus Security at 978-778-8231.

When you call 911 let them know

- You are calling to report an emergency at Montserrat College of Art in Beverly
- The address is: _____
- The injury is: _____
- The telephone number I am calling from is: _____
- An escort will meet you at: _____
- Emergency vehicles can enter the site at: _____
- 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.

B. Blood borne pathogens

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

Universal Precautions: Universal Precautions is a system designed for use in hospital and laboratory settings where workers find themselves dealing with continual occupational exposure to blood and bodily fluids. These fluids may or may not contain pathogens. The severity of implications involved in self-contamination from contaminated blood (HIV, Hepatitis, 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. The Health & Wellness Center has these bags. Bagged materials must be placed in covered containers with secure tops.
- Area surfaces and/or articles that are grossly soiled with BBF must be cleaned with detergent/disinfectant. Common house bleach will kill blood borne pathogens. Use it to clean up any areas or tools that have been contaminated with BBFs.

LOCATION OF FIRST AID AND BLOODBORNE PATHOGEN CLEANUP KITS

Hardie Building

- Basement: Next to 'Right to Know' Station
- Printmaking: In the arched doorway
- First floor: Front desk - Security
- Entrance to faculty/staff break room
- Second floor: Adjacent to the snack vending machine
- Third Floor: Right to Know Station in Essex Street side lobby

248 Cabot St.

1st floor

- Hallway outside of the bathrooms
- B105 outside of the kitchenette.

2nd floor

- On the wall by the bathroom.

301 Cabot St

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

1A Knowlton

- Back room by the back door

If the situation is not an emergency, but a medical situation in which someone may need transportation to the emergency room, Notify closest faculty member and or department monitor / technician.

Contact Campus Security at 978-778-8231. 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 978-921-4242 before punching in extension numbers. The Hardie front desk extension is 1100.

If the situation develops into an emergency, **contact 911 immediately!**

Fire Safety and Policies

Throughout the year, Montserrat College of Art conducts unannounced fire drills across campus 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.
- **Causing or reporting a false fire alarm is a criminal offense and the person doing so is subject to arrest, fines and additional College disciplinary action.**

For residence halls

Behavior, which subjects campus residents to danger as a result of a fire is considered extremely serious and will be referred to student conduct. Sanctions may be assessed up to and including dismissal from the College. This includes disconnecting or disabling the smoke or fire alarms in campus buildings, as well as complete disregard or negligence of fire safety in cooking, smoking, or creating art. Residents are required to practice prudent and sensible fire-safety measures.

1. 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.
2. Students are not permitted to hang tapestries, or other appendages from the ceiling, including the sprinkler heads. This will create interference with the sprinkler system. Students may not block a walkway with any object, including curtains, sheets or drapes.
3. Students should avoid overloading of electrical outlets, and limit clutter and combustibles in their apartments.
4. Additional 'appliances', including but not limited to, mini-fridges, microwaves, coffee makers, etc., must be kept in the common area of an apartment, preferably the kitchen area.
5. Only UL listed power strips and extension cords are permitted.
6. Under no circumstances may a student light a fire of any kind in or near college housing.
7. Using a closet as a sleeping or studio space is prohibited.
8. Fire doors (in hallways, stairwells, etc.) may not be blocked or kept open at any time or used as entry/exit doors by residents.
9. Stairwell and fire exit lights must remain on at all times.
10. Excessive littering is considered a fire hazard and will be treated accordingly.
11. Hallways must be kept clean and clear.

Items which are not permitted in the residence halls include:

- Alcohol/Drugs/Drug paraphernalia
- Pets (including aquarium pets)
- Halogen lamps
- Decorative lights/signs (unless UL certified)
- Extension cords (unless UL certified)
- Candles/incense
- Kerosene lamps
- Space heaters (unless furnished by the College in a situational basis)
- Any items which creates an open-flame
- Flammable liquids or gases, including paint thinners.
- Grills, gas or charcoal (also prohibited from the decks, backyards, porches and driveways of all residence halls)
- Weapons (real, realistic, or decorative)
- Motor vehicles, including motorcycles, motorized scooters, etc.
- Opened spray cans that contain flammable vapors such as fixatives and spray paints
- Any opened oil based media
- Tattoo guns or anything equipment for tattooing

Any student who smells a strong odor of oil or gas in a campus residence should contact the RA on call AND Campus Security IMMEDIATELY.

Students should know location of fire extinguishers, alarms and exits. If you discover a fire, sound alarm and call 911 first, then notify Campus Security at 978-778-8231.

Studios and Classrooms

(A) Fire Hazards and procedures

Studio and classroom doors cannot be blocked by furniture or art work.

There are safety cans in the painting studios for the disposal of flammable rags, oil-based waste, and solvents. Additionally, there are safety storage units for the storage of flammable materials. The law requires all containers (including but not limited to baby food and pickle jars) containing flammable liquids to be labeled with the contents, name of owner, and date stored. All containers should be glass and must have a fitted cap or lid. 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 campus 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.

(B) 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 the laundromat parking lot

248 Cabot St: In the front of the building move 50 feet down the sidewalk. In the rear of the building in the public parking lot.

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.

XIV. Safe Studios

This safety information below is intended to make students aware of the guidelines and protocols designed to help keep you safe and healthy during the time you spend at Montserrat College of Art. Please take the time to read and familiarize yourself with all the different aspects of this section, 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 every day.

1. Handling Materials

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 artists 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. You can find things like toxicity and proper handling procedure for the materials you will be using in these stations. The Right to Know Station for painting and drawings materials can be found outside the entrance to H309 on the third floor of the Hardie Building. Follow safe, responsible, application methods and cleanup procedures, and stay healthy.

2. Safety Data Sheets (SDS)

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

(A) 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 gloves and a dust mask 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 not only do they endanger the artist but, the finished product is always a potential hazard to conservators if it is repaired, or children if it is abandoned (for example).

Water-Based Paint and Inks- Acrylic, Latex, Alkyd, Watercolor, Gouache, Sumi, India Inks and other water based materials.

Water based paints 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 is listed as a probable human carcinogen by the EPA (Environmental Protection Agency). When using these paints you should provide a small amount of dilution ventilation such as an open window or small exhaust fan.

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 other 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. These barrels are located in all of the painting studios as well as the senior workspaces at 301 Cabot and B248.
4. You may wash your brushes and or palette knives in the sink with water and soap. Water based paints and inks are thinned and cleaned with water. .
5. Dispose of waste water in sink.

Oil-Based Paint and Mediums

Oil -based paints and related media are often used with solvents and require more stringent protocols for handling and disposing. Proper (dilution) ventilation needs to be used. Dilution ventilation is nothing more than an open window or a vented studio. 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 or vent.

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 other airtight container. Paint intended for the trash must be allowed to dry and solidify. Never throw wet paint into the trash. Wet oil-paint should be disposed of in the oil-based solids can located in the painting studios, printmaking studios, and senior fine arts seminar workspace.
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 the brush washer between the painting studios or 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 add your name and 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. Montserrat College of Art has changed over to safer bio-solvents whenever possible. Soyclear is a soy oil and methyl ester solvent that is rated a safe solvent by the EPA and does not carry the risk of fumes. It can be found in the brush washer stations between the painting studios and in the printmaking department.

In general, artists should:

1. Substitute water-based products for petroleum based products whenever possible. If using oil-based materials clean with the least toxic material available. Most oil-based products can be removed from skin and brushes with vegetable or mineral oil and then soap and water.
2. 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. If you want further information on a product, all vendors are required to provide SDS sheets or online access to sheets on request. Use solvent based products in properly ventilated areas only. Use gloves to prevent skin contact with all paints and solvents. Store petroleum or other organic based solvents and mediums in sealed bottles or petroleum approved containers properly labeled and placed in fireproof storage cabinets.
3. Artists both student or professional should not work in the studio if on medication or under the influence of any foreign substance. This includes illness or excessive tiredness. Most accidents happen when the artist or student is not working under ideal conditions.

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 both of the colleges studio classroom buildings. Ask the instructor of the class you are taking for the location of the spray booth in your area. If using outside place cardboard or paper down so paint residue is not left in public places.

(B) Printmaking and Book Arts

The Printmaking department involves working with heavy machinery and toxic materials. There are eight large presses and other heavy equipment with moving parts that are capable of physical harm.. 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 silk screen. 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.

Oil-based Inks, Mediums Shellacs and Grounds

Oil -based inks and related media are often used with solvents and require more stringent protocols for handling and disposing. It is advised that students wear gloves or barrier creams when using oil based inks and mediums to limit exposure. While most of the inks are not hazardous to the skin, the continued washing required when working with inks can add to skin irritation and dermatitis. Shellac and printmaking grounds require gloves and spot ventilation because they contain and are only cleaned with solvents that are hazardous to the skin and inhalation. The entire printmaking lab has room ventilation and there are additional spot ventilation areas for working with hazardous materials.

Water-based Ink, Gum Arabic, Emulsion and Mediums

There are several water based mediums that you may use in printmaking. Although they are considered less toxic than oil based solvents, they may contain formaldehyde or other mild irritants. Students should consider gloves or barrier cream if using these materials, and they should be used in a well-ventilated studio like the print lab.

Powdered Pigments, Dyes Talc, Rosin and other powdered materials.

Students should wear a dust mask and gloves when using any powdered materials. Whenever possible work should be done near one of the vents to pull airborne particles away from the room. All powdered materials can pose an inhalation risk that ranges from minor irritant to severe carcinogenic risk depending on the material. Powdered dyes are among the most hazardous of the dry materials and students using those should discuss use with the technician or instructor. Students should wear gloves and a dust mask when using the Aquatint Box.

Solvents

Vegetable and mineral oils have proven to be a good cleanup alternatives for petroleum based products like etching ink. They are 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 cause headaches, dizziness, rashes, and may pose long term health concerns. There is a washout station in the etching area for cleaning all inking tools and plates. All students are required to wear gloves when washing out and cleaning up. The printmaking department has switched to a bio-oil and ethanol based solvent Soyoclear that is a less toxic solvent alternative. Use this in place of stronger solvents whenever possible. There is often a need to work with solvents in the open classroom it is best to do that by one of the vents.

Thinner or Mineral Spirits

Odorless paint “thinner” or mineral spirits is a safer solvent than turpentine because the more toxic chemicals have been removed. (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. Lacquer thinner and Acetone are highly toxic. Use them only in the solvent booth or next to a designated vent when nothing else will do the job. Remember to wear gloves.

Acids and Corrosives

Students will be using acids in both the Etching and Lithography processes. The etching area contains acid baths of nitric acid for etching zinc and ferric chloride for etching copper. Both of these acids are diluted in water but are still strong corrosives. Students must wear eye protective goggles and neoprene gloves when working with these chemicals. Lithography requires the use of small amounts of full strength nitric, and phosphoric acids as well as diluted acetic acid. Gloves and eye protection should be used when working with any acid or caustic solution and use a spatula when working in the acid area. Never place bare hands in acid trays There can be no reckless behavior near or involving acids and solvents. Failure to use appropriate caution with hazardous materials may result in Judicial Board action and dismissal.

Spills and Accidents

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 notify the instructor, technician or monitor on duty, 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, notify the instructor, technician or monitor on duty, cover with cat litter, 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.

Presses and Heavy Equipment

When working around the presses, cutters or other heavy equipment students should secure loose clothing, tie back hair and remove any jewelry that could become entangled in equipment. Students should keep hands from press tops and always check pressure before printing; as well as should keep hands from cutting area and keep feet away from pressure bar when using the plate cutter. When moving litho stones, ask for assistance and use proper equipment and team lifting procedures. Students should never work in the studios if on medication or under the influence of any foreign substance; this includes during times of illness or fatigue. It is not advisable to work in the Printmaking studios alone. A monitor system is in place to provide coverage of the rooms.

General precautions:

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

Students should wear gloves and a dust mask when using the Aquatint Box.

All solvent rags should go to the designated rag bin and paper should be put in designated safety can.

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

For silkscreen washout, students should wear gloves and safety glasses as well as ear protection and use cold water only.

The Emergency phone is located in the printmaking room next to the doors.

Book Arts

Artists working in Book Arts use much of the same materials and equipment to printmakers. Similar handling and clean-up procedures apply to the oil- based inks and additives. In addition to those materials students will handle lead-type. Lead poses a serious health risk. Lead type is not dangerous for skin contact - however lead oxide residue can be easily transmitted to the blood stream through accidental ingestion. Students must always wash their hands after using lead type and must never eat or drink in the studio when handling type. The equipment (presses, board shears and other cutting equipment in the letterpress and printmaking areas must be used with proper caution. These pieces of heavy machinery can cause injury or loss to fingers and hands. See the precautions listed under Presses and Heavy Equipment above. Students should not work in the studios if on medication or under the influence of any foreign substance. The monitor on duty in the printmaking area also covers the letterpress room and is available in case of an emergency. It is advised that students never work alone in the studios.

(C) 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. There are several emergency telephones located in the sculpture area and in the senior workspace. Students should take time to familiarize themselves with these locations when working in these areas.

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

Clay and glaze dusts are extremely hazardous to the respiratory system. Students should always use proper ventilation and or work outside when working 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.

(D) Photography

Traditional 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. Certain chemicals in photographic developers have the potential to cause a long term skin condition known 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 data sheet (MSDS) which the school has on file; any questions or concerns you may have can likely be answered by referring to these.

(E) Graphic Design, Illustration and Animation

Students working in these areas may be working with a variety of artist materials and equipment as well as with the computer. It is advisable to read the precautions of any materials that are used.

Ventilation

The application of all toxic materials hazardous materials (markers, rubber cement, spray adhesives and spray fixatives) 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.

(F) General Information

Chemicals in Art Materials

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 term, or chronic effects, are often more serious and may only be noticed after years of working with chemicals, and may not be reversible.

Computer Use:

The computer may seem like a relatively harmless piece of equipment, but extensive time and repetitive movements associated with computer use have been known to cause physical to the body and eyes of users. Students should pay attention to proper positioning and the use of ergonomic workstations, as well as allow the length of time seated at the computer and to allow for breaks. OSHA's recommendations for computer use include:

High repetition tasks or jobs that require long periods of static posture may require several, short rest breaks. During these breaks users should be encouraged to stand, stretch, and move around. This provides rest and allows the muscles enough time to recover.

Rest your eyes periodically by focusing on objects that are farther away (for example, a clock on a wall 20 feet away). Stop, look away, and blink at regular intervals to moisten the eyes.

Alternate tasks whenever possible, mixing non-computer-related tasks into the workday. This encourages body movement and the use of different muscle groups.

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 including the gallery staff and visitors, (such as animal and human fluids and/or other animal, human or biological materials such as food/plants, liquids, or other decomposing 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 and local communities. Students must communicate with gallery staff about use of the above materials, to ensure a safe and well prepared installation. 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.

Installation, Performance and Public Art

The College respects the right of individual expression, however the impact on and safety of the artist and the general public must always be considered. All installation, performance and public art pieces must be carefully planned to insure the safety of all involved. Proposals for installation, performance and public art should be presented to the instructor, Academic Facilities Coordinator and/ or Gallery staff for approval. All projects including Senior Thesis projects proposed for any campus gallery or public space on campus (i.e. outside but on campus buildings or grounds, hallways or common areas) require Gallery Staff approval.. Smaller projects proposed for classroom installation need only the approval of relevant instructors. Any project deemed unsafe will be halted or removed. The instructor, AFC and/or gallery staff retains the right to stop any performance that becomes a threat to the artist, audience or facilities; and/or has not gone through proper approval processes.

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 Safety and Data Sheets (SDS) 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.

XV. Montserrat Campus 2013 Crime Statistics

Murder, Forcible & Non-Forcible Sex Offenses:

Forcible Rape	0
Forcible Sodomy	0
Sexual Assault w/ Object	0
Forcible Fondling	0
Non - Forcible Sex Offenses:	0
Statutory Rape	0

Other Offenses:

Robbery	0
Aggravated Assault	0
Burglary	1
Motor Vehicle Thefts	0

Number of Arrests for:

Liquor law violations	0
Drug Abuse violations	0
Weapons possession	0

Crime Statistics

Each year, various state and federal laws are enacted which require colleges to provide information to students. Montserrat College of Art prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The inclusion of these statistics represents the College's compliance with the obligation to publish and distribute. The Annual Crime and Fire Safety report can be found at www.montserrat.edu beginning on October 1, 2015.

XVI. Notice of Non-Discrimination

Montserrat College of Art does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, or sexual orientation in admission to, access to, treatment in, or employment in its Massachusetts art programs and activities.

The human resources office has been designated to handle inquiries regarding Montserrat College of Art non-discrimination policies. Inquiries concerning the application of non-discrimination 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