

# montserratCollege of Art



# STUDENT HANDBOOK

2020-2021

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## *Dean of Students' Welcome*

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 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. Be that tolerant, caring, respectful and kind person. Be a part of the discourse, not the division.

In addition to the skills and concepts you will learn in your classes and studios, the life skills you learn will benefit you as an artist, as a creative problem solver and as a member of society long after you've left Montserrat.

The 2020-2021 Student Handbook contains all of the information that it usually does. This year, however, there are some policies that are a little different due to COVID-19. Many of the policies are highlighted in Section I of the handbook, but you should check the specific policy you are looking for to be sure that you have all of the information. These policies are an extension of the Student Handbook and will remain in place for as long as we are dealing with COVID-19 to the extent that it continues to impact our daily lives. Notice will be given when these specific policies are no longer in place or change, as well as any time there are any changes to the handbook.

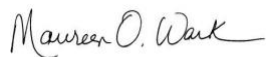
The Student Handbook is made available, on-line, to each student at the college and should serve as a 'guide' for your Montserrat experience. You will find information to help you balance life as a student, an artist, an individual and a community member.

***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](http://www.montserrat.edu).***

I look forward to working with you! Please do not hesitate to reach out if you need anything.

Have a wonderful year!

Be kind and take care ~



Maureen O. Wark  
Dean of Students

## ***Academic Calendar***

Please use this link to access the 2020-2021 academic calendar:

<https://www.montserrat.edu/academic-calendar/>

## ***Directory of Office Locations***

### **248 Cabot Street**

Academic Affairs	2 <sup>nd</sup> floor
Admissions Office	1 <sup>st</sup> floor
Business Office	1 <sup>st</sup> floor
Career Services	2 <sup>nd</sup> floor
Center for Academic Support (Writing Studio and Academic Access Office)	2 <sup>nd</sup> floor
College Relations	1 <sup>st</sup> floor
Development	1 <sup>st</sup> floor
Office of the President	1 <sup>st</sup> floor
Payroll	1 <sup>st</sup> floor
Registrar	1 <sup>st</sup> floor
Student Financial Services (Bursar & Financial Aid)	1 <sup>st</sup> floor

### **Student Village**

Facilities	Lower Level
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### **24 Essex Street**

Student Health Office	1 <sup>st</sup> floor (porch entrance)
Gallery Offices	1 <sup>st</sup> floor
Human Resources/Student Employment	2 <sup>nd</sup> floor

### **Hardie Building**

Campus Life	1 <sup>st</sup> floor
Center for Technology Solutions	1 <sup>st</sup> floor
Counseling Center	1 <sup>st</sup> floor
Dean of Students	1 <sup>st</sup> floor
Library	1 <sup>st</sup> floor
Security	1 <sup>st</sup> floor



## I. COVID-19 RELATED INFORMATION AND POLICIES

The information contained in this section is to highlight the COVID-19 specific policies and information that has been provided at the time this handbook post posted. The information contained in the FULL handbook, as well as on the Montserrat College website should be consulted regarding all policies and procedures for academic and student life.

Many offices have implemented ‘appointment only’ office hours, limits on the number of people permitted in an office area, etc. That information is office-specific and you should check with individual offices, faculty and staff.

### **Montserrat College of Art Community Pledge**

*This pledge will be signed by all members of the community prior to the start of the academic year.*

During these unprecedented times, Montserrat College of Art expects all members of our community to adhere to all policies related to COVID-19 directives. We all have a role in stopping the spread of COVID-19.

What you need to do:

Wear a face covering in all buildings

Wear a face covering while outside and when entering all Beverly businesses

Follow all social distancing requirements, including leaving 6 feet between you and the others

Monitor your health daily and enter requested information in the Campus Clear app

Stay home if you are experiencing any of the following symptoms:

- Fever above 100 degrees F and/or chills or feeling hot (if no thermometer available)
- Sore throat
- New cough not related to chronic condition
- Runny/stuffy nose/nasal congestion (not related to allergies or relieved by antihistamines)
- Difficulty breathing, shortness of breath
- Diarrhea with or without respiratory symptoms
- Nausea and/or vomiting
- Headache unrelated to chronic condition
- Fatigue
- Muscle aches
- Loss of sense of taste or smell

Wash your hands frequently  
Cleaning your living and work space when you are finished in that space  
Student - do not allow visitors into your on-campus apartment, and monitor visitors in your off-campus apartment  
Follow the testing schedule  
Participate in contact tracing if you are contacted  
Follow all local and state mandates related to gatherings and other public health matters

Kindly remind other community members about the policies  
Reach out to a staff person if you are concerned about someone ignoring these policies

*'What stops community spread? Community.'* We are a community and there is an expectation that we will ALL work together to keep our community safe. Everyone has a role to remind community members about the policies. As a caring and empathetic place, we appreciate a gentle reminder of the policies to someone who may have forgotten a mask, forgot to tidy up after themselves, etc.

*Montserrat is adopting a zero-tolerance policy for noncompliance with these policies. Moments of forgetfulness will result in reminders, both verbal and written. Persistent forgetfulness will result in mandatory meeting with Campus Life (students) or Human Resources (employees). Persistent forgetfulness after a meeting or a willful disregard for these policies could result in serious consequences, up to separation from the College.*

### **1. Academic Information**

Each student should be communicating with their faculty about courses. Each course is required to have a syllabus and there will be details there about attendance and participation, expectations, coursework, etc.

### **2. Enrollment Information**

No changes to the information contained in the Student Handbook, at this time. Any changes about the grading policy will be relayed directly to students.

### **3. Academic Support Services**

The **Academic Access Studio (Writing Studio and Disability Services)** will be assisting students, by appointment only until further notice. Please see details in the Academic Support Services section.

## **Paul Scott Library:**

Whether you're on campus or not, you always have access to our electronic resources listed on our Libguides page: <https://montserrat.libguides.com/library>

### Changes in the Library

- Masks must be worn in the library, and social distancing maintained.
- The first floor of the library will be limited to 10 persons spread between the two rooms at a time. A limit of 8 persons on the 2nd floor.
- Textbooks will not be on reserve this semester.
- There will be no hard copy newspapers available. The Boston Globe and NYT are both available electronically via our Libguides page.
- Please place books used in the library on a cart when finished, do not refile them.
- Until further notice, no eating in the library.

## **4. Registrar's Office**

No policy changes at this time.

## **5. Tuition**

Related to the housing refund policy, **in the event of a required closure of the campus:** *In the event that Montserrat must close its residence halls in order to comply with federal, state or local regulations, Montserrat will refund affected students the prorated cost of their housing, adjusted for any housing grants, for the period of time when campus housing was not available to them and they did not reside on campus.*

As noted under this section, the dates of the spring semester may change, depending on the virus.

## **6. Financial Aid**

No changes to policies at this time.

## **7. Galleries**

Gallery exhibitions and events will continue, following CDC and state mandated safety and cleanliness guidelines.

## **8. Student Affairs**

The Counseling Center will be operating remotely for the majority of the fall semester.

The Health Office has moved to 24 Essex St., with the entrance to the left of the front door. All visits will be by appointment. All COVID-19 related policies and procedures can be found here.

Clubs, organizations and events will see some changes in terms of social distancing and the size of events and gatherings.

The Health Center Fall 2020 guidelines:

The health center has **been relocated to the 24 Essex building, first floor**, for the fall 2020 semester. Individuals will be required to use the separate side entrance for entry. This door will be kept locked at all times and students, staff and faculty will be required to follow the protocol listed below. This policy will remain in effect for the fall 2020 semester and will be re-assessed in the Spring 2021.

- All individuals seeking non-urgent medical attention or in need of medical advice will require an initial phone call. At that time, it will be determined if an in-person visit into the health office would be necessary and safe. The health office may be reached via email or via phone.
- All in-person visits to the health office are for **NON-COVID-19** related issues. All COVID-19 related issues (e.g. you are experiencing symptoms of COVID-19, you have experienced a close contact with COVID-19 positive person, etc), will be done via phone call to the Health Office or via email at [COVID-19@montserrat.edu](mailto:COVID-19@montserrat.edu).
- The Health Office will be open, by appointment only, between the hours of 10:00 am and 4:00 pm, Monday through Thursday.
- Phone visits will be scheduled via email.
- Prior to visiting the Health Office, you will be asked to take your temperature and complete a symptom check with the campus RN before entering the office. If you are approved for the in-person visit, you will be asked to wear a mask and sanitize your hands before entering the office.
- You will not be allowed to bring guests with you during your visit.
- All visits, both in-person and via telephone, will remain confidential in accordance with HIPAA regulations.
- Per the Commonwealth of Massachusetts, ALL college students must get a flu vaccination by December 31, 2020. The College will be holding on-campus flu clinics in October.

## 9. General Information

Building hours in Hardie, 248 Cabot and 301 Cabot will be:

Monday-Thursday:

Friday:

Saturday and Sunday:

No other COVID-related changes.

## 10. Community Standards

Violations of COVID-related policies and directives, as noted in the Pledge, for example, will be handled through the Student Conduct process. COVID-19 is a public health crisis and will be handled as such in terms of sanctioning.

## 11. Medical Emergencies

No changes regarding BBP or how to call for assistance in an emergency.

## 12. Fire Safety

No changes, but be sure to practice social distancing when re-entering a building after an evacuation. As always, in an emergency and/or when a fire alarm sounds, please exit a building as quickly and orderly as possible.

## 13. Safe Studios

No changes to the general safety procedures. Please be mindful of required cleaning, etc. in studio and classroom spaces.

## 14. Residence Hall policies

### **COVID-19 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.

- During at least the fall semester, guests are not permitted within campus residences
- Access to rooms and living spaces is limited to building residents only, at all times
- Overnight guests are not permitted

Residents violating this policy will be referred to the student conduct process.

### **Facilities tickets and response**

The Facilities staff will be answering calls to residence halls BY APPOINTMENT. The response to your ticket will include an appointment time.

You will need to wear a mask when you answer the door. When at all possible, anyone in the apartment should remain in a bedroom with the door closed – or outside of the bedroom if that is where the work is being done. The area where the work is taking place must be vacated while Facilities is there. Masks **MUSTS** be worn while Facilities is in the apartment – and they will do the same.

It is possible that some routine issues, as long as they do not pose an immediate safety issue, may be deferred until the end of the semester. The staff will also be responding to all calls in pairs. **EMERGENCIES** will be responded to immediately and should be reported to Security at **978.626.2176**.

## **II. ACADEMIC INFORMATION**

### **1. Courses-in-Residency Requirements/Transfer Credits**

The typical course of study at Montserrat College of Art results in 120 earned credits for the BFA program.

All students entering the BFA program are required to earn a minimum of 60 credits in their program of studies at Montserrat. Thus, no more than 60 credits will be allowed to transfer from another institution. Except on rare occasions, as determined by the Academic Dean and the Registrar, the distribution of transfer credits must not exceed the maximum of 30 credits in studio art and the maximum of 30 credits in liberal arts.

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

Studio and AP transfer credits are recommended by the Office of Admissions through a portfolio review. 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 3 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.

### **2. Course Waivers**

Students wishing to waive a required course must complete a Course Waiver Request with the Registrar. Approval of a Course Waiver Request means that the student is not obligated to take a specific course or distribution of courses. It does not grant credit for the waived courses. Students are required to fulfill all degree requirements to graduate. Petitions to waive core concentration and minor requirements such as Senior Capstone and Internship may not be approved.

### **3. 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.

#### **4. 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 reserves the right to limit the number of external credits to be applied to Montserrat academic programs.

Students interested in taking courses through the NECCUM consortium (Northeast Consortium of Colleges and Universities in Massachusetts) should see the Registrar for a NECCUM Cross Registration Form. Full-time students may register for one or two day courses 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 Associate Dean of Academic Affairs.

#### **5. 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 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.

## **6. 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.

## **7. Professional Practice Preparedness**

Montserrat is committed to preparing its graduates for professional careers in art and design. This is achieved through classroom contact with our faculty of practicing artists and designers and our Visiting Artist Program. The College’s Internship program and Capstone classes play an active role in formalizing students’ studies into a skill set that allows for their transition into the world beyond the College. A minimum of one internship is required for graduation.

## **8. Selecting an Area of Concentration**

Students select an area of concentration from: Art Education, Animation + Interactive Media, Book Arts, Graphic Design, Illustration, Interdisciplinary Arts (in which students work with an advisor to create their own course of study), Painting, Photography/Video/Film, Printmaking and Sculpture. Students should declare their concentration by the end of their first semester, sophomore year. Montserrat College of Art also offers five minors – Art Education, Art History, Creative Writing, Curatorial Studies and Entrepreneurship in the Arts. Election of a minor is optional.

## **9. Senior Capstone Program**

Applications for Senior Capstone Programs (Senior Animation + Interactive Media Thesis Projects, Senior Studio Arts Seminar, Senior Design Seminar, Senior Illustration Business Practices/Thesis Projects, and Teaching 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: <http://www.montserrat.edu/bfa/>.



The following criteria will be considered for entrance:

A. The student must demonstrate the ability to work independently on a body of work with continuity of concept or focus;

B. The student must have earned a minimum of 90 cumulative credits at the time of the application\*, must have completed required preparatory course work, and have demonstrated appropriate skills in the various media of the chosen concentration. BFA candidates must have completed Reading and Critical Thinking and Research and Rhetoric (formerly English Composition I and II), and Art History Origins: Pre-History to 19th Century (formerly Art History I) and Art History Modern Developments (formerly Art History II);

C. 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;

D. At the time of application, the student must have earned a cumulative GPA of 2.0 or higher and be considered in good academic standing;

E. All applicants to the Senior 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.

### **10. 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.

### **III. ENROLLMENT INFORMATION**

#### **1. 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 the work missed.

If special circumstances are involved in your absences and you believe they should be taken into consideration, please talk to the Associate 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 Associate 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 does not excuse a student from class. Legitimate reasons to stay home with viral illness include decreasing viral exposures to others in the college community and recuperation. The Health Center 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.

## **2. 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.

## **3. Academic Dishonesty/ Academic Misconduct**

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

- Cheating
- Plagiarism: passing off another person's images, 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 Academic Dean or the Associate Dean of Academic Affairs 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 un-credited words, phrases, information, and ideas. When using another person's words, students must use quotation marks to indicate which words are from the source material. When using another person's information or ideas, students must give that person credit with a citation or footnote. Even if students put the ideas in their own words (paraphrase them), they must give the source credit. To fail to do so is considered plagiarism. Paraphrasing too closely is also considered plagiarism.

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

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

## **4. Academic Probation & Academic Dismissal**

Academic probation results from substandard academic performance (in studio and/or liberal arts courses). A student is automatically placed on academic probation if 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.

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.

### **5. Adding a Course**

With permission of the instructor and the advisor, students may enroll in a course after the first meeting through the first week of the semester, by submitting a completed Add/Drop form, available in the Registrar's Office, 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.

### **6. Appealing a Grade**

The grade and credit issued for a course are determined by the instructor of the course, in accordance with College policy. Grades are only changed for legitimate reasons of a compelling nature such as miscalculation of the overall grade. Students who believe they have a legitimate grievance concerning a grade should, within three weeks of the issuance of semester grades, consult the instructor who issued the grade.

If there is no change after discussion with the instructor and the student believes that a legitimate grievance persists, the student should discuss the matter with the Department Chair 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.

### **7. Assignment of Credit**

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

Grades will not be released to students who have any of the following holds: Academic Affairs (for missed semester-end evaluations); Business Office or Financial Aid Office; student conduct holds; library holds or health holds (incomplete immunization or health records).

## **8. 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.

## **9. Changes in Registration Including Adding/Dropping a Course**

Students must notify the Registrar's Office of any change in registration for one or more courses, including changes in sections of the same course. Students wishing to Add, 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. 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.

## **10. 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 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 may not be allowed to participate in commencement ceremonies and 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.

### **11. 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.

### **12. Course Cancellation**

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

### **13. 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 1 hour per week in class and 2 hours per week of work outside of class for each credit.

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



#### **14. 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 total credits required ÷ 8 semesters = 15 credits per semester).

#### **15. 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.

#### **16. Dropping a Course**

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

#### **17. Grade Point Average (GPA)**

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

#### **18. Grading Procedures/Grading Key**

At the conclusion of each course, the instructor assigns students grades to be recorded on the permanent transcript. Student performance is evaluated with a traditional letter grade system. Students must pass Art History Origins: Pre-History to 19th Century and Reading and Critical Thinking and Research and Rhetoric with a C- or better for those courses to count towards the degree.

## ***Grading Key***

<i>Grade</i>	<i>Quality Points Per Credit Hour</i>	<i>Definition</i>
A	4.0	Outstanding
A-	3.7	
B+	3.3	
B	3.0	Above Average
B-	2.7	
C+	2.3	Satisfactory
C	2.0	
C-	1.7	
D+	1.3	Minimally Satisfactory
D	1.0	
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
- P Pass (available only for designated Pass/Fail Courses or under campus-wide extraordinary circumstances)
- W Officially Withdrawn from course

## **19. 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).

## **20. 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.

## **21. Intent to Graduate**

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

## **22. 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 the application form is completed. Students who are not enrolled but received financial aid or other student loans in the past may go into repayment status while out on a leave of absence.

Students who fail to submit an approved Leave of Absence form to the Registrar's Office and who are not registered for the semester are considered withdrawn from the College and must reapply for admission. Students who wish to extend a one-semester leave of absence to one year must request the extension in writing. Students who do not return to the College at the end of the approved leave of absence are considered withdrawn and must reapply for admission.

Students attending another institution through the 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.

### **23. 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.

### **24. 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 Associate Dean of Academic Affairs, the Director of Financial Aid and the Director of Campus Life. Students enrolled for 9 credits are considered "three-quarter time", at 6 credits "half time" and fewer than 6 credits "less than half time."

### **25. 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.

### **26. 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.

## **27. Satisfactory Academic Progress (SAP) Policy**

**THIS APPLIES TO ALL STUDENTS.** It is of particular importance if you are receiving financial aid under the Federal Student Financial Aid (FSA) program because 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.

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

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

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

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

### **A. Pace**

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

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

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

*Examples:*

- Student Q enrolls in 15 credits for her first college semester, completes and passes all 15. The student has a 100% completion rate.
- Student L has just finished his second year. He has taken 20 courses (5 each semester) for a total of 60 credits. Out of those 60 credits, he failed two courses (6 credits). He withdrew from two other courses (6 credits). Out of the 60 credits attempted, he completed 48. His pace is 80%. His pace is satisfactory.
- Student V is in the middle of her third year. She has taken a total of 66 credits (first year=27; second year=24; first semester, third year=15). Of those, she failed 12 credits and withdrew from 12 credits, so she completed 42 credits (66 – 24 = 42). Her completion rate is 63%, so she is not achieving pace, therefore not making satisfactory academic progress.

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

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

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

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

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

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

Beginning with the first semester, students must earn and **thereafter maintain** a cumulative minimum grade-point average (GPA) no lower than 2.0 to maintain the qualitative standard of Satisfactory Academic Progress. [Students should consult the relevant sections of the Student Handbook for an explanation of the grading system and

for the method used to calculate the grade-point average.] NOTE: Although the credits from accepted transfer courses are counted toward the pace component of Satisfactory Academic Progress, grades earned from accepted transfer courses are not included in the calculation of GPA. Please see the section in this handbook that discusses GPA for a full explanation.

## **REPEATING A COURSE**

A student may repeat a course (take the identical course more than once) for different reasons. Under the FSA regulations, there are certain things that are allowable and certain things that are not and there are consequences that must be taken into account.

**REMINDER:** Repeating a course will affect both the pace and qualitative (GPA) measurement because all enrollments taken for credit (the original and the repeated efforts) are counted as “credits attempted” for the calculation of satisfactory academic progress.

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

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

*\*Example:* A student earns a D in English Composition I, but a C- is the minimum required to pass. Therefore, the student has not met the standard for the course and, because it is a required course, the student must repeat it. There are other courses and programs that also stipulate minimum acceptable passing grades. See the Montserrat website for individual course listings and program descriptions

<https://www.montserrat.edu/registrar/>.

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

*Example:* A student has taken and successfully passed Advanced Drawing Workshop (3 credits) and would like to take it again to enhance his or her experience and gain

additional skill. The student may do so one time, and maintain eligibility as a full-time student for federal financial aid as long as the student is taking a full-time course load.

### **FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS**

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

- a. financial aid warning
- b. loss of financial aid

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

#### *Appeal process*

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

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

#### *Appeal accepted*

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

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

If the student once again fails to meet SAP, the student will no longer be eligible for federal aid.



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

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

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

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

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

(NOTES:

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

### *Appeal rejected*

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

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

## **28. Semester-End Evaluation**

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

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

## **29. 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.

## **30. Warning Notices**

At the mid-point 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.

## **31. 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). Withdrawal from a course does not affect the GPA, but it will affect the number of credits a student receives for the semester and could

affect a student's progress toward graduation if it results in the student falling short of the required number of credits for graduation. In addition, course withdrawals may affect a student's efforts to maintain Satisfactory Academic Progress (see #27 in this section). 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).

### **32. 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 Associate 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 Associate 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.

### **33. Withdrawal from the College**

A student who wishes to officially withdraw from the College must make a formal application. Application forms are available in the Registrar's Office. Students considering withdrawing from the College are encouraged to complete an application at least one month prior to the start of the semester. Students who withdraw from the College during the semester, after the add/drop deadline and by the course withdrawal deadline, are subject to the refund policy and will receive final grades of "W" for all courses in the current semester. If a student withdraws from the college after the course withdrawal deadline, grades of No Credit (NC) will be issued. Students who miss the withdrawal deadline but subsequently withdraw from the College can submit a written appeal for grades of "W" and will need to meet with an Appeals Committee. Appeals must be submitted prior to the last day of regular classes of the semester in which the student was enrolled and approval is not guaranteed. Students who withdraw after the withdrawal deadline are not eligible for any refunds. The official withdrawal date will be the date that the application form is completed.

## **IV. ACADEMIC SUPPORT SERVICES**

### **1. Academic Advising**

The Academic Advising Program at Montserrat College of Art assists students in planning their course of study and helps them to understand the rules and regulations which govern students academic progress at the College. The Academic Advising Program is directed by the Associate Dean of Academic Affairs.

Each student is assigned a faculty advisor and every effort is made to match students with an advisor appropriate to that student's needs. When students declare their concentration, they select a faculty advisor in that area, and complete the Change of Advisor Request form. Requests to change a faculty advisor assignment should be addressed to the Registrar's Office.

Questions about courses, scheduling, and other academic concerns should be directed to the faculty advisor. The advisors will also be able to refer students to other personnel at the College to answer questions and concerns in other areas. The Associate Dean of Academic Affairs, department chairs and program coordinators are available for further academic advising.

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

### **2. Office of Career Services**

Montserrat's Office of Career Services provides students and alumni with practical information and advice towards professional career development. Our staff of artists and career professionals combine for close to 10 years of experience helping individuals navigate through the working world.

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

The Office of Career Services maintains a number of resources as part of the Schmid Career Resource Center, located on the second floor of 248 Cabot Street and online. Along with our library of graduate school information and professional practice books, we maintain a job and career resource board ([MontserratWorks](#)) where employment opportunities, internships, and career guides can be shared exclusively with the

Montserrat Community. Additionally, students have access to other art and design employment resources through our local and national associations.

### 3. Center for Academic Support

Within the Center for Academic Support (CAS) are two distinct, yet complementary, academic services for students: The Writing Studio and The Academic Access Studio. Both offices are located on the second floor of 248 Cabot Street, rooms 205-207.

#### *The Writing Studio*

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

How to Use the Writing Studio:

*1. Make an Appointment:* We offer both virtual and in-person tutoring appointments. Tutor schedules, availability, and appointment sign-ups are all available via this link: <https://www.montserrat.edu/bookwritingstudio>.

The fastest way to reach us during tutoring hours is at [thewritingstudio@montserrat.edu](mailto:thewritingstudio@montserrat.edu). Students can also email [thewritingstudio@montserrat.edu](mailto:thewritingstudio@montserrat.edu) to arrange weekly, one-hour appointments. Sign up early – slots fill quickly!

*2. Drop In:* If the tutors on duty don't have other scheduled appointments, they are happy to work with you. However, ***we require that you email first so that we can ensure the physical space is available and has been properly sanitized.***

*3. Work Independently:* The Writing Studio is a quiet and comfortable place to read, study and write. Students can bring their laptops or use one of our computers or printers. However, notices will be posted on the Writing Studio door indicating availability, cleaning instructions, and capacity restrictions. Please email [thewritingstudio@montserrat.edu](mailto:thewritingstudio@montserrat.edu) should you need help or support in finding ways to work during the semester.

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

- Assist in the organizational and prewriting process for assignments
- Offer study, note taking, critical reading and exam techniques
- Help students to manage their time and prioritize
- Provide help with grammar and offer resources for improving writing skills
- Guide and assist with the revision process

- Review how to cite sources properly and how to avoid plagiarism
- Help students with communication, presentation and critique skills
- Design workshops and assist faculty in developing writing assignments and exam questions.

Contact information: Colleen Michaels, Director  
[colleen.michaels@montserrat.edu](mailto:colleen.michaels@montserrat.edu)  
978.921.4242 ext. 1279

The Writing Studio is open during the academic year, and Colleen Michaels is available August 15th- June 15th.

### ***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 Office 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 Director, Meagan Grant, 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 from a medical provider. 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 (<http://www.montserrat.edu/academic-advising-and-support/>) has detailed information under the [Documentation Tab](#).

If accommodations are reasonable and appropriate, you will be invited to register with the Academic Access Studio. Every semester, you will meet with the Director to discuss your accommodations. You will then receive a Faculty Notification 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 Faculty Notification Letter. Accommodations are not retroactive and are in effect once the Faculty Notification Letter is hand-delivered to the appropriate faculty.

For any non-academic accommodations (for on-campus housing, for example), you will also meet with the Director of the Academic Access Studio. The Academic Access Studio is open during the academic year and Meagan is available from August 15th-May 31st.

Contact information: Meagan Grant, Director  
[meagan.grant@montserrat.edu](mailto:meagan.grant@montserrat.edu)  
978.921.4242 ext. 1277  
978.922.4268 (fax)

Mail: The Academic Access Studio  
Attn: Meagan Grant  
23 Essex Street  
Beverly, MA 01915

#### **4. Paul M. Scott Library**

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

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

**Hours:** Check the library libguides page for current hours.

<http://montserrat.libguides.com/library>

Hours vary during school breaks, and the library is closed on all national holidays.

#### **Borrowing Privileges**

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

#### **Loan Periods**

Books 21 days, can be renewed once

DVDs & Videos 7 days, can be renewed once

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

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

#### **Questions? Need help? Contact us**

Cheri Coe, College Librarian

978-921-4242 x1208

Circulation Desk

978-921-4242 x1203

Email:

[library@montserrat.edu](mailto:library@montserrat.edu)

## **Information Services**

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

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

Interlibrary loans: obtaining books and articles from other libraries.

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

“Like” the Paul Scott Library on [Facebook](#) to hear about unique resources, library events and exhibitions.

## **Resources**

Unique collection of 15,000+ books, exhibition catalogs, DVDs and videos, plus access to millions of items through the North of Boston Library Consortium (NOBLE) [catalog](#).

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

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

[Overdrive](#): borrow popular fiction and non-fiction audiobooks, ebooks, and popular magazines.

Digital image collections: register at [Artstor](#) from any computer in Hardie, with your Montserrat email to access the digital image collections of Montserrat and ARTstor.

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



## V. REGISTRAR'S OFFICE

### 1. 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 (<https://www.montserrat.edu/wp-content/uploads/Chosen-Name-Policy.pdf>). 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 alliance 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 students 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: Campus Café; Canvas; class rosters; college correspondence (home, billing addresses); college website; commencement program; Dean's list; mail room roster; residence life door tag; residence life rosters, student course schedule; student degree audit; student diploma; student email addresses; and student ID card.

## **2. Education Records**

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

Excluded from student education records are records of instructional, supervisory, and administrative personnel and ancillary educational personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except for a substitute. Additionally, notes of a professor or staff member intended for 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.

## **3. Family Educational Rights & Privacy Act (FERPA)**

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

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

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

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

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

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

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

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

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

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

A student may request that Montserrat College of Art release no directory information about the student without specific written authorization. If you wish to withhold the disclosure of ALL of the items of 'Directory Information', fill out the **'Request to Prevent Disclosure of Directory Information'** form below and submit it to the Registrar's Office. Once filed, this request becomes a permanent part of the student's record until the student instructs Montserrat College of Art, in writing, to have the request removed.

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

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

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

#### **4. Student Files**

The Registrar maintains a complete file of each student's academic progress at Montserrat College of Art, including the official transcript of credits earned and 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).

#### **5. Transcripts**

Requests for transcripts must be received in writing. Transcript Request Forms are available at the Registrar's Office and on the Montserrat website (<https://www.montserrat.edu/registrar/>). There is a \$5 fee per transcript. Please allow 2-3 business days for processing depending on when request is received. Transcripts will not be released to any student whose financial obligations to the College have not yet been satisfied or who have an existing hold with any College department.

#### **6. 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.

## VI. TUITION

### 1. Tuition

Tuition fees, housing charges and insurance premiums are due in full prior to the start of each semester. Statements are typically issued at least thirty days prior to the start of the semester. Tuition payment due dates are 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 Montserrat's website at <https://www.montserrat.edu/sfs/>.

In addition to tuition charges, financial aid recipients may also find a listing of "verified" financial aid on their statements. Types of financial aid may include scholarships and grants awarded directly by the College, state grants and scholarships, federal and private loans, as well as federal grants 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 plans options range from 4 or 5 month semester-plans, or 8, 10 or 11 annual-plans. All plans require an enrollment fee assessed by Cashnet. Information on how to enroll in a monthly payment plan can be obtained by calling the Student Financial Services Office at 978.921.4242, x.1174 or emailing [sfs@montserrat.edu](mailto: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 prior to the start of the semester. Students who do not pay in full (or have approved financing in place) will not be permitted to move into on-campus housing, attend classes, pre-register, receive grades or official transcripts, nor have diplomas issued for graduation. The college also reserves the right to assess a \$125.00 late fee to any account not paid in full after the due date has passed. If a

student's account becomes delinquent, a delinquency report may be filed with a credit bureau and 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.

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

## **2. Tuition 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. The student is responsible for obtaining all of the required signatures listed on the form. Without obtaining this form and having it completed, students are not officially withdrawn or on leave of absence from the College. This could prevent students from being eligible for tuition refunds available under Montserrat's refund policy.

If the submission of a completed Withdrawal Form occurs during:

### **Fall 2020 SEMESTER**

#### **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. September 2, 2020, through September 9, 2020:

100% of Tuition, General Fee, and Housing is refunded

**Week Two:** Up to 7 days after the end of the Add/Drop period. September 10, 2020, through September 16, 2020:

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. September 17, 2020, through September 23, 2020:

60% of Tuition and Housing only is refunded.

**Week Four:** Up to 21 days after the end of the Add/Drop period. September 24, 2020 through September 30, 2020:

40% of Tuition and Housing only is refunded.

**Week Five:** Up to 28 days after the end of the Add/Drop period. October 1, 2020 through October 7, 2020:

20% of Tuition and Housing only is refunded.

**Week Six:** 29 days after the end of the Add/Drop period. October 8, 2020 forward:

0% of Tuition and Housing is refunded.

**SPRING 2021 schedule\*\***

**Week One:** From the first day of class until the end of the Add/Drop period. January 25, 2021 through February 1, 2021:

100% of Tuition, General Fee, and Housing is refunded

**Week Two:** Up to 7 days after the end of the Add/Drop period. February 2, 2021 through February 8, 2021:

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. February 9, 2021 through February 15, 2021:

60% of Tuition and Housing only is refunded.

**Week Four:** Up to 21 days after the end of the Add/Drop period. February 16, 2021 through February 22, 2021:

40% of Tuition and Housing only is refunded.

**Week Five:** Up to 28 days after the end of the Add/Drop period. February 23, 2021 through March 1, 2021:

20% of Tuition and Housing only is refunded.

**After six weeks:** 29 days after the end of the Add/Drop period. March 2, 2021 forward:

0% of Tuition and Housing is refunded.

*\*Withdrawal forms can be retrieved at the Registrar's Office.*

\*\* Spring 2021 semester dates may be subject to change.

## **Housing Refund Policy note**

### ***In the event of a required closure of the campus***

*In the event that Montserrat must close its residence halls in order to comply with federal, state or local regulations, Montserrat will refund affected students the prorated cost of their housing, adjusted for any housing grants, for the period of time when campus housing was not available to them and they did not reside on campus.*

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 (see section VII) 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 Policies**

### **Tuition Deposit**

**Fall:** refundable and transferable on or before June 1, 2020

**Spring:** refundable and transferable on or before January 1, 2021

**Housing Deposit (to hold a space in on-campus housing for both new and returning students):** Non-refundable and non-transferable. The Housing Damage deposit may be returned when either the student graduates, or is no longer living in on-campus housing.

### *(A) Tuition*

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

Tuition for each semester is due in full in the Student Financial Services office before the beginning of each semester. Due dates are July 15 for the fall semester and December 15 for the spring semester. A payment received after the due date is subject to a \$125.00 late fee.

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



## Cost of Attendance 2020-2021

<b>Tuition and Fees 12 to 18 credits</b>	<b>New students</b>	<b>Returning Students</b>	<b>Description</b>
Tuition*	\$33,800 <i>Part-time students \$1,408 per credit</i>	\$33,800 <i>Part-time students \$1,408 per credit</i>	\$16,900 / semester
General Fee**	\$1,500 <i>Part-time students \$60 per credit</i>	\$1,500 <i>Part-time students \$60 per credit</i>	\$750 / semester
Orientation Fee	\$175		New Students Only
Graduation Fee		\$115	Graduating Seniors
Starter Kit	\$950		New Students
<b>Health Insurance</b>			
Domestic Students	\$3,159	\$3,159	Required by MA law unless otherwise insured
International	\$3,159	\$3,159	Required by MA law

## Housing

Housing, Single Room	\$14,300	\$14,300	\$7,150 per semester
Housing, Double Room	\$10,800	\$10,800	\$5,400 per semester
Housing, Triple Room	\$9,500	\$9,500	\$4,750 per semester
Housing Damage Deposit (refundable)***	\$300	\$300	Refunded upon graduation or withdrawal from the college

## Additional Fees and Deposits

Application Fee	\$50	Application for Admission
Transcript Fee	\$5	Request for Transcript
Tuition Deposit†	\$250	Required of all newly admitted students
Housing Deposit†	\$275	Not refundable or transferable

*\*Tuition per credit hour: \$1,408*

*\*\*General fee per credit hour: \$60*

*\*\*\* Not to be confused with the \$275 non-refundable, non-transferable housing deposit for incoming freshmen, transfers, and returning students who wish to stay in campus housing.*

*†All tuition deposits for newly admitted students for fall semester are non-refundable after June 1, 2020 (only) and are credited to the final bill. Housing deposits are always non-refundable and non-transferable. Students enrolled in more than 18 credit hours will be charged per credit hour and added to the full-time charge.*

### *(B) Housing Fees*

A \$275 housing deposit is required to secure placement in college housing each academic year and is forfeited if the student withdraws from housing. The housing deposit is non-refundable and non-transferable. A security deposit charge of \$300 is assessed during the first semester of occupancy. The security deposit may be returned to the student upon separation from the College if there are no damages to the student's housing and there is not an outstanding balance due to the College.

College housing fees are paid by semester and are included on the semester tuition bill. The housing fee covers the semester rental and all utilities.

### *(C) Health Insurance*

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

This health insurance fee is automatically added to the first semester's tuition bill. If covered by a comparable or better health insurance plan, the student may deduct the

health insurance amount from the tuition bill by submitting an online health insurance waiver found at to

[https://www.universityhealthplans.com/letters/letter.cgi?group\\_id=300](https://www.universityhealthplans.com/letters/letter.cgi?group_id=300). The deadline for submitting the health insurance waiver is 7/15/2020 for students entering the Fall 2020 semester and 1/25/2021 for those entering the Spring 2021 semester.

*(D) General Fee*

The general fee supports student museum memberships, YMCA membership, visiting artists, model fees, licenses of computer applications, IT support, health services, and other all-college events. Occasionally, courses may require additional fees to cover special materials that students use in class. If special fees are to be assessed, they will be listed in the course syllabus. Examples of such courses are those in graphic design, computer design, photography, printmaking, and sculpture.

*(E) Orientation Fee*

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

*(F) Art Supply Starter Kit*

As a service to all new students, Montserrat prepares a comprehensive package of recommended art materials and books. This art supply starter kit includes more than 100 items and provides most of the basic materials needed for the foundation year. Because we purchase these supplies in quantity, we are able to provide these materials at approximately 20 percent less than retail.

## **VII. FINANCIAL AID**

### **1. Necessary Credits for Financial Aid**

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

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

Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Direct Stafford Loans (subsidized and unsubsidized), Work Study Program, State Aid Institutional Aid: Founder's Awards, Montserrat Grants, Montserrat Scholarships, Presidential Grants, Trustee Awards. Other: Student Alternative Loans

### **3. Terms and Conditions of Financial Aid**

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

Student Financial Services (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 your actual financial records. Intentionally false statements or misrepresentation on any of the student's financial aid application materials may subject the filer to college disciplinary action. Under provisions of the U.S. Criminal Code, intentionally false statements or misrepresentation on any of the student's financial aid application materials may also subject the student to a fine, imprisonment or both.

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

All aid is pending until it has been processed and posted to the student account. Please refer to your billing statement and/or your Café account to view the amount owed to the College or if a refund will be available to you. Loan assistance is applied to the college charges each semester as soon as it is available and once paid the aid appears as a credit on the semester's bill. **It is important to understand that refunds are not available until mid-October for the fall semester and mid-February for the spring semester.** Therefore, please plan accordingly by arriving on campus with enough funds to cover expenses until refunds are available.

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

To remain eligible for financial aid, the student must demonstrate Satisfactory Academic Progress (SAP) as outlined in this handbook. Renewal requirements for all merit-based institutional aid are based on the student maintaining satisfactory academic progress.

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

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

In order to maintain accurate records and to 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 your family's financial circumstances change after filing your financial aid application, you may submit a written request for a review and provide appropriate documentation of the change.

Awards may be revised due to changes in funding levels, clerical error, computer error or administrative error. If this occurs, students will be notified as soon as possible.

All students receiving a Federal Stafford Loan for the first time are required to complete a Master Promissory Note (MPN) and Entrance Counseling. Both the MPN and the Entrance Interview can be completed online at [studentaid.gov](http://studentaid.gov).

#### **4. Title IV Refund Policy**

A pro-rated refund calculation will be applied to federal student aid recipients at Montserrat if they stop attending classes before 60% of the semester has passed. Title IV refunds will be calculated according to the number of days the student has attended classes divided by the number of days in the semester up to 60%. The College and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid earned for the time period the student was enrolled.

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

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

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

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

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

Occasionally, a student will be awarded excess funds to be used for living expenses. Students and/or parents (PLUS loans) may also be required to return funds released to them for personal expenses.

The College is responsible for returning the lesser of:

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

The student must return the difference between the total unearned aid and the amount returned by the College. Any loan funds that a student must return must be repaid according to the terms of the promissory note.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that the College may have. Therefore, you may still owe funds to the college to cover unpaid institutional charges. Montserrat may also charge you 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 Financial Aid Office.

## VIII. GALLERIES

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

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

In the **Montserrat Gallery** (1st Floor, 23 Essex Street), we exhibit 23 major exhibitions a year, featuring established practicing artists. 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 Student Showcase event and our 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.

For half of each semester, the **301 Gallery** (301 Cabot Street) is utilized to showcase the work of Montserrat students in departmental group shows and week-long senior thesis exhibitions, which students organize and install independently, with gallery staff as support. In addition, the gallery also hosts 1-2 professional exhibits per semester, often including a site-specific or collaborative element.

**Frame 301** (301 Cabot Street) is a space for site-specific installations submitted by emerging and established artists. This space is generously supported by the Massachusetts Cultural 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 invites 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: 12noon–5pm

### **301 Gallery**

Tuesday–Friday: 11:30am–2:30pm  
Saturday: 12noon–5pm

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

More daily information can be found at [www.facebook.com/montserrat.galleries](http://www.facebook.com/montserrat.galleries).

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

[www.instagram.com/bare.gallery](http://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.

## IX. STUDENT AFFAIRS

### 1. Campus Life

The Campus Life Office (1st floor, Hardie) is the place to find information on everything related to residence life, student activities, new student orientation, clubs and organizations, and student conduct.

The Campus Life staff works to foster both a supportive and inclusive community and a balance between your curricular and co-curricular life. They provide opportunities for continued growth as an individual and as an artist. The Campus Life staff supervises the Orientation Leaders and Resident Assistants, as well as student workers in the mail room and in the campus life office. If you are looking to get involved with a club or attend an activity, check the bulletin boards around campus, the Artist's Easel which is sent out on Fridays, or your Montserrat e-mail!

The Director of Campus Life oversees all aspects of Residence Life and Student Conduct, and supervises the Assistant Director of Campus Life and the Graduate Assistant for Student Affairs. The Assistant Director of Campus Life is responsible for activities, clubs and organizations, new student orientation and student conduct. The Graduate Assistant for Student Affairs serves as a Resident Assistant and works in all areas of campus life, supporting students and the campus life program. These three staff members live on-campus.

**Residence Life** is the part of the Campus Life Office that manages the student residences which include 13 buildings, 47 apartments, and approximately 290 beds. All residence halls include mostly double and triple rooms. Single rooms are available on an extremely limited basis. There is a yearly housing lottery system that determines the order by which current resident students are assigned to housing. All of 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. The Director and Assistant Director of Campus Life, along with the Graduate Assistant, support the RAs and are available to discuss concerns with resident students.

Commuting students who wish to move into on-campus housing, should contact the Director of Campus Life about availability.

**Student Conduct:** Any complaint against a student for a violation of campus policy can be filed in the Campus Life Office in Hardie. From there, a student goes through a process to determine if a policy was violated or not. The Director and Assistant Director

of Campus Life and the Graduate Assistant serve as the primary hearing officers for the College. In addition, there is a Student Conduct Board (SCB) - made up of students, faculty and staff – which can also conduct student hearings. Complete information about the student conduct procedures can be found in Section XI of this handbook.

**Activities:** The Campus Life Office works with students to provide regularly scheduled activities and events throughout the year that bring students together. Examples of these events include the annual Halloween Frightfest, Genderf\*ck Ball, De-Stress Fests, GobbleFest and the Faculty/Staff vs. Students Kickball Game. **Masks are required in order to attend any event or activity on campus. No more than 25 students are permitted in a room at a time.**

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

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

[https://www.jotform.com/Montserrat\\_CampusLife/club-proposal-form](https://www.jotform.com/Montserrat_CampusLife/club-proposal-form)

**New Student Orientation:** A group of students that work with Campus Life 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. They are an excellent source of support during the first year of college.

## 2. 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](mailto:security@montserrat.edu). Campus Security Officers are stationed at the front desk of the Hardie Building 24 hours, 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 and parking, bike registration, and access to facilities can all be directed to the Director of Campus Security.

### **3. Counseling**

At Montserrat, counseling services are provided with a focus on prevention and wellness. Janet Dauray, PhD, a licensed counseling psychologist, is available on campus, four days a week, for any questions or concerns no matter how large or small. She can be reached at [janet.dauray@montserrat.edu](mailto:janet.dauray@montserrat.edu) or at her private voicemail number 978.921.4242 ext.1200.

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

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

### **4. Dean of Students**

The Dean of Students is Maureen Wark and she can be reached at [maureen.wark@montserrat.edu](mailto:maureen.wark@montserrat.edu). Reasons you may reach out to the Dean include to discuss concerns about something in the community, a program or event idea, emergency procedures, mail issues, vending issues, how to get involved in the campus and Beverly community - anything, really! If she's not the right person, she will get you to the one who can help. Feel free to just stop in and say hello, too.

### **5. Facilities**

Montserrat College of Art has a full time facilities staff that oversees and maintains the campus buildings and grounds. The Facilities Office is located in the lower level of the Student Village at 26 Essex Street and the facilities staff is on campus Monday through Friday from 7a.m. until 5p.m.

#### ***Maintenance Requests***

Facilities uses an electronic work order ticket system for ROUTINE maintenance issues. The work order system can be found here:

<http://support.montserrat.edu/helpdesk/WebObjects/Helpdesk.woa>

Please be as descriptive as possible when creating a work ticket and make sure each area is filled out before submitting the ticket. It is important to include the SPECIFIC problem (the toilet will not empty, – **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 do only

one ticket per request. Sending in the same request several times will not expedite the request.

Facilities DOES NOT deal with 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/too much 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.

## **6. Health and Wellness**

The Health and Wellness Center is open daily when classes are in session. Hours are posted at the start of each semester, but *typically*, the office is open Monday – Thursday. Hours may vary during the fall 2020 semester.

Sheryl Max, RN, school nurse, is available to treat minor illness, injuries, and medical concerns. No appointment is necessary, as students are treated on a walk-in basis and all visits are welcome. In addition to dispensing advice, providing minor treatments and over the counter medications, the nurse will refer students to the North Shore Physicians Group, AFC Urgent Care, North Shore Urgent Care or local hospital when necessary.

## **7. Student Health Insurance**

Massachusetts law requires all college students enrolled at least 3/4 time (9 credits or more) to be covered by a qualified health insurance program. Montserrat, working with University Health Plans, offers a student-focused health insurance plan that fulfills this requirement. All eligible students are automatically enrolled in and billed for this plan each year unless completing the waiver process by the required deadlines. To waive the student health insurance plan, students must complete an online waiver and submit proof of comparable coverage each year. For the 2020-2021 school year, the on-line waiver is available at [https://www.universityhealthplans.com/letters/letter.cgi?group\\_id=300](https://www.universityhealthplans.com/letters/letter.cgi?group_id=300) and must be completed by July 15, 2020 for students entering the Fall 2020 semester and by January 1, 2021 for all students who begin their enrollment at Montserrat in the Spring 2021 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. ([www.universityhealthplans.com](http://www.universityhealthplans.com)). A master copy of the policy is located in both the Dean of Students Office and the Health Office in the Hardie Building and more information is available at [https://www.universityhealthplans.com/letters/letter.cgi?group\\_id=300](https://www.universityhealthplans.com/letters/letter.cgi?group_id=300). Students will be issued insurance cards at the start of their entering semester. Students who successfully waive the college plan need to carry the name of their health insurance provider and account number while at Montserrat.

## X. GENERAL INFORMATION

### 1. Academic Building Key Policy for Classrooms and Studios

Students may be assigned keys, if necessary, to rooms in academic buildings for their academic studies, usually for the purpose of senior studio space, particularly in the Hardie Building. Senior Capstone Faculty must submit a list of students who are eligible to receive keys to the Dean of Students, in advance of the start of classes. In order to receive a key, students must sign a key agreement. If a student does not wish to sign out 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 Dean of Students at the end of the semester or end of the school year, whichever is appropriate. In the event that a student loses or fails to return any issued keys in person to the Dean of Students, a Business Office (SFS) HOLD shall be placed on the student's account, 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 by the end of their work shift or their supervisor will be notified that the keys are missing.

### 2. 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 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.

### 3. Bike Registration

***Riding or keeping a bicycle on campus?*** Please stop by the Security Desk at Hardie to register your bicycle. You will need to complete a registration form, including your name, on-campus address, cell phone number, bicycle model & color including any stand out attributes. After completing the form, you will be issued a permit sticker so your bicycle can be identified in the unlikely event of needing to move it due to weather or other such emergency. There are bike racks around campus - you need to provide the lock!

#### **4. Bulletin Boards**

Students should check bulletin boards regularly for information about exhibitions, events, student organizations, job listings and more. Anyone interested in posting or distributing a flyer must have it approved by emailing [Mitchell.Benedetti@montserrat.edu](mailto:Mitchell.Benedetti@montserrat.edu). Approved flyers can be dropped off in Mitchell Benedetti's mailbox in the mailroom. Flyers are given a two-week lifespan, and will be removed after 15 days. Flyers that are not approved, or that are hung up inappropriately (location, method, etc.) will be removed immediately.

#### **5. 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.

#### **6. Cancellation of Classes Due to Weather**

New England weather sometimes necessitates the cancellation or delay of classes at the College. The closing will be posted on the front page of the College's website at [www.montserrat.edu](http://www.montserrat.edu). In addition, it will be texted to cellphones of those who sign up for messaging through the Omnilert system (see #14 below). School delays or closings are also emailed to all students, faculty and staff through regular Montserrat email.

Also, the College announces cancellation or delay of classes at WBZ radio (1030AM) and television stations WBTS – Channel 10, WBZ-TV-Channel 4, WCVB – Channel 5, WHDH-Channels 7 and 56, WFXT – Channel 25 and NECN – Channel 40.

#### **7. E-mail**

**Montserrat E-mail is an official form of communication to students at Montserrat College of Art. The College may send communications to students by e-mail and has the expectation that those communications will be received and read 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 3<sup>rd</sup> 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 in the weeks following commencement (this includes: Cafe, Canvas, Adobe Creative Cloud, Network accounts, Print Credits, etc.)

## **8. First Aid Kits**

First aid kits are available throughout the campus and are refilled when the need arises by the Health Office. Please notify the Health Office if a kit needs supplies. Additional safety information is included in the Sections XII – XIII in this handbook. In case of a medical emergency, students should call 911 and then notify College personnel immediately. **You can always call Security at 978-626-2176.**

## **9. Grievances**

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

A Bias Response Team will be established to be an intake and response group for bias incidents. All written reports will go to the BRT for immediate follow-up and action. More details about the BRT, areas that will be covered, etc. will be made available as the fall semester begins.

## **10. 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 at <https://print.montserrat.edu/user>. As long as you

have enough credit in your account, then you may come to the Center for Technology Solutions to get your new card during the designated hours.

## **11. Information Technology**

### *a) 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 backup their data elsewhere in the event of data storage failure. Each student workstation also has a dedicated volume for working on large data files such as Adobe 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 backing up student data.

### *b) Student Data Year End Removal*

Student’s data will be removed each year on June 1<sup>st</sup>.

### *c) Print Credits*

New students will automatically receive \$10 dollars in print credits at the beginning of their first semester. Additional print credits may be purchased via the Papercut account portal at <https://print.montserrat.edu/user>.

Misprints or errors can be refunded, but account balances will not be credited back to transferring or graduating students - please plan your print credit purchases accordingly.

### *d) MCA Support*

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

### *e) Required Laptop*

Starting with the incoming Class of 2023 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.

## **12. 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 [Mitchell.Benedetti@montserrat.edu](mailto:Mitchell.Benedetti@montserrat.edu). Campus Life will provide the student 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.

### **13. 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	<a href="http://www.icaboston.org">http://www.icaboston.org</a>
Museum of Fine Art	Boston, MA	<a href="http://www.mfa.org/">http://www.mfa.org/</a>
Peabody Essex Museum	Salem, MA	<a href="http://www.pem.org/">http://www.pem.org/</a>

### **14. Omnilert (formerly 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 (<https://www.facebook.com/MontserratCollegeofArt>) in the case of a safety issue or school closing.

Students, faculty and staff need to sign up here for this valuable tool - <https://montserrat.omnilert.net/subscriber.php>. Once you are signed up, you can go to the login page to access the system, if necessary. Note that registration is good for two years. You will receive an alert when your registration is expiring.

### **15. 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 its residences, 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*).

### **16. Parking**

All students and employees, except freshmen, may have a motor vehicle on campus. Under rare circumstances, a freshman may request a waiver to have a vehicle on campus. The waiver request form can be found here: <https://form.jotform.com/202055336348048>

Each individual assumes all responsibility for their vehicle. Montserrat College of Art provides parking on a space available basis. **THERE IS NO DESIGNATED STUDENT**

PARKING on campus. There is no guarantee that anyone will be able to park in close proximity to academic buildings, offices or residence halls.

## **REGISTRATION**

All students and employees must register their vehicles on campus.

Student registration form: <https://form.jotform.com/202045575719054>

Owners must personally register their vehicle. **All decals must be visible on the driver's side rear 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.**

## **AVAILABLE PARKING**

Parking is available at the following locations:

Dane Street/Highrock Church parking lot. Monday 8:00am thru Friday 6:00pm. Parking is available on a first come first serve basis in yellow parking spaces only, except for the spaces closest to the building at the north side of the lot. The Dane Street Church uses the parking lot for church services during week nights and on the weekends, so no parking is permitted. Vehicles illegally parked (no stickers, not in the designated yellow spaces, etc.) in the Dane St./Highrock Church lot shall be subject to violation notice and/or towing at vehicle owner's expense.

Winter Street and much of Essex Street offer free parking.

Public pay lots on Federal Street and Pond Street.

Students may park in the Hardie lot from 6pm - 11pm, daily.

**Parking IS NOT permitted in the lot directly behind 248 Cabot St., behind 301 Cabot St, including the Veterinarian's parking lot, Beverly Public Library lot, the Ocean View lot near Watch Hill Lane or the Hardie Building (until the evening hours). Visitors spaces located in front of the Hardie Building 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.**

After three violations are issued, the student may lose parking privileges on campus.

## **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 weekend and during student move-out weekend.


Handicap parking spaces are reserved for those with state-issued handicap placards or license plates. Parking tickets may be issued by the City of Beverly for handicapped parking violations, in addition to the College. Handicap parking spaces are located at the front and the rear of the Hardie Building.

Please contact the Director of Campus Security if you have any special parking requests. Any requests shall be approved or denied on a case-by-case basis.

If you have received a violation and/or been towed, please note the following:

- Students who are issued parking violations are in violation of the Montserrat College of Art Community Standards.
- Any student who receives a parking violation will be contacted by a member of the Campus Life staff to schedule a meeting.
- Violations will not be dismissed for lost or forgotten permits, improperly displayed permits, parking “for only a short period of time”, or a lack of knowledge of parking rules and regulations.

**The following are causes for immediate tow:**

- Parking in a **marked handicapped space** (  ) without displaying the appropriate state placard, permit, or license.
- 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 plowing.

Parking violation fines are as follows:

Fire Lane	\$50.00
Unauthorized Parking	\$25.00
Handicapped Parking, no placard or plate	\$250.00 - \$450.00
	<i>(Beverly parking enforcement)</i>

**Any and all towed vehicles shall be at the vehicle owner's expense by "Big Jim's Towing" located at 13 Creek St., Beverly, Ma. 01915. The telephone number is 978-927-9809.**

Montserrat College of Art reserves the right to revoke a parking permit and privileges at any time.

To learn more about parking, please contact the Dean of Students. She can be reached at [maureen.wark@montserrate.edu](mailto:maureen.wark@montserrate.edu) or call 978.921.4242 x 1130. You may also reach out to the Director of Campus Security.

### **VISITOR SPACES**

Parking spaces designated by signs that read: "Reserved" and "Visitors" have been set aside by the College. Parking is prohibited in those spaces at all times, without prior authorization from the Director of Campus Security or the Dean of Students.

### **PARKING BANS**

City-wide parking restrictions will apply in the event of a Weather Emergency. During a city-wide snow emergency, parking on any public street is prohibited. Parking in the Hardie lot, as well as the Dane St. Church lot is PROHIBITED during a snow emergency. There are blue "snow ban" lights at many intersections in Beverly, including at the Essex St / Dane St intersection near the Hardie Building and near the Salem/Beverly bridge. The lights are lit when a parking ban is in effect. Information will be sent to your Montserrat e-mail account, but you can find information here on those days: <http://www.beverlyma.gov/>.

### **17. Personal Property**

Montserrat College of Art is not liable for the loss, theft of, or damage to any personal property belonging to residents. Students are encouraged to either carry their own personal property insurance or make certain they are covered by their family's home owner's insurance, particularly with respect to unsecured valuables, computers, mobile telephones, bicycles, etc. Students are encouraged to bring some means of securing their valuables in residence halls, such as small trunks or fire boxes that can be locked. 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.

### **18. Public 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](http://www.mbta.com).

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

#### *Specific examples:*

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

### ***Respect for Resources***

The College intends its computers and network to serve as a support for the widest possible number of its community and activities. They are a resource which is both



shared and finite. Their use by any constituency must be reasonable with regard to its impact on all other users.

*Specific examples:*

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

***Respect for Community***

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

*Specific examples:*

- The creation and sending of email or other messages which are harassing, degrading, libelous or otherwise harmful is unacceptable.

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

### *Overview and Violations*

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

#### *Specific examples:*

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

## **20. Smoking**

All Montserrat College of Art buildings are designated as smoke-free environments. Smoking is not permitted in any student residence or apartment including living rooms and other common areas in the residence halls. 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.) Smoking on the Montserrat College of Art campus is restricted to the designated smoking area which is behind the Student Village by Electric Box 1. Please properly dispose of cigarette butts both on campus and elsewhere in Beverly. Failure to abide by the policy will result in referral to the college conduct process.

## 21. Social Media Policy

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

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 HIPPA. Adhere to all applicable college privacy and confidentiality policies. Students who share confidential information do so at the risk of disciplinary action.

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

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

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

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

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

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

The College maintains social media accounts on Facebook, Twitter, Pinterest, Instagram Vimeo and YouTube and encourages students to follow and share information that can be posted about their work, events and college happenings. Contact Jo Broderick at [jo.broderick@montserrat.edu](mailto:jo.broderick@montserrat.edu).

Facebook.com/MontserratCollegeofArt

Twitter @MontCollegeArt

Instagram @MontCollegeArt

Pinterest [pinterest.com/MontCollegeArt](https://www.pinterest.com/MontCollegeArt)

Snapchat @MontCollegeArt

<https://vimeo.com/montserratcollegeart>

<https://www.youtube.com/user/MontserratCollegeArt>

## **22. Student Employment**

A limited number of on-campus positions are available to students each year. The Human Resources Department manages the student employment program. Working on campus provides students opportunities to become involved in the College and become better acquainted with faculty and staff. Open positions are posted in August on the College's website at <http://www.montserrat.edu/student-employment/>.

All students are notified through their Montserrat email that open positions have been posted. Students looking for on campus employment are directed to view open positions online and 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. All new hire paperwork for student employees is available in the Human Resource Office. Student employees are paid \$12.75/ hour on a bi-weekly basis in accordance with the Massachusetts State Laws. Students are allowed to work a maximum of 15 hours per week on campus.

For more detailed information, please see Montserrat's Student Employment Handbook found on the website at <http://www.montserrat.edu/student-employment/>

### 23. Student Lounge

The Student Lounge is located on the Lower Level of the Student Village and is open to all! **Masks must be worn while using the lounge at all times and no more than 25 students are allowed in the space at a time.** It is used for relaxing, reading, studying, eating lunch, watching movies, as well as Campus Life programming and activities. Since the Student Lounge is a community space, any student programs that wish to use the Student Lounge must reserve the space through the Assistant Director of Campus Life by emailing [Mitchell.Benedetti@montserrat.edu](mailto:Mitchell.Benedetti@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.

### 24. Student Mail Boxes

Student mail boxes are located on the first floor of the Hardie Building. All students are assigned a mail box 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 mail box every day for notices, and letter-sized mail addressed to the student. Faculty often put graded work into student mail boxes, especially at the end of the semester. The mail boxes are rather small and can't hold more than a few magazines and a few pieces of mail. *It is important to clean out your box or your mail will be held in the mail room until there is room to put it into your mail box.*

Packages will be held in the Campus Mailroom and students will be notified VIA E-MAIL that they have a package. The mail room hours are TBD at the start of each semester. Students should never enter the mail room to retrieve packages on their own. The student mail room is not open during breaks, 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 ([www.usps.com](http://www.usps.com)) for mail to be forwarded. Don't forget to update your mail with any vendors you use - Amazon, Etsy, etc. - as we can not forward packages. Any mail that arrives during the summer or after a student leaves the college will be 'returned to sender'. ***Students should tell friends and family to address mail to: Student Name (Box #) Montserrat College of Art, 23 Essex Street, Beverly, MA 01915. Your residence hall should NOT be used as your address. As long as your given or chosen name, INCLUDING your last name, is on the mail, you will get it.***

### 25. 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](#). Students should be prepared for the fact that the

purchase of additional materials may be required during the course of the semester. The list, when it is ready, can be found at <http://www.montserrat.edu/registrar/> in the drop-down menu at the bottom of the page.

For residential students and students who have access to local options, Montserrat College of Art has partnered with [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 via [www.allartsupplies.com](http://www.allartsupplies.com) and have them delivered to campus the next day (except on weekends). When you place your online order, use 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) <https://www.salemartma.com/> and Artist & Craftsman Supply (751 Broadway, Saugus, MA) <https://artistcraftsman.com/store-art-supplies-north-boston-saugus-ma>. Discounts may apply at both stores if you show your school ID.

Books are also available locally through Copper Dog Books (272 Cabot St., Beverly): <https://www.copperdogbooks.com/>

## **26. Vending**

The Montserrat Micro Mart is located on the first floor of Hardie and is open when Hardie is open, although hours may be adjusted based on usage. Additional vending machines are located on the lower level of 248 Cabot St. and on the lower level of the Student Village, in the Student Lounge. Vending on campus is through LTD Refreshments.

Students who lose money in a vending machine or have an issue in the Micro Mart should notify the Campus Life or Dean of Students Office. 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.

## **27. Voter Registration**

2020 is a Presidential Election year! It only happens every four years, so be sure that you are registered to vote!

Student who reside in Massachusetts WHILE attending Montserrat can opt to register as a voter in Beverly or back at their 'permanent home'.

Massachusetts Voter Registration forms are available at <http://www.sec.state.ma.us/ele/eleifv/howreg.htm>

To find out how to register in your home state, registration deadlines, etc., you can reach out to the town/city hall in your hometown or use either of these websites:

<https://www.rockthevote.org/> or <http://nationalvoterregistrationday.org/register-to-vote/>

## **28. YMCA Membership**

All enrolled students at Montserrat College of Art receive a membership to the Greater Beverly YMCA. Students can visit the 254 Essex Street facility, free of charge. Students will receive a YMCA ID after their initial visit. Take advantage of your membership! Check out the facilities before heading out at

<http://www.northshoremca.org/locations/greater-beverly/>

## **XI. 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.



## ***Reporting Criminal Acts Occurring on Campus***

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

### ***1. College Conduct Proceedings***

#### ***Initiation 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 Director of Campus Life. A conduct officer will be assigned and will conduct a review of the allegation and determine if there is a need to proceed.

Once it is determined that disciplinary proceedings will be initiated, written notification of the alleged charges will be sent to the accused student(s). Notification will specify the alleged violation of the College's Student Code of Conduct, and advise the charged student to attend an initial meeting, within 72 hours of notification of the charges.

#### ***Initial Meeting***

Upon written notification of charges, a student will be notified to schedule a meeting with a Conduct Officer. If the student does not schedule the meeting within the time period specified in the notification, they waive the right to a meeting and will subsequently be notified of the outcome of the case, based on the Conduct Officer's review of the case.

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

1. Introduction by the Conduct Officer
2. Discuss alleged violation(s)
3. Allow student to respond to alleged violations
4. Student will state "responsible" or "not responsible."
5. Resolution/ Choice of Action

Decisions of the Conduct Officer will be made based upon a determination of whether it is more likely than not that the student violated the Student Code of Conduct.

At the conclusion of the initial meeting, the Conduct Officer will determine whether the student violated the college policies that the student is alleged to have violated and assign appropriate sanction. At that point the student can choose to proceed in one of the following ways:

1. Accept responsibility for the violations
2. Reject responsibility for the violations

If a student chooses option 1, the conduct proceedings will conclude and the ‘initial meeting’ will become the ‘administrative hearing’. The student will be notified in writing of the decision and sanction(s) imposed. 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.

If a student chooses option 2, the conduct process will proceed with either an Administrative Hearing or a Student Conduct Board.

### *Administrative Hearing*

An administrative hearing occurs only if a student chooses to challenge the initial charges after an initial meeting. In an Administrative Hearing, a new Conduct Officer is assigned to the case and the case is heard in full.

Generally, but not always, the order of an Administrative Hearing will proceed as follows:

1. Introduction by the Conduct Officer
2. Discuss alleged violation(s)
3. Allow student to respond to alleged violations
4. Student will state “responsible” or “not responsible.”
5. All aspects of the alleged violations will be considered, including input by all involved (staff, security, other students, etc.)
6. Resolution

At the conclusion of the Administrative Hearing, the Conduct Officer will determine responsibility of the student in regard to the violation and assign sanctions. All procedural questions and decisions are subject to the final decision of the Administrative Conduct Officer.

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

### **Overview of the Student Conduct Board Hearing**

1. The Student Conduct Board (SCB) is comprised of students, and/or faculty and staff and hears allegations of violations of College policies. Hearings are recorded and all

recordings are destroyed after the appeal deadlines have been reached (with the rare exception of hearings where students are dismissed from the college.

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

### *Appeal Procedures*

Students may appeal the decision of an Administrative Hearing/ Student Conduct Board if the student believes that

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

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

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

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

*In an extenuating circumstance, the Initial Meeting, Administrative Hearing or Student Conduct Board can be held virtually via video conference. To request video conference, a student must submit a request, in writing to the Hearing Officer for the case.*

**The sanctions available through student conduct (administrative hearing or student conduct board hearing) include, but are not limited to the following:**

- Warnings: Reserved for minor violations.
- Fines: Beginning at \$25.00
- 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.
- Restitution of Damages: Students may be required to make restitution of damages to other students, to Montserrat College of Art, or to any other parties harmed by their actions.
- Educational assignments/programming.
- Behavior Agreements: At times, 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 behavior has become an issue for the larger community. Should a behavioral agreement be entered into between a student and the College, the College maintains the right to handle any violations of the agreement administratively rather than through the conduct board. Violations of the agreement may result in referral to the Student Conduct Board.
- Disciplinary Probation: Disciplinary Probation results from findings of unacceptable student behavior as defined by College Student Code of Conduct and/or by federal, state and/or local law. Further violations of the code of conduct while on disciplinary probation may lead to removal/suspension from on campus housing or suspension from the College. Students may be placed on Disciplinary Probation for as little as one semester up to the remainder of their enrollment at the College. 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 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 Dean of Students 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 Dean of Students. Should a student be sanctioned with expulsion, they will not be allowed to return Montserrat College of Art.

### **Sanctions for violation of alcohol and drug policy**

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

## ***2. 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.

#### **1. Alcohol and Drug Policies**

The following behaviors are prohibited:

- a. Possession, use, or distribution of any controlled substance or illegal drug, including marijuana
- b. Possession, use, or distribution of any drug paraphernalia
- c. Illegal use, possession, or distribution of alcoholic beverages
- d. Use, possession, or distribution of alcoholic beverage in campus residences
- e. Use, possession, or distribution of any controlled substance or illegal drug, including marijuana in campus residences

- f. Unauthorized use of alcoholic beverages and/or any controlled substance or illegal drug, including marijuana in campus facilities
- g. Public intoxication (alcohol and/or drugs)
- h. Drunk and/or disorderly conduct
- i. 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 the 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.

#### *(A) State Law & Alcohol Use*

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

of alcohol or with open containers of alcohol is illegal for all persons and is similarly subject to arrest and criminal prosecution. A person in possession of an open container of an alcoholic beverage on public property may be arrested.

A person under twenty-one who is in possession of an alcoholic beverage may be arrested and fined. (M.G.L. c.90 section 24). A person under twenty-one who operates a motor vehicle containing any alcoholic beverage may be arrested fined and have their driver's license suspended for three months. (M.G.L. c.90 section 24).

Persons under 21 years 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 greatly increased for any offense after this. (M.G.L. c.90 section 24). Persons using false identification, identification of another, or altered it or falsely obtained ID cards may be arrested, imprisoned for three months and fined. (M.G.L. c.90 section 24).

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

#### *(B) Social Host Law*

Massachusetts has a social host law, (M.G.L. c.138 section 34), which imposes potential liability on social hosts as a result of their serving alcohol to obviously intoxicated persons or persons under 21 years of age. Students who provide alcohol to minors, including students living in off campus residences, will be subject to disciplinary action by the College in addition to possible charges by the state punishable by a fine of not more than \$2,000 or by imprisonment for not more than one year, or both.



*(C) State Law & Drug Use*

Federal, state and local laws prohibit the manufacture, distribution, possession and/or use of controlled substances (illegal drugs) and the illicit use of prescription drugs. Violation of these laws is a criminal offense subject to arrest and criminal prosecution in state and/or federal courts.

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

*(D) Health and Safety Contact Information*

Local:

**Lahey Health Behavioral Services** (counseling/psychotherapy, substance use treatment), 800 Cummings Center, Beverly, MA, 978.921.1190,  
<http://www.nebhealth.org/>

**North Shore Rape Crisis Center, 20 Central Street, Suite 510, Lynn, MA,**  
800.922.8772 24-HOUR HOTLINE [www.nsrcc.org](http://www.nsrcc.org)

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

**HAWC Hotline** (Healing Abuse Working for Change), 27 Congress Street, Salem, MA,  
1.800.547.1649

<http://www.hawcdv.org/>

**Health Quarters, 100 Cummings Center, Suite 131-Q, Beverly, MA 01915,**  
1.978.922.4490

<http://www.healthq.org/>

Regional and National:

**Alcoholics Anonymous:** <https://www.aa.org/>, [www.aaemass.org](http://www.aaemass.org)

**Narcotics Anonymous, 1.866.624.3578,** [www.na.org/](http://www.na.org/)

**Al-Anon and Al-Teen of Massachusetts, 1.508.336.0556,** [www.ma-al-anon-alateen.org](http://www.ma-al-anon-alateen.org)

**Aids Action Hotline** (HIV and STD Hotline), 1.800.235.2331, <http://www.aac.org/>

**Lawyer Referral Service, Massachusetts Bar Association, 1.800.392.6164**

<http://www.massbar.org/public/lawyer-referral-service>

## **2. 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 MUST contact the Disabilities Services Office by May 1 for fall housing and by November 1 for spring housing. The full emotional support animal policy can be found here: <https://www.montserrat.edu/wp-content/uploads/Emotional-Support-Animal-Policy-and-Agreement.docx.pdf>

## **3. 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.

## **4. Dangerous Behavior**

Dangerous behavior is prohibited and is defined as:

1. Any conduct which threatens or endangers the health or safety of any person(s).
2. Cutting/self-mutilation and/or any other behavior or action which may be deemed dangerous to self or others.
3. 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.

*(A) Evaluation*

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

- An action or pattern of actions (including speech) indicating that a student is a clear and imminent danger to self (for example, suicide threats, gestures and attempts, self-mutilation, self-starvation, and other self-destructive behavior).
- Action or pattern of actions (including speech) indicating that a student is a clear and imminent danger to others (for example, threats of violence and acts of violence).

The student must sign a release of information form authorizing the psychiatrist to consult with Montserrat staff regarding the evaluation. The evaluation must be completed within 24 hours of the date of written or oral notice or as soon as reasonable as determined by the Dean of Students or designee. The Dean of Students or designee may grant an extension for completion. The psychiatrist must be a neutral party, neither on retainer by Montserrat College of Art or the student's private therapist.

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

If the psychiatrist's professional opinion is that the student is a clear and imminent danger to self or others, the 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 psychiatrist's professional opinion into consideration in determining whether the College can safely and responsibly allow the student to return to campus and/or to College housing, the Dean of Students will have final authority in determining whether the student may return to campus and/or in College housing.

*(B) Opportunity to dispute the decision*

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

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

*(C) Required Withdrawal from Housing and/or from the College*

Students may be required to withdraw from College and/or College housing for one or more semesters as specified by the 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.

*(D) Return after Required Withdrawal*

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

## **5. Dishonesty**

- a. 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.*
- b. All other forms of dishonesty are prohibited including, but not limited to:
  - knowingly furnishing false information to the institution.
  - Forgery, alteration and/or use of institutional documents of identification with intent to defraud.
  - 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.

## **6. 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.

## **7. 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.

## **8. Gambling**

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

## **9. 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**

#### *269.17 Hazing Prohibited; Definition; Penalties*

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

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on

public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

*269.18 Failure to Report Hazing; Penalty*

<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269/Section18>

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.

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

<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269/Section19>

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.

## **10. Intolerance, Physical Violence, 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.

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

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

### *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.

### **11. 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 any sound-producing machines (radios, stereos, computers, TVs, musical instruments, etc.) to be so loud as to become a nuisance.

### **12. Restricted Areas**

While Montserrat strives to maintain an open campus atmosphere, some designated areas are off limits to students when not attended by authorized personnel. 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.

### **13. Sexual Harassment/Sexual Misconduct**

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

All portions of the Sexual Misconduct Policy apply to:

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

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

The College will respond promptly to all complaints. Where it is determined that such inappropriate conduct has occurred, the College will act to eliminate the conduct and



impose such corrective action as is necessary, including disciplinary action where appropriate. Sexual Harassment is prohibited under the Title VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972, the Violence Against Women Act of 1994, and Chapter 151B and 151C of the Massachusetts General Laws.

*(A) Definition of Sexual Harassment*

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as terms or condition of employment or as a basis for employment decisions; or
- (b) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all examples of conduct that constitutes sexual harassment under the definition, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

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

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

*(B) Sexual Misconduct*

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

IX policies are being reviewed and will be added to this handbook.

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

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

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

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

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

- **Dating Violence**

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

- **Domestic/Intimate Partner Violence**

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

- **Sexual assault**

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

- **Stalking**

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

- **Consent**

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

Furthermore, consent is not effective if a person is coerced, pressured, intimidated or threatened.

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

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

**Title IX Coordinator:** Christin Bouranis, Human Resources Generalist, 24 Essex St., 2<sup>nd</sup> floor. 978-921-4242 ext.1171.

**Deputy Title IX Coordinator:** Maureen Wark, Dean of Students, Hardie Building, 1<sup>st</sup> floor, 978-921-4242 ext. 1130.

Students may also report a sexual assault or sexual misconduct and pursue possible criminal prosecution. Any of the resources listed above can help you arrange initial contact with local police or, you may contact law enforcement directly by calling 911.

**Confidentiality:** A survivor may speak confidentiality with the College's Counseling Psychologist or an off-campus resource such as the North Shore Rape Crisis Center.

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

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

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

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

*(E) Reporting the incident for investigation.*

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

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

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

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

*(F) Campus investigation procedures*

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

When the College has completed its investigation, it will inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation, simultaneously. If it is determined that inappropriate conduct has occurred, the College will act to eliminate the offending conduct, and when appropriate, impose disciplinary action on the offending individual.

*During the entire process, the survivor will have:*

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

*During the entire process, the accused will have:*

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

### *(G) Disciplinary Action*

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

In order to create an environment that encourages victims to report and pursue action relative to incidents of sexual misconduct, the College may choose not to pursue student conduct violations committed by the complainant (such as alcohol violations) related to the sexual misconduct incident. In those rare instances where violations are processed, they will be addressed through the use of educational methods such as counseling,

community service, and/or educational workshops. Victims will not be subject to fines or removal from housing or the College.

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

#### *(H) Retaliation*

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

#### *(I) Campus Education/Prevention Programs*

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

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

### **Medical Treatment**

#### **Local Emergency Service 911**

Campus Health Center, 1<sup>st</sup> floor, 24 Essex St., ext. 1300

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

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

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

### **Safety**

#### **Beverly Police Department 911**

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

### **Counseling and Emotional Support**

Counseling Center, 1<sup>st</sup> floor Hardie, ext. 1200

North Shore Rape Crisis Center, Lynn, MA 800.922.8772

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

Lahey Behavioral Health Services, 978-921-1190

### **Campus Offices**

Dean of Students Office, 1<sup>st</sup> floor Hardie, ext. 1130

Title IX Coordinator, 2<sup>nd</sup> floor, 24 Essex St., ext. 1171

Campus Life Office, 1<sup>st</sup> floor Hardie, ext. 1134

## **State and Federal Remedies for Formal Complaints**

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

### **Addresses & Contact Info**

U.S. Equal Employment Opportunity Commission - Boston Area Office  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone: 1-800-669-4000  
Fax: 617-565-3196  
TTY: 1-800-669-6820

Massachusetts Commission Against Discrimination (“MCAD”)  
Boston Office:  
One Ashburton Place, Room 601  
Boston, MA 02108  
Phone: 617-727-3990  
Fax: 617-994-6024  
TTY: 617-994-6196

## **15. Theft/Access**

The following actions are prohibited:

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

## **16. Vandalism**

- a. Vandalism, the intentional damage, destruction, and/or defacement (graffiti, tagging, etc.) of Montserrat College of Art property is prohibited.
- b. 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.

## **17. 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.

## **18. Weapons**

No weapons, real or decorative, even realistic replicas or toy versions, are allowed on campus, including any residence where students live. College officials will not hesitate to call the police if a student or a guest brings a weapon of any kind into an academic building or a college residence. Failure to observe this policy will result in confiscation as well as Conduct Board action. Violation of this policy may also be considered "dangerous behavior" which could result in removal from college housing or discontinuation of enrollment. (See *Dangerous Behavior* section of this handbook)

If you have a question as to whether or not an item is a weapon, please ask the Director or Assistant Director of Campus Life before bringing the item onto the premises. The College considers the following to be weapons; guns, firearms, air rifles/pistols, b-b/pellet guns, paint guns, swords, knives, brass knuckles, gougers, throwing stars, firecrackers/fireworks, explosives, slingshots, pepper spray/mace, or any other objects commonly used as a weapon. In addition, any object or tool used to intimidate, threaten, or inflict harm will also be considered a weapon.

'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 do 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.

## **XII. FIRE SAFETY - Studios, classrooms & 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.

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 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 Dane Street Church parking lot
248 Cabot St:	In the front of the building move 50 feet down the sidewalk. In the rear of the building, move to the far end of the public parking 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 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 location of fire extinguishers, alarms and exits. If you discover a fire, sound alarm and call 911 first, then call the Security phone at **978-430-7304**.

### **XIII. MEDICAL EMERGENCIES**

#### **1. Medical Emergency**

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
- 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 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: \_\_\_\_\_

Accidents: For minor accidents, students have access to first aid kits which are located on each floor in all of Montserrat's academic buildings. The nurse, during office hours, can provide immediate first aid care as well.

#### **2. Blood borne pathogens**

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

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

These Universal Precautions have made their way into mainstream society and are the standardized procedures for dealing with BBF.

### *Universal precautions guidelines*

- Treat all situations involving potential contact with blood and body fluids (BBF) or medical waste with caution.
- Wear protective gloves on both hands when dealing with any BBF, whether or not it involves direct contact with fluids or soaked clothing and or clean up materials. Wash hands immediately after removing protective gloves.
- Wear a mask if splashing of BBF is anticipated to protect the mucous membranes of the nose and mouth.
- BBF soaked clothing or materials should be handled as little as possible with minimum agitation. If possible, all material should be bagged in impervious bags that prevent leakage. The Health & Wellness Center has these bags. Bagged materials must be placed in covered containers with secure tops.
- Area surfaces and/or articles that are grossly soiled with BBF must be cleaned with detergent/disinfectant. Common house bleach will kill blood borne pathogens. Use it to clean up any areas or tools that have been contaminated with BBFs.

### *LOCATION OF FIRST AID AND BLOODBORNE PATHOGEN CLEANUP KITS*

#### **Hardie Building**

- Basement: Next to 'Right to Know' Station
- Printmaking: In the arched doorway
- First floor: Front desk – Security AND near the restrooms
- Second floor: Adjacent to the snack vending machine
- Third Floor: Right to Know Station in Essex Street side lobby

#### **248 Cabot Street**

- 1st floor hallway, outside of the bathrooms
- B105, outside of the kitchenette
- 2nd floor, on the wall by the bathroom

#### **301 Cabot Street**

- Posting wall for senior seminar
- Outside woodshop 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 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!**

## **XIV. SAFE STUDIOS**

This safety information below is intended to make students aware of the guidelines and protocols designed to help keep you safe and healthy during the time you spend at Montserrat College of Art. Please take the time to read and familiarize yourself with all the different aspects of this section, because your safety and long term health can depend on it. Do not cut yourself short by being unaware of all the potential health risks associated with the artist materials you will be using every day.

### **1. Handling Materials**

This section is intended to make you aware of established guidelines for handling many of the toxic materials found in the art community. As a student of the arts you will be exposed to these materials in the classes you take, studios of other artists you may visit, and the supplies you purchase for your own work. Please read it and keep it handy. For you to gain a better understanding of the hazards associated with artist materials we have placed Right to Know Stations for you through the different departments of the College. We also have an online resource MSDS online 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.

### **2. Safety Data Sheets (SDS)**

The Right to Know Stations and MSDSonline are comprised of 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 about a specific substance. SDS sheets do not all read the same and some are much more difficult to read than others. Ask your teacher, technician or the area's department 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.

#### ***(A) Painting Department***

##### *Pigments/Pastels*

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

addition, using oil-based pastels and dustless chalks reduces exposure to hazardous pigments. Some powdered dyes are sold as pigments. In general, dyes in this form are even more hazardous than pigments. Dyes should never be used in ways which can result in exposure to dye powders, and every precaution should be taken when using techniques incorporating the use of powdered pigments. Pigments are not hazardous once applied and sealed. Hazardous conditions will be created through methods such as distressing, sanding, or heating the surface. Highly toxic pigments such as lead should never be used because not only do they endanger the artist but, the finished product is always a potential hazard to conservators if it is repaired, or children if it is abandoned (for example).

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

Water based paints by themselves are not considered toxic by OSHA, however, some types may release small amounts of formaldehyde and ammonia during drying. These substances can cause respiratory irritation and allergies. Formaldehyde is listed as a probable human carcinogen by the EPA (Environmental Protection Agency). When using these paints, you should provide a small amount of dilution ventilation such as an open window or small exhaust fan.

Please use the following guidelines when using acrylic paint:

1. Load your palette with only as much paint as you will use in one sitting.
2. Unused acrylic paint must be returned to the original tube or other airtight container. Paint intended for the trash must be allowed to dry and solidify.
3. Clean up remaining paint residue from all materials with paper towel or cloth and then dispose of the rags in the same red container used for oil-based paints. These barrels are located in all of the painting studios as well as the senior workspaces at 301 Cabot and B248.
4. You may wash your brushes and or palette knives in the sink with water and soap. Water based paints and inks are thinned and cleaned with water.
5. Dispose of waste water in sink.

*Oil-Based Paint and Mediums*

Oil -based paints and related media are often used with solvents and require more stringent protocols for handling and disposing. Proper (dilution) ventilation needs to be used. Dilution ventilation is nothing more than an open window or a vented studio. The outside air mixes with the contaminated air, reducing the contaminants to an acceptable level. This type of ventilation works best with acrylic paint, and can be effective with oil



based paint if the workstation is close enough to the window or vent. 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:

1. Load your pallet with only as much paint as you will use in one sitting.
2. Unused oil-based paint must be returned to the original tube or other airtight container. Paint intended for the trash must be allowed to dry and solidify. Never throw wet paint into the trash. Wet oil-paint should be disposed of in the oil-based solids can located in the painting studios, printmaking studios, and senior fine arts seminar workspace.
3. Clean up remaining paint residue from all materials with 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)
4. 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.
5. Waste solvent and mediums should never be poured down the sink, toilet, or tub, but in the designated solvent waste containers located in the painting classrooms. There are also solvent waste containers located in the senior seminar areas. If you need to dispose of solvent waste when you are not in class, please use the 15 gallon container located in the 301 Cabot St. senior studios. It is located next to the spray booth.
6. 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.
7. 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:*

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

### *Ventilation*

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

Any aerosol applications like spray fixing drawings or using spray paint must be done in a spray booth or outside. There are spray booths located in both of the 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.

## ***(B) Printmaking and Book Arts***

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

### *Water-based Ink, Gum Arabic, Emulsion and Mediums*

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

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

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

### *Solvents*

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

### *Thinner or Mineral Spirits*

Odorless paint “thinner” or mineral spirits is a safer solvent than turpentine because the more toxic chemicals have been removed. (Thin X) dries out skin, so do not wash your hands with it (or any solvent). Use hand cleaner provided. Students should wear gloves when using it. Lacquer thinner and Acetone are highly toxic. Use them only in the solvent booth or next to a designated vent when nothing else will do the job. Remember to wear gloves.

### *Acids and Corrosives*

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

Failure to use appropriate caution with hazardous materials may result in 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 should keep hands from cutting area and keep feet away from pressure bar when using the plate cutter. When moving litho stones, ask for assistance and use proper equipment and team lifting procedures. Students should never work in the studios if on medication or under the influence of any foreign substance; this includes during times of illness or fatigue. It is not advisable to work in the Printmaking studios alone. A monitor system is in place to provide coverage of the rooms.

### *General precautions:*

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

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

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

Students must turn off 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 to printmakers. Similar handling and clean-up procedures apply to the oil-based inks and additives. In addition to those materials students will handle lead-type. Lead poses a serious health risk. Lead type is not dangerous for skin contact - however lead oxide residue can be easily transmitted to the 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.

### *(C) Sculpture*

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

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

In case of an emergency, call 911. There are several emergency telephones located in the sculpture area and in the senior workspace. Students should take time to familiarize themselves with these locations when working in these areas.

### *Wood*

Assorted woods and wood composition products can be cut, sanded, glued, and manipulated using various power and hand tools. 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 wearing 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, 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.

### ***(D) Photography***

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



instructions and check with the instructors. Certain chemicals in photographic developers have the potential to cause a long term skin condition known as allergic contact dermatitis. Most photographers never develop the condition, but some individuals develop the condition the second or third time they work with the chemicals. So it is prudent to treat all chemicals with respect and follow the safety guidelines.

Learning about the hazards, students can reduce risk to a minimum by using equipment properly and wearing personal protective gear such as rubber gloves and aprons. Special eyewash stations have been set up in the darkroom areas in case of accidental eye contact with chemicals.

Montserrat's darkrooms are well ventilated and allow for 100% air exchange; however should students ever experience headache, nausea, or difficulty breathing, they should move to fresh air until the effects wear off.

Photographic processes pose particular risk for persons with a history of dermatitis problems or sensitivity to other chemicals, contact lens wearers or cold-sufferers with irritated 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.

### ***(E) Graphic Design, Illustration and Animation***

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

#### *Ventilation*

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

#### *Toxic Waste Disposal*

An appropriate receptacle is used to collect loose toner from the photocopier. It will be located away from the main studio areas. When collected, the toner will be taken to the appropriate facility for proper disposal. Empty toner cartridges from the laser printers will continue to be returned to the manufacturer for refilling.

### ***(F) Fabrication (Fab) Lab***

There are important safety aspects which 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.

### ***(G) 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 to allow for breaks.

OSHA's recommendations for computer use include:

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

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

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

#### ***Biological Hazardous Materials***

Montserrat makes every effort to afford students freedom of artistic expression and also works diligently to ensure the safety of all members of the campus community. Students who choose to use materials in the production of their artwork, which may have the

potential to be hazardous to themselves and others including the gallery staff and visitors, (such as animal and human fluids and/or other animal, human or biological materials such as food/plants, liquids, or other decomposing materials), are hereby notified that it is the student's responsibility to ensure that he/she researches and follows proper procedures to ensure that the artwork does not endanger the health and well-being of other members of the Montserrat and local communities. Students **must** communicate with gallery staff 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 Judicial Board action.

#### *Installation, Performance and Public Art*

The College respects the right of individual expression, however the impact on and safety of the artist and the general public must always be considered. All installation, performance and public art pieces must be carefully planned to insure the safety of all involved. Proposals for installation, performance and public art 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 retains the right to stop any performance that becomes a threat to the artist, audience or facilities; and/or has not gone through proper approval processes.

#### *Exposure during Pregnancy*

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

### *Personal Conduct*

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

And please remember: Every member of the College, whether student, faculty, or staff, 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.**

## **XV. RESIDENCE LIFE POLICIES**

**In addition to ALL policies listed in previous sections of the Student Handbook, the following policies 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:

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

### **1. Access to College Housing**

#### *(A). Apartment/House Access*

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

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

Staff (defined as Resident Assistants, Director of Campus Life, Assistant Director of Campus Life, Graduate Assistant 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.

#### *(B). Health and Safety Inspections*

Health and Safety Inspections of College residences are conducted by a team of at least two College staff members (including RAs). Notice of inspections will be posted 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 apartment is in working order and to notify the Facilities Office of any issues needing attention.

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

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

These items will be held in the Campus Life Office until the next academic 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 observes 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.

#### *(C). Apartment/Room/House Searches*

Searching a room/apartment/house is a serious measure resulting from indications that banned items (weapons, illegal drugs, alcohol, etc.) may be in a specific room. Campus Life staff may gain authorization to search a room/apartment/house from the Dean of Students or designee. A search shall involve at least two staff members. All College-owned furnishings may be searched. Students will be asked to give permission for the College to search their personal possessions. Students may refuse to grant such permission, but if they do so, the College may require the student to remove the unsearched belongings from the campus. 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.

*(D). Access to College Housing and Keys*

Students are expected to respect the need for security in college housing. Students are expected to take proper care of keys/key cards to apartments and to refrain from propping doors open to campus residences. It is against policy to lend a key to someone else, either student or 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 \$35.00. 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.

*(E). Lock-outs*

Any student who finds them self locked out of their room or apartment should call or text the Security phone at **978-430-7304** for assistance.

**2. 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 Duty. 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.

**3. 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 MUST contact the Academic Access Studio by April 1 for fall housing and by November 1 for spring housing. The full emotional support animal policy can be found

here: <https://www.montserrat.edu/wp-content/uploads/Emotional-Support-Animal-Policy-and-Agreement.docx.pdf>

#### 4. 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 at least one 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 Director of Campus Life for information on the petition process.

#### 5. Console/Wi-Fi Information

For those that have consoles, you will need to send us your mac address using our ticket system at <https://support.montserrat.edu>. Please use the following request type:

##### Help Request

Request Type

Subject

Once we receive your mac address via the ticket system, we'll add it to our wireless controller and email you the SSID and password to connect.

One last note: A mac address is not an IP address. Please do not send us your IP address.

Need help finding your mac address? Follow these links (or use google):

PS4

<https://faq.its.fsu.edu/network/device-registration/how-can-i-find-mac-address-my-gaming-system-nintendo-wii-playstation-6>

Wii U [https://en-americas-support.nintendo.com/app/answers/detail/a\\_id/1721/~/how-to-find-the-mac-address](https://en-americas-support.nintendo.com/app/answers/detail/a_id/1721/~/how-to-find-the-mac-address)

Xbox One <https://faq.its.fsu.edu/network/device-registration/how-can-i-find-mac-address-my-gaming-system-nintendo-wii-playstation-2>

Xbox 360 [https://community.spiceworks.com/how\\_to/26096-how-to-find-your-xbox-360-mac-address](https://community.spiceworks.com/how_to/26096-how-to-find-your-xbox-360-mac-address)



## 6. 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** (<https://bit.ly/317pnaf>) 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:

<b>Type of Damage</b>	<b>Price (subject to change)</b>
Excessive Cleaning	\$125 per resident
Excessive Trash/Items Removal	\$100 per resident
Drywall damage	\$75 per occurrence
Paint	\$50 per wall
Paint Per Ceiling	\$75
Paint Per Door	\$35
Damage to walls (from pins)	\$50 per wall
Damage to floor	\$75 minimum, price dependent upon extent of damage
Removal of non-MCA furniture	\$100 per item (INCLUDING APPLIANCES, TVs, etc.)
Shades/blinds replacement	\$30 per shade/blind

Screens	\$35 per screen
Sticker Removal	\$50 per wall/area
Broken Windows	\$100 minimum, price dependent upon type of window
Broken Fixtures (electrical)	\$100 minimum, price dependent upon type of fixture
Furniture Replacement	\$250 minimum, price dependent upon type of furniture
Appliance replacement	\$125 minimum, price dependent upon type of appliance
Door Replacement	\$250
Rug/ Upholstery Cleaning	\$100 minimum, dependent upon cleaning needed
Refinish Kitchen Table	\$200 divided among occupants
Improper check out	\$50
Late move-out (not approved)	\$100 per day
Failure to return keys	\$115 minimum for lock change and replacement keys

## 7. 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.

## 8. 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 sign a *Part-time Housing Agreement* in order to remain in college housing.

## 9. Facilities

Montserrat College of Art has a full time facilities staff that oversees and maintains the campus buildings and grounds. The Facilities office is located in the lower level of the Student Village at 26 Essex Street 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), vending (snacks and laundry...see Campus Life for those issues)

The work order system can be found here:

<http://support.montserrat.edu/helpdesk/WebObjects/Helpdesk.woa>

Please be as descriptive as possible when creating a work ticket and make sure each area is filled out before submitting the ticket. It is important to include the SPECIFIC problem (the toilet will not empty, the kitchen sink will not drain – **NOT** ‘the toilet is broken’, ‘the sink is broken’), and location (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, the Administrator on Call 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 5 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 a Campus Life professional staff.

## Cleaning

Students are responsible for the cleaning and overall safety of their assigned apartment. Facilities does not clean student apartments during the school year. Students will be billed for any extra cleaning that needs to be made once the apartment has been vacated. Any excess trash, left over furniture, appliances, and televisions that do not belong to Montserrat College of Art, and are not removed by the assigned tenants once the apartment is vacated, will 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. Students are responsible to take out trash to sidewalk for city pick up in designated residences. Please check with your RA about specific trash pick-up rules. **IMPORTANT-ALL TRASH MUST BE BAGGED IN TRASH BAGS. DO NOT USE paper bags or shopping bags (paper or plastic). JUST LARGE, STRONG TRASH BAGS. 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.**
- When recycling, make sure only pre-designated recycle items go into recycle bins. Each bin has a list of what will be accepted in the bin. Full bottles, pizza boxes, and food left in the recycle items will not be taken. Here is a list of what can be recycled: <http://www.beverlyma.gov/trash-recycling/what-can-be-recycled/>.
- Report any damage or safety issues immediately to an RA
- Ensure all hallways, stairwells, and egress routes are kept clear at all times. Clear egress exits and stairs of any snow, ice, or obstruction. Facilities will provide snow shovels and ice melt to each residence.
- Follow all resident housing rules and regulations designated in the Student Handbook.

## 10. Fire Safety

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

1 Watch Hill:	Hardie Checkerboard/Beverly Common
Student Village:	Hardie Checkerboard/Beverly Common
4, 7 & 9 Winter:	Hardie Checkerboard/Beverly Common
42/44 Essex:	Parking lot on the south side of 42/44 Essex
41 Essex:	Parking lot on the south side of 42/44 Essex
1 Knowlton:	Yard between 7 and 9 Winter
13 Knowlton:	Across Knowlton to the Dane St lot
297 and 299 Cabot:	Down Dane St to the Dane St lot
20/22 Chapman:	Across Chapman St to the parking lot
11 Abbott, 197/205 Cabot:	Across Abbott St to the front of the First Baptist Church

### *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.

## Items which are not permitted in the residence halls include:

- Alcohol/Drugs/Drug paraphernalia
- Pets (including aquarium pets)
- Halogen lamps
- Decorative lights/signs (unless UL certified)
- Extension cords (unless UL certified)
- 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 location of fire extinguishers, alarms and exits. If you discover a fire, sound alarm and call 911 first, then notify Campus Security at **978.626.2176**.

### 11. 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 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 (<https://bit.ly/2Yopc8K>). 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.

## **12. Guest Policy**

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

- Students must remain with their guests at all times.
- All guests must abide by all College rules as outlined in the Student Handbook.
- Students will be held responsible for the actions of their guests.
- Montserrat College of Art does not permit overnight guests in a student residence for more than three consecutive days per 30-day period.
- Students must discuss visitors, in advance, with all roommates and housemates, including RAs. Everyone living in the apartment must be notified of the guest and be comfortable with the arrangement. If anyone living in the apartment is uncomfortable with the guest and/or the arrangement, then that guest will not be allowed to stay.
- Guests may not be in any campus residence without their host.
- If any guests (including family members) create a nuisance to other students, the College has the right to request that such guests leave the campus immediately.
- No person under the age of sixteen may stay overnight in the residence halls.

## **13. 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 will have the opportunity to 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 not later than 24 hours after the time that the student is determined missing in accordance with such procedures; and after the 24 hours Montserrat will initiate emergency contact procedures in accordance with the student's designation.

#### **14. Noise**

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

#### **15. Removal from Housing on the basis of disciplinary action**

The privilege of residing in college housing can be terminated by the Dean of Students, acting on behalf of the College, on the basis of preponderance of the evidence, (as determined by Student Conduct) that the student has committed a serious offense which compromises the safety or welfare of the other residents and that allowing that student to remain in a particular campus residence or in College housing altogether significantly infringes on the rights of the other residents. Grounds for a disciplinary move include, but are not limited to:

- Creating an intimidating or harassing atmosphere through language or action
- Threatening violence or physical harm of any kind (to self or others)
- Physically assaulting another student in any way (pushing, shoving, striking or worse)
- Engaging in illegal behavior in College housing (e.g. repeated use of alcohol; using or selling drugs in campus housing, etc.).
- Any behavior that is deemed to create a serious threat to the safety, health or welfare of the other residents.
- An action or pattern of actions that creates a dangerous situation for residents (e.g. disregard of fire safety or security) or to self.

When student conduct findings include a penalty of disciplinary removal/relocation, the Director of Campus Life, or designee, will inform the student of that fact after the disciplinary hearing. At that time, the student will be told that they have 24 hours to remove their belongings and turn in their key(s). If the student is being moved to another

residence within College housing, they will be notified of the location of the new residence. As with all other penalties, the Director of Campus Life, or designee, will also inform the student that they have a right to appeal (on the basis of procedural error or additional evidence); and that the request for an appeal must be submitted to the Dean of Students in writing within two business days of the decision.

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

## **16. Streaming**

Montserrat does not offer cable television services in favor of increasing the bandwidth allocated for streaming. Cable TV will be available in the student lounge for students to utilize. If a student should want cable in their on campus apartment, they are responsible for scheduling installation, billing and removing the equipment / canceling services at the close of the semester. The student is responsible for any damage incurred from cable installation. Montserrat will not be liable for equipment remaining after housing closes nor any charges that may be applied.

## **17. Trash and Composting**

All residents are responsible for trash removal from their apartment/house. There are trash receptacles out of your house (except the Village, they are inside).

**IMPORTANT - ALL TRASH MUST BE BAGGED IN TRASH BAGS. DO NOT USE paper bags or shopping bags (paper or plastic). JUST LARGE, STRONG TRASH BAGS. 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 will result in an excessive cleaning charge to the entire apartment/house if Facilities staff has to clean the trash area.**

The following residence halls have CITY weekly trash and recycling pick-up:

Watch Hill	13 Knowlton	4 Winter
7 Winter	11 Abbott	197/205 Cabot

At the start of the academic year, there will be a house meeting where each house will have the opportunity to participate in composting. Please see your RA for details.

## XVI. MONTSERRAT ON-CAMPUS 2019 CRIME STATISTICS

Each year, various state and federal laws are enacted which require colleges to provide information to students. Montserrat College of Art prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The inclusion of these statistics represents the College's compliance with the obligation to publish and distribute. The Annual Crime and Fire Safety report can be found at <https://www.montserrat.edu/campus-safety-security/> beginning on December 31, 2020. The statistics noted below reflect the information for the 2018 calendar year which were reported in the 2019 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
Other Offenses:	
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

## **XVII. NOTICE OF NON-DISCRIMINATION**

Montserrat College of Art is committed to a policy of non-discrimination and equal opportunity for all applicants, employees and students without regard to race, color, religious creed, sex, sexual orientation, gender identity and expression, national origin, ancestry, age, disability, veteran status, active military service, genetic information, or any other category protected under applicable law.

The [human resources office](#) has been designated to handle inquiries regarding Montserrat College of Art non-discrimination policies. Inquiries concerning the application of non-discrimination policies may also be referred to:

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