

The background of the cover is a photograph of a student artwork. It features several long, light-colored wooden beams arranged in a series of parallel, slightly angled lines across the frame. Interspersed among these beams are numerous smaller wooden blocks of various sizes and shapes, some of which are dark-stained and others are natural wood. The blocks are positioned in a way that suggests they are being used to build or deconstruct a structure, creating a dynamic and geometric composition. The lighting is soft, casting gentle shadows on the white background.

Montserrat
COLLEGE OF ART

STUDENT HANDBOOK

2026 - 2027

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WELCOME

The 2026-2027 Student Handbook contains all of the standard information and policies that you will need as you navigate this year at Montserrat. The Student Handbook is made available online to each student and should serve as your 'guide' for your college experience this year. Hopefully you will find information that helps you balance your life as a student, an artist, an individual and a community member.

Montserrat prides itself on being an open-minded community which values civility and tolerance. Each individual is an important contributor to our community. As such, we do not tolerate harassment, bullying or intolerance on any level. We encourage, and expect, respect - in daily life, in conversation, in our work. Disagreeing and challenging those with different opinions and outlooks is a part of life...but it can be done with respect, care and tact and we expect nothing less of each member of our community. Be that tolerant, caring, respectful and kind person.

It is your responsibility to read, understand and abide by the policies in the handbook, as well as policies noted in other places, including at www.montserrat.edu.

Have a wonderful year!

ACADEMIC CALENDAR

[2026-27 Academic Calendar](#)

DIRECTORY OF OFFICE LOCATIONS

Hardie Building

Academic Advising	1 st floor
Career Design Studio	1 st floor
Director of Student Employment	1 st floor
Library	1 st floor
Registrar	1 st floor
Mailroom	1 st floor
Security	1 st floor
Continuing Education	1 st floor
Center for Technology Solutions	2 nd floor
Writing Studio	2 nd floor Library
Faculty Offices	2 nd & 3 rd floors

24 Essex Street

Academic Affairs	1 st floor
Gallery Offices	1 st floor
Dean of Academic Affairs	2 nd floor
Faculty Offices	2 nd floor

Student Village

Academic Access Studio	1 st floor
Counseling Center	1 st floor
Wellness Center	1 st floor
Dean of Students	1 st floor
Campus Life	1 st floor

9 Dane Street

Facilities	Lower level
Admissions Office	1 st floor
Business Office	1 st floor
Human Resources	1 st floor
Payroll	1 st floor
Student Financial Services	1 st floor
College Relations	2 nd floor
Advancement/Development	2 nd floor
Office of the President	2 nd floor

The Bower/248 Cabot Street

Center for Creative Enterprises	1 st floor
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ACADEMIC INFORMATION

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.

All students entering the BFA program are required to earn a minimum of 90 credits in their program of studies from Montserrat College of Art. Thus, no more than 90 credits will be allowed to transfer from another institution. Except on rare occasions, as determined by the Academic Dean and the Registrar, the distribution of transfer credits must not exceed the maximum of 60 credits in studio art and the maximum of 39 credits in liberal arts.

College transfer credit, AP, CLEP and IB transfer credits are recommended by the Office of Admissions through a portfolio review and applicable transcripts and score reports. Final decisions are made by the Academic Dean and/or 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.

In addition, a student's last 12 semester credit hours used to fulfill degree requirements must be taken at or through Montserrat College of Art. Students wishing to petition this policy must complete a form and have their request approved by the Academic Dean. Petitions will be considered only for extenuating circumstances and no more than 6 credit hours will be approved. Please note that some core concentration and minor requirements cannot be taken elsewhere, including, but not limited to, Senior Capstone and Internship. In addition, a student cannot participate in Commencement exercises with more than 3 credit hours outstanding. A student must be registered and approved for their final requirement prior to Commencement.

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. Faculty advisors or Program Chairs/Coordinators may specify a specific substitute to the waived course. Students are required to fulfill all degree requirements to graduate.

Petitions to waive core degree, concentration, and minor requirements such as Senior Capstone and Creative Employment may not be approved.

Dual Concentration

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.

External Courses

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 reserve the right to limit the number of external credits to be applied to Montserrat academic programs.

NECCUM

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 at host colleges 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.

AICAD Exchange Program

The Association of Independent Colleges of Art and Design (AICAD) Exchange Program provides Montserrat students the opportunity to study for one semester at another art college. The program offers personal enrichment through study in a new context, new environment, and with different faculty. Students may attend colleges that participate through the AICAD Exchange Program in the United States, Canada, and five International Affiliate schools in Japan, China, Ireland, Israel, and the UK.

It is very important to discuss your interest in participating in the AICAD Exchange Program with your faculty advisor first, as transferable credits vary. For more information about the Exchange Program, please see the Assistant Dean of Academic and Career Services.

Life Experience Credit

Montserrat College of Art recognizes and honors prior learning by accepting a wide range of CLEP tests. In addition, we offer prospective students the opportunity to attain credit for exceptional professional life experience when evidenced by application, resume, statement of goals, description of competencies met and a faculty portfolio review. Awarding of Life Experience Credit (LEC) is determined by a faculty panel.

LEC earned through portfolio evaluation may not be eligible for transfer to another academic institution depending on that institution's policies. The earned credit is posted to a student's transcript upon remission of payment of 25% of the current per credit tuition rate with a grade of "T" (Transfer). Financial Aid does not cover this cost. Credit earned by portfolio evaluation is considered transfer credit and therefore does not apply toward academic

residency requirements. The grade of “T” (Transfer) will not impact a student's overall grade point average. Contact the Admissions Office for information on the LEC process.

Program Changes

In the event that the faculty and administration modify academic program requirements in the BFA 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.

Professional Practice Preparedness

Montserrat is committed to preparing its graduates for professional careers in art and design. In the classroom, this is achieved through contact with our faculty of practicing artists and designers and our Visiting Artist Program. The College's Creative Employment program, Mentoring program, and Capstone classes also play an active role in formalizing students' studies into a skill set that allows for their transition into the world beyond the College.

A minimum of 5 hours/week of Creative Employment, through on-campus jobs or off-campus internships, is required for graduation (2 hours/week for first semester freshmen). For more details, please see the Creative Employment section of this handbook.

Selecting an Area of Concentration

Students select an area of concentration from: Animation; Art Education; Games, Toys and Play; Graphic Design; Illustration; Interdisciplinary Arts; Painting; Photo/Video/Film; Printmaking; Sculpture; Writing & Visual Narrative. Students should declare their concentration by the end of the first semester of their sophomore year.

Montserrat College of Art also offers six minors – Art Education, Art History, Art Therapy, Creative Writing, Curatorial Studies and Entrepreneurship in the Arts. Election of a minor is optional.

Senior Capstone Program

Applications for Senior Capstone Programs (Senior Animation Thesis Projects; Senior Design Seminar; Senior Games, Toys, Play Thesis Projects; Senior Studio Arts Thesis Projects I and II/Senior Studio Arts Seminar; Senior Illustration Thesis Projects/Business Practices; and Teaching Practicum /Practicum Seminar) 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.

The following criteria will be considered for entrance:

- The student must demonstrate the ability to work independently on a body of work with continuity of concept or focus;
- 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 candidates must have completed Reading and Critical Thinking and Research and Rhetoric, and Art History Origins: Pre-History to 19th Century and Art History Modern Developments;
- The student must demonstrate a basic understanding of his or her work within an historical context (art history, animation history, design history, illustration history), and sufficient knowledge of the work of contemporary artists whose work is relevant;
- 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;
- All applicants to the Senior Capstone 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.

Acceptance to a Capstone program 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.

Sophomore Threshold Evaluations

Students who have completed 30 credits are eligible to declare their concentration and attend a Sophomore Threshold Evaluation. This evaluation is similar to the regular semester-end evaluations but includes the addition of a written formal statement about the student's chosen concentration. Students may show work from the current semester as well as supportive work from other semesters. The faculty panel evaluates readiness for entry into the concentration.

ENROLLMENT INFORMATION

Academic Alerts

At any point in the semester, faculty may issue an academic alert, 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.

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, words, or ideas as one's own 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 Office of Academic Affairs. The Dean of Academic Affairs, or designee, will notify the student of the suspected infraction and will hold a hearing with both the student and faculty member to determine what occurred. The Office of Academic Affairs may consult with the Office of Campus Life once they are notified of the complaint of plagiarism/cheating. The outcome of a hearing will be that the student did or did not cheat/commit plagiarism. If it is determined that the offense did occur, Academic Affairs will work with faculty to decide upon the academic consequences of the infraction. All prior violations will be taken into account in assigning sanctions and the sanction will become part of the student's conduct file as 'academic dishonesty' is a violation of the student conduct policy.

A grade for the work in question and for the course shall be held until an outcome for the alleged offense is determined and often a temporary grade of "Incomplete" (I) 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 uncredited words, phrases, information, and ideas. When using another person's words, students must use quotation marks to indicate which words are from the source material. When using another person's information or ideas, students must give that person credit with a citation or footnote. Even if students put the ideas in their own words (paraphrase them), they must give the source credit. To fail to do so is considered plagiarism. Paraphrasing too closely is also considered plagiarism.

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

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

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 they fall below a semester or cumulative GPA of 2.0. A student on academic probation who does not raise their 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.

Students placed on academic probation are required to meet with their Academic Advisor and the Assistant Dean of Libraries and Learning at the beginning of their probationary semester to set the terms of the probation by the beginning of their probationary semester to set the terms of the probation and may also meet with the Assistant Dean of Academic and Career Services for additional clarification of the terms. These terms will require that the

student meet consistently with their Academic Advisor (typically on a bi-weekly basis or more) and may ask the student to utilize additional resources on campus to support them throughout the semester as they work to improve their GPA. For more information on this process, please see “Advising for Students on Academic Probation” in the Academic Advising section.

Any student who earns less than a 1.0 GPA in any semester is considered to have neglected their academic responsibilities and may be academically dismissed from the College. Appeals are granted in rare cases where there are serious extenuating circumstances. Appeals must be made in writing to the Dean of 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.

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, available in the Registrar’s Office and electronically on the website, or adding through their Cafe account, 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 Academic Affairs.

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 or Program Coordinator. If that does not resolve the issue, the student may appeal in writing to the Dean of 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 Academic Affairs and may be referred to an ad hoc grade appeal panel for adjudication. Normally, this panel includes members of the Faculty, the Academic Dean, the Registrar, and the Dean of Students.

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 holds, student conduct holds, or health holds (incomplete immunization or health records).

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 a 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. As a general policy, students with three to six absences in a course may lose credit for the course or receive a reduction in their final grade. 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.

Students should promptly notify instructors when they are going to be absent from class. Ideally, this should be done prior to the class, but that is not always possible. As always, a student should consult the course syllabus for the attendance policy. The policy may vary for each class. It is the purview of the faculty to determine when or if a student will be excused from class and how or if a student can make up for the work missed.

If special circumstances are involved in your absences and you believe they should be taken into consideration, please talk to the Dean of Academic Affairs as soon as possible. Delay in appraising 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). 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.

If a student is facing an extended absence from a class, they should contact the Dean of Academic Affairs, who will work with the student and instructors.

The Health Center does not provide excuses for students who miss class due to illness or injury. 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. Illness alone does not excuse a student from class. Legitimate reasons to stay home with viral illness include limiting viral exposures to others in the college community, or recuperation. The Health Staff can not assess 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.

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. Faculty are under no obligation to evaluate work in this situation.

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's Office.

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 or make changes through their Cafe account; new students should complete add/drop through the Student Academic Advisor. 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.

Classroom Behavior Policy

Montserrat College of Art strives to maintain an environment of respect, tolerance, compassion, equity, and belonging; these principles are vital to art education. All students are therefore expected to behave in a manner that upholds these principles while in all classrooms, studios, workshops, labs, and learning environments on and off campus. Students are expected to respectfully engage with their instructors, classmates, class materials, and facilities in a way that does not interfere with anyone's rights and effort to teach and learn.

Appropriate behaviors in all learning environments include, but are not limited to:

- the learning and use of relevant academic procedures;
- following directions set by the instructor, studio technicians, and shop managers for safe and appropriate use of all materials and equipment;
- respectfully asking for clarification, assistance, or accommodation if needed.

Inappropriate behaviors in all learning environments include, but are not limited to:

- significant interruption of a class, critique, program, or other academic activity, in a manner that prevents other students from learning and/or instructors from teaching;

- inappropriate use of materials or equipment in a manner that may be hazardous, and all unsafe studio practices that might endanger the safety of the student or others in the space;
- harassment, abuse, and/or causing harm to themselves, other students, and/or the instructor;
- leaving class for long periods without explanation or accommodation;
- any behaviors that violate the policies of the College, local and/or federal law, and all codes of conduct students agree to upon entry to the College.

Violation of the Classroom Behavior Policy may result in the student being asked to leave the learning environment, either for a specified break or for the remainder of the class/academic activity. Instructors who experience violation of the Policy in their learning environment must report the violation to the Assistant Dean of Academic Affairs. Instructors can do so via email, phone call, or other direct communication with the Assistant Dean of Academic Affairs.

Violation may result in further discussion with the Assistant Dean of Academic Affairs and, depending on the frequency and severity of the violations, with the Dean of Academic Affairs. Disciplinary action may result.

Commencement

All students will graduate 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 student next attempts to be graduated. Therefore, students who are short of the 120 credits required, in the correct distribution, for the Bachelor of Fine Arts degree 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. In exceptional circumstances, students who are short no more than 3 credit hours for their degree can petition to participate in Commencement. Exceptions will be considered for students who are completing up to 6 credits through Montserrat sponsored on campus courses or workshops or study abroad programs during the summer session directly following Commencement. Students petitioning to participate must complete their degree requirements by the following academic term and the missing requirement must be completed at or through Montserrat College of Art. Students must be registered for this missing requirement before petitioning.

Commencement exercises are held annually in May for the awarding of Bachelor of Fine Arts degrees. Graduating students with an outstanding balance will not receive their diploma until all obligations to the College are met. All obligations to the College must be completed at least two weeks prior to Commencement. Commencement is typically held on the third Friday of May. Please see the current academic calendar for the specific Commencement date.

Commencement Honors

Students who graduate with a cumulative grade-point average of 3.8 or higher 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.

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 canceled classes or changes in meeting hours or faculty prior to the start of classes.

Credit Hour Definition

Each credit represents approximately three hours of productive work per week over the period of one 15-week 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 one hour per week in class and 2 hours of work per week 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.

Credit Load

Full-time students enroll in a minimum of 12, and up to 18, credits per semester. It is recommended that full-time students remain enrolled for at least 15 credits each semester to maintain progress toward graduation ($120 \text{ total credits required} \div 8 \text{ semesters} = 15 \text{ credits per semester}$).

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.

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 or dropping through their Cafe account; new students should complete add/drop through the Student Advisor. 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's Office and electronically on the website. This process must be completed to officially add or drop any course.

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, NC). 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 not calculated in either the semester or the cumulative grade-point average. Grades earned in courses through NECCUM or AICAD Exchange Program are calculated in both the semester and the cumulative grade point average.

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 Reading and Critical Thinking and Research and Rhetoric with a C- or better for those courses to count toward degree requirements.

Grading Key

Grade	Quality Points Per Credit Hour	Definition
A	4.0	Outstanding
A-	3.7	
B+	3.3	
B	3.0	Above Average
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	

D	1.0	Minimally Satisfactory
NC	0.0	Unsatisfactory; No Credit, 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: grade not assigned
- P** Pass (available only for designated Pass/Fail Courses or under campus-wide extraordinary circumstances)
- W** Officially Withdrawn from course

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 indicated on the Incomplete Form; 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 work must be completed no later than the end of the first week of classes in the following 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 may be changed to a grade of No Credit (NC).

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 Agreements 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 Academic Affairs gives the final approval and may require students to participate in seminars throughout the semester to share progress and work with other students.

Intent to Graduate

It is the obligation of all students to notify the Registrar, through the Intent To Graduate form, of their intent to graduate 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 and on the website.

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 but 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 a student is determined to have last attended class. 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 should reach out to Student Financial Services to determine any financial consequences to taking a leave of absence, withdrawing or stopping attendance.

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 AICAD Exchange Program do not need to file a Leave of Absence form. However, these students must submit a registration form indicating their approved AICAD Exchange Program study.

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.

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 and/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, the Dean of Academic Affairs, the Director of Student Financial Services and the Dean of Students (for residential students). Students enrolled for 9 credits are considered "three-quarter time", at 6 credits "half time" and fewer than 6 credits "less than half time." Part-time students are required to meet with Campus Life to sign a Part-time Housing Contract.

Repeating Courses for Credit

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

Returning to Complete the BFA 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 their last semester at Montserrat must demonstrate renewed commitment to their 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.

Satisfactory Academic Progress (SAP) Policy

THIS APPLIES TO ALL MATRICULATING STUDENTS.

It is particularly important if you are receiving financial aid under the Federal Student Financial Aid (FSA) program because you may lose your eligibility for aid for at least one semester if you do not adhere to this policy. You may re-establish your eligibility for the following semester by meeting the standards of this policy.

Satisfactory academic progress (SAP) has two components. Students must meet both standards to achieve and maintain SAP.

- One measurement is called "pace" and refers to the pace at which you proceed through the program (BFA or Diploma).

Important note: Per 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

The pace at which a student makes their way through the program is measured by the number of credits 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 completed divided by total number of credits attempted) increases with each academic year in the program:

Year Level (academic year*) Total Number of Credits Attempted** Minimum Acceptable Pace (percent of credits completed)

First Year	Up to 29	credits 67%
Second Year	30-59	credits 67%
Third Year	60-89	credits 67%
Fourth Year	and above 90+	credits 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.

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 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 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. Other courses and programs may stipulate minimum acceptable passing grades. See the Montserrat website for individual course listings and program descriptions.

Repeating a course for additional experience or to improve a grade in a previously passed course: A student may repeat a course that he or she 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's Registrar will notify the student of their failure to make satisfactory academic progress and will inform the student of their 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 to achieve satisfactory academic progress will be taken into account at the student's request. The student must present in their 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 services 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.

OR 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):

- 1.** 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).
- 2.** 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.

- 3.** 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.
- 4.** 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 reestablish 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.

Semester Honor Awards

Students who receive a semester grade-point average of 3.8 or higher 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.

Warning Notices

At the midpoint of the semester, students who appear in danger of failing a course may be 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 and/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.

Withdrawal from a Course

It is recommended that full-time students carry a credit load of 15 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 and it is critically important that students make note of the deadline. (See Withdrawal from a Course, Late below). The course will appear on the permanent transcript with a grade of W (withdrawn).

A course withdrawal will appear on a student's academic transcript with a final 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.

Students may need to retake classes they received a grade of W in or earn additional credits as needed to fulfill program requirements to graduate. Students in a studio BFA program are required to earn a minimum of 120 credits (Art Education, a minimum of 132 credits) in the requisite distribution in order to graduate. Please be aware that withdrawing from a course may result in falling short of the required number of credits to graduate, delaying a student's expected graduation date or not maintaining Satisfactory Academic Progress (SAP) as listed in the Student Handbook, Section II: Enrollment Information. Also, please be aware that withdrawing from all classes or below full-time status, minimum 12 semester credits, may affect the following based on a student's last dates of course attendance (not the date students submit paperwork): eligibility for continued financial aid benefits such as loans, grants, scholarships and awards and/or changes to a student's account; eligibility to reside in College housing; maintaining F-1 status for international students; and eligibility for Veterans education benefits. Students who are not on track to earn credit in a particular course, may wish to consider withdrawing from it to avoid receiving a failing grade of NC, No Credit; often,

this can help students to refocus their energies toward successfully completing their remaining classes. It is important that students considering withdrawing from a course, work with their academic advisor to understand their options. It is recommended that full-time students remain at 15 credits per semester or work with their advisor on an alternate plan.

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). A student's withdrawal date or stopped attendance date from a course will be the last date of attendance in that class as recorded by their faculty.

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 the Dean of Academic Affairs.

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 Dean of Academic Affairs 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. A student's withdrawal date or stopped attendance date from a course will be the last date of attendance in that class as recorded by their faculty.

Withdrawal from the College, Official

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 student's last date of course attendance (not the date the form is submitted) is used as needed in calculations for financial aid or student account adjustments per Student Financial Services policies and federal and state regulations.

Withdrawal from the College, Unofficial or Stopped Attendance

Students who fully stop attending a course but do not officially withdraw from it by the deadline will receive a failing grade of NC, No Credit. A NC grade in a course will negatively

affect a student's Semester and Cumulative GPA. Students may need to retake classes they received a grade of NC in or earn additional credits as needed to fulfill program requirements to graduate. Students in a studio BFA program are required to earn a minimum of 120 credits (Art Education, a minimum of 132 credits) in the requisite distribution in order to graduate.

Stopped attendance in a course may result in falling short of the required number of credits to graduate, delaying a student's expected graduation date or not maintaining Satisfactory Academic Progress (SAP) such as maintaining a minimum Semester and Cumulative GPA of 2.0 or higher. Students who are not maintaining SAP at the completion of a semester may find they are placed on academic probation, dismissed from the College or may lose eligibility for financial aid under the provisions listed in the Student Handbook, Section II: Enrollment Information. Stopped attendance in one or more courses may affect a student's current enrollment status if they fall below full-time status, minimum 12 semester credits, and may affect the following based on a student's last dates of course attendance: eligibility for financial aid benefits such as loans, grants, scholarships and awards and/or other changes to student's account; eligibility to reside in College housing; maintaining F-1 status for international students; and eligibility for Veterans tuition benefits.

The student's last date of course attendance is used as needed in calculations for financial aid or student account adjustments per Student Financial Services policies and federal and state regulations. Any student who stops attending all courses, regardless of whether they complete official withdrawal paperwork, is not considered to be maintaining a matriculated student status. Any changes to the enrollment status may affect student financial aid eligibility and can result in some/all return of federal aid. Students flagged as stopped attending may risk failing the class and be subject to Return of Title IV calculations which may result in return of some/all of federal aid. It is important to note that for an online class logging into the class is not a sufficient indication of attendance; active participation is required. Examples of active participation are: discussion boards, submitting or completing an assignment in Canvas, quizzes, exams or communicating with the instructor (if determined by the instructor as sufficient to validate participation). On the other hand, if a student is physically present in an in-person class at least once, they may not be flagged for non-attendance but can be flagged for stopped attending.

Students who are not on track to earn credit in a particular course due to non-attendance, may wish to consider withdrawing from it to avoid receiving a failing grade of NC, No Credit; often, this can help students to refocus their energies toward successfully completing their remaining classes. It is important that students who have stopped attending a course, work with their academic advisor to understand their options. It is recommended that full time students remain at 15 credits per semester or work with their advisor on an alternate plan.

CREATIVE EMPLOYMENT

About the Creative Employment Degree Requirement

Montserrat is uniquely positioned among art colleges nationwide, offering a BFA program that fosters intellectual and creative development through broad-ranging study, practice, and experimentation along with professional training to prepare students for meaningful and life-sustaining work in fields of their choosing. We don't believe in the myth of starving artists--we are a community of *working* artists who make integral contributions to the creative economy of Beverly and beyond.

Montserrat's Creative Employment degree requirement is based on the idea that students should learn how to be creative employees while in college, not as an afterthought to their academic coursework, but alongside it. As they deepen their knowledge, critical and creative thinking, communication skills, and technical artistic proficiency in their coursework, they will simultaneously apply and practice those skills in professional environments and fieldwork.

Montserrat students' four-year journey through the Creative Employment Initiative starts with entry-level positions that increase in complexity, leadership, and specificity to their creative fields as they progress through Montserrat's academic and professional programming. This innovative program allows students to explore professional options and refine their skills and goals while still in school.

First, they will learn how to be an effective employee in their first- and second-year positions on campus. On-campus supervisors will provide on-the-job training and mentor their employees to help them learn from their mistakes and successes. Then, in their junior and senior years, students will be ready to progress working off campus in internships, working with outside clients in our student-led Creative Enterprise businesses, and taking managerial positions on campus.

As students progress through the program, their jobs become increasingly more tuned to their artistic aspirations, giving them opportunities to have real professional experience and build portfolios before they leave school. They may work with local business clientele in our Design Center or assist studio artists in The Bower. They will work for employer partners like BevCam, the Peabody Essex Museum, the Salem Art Association, and the Boston Comic Arts Foundation.

This program integrates intellectual and artistic development and professional training through meaningful work, preparing students for lives in which creative practice is fully integrated. After graduation, they will step into the world confident in their skills as professionals and artists.

Montserrat students are artists who are ready to work, both in and out of class.

Benefits of working while in college include:

- **A Higher GPA.** Internal and academic studies show that students who work on campus have higher GPAs than students who don't.
- **Less Financial Stress.** All positions are paid, helping students with weekly expenses like food and art supplies.
- **Higher Employment Rates.** Historically, colleges that integrate work experience into student schedules through a work or co-op program have much higher post-graduation employment rates because students have multiple years of work experience on their resumes before they graduate.
- **Entrepreneurial Opportunities:** With Montserrat's emphasis on creative enterprise, juniors and seniors build the skills and confidence to pursue their own ventures, create small businesses, or move seamlessly into the freelance market with a powerful portfolio of professional work.

What is Creative Employment?

1. Creative Employment includes all employment in the creative industry, which includes students working any on-campus job at Montserrat.
2. Creative employment starts with being a creative employee.

Students can utilize creative problem-solving and communication skills in any position, including those outside the arts. Especially in our first-year training jobs, students will need to bring their creativity to the table in some entry-level positions, rather than having it be an expressed part of the job description. These might include community service or customer service positions, such as jobs in the mail room, gallery sitting, or stocking and monitoring our food pantry.

Upper-level jobs will have clearer industry connections, but even then, some of them (arts admin, archival work, etc) may require creative problem-solving and skills even if the job itself isn't usually labeled as an "art job."

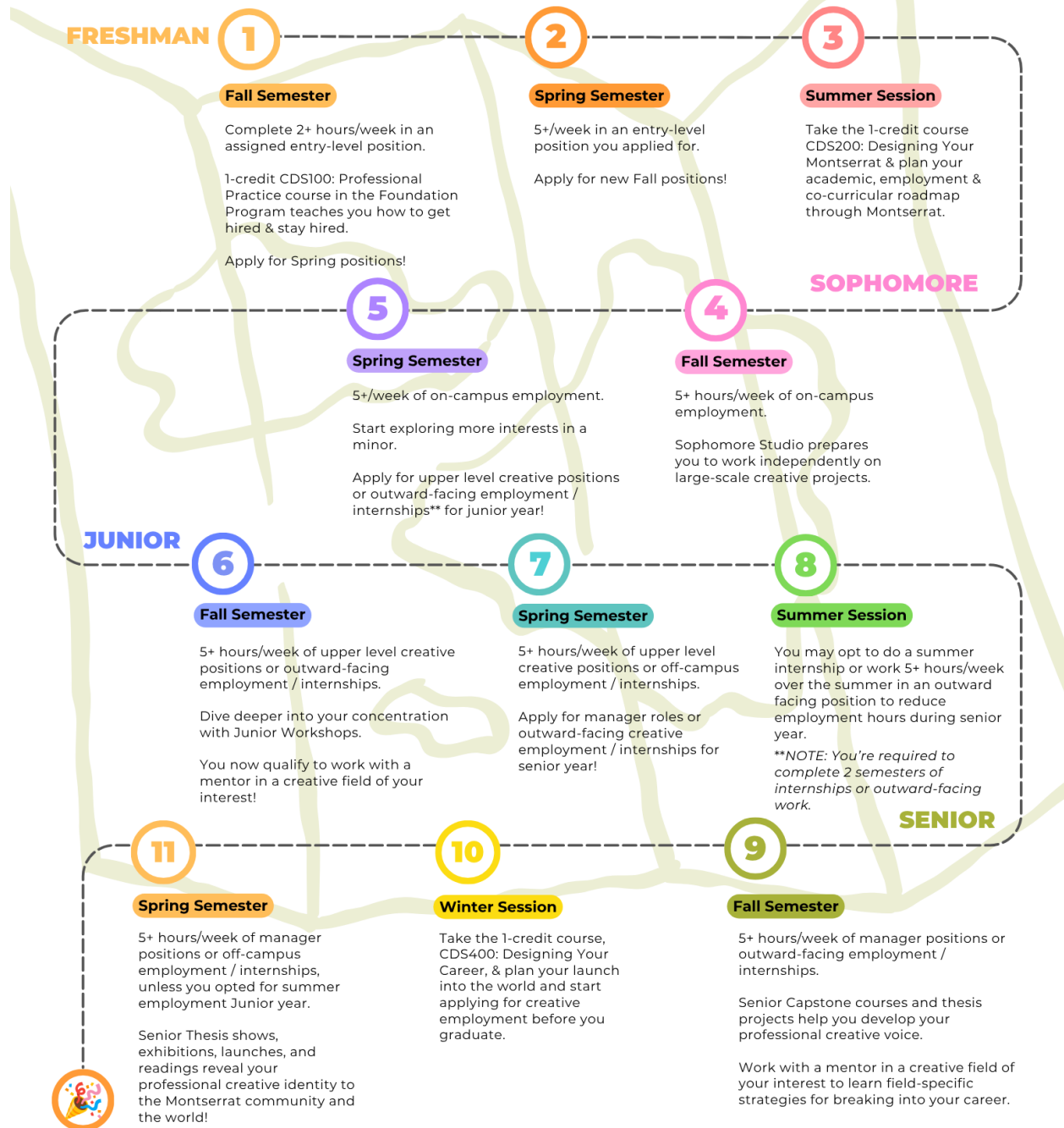
About the Graduation Requirement

The Creative Employment Initiative is a graduation requirement, starting in Fall 2026 with the Class of 2030. Progress through the requirement will be tracked by Student Employment through ADP and recorded on student transcripts every semester in Campus Cafe.

Students are required to work 2 hours per week during their first semester of freshman year. This requirement increases to 5 hours per week starting the Spring Semester of their Freshman year. By Junior Year, they should work in an upper-level career-related creative position and are required to work at least two semesters in an outward-facing position, whether it's an off-campus internship or client-facing work in a student-run business on campus.

Please refer to the 4-Year Map (next page) for a more detailed description of how the Creative Employment requirement might fit into a Montserrat student's four-year plan.

CREATIVE EMPLOYMENT INITIATIVE: 4 YEAR MAP



First Year Experience

CDS100: Professional Practice

To support first-year students during their first semester at Montserrat, both in their jobs and their coursework, we will require all first years to take a 1-credit, once-a-week course on Fridays before their Frameworks courses. This course will be a part of the Foundation program and include First Year Experience advising and information, in addition to job application and employment support.

First Year Employment & Schedules

The Career Design Studio staff will do our best to match first-year students with jobs that align with their previous experience, skills, and interests -- and also will create a foundation for them to build on in following semesters. We will have an emphasis on community service and foundational skill-building positions for first-year students.

Job matching will take place between June 1st and August 29th, with rolling information given to students as they complete the advising survey and receive their schedule drafts. Since most incoming students will be registered by mid-July and scheduled for the Fall by mid-August, we will complete most placements in that timeframe.

First-year students will be assigned both their employment position and their work schedule for their first semester. Work will be scheduled in 2-hour blocks, once a week. Work will not be scheduled during lunch or siesta, especially if they have classes on both sides of those breaks, so we can encourage students to participate in campus activities and create positive self-care habits during the week.

At the end of the first semester, they will be able to apply to remain in their current position and increase their hours to five hours/week, or apply for a new position on campus. Spring semester work schedules will be determined with their supervisors after students determine their spring academic schedules with their academic advisors.

At the end of their second semester, unless there is the opportunity to grow and take new responsibilities in their current positions, all first-year students are encouraged to apply for new positions appropriate to their Sophomore status that will increase their toolbox of transferable skills and their level of responsibility on or off campus.

First Year Employment Positions

During students' first semester, they will only work 2 hours per week, which will allow them to acclimate to their college experience. By the end of their Fall Semester, everyone will apply for their 5 hour/week position for the Spring Semester. They may also choose to stay in their current position and increase their hours, but they will have to apply to do so.

Specific first-year positions on campus include:

- Mail Room Assistant
- Entry-level positions in the Library, Career Design Studio, and other departments around campus

- Handmade Montserrat and other entry-level positions in our Creative Enterprise Center

We also will place first-year students in community service roles with partner organizations, such as:

- Ellis Square Friends, serving food to the unhoused community in Beverly
- Senior centers, leading art workshops for residents
- BevCam

First Year Employment Learning Objectives

By the end of their first semester, first year students will:

- Understand workplace expectations and begin to develop their own professional practice both in the classroom and in their student employment positions
- Engage as a contributing member of Montserrat's community and the larger community of Beverly
- Confidently navigate the time card system and payroll / ADP requirements
- Create essential job application materials and understand how to apply for and interview for new employment positions

By the end of their second semester, first-year students will:

- Take ownership of their professional practice both in the classroom and in their student employment positions
- Engage as a contributing member of Montserrat's community and the larger community of Beverly
- Use essential job application materials to apply for and interview for new employment positions

Second Year Experience

CDS200: Designing Your Montserrat

In order to help students take ownership of their Montserrat experience, both in the classroom and in their student employment requirements, all second year students will take another 1-credit course: CDS200 Designing Your Montserrat. It can be taken anytime after freshman year--either in the summer prior to sophomore year, or during first semester sophomore year alongside Sophomore Studio.

In Designing Your Montserrat, participants conduct inward research (about their personality, values, and interests) and outward research (attending artist talks by creative professionals and conducting career research) to determine multiple disciplines or professions they'd like

to explore. These activities culminate in the creation of a plan for artistic, academic, and career exploration at Montserrat. This plan will focus on determining overarching goals for their Montserrat experience and providing a framework for making more informed, self-motivated decisions about their concentration, courses, student employment requirements, and other experiential learning options like study abroad and internships.

Second Year Employment Positions

Second year students are encouraged to apply for new positions on or off campus that will enable them to increase their toolbox of transferable skills and their level of responsibility.

Specific second year positions on campus include:

- Studio Monitor
- TA for Foundations Courses
- Positions in the Fabrication Studio, CTS, Galleries, and other departments around campus
- Orientation Leader

Second year students may also seek out roles with partner organizations, such as:

- BevCam
- Historic Beverly
- Outside the Lines Art Supply Store
- Paper Asylum Comics

Towards the end of sophomore year, students will apply for upper level, outward-facing, or off-campus roles for their junior year.

Sophomore Year Learning Objectives

By the end of their second year, students will:

- Develop a plan for their Montserrat experience that combines career exploration with coursework and student employment, while also understanding the wide scope of opportunities available to them.
- Begin to take responsibility for their student employment experience, developing professional communication skills and the ability to give and receive feedback in the workplace.
- Increase their toolkit of transferable skills and level of responsibility in their student employment positions.
- Demonstrate the ability to work independently and complete tasks to supervisors' expectations.

Third Year

During their junior year, students will begin to work off-campus at an internship or in outward-facing roles with clients in one of our student-run Creative Enterprise

businesses. All students are required to complete two semesters of outward-facing or off-campus work, either junior or senior year.

Third-year students are also eligible to participate in the [Montserrat Mentoring Program](#), learning from a mentor in their field for an hour every other week in order to better prepare for the transition from college to career.

Third Year Employment Positions

Specific third year positions on campus include:

- Client-facing positions in Creative Enterprises such as Conifer Design Studio, Game Design Studio, Handmade Montserrat, and Photo Studio
- Manager positions in the studios, galleries, or library
- Resident Assistant

Internships with organizations such as:

- Peabody Essex Museum
- The Artful Life
- NAGLY
- The New England Aquarium
- Lego

Junior Year Learning Objectives

By the end of their third year, students will:

- Demonstrate their ability to execute a plan for their Montserrat experience, combining career exploration with coursework and student employment--and also begin to demonstrate an ability to respond with resilience when faced with roadblocks or challenges to their plan
- Demonstrate proven professional communication skills and the ability to give and receive feedback in the workplace, both on and off campus.
- Transfer creative and professional skills learned in on-campus employment to off-campus internships and employment.
- Increase their network by engaging professionally and with curiosity when presented with opportunities to connect with creative professionals who come to campus, in addition to their off-campus employers, colleagues, and clients.

Fourth Year

CDS400: Designing Your Career

In order to help seniors successfully navigate the transition from college to career, they will take the final 1-credit course in the Creative Employment Initiative curricular support sequence at some point during their senior year. Sections will be offered during Fall and Spring semesters, but most seniors will likely wish to take the course over Winter Session, so as to not interfere with their thesis projects. Seniors graduating in December may opt to take the course during Winter Session after their other classes are complete.

In Designing Your Career, students will research multiple career paths and devise five-year plans that acknowledge both their lifelong passions and their practical needs for a financially stable life after graduation. After refining application materials in order to create multiple resume and portfolio packages that are focused on applying for specific types of work, they will participate in mock interviews and portfolio reviews with industry professionals, network within the fields that interest them, and apply for jobs or postgraduate education or internship options. Students will also participate in workshops that will prepare them for life after Montserrat on topics such as apartment searches, taxes, and budgeting.

Seniors are also encouraged to meet with a mentor in the [Mentoring Program](#), either during senior year or in the summer following graduation.

Fourth Year Employment Positions

Students in their third and fourth years have similar employment opportunities. However, we encourage seniors to take the next step and choose a position in their fourth year that will allow them to obtain transferable skills or networking opportunities that will set them up for success when they begin applying for their post-graduation jobs.

Specific fourth year positions on campus include:

- Client-facing positions in Creative Enterprises such as Conifer Design Studio, Game Design Studio, Handmade Montserrat, and Photo Studio
- Manager positions in the studios, galleries, or library
- Resident Assistant

Internships with organizations such as:

- Peabody Essex Museum
- The Artful Life
- NAGLY
- The New England Aquarium
- Lego

Senior Year Learning Objectives

By the end of their fourth year, students will:

- Understand multiple paths for future employment trajectories after graduation and begin to submit applications for roles in their creative industry or other adjacent fields.
- Transfer creative and professional skills learned in on-campus employment and off-campus internships to their first destination employment opportunities after graduation.
- Increase their network by seeking out opportunities to connect with creative professionals in their fields of interest and plan for their future creative community by joining professional organizations, clubs, or art associations.
- Be able to confidently communicate the value of their work experience and Montserrat education and clearly pitch their skills to potential employers.

Opting In

Current Montserrat students who enrolled prior to Fall 2026 are not automatically part of the Creative Employment Initiative. Instead, their degree requirement is the Internship Program, which consists of a 1-credit Pre-Internship course and a 2-credit Internship course that provides course credit for a 90-credit internship.

Students hoping to “opt in” to the Creative Employment Initiative may do so by filling out an [Internship Program Waiver](#) and explaining their desire to do the Creative Employment Requirement instead, which includes:

- 5 hours/week of Creative Employment for the remainder of their enrollment at Montserrat
- Three 1-credit Creative Employment courses: CDS100: Professional Practice, CDS200: Designing Your Montserrat, and CDS400: Designing Your Career
- At least 2 semesters of internships or outward-facing employment (including Creative Enterprises positions--the equivalent of a 140-hour internship).

Accessibility And Accommodations

Workplace Vs. Academic Accommodations

The Academic Access Studio and Academic Access Coordinator are not responsible for managing student employment accommodations. The point person for reasonable accommodations in the workplace is a student's direct supervisor. If a student is uncomfortable sharing confidential medical documentation or sensitive diagnoses with their supervisor directly, they may reach out to the Creative Employment Director, Emma Oliver (emma.oliver@montserrat.edu).

Under Title I of the American with Disabilities Act (ADA), a reasonable accommodation is: A modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process.

The ADA requires reasonable accommodations as they relate to 3 aspects of employment:

- Ensuring equal opportunity in the application process

- Enabling a qualified person with a disability to perform the essential functions of a job
- Making it possible for an employee with a disability to enjoy equal benefits and privileges of employment

Employees will notify their supervisors about their need for accommodation. Supervisors will work with the employee directly to make any necessary accommodations. The Career Design Studio is available to support both supervisors and employees during this process.

Employers never have to provide any reasonable accommodation that causes undue hardship (significant difficulty or expense). If it feels like undue hardship could come into play, the supervisor should talk to the Director of Creative Employment.

Requesting a Reasonable Accommodation

The individual must let their employer know they need an adjustment or change at work for a reason related to a medical condition.

When the disability/need for accommodation is not obvious, the employer may ask the individual for reasonable documentation about their disability and functional limitations (confidential medical diagnostic materials may be submitted to the Student Employment Office versus provided directly to their supervisor).

The employer and individual with a disability should engage in an informal process to clarify what the individual needs and identify the appropriate reasonable accommodation, including asking what type of accommodation is needed. There are resources to help people who are unfamiliar with accommodations see what is possible.

Employers may offer alternative suggestions for reasonable accommodations, particularly if the original accommodation is more expensive or more difficult to provide than an alternative.

Employers must respond to the request for reasonable accommodation promptly.

[Info for employees on how to ask for an accommodation.](#)

[Accommodation ideas based on disability.](#)

Types of Reasonable Accommodations

Restructuring a Job: shifting responsibilities to other employees for minor job tasks that an employee is unable to perform due to disability, or altering when/how a job task is performed. If an employee is unable to perform a minor job task due to a disability, an employer can require the employee to perform a different minor job function in its place.

Providing Leave: Providing unpaid leave is a form of a reasonable accommodation.

Modified or part-time schedule: Absent undue hardship, a modified schedule could adjust arrival or departure times, provide periodic breaks, or alter when certain job tasks are performed.

Modifying a Workplace Policy: For example, granting an employee time off from work or adjusting a work schedule as a reasonable accommodation may involve modifying attendance procedures or policies. The employer may continue to apply the typical policy to all other employees.

Reassign to a Vacant Position: If an employee can no longer perform their job due to a disability, employers must reassign the person to another role, unless undue hardship is obvious. The employee must be “qualified” for the new position.

Creative Employment Accommodation Tracks

If students are unable to work at all, they may fill out a waiver (see Waiver section). However, if they are able to work or wish to work, but find the 5 hour/week requirement difficult during the semester because of Academic Probation status, documented medical or psychological conditions, or unexpected hardship, two potential tracks may be considered:

- **Reduced Hours Track:** Rather than working 5 hours/week during the semester, students may work 2 or 2.5 hours/week instead.
- **Summer Track:** Students may replace 5 hours/week during Fall or Spring Semesters with a 5 hours/week on or off campus position for 2-3 months in the summer. If they are replacing both Fall and Spring Semesters, they will need to work 10 hours/week. (Note that not all jobs and supervisors are available during the Summer Session.)

Students and supervisors should consult with the Student Employment Office in order to utilize these accommodation tracks.

Applying For an On-Campus Job

Step-by-step application process:

- **Step 1:** View open positions on [Montserrat's website](#)
- **Step 2:** Once a student has selected the job they are interested in applying for, contact the hiring manager listed in the job posting.
- **Step 3:** To be considered for the position, the student should submit a resume, cover letter/statement of interest, and class schedule to the supervisor.
- **Step 4:** The supervisor will contact the student if they would like to speak with them about the position.
- **Step 5:** If the student is accepted for the position, the supervisor will contact the Student Employment Coordinator. The Student Employment Coordinator will then email the new hire paperwork.
- **Step 6:** The staff accountant will email each student & manager with payroll instructions and confirmation that they may begin working.

Students may only begin working after all paperwork is complete.

If the student has applied to multiple positions and is in consideration for other position(s), they should inform any of those other department supervisors when they have accepted a position.

Required Paperwork

Specific paperwork must be completed before a student may be placed on the Montserrat payroll. Please complete this paperwork to ensure the start date and the payment eligibility.

Student Employee Personnel Information Form. This form requests general information to set up a student's record in the payroll system. Without this information, students cannot enter the payroll system and will not receive a paycheck.

Acknowledgement of Student Handbook. This form will acknowledge that the student employee has read and understood the information contained in the Creative Employment section of the Student Handbook.

I-9 (Employment Eligibility Verification for New Student Employees). Federal regulations require that every employee must verify their eligibility to work in the United States through the Employment Eligibility Verification form, commonly called the I-9 Form. Staff must verify both the student's identity and the student's eligibility to work. To do this, certain documents must be provided. Original documents must be presented.

The most common documents used to verify a student's identity are a driver's license or a student ID, while the most common documents to verify a student's eligibility to work are a Social Security card or a U.S. birth certificate. Students must bring in documentation of their identity and eligibility to work; thus, two documents are required. If students have a passport, it may be used to verify both their identity and their eligibility to work. If the passport is not a United States Passport, it must have an I-551 stamp or be accompanied by the I-94 and I-20 forms, verifying the student's eligibility expiration date.

Direct Deposit *is mandatory for student employment.* Students will have their pay deposited directly into a selected bank account or accounts. Upon written authorization from the employee, the College will establish and test the electronic transfer of funds through its outside payroll service. A student's periodic pay can be split for direct deposit in up to three bank accounts. Direct deposit activation requires two pay cycles of testing before completion. *Students will always be paid by check or direct deposit, not through Venmo or other means.*

Direct deposit information (routing number and account number) may be found at the bottom of a check. You may also find out this information through your bank.

The diagram illustrates the layout of a check stub. At the top left, it shows the payee's information: "YOUR NAME", "1234 Main Street", and "Anywhere, OH 00000". To the right of this is a box for the "DATE" and a small box for the number "123". Below the payee's address is the "PAY TO THE ORDER OF" line, followed by a dollar sign (\$) and a box for the amount in dollars, and then a line for the amount in "DOLLARS". At the bottom, the MICR line is shown with three distinct groups of numbers: "0044072324" (highlighted in orange), "000123456789" (highlighted in green), and "123" (highlighted in blue). Below these numbers are labels: "ROUTING NUMBER" in orange, "ACCOUNT NUMBER" in green, and "CHECK NUMBER" in blue.

Expectations & Conduct for On-Campus Positions

The student who accepts employment at Montserrat College of Art is committing to working on campus and representing their job's department and Montserrat. In this regard, words and actions of the student employee reflect the department and the College. During employment, mutual investment occurs from the student to their supervisor and from the supervisor to their student. Supervisors rely on their employees. The College expects all students to adhere to the rules and regulations outlined in the Student Handbook and The Student Employment Handbook.

- Students are NOT ALLOWED to work during a time they have class:
 - Students are strictly prohibited from working during scheduled class time, including classes that meet remotely. Students are required to submit their class schedules each semester to their managers. This rule applies even if the class is canceled for the day. The only exceptions to this rule are that students *may* work during class if the College is closed for a holiday or if classes are canceled due to inclement weather. This is not guaranteed and is up to the discretion of the supervisor/hiring manager.
- Students can work a maximum of 15 hours a week.
 - The Student Employment Program aims to offer employment opportunities to as many students as possible. As such, students are generally expected to work no more than 15 hours per week as student employees on campus.
- Students should arrive on time, be focused, and reliable.
 - The supervisor has planned the workload around the times their student employees will be working. If a student employee is going to be late or missing a shift, they should contact their supervisor as soon as possible. The expectation is that a student employee will work during their scheduled shift. Students should refrain from doing homework or other business while on the job unless given specific permission to do so.
- Students should dress for the job.
 - Be sure to ask what the appropriate dress is for the office. Students representing the College in customer service positions may be expected to dress differently than those who do not interact with people outside the office. Student Employees should represent the college professionally and maturely, as is required.
- Students must show a willingness to learn.
 - Please ask supervisors and co-workers questions about areas where questions arise. This is an opportunity for students to learn and shine as an employee.
- Students must observe confidentiality with work-related information.
 - It is possible that a role requires the student employee to be made aware of faculty, staff, or student data or sensitive department data. In that case, the student employee is responsible for protecting that data and maintaining its confidentiality under the Montserrat College of Art Confidentiality Policy.

Supervisors will be provided with a copy of MCA's Confidentiality Policy for the student employee to sign if necessary for your position.

- Students must keep their supervisor informed.
 - Class schedules sometimes change, vacations occur, and papers and finals are part of academic life. If these events impact a student employee's work schedule, the student employee must talk to their supervisor. Their supervisor is also their first contact if they need help with their student job. They can assist the student employee in identifying the source of the problems and determining how to resolve any issues. Whether they are having trouble operating a particular office machine or working with someone else, student employees should let their supervisor know so the supervisor can determine the best course of action.
- If a student must resign, they must also give a one-week notice.
 - Giving the supervisor at least one week's notice is essential if the student employee needs to resign. The supervisor relies on their student employees for the tasks that are a part of their job, and they will need to begin searching for replacements. Therefore, it is essential for student employees to warn the supervisor of their departure.
- Students should play an active role in evaluation.
 - The skills student employees develop in their job will influence what opportunities are available for them upon graduation. The supervisor and student employee relationship is more robust when performance information is shared. Feedback on the student employee's strengths and weaknesses from a supervisor is an opportunity for the student to learn and improve their performance. Student employees should feel free to ask their supervisor for an evaluation during the year. Evaluations should happen at the midpoint and end of each semester.

Expectations & Conduct for Off-Campus Positions / Internships

Students are expected to conduct themselves with utmost professionalism and respect while completing off-campus employment or internship placement. As a representative of Montserrat College of Art in your workplace, you are expected to show up ready to create your best work and communicate effectively and respectfully with your supervisor and fellow team members.

Off-campus employment supervisors may hire or fire employees at their own discretion at any point in the semester.

Students are expected to respectfully engage with their supervisors, peers, materials, and working environment in a way that does not interfere with anyone's rights and effort to work or learn.

Appropriate behaviors include, but are not limited to:

- following directions set by their supervisor for safe and appropriate use of all materials and equipment in the environment;
- respectfully asking for clarification, assistance, or accommodation if needed.

Inappropriate behaviors include, but are not limited to:

- significant interruption of a daily operations of the workplace;
- inappropriate use of materials or equipment in a manner that may be hazardous, and all unsafe practices that might endanger the safety of the student or others in the space;
- harassment, abuse, and/or causing harm to themselves, other employees, and/or their supervisor;
- leaving your place of employment for long periods without explanation or accommodation;
- any behaviors that violate the policies of the College, local and/or federal law, and all codes of conduct students agree to upon entry to the College.

Violation of any part of this code of conduct policy may result in the student being dismissed from their off-campus employment position.

Violation(s) may result in further discussion with the Assistant Dean of Career and Academic Services and, depending on the frequency and severity of the violations, with the Dean of Academic Affairs. Disciplinary action may result.

Students are also expected to follow any additional code of conduct policy presented to them by their supervisor. Any questions relating to any policies students have received from their supervisors should be shared with the Assistant Dean of Academic and Career Services.

Evaluations

Evaluations will happen at the midpoint and end of each semester; although the midpoint evaluation may be a more informal check-in if desired. The supervisor will conduct evaluations. The first part of the evaluation (see form below) will be conducted before meeting with the students.

Students will be evaluated in eight categories:

- Punctuality
- Critical thinking & Problem-solving
- Initiative
- Customer Service
- Communication
- Following Area Policies
- Area Knowledge
- Leadership

Then, the student's strengths and improvement areas will be evaluated.

The second portion will be completed with the students. This will cover:

- Career Goals
- Skills to develop
- Most meaningful work experience
- What their goals are in the position

Then, comments will be addressed by the Student and the Hiring Manager.

[Link to the Student Employment Self Evaluation form.](#)

Grading Procedures & Credits

Students' progress through the Creative Employment Initiative requirement will be tracked on Campus Cafe.

For a student's first semester (first year or transfer student), the "employment" non-credit course will be added to a student's registration/course schedule by Academic Advising.

In subsequent registration periods, currently enrolled students will register online on their own for the "employment" non-credit course similar to how they register for other courses; students would be eligible to register for more than one employment category if they have more than one position as long as they meet the prerequisites for any advanced-level position/category. This will likely need some manual oversight and reminders to students to register or have another approved plan in place (i.e. work over winter/summer in place of a regular semester; approved waiver; etc).

Similar to how students can add/drop in Cafe and work with their advisor to adjust their schedule, students will be able to add/drop "employment" courses through their student portal. If students drop their employment course, an alternative completion plan for that semester or subsequent session (i.e. winter, summer) will need to be created with the Student Employment Office.

The "employment" non-credit course includes the following categories:

- Creative Employment (entry-level and general positions)
- Student Manager
- Student Teaching Assistant
- Internship / Creative Enterprises / Outward-Facing Employment*

*All students will be required to complete at least two semesters of outward-facing or internship employment.

One section of each type of employment course will be offered during each semester. Student Employment Office staff will be listed as instructors for these courses and will be responsible for grading students based on the evaluations submitted by students and supervisors, as well as the number of completed employment hours the student logged into ADP.

The non-credit employment course can be graded with a P for pass, an I for incomplete, a W for withdrawn, or an F for failure to meet expectations. Supervisors will be responsible for submitting grades for their employees to the Student Employment Office.

- **P** = The student worked their required number of hours per semester and showed progress in their workplace expectations.
- **I** = The student did not work the required number of hours per semester and has a plan in place with their supervisor to make up those hours.
- **W** = The student withdrew from the course and will work with the Student Employment Office to create a plan to complete the employment requirement for that semester.
- **F** = The student did not work their required hours due to consistent workplace unprofessionalism, or violated rules and regulations written in the Student Employment Handbook or the Student Handbook code of conduct while on the job. Students may receive an F if they are fired from their position due to misconduct or sustained negligence or inability to meet expectations.

Although these 0-credit course grades will NOT impact a student's GPA, either positively or negatively, non-credit employment courses of all categories will appear on students' official and unofficial transcripts and be visible to transfer colleges, graduate schools, and potential employers who request transcripts.

Internships, Creative Enterprises, & Outward-Facing Employment

As part of the Creative Employment Requirement, students will be required to complete two semesters of work (5 hours/week) at an off-campus internship or in a client-facing / creative enterprise position. Most students will complete this requirement their junior year.

Creative Enterprises & Outward-Facing Employment

Students may work at Montserrat's Creative Enterprises Center in entrepreneurial student-run businesses such as the Conifer Design Studio, Pixel Phantom Game Studio, Zone 5 Photography, and Handmade Montserrat. These businesses have their homes at 248 Cabot Street, The Bower. For more information about Creative Enterprises positions, contact Michael Kerr, Creative Enterprises Founding Director (michael.kerr@montserrat.edu).

Other outward-facing positions on campus include the Montserrat Gallery Curatorial Assistant, working for The Bower, and more. If you are uncertain whether a position you're interested in is considered "outward-facing," contact Emma Oliver, Creative Employment Director (emma.oliver@montserrat.edu).

Internships

The internship program will primarily continue at Montserrat as a part of the Creative Employment Initiative as paid internships with no credits attached. However, we will continue to provide for-credit internships. These will remain available to fulfill the internship requirements of certain minors, allow for unpaid for-credit internships that may be desirable

learning opportunities, and encourage students to take advantage of the opportunity to work and learn during co-op semesters.

If students wish to take an internship course for credit because they would like the opportunity to take a desirable unpaid internship with an employer that requires the internship to be for college credit, or to fulfill the requirement of a minor, they can still register for INT300: Internship (3 credits, 120 hour internship), INT400: Advanced Internship (3 credits, 120 hour internship, taken to receive credit for a second internship after completing INT300), or INT420: Internship Intensive (6 credits).

Students may waive their Creative Employment requirement during the semester they are registered for an Internship course, and each Internship course completed will fulfill one semester of the two-semester off-campus internship requirement for the Creative Employment Initiative.

Applying for Internships

Resources for applying for internships may be found on [Montserrat's Career Design Studio Resources page](#), and internships are posted regularly on [MontserratWorks](#), our on- and off-campus job board.

The Center for Career Design and Creative Enterprise is currently developing a talent matching system designed to connect Montserrat students with employment opportunities based on their specific skills, interests, and professional goals. In tandem with our current job posting process, this system draws on a living database of our 200 students, cataloguing their strengths, portfolio work, and career interests and matches them directly with employers whose needs align. When an employer reaches out with an opportunity, we identify the right students, make the introduction, and personally advocate on their behalf. The result is higher quality matches for employers, more relevant opportunities for students, and a growing network of repeat employer relationships.

Our Talent Matching System works because we know our students individually, and we know what our employer partners need. The goal isn't volume; it's to develop the precise matches that lead to longer employment and stronger, more relevant experience and professional development. As the database evolves and our employer network expands, with consideration to post-graduation employment, this system could become one of The Center for Career Design and Creative Enterprise's most valuable long-term assets.

Email career@montserrat.edu for assistance applying for internships. Reach out to Michael Kerr, our Creative Enterprises Founding Director (michael.kerr@montserrat.edu), to be added to the Talent Matching Database.

Intern in Major U.S. Cities & Abroad

Montserrat is proud to partner with ArtBound Initiative to help students break into their creative field through international and stateside internships in major cities, such as New York, Chicago, Los Angeles, Miami, Austin, London, Berlin, Melbourne, and Sydney.

More than just an internship program, ABI seeks to:

- Connect students and recent graduates with creative companies
- Coordinate all logistics (visa, housing, insurance, and more)

- Provide access to an international network of alumni

ArtBound's goal is to help participants experience the city from an insider's perspective. They provide participants with city guides, organized events based on their interests (artist studio visits, curated gallery tours, theater shows) to help them make the most of their internship experience.

[Learn about ArtBound](#)

Progressive Discipline, Probation, & Dismissal

Progressive Discipline

The College understands that workplace problems occur and has provided advice and guidelines to help supervisors handle these situations themselves.

Ideally, supervisors will use the interview and selection process to help determine whether a student and a particular employment opportunity match. Furthermore, the training and orientation process provides the opportunity to ensure that student employees understand the requirements and expectations of their position, and the evaluation process allows the supervisor to document the student's performance.

However, there may be occasions when the student's performance in their job requires improvement outside of scheduled evaluation periods. In those situations, a progressive disciplinary process should ensure that students can learn from their mistakes, correct their errors, and understand why they are being disciplined or terminated.

[Progressive Discipline](#) includes the steps: Counseling, Written Warning, Suspension Without Pay, and Termination. Steps will only increase if the behavior is not corrected. Most Progressive Discipline cases end before a Written Warning is issued. At each of these steps, the employee will be informed of the unacceptable behavior and given examples of the behavior, be given time to comply with a corrective action, and informed of the consequences of failing to comply with the corrective action.

Student Employment and Course Enrollment / Attendance

If a student withdraws from all classes, they may not continue to work in their student employment position(s) at Montserrat. To participate in the Creative Employment Initiative, students must be enrolled in *and attending* at least one class at Montserrat.

Termination

All student employees are hired on an "at will" basis, which means they may resign their student employment or their supervisors may fire them at any time, even in the middle of a semester.

Although we would prefer all supervisors to adhere to the Progressive Discipline process, and only terminate a student's employment after progressing through the steps of Counseling, Written Warning, and Suspension Without Pay, there may be instances where a sudden termination of an employee is necessary. This may be due to, but is not limited to, instances

of student misconduct at work or breaches of the campus code of conduct while on the job. Supervisors are responsible for notifying their employees of their termination, but should meet with the office of Student Employment prior to terminating a student employee.

Employers are encouraged to use semester-end evaluations as natural opportunities for transition, and to have conversations with student employees if they don't believe the position is a right fit for the student's interests or capabilities. They can discuss their intention to post the job again in the following semester and have a conversation with the student about positions that they might consider applying for instead.

Employment Probation

If a student fails a semester of the Creative Employment Initiative, receiving an F on Cafe for their 0-credit CDS course, they will be placed on Employment Probation during the following semester. Students on Employment Probation will develop a plan with the Assistant Dean of Academic and Career Services and their Supervisor to improve their standing within the Creative Employment program and meet the professional standards of their employment position. If needed, alternative tracks through the program or waivers may be discussed in the Employment Probation meeting as well. *The consequences of completing a semester of Employment Probation without improvement may ultimately result in dismissal from the college.*

Students on Employment Probation for more than one semester may require additional support from other areas of the college, whether academic or cocurricular. At the onset of a second semester on Employment Probation, the student will attend a meeting with the Assistant Dean of Academic & Career Services, the Academic Dean, and Dean of Students in order to discuss the student's support options.

The Creative Employment Initiative is a non-credit bearing requirement for graduation, so the purpose of employment probation is to connect students with additional support and resources they may need to successfully complete the Creative Employment Initiative requirement and graduate from Montserrat. After one semester of receiving a "P" or pass grade, the student will no longer be on probation.

What happens once a student is placed on probation?

Once the Student Employment Office has determined that a student is to be placed on Employment Probation, an official letter is sent digitally and mailed physically to the student, the student's supervisor, the Financial Aid Office, the Dean of Students, and the Dean of Academic Affairs.

Once the letters have been received, the following steps should be taken:

- 1) The student must reach out to the Assistant Dean of Academic and Career Services to book an appointment to discuss their probation.
 - a) This meeting should take place no later than the Add/Drop Courses Deadline of the semester (typically one week from the first day of the semester).
 - b) In this meeting, the student and the Dean will discuss the terms of the probation for the semester, including how often the student should meet with their Supervisor.

- 2) The Assistant Dean then sends an email to the student, with their Supervisor cc'd, outlining the terms of the probation they agreed upon. If applicable, they may determine if Creative Employment Initiative Tracks or Accommodations should be requested. This email will serve as a reference for what requirements the student needs to complete.
- 3) The student and their Supervisor should meet as outlined in the email; most likely, every few weeks throughout the semester.
 - a) The probation meetings should be private one-on-one between the student and their Supervisor.
 - b) The probation meetings can be held in person or remotely.

Promotion & Pay Structure

Student Employment positions with higher levels of responsibility may receive higher wages than Montserrat's base pay of \$15/hour.

Students may be promoted to new positions after evaluations at the end of the semester. All students must apply for the next-level position they are being considered for, and their evaluations by their supervisor will be considered in the promotion process.

Please refer to [Montserrat's Student Employee Wage Matrix](#) for more information.

Resigning from a Position

Students may resign from their employment position at any point in the semester, but they are responsible for making up hours of employment required for the Creative Employment Initiative, and Montserrat College of Art is not responsible for finding a replacement position for them beyond making all of the usual resources available (job board, student employment coaching, resume and cover letter reviews, etc).

Students resigning from a position must notify their supervisor at least one week before their last day of work, if possible. The resignation should be written in a brief letter or email. The Student Employment Office can help students with this process.

Resigning from a position should be a last resort, after other resources have been exhausted. If a student is experiencing difficulty in their position, they are encouraged to first speak to their supervisor and bring up any problems they are experiencing. If they are unable to resolve the issue with their supervisor, they may make an appointment to speak with the Student Employment Coordinator in order to discuss next steps. If requested, the Student Employment Coordinator can set up a mediated conversation with the student and their supervisor in order to create a plan of action. Because of this, students should speak with the Student Employment Coordinator prior to notifying their supervisor officially of their resignation.

Students may switch employment positions without a formal resignation process at the end of each semester. They only need to bring up their intention to work in a different position in the following semester during their employee evaluation conversation with their supervisor.

Student Employment Support

The Creative Employment Initiative lives within Montserrat's Academic programs and is run by The Center for Career Design and Creative Enterprise. The Center is a new umbrella title for our current department, which includes the Schmid Career Design Studio, the Student Employment Office, the Internship and Mentoring Programs, and Montserrat's Creative Enterprises.

The drivers of the Creative Employment Initiative include the following staff positions:

Beth Price Morgan, Assistant Dean of Academic & Career Services

elisabeth.price@montserrat.edu

H109C, first floor of Hardie Building

Emma Oliver, Creative Employment Director

emma.oliver@montserrat.edu

H109, first floor of the Hardie Building

Michael Kerr, Founding Director of Creative Enterprises

michael.kerr@montserrat.edu

Creative Enterprises Suite, first floor of 248 Cabot Street (The Bower)

Genevieve Garnon, Student Employment Coordinator

genevieve.garnon@montserrat.edu

Schmid Career Design Studio, H108, first floor of the Hardie Building

This team ultimately reports to [Stacy Thomas-Vickory](#), Dean of Academic Affairs.

Students seeking support may reach out to the above staff members or drop into the Schmid Career Design Studio (H108) on the first floor of the Hardie Building. If uncertain which staff member to contact, please reach out to career@montserrat.edu.

Schmid Career Design Studio

Montserrat's Career Design Studio facilitates career exploration and professional development for all students and alumni. Our staff helps students apply the same creative processes they use in their studio classes to the exhilarating and life-changing work of designing their future.

The Schmid Career Design Studio walks alongside students during all four years at Montserrat, creating opportunities for them to articulate goals and aspirations, try out career ideas, and receive practical advice and feedback from industry professionals.

Highlights include:

- Individualized life coaching and career brainstorming.
- Student employment & internship support.
- One-on-one mentorship with a creative professional.

The Studio also assists individuals who are hoping to launch freelance careers or start their own businesses, with specific workshops and courses designed to kickstart student business ideas prior to graduation.

Visit Us

The Schmid Career Design Studio is a brainstorming and incubator space available for all students, faculty, and staff. Located on the first floor of the Hardie Building, the Center is equipped for in-person and virtual workshops, group ideation sessions, and individual exploration.

Resources & Programming

Through a combination of coursework, resources, and programming, the Career Design Studio helps students and alumni gain strategies for developing sustainable creative practices and attaining industry-related opportunities.

These resources and programs include:

- [Montserrat Works](#), an online job and career resource board, where employment opportunities, internships, exhibition opportunities, grants, residencies, and career guides are shared exclusively with the Montserrat community.
- [Career Design Studio Resources](#) page, with information about job searches, internships, mentoring, resumes and cover letters, grants, residencies, grad schools, entrepreneurship, freelancing, portfolios, websites, social media, and upcoming Career Design Studio events.
- [Professional Development Grants](#), accepting applications in February and year-round to support current Montserrat students' proposals for funding their businesses, participating in internships that require travel or housing, attending conferences or workshops in their field, or completing residencies.
- A career resource library of graduate school information and professional practice books, located in the Schmid Career Design Studio.
- The Career Closet, which provides professional clothing free of charge to current students, located near the Art Exchange in the basement of the Student Village.
- Resume, Cover Letter, and Portfolio Reviews
- Mock Interviews
- On & Off-Campus Job, Internship, & Grad School Fairs
- Additional programming such as alumni panels, artist talks, networking opportunities, and professional practice workshops on various topics offered throughout the academic year

Summer Employment

Student employees are a vital part of the College's staff and their need is felt during the summer. Student employees who work during the summer can work up to 37.5 hours a week. Student employees are not allowed to go over the 37.5 and be paid for their time so staying under the 37.5 hour a week limit is vital.

Tax blocks change during the summer and student employees who work during the Fall and Spring semesters will notice Social Security and Medicare taxes being deducted from their paychecks.

Supervisor Responsibilities

Supervisors realize that students' first obligation is to their academic work, and understand the many demands on students. The following responsibilities will help facilitate students' employment and direct supervisors' efforts.

Supervisors will ensure that students are scheduled to work only during non-class hours as indicated on the students' schedules. The supervisor and Student Employment Coordinator must approve any exception before the work is performed.

To assure that students are paid promptly, managers will only permit students to begin work once all their new hire paperwork has been completed and submitted to the Student Employment Office. Once they have received verification from the Student Employment Coordinator, supervisors may start scheduling their student employees. The managerial responsibilities include:

- Ensure student employees' working conditions are equivalent to those of other workers.
- To outline all basic work expectations and responsibilities for student employees and explain the importance of their duties.
- To assist each student in establishing good working habits.
- Only allow each student to work a maximum of 15 hours per week.
- To be responsible for staying within the departments' allocated student employment budget.
- To notify the HR Office of any changes in the status of student employees.

Taxes

There are four (4) types of income tax required from the State of Massachusetts:

1. Massachusetts State Income Tax
2. Social Security Tax (not applicable to student workers)
3. Medicare Tax (not applicable to student workers)
4. Federal Income Tax (not applicable to student workers)

W-4 & M-4 (Federal and Massachusetts State Tax Withholding Allowances)

All earnings are taxable. Thus, all student employees must complete the proper documentation to have taxes withheld from their paychecks. This form is called the W-4 for federal and M-4 for Massachusetts state purposes.

Social Security/Medicare Tax Withholding – Student Exemption.

The federal government allows all students enrolled at least half-time, working for the College where they study, and not "career" employees (e.g., not benefited employees) to be exempt from paying Medicare and Social Security taxes. This is an Internal Revenue Service (IRS) ruling effective April 1, 2005. If a student claims "Exempt" from taxation, they will not have any taxes withheld.

Please note that any student who falls below half-time enrollment will have Social Security and Medicare taxes deducted from their earnings; this will happen should a student engage in summer employment at Montserrat.

Time Sheets, Pay Practices, & Paychecks

Time Sheet Recording & Pay Practices

Student base per hour rate: \$15.00/hour.

The maximum number of hours a student can work per week is 15 hours.

Time Sheets: As students begin working in their department, they must maintain an electronic time sheet of their daily hours through ADP's system.

Student employees must complete and submit their timesheet online at the time listed on the payroll schedule. Timesheets are due at 9 am for students on the Monday of a payroll week. There are occasional exceptions for holidays and college-wide closures. *Students should submit their timesheet on time to ensure they get paid and their employment is maintained.*

Lunch and Break Periods: Student employees are due a 15-minute break within four hours of scheduled continuous work and one 30-minute unpaid meal break for working at least 6 hours daily. Student employees and their supervisors should agree, in advance, on the timing of these periods.

Holiday Pay: In general, when the campus is closed, students are not expected to work. Students who are required to work on a holiday will receive straight-time pay for the hours worked unless they exceed forty hours in one week. Some departments on campus may require holiday work.

Questions on Payroll: Any questions on payroll, timesheet hours, or recording must be directed to the payroll@montserrat.edu

All employees are paid bi-weekly; in other words, you will be paid for two (2) weeks for the previous two (2) Sunday through Saturday pay periods.

Students work two consecutive weeks before the payroll is processed and paychecks are prepared. Please refer to the Payroll Schedule at workforcenow.adp.com.

Waivers

By default, all enrolled Montserrat students will be required to participate in the Creative Employment Initiative, starting with the freshman class entering in Fall 2026. However, we

recognize that students may need to waive the Creative Employment requirement for a variety of reasons, including:

- Professional Experience
 - Up to four years of the Creative Employment requirement might be waived based on a review of professional experience in a creative field prior to attending Montserrat.
- For-Credit Internship, Pre-Prac, or Practicum
 - If a student is employed in an internship for course credit (INT300, INT400, or INT420) or is enrolled in the art education Pre-Practicum course, they may waive their Creative Employment requirement for the semester they are enrolled in these courses
- Study Abroad / AICAD Exchange Program
- Medical or Unexpected Hardship
 - Students with chronic illnesses that prevent them from being able to perform their work to a full capacity, or experiencing unexpected medical or personal hardship, may waive the Creative Employment requirement on a semester-by-semester basis.
- Leave of Absence
- Academic Probation Waiver
 - If recommended by the Academic Affairs deans, students on Academic Probation or returning to campus after a successful Academic Dismissal appeal may waive a semester of the Creative Employment requirement as part of their Academic Probation Plan.
- Legal Employment Waiver
 - If a student is not authorized to work in the United States, they may waive the Creative Employment requirement. However, they are encouraged to engage with the program in other ways, for example, in unpaid for-credit internships.*

For simplicity's sake, all of these reasons are listed on the [Creative Employment Requirement Waiver](#).

The waiver will need to be signed by a student's academic advisor, a representative of the Career Design & Creative Enterprise staff, and the registrar.

* Due to the terms described in their student visas, international students may work on campus in paid positions. They will need a Social Security card to work, but can be approved for work even if the card says "not authorized for work."

ACADEMIC SUPPORT SERVICES

Academic Access Studio

It is our mission at Montserrat College of Art to create an accessible and inclusive learning and living environment for all students. Guided by section 504 of the Rehabilitation Act of 1973 and the 2008 Americans with Disabilities Act Amendments Act (ADAAA), the Academic Access Studio at Montserrat is dedicated 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. In addition, the Academic Access Studio supports all students with academic support through workshops, programming, and planning.

If you are a student with a disability or encounter medical or psychiatric difficulties while you are at Montserrat, you are strongly encouraged to contact the Academic Access Studio. The Coordinator, Erin Ryan Heyneman, will be available to guide you through the process of collecting any requested documentation.

If you are requesting accommodations, you will be asked to submit documentation. 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 Academic Advising and Support Page on the website](#) has detailed information about the accommodation process. If accommodations are reasonable and appropriate, you will be invited to register with the Academic Access Studio. Every semester, you will meet with the Coordinator to discuss your accommodations. You will then receive a Student

Accommodation Letter which you will distribute to faculty. It will be your choice to disclose to faculty; however, if you choose to use accommodations, faculty must receive the Student Accommodation Letter. Accommodations are not retroactive and are in effect once the Student Accommodation Letter is delivered to the appropriate faculty.

For any non-academic accommodations, you will also meet with the Coordinator of the Academic Access Studio. The Academic Access Studio is open during the academic year and the summer.

Contact Information:

Erin Ryan Heyneman

Erin.ryan-heyneman@montserrat.edu

978.921.4242 ext. 1133

Mail:

The Academic Access Studio

Attn: Erin Ryan Heyneman

23 Essex Street

Beverly, MA 01915

Academic Advising

The Academic Advising Office at Montserrat assists students of all levels with finding the courses of study, resources, and academic opportunities that best fit each student's academic and artistic goals. Students engage with three types of advising while studying at Montserrat: First Year Advising, Faculty Advising, and Capstone Advising. Students who are placed on academic probation are also required to participate in Academic Probation Advising.

Students are required to meet with their Faculty Advisors at least once per semester for all semesters they spend at Montserrat. They must meet at least once with their Faculty Advisors during the Advising Period, but can meet/communicate with them more frequently as needed throughout the academic year. Students should independently organize advising meeting(s) with their Advisor, and attend these meetings prepared with ideas about their academic goals, the programs they're interested in pursuing, and the academic and/or artistic questions they have for their Advisor.

The Director of Academic Advising leads the Academic Advising Office and is available for general advising for students of all levels. General advising offered includes information and guidance on classes, academic processes and policies, program requirements, concentrations, minors, and other opportunities for academic growth that can help each student pursue their goals at Montserrat.

First Year Advising

All students in their first year at Montserrat will be assigned to a Faculty Advisor. Transfer students entering with more than 15.0 credits will work with the Director of Academic Advising in their first semester at the College; First Year students will be matched with a Faculty Advisor with general expertise in their concentrations of interest. First Year students are required to attend advising sessions and programs led by their Faculty Advisor or the Director of Academic Advising, so that they will learn about the College's academic policies, processes, and programs, and ensure that new students are familiar with academic software, schedule structures, campus resources, and other relevant information they need to know to succeed independently at Montserrat. First-year students can change Faculty Advisors using the Change of Advisor form after their first semester; Transfer students will be placed with suitable Faculty Advisors in their concentrations of choice after their first semester.

Faculty Advising

Students are required to work with a Faculty Advisor at least once per semester for each of the semesters they spend at Montserrat. Their Faculty Advisor is their Primary Advisor and will assist them with scheduling, program requirements, issues they may be facing in their course of study, expertise in their field of interest, and any questions they may have in pursuit of academic and artistic goals.

Students who declare a Minor will also be assigned a Secondary Advisor, a Faculty Advisor who works/teaches/leads the Minor program they have chosen. It is highly recommended that the student check in with their Secondary Advisor each semester in order to ensure they're on track to complete the Minor successfully, but it is not required.

Capstone Advising

In addition to their Faculty Advisor, students will also work with a Capstone Advisor while enrolled in a Senior Capstone program. While the specific expectations and structure of Capstone Advising are different for each Capstone program, generally Capstone Advisors are faculty/staff who offer consistent academic and artistic support to Seniors as they work on their Capstone projects. Meetings with a Capstone Advisor do not fulfill the requirement for meetings with a Faculty Advisor, and students must meet with both in their Senior year.

Advising For Students on Academic Probation

Students who are placed on academic probation are required to work with the Office of Academic Affairs and their Faculty Advisor to organize a consistent support structure that will last for their entire probationary semester. Once the Registrar's Office has notified a student of their academic probation, the following steps must be taken:

1. The student must reach out to their Academic Advisor and the Assistant Dean of Libraries and Learning to schedule a meeting to discuss the terms of the probationary semester;
 - a) These meetings should take place no later than one week after the start of the semester;
 - b) The participants will discuss the terms of their probation for the semester, including how often the student will be required to meet with their Advisor (whether Faculty Advisor or Student Academic Advisor). Typically, students on academic probation will meet with their Advisors once a week or biweekly throughout the entire semester.
2. The Assistant Dean of Libraries and Learning will send an email to all parties with the agreed upon terms.
3. The student and the Advisor must work out a plan to meet as outlined in the probation terms. These meetings should follow the following guidelines:
 - a) Probation advising meetings will be one-on-one between the student and the Advisor, and cannot happen during class, with other students in group advising structures, or during academic programming.
 - b) The advising meeting that is required to take place during the Advising Period does NOT count as a probation meeting. This meeting should continue to be used to discuss plans for the next semester/future academic goals.

For any questions about Academic Advising, please contact Director of Academic Advising [Claudia Valenti](#)

Career Design Studio

Montserrat's Career Design Studio facilitates career exploration and professional development for all students and alumni. Our staff helps students apply the same creative processes they use in their studio classes to the exhilarating and life-changing work of designing their future.

The Career Design Studio walks alongside students during all four years at Montserrat, creating opportunities for them to articulate goals and aspirations, try out career ideas, and receive practical advice and feedback from industry professionals.

Highlights include:

- Individualized life coaching and career brainstorming.
- On-the-ground experience during a required internship.
- One-on-one mentorship with a creative professional.

The Studio also assists individuals who are hoping to launch freelance careers or start their own businesses, with specific workshops and courses designed to kickstart student business ideas prior to graduation.

Visit Us

The Career Design Studio has its home in the Schmid Career Center, a brainstorming and incubator space available for all students, faculty, and staff. Located on the first floor of the Hardie Building, the Center is equipped for in-person and virtual workshops, group ideation sessions, and individual exploration.

Resources & Programming

Through a combination of coursework, resources, and programming, the Career Design Studio helps students and alumni gain strategies for developing sustainable creative practices and attaining industry-related opportunities.

These resources and programs include:

- [Montserrat Works](#), an online job and career resource board, where employment opportunities, internships, exhibition opportunities, grants, residencies, and career guides are shared exclusively with the Montserrat community.
- [Career Design Studio Resources](#) page, with information about job searches, internships, mentoring, resumes and cover letters, grants, residencies, grad schools, entrepreneurship, freelancing, portfolios, websites, social media, and upcoming Career Design Studio events.
- [Professional Development Grants](#), accepting applications in March to support current Montserrat students' proposals for funding their businesses, participating in internships that require travel or housing, attending conferences or workshops in their field, or completing residencies.
- A career resource library of graduate school information and professional practice books, located in the Schmid Career Center.

- The Career Closet, which provides professional clothing free of charge to current students.
- Resume, Cover Letter, and Portfolio Reviews
- Mock Interviews
- On & Off-Campus Job, Internship, & Grad School Fairs
- Additional programming such as alumni panels, artist talks, networking opportunities, and professional practice workshops on various topics offered throughout the academic year

Student Employment

The Student Employment Office helps students apply the professional skills they develop in the classroom to meaningful, on-campus employment opportunities. Montserrat is committed to providing employment opportunities that support students' growth within the creative economy throughout their time at the college and to help students utilize their on-campus positions as springboards to creative employment after graduation. The office is located on the first floor of the Hardie building in the Career Design Studio suite.

The Student Employment Office collaborates with hiring managers on campus to post jobs and ensure that student employment paperwork is completed. Open positions are posted throughout the year on the website [Student Employment Page](#). Students looking for on-campus employment are directed to view open positions online and to contact supervisors directly.

Students interested in applying for on-campus positions are required to submit a current resume, cover letter or letter of interest, and their current class schedule to the hiring manager, and occasionally to the Student Employment Coordinator. All new hire paperwork for student employees is available through the Student Employment Office and is required after a candidate is chosen. Student employees are paid at least \$15.00/hour on a bi-weekly basis in accordance with Massachusetts State Laws. Students are allowed to work a maximum of 15 hours per week on campus.

IMPORTANT: Students may not work during the time that they are normally scheduled to be in class, even if that class is canceled.

For more detailed information, please see [The Student Employment Handbook](#).

Internship Program Policy

Overview of the Internship Program & Deadlines

Since 2006, Montserrat College of Art has required students to complete an internship in order to graduate. Internships allow students to network with other artists and gain valuable experience in a work environment outside of Montserrat. This requirement is completed over the course of two classes: INT200: Pre-Internship (1 credit, ½ semester) and INT350: Internship (2 credits, 1 semester). *INT200 and INT350 must be taken in order and cannot be taken concurrently.* This may require some planning on your part!

The Required Internship Courses

In INT200: Pre-Internship, students create their application materials (resume, cover letters, portfolio) and find internship opportunities to apply for. This free, 1 credit course is offered in person in the fall and spring, and online during the winter and summer. The ideal time to take the course is typically during junior year, but can be taken as early as second semester sophomore year.

After INT200: Pre-Internship, students submit their application materials to internship opportunities until they are hired. Peer Internship Ambassadors and their Academic Advisor can support the search process, but students apply for an internship independently, just like they would any other job.

Upon accepting an internship offer from an employer, students will complete a Learning Agreement with their internship supervisor, which will allow them to register for INT350: Internship. INT350 gives them credit for the fieldwork of the internship (90 hours), as well as access to ongoing support throughout their experience. INT350 is a free 2-credit course offered year-round remotely. Students may add INT350 to their schedule whenever they are hired for an internship, even if it is in the middle of a semester. Students track and document their internship progress and reflect on their experience through the creation of an internship portfolio and presentation. During the course, students will attend at least three check-in meetings with their peers. INT350 cannot be added to a semester schedule without an internship in place.

Advanced Internship Course: INT400

Students interested in obtaining college credit for a second internship may take INT400: Advanced Internship. This 3-credit internship course gives credit for a 120-hour internship, and may be added to a semester's schedule after obtaining a second internship. Eligible students can add INT400 after filling out a Learning Agreement with their Supervisor.

Internship Program Degree Requirements and Commencement

Completing the Internship Program is a requirement for graduation for all concentrations, except for Art Ed. All students must meet an April 15th Internship Program deadline, approximately a month prior to commencement. By that date, they must have been hired at an internship site and have a Learning Agreement form completed.

In order to receive a diploma at the May commencement ceremony, students must complete INT350 (90-hour internship and coursework) by the last day of Spring Semester classes.

Because of extenuating circumstances, students have occasionally walked at Commencement with their class prior to completing their Internship Requirement. *This is not a recommended course of action, because completing the internship requirement becomes exponentially harder when you leave campus after graduation. It is only justifiable as a last resort, after every other possible strategy has been exhausted.*

Although students may technically walk at Commencement without completing their internship requirement, those who participate in Commencement without the requirement completed must submit an action plan for completing their internship and receiving their diploma to their Academic Advisor and the Assistant Dean of Academic & Career Services prior to April 15th.

Internship & Career Support

For questions related to internships or careers, email career@montserrat.edu, make an appointment on [Picktime](#), or visit the Schmid Career Center on the first floor of Hardie.

Assistant Dean of Academic & Career Services:

Beth Price Morgan

elisabeth.price@montserrat.edu

978.921.4242 x1610

Paul M. Scott Library

The Paul M. Scott Library (Hardie, 1st floor) is dedicated to supporting the academic, personal and professional needs of Montserrat students. The primary library collection consists of 12,000 volumes of art books that support the curricula and educational mission of the College. Supplemental collections in popular fiction, DVDs, special collections, gaming, and a Library of Things help support the main collection and our student experience as a whole.

Contact Information

Catherine Robertson, Assistant Dean of Libraries and Learning

catherine.robertson@montserrat.edu

library@montserrat.edu

978.921.4242, Office ext: 1208

Hours during the semester:

Monday-Thursday: 8:30am–9pm

Friday: 8:30am–4:30pm

Varying hours during breaks – contact library@montserrat.edu for information. Closed on all national holidays.

Quick Access to Resources

[Website](#) - basic information on hours and mission of the library [LibGuides](#) - portal to library catalog, online resources, curated materials [NOBLE Catalog](#) - find books, ebooks, journals/magazines, DVDs, etc.

Services

Lending

Your Montserrat ID serves as your library card at the Paul Scott Library and all [other libraries in the NOBLE consortium](#), including Beverly Public Library. It is also required to access some databases remotely.

The library does not charge overdue fines, however loan periods and fines may be different for material coming from other libraries, so make sure to keep on top of your [NOBLE account](#). If a checked-out item has been requested by another patron, it may not be renewed. A student will be blocked from taking out additional materials if an item is overdue for longer

than 42 days. If an item cannot be returned, the student is responsible for the replacement cost of the item.

- Books: 21 days, plus one renewal
- DVDs: 7 days, plus one renewal
- Library of Things/Gaming Library: 7 days, plus one renewal

Libby App

Download the [Libby App](#) to access thousands of e-books and audiobooks. On registering, students will be prompted to enter their library (search Montserrat, which is a part of NOBLE), then enter their ID number. If you have any issues, email Catherine Robertson.

Reference

Library staff are happy to assist you in finding resources for projects ranging from art history papers to artistic inspiration. Bring us your questions, and we'll help you find answers!

Reference assistance is available during library hours and can be also scheduled as needed.

Course Reserves

All books required or recommended by a professor for a class during the semester are in the library collection and available for limited check out. To ensure everyone has an opportunity to access these resources, they are available in the library for two hours at a time.

Use our spaces!

There are several spaces available for community use in the library, which can be booked using Google Calendar. Make sure to stop by the free coffee/tea cart to fuel up!

Writing Studio

Located on the second floor of the library, the Writing Studio supports writers, writing, and the creative process for all members of the Montserrat College of Art community. Writing Studio staff includes both faculty and peer tutors. As writers and artists ourselves, we understand the challenges and opportunities inherent in the creative process, and our goal is to nurture writers and writing at multiple touchpoints. Through one-on-one tutoring sessions, drop-in hours, small group workshops, presentations, and collaborative programming, our goal is to foster an ethos of conversation, critical thinking, and discovery for all writers and at all stages of the writing process.

Areas of tutoring support include, but are not limited to: brainstorming, understanding assignments, generating drafts, revising and editing drafts, preparing for exams and presentations, and developing professional practice materials, such as artist and project statements, bios, and resumes. We also support the development of creative writing projects such as short stories, memoirs, screenplays, poems, graphic novel scripts, and other forms.

To learn more about our offerings, our tutors, and how to schedule an appointment, please visit the [Writing Studio page](#) on the Montserrat website, where you can also download any of

our resource guides. [Visit PickTime](#) to schedule a one-time appointment or set up weekly appointments for the semester, or reach out to us directly:

Julianna Thibodeaux
Writing Studio Director
juliannathibodeaux@montserrat.edu

Reach the team during Writing Studio hours here:
thewritingstudio@montserrat.edu

REGISTRAR'S OFFICE

Chosen First Name Policy

Montserrat allows students to formally request in writing to change their first name and/or gender on campus records and documents without a) evidence of a legal name or gender change by allowing students to indicate a preferred name and/or gender and b) without evidence of a medical transition.

Students interested in requesting a chosen first name must complete and have approved a Chosen Name form. Forms are available from the Dean of Students office and also on [the website](#).

The Dean of Students will review all forms submitted and inform students if their request is approved. Name changes may not be used to avoid legal obligations or for illegal purposes.

Names requested should not include offensive or derogatory language. The purpose of the chosen name policy is to foster a campus environment that is inclusive and that encourages self-expression; we expect to approve all name changes that are in alignment with this purpose.

Once the necessary paperwork is submitted to the Dean of Students and approved:

- College offices and departments will work collaboratively to ensure college-wide use of the preferred name unless prohibited by law or policy (e.g., payroll for student workers, financial aid documents, federal immigration documents, tax forms, official academic college transcript, medical records, checks and direct deposit files issued by the College, student loan documents). We will maintain a college-wide commitment to finding solutions to use the student's preferred name whenever possible.
- Campus Life and the Registrar will include an outline of the policy and procedure on their areas of the college website.
- Preferred name will populate (where possible) in all campus systems that include student data.
- We will enable students to access ID cards that include their preferred first name.
- Educational materials will be provided to staff and faculty.
- We strive to have your preferred name appear wherever legal name is not required. Examples of where you will find your chosen name internally and publicly include, but are not limited to:
 - Active Directory
 - Campus Cafe
 - Canvas
 - Class Rosters
 - College correspondence (home, billing address, etc)
 - College website
 - Commencement program
 - Dean's List
 - Mailroom roster
 - Residence hall door tag

- Residence Life rosters
- Student course schedule
- Student degree audit
- Student diploma
- Student email addresses
- Student ID card

Education Records

Student education records are specifically defined as paper and electronic 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 their 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.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The FERPA Policy, forms and annual notification can be found on the [Montserrat Registrar](#) page of the website.

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA

allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring, upon request;
- 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.
- Veterans Administration Officials
- Military, directory information as it is presently defined under the Solomon Amendment unless the student has formally requested non-disclosure of directory information

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, honors and awards, dates of attendance and photo ID images; please see the College website for a complete list of directory information. However, students can complete a FERPA Non-Disclosure request form to prevent disclosure of directory information.

To authorize the College to discuss information contained in their educational record (including areas such as final course grades, 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.

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 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.

Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954; (While FERPA permits campuses to release education records to parents of dependent students without student consent, it does not require them to do so. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency or the campus can rely on the student's assertion of dependency for tax purposes on a form provided by the campus. Full rights under the Act shall be given to either parent, unless the College has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights. 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 because of his or her status as a student are also excluded. However, employment records relating to Montserrat College of Art students who are employed because of their status as students are considered educational records.

Student Files

The Registrar maintains an electronic record of each student's academic progress at Montserrat College of Art, including the official transcript of credits earned and a degree audit showing progress towards degree 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 (see above). At the conclusion of each semester, copies of the student's final semester grades are made available online through Montserrat's Student Information System (Campus Cafe).

Transcripts

Transcripts are released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), and as such, transcript requests will not be processed without a legal signature (or secured electronic authorization). The Transcript Request process can be found on the [Montserrat Registrar](#) page of the website.

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 at the Registrar's office.

TUITION

Tuition

Tuition, fees, housing charges, and health insurance premiums are due in full before the start of each semester. Billing statements are typically issued at least thirty days prior to the due dates. Tuition payment due dates are generally set as July 15 for the Fall semester and December 15 for the Spring semester, or the next closest business day, respectively. A complete listing of charges included on the student statement can be found on the Student Financial Services page on the website.

In addition to tuition charges, financial aid recipients may also find a listing of “verified” financial aid on their billing statements. Types of financial aid may include scholarships and grants awarded directly by the College, state grants and scholarships, federal grants, scholarships and loans, and private loans and scholarships. 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 the tuition payment plan (see below), loan programs such as Federal PLUS or private loans, or a combination of those options. 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 the interest-free monthly payment plans offered by CashNet Tuition Pay Plan. Payment plan options range from 4- or 5-month semester-plans, or 8, 10, 11, or 12 annual plans. All plans require an enrollment fee assessed by CashNet. Information on how to enroll in a monthly payment plan can be found on the SFS Page or obtained by calling the Student Financial Services Office at 978.921.4242, x.1172, or emailing sfs@montserrat.edu.

Montserrat College of Art also welcomes payments made in cash, Mastercard, Visa, American Express, Discover, PayPal, 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 before the start of the semester. Students who do not pay in full (or have approved financing in place) will not be permitted to move into on-campus housing, attend classes, pre-register, 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 the student will be responsible for all past tuition and fees as well as collection costs, including penalties, interest, attorney’s fees and court costs.

Veterans and Covered Individuals

Under S2248 PL 115-407 Section 103, Montserrat College of Art will not impose a late fee, denial of access to facilities, or other penalty against a veteran or covered individual* due to a late payment of tuition and/or fees from the VA up to the certified benefits amount. Any portion of the balance not covered by VA benefits is still expected to be settled by the due date.

*A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 benefits.

Any covered individual may attend or participate in education during the period beginning on the date on which the individual provides to the educational Institution.

A certificate of eligibility for entitlement to educational assistance under chapter 31, 33, or 35, a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Tuition & Housing Refund Policy

All students who withdraw from the College or take a leave of absence must complete a Withdrawal Form, available in the Registrar’s Office or by contacting registrar@montserrat.edu. 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 and/or housing refunds available under Montserrat’s Tuition & Housing refund policy.

The Tuition and Housing Refund Policy is available on the [Student Financial Services page](#).

Fall 2026 Semester Tuition & Housing Refund Policy

If the submission of a completed Withdrawal Form* occurs during:

Week One: From the first day of class until the end of the Add/Drop period.
08/26/2026 through 09/02/2026.
100% of Tuition, General Fee, and Housing is refunded.

Week Two: Up to 7 days after the end of the Add/Drop period.
09/03/2026 through 09/09/2026.
80% of Tuition and Housing only is refunded. The General Fee is non-refundable after the Add/Drop period.

Week Three: Up to 14 days after the end of the Add/Drop period
09/10/2026 through 09/16/2026.

60% of Tuition and Housing only is refunded.

Week Four: Up to 21 days after the end of the Add/Drop period.
09/17/2026 through 09/23/2026.
40% of Tuition and Housing only is refunded.

Week Five: Up to 28 days after the end of the Add/Drop period.
09/24/2026 through 09/30/2026.
20% of Tuition and Housing only is refunded.

After six weeks: 29 days after the end of the Add/Drop period.
10/01/2026 forward.
0% of Tuition and Housing is refunded.

Spring 2027 Semester Tuition & Housing Refund Policy**

If the submission of a completed Withdrawal Form* occurs during:

Week One: From the first day of class until the end of the Add/Drop period.
01/20/2027 through 01/27/2027
100% of Tuition, General Fee, and Housing is refunded.

Week Two: Up to 7 days after the end of the Add/Drop period.
01/28/2027 through 02/04/2027
80% of Tuition and Housing only is refunded. The General Fee is non-refundable after the Add/Drop period.

Week Three: Up to 14 days after the end of the Add/Drop period
02/05/2027 through 02/11/2027
60% of Tuition and Housing only is refunded.

Week Four: Up to 21 days after the end of the Add/Drop period.
02/12/2027 through 02/18/2027
40% of Tuition and Housing only is refunded.

Week Five: Up to 28 days after the end of the Add/Drop period.
02/19/2027 through 02/25/2027
20% of Tuition and Housing only is refunded.

After six weeks: 29 days after the end of the Add/Drop period.
02/26/2027 onward.
0% of Tuition and Housing is refunded.

**Withdrawal forms can be retrieved at the Registrar's Office or by emailing registrar@montserrat.edu.*

*** Exact dates may be subject to change. For the most recent information, see the "Tuition and Housing Refund Policy" on the [SFS page](#).*

Students who receive federal financial aid and who withdraw from the College or take a leave of absence may also have a prorated 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 this handbook for further details.

Winter and Summer Sessions (including online courses, when taken for credit; does not apply to the Pre-College or International Travel Programs)

A full refund is issued if a student officially withdraws within 24 hours of the end of the first class. After that time, no refunds are issued.

Deposit Refund Policy

\$250 Tuition Deposit:

- Fall: refundable and transferable on or before May 1, 2026
- Spring: refundable and transferable on or before January 1, 2027

\$275 Housing Deposit (to hold a space in on-campus housing for both new and returning students):

- Non-refundable and non-transferable.

\$300 Housing Damage Deposit:

- May be returned when either the student graduates or is no longer living in on-campus housing, provided the student does not have an outstanding balance on their account.

Cost of Attendance 2026–2027

Costs for Full Time (12–18 credits)	Per Semester	Per Year
Tuition *	\$21,297.50	\$42,595
General Fee **	\$927.50	\$1,855
Health Insurance – Required by MA law unless otherwise insured for domestic students. Required without exception for international students.	–	\$2,738

Costs for Part-time	Per Credit	Per Year
Tuition*	\$1,775	–
General Fee **	\$77	–
Health Insurance – estimated. Current 2025-26 rate; final amount will be determined in Spring 2026. Health Insurance Required by MA law unless otherwise insured for domestic students. Required without exception for international students.	–	\$2,738

Housing	Per Semester	Per Year
Double Room	\$7,037.50	\$14,075
Single Room	\$9,227.50	\$18,455
Triple Room	\$5,965	\$11,930

Additional Fees & Deposits	One-Time Charges
Orientation Fee New Students Only	\$230
Graduation Fee: Graduating Seniors Only	\$140
Art Supply Starter Kit New Students Only	\$1,170
Housing Damage Deposit (refundable). Refunded Upon Graduation or Withdrawal from the College	\$300
Tuition Deposit + Required for All Newly Admitted Students	\$250
Housing Deposit + Non-Refundable or Transferable	\$275
Application Fee Due to Admissions when you Apply	\$50
Late Fee Per Semester that Payment is Received After the Due Date	\$125

* The tuition costs for full-time students apply to those 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 and pay tuition based on the number of credits elected. Students enrolled in more than 18 credit hours will be charged per credit hour and added to the full-time charge.

** The general fee includes non-academic costs for direct services such as registration, communication and network services, student activities, museum memberships, and student health and wellness services. The general fee applies to those 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 and pay the general fee based on the number of credits elected. Students enrolled in more than 18 credit hours will be charged per credit hour and added to the full-time charge.

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

+ All tuition deposits for newly admitted students for the fall semester are non-refundable after May 1 and are deducted from the final bill. Housing deposits are always non-refundable and non-transferable. If a student decides to defer after May 1 for one year and does not attend, the tuition deposit is non-refundable.

Understanding Your Charges

General Fee: The general fee includes non-academic costs for direct services such as registration, communication and network services, student activities, museum memberships, and student health and wellness services. Occasionally, courses may require additional fees to cover special materials that students use in class. Special fees will be listed in the course syllabus if they are to be assessed. Courses in graphic design, computer design, photography, printmaking, and sculpture might fall into this category.

Housing Fees: A \$275 housing deposit fee is required to secure placement in college housing each school year. The \$275 housing deposit is non-refundable. A \$300 security deposit charge is assessed during the first semester of occupancy. This \$300 damage deposit is returned to the student at the end of their last semester, provided they do not have an outstanding balance due. College housing fees are paid by semester and are included on the semester bill. The housing room charge covers the semester rental, security, and all utilities.

Health Insurance: Massachusetts state law requires that all students enrolled for nine credits, or more be covered by a medical insurance plan. For students who do not have medical insurance coverage, Montserrat provides a plan for basic health and accident coverage. This health insurance fee is automatically added to the first semester's tuition bill. If covered by a comparable or better health insurance plan, the student may deduct the health insurance amount from the tuition bill and submit a completed health plan insurance waiver along with the initial tuition payment.

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

Graduation Fee: All graduating seniors are required to pay a graduation fee that helps support commencement activities.

Art Supply Starter Kit: As a service to all new students, Montserrat prepares a comprehensive package of recommended art materials and books. This art supply starter kit includes over 100 items and provides most of the basic materials needed for the foundation year. Because we purchase these supplies in quantity, we can provide these materials at approximately 20 percent less than retail. *The college reserves the right to adjust costs and fees it deems necessary without prior notice.*

[Net Price Calculator.](#)

Receiving Refund Checks

If a student's financial planning relies on the issuance of a refund check to pay for day-to-day expenses such as food, rent, and supplies, please note that refund checks are issued 2-8 weeks after the Add/Drop period ends, and only if there is an available credit on the student's account.

It is important that students have financial resources to bridge the gap between the start of the semester and the refund period. Refund checks are most often created when there's been an overpayment made toward the balance due, or the student or parent/guardian over-borrowed a private or Federal Parent Plus Loan.

Student Financial Services recommends using the refund check in the following ways:

- Use the funds to make a payment toward any student loans that have been borrowed.
- Apply the funds from your refund check to a future semester.
- Save the refund to help pay for any educational or living expenses that may be incurred during the academic year.

Statement of Financial Responsibility (SFR)

The Statement of Financial Responsibility (SFR) is required by federal debt collection and consumer protection laws for colleges, universities, and other institutions to be transparent with their billing, payment policies/procedures, and collection requirements.

Montserrat College of Art ("Montserrat" or "the College") must also ensure that students (consumers) are aware of their policies and responsibilities. For this reason, Montserrat requires that students accept the Statement of Financial Responsibility (SFR), which acknowledges their financial obligations and understanding of the College's related policies. The SFR informs students of their financial responsibilities associated with enrolling for classes, living in on-campus housing, and other fees.

It also explains the potential consequences if a student fails to meet those financial obligations. The College's goal is to help students understand the cost of their education and the financial policies associated with their enrollment at Montserrat College of Art. The SFR, in conjunction with the Student Financial Services and Financial Aid pages on the College website, the Student's Campus Cafe Account, letters, and other documentation, helps explain the College's expectations for payment and allows the College to inform students of policies related to billing, late payment, contact methods, etc.

The SFR is a mandatory agreement that outlines financial obligations and responsibilities for attendance at Montserrat College of Art. The SFR is available on the Enrollment Checklist and the Student Financial Services page on the College website. The SFR must be accepted to continue to access Montserrat services, including class registration, as an active Montserrat College of Art student. The SFR must be completed by July 15 or December 15 (depending on the student's initial enrollment) or if changes to the current agreement are mandated.

Failure to complete the SFR can result in a business office hold being applied to the student account. Please contact the Student Financial Services Office at sfs@montserrat.edu if you have any questions regarding the SFR.

1098-T Form

Montserrat College of Art will deliver student IRS Form 1098-T electronically or by mail every year by January 31 if the student has reportable tuition expenses. Students can view and print IRS Form 1098-T by going to [Montserrat.edu/sfs](https://montserrat.edu/sfs) and following the 1098-T link. If a student is still unable to access their 1098-T form, they should contact sfs@montserrat.edu for assistance.

FINANCIAL AID

Necessary Credits for Financial Aid

Students must maintain enrollment in 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.

Types of Financial Aid Available to Students (if eligible)

To be considered for most financial aid awards, students must complete a Free Application for Federal Student Aid (FAFSA) each school year they're enrolled in. The preferred deadline to submit a FAFSA is March 1 each year.

Federal and State Aid: Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Direct Stafford Loans (subsidized and unsubsidized), Work Study Program, and State Aid. The Federal Parent Plus Loan is available if the parent or legal guardian of a dependent student applies for one on studentaid.gov

Institution Aid: Montserrat Grants, Housing Grants, Presidential Scholarship, Pre-College Awards, Portfolio Awards, and Open House Awards.

Other: Alternative (also called private) loans and private scholarships.

Montserrat College of Art's Merit Award Policy

A student's merit scholarship is awarded per academic year for four years (eight semesters), divided evenly between the Fall and Spring semesters. The merit scholarship is not available for Winter or Summer terms but only for the Fall and Spring semesters. The whole award may not be applied to a single semester.

A student between 12 to 18 credits is considered full-time and will receive their allotted merit scholarship for the enrolled semester. Note that to complete a degree within four years as an entering first-year freshman, the typical course load is at least 15 credits per semester to complete 120 credits over four years. Transfer credits or advanced standing may reduce the length of your eligibility. For instance, a student who enters with sophomore standing will be eligible for three years (6 semesters) maximum. Scholarships may be extended for a ninth term for a student concentrating in Art Education to complete their teaching credential.

If students enroll between 11.5 and 6 credits, their scholarship will be prorated based on their level of attendance. Students enrolled in under six credits will not qualify for the merit scholarship or any institutional aid.

Students receiving a merit scholarship will have their continuing eligibility to retain their award reviewed at the end of every semester. Students must maintain a 2.0 Grade Point Average (GPA) to achieve satisfactory academic progress. Students on Academic Probation or Academically Dismissed may lose their merit scholarship unless they complete the Satisfactory Academic Appeals Process and are approved to return.

If a student loses their merit scholarship, either due to reaching their maximum award cap or because they could not maintain satisfactory academic progress, they may appeal to the Financial Aid Appeals Committee for reinstatement. The committee will convene on an ad hoc basis to make these decisions. The following are commonly accepted grounds for appeal based on extenuating circumstances:

- Serious ill health
- Personal accident or injury of a significant nature
- Bereavement due to the loss of a close family member (parents, grandparent, guardian, sibling, child, close personal friend, etc.)
- Victim of a crime
- Academic accommodations of the other circumstances that kept the student from maintaining a typical course load of at least 15 credits per semester to complete 120 credits over four years
- Unforeseen circumstances out of your control

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 at studentaid.gov. The priority filing date is generally March 1st for the upcoming 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 family and financial circumstances, academic standing, credit load, timeliness of aid applications and availability of funds.

Student Financial Services (SFS) may collect IRS Tax Transcripts, W2's and/or other financial documentation to verify reported information. Awards may be adjusted if figures on the FAFSA differ from a student's 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, imprisonment or both.

Failure to remain enrolled in 12 credits or more may result in losing State, Institutional, or other awards. Awards such as Federal Pell Grants decrease when credit load decreases.

Therefore, it is critical for a student to discuss any possible changes to their course load with Student Financial Services before making a change to understand the financial implications.

All aid is pending until it has been processed and posted to the student account. Please refer to the student's billing statement and/or Café account to view the amount owed to the College or if a refund will be available. 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 each semester refunds are not available until 2-8 weeks after the Add/Drop period ends and only if there is an available credit on the student's account. 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 that are expected to be received. 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 changing enrollment status to understand the financial 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. (See section 4.)

To maintain accurate records and to ensure the delivery of awards, any changes in name or address should be reported in writing to the Student Financial Assistance office as soon as possible.

If a student's family's financial circumstances change after filing the financial aid application, a written request for a review, including appropriate documentation of the change, may be submitted.

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 Counseling. Both the MPN and the Entrance Interview can be completed online at studentaid.gov.

Title IV Return Policy

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. A prorated return 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 returns 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%.

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 the scheduled award is considered unearned and must be returned to the Title IV aid programs.

For students receiving Title IV federal 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: Aid programs will not 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 Student Financial Services 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.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that the College may have. Therefore, a student may still owe funds to the college to cover unpaid institutional charges. Montserrat may also charge a student for any Title IV program funds that the school was required to return.

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

GALLERIES

Montserrat College of Art Galleries and Visiting Artist Program presents innovative exhibitions of contemporary art and aspects of visual culture that feature regional, national and international artists and creatives 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 over 30 public programs, all of which are free and open to students and the public. We have two professional galleries (Montserrat Gallery and the Carol Schlosberg Alumni Gallery) and 1 streetside alternative display space (Frame 301).

In the **Montserrat Gallery** (1st Floor, 23 Essex Street), we exhibit 5 major exhibitions a year featuring established practicing artists and creatives in all media. Our creative approach involves curatorial risk-taking, highlighting provocative content and socially relevant topics. The space is also used to exhibit student work during our Senior Thesis in the late fall and spring as well as the spring Student Showcase and All Senior Show.

The Carol Schlosberg Alumni Gallery (1st floor, 23 Essex Street) presents 5-10 solo or small group exhibitions a year with work by Montserrat alumni, faculty and visiting artists from across the globe.

Frame 301 (301 Cabot Street) is a space for site-specific installations submitted by emerging and established artists as well as week-long senior thesis exhibitions. This space is generously supported by the Massachusetts Cultural Council and the Beverly Arts Council.

In addition, there is a student-run **Bare Gallery** that facilitates student-curated exhibitions on campus and in the surrounding community. Contact the gallery team to get involved!

The second and third floors of the Hardie Building serve as additional campus exhibition spaces for classroom projects in Fine Arts, Illustration and Graphic Design.

Through our Visiting Artist Program and other programming, the gallery team and faculty invite 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, intentional classroom visits and collaborative exhibitions. Professional practice events designed to inspire and prepare our students to manage and advance their careers as professional artists are planned in coordination with Montserrat's Career Services Office and include visiting artists, panel discussions by alumni and faculty, and other programs tailored to the post-graduate needs of our students.

GALLERY HOURS

Montserrat & Carol Schlosberg Alumni Gallery

Monday–Friday: 10am–5pm

Saturday: 12 noon–5pm

Frame 301: 24-hour access

All current and archived exhibitions and events from 2015 - present can be found at [Montserrat.edu/galleries](https://montserrat.edu/galleries)

More daily information can be found at:

[instagram.com/montserratgalleries](https://www.instagram.com/montserratgalleries)

[instagram.com/bare.gallery](https://www.instagram.com/bare.gallery)

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

STUDENT AFFAIRS

The Office of Student Affairs supports students and their success by designing systems and programming that promote meaningful engagement, both in and out of academic and studio practice. We provide a connection for students to the abundance of resources at Montserrat and within the community. We seek to build a welcoming, safe, and inclusive campus environment for all students through the intentional creation of opportunities that encourage wellness, belonging, skill development, responsibility, and advocacy.

Student Affairs is made up of 4 offices - Campus Life, Counseling, Dean of Students and Wellness. Learn more about each office below.

Campus Life

The Campus Life office is an extension of your academic experience. We pride ourselves on being an open-minded community that values civility, tolerance, and the unique contribution of every individual. Our mission is to support your journey as you evolve into an artist and vital member of society. Please reach out to the Assistant Director of Campus Life, sarah.grant@montserrat.edu

Residence Life is the part of the Campus Life Office that manages the student residences which include 7 buildings, 32 apartments, and approximately 200 beds. All residence halls include mostly double and triple rooms. Single rooms are available on an extremely limited basis and are reserved for students with an approved medical accommodation. There is a yearly housing lottery system that determines the order by which returning resident students can select their housing. All the college residences are apartment style buildings, and all have kitchens. The college residences are supervised by the Resident Assistant staff. Resident Assistants are also known as 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 MCA policies.

Commuting students who wish to move into on-campus housing, should contact the Dean of Students about availability. It is not guaranteed that there will be availability for commuting students to do this.

Student Conduct: Any complaint against a student for a violation of campus policy can be filed in the Dean of Students office. The report will be reviewed, and a determination will be made as to if there was a potential policy violation; not all reports will result in referral to the conduct process. If a report results in referral to the conduct process, a hearing will take place to determine if the student(s) involved are responsible. The Dean of Students serves as the primary hearing officer for the College. Complete information about the student conduct procedures can be found in this handbook.

Activities: The Campus Life Office, when staffed, 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 Frightfest, Late Night Breakfast, De-Stress Fest, GobbleFest and the Faculty/Staff vs. Students Kickball Game. Please reach out to the Dean of Students with any questions.

Clubs and Organizations: Interested in getting a group together to explore a shared interest? Just pop into the Student Affairs/Campus Life Office (suite 1B at 26 Essex St) and speak with the Assistant Director of Campus Life. Below are the process is outlined.

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](#)

All students running a club or organization must maintain a 2.0 GPA.

New Student Orientation: A group of students that work with the Campus Life office are the Orientation Leaders (OLs). 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, how to survive the first critique, and where to get the best pizza and coffee in town. The students are an excellent source of support during the first year of college.

Counseling

At Montserrat, counseling services are provided to assist the student body in developing to their full emotional, intellectual and creative potential. Free and confidential In-person counseling services are typically available on campus five days a week whenever classes are in session and follow a short-term “session-at-a-time” model. Mental health-related programming is also coordinated through the counseling office and seeks to respond to the evolving needs of the Montserrat community as a whole.

Counseling sessions cover a wide range of topics, which might include: the transition to college, healthy relationships, major mental health concerns, academic stress, interpersonal challenges, managing unhealthy habits, and the impact of traumatic events. When requested or recommended, students are assisted in linking with off-campus treatment providers and community resources.

When necessary, campus counseling services are utilized in the assessment and management of mental health crises and other student safety issues, in collaboration with other Montserrat staff and leadership.

Director of Counseling, Elisabeth Reickert, can be reached at:
elisabeth.reickert@montserrat.edu and by phone at 978.921.4242 ext.1200
Location: Suite 1A in the Village (26 Essex Street).
Hours: 9:00 am - 5:00 pm unless otherwise noted

Additional resources and updated information can be found on the [Wellness page](#) of the Montserrat Website.

All Montserrat students have access to our free, 24/7, mental health support and referral service, [Uwill](#). Students can call 833-646-1526 to access the support line.

If you are experiencing a medical emergency, please call **911**

Dean of Students

The Dean of Students, Meagan Rennie, oversees the staff in Campus Life, Counseling, and Wellness. They also serve as the Deputy Title IX Coordinator, food pantry coordinator and mailroom supervisor for the campus. They also serve as the chief student conduct officer. Stop by if you have questions about navigating Montserrat, if you want to talk about something that is going on (positive and/or negative!) or just want to talk about your experiences here or need assistance with anything!

Wellness Services

Currently, we have a part-time nurse on campus, Monday through Thursday. The nurse can help with minor illness or injury, consultations and community referrals, gender affirming care, health counseling, nutrition counseling and more!

If you have general health questions, need to find an urgent care facility or a primary care physician, stop by the Nursing Office in Suite 1A at 26 Essex Street or email wellness@montserrat.edu

If you are experiencing a medical emergency, please call 911

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.

A [waiver](#) must be completed by July 15, 2026 for students entering the Fall 2026 semester and by January 1, 2027 for all students who begin their enrollment at Montserrat in the Spring 2025 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 and must accept the Montserrat insurance coverage.

The College's student health insurance plan is underwritten by Blue Cross and Blue Shield (BCBS) and administered by [University Health Plans](#), Inc. [A master copy of the policy](#) is located in the Dean of Students Office at 26 Essex St. 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.

GENERAL INFORMATION, RESOURCES and POLICIES

Academic Building Room Key Policy

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 Capstone Faculty must submit a list of students who are eligible to receive keys to the Academic Affairs Office in advance of the start of classes. To receive a key, students must sign a key agreement with their Capstone faculty. If a student does not wish to sign for a key, they can call Security (978-626-2176) to be let into the studio or a room if card access is not available. A security officer will assist the student in gaining entry as soon as they are able to respond.

Keys must be returned to the Academic Affairs Office by the established date at the end of the semester or end of the school year, whichever is appropriate. If a student loses or fails to return any issued keys to the Academic Affairs Office, a Business Office (SFS) HOLD shall be placed on the student's account until the fee is paid, which may prevent them from participating in Registration or Commencement.

Some students may be assigned keys to academic rooms and/or offices for employment responsibilities. Students must return the keys as agreed upon with their supervisor.

Access to Campus Facilities

Consult the notice posted at campus buildings for building access hours. No unauthorized personnel are allowed on the premises during the hours when a building is closed, including when the College is closed. Suspicious persons or activities on campus should be reported immediately to the Security at 978-626-2176 or to other appropriate authorities.

Students are expected to take proper care of keys to studios and apartments, to refrain from propping doors open to ANY space on campus including but not limited 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 will result in disciplinary action being taken.

Campus Security

Montserrat contracts with Allied Universal Security Services for campus security. Campus Security at Montserrat can be reached 24 hours a day by calling or texting **978-626-2176** or by e-mail at security@montserrat.edu. Campus Security Officers are stationed at the front desk of the Hardie Building 24 hours a day, every day. They patrol the campus on foot and respond to calls. Students may *request a security officer to escort them anywhere on campus by foot, at any time*. Criminal actions or other emergencies can be reported to Campus Security. Questions about car registration, parking, and access to facilities can all be directed to the

Director of Campus Security, who typically works Monday - Friday, 7am - 3pm and can be reached at 978.626.2176.

If you need immediate medical assistance, please dial 911 for local emergency responders and police assistance.

Campus Walking Escort

Students, as well as staff and faculty, may request a security officer to escort them anywhere on campus by foot, 24 hours a day, every day. Please call or text 978-626-2176 to request a walking escort. It is possible that you may need to remain in your current location for a short period of time while waiting for the officer, so please be sure to be inside a building when you call.

Cancellation of Classes/Events Due to Weather

New England weather sometimes necessitates that Montserrat buildings close for a period. In these circumstances, students should check in with faculty and also review their course CANVAS pages. In many circumstances, there are still projects and tasks that students are expected to complete at a distance.

Student employees whose work allows may work remotely with the permission of their supervisor. When the campus is closed, place-based student employment (e.g., studios, library) will not take place until the campus is re-opened. To the extent possible, students who miss hours due to campus closures may make up these hours with supervisor approval.

Announcements for campus closures will be posted on the front page of the [College's website](#). In addition, a message will be texted to cell phones of those who sign up for notifications through the Omnilert system (see below). This information will also be emailed to all students, faculty and staff through regular Montserrat email.

Eligibility for On-Campus Housing

In order to be eligible to live in Montserrat College of Art housing, a student must be at least 17 years of age and be enrolled as a full-time undergraduate student. Under rare circumstances, a resident may be permitted to stay in housing while registered as a part-time student. Exceptions will be granted by the Dean of Students after a meeting with the student. A student must remain academically engaged and, as always, should remain in good standing with all offices on campus during their part-time status.

Email

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 and responded to, if necessary, 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.

Leave of Absence Accounts:

Students who take a leave of absence from the college will retain their Montserrat e-mail access for up to two semesters. Other services (Adobe, network accounts, print credits, etc.) will be disabled during the leave of absence period. If the student does not complete paperwork or does not return by the 3rd semester, the e-mail account will be disabled.

Alumni Accounts:

Graduating seniors retain their Montserrat E-mail accounts, but all other college issued accounts will be disabled after 30 days following commencement (this includes: Cafe, Canvas, Adobe Creative Cloud, Network accounts, Print Credits, etc.)

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 9 Dane Street and the staff is on campus Monday through Friday from 8am until 4pm

Maintenance Requests

Facilities use an electronic [work order ticket system](#) for ROUTINE maintenance issues. The work order system can be found [here](#).

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, – NOT ‘the toilet is broken’), and location (building and room number). 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 complete only one ticket per request. Submitting multiple tickets for the same request will not expedite the request.

Facilities DOES NOT address any IT/Network issues (but you can do an electronic ticket for those, too) or vending machines (snacks and laundry...see Campus Life).

In case of a maintenance emergency – no heat, no electricity, no water, flood, etc., please contact Security at 978-626-2176. Facilities cannot respond to non-emergency verbal maintenance requests. All non-emergency requests must go through the ticket system.

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.

First Aid Kits

First aid kits have been upgraded and are available throughout the campus. Please notify the Wellness Office if a kit needs supplies. There are AEDs (Automated External Defibrillators) in

the Hardie Building, across from the Security Desk, The Bower, 9 Dane Street in the front lobby and at 301 Cabot. Additional safety information is included in Sections XII – XIII in this handbook. In case of a medical emergency, students should call 911 first and then notify College personnel immediately. You should also always call Security at 978-626-2176.

Food Pantry

The Montserrat Food Pantry is in the Student Village. Any student can access the food pantry, no questions asked...but we do ask that you [register here](#).

You can do this anonymously, but we will confirm your registration through whatever email address you use (it does not need to be your Montserrat address). You can also reach out to meagan.rennie@montserrat.edu with any inquiries about the pantry. The Dean of Students oversees the pantry and can assist any student who is experiencing food (or housing) insecurity.

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, 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 should be purchased with print credits via the [Papercut web portal](#). 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.

Information Technology

Network Accounts and Working Volumes

Each student receives a designated amount of space on a Network Transfer folder for storing data. Students are expected to back up 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 and Animation software 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 Transfer folder or preferably a personal storage device. Montserrat College of Art is not responsible for student data. Students are responsible for backing up their data from college machines on a regular basis and cannot expect personal data to be maintained on college computers.

Student Data Year End Removal

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

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](#). It is the responsibility of the student to learn the proper use of campus technology. Print errors due to misuse or lack of knowledge may not be refunded. System or equipment errors can be refunded. Account balances will not be credited back to transferring or graduating students - please plan your print credit purchases accordingly.

MCA Support

Students are encouraged to use the MCA Support help desk system to submit IT related requests. [MCA Support can be accessed online](#).

Required Laptop

All students are required to maintain a fully functional laptop that meets the recommendations of their intended concentration throughout their time at Montserrat. Those recommendations can be found on the Montserrat website.

Laundry Facilities

Laundry facilities are located in the Student Village (lower level, available to all students) and at 275 Cabot Street (275 Cabot residents only). Both washers and dryers use prepaid laundry cards which can be purchased through the [Automatic Laundry](#) kiosk near the laundry room in the Student Village.

Issues with the washers and dryers should be reported [DIRECTLY to Automatic Laundry](#). Please DO NOT use the MCA Support ticket system for laundry issues.

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 at the beginning of the school year by contacting campuslife@montserrat.edu. The student will be provided with a lock and key after filling out a registration form. 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. The lock and key must be returned to Campus Life, or

the student will be charged \$25 to replace the lock and key. Lockers are cleaned out each summer, and the College is not responsible for items that are left beyond the end of May.

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

[Museum of Fine Arts](#), Boston, MA

[Peabody Essex Museum](#), Salem, MA

Omnilert (formally e2Campus)

The College uses Omnilert, 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](#).

Students, faculty and staff should [create an account](#) and opt in for notifications sent. Note that registration is good for two years. Omnilert will send a notification when individual registration is expiring prompting renewal if needed.

Parent Notification

The College does not ordinarily notify parents or guardians of academic and/or behavioral concerns that students may encounter. However, when behavior jeopardizes continuation at Montserrat or in campus housing, and/or if behavior indicates students may harm 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 hall or the College immediately, pending a hearing. The College also reserves the right to notify a family member if a student exhibits dangerous behavior (see *Community Standards section of this handbook*).

Parking

Everyone assumes all responsibility for their vehicle. Montserrat College of Art provides parking on a space available basis. There is no guarantee that anyone will be able to park near academic buildings, offices or residence halls.

Registration

All students must register their vehicles on campus with the [Student Vehicle Registration](#)

Owners must personally register their own vehicle. **All decals must be placed on the driver's side back passenger side window).** Parking permits are not transferable to another vehicle.

Parking on campus without a decal is prohibited; the vehicle will be issued a violation and/or be subject to tow at MCA's discretion, and at the vehicle owner's expense.

PARKING OPTIONS

Parking is available at the following locations:

Anchor Bay Church parking lot (corner of Knowlton and Dane Streets)

- Monday 8:00 am through Friday 6:00 pm. Parking is available on a first-come, first-served basis in **yellow parking number spaces 6-25 only**. The Church uses the parking lot for church services and programs during weeknights and on the weekends, so no parking is permitted. Vehicles illegally parked (no sticker, not in the designated yellow spaces, parked on weekends/overnights, etc.) in the Anchor Bay Church parking lot shall be subject to violation notice and/or towing at vehicle owner's expense.

Public pay lots

- Public pay lots on Federal Street and Pond Street. [Beverly parking information](#)

Street Parking

- Winter Street, North of the Dane Street intersection, and sections of Essex Street offer free parking.
- Please note that a section of Knowlton Street, between Cabot/Winter and Dane St is PAY TO PARK.

Hardie Lot

- Monday through Friday: 6pm - 2am
- Saturday, Sunday and holidays: 7am - 2am
- Overnight parking at Hardie **is prohibited**.

Parking IS NOT permitted, at any time, in:

- In fire lanes and /marked loading zone
- Rear Student Village Lot
- 9 Dane Street lot
- Rear 301 Cabot St, which is the Veterinarian's Parking Lot
- The Beverly Public Library Parking Lot on Essex Street.
- Visitor spaces located in front of the Hardie Building and at the rear of 9 Dane Street as these spaces are for VISITORS ONLY. Any vehicle found to be parked in these areas may be issued a violation and/or subject to tow at the vehicle owner's expense.

Enforcement

Vehicles illegally parked will be issued a violation and are subject to tow. Overnight parking in the Hardie lot is generally prohibited.

Parking enforcement will be in effect from the first day of classes each semester through the last day of semester-end evaluations but will be suspended during student move-in and move-out periods.

Disability parking spaces are reserved for those with state-issued disability placards or license plates. Parking tickets may be issued by the City of Beverly and the College for disability parking violations. Disability parking spaces are located at the front and the rear of the Hardie Building.

You will receive notification if you are parked in any campus lot without a sticker and/or if you are parked illegally (fire lane, handicap spot, visitor spot, etc.).

Please contact the Dean of Finance and Administration if you have any special parking requests. Any requests shall be approved or denied on a case-by-case basis.

The following are causes for immediate tow:

- Parking in a marked disability parking space without displaying the appropriate state placard, permit, or license plate.
- Parking in such a way as to impede access to an area. (Including but not limited to fire lanes, and/or grassy areas).
- Parking in an area that is not designated for parking and/or where parking is prohibited.
- Bringing a vehicle to campus after privileges have been denied and/or revoked.
- Disregard of a Snow Emergency by parking in, or failing to move from, areas closed for snow removal. City of Beverly consequences (towing, fine, etc.) may apply.

Montserrat College of Art reserves the right to revoke a parking permit and privileges at any time. Any towed vehicle shall be at the vehicle owner's expense.

Parking bans

City-wide parking restrictions will apply in the event of a Weather Emergency. In the event of a city-wide snow emergency, parking on any public street, Hardie lot, Anchor Bay Church lot, is PROHIBITED during a snow emergency. There is blue "parking ban" lights at many intersections in Beverly, including at the Essex St/Dane St intersection and near the Salem/Beverly bridge. The lights are lit when a parking ban is in effect. When there is a city-wide parking ban, you can find [more information here](#).

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 homeowner's

insurance, particularly with respect to unsecured valuables, computers, mobile telephones, bicycles, etc.

Students may wish to purchase 'renter's insurance' for their belongings. National Student Services, Inc. offers such insurance. You can find [more details here](#) or you can reach out to your own insurance company to investigate renter's insurance. 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. Bike locks are strongly encouraged for bikes stored on the outdoor bike racks. Montserrat also assumes no responsibility for the security of any student vehicles or their contents.

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. Violation of this agreement may result in a student being processed through the Student Conduct system.

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 by 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 (except for 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 the 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.

Smoking

All Montserrat College of Art buildings are designated as smoke-free environments. Smoking is not permitted in any student residence or apartment, including in common areas. Entrance ways of all academic, administrative, and residential buildings are designated non-smoking areas. There is no smoking within 75 feet of any campus building. (For example, 75 feet is the distance from the side door of Hardie to the end of the path into the Common.)

Social Media Policy for Personal Accounts

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.

This policy is intended to supplement, not replace, other policies of the College which remain in effect and apply to the use of social media. Adherence to the other applicable policies of the College when using social media is required. In particular, the following policies must be kept in mind when using social media: Intolerance, Physical Violence, and Harassment, Hazing, and Sexual Harassment/Sexual Misconduct as defined in Section XI: Community Standards of this handbook.

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 state and federal requirements such as FERPA and HIPAA. 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 communications@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. If you have any further questions on this rule, please send an email to communications@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. Also, please note that many sites post untrue or "fake news" hoping people will repost bad information. The Boston Public Library has good [information on how to check posts for misinformation and accuracy](#). If you are unsure about posting something or responding to a comment, ask your faculty or contact communications@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 can easily 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.

SOCIAL MEDIA (MONTSERRAT COLLEGE OF ART)

The College maintains several social media accounts. Students are encouraged to follow, share and tag information about their work, events, and college happenings. Contact Sarina Green sarina.green@montserrat.edu with any questions.

Instagram @MontCollegeArt

LinkedIn @montserrat-college-of-art

Facebook: @MontserratCollegeofArt

TikTok @MontCollegeArt

YouTube @MontserratCollegeArt

Student Lounge

The Kent Wosepka Student Lounge is located on the lower level of the Student Village, which is accessible to all students. This space is used for relaxing, reading, studying, eating lunch, watching movies, as well as programming and activities. Since student lounges are community spaces, any student programs/clubs that wish to use a lounge must reserve the space through Campus Life by emailing campuslife@montserrat.edu.

The Student Lounge is a community space and students are expected to clean up after themselves and respect any other individuals in the Lounge who may be doing homework or relaxing.

Student Mail and Mailboxes

Student mailboxes are located on the first floor of the Hardie Building. All students are assigned a mailbox at the beginning of each academic year. *Though e-mail is the official means by which Montserrat College of Art communicates with students*, all students are urged to check their mailbox every day for notices and letter-sized mail addressed to the student. Faculty often put graded work into student mailboxes, especially at the end of the semester. The mailboxes are rather small (3 in x 5 in) and can't hold more than a few magazines and a few pieces of mail. It is important to clean out your box regularly.

Packages are processed in the Campus Mailroom and students will be notified via their Montserrat E-MAIL that they have a package. The mail room is staffed by student workers and supervised by the Dean of Students. The hours are announced at the start of each semester. Students should never enter the mail room to retrieve packages on their own. The student mail room does not have regular/posted hours during breaks (Thanksgiving, winter, spring, and summer), holidays, or on days when the college is closed (snow days, etc.).

During the summer break and upon graduation, students are advised to make arrangements with the [USPS](#) for mail to be forwarded. Don't forget to update your mail with any vendors you use - banks, employers (tax documents), Amazon, Etsy, etc. - as we do not forward mail. Mail, including packages, that arrives over the summer will be held for returning students. We will make an effort to contact a student who has left the college about any package that arrives to coordinate a pickup or return of the package.

Your mailing address is:

Student Name (please ALWAYS include your last name)
(Box #),
23 Essex Street,
Beverly, MA 01915.

Your residence hall should NOT be used as your address. As long as your mail has your LEGAL LAST NAME, is on it, you will get it.

Student Telehealth Room

The Student Telehealth Room is located on the lower lobby of the Student Village and is available for those who need a private location in which to meet virtually with health providers. Please contact the Director of Counseling, Elisabeth Reickert with any questions. [The room can be booked here.](#)

Supplies and Books

Art supplies and class textbooks for courses are available in a variety of locations, both local and online. 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 or on [Canvas](#).

The lists, when they are ready, can be found at the [Registrar](#) under Courses. Students should be prepared for the fact that the purchase of additional materials may be required during the course of the semester.

Montserrat College of Art has partnered with two local art supply stores in Beverly. [Outside the Lines](#), located in Downtown Beverly (248 Cabot Street, Beverly), is just one block away from the Campus! The second art supply store is [Art Supplies Wholesale](#), which is located in North Beverly (4 Enon St #4 in Beverly), less than three miles from the campus. You can also order your supplies [online](#) and have them delivered to campus the next day (except on weekends). When you place your online order, use your full name, 23 Essex St., Beverly, MA 01915, as your delivery address to get free, next-day delivery. Art Supplies are also available at:

- [Salem Art](#) (57 Wharf St, Salem, MA)
- [Blick Art Materials](#) (Online, and several locations accessible by the MBTA Green and Red lines)

Discounts may apply if you show your school ID.

Books are also available locally through [Copper Dog Books](#) (272 Cabot St., Beverly)

Transportation

Public transportation to Boston and surrounding areas is available by train from downtown Beverly. Train schedules and fare information is available at www.mbta.com. There is also a local shuttle service through the Cape Ann Transportation Authority. Check out all of the routes at www.canntran.com!

Vending

Refreshment vending on campus is managed by [LTD Refreshments](#). Vending machines are located in the lower elevator lobby of the Hardie Building, and on the lower level of the Student Village, in the Student Lounge.

Students who lose money in a vending machine should contact LTD Refreshments directly. Please DO NOT use the MCA Support ticket system for issues with vending.

- Phone: 978-251-8363
- Email: info@ltdrefreshments.com
- [Website](#) (chat during business hours):

It is unsafe to attempt to shake, rock, or move a vending machine as well as to remove items without making a payment and such actions may result in disciplinary action.

Voter Registration

Students who reside in Massachusetts WHILE attending Montserrat can opt to register as a voter in Beverly or back at their 'permanent home'. If you'd like to register to [vote in Massachusetts, you can do so here](#).

[Anyone can register to vote here](#)

We want everyone's voice to be heard! Montserrat, however, doesn't receive any information from this link, so your registration is confidential.

FIRE SAFETY - Studios, Classrooms and Administrative Buildings

We urge all students to become familiar with these policies and 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.

What to do in case of a fire

- DIAL 911 OR sound the building alarm by pulling the alarm box located near an exit.
- Leave the building immediately.
- When you leave a room, please close the door behind you.
- 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.

Building evacuation locations - Academic/Administrative

Proceed to the designated area closest to you. Always use caution when crossing a street.

- Hardie Building: Beverly Common
- 24 Essex St. Beverly Common
- 1A Knowlton: Yard between 7 and 9 Winter
- 301 Cabot St: Move down Charnock St to the Anchor Bay/Dane Street parking lot
- 9 Dane Street: Anchor Bay Church lot

Fire Drills

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.

Failure to evacuate during a fire drill/alarm is a violation of the Student Conduct Code.

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.

Fire hazards, policies and procedures – Studio and Classrooms

- Studio and classroom doors cannot be blocked by anything (furniture, art work, etc.).
- 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 not plastic and must have a fitted cap or lid. Students should never put a solvent into an unmarked container to 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.
- Students should know the location of fire extinguishers, alarms and exits. If you discover a fire, sound alarm and call 911 first, then call the Security phone at 978-626-2176.

MEDICAL EMERGENCIES AND BLOODBORNE PATHOGENS

Medical emergencies

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

Examples of emergencies

- Breathing problems
- Uncontrollable or heavy bleeding
- Chest pain or severe intractable pain
- Loss of consciousness
- Back injury
- Any injury in which a person is not able to walk or move

The first person who is aware directs another person to:

- Call 911
- Then call the Security phone at 978-626-2176
- If in a residence hall, please also notify an RA. The RA on call number is 978-712-0084

When you call 911 let them know:

- You are calling to report an emergency at Montserrat College of Art in Beverly
- The address of the building is: _____
- The injury is: _____
- The telephone number I am calling from is: _____
- Someone will meet you at: (in front of the building, at the front/back door, etc.)

Automated External Defibrillators (AED)

There are three AEDs on campus. One is located on the **first floor of the Hardie Building**.

Another is located at **9 Dane Street in the first floor lobby**. A third is located at **301 Cabot**.

The AED is to be utilized along with CPR in the event of a cardiac arrest and should be used only by someone with an active CPR certification. If such a person is not available, anyone can follow the audible instructions in the unit.

Accidents

For minor accidents, students have access to first aid kits which are located on each floor in all of Montserrat's academic buildings (Hardie, 1A Knowlton, 301 Cabot). The nurse, during office hours, can provide immediate first aid care as well.

Bloodborne Pathogens

Bloodborne pathogens

A "pathogen" is defined as an infective organism such as a bacteria or a virus that can lead to acute or chronic disease if exposed to the blood of an infected person. When these agents of disease are found in blood, they are called bloodborne pathogens. HIV and Hepatitis are two common types of bloodborne pathogens.

Universal Precautions

Universal Precautions is a system designed to reduce the risk of exposure to potential pathogens that may be present in 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 cleanup materials. Wash hands immediately after removing protective gloves.
- Wear a mask if splashing of BBF is anticipated to protect the mucous membranes of the eyes, 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 Center has these bags. Bloodborne pathogen clean up kits are available in all buildings throughout campus. They are generally located next to a first aid station. 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 household bleach will kill bloodborne pathogens. Use it to clean up any areas or tools that have been contaminated with BBFs.

Location of First Aid and Blood Borne Pathogen Clean-up Kits

Hardie Building

- Basement: Next to 'Right to Know' Station
- Basement: Printmaking: In the arched doorway
- 1st floor: Front desk – Security AND near the restrooms
- 2nd floor: Hallway near the bathrooms
- 3rd Floor: Right to Know Station in Essex Street side lobby

301 Cabot Street

- Posting wall for senior seminar
- Outside wood shop to the right of the sink
- Inside woodshop to the right of the sink
- Outside metal shop

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 the closest faculty or staff member and or department monitor/technician. Also call or text the Security phone at 978-626-2176.

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

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.

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. We also have an online resource MSDSonline which is linked to the Resources: Campus Safety and Security page of the Montserrat Website. You can find things like toxicity and proper handling procedures for the materials you will be using in these stations and online sites. 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; for Printmaking and Photography it is in the central area in the Basement and for Sculpture it is on the wall outside of the woodshop. Follow safe and responsible application methods and cleanup procedures, and stay healthy.

Safety Data Sheets (SDS)

The Right to Know Stations and MSDSonline are a collection of 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 to 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 chair for help if you have any questions about information on a SDS. If you are using MSDSonline, materials can be searched for by product name, department or location on campus.

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:

- Load your palette with only as much paint as you will use in one sitting.
- 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.
- 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.
- 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.
- Dispose of waste water in the 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. The college is in the practice of using safer materials whenever possible. The Painting and Printmaking Concentrations have switched to water-miscible oil paints and inks which combine the slow drying time of oils, with a water soluble clean-up. This is a phased transition where incoming students will use the newer paints while upper-classmen may still be using traditional oil paints and inks.

Please use the following guidelines when using oil paints and their associated solvents and mediums:

- Load your pallet with only as much paint as you will use in one sitting.

- 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.
- Clean up remaining paint residue from all materials with a 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)
- If using traditional oil paints, wash brushes in your personal container of solvent. Make sure all bottles with solvent and/or mediums are labeled to identify what is inside and covered. You also need to add your name and date the containers when you store them.
- 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.
- Water-miscible oils do not require mineral spirits or other solvent based thinners for cleaning. They may be thinned with water for under-paintings. They are cleaned with water and soap at the sink. Excess water-miscible oils should still be discarded in the hazardous waste red bins.
- 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 printmaking department.

In General, Artists Should:

- 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.
- 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.

- Artists, 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 rainstorm.

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 college's 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.

Printmaking

The Printmaking department involves working with heavy machinery and some toxic materials. There are eleven 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 photosensitive emulsions applied to silk screens. 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

In the fall of 2016, the Printmaking department moved to water-miscible oil inks whenever feasible. These inks, though oil based, are cleaned with soap and water. Most Printmaking classes will use the water-miscible inks or water-based inks. A few classes still require the use of traditional oil -based inks and related media. These are often used with solvents and require more stringent protocols for handling and disposal. 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 good cleanup alternatives for oil-based products like lithography 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 causes 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 water-rinseable solvent. Soysolv II is an industrial-strength bio-based solvent with low VOCs and a high flash point, specifically formulated from soybean and other renewable resources. It is certified by the USDA as an 89% bio-based product, green verified by the US EPA and listed on the EPA Safer Chemicals List. The printmaking department also uses watered down Simple Green to degrease. 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 the 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 student conduct 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 keep hands from cutting areas and keep feet away from the 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 hot plates, fans, etc. when leaving.
- For silk screen 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 as 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 bloodstream 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.

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 the hand cleaner provided. Students should wear gloves when using it.

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 studio 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 studio. 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.

Sculpture studio access is available to students currently enrolled in classes at Montserrat and have completed the Sculpture Studio Safety Orientation at the start of the semester. All others require permission from the department faculty or the studio manager. Sculpture studio access is available during scheduled class time, the studio manager's hours, and scheduled monitor hours. Students must never work alone in the studios.

In case of an emergency, call 911. Use your cell phone or there is one telephone located in the senior workspace. Students should take time to familiarize themselves with this location 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. Dust 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 the use of the spray booth is required when using these materials. The use of highly toxic materials is prohibited. Plastic gloves are recommended when using solvents to avoid contact with the 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 dust 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; in addition, to wearing all appropriate PPE, students working with metal must wear all-natural fiber clothing and strong sturdy work boots. If synthetic fibers catch on fire while working they will melt and stick to the body. 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 fine particulate respirators 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.

Silica-based Materials

Various sculptural materials contain the fine particle crystalline silica that will cause cumulative damage to the lungs. Silica is found in ceramics, concrete, foundry processes, abrasive cutting tools, sandblasting, glasswork, and stonework. When working with these materials, the person needs to be in a well-ventilated area and wear a fitted fine dust particle respirator (N95 minimum acceptable respirator but not for extended periods. P100 is preferred.)

Finishing Products

Finishing products for wood and metal working vary from oil-based to water-based or alcohol-based. With developments in the industry, many of the previously oil-based finishes have been transformed into water-based products for easier handling, cleaning, and safety. If possible, use water-based products; if not, use proper handling of oil-based products listed in the studios and here in this document. Wear gloves and eye protection; work in a ventilated area. Dispose of oil-soaked rags, brushes, and containers in the red bins throughout the studios. Oil-soaked items do not go in the regular dumpster. Excess or waste oil should never go down the drains; if uncontaminated, it can go back in its original container or it should be disposed of in the solvent waste containers located in the studios.

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.

Spills and Accidents

The Spill Kits for solvents and acids are kept in the sculpture shop. 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 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 eyewash 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 protective glasses, apron, and gloves found in the spill kit.

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 mucous 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.

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.

Digital Fabrication Studio (DFS)

Digital Fabrication consists of many different pieces of equipment and materials, and some materials can cause serious injury and/or illness if used carelessly or improperly. For this reason, students must demonstrate to the digital fabrication manager or digital fabrication staff a thorough understanding of proper use and safety precautions before using any equipment independently. There are important safety aspects that need to be reviewed IN the Fab Lab prior to working in the space. Please take the time to review all posted materials in the Lab. Additional information regarding specific hazards of other studio materials (acrylic, wood, resin, powdered materials, solvents) 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 digital fabrication personnel if they are uncertain of any operations or safety procedures.

Acrylic

Cast acrylic sheets are the only type of acrylic allowed in the DFS from specific vendors. Many types of acrylic can emit dangerous gases such as chlorine, formaldehyde, etc. If you wish to bring in other types of acrylic, it must be approved by the digital fabrication manager.

Wood

Assorted woods and wood composition products can be cut, sanded, glued, and manipulated using various power and hand tools. Dust 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 while using the laser cutter and the CNC. 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.

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 ventilation system should be activated and the use of the spray booth is required when using these materials. The nearest spray booth is outside the DFS by the senior studios. The use of highly toxic materials is prohibited. Plastic gloves are recommended when using solvents to avoid contact with the skin. Spray paints and solvents should be labeled and kept in flameproof cabinets. Oil and solvent soaked rags should be discarded in flameproof containers.

PLA/ ABS/ TPU waste, other powdered materials

Students should wear a dust mask and gloves when using any powdered materials or sanding of other materials such as 3D printed objects, wood, acrylic, etc.. Whenever possible, work should be done near one of the vents to pull airborne particles away from the room. If a

vented hood is not available, the student should wear a mask & protective glasses and use materials over a trash can. Make sure non-masked students are not within a 10ft. radius. All powdered materials can pose an inhalation risk that ranges from minor irritant to severe carcinogenic risk depending on the material.

Resin

Students should not handle uncured resin without safety glasses or gloves. Resin can cause skin and eye irritation. If resin comes into contact with the skin, wash your hands immediately with soap and water. If resin gets in your eyes, go to the sculpture shop to access the emergency eyewash station.

In general, 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, staff, and faculty at Montserrat that have completed the Digital Fabrication Safety Agreement to be completed on an academic yearly basis. Digital Fabrication 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.

The emergency phone is located to the right of the DFS by the spray booth next to the senior studios.

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 damage 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 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, that 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 before proceeding beyond the proposal stage 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 disciplinary 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 the proper handling of the materials. Illegally obtaining such materials will result in student conduct 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 ensure the safety of all involved. Proposals for installation, performance and public art *on or adjacent to the campus* should be presented to the instructor, Academic Facilities Coordinator (AFC) and/or Gallery staff for approval. All projects, including Senior Thesis projects, proposed for any campus gallery or public space *on or adjacent to the campus* (i.e. outside of 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 retain 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, is 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.

COMMUNITY STANDARDS

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.

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 about a student conduct matter is in itself a violation of the College's community standards.

Failure to observe College regulations, policies, the community standards, 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.

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.

Please note that not every situation however, will rise to the level of conduct. We encourage students to have respectful conversations with each other (when appropriate) to work out smaller interpersonal issues. It is possible that something may be said or done that is upsetting to you that does not necessarily fall under one of the following community standard categories. In those instances, College personnel can help you navigate the situation, which may or may not include a formal conduct process.

Reporting Criminal Acts Occurring on Campus

Students or others who are Complainants of a criminal act or have knowledge of criminal activities are expected to report this to the College administration, including to Campus Security. 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.

College Conduct Proceedings

Assessment of Charges

Any member of the Montserrat College of Art community may initiate a complaint against a student for alleged violation of Montserrat College of Art policy with the Dean of Students. The Dean of Students will conduct a review of the allegation and determine if there is a need to proceed.

If 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 Community Standards and inform the student of their scheduled Conduct Hearing with the Dean of Students.

Upon written notification of charges, a conduct hearing will be scheduled for the student based on their class schedule. If the student cannot make the scheduled time, they are responsible for reaching out to the hearing officer to reschedule the hearing. If a student fails to attend their meeting, they waive the right to a meeting. The case will be heard in their absence and the student will subsequently be notified of the outcome of the case, based on the hearing officer's review of the case.

Conduct Hearing

During the scheduled conduct hearing, the student will meet with a Conduct Hearing Officer. Generally, but not always, the order of an informal meeting will proceed as follows:

1. Introduction by the Conduct Hearing Officer
2. Review of the alleged violation(s)
3. Review of the incident report and any additional evidence submitted
4. Discussion with student about the alleged violation(s)
5. Allow student to respond to alleged violations by stating "responsible" or "not responsible"
6. Review of next steps in the process

The Conduct Hearing Officer will review all aspects of the alleged violation(s) will be considered, including input by all involved individuals (staff, security, other students, etc.) and any submitted documentation, evidence, etc. A determination of responsibility is determined using the “preponderance of evidence,” which means that it is more likely than not that the student violated the alleged policy violation(s).

The student will be notified in writing of the outcome 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. A student has the right to appeal the decision of the hearing officer within 2 days of outcome notification only if one of the following criteria is met:

- The conduct process was not followed
- There is new information that was not known or available at the time of the scheduled conduct hearing

Appeal Procedures

Students may appeal the decision of an Administrative Hearing 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 President of the College 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, or designee, 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 President of the College (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 the decision of the Hearing Officer is upheld.
- A new hearing will be scheduled to review the new information or to rehear the case.
- The results of the appeal to the President of the College are final.

Sanctions

The sanctions available through student conduct include, but are not limited to the following, including in a case of Sexual Misconduct/Sexual Harassment/Title IX violations:

- **Warnings:** Reserved for minor violations.
- **Fines:** Beginning at \$25.00 but could be more depending on the specific conduct case
- **Loss of housing privileges, including but not limited to:** early arrivals, late stays, break housing. Academic commitments (make-up end of semester evaluations,

internships, etc.) may be considered when privileges are lost. Loss of visiting any on-campus housing for any non-resident student.

- **Loss of other privileges, including but not limited to:** Loss of visiting any on-campus housing for any non-resident student, loss of leadership position on campus (club leader, orientation leader, campus employment, including a resident assistant position), loss of opportunity to participate in co-curricular activities and/or events
- **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.** Students may be required to research/write a paper on a topic, attend a specific workshop or training on a specific topic, etc.
- **Behavior Agreements:** At times, the Hearing Officer may deem it necessary for a student to enter into a behavioral agreement regarding conduct in college housing and/or the College community, particularly in situations where the student's 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 a hearing officer.
- **Disciplinary Probation:** Disciplinary Probation results from findings of unacceptable student behavior as defined by the 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. The family/guardian of a student will be notified if a student is placed on disciplinary probation.
- **Removal/Suspension from on-campus housing:** A recommendation for this action 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.
- **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, or designee, may interim suspend the student, without prejudice, immediately from the College and/or college housing pending a hearing at the earliest opportunity.
- **Suspension from the College:** A recommendation for this action is made to the President of the College 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. A recommendation for this action is made to the President of the College. Should a student be sanctioned with expulsion, they will not be allowed to return to Montserrat College of Art.

Sanctions for Alcohol and Drug Violations

The sanction for a specific violation of the alcohol and drug policy will reflect the seriousness of the infraction. The sanctions can include all of the sanctions listed above.

Students who have violated the College's alcohol and/or 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 and/or illegal drugs used in a College residence, the College considers the resident to be "hosting" and will proceed 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.

College Rules and Regulations

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, Housing Contract, division or department handbook, and other official publications. These policies may be amended from time to time in writing.

Student Code of Conduct

While effort has been made to clarify standards of behavior considered necessary within the Montserrat community, the community standards 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 section lists areas in which violations may occur. Aiding and abetting in any policy violation is, in itself, a violation.

Alcohol and Drug Policies

The following behaviors are prohibited:

- Possession, use, or distribution of any controlled substance or illegal drug, including marijuana
- Possession, use, or distribution of any drug paraphernalia
- Illegal use, possession, or distribution of alcoholic beverages
- Use, possession, or distribution of alcoholic beverage in campus residences
- Use, possession, or distribution of any controlled substance or illegal drug, including marijuana in campus residences
- Unauthorized use of alcoholic beverages and/or any controlled substance or illegal drug, including marijuana in campus facilities
- Public intoxication (alcohol and/or drugs)
- Drunk and/or disorderly conduct
- Being in the presence at the time any of the above actions occur

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. Although Massachusetts voters approved the legalization of marijuana in the state, marijuana is still illegal under federal law and since Montserrat College of Art receives federal funding, we must comply with federal law. As such, *it is still against college policy for anyone to possess, grow, use, distribute and/or purchase marijuana on campus. Please also note that marijuana is legal only for people 21 and over (just like alcohol) and use of marijuana in public places in Massachusetts is still banned.*

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 of age 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 are 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.

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.

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).

HEALTH AND SAFETY CONTACT INFORMATION

Local:

- Eliot Community Human Services - 10 Harbor St, Danvers, MA
- Behavioral Health Helpline: Call or Text 833-773-2445
- Director of Counseling at Montserrat, Elisabeth Reickert, LMHC, 1-978-921-4242 ext. 1200, elisabeth.reickert@montserrat.edu

Uwill

All Montserrat students have access to Uwill, our free, 24/7, mental health support and referral service. Students can call 833.646.1526 to access the support line, or create a profile using your school email at uwill.com/register.

[Health Quarters](#), 100 Cummings Center, Suite 131-Q, Beverly, MA 01915, 1.978.922.4490

Regional and National:

- [Alcoholics Anonymous](#)
- [Narcotics Anonymous](#), 1.866.624.3578
- [Al-Anon and Al-Teen of Massachusetts](#), 1.508.336.0556
- [Aids Action Hotline](#) (HIV and STD Hotline), 1.800.235.2331

- [Lawyer Referral Service](#), Massachusetts Bar Association, 1.800.392.6164

Animals

Animals (pets) of any kind are not permitted in college 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.

Service or emotional support animals

Students who have documented need for a service animal or for an emotional support animal should contact the Academic Access Studio by April 1 for fall housing and by November 1 for spring housing. The Emotional Support Animal request form can be found on the Academic Access Studio page of the Montserrat website and any questions regarding the policy can be directed to academicaccess@montserrat.edu.

Damage Policy

Damage, 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, is prohibited. 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.

In academic and administrative buildings, any change to the condition of College property that is not the direct result of a class-approved project or is on a non-designated wall/space is considered damage and will be addressed through the student conduct process.

When the individual responsible is identified, only that individual will be charged. Students are also responsible for any damage done by their guests.

Dangerous Behavior

Dangerous behavior is prohibited and is defined as:

- Any conduct which threatens or endangers the health or safety of any person(s).
- Cutting/self-harm and/or any other behavior or action which may be deemed dangerous to self or others.
- 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.

Montserrat may require a student to temporarily leave and/or 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 review by the Dean of Students, in consultation with college staff as necessary.

Evaluation

Acting on behalf of the College, the Dean of Students, or designee, may ask a student to participate in an evaluation by a mental health professional. 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-harm, 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 will be asked to sign a release of information form authorizing the mental health professional 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 evaluator 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 and the student fails to complete or refuses to participate in an evaluation when referred, or fails to sign a release of information, they may be issued a required withdrawal from College housing and/or from the College.

If the evaluating mental health professional's opinion is that the student is a clear and imminent danger to self or others, the Dean of Students, in consultation with other college staff, 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 Dean of Students will take the mental health professional's 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 Dean of Students will have final authority in determining whether the student may return to campus and/or in College housing.

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 a 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 mental health professional 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.

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 Dean of Students or designee. 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.

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 mental health professional'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 a petition to return can be considered.

Dishonesty

All forms of academic dishonesty, including but not limited to, cheating and plagiarism are prohibited. Please see Section II. Enrollment Information, #3 Academic Dishonesty/Academic Misconduct for more information.

All other forms of dishonesty are prohibited including, but not limited to:

- knowingly giving false information to the institution.
- Forgery, alteration and/or use of institutional documents of identification with intent to defraud.

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.

Failure to Comply

The following is prohibited:

- 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.

Violation of restrictions, conditions, or terms of any sanctions resulting from a disciplinary hearing

- 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.

Gambling

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

Guests

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 register using the QR code on the entry doors of residences
- 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.

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 follows.

MASSACHUSETTS GENERAL LAW, CHAPTER 269

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.

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 himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

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

Each institution of secondary education and each public and private institution of postsecondary 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 postsecondary 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 postsecondary 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.

Intolerance and Harassment

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 is prohibited and 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 prohibited and is considered seriously detrimental to the community.

Acts of intolerance, physical violence, and/or harassment are prohibited and will not be tolerated and may be referred to the student conduct system.

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.

- Verbal assault on any student, faculty, staff or any other person(s).
- Verbal abuse of any student, faculty, staff or any other person(s).
- Threats made to/of any student, faculty, staff or any other person(s).
- Intimidation of any student, faculty, staff or any other person(s).

- Harassment of any student, faculty, staff or any other person(s).
- Coercion of any student, faculty, staff or any other person(s).

Retaliation

The College prohibits retaliation against any individual who reports intolerance, physical violence and/or harassment, or participates in an investigation of such reports. Retaliation against an individual for reporting intolerance, physical violence and/or harassment is a violation of this policy and will be subject to disciplinary action.

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 abide by the set quiet hours (10:00 AM - 8:00 AM) and 24/7 courtesy hours.

Prohibited Items

Any student found in possession of any of the prohibited items in the residence halls and/or in campus buildings will have the item confiscated and be referred to the conduct process. Below is a list of the prohibited items.

- Alcohol/Drugs/Drug paraphernalia
- Pets (including aquarium pets)
- Halogen lamps
- Decorative lights/signs (unless UL certified)
- Extension cords (unless UL certified)
- Hoverboards or similar devices
- Candles/incense
- Kerosene lamps
- Space heaters (unless furnished by the College for a temporary emergency)
- 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 (in the residence halls specifically)

- Tattoo guns or any equipment for tattooing

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, workshops and supply areas.

Violation is subject to disciplinary action. After-hours building access varies each semester 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 after-hours access without their IDs.

Sex-Based Discrimination/Sexual Misconduct/Title IX

Overview

Montserrat College of Art strives to develop a campus community that supports its academic mission and programs. As such, the College supports and promotes an environment that is free from all forms of unlawful harassment, discrimination and sexual misconduct. Sex discrimination, including sexual harassment, sexual violence and 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, prohibited and will not be tolerated by the College.

The federal law, which was established in 1972 states, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” (20 U.S.C. § 1681) Montserrat College of Art, as an institution of higher education that receives federal funds, must comply with this law. The law applies to our students, employees and third parties (visitors, vendors, etc.).

The 2024 Title IX regulations were vacated (eliminated) by a US District Court in January 2025.

We have been advised that the Office of Civil Rights will now operate only under the regulations updated in 2020 ('the 2020 regs'). Any Title IX incidents brought to the attention of Montserrat College of Art's Title IX staff will be addressed through the 2020 regulations which are noted below.

Any questions should be directed to:

Title IX Coordinator: Steven Greisdorf, EdD., Director of Human Resources,
9 Dane St, 1st floor 978.921.4242, ext. 1171
steven.greisdorf@montserrat.edu

or

Title IX Deputy Coordinator: Meagan Rennie, Dean of Students
26 Essex St, 1st floor, 978.921.4242, ext. 1130
Meagan.rennie@montserrat.edu

The Title IX Team

The Title IX Coordinator is responsible for overseeing the College's response to Title IX reports and complaints and identifying, and helping to address, any systematic patterns or problems that are revealed. They are responsible for coordinating the College's compliance with Title IX including overseeing the complaint resolution process. The Title IX Coordinator may delegate duties to one or more designees but they must retain ultimate oversight. The Title IX

Coordinator monitors the education program or activity for all barriers to reporting and barriers throughout the grievance process.

The Title IX Deputy Coordinator can assist students and employees with complaints or concerns about Title IX issues and direct people to the appropriate resources. The Title IX Coordinator and Deputy Coordinator work together to promptly respond to concerns and reports.

The Title IX Coordinator and Deputy Coordinator are NOT confidential resources and must act on any report related to Title IX.

Inquiries may be made externally to:

Office for Civil Rights (OCR)
US Department of Education
400 Maryland Ave SW
Washington, DC 20202-1100
Customer Service Hotline # (800) 421-3481
Fax: (202) 453-6012 TDD# (877) 521-2172
Email: OCR@ed.gov Web: <http://www.ed.gov/ocr>

Regional Director, Office of Civil Rights
US Department of Education
5 Post Office Square, 8th floor
Boston, MA 02109
(617) 289-0174

Massachusetts Commission Against Discrimination (MCAD)
1 Ashburton Place, Suite 601
Boston, MA 02108
Phone: (617) 994-6000

TTY: (617)994-6194

Fax: (617)994-6024

Web: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

Email: mcad@mass.gov

Scope of Sexual Misconduct and Title IX policies

When any of these issues come forward, the College will take all necessary steps to prevent the recurrence of these issues and to correct the effects on complainants and others.

Title IX prohibits sexual discrimination, including sexual harassment and sexual violence. Conduct prohibited under Title IX includes domestic violence, dating violence, sexual assault and stalking. Any questions regarding Title IX may be referred to the Title IX Coordinator or Deputy Coordinator or to the Office of Civil Rights.

Statement of Non-discrimination

Montserrat College of Art does not discriminate and prohibits discrimination and harassment on the basis of race, color, natural or protective hairstyle, religious creed, sex, sexual orientation, gender identity and/or expression, national origin, ethnicity, ancestry, age, disability, genetic information, pregnancy or pregnancy-related condition, because of marital, parental, military service, or veteran status, or any other legally protected status, in accordance with federal, state, and local laws, regulations, and ordinances, including Title VI and Title VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972, and other similar laws that prohibit discrimination, all as amended. This protection from discrimination extends to all education programs and activities operated by the University, and in admissions (including application for admission) and employment (including application for employment). Retaliation for engaging in protected activity is also prohibited.

The human resources office has been designated to handle inquiries regarding Montserrat College of Art's 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
5 Post Office Square, 8th Floor
Boston, MA 02109
617-289-0174

Compliance with Non-discrimination policies

To ensure compliance with state and federal civil rights laws and regulations, the College has developed internal policies and procedures that provide for a prompt and impartial process for individuals involved in an allegation of harassment or discrimination on the basis of protected class status. The College values all members of the community and works to balance the rights of all those involved in a grievance process during what is a challenging time.

The College complies with Title II, section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act; Title VI and VII of the Civil Rights Act of 1964; Title IX of the

Educational Amendments of 1972 (Title IX); Violence Against Women Reauthorization Act of 2013 (VAWA); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act); and Chapter 151B and 151C of the Massachusetts General Laws, as well as all other federal and state laws.

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 (Title IX), the Violence Against Women Act of 1994 (VAWA), and Chapter 151B and 151C of the Massachusetts General Laws.

All portions of the Sexual Misconduct and Title IX Policy apply to:

- All students alleging sexual misconduct carried out by other students, employee(s) of the College or a third party
- All acts of sexual misconduct when the act occurred with any education program or activity in the United States
- Any non-Title IX sexual harassment/sexual assault and VAWA crimes outside of an education program or activity or against a person outside of the United States.

The procedures contained here are for students, whether they are the complainant or the respondent. Employees who find themselves as a complainant or respondent affected by any sexual misconduct/Title IX violations should consult the Faculty or Staff Handbook.

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 Title VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972 (Title IX), the Violence Against Women Act of 1994 (VAWA), and Chapter 151B and 151C of the Massachusetts General Laws.

Campus And Community Resources

Any community member who has been impacted by sexual harassment or sexual misconduct of any kind is encouraged to seek immediate assistance.

Medical Treatment

Local Emergency Service 911

[Beverly Hospital](#) (TeleSANE)
85 Herrick St., Beverly, MA 978-922-3000

[Salem Hospital](#) (TeleSANE)
81 Highland Ave., Salem MA
978-741-1200

Safety

Beverly Police Department 911

[Beverly Police Domestic Violence Unit](#), 978-922-1155

Counseling and Emotional Support

Elizabeth Reickert, LMHC, Director of Counseling
Montserrat Counseling Center, 9 Dane Street, 1st floor
978.921.4242, ext. 1200 or 978.867.9625 elisabeth.reickert@montserrat.edu
montserrat.edu/health-wellness

Uwill, the free, 24/7, mental health support and referral service. Students can call 833.646.1526 to access the support line, or create a profile using your school email at <https://app.uwill.com/>.

YWCA of Northeastern Massachusetts - [North Shore Rape Crisis Center](#) (NSRCC)
24 hour hotline: 877.509.YWCA (9922)
20 Central Ave, Suite 510, Lynn, MA 01901

[Healing Abuse Working for Change](#) (HAWC) (supports survivors of domestic violence)
24-hour hotline: 800-547-1649
Salem MA office: 978-744-8552

Training

Title IX Coordinator, Deputy Coordinator, investigators, hearing officers, decision makers and appeal officers are required to participate in annual training. In addition, training programs are offered on-campus, including at new student orientation. Training materials are available for review in the Title IX and Deputy Title IX coordinators' offices well as at this link: **July 30, 2025 - Annual Training for Advanced Title IX Coordinators and Deputy Coordinators**

Prohibited Conduct

The following behavior is prohibited at Montserrat College of Art:

Sexual harassment includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence and stalking. It is defined as conduct, on the basis of sex, that satisfies one of the following:

- **Quid Pro Quo Sexual Harassment** is when an employee of the College conditions the aid, benefit or service of the institution on an individual's participation in unwelcome sexual activity.
- **Hostile Environment Sexual Harassment** is unwelcome conduct, on the basis of sex, as determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Montserrat's education or programs.

Sexual assault, as defined (below) by the Clery Act:

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the Complainant
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent

Violence Against Women Act (VAWA) Crimes:

Domestic Violence: Includes felony or misdemeanor crimes of violence, on the basis of sex, committed:

- By a current or former spouse or intimate partner of the Complainant;
- By a person with whom the Complainant shares a child in common
- By a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner
- By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws Massachusetts
- By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the person involved in the relationship Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for her or his safety or the safety of others; or
- Suffer substantial emotional distress For purposes of this definition:
- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device,

or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

In addition, any sexual assault/misconduct that occurs in an education program and/or is against a person in the United States also falls under Title IX.

Definitions:

Complainant: The person making the allegations of sexual misconduct/sex discrimination.

Respondent: The person against whom a complaint of sexual misconduct/sex discrimination has been made.

Coercion: Coercion refers to conduct or intimidation that would compel an individual to do something against their will by:

- the use of physical force
- threats of severely damaging consequences, or
- pressure that would cause a reasonable person to fear severely damaging consequences.

Coercion is more than an effort to engage in sexual activity. Coercive behavior differs from seductive behavior based on the degree and type of pressure someone used to get consent from another.

Confidential employee/resource: An employee, or designee, whose communications are privileged or confidential under federal or state law; and a resource designated by the institution as confidential for the purposes of providing services to persons related to sex discrimination.

A confidential employee must provide specific information to any person who informs employee of conduct that reasonably may constitute sex discrimination. The information to be provided:

- Describe all aspect of reporting options
- Provide information on counseling and crisis services, both on and off campus
- Provide information on medical services, both on and off campus
- Explain the available supportive measures for students
- Explain the institutional disciplinary process
- Provide information on the legal processes by local law enforcement
- Must affirmatively notify the complainant of rights regarding protective and no-contact orders

Montserrat will designate a 'confidential employee/resource' in the near future as the original 'confidential employee' recently left Montserrat.

Due to the nature of her position on campus, Elisabeth Reickert, LMHC, Director of Counseling, is always a 'confidential' resource and can assist all students in connecting with necessary resources under any circumstances, including in the case of sex discrimination. She can be reached at elisabeth.reickert@montserrat.edu.

Consent: Consent means words or overt actions by a person clearly communicating a freely-given present agreement to perform a particular sexual act. Words or overt actions clearly communicate consent when a reasonable person in the circumstances would believe those words or actions indicate a willingness to participate in a mutually agreed-upon sexual activity. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.

Consent is active, not passive. Silence or the absence of resistance or saying "no," in and of themselves, cannot be interpreted as consent. Consent can only be given if one is of legal age.

Consent to one form of sexual activity cannot, by itself, constitute consent to other forms of sexual activity. Whether an individual actively and willingly participates in conduct may be a factor in determining whether there was consent.

Previous relationships or previous consent do not, by themselves, constitute consent to future sexual acts. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may be factors in determining whether there was consent. An existing sexual, romantic, or marital relationship does not imply consent.

Prior sexual activity with other individuals does not imply consent.

Consent cannot be procured, expressly or implicitly, by use of force, intimidation, threats, or coercion, as that term is defined below.

There can be no consent to sexual activity with someone known to be—or who should be known to be—mentally or physically incapacitated, as that term is defined below.

Use of alcohol or other drugs will never function to excuse behavior that violates this Policy.

Incapacitation: A person who is incapacitated cannot give valid consent to sexual contact. Incapacitation means the inability to understand the fact, nature, or extent of the sexual situation.

Incapacitation may result from mental or physical disability, sleep, unconsciousness, involuntary physical restraint, or from the influence of drugs or alcohol. With respect to incapacitation due to the influence of drugs or alcohol, incapacitation requires more than being under the influence of drugs or alcohol; a person is not incapacitated just because they have been drinking or using drugs. Where drugs and/or alcohol are involved, incapacitation is determined based on the facts and circumstances of the particular situation, looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation, whether the individual was able to communicate decisions regarding consent, non-consent, or the withdrawal of consent, and whether such condition was known or

reasonably known to the respondent or a reasonable person in the respondent's position. Use of drugs or alcohol by the respondent is not a defense against allegations of sexual misconduct.

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.

Supportive measures: Supportive measures are non-punitive, non-disciplinary services which can be offered to the complainant and respondent. The purpose of supportive measures is to restore or preserve equal access to the College's education or employment program or activity without burdening the other party, including steps taken to protect the safety of all parties and Montserrat's educational environment and to deter sexual harassment. Supportive measures may include, but not be limited to:

- Counseling
- Academic-related adjustments (deadlines, section changes, etc.)
- Modification to work or class schedule
- Mutual limitations on contact between the parties (a campus No Contact Order (NCO))
- Changes in work or on-campus housing locations
- Leave of absence

Supportive Measures

- Must not unreasonably burden either party
- Must be designed to protect the safety of the parties or the educational environment or to provide support during grievance procedures
- May not be imposed for punitive or disciplinary reasons
- Action is not punitive just because same action could be taken after finding of responsibility
- Available to complainant upon report; available to respondent when made aware

(informal process or grievance procedure)

Montserrat College of Art can offer a range of supportive measures both prior to and after the filing of a formal complaint or when no formal complaint is filed. These measures may become permanent, depending on the outcome of the grievance process. Requests for supportive measures must be made to the Title IX or Deputy Title IX Coordinator.

Information pertaining to supportive measures offered will be confidential to the extent possible. Violations of the supportive measures enacted will be referred for additional disciplinary action.

Reporting Sexual Misconduct

Montserrat College of Art encourages all survivors to report any incident of sexual misconduct as soon as possible so that the college can respond promptly and effectively. Incidents of sexual misconduct may be reported to the Title IX Coordinator/Deputy Coordinator, a member of the Campus Life professional staff or to the Director of Campus Security. All reports should be disclosed to the Title IX Coordinator.

It is likely that someone may be most comfortable disclosing an incident of sexual misconduct to someone they know well such as a faculty or staff member or resident assistant (RA). Please understand that information disclosed to many of these individuals must be reported to the Title IX Coordinator. Staff in the counseling center and health office are not required to disclose such information to the Title IX Coordinator. Faculty and staff will also attempt to direct survivors to confidential resources, if they wish to maintain confidentiality.

Montserrat has identified all employees as mandated reporters, including resident assistants. Any employee who is made aware of any sexual misconduct, is expected to report actual or suspected sexual harassment or retaliation' to appropriate officials - the Title IX Coordinator or Deputy Coordinator. Reports to the Title IX Coordinator/Deputy Coordinator can be made informally (email, verbally), formally (online report) and/or anonymously.

If a complainant seeks action to be taken, the mandated reporter can connect the student with resources who can assist with making a report, and/or connecting with local law enforcement, and/or exploring supportive measures, etc.

Due to the size of Montserrat, we have designated an off-campus resource as our 'confidential resource'. A Confidential Resource (CR) is designated to be available to both students and employees to:

- Describe all aspects of reporting options
- Provide information on counseling and crisis services, both on and off campus
- Provide information on medical services, both on and off campus
- Explain the available supportive measures for students
- Explain the institutional disciplinary process
- Provide information on the legal processes by local law enforcement
- Must affirmatively notify the complainant of rights regarding protective and no-contact orders

Due to the nature of her position on campus, Elisabeth Reickert LMHC, Director of the Counseling Center, is always a 'confidential' resource and can assist all students in connecting with necessary resources under any circumstances, including in the case of sexual misconduct.

Montserrat has designated the Title IX Coordinator and a small group of other College administrators to evaluate requests for confidentiality and to oversee our response to any report of sexual misconduct where the complainant has disclosed an incident and requested that their identity not be disclosed and/or that no action be taken.

When there is a sexual misconduct complaint, the Title IX Coordinator will consult with a small group of College administrators to weigh any request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the

complainant. When weighing a request that no action be taken (no investigation) or that the complainant's identity remain confidential, the Title IX Coordinator and the small group of administrators will consider a range of factors, including but not limited to whether:

- The respondent is likely to commit additional acts of sexual or other violence, such as:
- There have been other sexual misconduct complaints about the same respondent;
- The respondent has a history of arrests or records from a prior school indicating a history of violence;
- The respondent threatened further sexual misconduct or other violence against the complainant or others;
- The sexual misconduct was committed by multiple respondents;
- The sexual misconduct was perpetrated with a weapon;
- The complainant is a minor;
- The respondent is an employee of Montserrat College of Art;
- The College possesses other means to investigate sexual misconduct (e.g., security cameras or personnel, physical evidence).

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue conduct action against the respondent. If none of these factors are present, the College will likely respect the complainant's request.

If the College honors a request for confidentiality or decision not to participate in an investigation, the College's ability to meaningfully investigate the incident or pursue conduct action against the respondent(s) may be limited.

Sexual harassment should be reported in accordance with the following procedures.

The complainant is encouraged, but not required, to report sexually harassing behavior to the Title IX Coordinator or Deputy Coordinator, or any employee on campus. The Complainant can also complete a [Title IX Report online](#).

All college employees must report possible sexual harassment of which they are aware to the Title IX Coordinator or Title IX Deputy Coordinator. They cannot guarantee confidentiality.

'Confidential' reporting options

You may file an anonymous incident report which does not require you to use your name. Please understand, however, that an anonymous report will limit Montserrat's ability to respond and/or pursue appropriate action against the alleged respondent. The filing of an anonymous report is not the same as filing a formal report.

Filing a formal report

Any student or employee of Montserrat College of Art may file a formal complaint with the Title IX Coordinator. A formal complaint MUST be:

1. made in writing

2. signed by the complainant either physically or electronically
3. submitted to the Title IX Coordinator in person, by mail, by email or by use of an online Concern Form (link)

A formal report is NOT COMPLETE until the complainant meets with the Title IX Coordinator.

A formal report should contain the following information, to the extent possible:

- The conduct that is the basis for the allegations of sexual harassment
- The identity of the respondent
- The date and location of the alleged conduct

Once the Title IX Coordinator is informed of an allegation of sexual harassment, they will discuss support measures with the complainant. In order for the grievance procedures to be enacted, the complainant or the Title IX Coordinator must execute a formal complaint. If a formal complaint is filed, the College must provide relevant information, in writing, to the respondent prior to an interview.

A complainant may, but is not required to, contact local law enforcement to notify them of the alleged sexually harassing conduct. The College encourages a complainant to notify the Title IX Coordinator and local law enforcement when sexually harassing behavior occurs, but that decision rests solely with the complainant.

Local Law Enforcement and Other Agencies:

Beverly Police Department
175 Elliot Street
Beverly, MA 01915
Emergency line: 911
Non-emergency line: 978-922-1212

Regional Director, Office of Civil Rights
U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109
617.289.0174

Massachusetts Commission Against Discrimination (MCAD)
1 Ashburton Place, Suite 601
Boston, MA 02108
(617) 994-6000
TTY 617-994-6194 Fax: 617-994-6024 mcad@mass.gov

Informal Resolution

While not required, an Informal Resolution process may be extended to the parties involved. At any time after a formal report has been filed, but prior to a decision maker reaching a determination regarding responsibility, either the complainant or the respondent may request that the College facilitate an informal resolution process. In cases where a College

employee has been accused of sexually harassing a student, the Informal Resolution process will not be an option.

An Informal Resolution process may be facilitated when:

- All parties have been given written notification of the allegations of the formal complaint and this grievance procedure as it applies to the adjudication of a formal complaint and an informal resolution
- All parties have agreed, in writing, to participate in the Informal Resolution process
- The Title IX Coordinator has determined that the Informal Resolution process is appropriate

A trained facilitator will be assigned to the Informal Resolution process. The facilitator will work to find a mutually acceptable resolution for all parties.

An informal resolution will be deemed resolved when both parties agree to an outcome that is also agreeable to the College. Either party may withdraw from the informal resolution process prior to an agreement being reached and the grievance of the formal complaint will move forward.

If an informal resolution agreement is reached, resulting in the matter being resolved satisfactorily, the agreement will be signed by, and provided to the complainant, the respondent and the Title IX Coordinator. In this case, the formal complaint will be dismissed.

GRIEVANCE PROCEDURE

Investigation

A neutral, trained investigator(s) will conduct a timely and impartial view to assess the reported facts and may conduct preliminary interviews to determine whether the allegations, if true, could constitute a finding that sexual harassment occurred. If the allegations, if true, could not constitute a finding that sexual harassment occurred, the formal complaint will be dismissed and may be referred to either the Human Resources Office (employees) or to the Office of Campus Life (students) for review under other College policies.

A formal complaint or related allegations may be dismissed, at any time during this grievance process:

- If a complainant requests a dismissal, in writing to the Title IX Coordinator
- If the respondent is no longer enrolled at or employed by the College
- If circumstances prevent the college from gathering evidence sufficient to reach a determination to resolve the complaint

When a formal complaint is dismissed, the parties will be referred to resources as appropriate.

When a formal complaint is dismissed, a complainant has the right to request a reason for the dismissal and the College will provide a written response. An appeal may be submitted as outlined under 'Appeal'.

The Investigator will conduct a thorough and fair investigation of formal complaints in a timely manner and based on the preponderance of the evidence standard (the evidence gathered by the investigator must indicate that it is more likely than not that the alleged

conduct occurred). Written notification will be given to each party regarding the Grievance procedures and written notice of the allegations of sexual harassment. This notification will include information to each party of their right to an advisor of choice, the prohibition on providing false information, as well as the presumption that the respondent is not responsible for the alleged conduct until a final determination is made. The investigator will send each party, as well as each party's advisor, evidence gathered during the investigation. This information may be in hard copy or sent electronically and each party will have ten calendar days to submit a written response to the investigator.

After responses are made, the investigator will prepare a report to be distributed ten calendar days prior to the hearing. Each party will have ten calendar days to review the report and provide a written response. The report and written responses will be provided to the hearing officer and to each party.

Live Hearing

After review of all materials related to the initial formal complaint (report, responses, etc.), a hearing officer will facilitate a live hearing. This hearing may be conducted by one hearing officer or a panel of hearing officers, including the student conduct board. Any hearing officer will be trained and screened for any bias or conflict of interest related to this particular case.

During the live hearing, each party will have the opportunity to present their case. The hearing officer(s) may ask questions to parties and witnesses. The hearing officer must permit each party's advisor to ask each party and witnesses all relevant questions, including questions which may challenge credibility. This type of questioning, 'cross-examination', must be done directly, orally, in real time and only by the advisor. The hearing officer(s) will determine whether a question is relevant and provide an explanation if a question is excluded due to non-relevance.

Questions about the complainant's prior sexual behavior or predisposition are not relevant unless the questions are to prove the alleged conduct was done by someone other than the respondent OR if the questions concern specific incidents of past behavior of the complainant with the respondent to show consent.

If a party does not agree to participate in cross-examination, the hearing officer(s) may not rely on statements by that party in reaching a determination of responsibility. No inferences are to be drawn by the hearing officer(s) about the determination of responsibility based solely on the absence of a party or witness from the live hearing or refusal to participate in the cross-examination.

The live hearing, at the request of either party, may be held in separate rooms with technology that enables real time video and audio communication. Each party, along with their advisor, will have access to all evidence gathered during the investigation. Either party may request a break, at any time, to confer with their advisor and/or to examine evidence. The live hearing will be recorded and such recording will be made available to each party.

After the live hearing, the hearing officer(s) will write a written report, which will be provided to each party simultaneously. The report will include: the allegations which potentially constitute sexual harassment; a description of the steps taken throughout the process, from receipt of the formal complaint through determination; factual findings that support the determination; conclusions regarding the application of the non-discrimination statement to the facts and a statement of, including the rationale for, the results of each allegation. The results will include a determination regarding responsibility and whether remedies designed

to restore or preserve equal access to the college's educational program or activities will be provided to the complainant. The final report will include sanctions and be provided to each party and will include information regarding the appeal process.

The hearing officer(s)' findings (fact, conclusion and determination) must only be based on the preponderance of evidence standard. The findings should be the result of a full evaluation of all evidence.

Disciplinary sanctions may include, but are not limited to, expulsion from the college, exclusion from specific educational programs or activities, disciplinary probation or suspension.

Remedies that the college may impose should be designed to restore or preserve equal access to the college's programs and activities. These remedies may include, but are not limited to, extension of supportive measures, and training for the parties and/or a specific group within the Montserrat community - or the full Montserrat community.

Appeal

Each party has the right to appeal the hearing officer(s)' determination, within ten calendar days of receiving the decision. An appeal may be made on the following grounds:

- procedures were not followed as prescribed
- there is new information that has come forth which was not known to the student at the time of the hearing
- there was a conflict of interest or bias on the part of the Title IX Coordinator, investigator or hearing officer(s), against the complainant or respondent

An appeal must be submitted, in writing, to the Title IX Coordinator. If the appeal includes bias on the part of the Title IX Coordinator, the appeal should be addressed to the Deputy Title IX Coordinator. A written decision will be given to each party within ten calendar days, with an opportunity for the party who did not submit an appeal to respond. The written response must be received by the appeal officer within ten calendar days. A final written decision will then be issued by the appeal officer to both parties.

Theft/Access

The following actions are prohibited:

- Tampering with or blocking of any IT cabinet racks, access points, antennas, or cabling that are installed in the student residences.
- Attempted or actual theft of Montserrat College of Art property or the property, including artwork, of any person, on or off-campus.
- Unauthorized presence or forcible entry into a Montserrat College of Art property, including owned and leased.
- Unauthorized use of Montserrat College of Art property or equipment.
- Unauthorized use of property of any student, staff, faculty.

- Misuse (lending, stealing or duplicating) of keys and/or key card (ID card) to any Montserrat College of Art facility.
- Unauthorized use of the name, resources, insignia, or facilities of Montserrat College of Art.
- Theft or other abuse of computer files, or equipment.
- Lending or borrowing another student's ID or in any way being dishonest about one's identity.
- Lending or borrowing another student's on-campus residence keys to enter an apartment that one does not live in.
- Signing someone else's name to any document, including but not limited to a class attendance sheet
- Forging, transferring, altering, or otherwise misusing a student identification card or building card, or any other institutional document or record

Vandalism

- Vandalism, the intentional damage, destruction, and/or defacement (graffiti, tagging, etc.) of Montserrat College of Art property is prohibited.
- Vandalism, the intentional damage, destruction and/or defacement (graffiti, tagging, etc.) of any student's artwork and/or belongings, either on or off-campus, is prohibited.

Violence

Any violence is prohibited and not tolerated on campus. Montserrat relies on local law enforcement to ensure the safety of everyone on campus. Thus, students, faculty and staff should 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 through the student conduct system, and may result in the highest possible sanction.

- Physical assault on any student, faculty, staff or any other person(s).
- Physical abuse of any student, faculty, staff or any other person(s).

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 being referred to the Student Conduct process. 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 Dean of Students 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.

'Prop weapons' used for larping, theatrics, etc., must be registered with the Campus Life office. At that time, a discussion about storing and retrieving said weapons will occur. Failure to register with Campus Life will result in a violation notice.

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 on 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.

RESIDENCE LIFE INFORMATION

Full descriptions of campus and residence life policies can be found in the Community Standards section of the handbook. A quick list of the community standard policies are listed below:

1. Alcohol and Other Drugs
2. Animals
3. Damage
4. Dangerous Behavior
5. Dishonesty
6. Elevated Surfaces
7. Failure to Comply
8. Guests
9. Gambling
10. Hazing
11. Intolerance and Harassment
12. Noise
13. Prohibited Items
14. Restricted Areas
15. Sexual Harassment, Misconduct, and Title IX
16. Theft and Access
17. Vandalism
18. Violence
19. Weapons

In addition to ALL policies listed in previous sections of the Student Handbook, the following policies and information apply to all students living in on-campus residences. All residents are responsible for reading the Student Handbook. By taking possession of a room key, a resident agrees to read, understand and abide by all policies.

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

- To read, study and create without interference, unreasonable noise, and other distractions
- To sleep without disturbances. Quiet hours begin at 10pm each night
- To have personal privacy in their own room
- To live in a clean environment
- To have free access to one's room
- To be free from intimidation, physical and emotional harm, and verbal and sexual harassment

- To have respect of one's belongings and personal property

Access to College Housing

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,, or other College official, including facilities and security staff) 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 and identify themselves before entering. Denying entrance or interfering with any College personnel, including RAs, who request entry as part of carrying out their duties will call for disciplinary action.

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 or emailed at least 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 the 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 Dean of Students.

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 Dean of Students immediately. Failure to comply with the request may lead to further student conduct action. If a student is not present at the time of the inspection, the prohibited item will be confiscated by RAs and/or other college staff. These items will be held in the Campus Life suite until the next academic year 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 observe a violation of College policy, the staff will document it and address it.

During Health and Safety Inspections - and at any other time, as well - students should bring any problems or facilities issues to the attention of their RA so that the College can address the issue.

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. All aspects of the search will be documented.

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.

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 non-student, or to duplicate a key for someone else. It is unlawful to have copies made of college-issued keys. 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 \$50.00. Students must return the key upon moving out of the space. Failure to return keys will result in the cost of the lock change(s) and new keys being charged to the student's account.

Lock-outs

Any student who finds themselves locked out of their room or apartment should call or text the Security phone at 978-626-2176 for assistance.

Administrator and Resident Assistant On-Call

Administrators and Resident Assistants (RA) at Montserrat have a rotating on-call system and are available should you need assistance, have questions or need to report a violation. RAs are available Monday-Friday 5pm to 8am and 24 hours on Saturdays and Sunday.

Please call 978.712.0084 to reach the RA On Call. The on-call administrator is available 24/7. They can be reached by calling or texting the **Security phone at 978.626.2176** or the RA on Call at 978.712.0084. If you are currently in an emergency situation that requires medical attention or law enforcement, or any other kind of emergency services, please call 911 immediately.

Animals

Animals (pets) of any kind are not permitted in college 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.

Service or emotional support animals

Students who have documented need for a service animal or for an emotional support animal should contact the Academic Access Studio by April 1 for fall housing and by November 1 for spring housing. The Emotional Support Animal request form can be found on the Academic Access Studio page of the Montserrat website and any questions regarding the policy can be directed to academicaccess@montserrat.edu.

Assignments and Occupancy

All resident students are assigned to a room on campus. Upper-class, returning residents have the opportunity to participate in the Room Selection process during the spring semester. New students are assigned during the summer for the fall. All residents retain their room for the entire academic year, barring any disciplinary action which results in removal from housing. Each resident signs a housing contract for the full academic year. The housing contract DOES NOT cover breaks when classes aren't in session – November, Winter and Spring. If a student wishes to remain in campus housing during breaks and/or the summer, they will need to follow the request process, which is announced within the month prior to breaks.

If a student plans to leave housing at any point before the conclusion of the Housing Contract they must submit a Petition for Release. Contact the Dean of Students for information on the petition process. If the petition is denied and the student still chooses to move off campus, they will still be financially responsible for their housing costs.

Console/Wi-Fi Information

For those who have consoles, please use the SSID consoles; the **password is consoles**.

Type of Damage	Price (subject to change)
Excessive Cleaning	\$125 per resident
Excessive Trash/Items Removal	\$100 per resident
Drywall damage	\$75 per occurrence
Paint	\$50 per wall
	\$75 per ceiling
	\$35 per door
Damage to walls (from pins)	\$50 per wall
Damage to floor	\$75 minimum, price dependent upon extent of damage
Removal of non-MCA furniture	\$100 per item (including appliances, furniture, etc.)

Damage Policy

Damage, 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, is prohibited. 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.

In campus housing, 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 electronic [Room Condition Form](#) that students must complete within 72 hours of moving into housing. Note that existing damage or missing furniture not reported through this form when you arrive may result in charges when you move out.

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.

Estimated fees for damages:

Shades/blinds/drapes replacement	\$30 per shade/blind/drape panel
Screens	\$35 per screen

Sticker Removal	\$50 per wall/area
Broken Windows	\$100 minimum <i>(price dependent upon type of window)</i>
Broken Fixtures (electrical)	\$100 minimum <i>(price dependent upon type of fixture)</i>
Furniture Replacement	\$250 minimum <i>(price dependent upon type of furniture)</i>
Appliance replacement	\$125 minimum <i>(price dependent upon type of appliance)</i>
Door Replacement	\$250 minimum
Rug/ Upholstery Cleaning	\$100 minimum <i>(dependent upon cleaning needed)</i>
Refinish Kitchen Table	\$200 divided among occupants
Improper check out	\$50
Late move-out (not approved)	\$100 per day
Failure to return keys	\$115 minimum <i>for lock change and replacement keys</i>

Eligibility for On-Campus Housing

In order to be eligible to live in Montserrat College of Art housing, a student must be at least 17 years of age and be enrolled as a full-time undergraduate student. Under rare circumstances, a resident may be permitted to stay in housing while registered as a part-time student. A student must remain academically engaged and meet with the Dean of Students to remain in campus housing.

Facilities

Montserrat College of Art has a facilities staff that oversees and maintains the campus buildings and grounds. The Facilities office is located in the lower level 9 Dane Street and the facilities staff is on campus Monday through Friday from 7a.m. until 4 p.m.

Maintenance Requests

Facilities uses an electronic work order ticket system for ROUTINE maintenance issues. It is MOST helpful, however, for resident students to see their RA about submitting a ticket. This will help to provide a correct and detailed ticket for a problem while eliminating multiple tickets for the same issue. Facilities DOES NOT deal with any IT/Network issues (but you can do an electronic ticket for those, too), or vending.

[The work order system can be found here.](#)

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 (building and apartment number). Please 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, furniture, personal items, or remove items such as silverware and plates to access 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 – no heat, no electricity, no water/too much water (flood), etc., please contact your Resident Assistant and/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 through the ticket system.

Protocol for entry into residence halls: The Facilities staff will have access to all Montserrat College of Art residences from 8 a.m. through 7 p.m. Monday through Friday to address any basic maintenance requests and needs. Staff will knock and announce themselves 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 other 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 billed for any extra cleaning that needs to be made once the apartment has been vacated. Any excess trash, leftover 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 result in a fine to all of the residents of the apartment. For the pre-designated fine amounts, please contact the Campus Life Office.

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.

During the winter months, the Facilities Department provides snow shovels to each on-campus house so that students can begin the snow removal process. This is done so that there is a clear emergency egress path from/to each house. When it is safe to do so, the Facilities staff will return to campus to complete snow removal.

Resident Student Responsibilities

Resident students are required to do the following when living in Montserrat College of Art housing:

- Clean and maintain the assigned apartment during the entire school year or as long as residence is occupied.
- Remove all trash to designated trash areas. Please check with your RA about specific trash pick-up rules. All trash must be contained in a bag in order to be picked up.
- 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. [Check here for what can be recycled.](#)
- All recycling must be contained in a paper bag or box (for cardboard only) in order to be picked up.
- Report any damage or safety issues immediately to an RA
- Ensure all hallways, stairwells, and egress routes are kept clear at all times.
- Follow all resident housing rules and regulations designated in the Student Handbook.

Fire Safety – Residence Areas

We urge all students to become familiar with these policies and 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.

What to do in case of a fire

- DIAL 911 OR 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.

Building evacuation – Residence Halls

Proceed to the designated area closest to you. Always use caution when crossing a street.

- Student Village: Hardie Checkerboard/Beverly Common
- Watch Hill: Hardie Checkerboard/Beverly Common
- 11 Abbott: Cross Abbott St to the First Baptist Church on Cabot St
- 7 Winter: Hardie Checkerboard/Beverly Common
- 1 Knowlton: Yard between 7 and 9 Winter
- 275 Cabot: Yard between 7 and 9 Winter

Fire Drills

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.
- Failure to evacuate during a fire drill/alarm is a violation of the Student Conduct Code.
- 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.

Fire hazards, policies and procedures – Residence Halls

Any behavior which results in 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, creating art or any other action. Residents are required to practice prudent and sensible fire-safety measures.

ALL hallways must be kept clean and clear and stairwell and fire exit lights must remain on at all times.

Students are not permitted to:

- Intentionally or recklessly misuse or damage fire or other safety equipment
- Falsely report an emergency including, but not limited to, 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
- Use candles or open flames in any way
- Smoke in any Montserrat College of Art housing/facility
- Remain in any building during a fire alarm or drill

- Leave the kitchen unattended when the stove/oven is on
- Hang tapestries, or other appendages from the ceiling, including the sprinkler heads. This will create interference with the sprinkler system.
- Block a walkway with any object, including curtains, sheets or drapes.
- Overload any electrical outlet. Only UL listed power strips and extension cords are permitted.
- Students need to limit clutter and combustibles in their apartments. Excessive trash/clutter/filth is considered a fire hazard and may be addressed through the student conduct system.
- Have additional 'appliances', including but not limited to, mini-fridges, microwaves, coffee makers, etc., in any part of the apartment EXCEPT in the common area of an apartment, preferably the kitchen area.
- Light a fire of any kind in or near any college building, including residential houses.
- Use a closet as a sleeping or studio space.
- Block or keep open, at any time, fire doors.

The following items are considered prohibited items and are not permitted within the residence halls:

- Alcohol/Drugs/Drug paraphernalia
- Pets (including aquarium pets)
- Halogen lamps
- Decorative lights/signs (unless UL certified)
- Extension cords (unless UL certified)
- Hoverboards or similar devices
- Candles/incense
- Kerosene lamps
- Space heaters (unless furnished by the College for a temporary emergency)
- 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 any 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 the location of fire extinguishers, alarms and exits. If you discover a fire, sound an alarm and call 911 first, then notify Campus Security at 978.626.2176.

Furniture

All students who live in college housing will be provided a bed, closet or armoire, and dresser within their bedrooms. In addition, a kitchen table and chairs for their common space. Students living in the Student Village ONLY will be provided desks and living room furniture when available.

Students are allowed to bring additional furniture into residence halls, however, it must follow the guidelines listed below:

- If furniture is so large that it causes damage to a door or window while being brought in, it is not permitted in the apartment. If any structure is damaged when a piece of outside furniture is being moved into or out of the residence hall, the owner of the furniture will be charged to repair the damage.
- Furniture must be safe and clean and from a trusted source if it is not brand new. If used furniture causes any type of pest problem, the resident will need to remove the furniture immediately and will be charged for the treatment of pests in the apartment/building, etc.
- Furniture must allow free and safe movement throughout the apartment and not block any egress.
- No water beds or hot tubs are permitted in residence halls.

All pieces of furniture that are not provided by the College must be registered with the Campus Life Office. Types of furniture that must be registered include: couches/sofas, loveseats, lounge chairs, recliners, desks and office chairs. Students do not need to register lamps, televisions or other permitted household items.

Residents are responsible for registering their furniture within seven days of the item's arrival on campus. To register your furniture, complete the electronic [Furniture Registration form](#). Failure to register furniture will result in a Community Standards Violation. Upon move out, unregistered furniture will be considered abandoned and the entire apartment will be charged for its removal.

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. All guests must register using the QR codes on each entryway in residences. Please refer to the full guest policy in the Community Standards portion of the handbook.

Missing Persons Policy

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 resident students must designate an individual(s) as the missing person contact. All reports of missing resident students should be directed to the Dean of Students Office who, in conjunction with campus security when necessary, will conduct an investigation to determine whether the student is missing in accordance with this policy. Montserrat will notify the appropriate law enforcement agency no 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.

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 abide by the set quiet hours (10:00 PM - 8:00 AM) and 24/7 courtesy hours.

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.

- Repeated conduct issues of any kind and/or repeated instances of failure to comply with College policies and procedures.

When student conduct findings include a penalty of disciplinary removal/relocation, the Dean of Students, 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 Dean of Students, 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 Dean of Students 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).

Trash

All residents are responsible for trash removal from their apartment/house.

IMPORTANT - ALL trash AND recycling must be bagged in trash bags or contained in a box (cardboard only). Trash that is not bagged properly will not be removed until it is bagged properly. Students may be documented for not following the established protocol. Loose trash may result in an excessive cleaning charge to the entire apartment/house if Facilities staff has to clean the trash area.

- **Abbott:** trash and recycling bins are behind the gate on the Abbott St side of the building
- **Watch Hill:** trash and recycling bins are located along the side of the building
- **Student Village & 7 Winter:** trash should be placed in the dumpsters behind the Village, recycling in the green bins inside the Village
- **1 Knowlton:** trash and recycling bins are located behind the building
- **275 Cabot:** trash should be placed in the dumpster behind 9 Dane and recycling can be placed in the green bins inside the Village

If you would like to know more about Beverly trash pickup, please reference the following links:

<https://www.beverlyma.gov/208/Trash-Recycling>

<https://www.beverlyma.gov/DocumentCenter/View/211/Collection-Schedule---By-Street-PDF>

Please check with your RA to make sure you are disposing of your trash properly and in the correct location.

MONTSERRAT ON-CAMPUS 2023

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 beginning on October 1, 2025. The statistics noted below reflect the information for the 2023 calendar year, which was reported in the 2024 Annual Crime and Fire Safety Report.

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex Offenses, Forcible	0
Sex Offenses, Non-Forcible	0
Dating Violence	0
Domestic Violence	0
Stalking	0
Robbery	0
Aggravated Assault	0
Burglary/Theft	0
Motor Vehicle Thefts	0
Arson	0
Hate Crimes	0
Number of Arrests for:	
Liquor Law Violations	0
Drug Abuse Violations	0
Weapons Possession	0

NOTICE OF NON-DISCRIMINATION

Montserrat College of Art does not discriminate and prohibits discrimination and harassment on the basis of race, color, natural or protective hairstyle, religious creed, sex, sexual orientation, gender identity and/or expression, national origin, ethnicity, ancestry, age, disability, genetic information, pregnancy or pregnancy-related condition, because of marital, parental, military service, or veteran status, or any other legally protected status, in accordance with federal, state, and local laws, regulations, and ordinances, including Title VI and Title VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972, and other similar laws that prohibit discrimination, all as amended. This protection from discrimination extends to all education programs and activities operated by the University, and in admissions (including application for admission) and employment (including application for employment). Retaliation for engaging in protected activity is also prohibited.

The human resources office has been designated to handle inquiries regarding Montserrat College of Art's 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
5 Post Office Square, 8th Floor
Boston, MA 02109
617-289-0174