

**MASSACHUSETTS COLLEGE
OF LIBERAL ARTS**

STUDENT HANDBOOK

2017-2018

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President's Welcome

Dear Students:

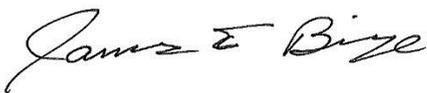
I would like to welcome all our new students to MCLA and to welcome back all our returning students!

As you begin this next phase of your academic journey you will be engaged, challenged, and presented with countless opportunities to expand and grow – in classrooms, in science and computer labs, on athletic fields and courts, on stage and in the studio, and working and learning in the community.

MCLA is a close-knit community with a small student-faculty ratio, and you will be supported in all facets of your life here. We encourage and support you to become active members of the MCLA community as well as the Northern Berkshire community. Faculty and staff are deeply invested in your success and well-being, and they are committed to preserving MCLA's environment of excellence in teaching and learning while working with you to ensure a rewarding college experience. The powerful experiences you have at MCLA will provide a foundation for the opportunities and challenges that await you after graduation.

This Student Handbook will be an important resource for you throughout the year. It includes information about MCLA policies and procedures, details on co-curricular activities, and contact information for members of the MCLA community who can address your questions and concerns. Questions are always welcome — we want to ensure you have the information to make your experience at MCLA successful.

I wish you all the very best during this academic year.



James F. Birge, Ph.D.
President

MCLA Mission and Values Statement

Our Mission

Massachusetts College of Liberal Arts (MCLA) is the Commonwealth's public liberal arts college and a campus of the Massachusetts state university system. MCLA promotes excellence in learning and teaching, innovative scholarship, intellectual creativity, public service, applied knowledge, and active and responsible citizenship. MCLA prepares its graduates to be practical problem solvers and engaged, resilient global citizens.

Our Values

Our mission guides the strategic goals that advance MCLA: Excellence in Teaching and Learning; Supportive and Inclusive Community; Responsive and Intentional Stewardship; and Public Purpose and Engagement. These goals reflect the interplay of the shared values that shape our commitment to students, faculty, staff, and our community:

Access: We believe a high quality liberal arts education should be available and affordable to all who aspire to it and are prepared for its challenges. MCLA is committed to providing this opportunity.

Discovery and Understanding: We understand intellectual disciplines and specific courses of study interact dynamically in academic and co-curricular experiences. We believe in strengthening student, faculty, and community interaction through engaging coursework, shared research, and service.

Critical Thinking: Through MCLA's role as leader, convener, and partner, we cultivate critical thinking and analysis in our learning and teaching. We promote a spirit of informed, critical, and open-ended inquiry. Our community members demonstrate consideration, deliberation, and planning in addressing challenges and opportunities in our society.

Global Awareness: We know that a liberal arts education affords students an appreciation of the wider world, both as a subject of intellectual discovery and through engagement with our society. We work to create and sustain the breadth of curriculum, experiences, and opportunities that lead us all to understand our active roles as knowledgeable global citizens.

Inclusive Community: MCLA is committed to creating a campus climate and culture of mutual respect that represents and honors diversity in our society. We celebrate this diversity and affirm the dignity and worth of all people. We intentionally integrate topics of social, cultural, and physical diversity in the curricular, co-curricular, and work life of our community.

Innovation, Experimentation and Creativity: We promote creativity and inquiry, and the role of a liberal arts institution to provide students with the freedom and means to explore ideas and take intellectual and creative risks.

Leadership: We believe that leadership is a shared responsibility, and encourage all members of the MCLA community to develop their affinity for leadership through formal coursework, professional development, co-curricular training, and practical application. We cultivate leadership opportunities and development programs to further these goals.

Lifelong Learning: We empower learners to develop habits of learning that have integrity and engender respect for tradition. We deploy 21st century tools for learning in our academic and co-curricular programs that prepare students to be informed, engaged, and capable learners.

Practicality and Application: We believe that the disciplines of arts, sciences, and professional studies empower individuals with broad knowledge and transferable skills, and a strong sense of values and ethics. In its programs and initiatives MCLA forges the connection among academic study, experiential learning, civic engagement, and future success.

Stewardship: We manage our resources responsibly and sustainably, and offer a variety of educational, cultural, and recreational experiences for the campus and local communities. We provide unique resources for the greater Berkshire region. We encourage a spirit of service among students, faculty, staff, alumni, and trustees, and to serve as stewards of the future.

Introduction

The MCLA Student Handbook provides students with information on many facets of college life such as policies and procedures, community resources, organizations, and services. This document is written for every student enrolled in one or more classes at MCLA.

Each year, the College produces a new or revised Student Handbook to serve as an up-to-date reference for students. Policies most relevant to students, whenever possible, are printed in full in this Handbook. However, due to limitations of space, many State and Federal laws as well as some College policies and procedures are only referenced. Students are, therefore, encouraged to ask questions of appropriate offices before investing their time, money or good name in any activity about which they are in doubt. Changes or additions to College policies, which come about after this Student Handbook is published, are announced to the College community through the student newspaper, The Beacon; radio station, WJJW 91.1 FM; the MCLA email communication system; or www.mcla.edu.

Since a major portion of this Handbook highlights the rules and regulations governing the living standards of the College community, students are responsible for familiarizing themselves thoroughly with the contents of this Handbook. It is our belief that the information in this Handbook, if read and utilized, will enhance the experiences available to students of the College.

No claim is made that this document covers all rules and regulations now in effect at MCLA. Students are referred to the MCLA Catalog, Residential Programs & Services publications, and other department policy documents for further information.

The Student Affairs Division Office is designed to provide administrative leadership, supervision, and coordination of the Student Affairs Division (ALANA, International & Veteran Student Services; Athletics and Intramural Programs; the Center for Service and Citizenship; Counseling Services; Fraternity and Sorority Life; Health Services; the Identity and Gender Equality Center; Orientation; Public Safety/Campus Police; Residential Programs & Services; Student Conduct; Student Development and Activities; and the Susan B. Anthony Women's Center). In addition, the Student Affairs Division Office oversees contracted service programs such as the Aramark Dining Service and the Follett Bookstore.

Important for students to know, this Office also serves to ensure and protect all enrolled students' right to participate in college life, in a community which respects each student's dignity, safety, and basic human rights. Any student who believes these rights have been denied or the atmosphere has been compromised by the actions of a particular student or MCLA employee is encouraged to discuss such concerns with the Student Affairs Division Office or any Student Affairs staff member.

As a supplement to the information provided in the Student Handbook, the Student Affairs Division Office assists students who are unsure where to go for general assistance and/or answers to questions. When in doubt about where to go for help, students are encouraged to start with the Student Affairs Division Office.

Student Rights - Student Membership in the Massachusetts College of Liberal Arts Community

When a person becomes a student at MCLA, that person voluntarily assumes membership into a special community. A student is any person enrolled in credit bearing courses or experiences. The College, therefore, claims students at MCLA, while retaining all of their rights as United States citizens or residents, are also acquiring special rights and responsibilities in exchange for the benefits gained by becoming members of our community. MCLA is obliged to do our best to provide students with an environment that supports learning and to protect the rights of all the members of our community. To achieve these ends, MCLA is expected to bring together people and resources who will foster learning and growth and to establish and support reasonable rules and fair procedures for the governance of the community. Students, on the other hand, are expected to:

- be active participants in the learning opportunities that exist at the College including the governance system of the school;
- become familiar with and abide by the rules and regulations of the community; and
- treat themselves and all other persons with respect.

Students will also find that the MCLA community is defined, in part, by our physical borders and the fact that we are a State controlled institution primarily located on State land. This means some of the rules governing student conduct in our community include certain Federal and State laws as well as policies adopted by the Department of Higher Education, the MCLA Board of Trustees, and the administration of the College. Students may change these standards governing their behaviors by becoming active citizens at all levels of College governance, particularly in the Student Government Association (SGA) and College Committees. As rules change, they are announced to the community via the MCLA email communication system, the student newspaper, and other forms of media. For now, the current rules and regulations governing student behavior are explained in the following material in this Handbook. MCLA urges each student to take the time to read this important material and contact the Student Affairs Division Office if any questions arise about the meaning of any of this information.

Student Right to Know

The following information, while not included in this Handbook, is available to current and prospective students from the listed sources and locations.

DISCLOSURE	SOURCE	LOCATION
Athletic program participation rates and financial support data	Athletic Department	Amsler Campus Center Room 109
Campus policy governing use of alcohol and other drugs	Student Handbook: Alcohol and Drug Policy	Student Affairs Division Office Amsler Campus Center Room 305
Campus security report statistics of criminal offenses for the three most recent calendar years concerning the occurrence crime involving students	Campus Security Report 2016 Clery Report 2015 Clery Report 2014 Clery Report	Public Safety Department 277 Ashland Street
Completion and annual graduation rates for full-time undergraduates	Data Profile 2015-2016 Factbook	Institutional Research Eldridge Hall

Disability services information on services and accommodations available to disabled students	Disability Services	CSSE Eldridge Hall
Financial assistance including various sources of financial aid and how to apply	Financial Aid Guide	Financial Aid Office Eldridge Hall
General institutional information regarding the College	College Catalog	Admissions Office Smith House
Loan deferment for Peace Corps or volunteer service information regarding deferment of loan payments while performing volunteer service	Financial Aid Guide	Financial Aid Office Eldridge Hall
Privacy practices under HIPAA	Confidentiality under HIPAA	MountainOne Wellness Center
Rights under the Family Education Rights and Privacy Act including the right to inspect and review student's education records	FERPA	Student Affairs Division Office Amsler Campus Center
Teacher preparation and licensure programs and requirements	Teacher Preparation Handbook	Education Department Mark Hopkins Hall
Voter registration Voter registration forms must be made available to all students	Voter Registration Form	Student Records Office Eldridge Hall
Voter Registration Forms for any state can be obtained at the following web site – https://www.eac.gov/voters/national-mail-voter-registration-form/		

Family Education Rights and Privacy Act - Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, ensures the confidentiality of student educational records and restricts disclosure of such records to third parties, except as authorized by law. FERPA also affords students certain rights with respect to their education records. These rights include:

- 1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.**

A student should submit to the Registrar, Dean, head of the academic department or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's educational record, except to the extent FERPA authorizes disclosure without consent.

The College will disclose information from a student's education records only with the written consent of the student, except:

- **When the disclosure is to school officials with legitimate educational interests.**

A school official is a person employed by the College in an administrative, supervisory, academic, research, law enforcement or support staff position; a person or company with whom the College has contracted to perform required functions (such as an attorney, auditor, service provider or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- **When the disclosure is of "Directory Information."**

The College designates the following items as "Directory Information:" student name; hometown; MCLA mail box Unit #; Campus electronic mail address; Campus voicemail number; date of birth; major and minor fields of study; dates of attendance; current enrollment status (full or part time); certificates, degrees, honors, and awards received and date(s) received (including scholarships that are not need based); date of graduation; current class standing (FR, SO, JR, SR) whether or not currently enrolled; participation in officially recognized activities including conferences and sports sponsored by the College; weight and height of athletic team members; photograph, not including MCLA student identification photo.

The College may disclose any of these items without prior written consent, unless the student has submitted a written request to the Student Records Office not to release directory information pertaining to the student. Requests will be processed within 24 hours after receipt.

The College may disclose information from a student's education records without the prior written consent of the student under the following circumstances:

- To officials of other institutions in which the student seeks or intends to enroll at the request of either the student or the institution;
- To authorized representatives of the U.S. Department of Education, U.S. Department of Defense

(under the Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the College, and accrediting organizations;

- In connection with a student's application for, and receipt of, financial aid;
- To comply with a judicial order or lawfully issued subpoena;
- To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- To appropriate parties in a health or safety emergency;
- To the alleged victim of any crime of violence or forcible sexual assault the results of any disciplinary proceedings conducted by the College; or
- The College may disclose the result of a disciplinary proceeding to a parent or guardian as long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of College drug or alcohol policies or any local, State or Federal law.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Free Speech & Assembly

MCLA embraces a student's right to free speech and assembly and recognizes an exercise of one's freedom of expression can contribute to individual and community learning.

1. All students have a right to demonstrate on College premises provided no such demonstration shall materially disrupt class, work or other College business or involves substantial disorder or invasion of the rights of others.
2. Students are prohibited from blocking free entry to or free exit from buildings, interfering with free movement or presenting obstacles to regular College activities. Interfering with free movement is defined as any physical denial or restriction of a person's ability to freely reach or leave a given geographical area. Obstacles are defined as physical devices, bodies or signs causing interference with free movement or sounds preventing normal oral communication.
3. Any demonstration within a Campus building may take place only during normal operating hours of the building, and any demonstration in a building or area is limited to the number of persons the area can reasonably accommodate on grounds of public safety, as determined by a College official.
4. There shall be no interference with a demonstration on the grounds of content of speech, except for any speech or demonstration that incites immediate violent actions, represents a clear and present danger to the campus community, is motivated by hate or bias and may constitute a violation of state law.
5. No student shall intentionally and substantially interfere with the freedom of expression of another person on College premises or at College sponsored activities.
6. Violation of this Policy constitutes a violation of Campus conduct and may subject a student to dismissal from the College or such lesser sanctions as may be deemed appropriate by the College.

Sexual Violence Policy & Information

The complete [State University Equal Opportunity, Diversity, and Affirmative Action Plan](#) is available here. Below is an outline of the policy as it relates to sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation.

1. Overview

MCLA is committed to creating and maintaining an environment where sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation are not tolerated, are strictly prohibited, and where all members of the College community are educated in preventing and reporting such incidents. All reports of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation will be investigated and, if substantiated, result in disciplinary action up to and including dismissal from the College. The College will provide a prompt, fair, and impartial investigation and resolution of any and all reports.

Acts of sexual violence are violations of Commonwealth law; the State University Equal Opportunity, Diversity, and Affirmative Action Plan; and Title IX. Any person charged with an act of sexual violence may be prosecuted under Massachusetts criminal statutes. An MCLA student may also be sanctioned following a Title IX investigation in accordance with the State University Equal Opportunity, Diversity, and Affirmative Action Plan. These laws and policies are violated in the case of same sex conduct as well. If found responsible following a Title IX investigation, a student could be removed from College residence areas and/or suspended or dismissed from the College. Even if criminal justice authorities choose not to prosecute an alleged respondent, disciplinary action may be pursued if the College believes a policy violation occurred.

If the College suspects a violation under the State University Equal Opportunity, Diversity, and Affirmative Action Plan was committed by an enrolled MCLA student, the College may immediately suspend the respondent from the residence areas and/or College pending the outcome of a formal investigation. Alternative academic or living arrangements for the respondent and/or the complainant may also be made by the College, regardless of whether the respondent is an enrolled student, if appropriate and reasonably available.

Many survivors of sexual violence experience emotional distress. Victims become survivors by regaining control of their lives. The process of surviving begins by making sure individuals receive the physical and emotional care needed. Also, it is important for individuals to learn about their rights. A student, staff or faculty member who is the victim of sexual violence, sexual harassment, gender-based-harassment, domestic violence, dating violence, stalking or retaliation is strongly encouraged to immediately report the crime to the Department of Public Safety. The College provides support through a variety of resources including Counseling Services, Health Services, the Department of Public Safety, Residential Programs & Services, the Student Affairs Division Office, and Human Resources. It is each individual's decision to report these crimes to the local police, but the College urges reporting take place to help ensure a safe living and working environment for the entire College community. Even if one does not wish to pursue a criminal prosecution or initiate a formal complaint, the College urges the individual to notify Campus authorities so appropriate support services may be accessed in an informed manner.

2. Selected Policy Definitions

Sexual Violence. As defined by the U.S. Department of Education’s Office for Civil Rights, sexual violence “refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g. due to the [person’s] age or use of drugs or alcohol, or because an intellectual or other disability prevents the [person] from having the capacity to give consent).” All forms of sexual violence are prohibited by MCLA and Title IX.

Rape. Rape is the penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent. Rape is also the performance of oral sex or anal sex on another person without that person’s consent.

Affirmative Consent. Consent is an understandable exchange of affirmative words or actions, which indicate a willingness by all parties to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. For example, a position of influence could include supervisory or disciplinary authority. Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent. While nonverbal consent is possible (through active participation), it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.

Sexual Assault. Sexual assault is any kind of sexual physical contact that involves any form of coercion, force or lack of consent. Sexual physical contact includes the intentional touching of another person on an area of the body generally recognized as a private part of the body, or touching any part of another person’s body with a private part of one’s own body or object, no matter how slight. Sexual intercourse means penetration, no matter how slight, of a bodily orifice (vagina, anus or mouth) by an object or by a body part, and/or non-consensual oral sex or anal sex.

Sexual Harassment. Unwelcome conduct of a sexual nature prohibited when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; and/or submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and/or such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating a sexual intimidating, hostile or offensive employment, educational or living environment.

Gender-Based Harassment. Unwelcome conduct of a nonsexual nature based on a person’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes, is prohibited when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; and/or submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and/or such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment based on gender.

Domestic and Dating Violence. Domestic and dating violence are acts of abusive or coercive behavior (physical, sexual, financial, verbal and/or emotional) used by a perpetrator to gain or exercise control over another, including any behaviors that intimidate, manipulate, humiliate, isolate, frighten, threaten, blame, hurt, injure, or wound someone. Domestic and dating violence can occur in relationships between persons of any gender. Domestic violence is such behavior directed against a current or former spouse, family member (blood, step, adoptive or foster), person with whom a child is shared, or cohabitant (possibly a roommate). Dating violence is such behavior directed against another person in a social relationship of a romantic or intimate nature, and where the existence of such a relationship is determined based on a consideration of the length and type of relationship and frequency of interaction between the persons involved.

Stalking. Stalking is engaging in a course of harassing, threatening or unwanted behavior that would cause a reasonable person to suffer substantial emotional distress or fear for their safety or the safety of others. Stalking may occur in a range of formats including, but not limited to, in-person conduct, writings, texting, voicemail, email, social media, following someone with a global position system (GPS), and video/audio recording.

Retaliation. MCLA prohibits retaliation against any person for making a complaint of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation; for assisting in making a complaint; for resisting or openly opposing such conduct; or for otherwise using or participating in the complaint investigation process under the Policy. Persons who file, or participate in the investigation or resolution of, claims or complaints of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation with outside agencies, law enforcement or otherwise pursuant to any applicable state or federal law, are also protected from retaliation by this Policy. Prohibited retaliation includes, but is not limited to: threats; intimidation; reprisals; continued harassment or misconduct; other forms of harassment; slander and libel; and adverse actions related to employment or education. Retaliation can be committed by individuals or groups, including friends, relatives or other associates of the person against whom a complaint is filed. Retaliation, even in the absence of proven sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence or stalking in an underlying complaint, constitutes a violation of this Policy that is just as serious as the main offense itself.

*These definitions apply to same-sex relationships and domestic partners as well.

3. **Preservation of Evidence**

The College strongly urges any person who experiences sexual violence to take steps to preserve evidence of the incident. After an incident, individuals are encouraged to:

- Go to a safe place.
- Avoid washing, douching or changing clothes before getting help.
- Avoid touching any evidence of struggle or disarray. This evidence is important should the individual choose to report the incident to the police (then or later).
- Seek medical attention. Try to bring a trusted person when seeking this care.
- Seek professional counseling for support and to help prevent post-traumatic stress disorder.
- Refrain from self-isolation.
- Be patient. It takes time to recover and trust again.
- Refrain from blaming oneself. The person who committed the assault is responsible. Sexual

penetration without consent (even within the context of a date) is RAPE.

4. Procedures for Reporting Sexual Violence at MCLA

MCLA strongly encourages anyone who experiences sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence or stalking to report the incident so MCLA may provide support and pursue an appropriate resolution. MCLA prohibits and will not tolerate retaliation against anyone who makes a report.

Several options for reporting exist: Confidential Reports, Non-Confidential Reports, and Making No Report. As a general rule, when MCLA receives a report of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation, it must investigate the report. If unsure of someone's duty to report or ability to maintain one's confidence, one should ask them before disclosing information. They will be able to explain if they are required to make a report, and they can identify others who can help.

MCLA encourages all criminal actions or other emergencies occurring on Campus to be reported to the Department of Public Safety. Public Safety will assist individuals in reporting alleged acts of sexual violence to other appropriate agencies. The emergency telephone number is (413) 662-5100, ext. 5100 from on Campus or 911. If one experiences an act of sexual violence and decides not to notify Public Safety, please:

- Get to a safe place.
- Seek immediate emotional support.
- Seek immediate medical attention.

Where to Receive Confidential Medical Assistance

Individuals who feel they experienced sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation should report the matter to and seek medical and emotional assistance from any of the following offices or community agencies:

MCLA Health Services	(413) 662-5421	
MCLA Counseling Services	(413) 662-5331	
Berkshire Medical Center Satellite Emergency Facility – North Adams	(413) 664-5256	
The Elizabeth Freeman Center	24-hour hotline (413) 663-9709	A rape crisis center providing assistance and victim advocacy with offices in North Adams and Pittsfield

Where to Receive Non-Confidential, Private Assistance

MCLA offers a variety of resources to those community members who have experienced sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation. While the following resources are not bound by confidentiality, they will maintain one’s privacy within the limited group of MCLA personnel necessary to address the matter presented.

MCLA Department of Public Safety	(413) 662-5100 ext. 5100 on Campus 911	277 Ashland Street	The Department of Public Safety can also provide information concerning civil and criminal proceedings.
MCLA Title IV Coordinator, Theresa O’Bryant	(413) 662-5231	Amsler Campus Center, Room 305	
MCLA Residential Programs & Services	(413) 662-5249	Flagg Townhouse 89	
MCLA Student Affairs Division Office	(413) 662-5231	Amsler Campus Center 305	

Making No Report

Individuals have the right not to make a report to anyone. MCLA, however, strongly encourages individuals to seek medical attention, counseling and support. Individuals are always welcome to file a report at a later date, but please note a delay in reporting could weaken the evidence necessary to determine whether the accused is found responsible for committing an act of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation.

5. Rights of Individuals Who Experience Sexual Violence, Sexual Harassment, Gender-Based Harassment, Domestic Violence, Dating Violence, Stalking or Retaliation

Individuals who experience sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation have the following rights regardless of whether they choose to report the crime to Public Safety or local law enforcement:

- Determine whether or not to cooperate with law enforcement authorities.
- Pursue disciplinary action against the respondent through the Campus Title IX Investigation Process.
- Be accommodated, if needed, in the event of a disability.
- Confidential counseling services by a trained counselor on or off-Campus;

- Receive confidential support and information regarding the available choices.
- Confidential medical treatment.
- Academic support from faculty and administrators.
- Change in academic, living, transportation, dining, and working situations, if requested.
- Availability of reasonable interim measures such as alternate options for transportation, working situations or on-Campus housing if one feels unsafe in the current residence or the residence of others. The burden on the complainant will be minimized whenever possible.
- No contact orders or judicial orders of protection.
- Fair, prompt, impartial investigations and resolutions conducted by College officials who receive annual training.
- Determine whether or not parents will be notified.
- Not to be harassed by the respondent or the respondent's friends.
- Updates as to the status of the Campus Title IX Investigation.

6. **The Campus Title IX Investigation Process**

Complaints of violations of the State University Equal Opportunity, Diversity, and Affirmative Action Plan may be filed with the Title IX Coordinator/Director of Human Resources, Student Affairs Division Office or the Department of Public Safety. All complaints must be in writing, preferably using the formal complaint form and procedural advice is readily available by contacting Title IX Coordinator or the Student Affairs Division Office.

Any Title IX investigation will be conducted by officials who receive annual training on:

- Issues related to sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation.
- How to conduct an investigation that protects the safety of individuals, promotes accountability, is prompt, and equitable.
- How to protect the privacy of individuals.

The evidentiary standard used in cases of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation is the preponderance of the evidence.

Complainants are entitled to these additional rights within the Campus Title IX Investigation Process:

- To select a person to accompany them throughout investigation process.
- Not to have one's irrelevant past sexual history discussed during the investigation.

Respondents are entitled to these additional rights within the Campus Title IX Investigation Process:

- To have a review of the interim suspension decision, if applicable.
- To select a person to accompany them throughout the investigation.
- Not to have one's irrelevant past sexual history discussed during the investigation.

The College will simultaneously notify the complainant and respondent, in writing, of:

- The outcome of the investigation;
- The procedures for the complainant and respondent to appeal the results;
- Any change in the results occurring prior to the time the results become final;
- When the results become final.

7. Recognizing Warning Signs of Abusive Behavior and How to Avoid Potential Attacks

- Prevention requires being alert and prepared.
- Lock room and townhouse doors at all times.
- Use the peephole in the door before opening the door.
- Avoid poorly lighted streets, alleys, and pathways.
- Avoid persons acting suspiciously. Head for bright lights and people.
- Avoid walking/jogging alone. Stick to a planned route and run with a friend.
- Avoid hitchhiking.
- Be aware of surroundings.
- The first defense is noise - scream! Scream "fire" not "help" to attract more attention.
- Avoid entering an elevator if there is someone suspicious already in the car.
- Convey confidence through body language. Keep one's head up and be alert.
- Refrain from marking keys or key chain with one's name, address or telephone number.
- If offered a ride home from a party, become suspicious and do not accept the offer.
- Use alcohol responsibly.
- Never leave a drink unattended.
- In a dating situation, define exact parameters of the relationship.
- Be assertive and maintain control.
- Trust basic instincts. If it does not feel right, it probably is not.

8. Sex Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice to each institution of higher education in that state at which the person is employed, carries on a vocation or is a student. In the Commonwealth of Massachusetts, convicted sex offenders must register with the Sex Offender Registry Board. Information concerning offenders registered with the Sex Offender Registry Board may be disclosed to any person 18 years of age or older requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request form, which may be obtained through the City of North Adams Police Department. Information concerning offenders may also be available electronically through contact with the appropriate web site related to the Massachusetts Sex Offender Registry Board. The pertinent web site address for securing related information is: www.state.ma.us/sorb/

For additional information, please contact:

The Title IX Coordinator, Theresa O'Bryant, in the Student Affairs Division Office, Amsler Campus Center 305 (413) 662-5231

A written explanation of the rights and options will be provided to students or employees who report to the College they have experienced one of the aforementioned crimes.

SELECTED COLLEGE POLICIES

Academic Policies and Ethical Standards

The current policies and procedures regarding academic standards for students, including such matters as grade appeals and academic honesty, prohibitions against plagiarism and other inappropriate behaviors, can be found online at [Academic Policies](#).

All of these policies are also available in the Student Records Office. In most instances, cases arising under the provisions of academic policies are processed by the Registrar. Cases arising under College policies relating to these matters may, however, be referred by the Registrar to the Academic Affairs Division Office and the Student Affairs Division Office for processing under the provisions described in this section of the Student Handbook.

Advertising Policy

Bulletin boards for advertising services and activities are available in a variety of locations across Campus. Bulletin boards within classrooms and those designated as departmental bulletin boards may not be used for displaying general advertisements. Centennial Room monitors, banner space, and Centennial Room table tents are also vehicles for advertising. All flyers, banners, and table tents require approval from the Office of Student Development before being displayed.

Approved advertisements receive a stamp indicating an expiration date. Each item must be stamped individually and may not be reproduced. The Office of Student Development will post approved advertisements and remove expired advertisements as long as materials are received one week prior to the event date.

Advertisements may be displayed for up to three weeks. Upon approval, advertisements for an extended series of activities and advertisements for services that are not time specific may be posted for up to one month. Each group or specific event is limited to one advertisement per board. Semester-long advertisements are not permitted.

Upon approval, larger posters may be displayed on bulletin boards for a limited period of time. Banners are limited to 5' x 8'. It is the responsibility of the sponsoring organization to remove the banner within 24 hours after the event.

Advertisements may only be placed in approved areas. Displaying advertisements on windows, doors, walls, and in bathrooms is prohibited.

All business/company postings unrelated to a College program or event will be posted on the “community boards” located in the Campus Center, Mark Hopkins, Freel Library, Bowman Hall, and Murdock Hall. All flyers must be approved by the Office of Student Development prior to posting.

Advertisements promoting the sale or use of alcohol or containing material deemed inappropriate or offensive to the Campus community will not be approved for posting.

Alcohol and Drugs

1. Preamble: Policy Principles

MCLA is a community dedicated to the academic and personal development of its members and is committed to educational and social programs promoting these ends.

The use of illegal drugs and abuse of alcohol at the College workplace, on College property or at College activities both on and off campus impairs the safety and health of community members, inhibits the personal and academic growth of students, and undermines the public’s confidence in the College. Only in an environment free of illegal drugs and alcohol abuse can the College fulfill its mission of developing the professional, social, cultural, and intellectual potential of each member of its community. For these reasons, it shall be the policy of MCLA that all College activities, College property, and the College workplace shall be free of the use of illegal drugs and the abuse of alcohol. MCLA recognizes the definition below of alcohol and other drug abuse.

The College considers substance abuse (alcohol and other drugs) to be a maladaptive pattern of substance use manifested by recurrent and significant adverse consequences related to the repeated use of substances. For example, there may be repeated failures to fulfill major role obligations, repeated use in situations in which it is physically hazardous, multiple legal problems, and recurrent social and interpersonal problems. Typically, these problems occur recurrently during the same 12- month period. In other words, criteria for substance abuse includes the harmful consequences of repeated use (as cited in the Diagnostic and Statistical Manual 5th edition, DSM V, 2013).

Responsible use of alcohol will be allowed at College activities and on College property only under specified conditions. First, possession and consumption are limited to persons of legal age and are confined to particular locations and/or events. Second, events where alcohol is served, shall be managed through Campus Dining Services. Third, resident students who are of legal age shall observe the regulations controlling the possession, use or distribution of alcohol within residence areas. Students should refer to the Resident Student Handbook and Guidelines for Community Living for these regulations.

The College affirms that fundamental responsibility for personal behavior associated with the use of alcohol rests with the individual; however, the College will provide constructive leadership for promoting a positive environment for its members. In addition, the College will maintain and enforce rules and regulations deemed appropriate and necessary to preserve conditions essential to academic and personal well-being.

The principle aims of College policy concerning the use of alcoholic beverages on Campus include:

- Providing balanced support for activities and programs for those who, by choice or by law,

do not use alcoholic beverages.

- Reducing pressures on those who do not wish to use alcohol in social settings.
- Formulation and enforcement of regulations for social events and individual conduct encouraging responsible, moderate, and safe use of alcoholic beverages.
- Providing for discipline of those whose use of alcohol is associated in any way with infringements of the rights of other community members to pursue academic, personal, and social endeavors.
- Provision for information, educational programs, and counseling services to support community interests and values affected by social and individual use of alcohol, to minimize problems associated with alcohol use, and to assist all students in pursuing their goals for educational and personal development.
- Provide opportunity for community-wide participation in the formulation, dissemination, and enforcement regulations.

2. Prohibited Conduct

The students and employees of MCLA shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances or alcohol on College property in conjunction with any College activity or in the College workplace. No alcohol shall be present at any employee or student meetings or events where College business related efforts are being conducted.

Responsible use of alcohol is allowed in this policy and is limited by the three conditions listed in section 1. Any individual who violates this prohibition will be subject to disciplinary action in accordance with the College's policies. Further, any employee or student employee must notify the Human Resources Director within five (5) days of being convicted of violating a criminal drug statute in the workplace. The College will notify appropriate authorities as required that an employee or student employee has been convicted of a drug-related offense within ten (10) days.

All resident students living in Berkshire Towers, Hoosac Hall or the Flagg Townhouses should familiarize themselves with the residence area alcohol and drug policies found in the [Resident Student Handbook](#). This document is available to all students through Residential Programs & Services.

All College guests are expected to adhere to College policies throughout their visit to Campus or attendance at Campus events and programs.

3. Alcohol and Other Drugs: Effects and Abuse Prevention Resources

Substance abuse programs which apply to the College as both an educational institution and a workplace are designed to:

- establish and enforce clear policies for students and employees that promote an educational environment free from the abuse of alcohol and the use of illegal drugs
- educate all members of the Campus community about the health risks associated with the use of illegal drugs and the abuse of alcohol
- create a campus environment that promotes and reinforces healthy, responsible living and respect for community and Campus standards and regulations
- provide intervention for alcohol abusers and users of illegal drugs through counseling, treatment, and referral

Counseling Services and Health Services provide education on substance use and abuse. If students and employees have questions concerning the health risks associated with the use of illegal drugs and the abuse of alcohol, they should contact Counseling Services, Health Services, the Employee Assistance Program or personal health care providers.

4. Help and Information Concerning the Health Risks Associated with Drug and Alcohol Use

The use of drugs and alcohol, even infrequently, may damage one's health. A listing of the health risks associated with the use of alcohol and drugs is enumerated under Part 5 of this policy. Counseling Services, Health Services or one's health care provider can describe the effects specific substances have upon one's health.

Help concerning drug and alcohol-related problems are available from several sources. Individuals in need of assistance, who know of someone who needs help or have questions concerning alcohol and drug abuse may contact any of the following:

Counseling Services, MountainOne Student Wellness Center, (413) 662-5331

Health Services Office, MountainOne Student Wellness Center, (413) 6625421

Website: www.mystudentbody.com

MCLA Director of Human Resources, Mark Hopkins Hall, (413) 662-5598

Drug and Alcohol Hotline, Substance Abuse Division, Information and Referrals,
(800) 327-5050

Alcoholics Anonymous, For more information on local meetings, call Pittsfield
(413) 443-0212, or Berkshire Intergroup (413) 448-2382. Each Saturday, The Transcript
has a complete listing of all AA groups and other 12-step self-help groups.

Employee Assistance Program, (413) 499-4481 or (800) 255-2599

Mental Health and Substance Abuse Services of the Berkshires, (413) 499-1000

McGee Unit at Hillcrest Hospital, 165 Tor Court, Pittsfield, MA, (413) 443-4761 or
(800) 222-1664, Ext. 154

Narcotics Anonymous, (413) 443-4377

5. Health Risks Associated with Use of Alcohol and Other Drugs

Alcohol

- addiction (particularly for individuals with alcoholism in their families)
- every drinking episode results in some irreversible damage to brain cells
- fetal alcohol syndrome (birth defects caused by women drinking during pregnancy)
- increased risk of cirrhosis, ulcers, heart disease, injury by accident, cancer of mouth, esophagus, liver and stomach
- blackouts
- development of personality disorders
- increased tendency to abusive behavior

- impaired judgment may lead to life-threatening situations (physical alcohol/unwanted pregnancy)
- loss of inhibitions
- malnutrition and resultant damage to muscle, bone and other tissues
- circulatory impairment
- depression of central nervous system function
- increased effect of narcotics/tranquilizers when used together
- alcohol poisoning leading to possible coma and death

Marijuana

- psychological addiction depending on patterns of use
- stored in body fat for 4-6 weeks
- disruption of brain function is caused by a motivational syndrome (loss of energy and enthusiasm including short-term memory loss and impaired depth perception and time/space orientation)
- lung damage due to tar and other chemicals
- increased heart rate
- increased appetite which can lead to weight gain
- idiosyncratic constriction of air passages in lungs of asthmatics
- disruption of reproductive organ function in men and women

Stimulants (Ephedrine, Crystal Meth, Crack, Cocaine, Ritalin, etc.)

- extremely addictive
- development of overwhelming, uncontrollable compulsion to repeat use (with “crack” cocaine)
- central nervous stimulant
- increased heart rate, respiratory rate and blood pressure
- possible death-producing fibrillation of the heart
- possible death-producing seizures and strokes
- impairs judgment
- anxiety, restlessness, apprehension, hyperactivity, impulsiveness, exhaustion, delusional thinking
- increased tendency of abusive behavior

Hallucinogens (LSD, PCP, mushrooms, Ecstasy)

- paranoid thoughts, anxiety, panic, depression
- delusions, time and visual distortions
- depersonalization
- extreme suggestibility while under the influence of the drug
- intensification of any pre-existing psychosis
- ataxia (unsteady gait/balance problem)
- impaired memory
- alteration of electrical activity of brain
- changes in levels of brain chemicals

Inhalants (Diverse group of chemicals, including solvents, aerosols, gases, and volatile nitrites)

- depression of the central nervous system, can lead to death from a single use

- psychologically and physically addictive
- headache, muscle weakness, abdominal pain, nausea, vomiting, nosebleeds, tremors
- heart, lung, kidney, and liver impairment/damage
- brain and nervous system damage and paralysis

Heroin

- prolonged psychological dependence
- rapid tolerance and physical addiction
- depression in central nervous system, suppression of pain sensation and relief from anxiety
- possible collapsed veins and infections such as hepatitis, endocarditis, or HIV/AIDS due to needle infection transmission
- irregular heartbeat and breathing
- drowsiness which may progress to coma and death depending on dose
- possibility of severe health consequences depending on the inert chemicals with which the heroin is combined

The above information on health risks was compiled by the Health Services Office.

6. Criminal and Legal Sanctions Associated with Drug and Alcohol Use

The Department of Public Safety maintains a list of the legal sanctions associated with alcohol and drug abuse. In general, severe sanctions may be imposed upon an individual who manufactures, distributes or possesses controlled substances such as marijuana, cocaine, crack or prescription drugs. The penalties may be doubled for offenses occurring on or near the College. These penalties include fines and imprisonment.

The illegal purchase of alcohol, the illegal possession of alcohol or providing alcohol to minors carries penalties including fines and imprisonment. Specific references may be obtained from the Department of Public Safety.

Further, the Department of Higher Education's Alcohol Policy (BHE 99-02) incorporated into the guidelines for Campus safety and security and Campus codes of conduct adopted by the Board in May 1997, call on campuses to add to the list of zero tolerance offenses third offense underage possession or consumption of any alcoholic beverage following progressive discipline for the first two offenses.

Additionally, the [Resident Student Handbook](#) and this Handbook describe minimum mandatory sanctions that result from responsible findings in alcohol violations.

Amnesty and Good Samaritan Policy

1. Policy Statement

Student health and safety are primary concerns of the MCLA community. Students may be reluctant to seek help in incidents of crisis or medical emergency because of potential student conduct consequences for themselves, the person in need of assistance or the organization hosting the event where the situation occurs. Since these emergencies are crisis related and/or potentially life threatening, MCLA seeks to reduce barriers to seeking assistance. MCLA students are expected to care for themselves and for others in the MCLA community by getting help from appropriate officials even when violations of the Community Standards have

occurred.

To this end, the Amnesty and Good Samaritan Policy was developed. In crisis situations involving alcohol, drugs, and/or sexual assault, the College strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. This means no formal disciplinary actions will be assigned to the reporting student(s) or student in need of assistance for alcohol or drug possession violations relating to the incident. The incident will be documented. Additionally, educational and/or health interventions will be required as a condition of deferring disciplinary sanctions.

2. Purpose

The Amnesty and Good Samaritan Policy represents the College's commitment to increasing the likelihood that community members will call for assistance when faced with a crisis or an alcohol or drug-related emergency. The policy also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or drugs in order to reduce the likelihood of future occurrences.

3. Sexual Assault

In a situation where a sexual assault (nonconsensual sexual penetration or nonconsensual sexual contact according to the sexual assault policy) is alleged to have been committed against any individual(s), students are encouraged to (1) contact MCLA Campus Police (413) 662-5100 or (ext. 5100), The Title IX Coordinator, Residential Programs & Services (RPS) Staff, MCLA Counseling Services, the Student Affairs Division Office or other emergency officials to report the incident; (2) remain with the individual(s) needing support and cooperate with emergency personnel as long as it is safe to do so; and (3) meet with appropriate College officials after the incident and cooperate with any College investigation.

4. Alcohol/Drugs

Signs of serious intoxication/impairment include:

- Inability to rouse the person with loud shouting or vigorous shaking
- Passed out
- Semi-conscious; person goes in/out of consciousness
- Slow (< 8 breaths/minute) or irregular breathing or lapses in breathing of 10 seconds or more
- Cold, clammy or bluish skin
- Vomiting while passed out, not waking up after vomiting or incoherent while vomiting

Medical Emergency Reporting Procedures - Students are expected to contact the MCLA Campus Police (413) 662-5100 or (ext. 5100) when they believe assistance for a seriously intoxicated/impaired person is needed on Campus. Students should seek immediate help if any of the above signs are present as they indicate a potentially life-threatening emergency. MCLA Campus Police will assist seriously intoxicated/impaired individuals by facilitating transport to medical facilities or by taking other protective measures. In case of an off-campus medical emergency, students should call 911 for assistance by local police or medical professionals. If the seriously intoxicated/impaired individual is located within a residence area, a Resident Advisor (RA) or Residence Director (RD) should also be notified after MCLA Campus Police is called. A seriously intoxicated/impaired individual should never be left alone; therefore, at least one person should stay with the seriously intoxicated/impaired individual while another person

makes these notifications.

5. Process

Whenever a student assists an alleged victim of sexual assault or a seriously intoxicated/impaired person in procuring the assistance of MCLA Campus Police, local or state police, RPS staff, medical professionals or any aforementioned party, neither the seriously intoxicated/impaired individual nor the individual or organization who assists will be subject to formal College disciplinary actions for using and/or possessing alcohol/drugs. This protocol does not preclude disciplinary action regarding other violations of College standards, such as causing or threatening physical harm, sexual assault, damage to property, harassment or hazing. Students should also be aware that this policy does not prevent action by local and state authorities. Campus Police and RPS staff will record names of intoxicated students to enable any follow-up deemed necessary to ensure the wellbeing of students involved. Other information may also be needed.

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol and/or drug education activities, assessment, and/or treatment depending on the level of concern for student health and safety. In addition, if the student is under 21 years of age the student's parents may be notified (of alcohol and drug matters only). If the student does not follow these stipulations, the student has violated the Amnesty and Good Samaritan Policy and is subject to the complete range of sanctions and penalties as outlined in the MCLA Student Handbook for any policy violations.

The Amnesty and Good Samaritan Policy may be used more than once. Students and organizations that help others in incidents of crisis or medical emergency are not limited to one use of the Amnesty and Good Samaritan Policy, as they should always feel empowered to help those in need. Serious or repeated incidents, however, will prompt a higher degree of medical concern and formal response from the College which may include an intervention and/or conduct action.

Questions regarding the MCLA Amnesty and Good Samaritan policy should be directed to the Students Affairs Division Office.

Discrimination

The full policy can be found at [the State University EO Plan](#) on the Human Resources website.

1. Policy Statement on Affirmative Action and Non-Discrimination

The Department of Higher Education of the Commonwealth of Massachusetts (DHE) is responsible, pursuant to Chapter 15A of the General Laws of the Commonwealth of Massachusetts, for the overall governance of the public higher education system, which includes the nine State Universities. MCLA is committed to maintain and promote a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, genetic information, marital status, political belief or affiliation, and veteran status.

This policy incorporates by reference, and where applicable, the requirements of: Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968; Titles I and II of the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972 and its regulations

found at 34 C.F.R. part 106; Equal Pay Act of 1963; Civil Rights Restoration Act of 1988; Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Section 402 of the Vietnam-era Veterans Readjustment Act of 1974, Uniformed Services Employment and Reemployment Rights Act (USERRA); Age Discrimination Act of 1975; Age Discrimination in Employment Act of 1967, as amended; Family and Medical Leave Act of 1993; Federal Executive Order 11246 of 1965, as amended by Executive Order 11375 of 1967; Federal Executive Order 12900 of 1994; Federal Executive Order 13145 of 2000; Federal Executive Order 13160 of 2000; Federal Executive Order 13166 of 2000; Massachusetts Civil Rights Act; Massachusetts General Laws Chapters 151B, 151C, and Chapter 149; directives of the DHE, the Boards of Trustees of the State Colleges and the Commonwealth of Massachusetts; and other applicable local, state and federal constitutions, statutes, regulations and executive orders.

Where to Get Help

Students are encouraged to talk with the Student Affairs Division Office or other Student Affairs staff if they witness discriminatory behavior or if they feel they may be the object of discrimination. All Student Affairs staff are prepared to assist students who feel they have experienced discrimination. Students who have experienced discrimination or harassment as defined by these policies should file complaints with the Affirmative Action Officer (located in Mark Hopkins Hall).

2. Policy Against Discrimination, Discriminatory Harassment, and Retaliation

MCLA is committed to educating, training, and preparing our students to live and work in our increasingly global and diverse workforce. It is our commitment to take all possible steps to provide an inclusive and diverse learning, living, and work environment that values diversity and cultural tolerance and looks with disfavor on intolerance and bigotry. Any condition or force that impedes the fullest utilization of the human and intellectual resources available represents a force of destructive consequences for the development of our Commonwealth and ultimately, our nation.

- a. **Discrimination.** An intentional or unintentional act that adversely affects employment and/or educational opportunities because of a person's membership in a protected class or association with a member(s) of a protected class. Discrimination may be classified as either disparate impact (the result of an employment policy, practice or procedure that, in practical application, has less favorable consequences for a protected class than for the dominant group) or disparate treatment (employment practices, such as tests or educational requirements, that are fair and neutral on their face, but which are applied or administered in an unequal manner). A single act of discrimination or discriminatory harassment may be based on more than one protected class status.
- b. **Discriminatory Harassment.** A form of unlawful discrimination including verbal and/or physical conduct based on legally protected characteristics and/or membership in a protected class that: has the purpose or effect of creating an objectively intimidating, hostile or offensive work or educational environment; has the purpose or effect of unreasonably interfering with an individual's work or learning performance; or otherwise unreasonably adversely affects an individual's employment or educational opportunities.
- c. **Retaliation.** Taking adverse employment or educational action against a person who files claims, complaints or charges under these procedures or under applicable local, State or Federal statute, who is suspected of having filed such claims, complaints or charges, who has assisted or participated in an investigation or resolution of such claims, complaints or charges or who has protested practices alleged to have violated the non-discrimination

policy of the College, the Department of Higher Education or local, State or Federal regulation or statute. Retaliation, even in the absence of provable discrimination in the original complaint or charge, constitutes as serious a violation of this Policy as proved discrimination under the original claim, complaint or charge.

Prohibited Conduct

This Policy prohibits all conditions and all actions or omissions, including all acts of discrimination, discriminatory harassment, and retaliation denying or having the effect of denying any person their rights to equity and security on the basis of their membership in or association with a member(s) of any protected class. This policy reaffirms the values of civility, appreciation for racial/ethnic/cultural/religious pluralism and pre-eminence of individual human dignity as preconditions to the achievement of an academic community recognizing and utilizing the resources of all people.

In order to promote an atmosphere in which diversity is valued and the worth of individuals is recognized, the College will distribute policy statements and conduct educational programs to combat discrimination, discriminatory harassment, and retaliation.

The prohibited conduct contained in this Policy shall apply to and be enforced against all members of the College community, including, but not limited to, faculty, librarians, administrators, staff, students, vendors, contractors and all others having dealings with the institution.

3. Policy for Reasonable Accommodations for Persons with Disabilities

MCLA is committed to providing equal access to educational opportunities and employment for otherwise qualified persons with disabilities. The College recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs, services, activities, and employment.

- a. **Individual with a Disability.** An individual with a disability is a person who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. Major life activities are activities an average person can perform with little or no difficulty such as walking, breathing, seeing, hearing, speaking, learning, and working.
- b. **Qualified Individual with a Disability.** A qualified student with a disability is someone who possesses the skills necessary to complete the essential academic requirements of a course and/or degree program, with or without reasonable accommodation. The essential academic requirements of a course and/or degree program are the knowledge and skills that must be acquired and demonstrated in order for a student to successfully meet the learning objectives of the course or degree program.
- c. **Reasonable Accommodation.** Modifications or adjustments to an application process, job, work environment, the way in which work is customarily performed or a course of study that permits a qualified individual with a disability to perform the essential functions of a position or to enjoy the benefits and privileges of employment or education equally with persons without disabilities. Reasonable accommodations in education may include, but are not limited to: in-class aids such as note takers; extended time for examination; quiet rooms or alternate locations for testing; alternatively formatted testing; alternatively formatted textbooks and other course materials; and/or access to assistive technology. Possible course reductions or substitutions on the basis of a disability will be carefully evaluated. Students with disabilities must meet the essential requirements of all academic degree programs.

Any student of the College seeking reasonable accommodation for a disability may contact the Learning Specialist in the Center for Student Success & Engagement for more information.

4. Grievance Procedures

MCLA has established complaint procedures to help resolve claims and complaints of discrimination, discriminatory harassment, and retaliation on our campus. These procedures will also specifically address claims and complaints of sexual harassment and failure to accommodate or to provide appropriate auxiliary aids and academic adjustments for a person with disabilities as prescribed by the ADA, the Rehabilitation Act, and Massachusetts General Laws Chapters 151B and 151C. The Discrimination Complaint Procedures serve as a system of review and resolution for both informal claims and formal complaints of discrimination, discriminatory and sexual harassment and retaliation on any of the above-mentioned protected bases. Any applicant for employment or admission or any member of the College community who believes they are the victim of discrimination or harassment may initiate an informal claim or formal complaint as outlined in the Discrimination Complaint Procedures, the full text of which is located on the College's website and in the Affirmative Action/Equal Opportunity/Diversity Plan. Further advice or information may be obtained by contacting the Student Affairs Division Office or the Affirmative Action Officer (located in Mark Hopkins Hall).

Policy on Class Attendance

Students are expected to attend all of their classes. They must also be aware of course requirements. Whenever possible, students should notify their instructors prior to an absence from class and make up missed work within a reasonable length of time after the absence. Students who expect to be absent from classes for three days or longer should contact the Center for Student Success and Engagement for help notifying their instructors.

Eligible Absences

Absences of students from scheduled classes will be considered excused for the following listed reasons.

- a. Participation as a representative of the College in a scheduled intercollegiate athletic event. It will be the responsibility of the Athletic Department to notify instructors of the student's participation and absence in advance of the anticipated absence.
- b. Participation as a representative of the College in a scheduled intercollegiate club competition or professional/academic conference, travel course or field trip scheduled as part of a course. The club must be a recognized Campus club. It will be the responsibility of the club advisor or the sponsoring academic/administrative department to notify the student's instructors of the student's participation and absence in advance of such absence.
- c. Health and/or disability-related absences for which a valid reason is presented. Judgment of the validity of the excuse is left to the instructor.
- d. Any student of the College who is unable, because of the student's religious beliefs, to attend classes or to participate in any examination, study or work requirement shall be excused from any such examination or work requirement and shall be provided with an opportunity to make up such examination, study or work requirement provided it shall not create an unreasonable burden upon the College.

Accommodations for Eligible Absences

- a. Each instructor will develop an excused absence policy that follows the statement of eligibility above. In lieu of such individual policy, a department may choose to develop a departmental policy.
- b. The absence policy shall be made a part of the course syllabus and shall be made available in print to all enrolled students within the first two weeks of the semester.
- c. No student having an excused absence shall be penalized for such absence on account solely of being absent. Nothing in this policy is intended to excuse a student from the responsibility to make up missed work within a reasonable length of time.
- d. A student with excused absences due to participation as a representative of the College (see 1 and 2 under Eligible Absences) may be held to deadlines for submitting class work provided such deadlines are a part of the course syllabus and were available to the student within the first two weeks of the semester.
- e. Students anticipating absence because of participation in an eligible event shall make arrangements prior to their absence to make up any missed work.

Policy on Attendance at Out-of-Class Events

In providing a rich cultural education, MCLA recognizes a total college experience extends beyond regularly scheduled instruction in a formal classroom or laboratory setting. There are a number of educational events or activities that occur outside these settings (e.g., concerts, plays, field trips, etc.) which are an important part of the student's liberal arts education. Attendance at out-of-class events may present hardship for some college students, especially those with jobs and families.

Therefore, reasonable accommodations shall be made for all students with respect to such events with the following provisions:

- a. Instructors may schedule out-of-class experiences as they deem necessary to achieve the purposes and goals of the course for which the event is scheduled. Students should be given the option of attending the out-of-class experience or their regularly scheduled classes.
- b. Insofar as possible, all out-of-class events at which student attendance is expected are to be included on the course syllabus. In any event, reasonable advance notice of such expected attendance must be given.
- c. If the out-of-class event is an exam, the student may opt to take the exam at another time. This other time shall be mutually agreeable to the instructor and the student and must be arranged prior to the original exam date.
- d. Students for whom attendance at any such event will constitute a hardship with scheduled classes, family or employment responsibilities shall be granted an opportunity to complete an equivalent alternative assignment to meet the course requirements without penalty.

Room Scheduling

The Office of Student Development is responsible for scheduling non-academic spaces on Campus. To reserve a room for a meeting or activity, complete an Event Scheduling Form and submit it to the Office of Student Development. Due to the high demand for meeting and activity space on campus, students are encouraged to submit reservation requests as early as possible, but no later than two weeks prior to the event. If the request is approved, the student will receive written notification from the Office of Student Development. To reserve a specific room or facility not scheduled by the Office of Student Development, students will be referred to the appropriate party at the time of their initial

inquiry.

Smoking Policy

The Massachusetts Smoke-Free Workplace Law is primarily intended to protect workers from health hazards resulting from exposure to secondhand smoke. Secondhand smoke is a Class A carcinogen as determined by the U.S. Environmental Protection Agency. As of July 5, 2004, all workplaces that have one or more employees must be smoke-free. MCLA is responsible for providing a smoke-free environment for all employees working in an enclosed workplace. In accordance with the legal requirements, no smoking is allowed anywhere on campus other than in designated smoking areas.

It is expected that all members of the College community will respect the rights of their fellow community members as well as this policy.

Smokers are expected to follow the policy and restrict their smoking to designated areas. Any employee or student who believes he or she is being subjected to secondhand smoke in violation of this policy should inform the offending party that this policy exists and request that he or she adhere to the policy. If the offending party does not comply with this request, the violation should be reported to the department head or administrator who is in charge of the area in which the violation occurred. That individual will be responsible for addressing the problem with the offending person or persons. Problems which cannot be resolved at that level should be referred to the Vice President who oversees the department.

Designated outdoor smoking areas with proper receptacles are available in the following locations, subject to cleanliness standards and adherence to safety regulations, as follows:

- Campus Center (second floor deck near the Sullivan Lounge entrance in the corner facing Hoosac Hall and the sidewalk under the overhang across from the Power Plant)
- Church Street Center (the parking lot on the sidewalk near the planting bed)
- Facilities Building (the parking lot near the train trestle)
- Freel Library (quad-level balcony in designated area)
- Public Safety Building (west perimeter near parking lot in designated area)
- On the front side of Mark Hopkins near where the entrance sidewalk meets Church Street sidewalk.

The smoking policy for student residence areas is listed in the Residential Student Handbook http://www.mcla.edu/Student_Life/campushousing/residentstudenthandbook/

Smoking is not allowed anywhere on campus property, including the athletic fields, Gallery 51 or the Advancement Office other than the designated smoking areas described in this policy. Smoking is also prohibited in College vehicles.

Student Responsibilities

MCLA develops and/or adopts rules, regulations, and policies governing certain student behaviors. If an individual, student or student organization/group is believed to have violated any of these standards, disciplinary action may be initiated by the College against this person or group.

Please note, all policies and procedures found in the most recent version of the [Resident Student Handbook](#) are considered to be incorporated into this Handbook even if these may not be specifically listed or cited in the following text. Should conflicts be found to exist between the two documents, however, the provisions of this Student Handbook take precedence over the Resident Student Handbook. For more information about the Resident Student Handbook, contact Residential Programs & Services.

Violence: In general, the Northern Berkshire Region is a peaceful and safe environment. Violence occurs, however, on many levels in any community, and violence takes many forms. No form of violence is acceptable at MCLA. Sexual violence; hate crimes which include intimidation graffiti, electronic communications or other threats; hazing; carrying or using a weapon or other dangerous instruments; assault on a person or property; domestic violence; or any other form of interpersonal violence will not be tolerated.

I. General Regulatory Statement

Disciplinary procedures may be the necessary consequence of student misconduct occurring on or off the campus. This misconduct may include instances wherein students violate local, State or Federal laws. Whenever a student's behavior becomes disturbing to other members of the College community, to the extent that such behavior is believed to hinder the College in its basic functions, then College officials may be required to initiate disciplinary procedures against the student or students in question.

Students also have a special obligation to live harmoniously in the North Adams community. Therefore, behaving in a way, which disrupts or has the potential to disrupt community relations, may result in disciplinary procedures against a student or student group.

Actions that in any way threaten or endanger the personal safety or security of an individual or group are considered grave offenses. This includes endangerment of personal safety or well-being.

In addition, students may be charged with an alleged violation of this general regulation whenever it is believed they violated established laws or other standards of conduct, which are not specifically listed in this Handbook but are covered by the spirit of this statement.

II. Conditions of Enrollment

Even though a person is eligible to be admitted to the College community, there are certain conditions all people must meet in order to be enrolled in MCLA and function as a member of the community. Failure to meet and maintain these conditions may result in a hold against future registration and/or termination of a student's current enrollment and/or presence on Campus. If a student's enrollment is terminated for failure to fulfill conditions of enrollment, the student may not be on Campus or use Campus resources without the expressed permission of the Student Affairs Division Office. In addition, the student will not be eligible for refund of any portion of the expenses listed by Student Accounts.

A. Accuracy of College Records – Students are expected to provide accurate and complete information on all College forms and documents, including applications for admission, financial

aid, references, health and immunization reports, local and home addresses, and other types of records.

- B. Class Attendance** – The Attendance Policy at MCLA is listed in the most recent edition of the College Catalog. Furthermore, each class may have a separate attendance policy established for it by the faculty member of record for the course. However, should a student fail to attend all of the student’s classes for a period of a week or more, without approval from the student’s faculty, and should a student be failing all of the student’s courses and it can be confirmed there is no way for the student to make up the work in the student’s courses, MCLA reserves the prerogative to take steps to terminate such a student’s enrollment. This action would result in residence contract termination as well.
- C. Communications with the College** – Students are expected to regularly pick up their mail at the Campus mailroom, check their Campus voice mail, and check their electronic mail accounts assigned by the College. These are the primary communication systems used by the College.
- D. Completion of Registration** – Each semester students are required to complete their registration with the College before they are recognized as students of the school.
- E. Conditions Established as Part of Disciplinary Sanctions** – All students are expected to fulfill conditions established as part of disciplinary sanctions. Students who fail to fulfill these conditions may be subject to additional disciplinary action and/or the student’s enrollment may be terminated. Residence contracts may also be terminated.
- F. Financial Obligations** – Students shall be held responsible for all financial obligations they incur with the College. Failure to comply with this policy, without prior permission being granted, could result in loss of Campus housing and/or Campus parking as well as a hold placed against the release of grades, diploma or transcript of a student with such outstanding obligations.
- G. Health and Immunization Records** – State law requires all students to provide complete and accurate immunization records in order to be enrolled in any college or university. The Health Services Office is primarily responsible for monitoring the compliance of each student concerning this particular legal requirement. If a person should fail to comply with this requirement, the College may either prevent the student from completing the student’s registration or remove the student from the enrollment rosters of the school.
- H. Health Insurance** – State law requires each full time student to possess a minimum level of health insurance during the student’s time of enrollment. Such insurance may be provided by either an insurance carrier chosen by the student or by the student enrolling in the program adopted by the State University System. The Health Services Office provides students with the information about this program. The law also requires the College to terminate the enrollment of any student who fails to provide proof of proper insurance coverage.

III. Special Behavioral Standards for Students at MCLA

- A. Alcoholic Beverages** – The College intends for its students to abide by State laws prohibiting those persons under the age of 21 from possessing, purchasing or transporting alcoholic beverages. Those students who are of legal drinking age may possess alcoholic beverages in specific residence areas and at certain times and places on Campus such as specifically designated social events. Students of legal age who choose to possess and use alcohol must do so responsibly. Students who are 21 years of age may not consume, possess or otherwise use alcohol when a minor is present. Conversely, minors may not be present when/where there is alcohol present unless specifically approved. This standard applies both on and off Campus. At no time are students allowed to possess on Campus (regardless of content) kegs, half kegs or similar “common” containers of beer such as “beer balls” and/or alcohol abuse apparatus such as funnels, beer pong or Beirut set ups. Students are expected to become familiar, where relevant, with policies established by such offices as Residential Programs & Services and Public Safety before becoming involved in any event

where alcoholic beverages are to be present. Behaviors resulting in violations of community standards as a result of improper use of alcohol will not be excused or mitigated.

- B. Assault and Battery** – Students may not willfully threaten or injure another person. Additionally, they may not endanger nor may students intentionally and unjustifiably use force upon a person or act in a negligent way that causes injury to another. Behavior involving an expressed or implied threat, which interferes with an individual’s personal safety, academic efforts, employment or participation in College sponsored programs and causes the person to have a reasonable apprehension that harm is about to occur is also prohibited.
- C. Complicity/Implied Consent** – If a student is aware of or in the presence of a violation of College policy and the student remains in the presence of and/or fails to take reasonable actions to stop the violation, the student gives implied consent to the violation and becomes a party in the violation. A student present when/where one or more violations are occurring also chooses to accept the consequences of being in violation of College policy. Anyone who creates an opportunity or encourages another person to violate regulations may be deemed equally responsible as the actual perpetrator and may be subject to the same sanctions as the active offender.
- D. Disruptive Conduct** – Students are considered to be acting in a disruptive fashion and against College standards whenever they shall make a disturbance or threat of violence which is sufficient to disrupt the normal and reasonable use of the buildings or property, owned or controlled by the College or elsewhere (even off campus). In the interpretation and application of this regulation, either a disturbance or a threat of violence, shall constitute a violation. A “disturbance,” which is something less than threats of violence, is an interruption of peace and quiet, a violation of public order in decorum or an interference with/or hindrance of facilities or occupation of a building or space. Classroom disruption is substantial and/or repeated behavior that reasonably interferes with the conduct of a class or related academic pursuits. “Fighting,” defined as engaging in and continuing when one has an opportunity to disengage from a physical struggle with another person or persons, is specifically prohibited under this regulation. Lewd, obscene or otherwise indecent conduct is also prohibited under this code.
- E. Drugs and Narcotics** – In accordance with the General Laws of Massachusetts, the College as an instrument of the State, is obliged to uphold and maintain standards in relation to illegal drugs and substances. Therefore, students alleged to be in violation of these standards can expect the College to pursue such matters through its regularly established conduct process. The possession, use, distribution or sale of narcotics, hallucinogens or other dangerous and/or illegal drugs is prohibited. The possession or sale of drug related paraphernalia is also prohibited. The College embraces wellness and, therefore, prohibits the use of any substance in a harmful or abusive manner. This may include over-the-counter substances or prescription drugs. Behaviors resulting in violations of community standards as a result of improper use of drugs or other substances will not be excused or provide justification for the College to mitigate its response to associated behaviors and violations.
- F. False Information** – Any student who knowingly withholds information or offers false information during either an investigation or College disciplinary process shall be considered to have violated College policy and standards of behavior. Furnishing false information, alteration, destruction, misuse of documents, records or I.D. cards or signing or using another person's name is also prohibited.
- G. Fire Safety - Fire Alarms, Equipment and Drills** – The use of fire equipment, such as smoke detectors, extinguishers, alarms and hoses, is strictly prohibited except in the case of an emergency or an organized fire safety drill approved by the Department of Public Safety. Likewise, failure to evacuate promptly and completely any campus building or facility is prohibited once a fire alarm is sounded or when directed under such circumstances to do so by a College staff member or official emergency personnel. The setting of fires without a written permit is strictly prohibited.

- H. Gambling** – Any gambling which is prohibited by Massachusetts law is also prohibited on College property.
- I. Harassment** - The College has concern for incidents in which students are subject to harassment because of membership in a particular racial, ethnic, religious, gender, self-identification of gender or sexual orientation group or because of their disability. Conduct less than a physical attack or contact that is so severe or pervasive it interferes with a person's employment, academic performance or participation in College programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive is in violation of this policy.
- J. Hazing** – The term "hazing" as used in this section shall mean any conduct or method of initiation into a student organization whether on public or private property that 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 treatment or forced physical activity that 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, consent shall not be available as a defense to any campus disciplinary action under this action. Principal organizers and/or participants are considered to be responsible for hazing. Further, whoever knows that another person is the victim of hazing and is at the scene of such activity shall, to the extent that such person can do so without danger or peril to himself or herself or others, report such crime to an appropriate enforcement official as soon as reasonably practicable.
- K. Misappropriation, Theft, and/or Damage/Destruction of Property** – Students are responsible for the proper utilization and preservation of all College furnishings, equipment, grounds, vehicles, services, and facilities. Prior to use, approval is necessary for use of vehicles, facilities, and some equipment. Damages caused by students to College owned or operated property will provide the College with the basis for a claim against the responsible student(s) for the repair/replacement of the damaged item(s) and any associated costs incurred. Further, students may not incur College expenses or consume College resources for the conduct of their personal lives, personal entertainment or livelihood. Students are expected to acquire permission to use College resources, and resources or the personal belongings of fellow students. If a student takes property or uses services without permission and/or is in possession of stolen property, the student is in violation of College policy.
- L. Noise** – Students may not intentionally make or cause to be made any noise above the level of the activity commonly associated with the environment of the campus. In assessing whether a student behaved in accordance with this community standard, factors such as the time of day, day of the week, and place of the alleged violations will be taken into consideration; that is, greater care to control unwanted noise will be expected during weekdays, near the library and classroom buildings, and at examination times than on weekends or at athletic events. Generally, any intentionally created noise that inhibits the ability of others to study, teach, sleep and enjoy the intended use of the campus and its facilities will be presumed to be against this standard of behavior. Likewise, any noise generated from within a building that travels within and/or beyond the building such as the sounds transmitted through a radio or stereo are also presumed to be against this standard of behavior.
- M. Sponsorship of Events** – Individuals or groups sponsoring events disruptive to the College or community, or having disruptive consequences, may be held responsible for such activity as if they had committed the offense. Examples of such activity would be parties or dances which prevent study or classes in College buildings and/or disrupt relations with the community or result in other harmful effects.

N. Weapons and Firearms – Except for authorized law enforcement purposes, no weapons of any kind are allowed on the MCLA campus. No individual may possess, carry, store, use or have in the individual's custody or control, a firearm or other weapon on campus. State law prohibits the unauthorized possession, carrying or use of weapons or firearms on College property.

For the purposes of this policy, the term “weapons” includes, but is not limited to, firearms of any nature or description, including shotguns, rifles, pistols and revolvers, paint ball guns or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows or arrows; slingshots; switchblade knives, double-edged knives, hunting (fixed-blade-style) knives of any length, throwing knives or folding (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; mace, pepper gas/spray, and other dangerous chemicals; or any other destructive device or instrument that may be used to do bodily injury or damage to property.

The term “Campus” includes but is not limited to: College housing, buildings, grounds, parking areas or any other facility owned, leased, managed or operated by the College.

The term “carrying” includes, but is not limited to: possession, transporting, storing or having custody or control of firearms or other weapons within any part of a vehicle.

The policy applies to all persons, including but not limited to: faculty, staff, students, and visitors.

Temporary exemption to the portions of this policy not controlled by State law may be granted by the College's Director of Public Safety or designee for job related, educational or demonstration purposes.

Weapons will be confiscated by the College's Department of Public Safety and violators may be subject to criminal prosecution and/or referral for College disciplinary action.

IV. Administrative Policies

Once a person becomes a student and, therefore, a member of the College community, the student is asked to abide by the administrative practices of the College. Failure to abide by these and other administrative policies may result in disciplinary action against the student or group responsible for the violation. College policies are published in many different forms such as the MCLA Catalog, the Resident Student Handbook, and by various offices including the Aramark Dining Services, the Office of Student Records, Computer Support Services, IGC Standards and Conditions for Affiliation, and the business offices. Because these policies are rather extensive in number, students are advised to inquire of the College staff before they invest time, money or material in any endeavor. Students are specifically advised that College policies exist regarding:

- A. Building Hours, Use of Facilities, Equipment, and Vehicles** – Students must abide by the check-in and check-out procedures for College housing and the hours posted for the use of other buildings and events. Likewise, College facilities, equipment, and vehicles are provided for particular uses reflected in the policies governing the use of these facilities, equipment, and vehicles; therefore, any misuse is prohibited. At all times, students are expected to behave in appropriate ways on the Campus especially in the Centennial Room, Fitness Center, Computer Labs, etc.
- B. College Logo** – No one may use the name of the College, its logo, seal, trademarks or other forms of official representation in ways suggesting they are affiliated with, endorsed by or represent the College without authority granted to them by the College.

- C. Failure to Comply with an Official Request** – Students are expected to make reasonable efforts to comply with the requests of College staff and/or designees whenever these College personnel are acting in the performance of their job responsibilities.
- D. Guests** – Students, by inviting or allowing a guest to come to the College, assume responsibility for their guest’s behavior while they are on the Campus or involved in a College-sponsored event. The College reserves the right to have its staff ask any person who is not a member of the College community to leave the buildings and/or grounds of the College, and to stay away from such areas, if the presence of such a person is judged to be the cause of disruption of the fundamental operations of the College or if such a person violates the policies of the College.
- E. ID Cards** – Students must have in their possession at all times a valid student identification card and are required to identify themselves upon the request of any staff member. These cards and their use are not transferable.
- F. Keys** – Unauthorized possession or use of keys for College buildings, facilities, vehicles, and/or equipment is prohibited. Likewise, no key belonging to the College may be reproduced or loaned to any other person without specific written permission from the Department of Public Safety.
- G. Motor Vehicle Registration and Parking** – Students who possess a motor vehicle must properly register it with the Department of Public Safety. Students are expected to follow all parking regulations.
- H. Solicitations** – Students should receive approval from the Student Affairs Office for any solicitation to be conducted on Campus or any solicitations to be made off Campus in which the College’s name will be used.
- I. Use of Computing and Other Electronic Resources** – The unauthorized use of computing resources is prohibited including, but not limited to, duplication of copyrighted material, unauthorized access to or alteration of records, unauthorized use of electronic communication equipment or networks, and assisting others in any of these actions either intentionally or unintentionally. Students are expected to use campus computer and electronic resources (such as e-mail, voice mail, computers, programs, and software) in responsible ways and in a manner consistent with the mission of the College. For complete usage guidelines see [Tech Help webpage](#).

The College Student Conduct System

Introduction

MCLA is committed to student self-governance and direct responsibility in the safeguarding of personal and community rights. In order to fulfill this commitment, the College establishes policies to protect the rights of others while, at the same time, giving due process to any person accused of violation of these rights or policies. On the other hand, when students are convicted of violating a law of the larger community (local, State or Federal law), the College will not request special consideration because of their status as college students. Being a student does not make one immune from prosecution for violation of these laws. Because the College also recognizes many different student groups and student organizations, and these organizations often act as if they are individuals, the standards and processes described in this Handbook are also considered applicable to such groups and organizations. Violations of College policy occurring in any of the following circumstances may be subject to College disciplinary action:

- if it occurs on the Campus or in any College facility;
- if it occurs while the student who is charged was attending or participating in any College-related activity (such as athletic contests, field trips, study abroad programs or social events);
- if the conduct, wherever it occurs, calls into question the student's suitability as a member of the College community such as, but not limited to, acts of violence; violations of another's civil rights; hazing; the unlawful sale or possession of drugs; the unlawful use of alcoholic beverages; and crimes against persons or property. These and similar behaviors will subject a student to College discipline regardless of where the conduct occurs.

The fact that a student's conduct may also constitute a crime in violation of local, State or Federal law does not limit the ability of the College to discipline the student for that conduct. The College, therefore, always reserves the right to submit a complaint to the College Student Conduct System even if the same conduct is or may become the subject of a criminal or civil case. If there are ever any questions concerning the procedure or any other aspect of the College Student Conduct System, students should ask for clarification before the hearing. This may be done by contacting the Student Affairs Division Office.

A. Reports of Alleged Violations of College Policies and Rules

Allegations that students have violated a College policy, including a local, State or Federal law, may be directed to the Student Affairs Division Office. Alleged offenses committed by students living within College residence areas will most likely be initially reviewed by Residential Programs & Services. In cases when a matter is resolved in residence, typically the Residence Director conducts the hearing. Some incidents occurring in residence areas, however, may be referred to the Associate Dean of Students for College Student Conduct System action especially if the presenting information suggests a student's enrollment status may require review and/or there is a history of repeated violations.

Any person in the MCLA community may submit reports concerning alleged violations. Residence area staff, faculty, and other students may submit such reports to Residential Programs & Services or the Student Affairs Division Office; however, three conditions are necessary in order for the College to consider reports/allegations of violations official:

1. The report must be put in written form.
2. The report must be signed by a person writing the report and/or who can act as a witness to the alleged event(s).
3. The report must be accepted by a member of the Student Affairs Division Office as being sufficient to justify a conduct hearing being held about the matter being reported.

An investigation may occur prior to acceptance of the report. Any Campus community member who

refers a disciplinary matter or a complaint to the named offices is typically expected to participate in and present relevant information and evidence in disciplinary investigations. Reports developed by the Department of Public Safety or other police agencies may be used to support possible prosecutions of alleged offenses in courts of law off campus.

B. Processing of Reported Violations

Once an official report of an alleged violation of College rules is accepted by the Student Affairs Division Office, the Office is required to produce a "Specification of Charges." A "Specification of Charges" lists the information about the alleged offense, the rule(s) allegedly violated, the name of known witnesses to this situation and/or other sources of information that support the allegations, and the time when a hearing is scheduled to review these allegations. This information is sent to the accused student at least three days prior to the hearing. In materials accompanying the "Specification of Charges," the accused student may also be instructed to contact the Student Affairs Division Office about the matters identified in the "Charges" or to have questions answered they have about the College Student Conduct Process. Alleged violations may be resolved in one of the following ways:

1. Provide the Student Affairs Division Office or its designee with sufficient information to justify the dismissal of the charges.
2. Plead responsibility for the charges and meet with a representative of the Student Affairs Division Office for the purpose of holding an Administrative Hearing during which a sanction will be assessed for the violation acknowledged.
3. Appear before a Conduct Hearing Officer or panel for the purpose of determining the accuracy of the charges pending and what actions, if any, need to be taken to resolve the issues alleged in the charges. The Associate Dean of Students determines under what circumstances, if any, a matter is brought before a Conduct Hearing Officer. This method of resolving alleged violations is exercised at the discretion of the Associate Dean of Students.

The Associate Dean of Students or a designee may defer proceedings for alleged violations of the student conduct code for a period not to exceed ninety days. Pending charges may be dismissed at the discretion of the Associate Dean or designee.

Student disciplinary processes are typically conducted during the fall and spring semesters. These processes are usually engaged during the first week of classes to the week before final examinations. Resolution of incidents which occur at the end of a semester may be scheduled for hearings during the subsequent semester.

Students are reminded that all charges in a disciplinary case are only allegations until proven to be true. Therefore, students charged with an alleged violation of any College rule are urged to consider their rights to due process.

C. Disciplinary Sanctions

Whenever a student is found to have acted in a manner contrary to the College rules and regulations, that student can expect some form of official disciplinary action will be taken against them by the College. The goal in selecting an appropriate sanction in every discipline case is to provide the student with an educational experience and to balance the perceived needs of the individual student with those of the entire community. Therefore, the type of action taken in any particular case will depend on several factors including the degree of seriousness of the violations, the violator's awareness about the problems caused by violator's behavior, and the violator's degree of maturity and apparent ability and readiness to learn more positive behaviors as a result of having participated in the College conduct process.

The following disciplinary sanctions represent a range of actions starting with the less serious and ending with the most severe. Any hearing agent, upon finding a violation of College policy occurred, may apply any one of these sanctions, or a combination of these, in an effort to effectively respond to the situation of the case before them. The sanctions are considered in order of severity. Discipline is also progressive so a student who is already on “College Probation” and is found to have violated another College policy can expect to receive a more severe sanction such as “Disciplinary Probation” and so forth on through “Dismissal from the College.” The actions, which may be taken in disciplinary cases, are:

1. **Case Dismissed** – An action that closes a case for any of the following reasons: a) not responsible finding is reached by the hearing agent or b) there is a lack of sufficient information and/or evidence.
2. **Reprimand** – Written notification from a hearing agent to a student containing an official reprimand indicating that repetition of infractions of College regulations will most likely result in more severe disciplinary action.
3. **College Probation** – A probationary status imposed for a specified time period, not to exceed one calendar year, during which a student is expected to show a positive change in behavior. In addition, conditions and restrictions appropriate to the offense may be imposed. Any further violation of the probation will be basis for more severe disciplinary action.
4. **Disciplinary Probation** – A restrictive probationary status imposed for a specific time period, not to exceed eighteen months, during which a student is most likely to be prohibited from representing the College or running for/holding office in any extracurricular activities such as councils, intercollegiate athletic teams, intramural programs, clubs or organizations (including SGA), theater, publications, band, etc. Additional conditions or restrictions may be imposed. Students found responsible of any further infraction of College regulations during the probation or who violate the conditions or restrictions of the probation will be subject to further action.
5. **Suspension from College** – Suspension status excludes a student from classes and all privileges and activities of the College for a definite period of time, not to exceed one calendar year. This action may be deferred to become effective after a certain date. During the period of suspension, a student is not permitted to be on the College property or use the facilities or equipment without the expressed permission of the Student Affairs Division Office. If the conditions of the suspension are violated, the student will be subjected to further disciplinary action.
6. **Dismissal from the College** – A decision to dismiss a student means the student’s status at MCLA is terminated for an indefinite period of time. During the period when the student is dismissed, the student is excluded from classes and from all privileges and activities of the College. During a period of dismissal, a student is not permitted on College property without the expressed permission of the Student Affairs Division Office. If a dismissed student violates any College regulation during the dismissal period or the conditions of dismissal, the student shall be subject to further action. A sanction of dismissal must be reviewed and approved by the College President before it becomes effective. Any recommended dates or conditions of readmission must be similarly approved. Readmission to the College must be approved by the President.

Conditions – A hearing agent may attach conditions to any disciplinary action, including but not limited to the following:

1. **Restitution** – Reimbursement by the student to the College or an individual through payment of money or performance of an appropriate work requirement because of damage or loss to the College or personal property or misappropriation of same.
2. **Fines, Fees, and Service Charges** – Penalty fees payable to the College of no less than \$5 and no greater than \$100 depending upon the degree of the infraction (except when a larger fine is

imposed on the College by an outside agency as the result of an individual's actions). Failure to pay fines or service charges within the time specified by the hearing agent will result in the imposition of more severe disciplinary action. The money collected by fines will be deposited in a fund to support educational programming and/or scholarships.

3. **Special Assignment** – A work project or special assignment imposed by a hearing agent either as an alternative to another sanction or as a condition of a particular sanction. An effort will be made to select an assignment appropriate to the offense and does not degrade the individual or inhibit the student's academic progress or health. Special assignments may include, but are not limited to, community work hours; written reports; participation in extracurricular programs; counseling or educational groups; and work in a specific Campus office, building or area. Failure to complete a special assignment by the date set by the hearing agent will result in the imposition of more severe sanctions and/or release of enrollment.
4. **Restriction or Revocation of Privileges** - Temporary or permanent loss of privileges as an alternative to another sanction or as a condition of a particular sanction. Such action includes but is not limited to use of a specific College facility; residence area visitation privileges; access to computing network; Campus motor vehicle parking and/or operating privileges; and other special privileges. The hearing agent must specify the date after which the student may regain these privileges and/or what conditions the student must meet to be eligible to regain these privileges.
5. **Referral to a Targeted Educational Intervention** - The designated hearing agent may refer a student to education intervention programs, on or off Campus. The purpose of this referral will be to offer the student an opportunity to understand and address aspects of personal decision-making (e.g., alcohol and substance use) and/or behavior (e.g., expression of anger, hostile behavior).
6. **Parent/Guardian Contact** - Students will arrange a contact or conference with their parents or guardians and a designated staff member by a specific date and in a specific manner.
7. **Residence Area Separation** – Separation may be permanent or for a specific period of time and separation prohibits access to any Campus residence area and surrounding patio, walkways or outdoor areas. Visitation is not permitted unless approved in writing by the Student Affairs Division Office.
8. **Withdrawal of Recognition/Dissolution** - Student groups may be disbanded and College recognition withdrawn for a specific time period or permanently. Further, disciplinary action taken against a student group leader(s) may result in the organization receiving sanctions involving loss of recognition and/or privileges.

NOTE: One part of the College's compliance with the 1989 Drug Free School and Campuses Regulations (Drug-Free Schools and Communities Act, Public Law 101-226) and the policies of the Massachusetts Department of Higher Education is to set alcohol and illegal drug conduct code standards. In response to findings of code violations, the College will typically apply a minimum mandatory sanction. In general, the below listed sanctions and disciplinary conditions are employed. As minimum and mandatory these sanctions are aimed to provide an opportunity to examine one's choices in light of complying with College standards as well as the Federal and State mandates and serve as a deterrent to future violations.

The first alcohol violation typically results in General Probation I and/or College Probation and participation in an alcohol education web based program. Community work hours may be assigned. Non-resident students may be banned from residence areas. A fee is required as part of this sanction.

A second alcohol violation typically results in General Probation II and/or Disciplinary Probation, parental contact, and a referral for an individual educational intervention. Community service may be assigned. Non-resident students may be banned from residence areas. A fee is required as part of this sanction.

A third alcohol violation following successive discipline would typically result in College suspension or dismissal.

Acts of vandalism; physically abusive behavior towards self and/or others; disruption; possession of a keg; damage; and other behaviors of the sort elevate the degree of seriousness of an incident and, therefore, warrant additional disciplinary action as appropriate.

D. Inappropriate Behaviors That Will Not Be Tolerated

The following is a partial, but not extensive, list of inappropriate behaviors which will lead to the student's suspension or dismissal from the College once a determination of responsibility has been made. While not an exhaustive listing, students should use this list as a general reference. Immediate interim suspension will occur whenever the accused student's behavior is judged as a compromise to safety.

Acts against persons, including, but not limited to:

- Hate crimes
- Murder
- Physical assault
- Stalking

Acts against property, including, but not limited to

- Arson
- Destruction of property including electronic property medium
- Illegal occupation of a building
- Possession or discharge of illegal weapons
- Illegal alcohol or drug distribution

Jeopardizing the safety of self and/or lives of others, including, but not limited to:

- Creating or false reporting of bombs
- Hazing
- Inciting a riot
- Resisting arrest
- Tampering with fire or safety equipment including pulling a false fire alarm
- Driving under the influence of alcohol or drugs
- Third offense involving alcohol following progressive discipline for the first two offenses
- Possession and/or use of illegal drugs

E. Interim Suspension

Interim suspension may only be taken by the President or a designee in situations where, in the opinion of the President or designee, the continued presence of the student in question constitutes a danger to the student, others, College property or the orderly functioning of the College. This sanction may be imposed immediately and will have the effect of terminating the enrollment of the student until a time when a more complete hearing can be provided. If this sanction is imposed, the student is required to leave Campus and Campus residence immediately. Whenever this action is employed, however, a hearing will be offered to the affected student with the Associate Dean of Students or designee within

forty-eight hours of the imposition of the interim suspension to review the appropriateness and duration of the interim suspension. The hearing is scheduled for discussion on only the following issues: the reliability of the information concerning the student's conduct including the matter of the student's identity and whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the Campus poses a substantial and immediate threat to the student, others or the stability and the continuance of normal College functions.

F. Disciplinary Records

1. Records of disciplinary cases are maintained by the Student Affairs Division Office. Generally such records are maintained for at least three years after the actual or intended date of graduation of the student in question, whichever date comes closest to the actual time when the student leaves the College. These records are treated as private within the provisions of the Family Education Rights and Privacy Act and the Sexual Assault Victim's Bill of Rights. In cases, however, where the sanction assigned to a student is disciplinary probation, suspension or dismissal, the necessary academic and administrative offices are notified of the change of status of the student. Also, other offices are notified when it involves specific services. Suspension and dismissal records are maintained indefinitely by the College.

Note: Nothing in the provisions of this or other policies prohibits the Student Affairs Division Office from reporting generic information about any disciplinary matter including summary data on all disciplinary cases or general references about a particular case such as releasing general information to representatives of the news media.

2. Students wishing to review their disciplinary record may do so by making a request to the Student Affairs Division Office. Records will be made available within seven (7) days from the date of request. Students may also have copies made of their own record at their own expense.
3. Students who believe their disciplinary record contains information that is inaccurate, misleading or otherwise in violation of their privacy or other rights, should follow procedures described in the Family Education Rights and Privacy Act of 1974 in order to correct the record.

G. Appeals

Any student found responsible for a violation of code/policy by a hearing agent may appeal this decision. The appeal must specify whether the appeal is being made as a result of:

- Violation of due process;
- Procedural errors adversely affecting the outcome of the hearing;
- The severity of the penalty/sanctions assessed; or
- New information not reasonably available at the time of the hearing.

Appeals of decisions reached in Residential Programs & Services staff hearings:

- Must be filed with the Director of Residential Programs & Services or designee;
- Must be written/filed using the Residential Programs & Services Appeal form and filed in Residential Programs & Services Office (Townhouse 89);
- Must be filed within five (5) class days after the decision is reached but no later than five (5) calendar days after the end of finals for any semester;
- Are usually heard by the Director of Residential Programs & Services.

Appeals of decisions reached in all other hearings:

- Must be filed with the Student Affairs Division Office or designee;
- Must be written or filed using the Student Affairs Division Office Appeal form and filed in the Student Affairs Division Office (Campus Center 305);
- Must be filed within five (5) class days after the decision is reached but no later than five (5) calendar days after the end of finals for any semester;
- Are typically heard by the Vice President of Student Affairs or designee.

In the case where a disciplinary hearing, regardless of the source, results in a Dismissal from the College sanction, and an appeal based on the severity of this sanction is sought, the appeal must be delivered to the Student Affairs Division Office. The Dismissal from the College sanction, however, may be applied only by the College President. Therefore, any appeal concerning the severity of Dismissal from the College will be considered by an appeal agent appointed by the Board of Trustees.

Note: In cases dealing with conduct falling under the Sexual Violence Policy, both the complainant and the responsible student may appeal the decision in accord with the requirements of Title IX. See the [MCLA Sexual Violence Policy](#) for additional information.

College Departments and Services

Academic Services

[Academic Technology](#)

[techhelp.mcla.edu](http://www.mcla.edu/Academics/csse/index)

[Center for Student Success & Engagement](#)

<http://www.mcla.edu/Academics/csse/index>

[Academic Support Services](http://www.mcla.edu/Academics/csse/Academic-Support/index)

<http://www.mcla.edu/Academics/csse/Academic-Support/index>

[Advising Services](http://www.mcla.edu/Academics/csse/Advising/index)

<http://www.mcla.edu/Academics/csse/Advising/index>

[Career Development](http://www.mcla.edu/csse/Career-Services/index)

<http://www.mcla.edu/csse/Career-Services/index>

[Internships](http://www.mcla.edu/Academics/csse/Internships/index)

<http://www.mcla.edu/Academics/csse/Internships/index>

[Study Abroad Programs](http://www.mcla.edu/Academics/csse/Study-Abroad/index)

<http://www.mcla.edu/Academics/csse/Study-Abroad/index>

[Freel Library](#)

http://library.mcla.edu/friendly.php?s=freel_library

[Student Records Office](#)

<http://www.mcla.edu/Academics/registrar/index>

College Services

[College Bookstore](#)

<http://www.bkstr.com/massliberalartsstore/home>

[Dining Services](#)

<http://mcla.campusdish.com/>

[Financial Aid Office](#)

<http://www.mcla.edu/Academics/academicresources/financialaid/>

[Student Accounts](#)

<http://www.mcla.edu/Admissions/financialaid/bursar/>

[Veterans Information](#)

<http://www.mcla.edu/Academics/registrar/veteraninformation/index>

[Veterans Resource Center](#)

http://www.mcla.edu/Student_Life/studentdevelopment/vrc

Student Affairs

Student Affairs, working with everyone in the MCLA community, creates a learning community that provides a sense of affiliation; respects and values the worth of all members; supports academic success; and encourages the personal development, wellness, and safety of students. Students in this community participate in meaningful leadership and service opportunities building a foundation for lifelong learning and the attainment of career goals.

Mission Statement

The Division of Student Affairs at MCLA supports the mission of the College providing a central focus on students and their development as leaders who seek opportunities leading to empowerment employing the College strategic plan as a guide.

Methods

- complementing the academic experience and encouraging academic achievement;
- providing direction for out-of-classroom learning;
- helping students to develop self-responsibility and respect for self and others;
- working with students to build a campus community that is both supportive and inclusive;
- creating experiences that expose students to new ways of thinking and living;
- encouraging personal growth through the development of academic, social skills, ethics, and overall wellness;
- developing opportunities for students to learn and practice leadership skills;
- assisting students with transition and adjustment issues;
- engaging students in local and national service opportunities; and
- providing opportunities for learning and goal achievement peer-led programs.

Values

As we work together to accomplish our mission, we are mindful about the values that underpin our practices. These values are as important as the goals themselves. With that in mind, in an effort to maximize the development of the students with whom we work, we are committed to:

- promoting a safe and healthy campus environment;
- recognizing and celebrating diversity with awareness of social justice;
- serving as positive role models;
- involving students in the process;
- providing a learning environment that is both challenging and supportive;
- assuring the presence of high quality, dynamic student services that are responsive to student needs;
- working collaboratively with other divisions of the College and the local community;
- allowing students to engage in reasonable challenges; and
- engaging in professional organizations and employing best practices.

Student Affairs functions/offices are comprised of Athletics, Center for Service and Citizenship, Counseling Services, Identity and Gender Equality Resource Center (IGE), First Year Experience, Health Services, International Student Programs, Multicultural Resource Education Center, Orientation, Public Safety, Residential Programs & Services, Student Development and Activities, Student Conduct, Susan B. Anthony Women's Center, and Veteran's Services. Contracted services for the Bookstore, Campus Dining and the USA Today Readership Program are also managed through Student Affairs.

[ALANA & International Student Services](http://www.mcla.edu/Student_Life/community/multiculturalcenter/index)

http://www.mcla.edu/Student_Life/community/multiculturalcenter/index

[Amsler Campus Center](http://www.mcla.edu/Student_Life/campuscenter/index)

http://www.mcla.edu/Student_Life/campuscenter/index

[Center For Service & Citizenship](http://www.mcla.edu/Student_Life/serviceleadership/center-for-service/index)

http://www.mcla.edu/Student_Life/serviceleadership/center-for-service/index

[Counseling Services](http://www.mcla.edu/Student_Life/wellness/counselingservices/index)

http://www.mcla.edu/Student_Life/wellness/counselingservices/index

[Health Services](http://www.mcla.edu/Student_Life/wellness/healthservices/index)

http://www.mcla.edu/Student_Life/wellness/healthservices/index

[Intercollegiate Athletics](http://athletics.mcla.edu/landing/index)

<http://athletics.mcla.edu/landing/index>

[Intramural & Recreation Programs](http://athletics.mcla.edu/information/intramurals/index)

<http://athletics.mcla.edu/information/intramurals/index>

[Public Safety/Campus Police](http://www.mcla.edu/Student_Life/publicsafety/index)

http://www.mcla.edu/Student_Life/publicsafety/index

[Residential Programs & Services](http://www.mcla.edu/Student_Life/campushousing/index)

http://www.mcla.edu/Student_Life/campushousing/index

[Susan B. Anthony Women's Center](http://www.mcla.edu/Student_Life/community/womenscenter/index)

http://www.mcla.edu/Student_Life/community/womenscenter/index

[Student Development](http://www.mcla.edu/Student_Life/studentdevelopment/index)

http://www.mcla.edu/Student_Life/studentdevelopment/index

[Student Government](http://www.mcla.edu/Student_Life/community/studentgovernment/)

http://www.mcla.edu/Student_Life/community/studentgovernment/

The Student Government Association, through its [clubs, organizations](#) and committees, offers the College community a wide variety of activities and programs to fulfill educational goals. Several programs involve the North Adams community. These student-managed organizations provide a means for students to express themselves in a professional and social environment.

Student Organizations & Clubs
SGA Sponsored Activities

http://www.mcla.edu/Student_Life/clubsandorganizations/index

Campus Conversations on Race (CCOR) - CCOR is a program that fosters student discussions on race and ethnicity. Typically, a team of two trained students or a Staff Advisor facilitates discussions. The conversations use case studies as the starting point to engage the views of participants.

CCOR forums enable MCLA students to discuss one of the most critical issues we face in contemporary society - racial and ethnic prejudice and bigotry. It is paramount for students to gain an understanding of the perspectives and cultures that will soon be the new majority in our society. CCOR forums formally and systematically address societal change and provide guidance on methods to explore and understand the underpinnings of race relations.

The Inter-Greek Council - The Inter-Greek Council (IGC) aims to promote harmonious relations among the member fraternity and sorority groups, and act as the central governing body for member Greek letter organizations. The IGC works to assure that fraternity and sorority groups follow appropriate standards, promote group development, create member education programs, and provide training on hazing prevention. IGC member organizations provide opportunities for members to serve the community, cultivate leadership skills, be engaged in campus life, encourage academic excellence, and work to help members reach their potential and act as positive and productive members of the academic community. Along with the privileges of being a recognized fraternity or sorority, comes a responsibility to adhere to all MCLA policies and appropriate behavioral standards. Many of these policy and behavioral standards are listed in the Student Handbook. These policies and Commonwealth of Massachusetts and federal laws supersede the rules and procedures of fraternity and sorority chapters. Fraternity and sorority chapters that are unable to operate within these policies and/or laws or adhere to guidelines will lose or be denied recognition as an IGC member organization at MCLA. Specific regulations regarding recruitment, expansion, and Greek system policies are established and administered by the College and the IGC. Membership in fraternities and sororities is limited students who are in good standing with the College, and first semester students are not eligible to participate. Membership in and/or association with fraternities and sororities not affiliated with the IGC is strongly discouraged by the College. The only IGC affiliated fraternity and sorority organizations are listed here.

Fraternity: Pi Upsilon Pi
Sorority: Beta Lambda

Jazz Band - The jazz band provides performance experience in an instrumental jazz ensemble. The jazz band performs instrumental and vocal arrangements from a variety of styles of the repertoire, including Latin jazz. In addition to the full ensemble, combos of three to six players are also formed. Each semester the Jazz Band offers a concert.

MASSPIRG - MASSPIRG is a statewide, student-directed, non-profit, non-partisan, organization, which conducts research, education, service, and takes action on environmental, consumer, energy, and hunger

relief issues. MASSPIRG chapters across the state pool resources and hire a staff to work with students on the issues that concern us as citizens. Each semester a \$9 fee (which can be waived) for MASSPIRG is listed on the student bill. Students vote at least biennially to sustain or abandon the practice of listing the fee that can be waived.

Spires is the College's student produced art and literary magazine. Published every spring under the auspices of the English/Communications Department, it contains original poetry, fiction, art, and photographs by MCLA students, faculty, and staff, with an emphasis on student's work.

Off Campus Services & Information

Selected City Of North Adams Rules and Regulations

A complete list of City ordinances can be found online at [City of North Adams Code](#)

- [Section 4.3](#) **Solicitation** - Solicitation in the City of North Adams requires a permit.
- [Section 12.8](#) **Explosives** - No person shall keep, store, or sell inflammable or explosive substances.
- [Section 12-13.3](#) **Possession and/or dispense of a malt beverage** - Possession and/or dispense of a malt beverage from two or more quarter kegs is unlawful for any person without a valid keg license.
- [Section 13-5](#) **Clinging to Moving Vehicles** - Clinging to moving vehicles is prohibited.
- [Section 13-6](#) **Hitchhiking** - Hitchhiking is prohibited.
- [Section 13-7](#) **Driver to Report Accident** - The driver of any vehicle involved in an accident resulting in the injury or death of any person or property damage to the apparent total extent of \$200 or more, must file within 5 days a report in writing to the police department unless incapacitated then file when able.
- [Section 13-8](#) **Removal of Vehicles for the Purpose of Snow Removal** - Any vehicle interfering with snow or ice removal may be towed at the owner's expense.
- [Section 13-24](#) **Unofficial Signs** - No person shall display any unofficial sign which resembles any official sign.
- [Section 13-25](#) **Tampering with Signs** - Injuring or removing any traffic sign, device, or marking is prohibited.
- [Section 13-40](#) **Regulation of bicycles** - When two or more persons in a group are operating bicycles, they shall ride in single file. No bicycle shall be operated between sunset and sunrise without displaying a clear, white, properly, lighted headlight which is firmly attached thereto, and is visible under normal atmospheric conditions from the front thereof for not less than 500 feet or without a red reflector, firmly attached to the bicycle.
- [Section 13-49](#) **Parking Prohibitions** - There are parking prohibitions on the streets around the campus area. See North Adams city ordinances for details.
- | | | |
|-------------------|------------------|-------------------|
| Ashland Street | Davenport Street | N. Church Street |
| Blackinton Street | Dover Street | Pleasant Street |
| Bond Street | Eagle Street | Quincy Street |
| Bradley Street | Hoosac Street | South Street |
| Chestnut Street | Main Street | Spring Street |
| Church Street | Meadow Street | Washington Avenue |

[Section 13-52](#)

All Night Parking - No person shall park any vehicle on any street or highway between 1:00 a.m. through 6:00 a.m. Enforced Nov. 1 to April 30. Overnight parking is prohibited on Montana Street throughout the year.

[Section 14-3.1](#)

Drinking or Possessing Alcoholic Beverages in Public Places - Open alcoholic containers are prohibited in public places.

[Section 14-4](#)

Acts That Cause Public Inconvenience or Annoyance (disorderly conduct) - No person shall engage in any act that causes public inconvenience or annoyance.

[Section 14-4.1](#)

Noise - No person shall willfully or intentionally permit or cause a noise, which is objectionable due to volume, intermittence, beat frequency, or shrillness to be transmitted, outside the property where it originates, and in no case shall such noise exceed sixty-five (65-db-A) decibels at any property line.

[Section 14-5](#)

Use of Guns, Pistols, or any Firearms - Use of guns, pistols, or any firearms is prohibited unless authorized by law. Students are prohibited from possessing any weapon or weapon-like/dangerous implements on campus.

[Section 14-7](#)

Public Property - Damaging public property is prohibited.

[Section 14-8](#)

Standing, Loitering and Disorderly Conduct on Public Sidewalks - Loitering in front of public buildings or on public sidewalks is prohibited.

[Section 14-9](#)

Peeping or Spying into Houses (Peeping Toms) - Peeping or spying into houses in any manner is prohibited.

[Section 15-2](#)

Litter in public places - No person shall throw or deposit litter in or upon any streets, sidewalk or other public place within the city except in public receptacles, in authorized private receptacles for collection, or in official city dumps.

[Section 21](#)

Snow Removal - It is the responsibility of the tenant or owner of the house or land to remove snow from the sidewalks in front of their house (sec. 21-12) and to remove snow from the roofs of their house. (sec. 21-13)

[Section 21-22](#)

Coasting in Streets or Sidewalks - Coasting down the streets or sidewalks is prohibited.

[Section 21-23](#)

Playing Games in Streets or Sidewalks - Playing games in streets or sidewalks is prohibited.

[Section 21-25](#)

Bicycle Riding and Roller Skating on Sidewalks - Bicycle riding and roller-skating on the sidewalks is prohibited.

[Section 27-3](#)

Restraint of Dogs - All owners must keep their dogs leashed. No dogs are allowed to roam at large.

Section 27-9

Removal of Dog Litter - The owner or any person walking or in control of a dog outside of the owner's or person's property shall not allow or permit such dog to defecate upon any property, public or private, unless such person shall remove all litter so deposited by such dog and dispose of same in a sanitary manner before leaving the immediate premises.

Where to Get Help in the Local Community

North Adams City Services

Building Inspector

City Hall, 10 Main St., North Adams, (413) 662-3014

When inspecting an off-campus apartment you should make sure it has a Certificate of Occupancy. If you feel that your apartment has something wrong with it, you should first ask your property owner to remedy the problem. If your property owner refuses, you should then call the building inspector to see if your apartment should be inspected. Should the inspector find a violation of the Sanitary Code, the inspector will inform your property owner that the problem must be fixed within 14 days.

Health Department

City Hall, 10 Main St., North Adams, (413) 662-3020

The Code Enforcement Officer inspects off-campus apartments and issues Certificates of Occupancy. A building will have a Certificate of Occupancy if the Code Enforcement Officer has inspected the apartment in accordance with Chapter 2 of the State Sanitary Code.

City Clerk

City Hall, 10 Main St., North Adams, (413) 662-3015

The City Clerk issues dog, hunting, fishing, and marriage licenses. They can also provide you with a form to register as a North Adams voter. If you are from out of state and wish to vote, then you should note that there is no minimum length of time in residence to become a Massachusetts voter.

Health Related Services

AIDS and HIV Information and Testing

Testing and counseling can be arranged at the Berkshire Medical Center, 725 North Street, Pittsfield (413) 447-2000. Free testing is available at the State Clinic, 510 North Street, Pittsfield (413) 447-2654. National AIDS Hotline (800) 342-2437 (English), (800) 344-7432 (Spanish). At select times, testing is also provided on campus. Contact MCLA Health Services at ext. 5231 for additional information.

Berkshire Health North, 71 Hospital Ave., North Adams, (413) 664-5256. Students utilize Berkshire Health North for medical emergencies and when the College Health Services Office is not available. Students can receive free care on campus including assessment, various cultures and medication and should avoid use of the emergency facility for non-emergent care.

Brien Mental Health Center, 124 American Legion Drive, North Adams. The Brien Center for Mental Health and Substance Abuse Services provides many [services](#) such as crisis, psychiatric, outpatient and continuing care; child and adolescent care, and substance abuse services.

[Counseling Center in the Berkshires](#), 111 North Street, Williamstown, (413) 458-3279, and 34 Depot Street, Suite 201, Pittsfield, (413) 499-4090. A pastoral counseling center, providing individual, couple, and family psychotherapy, including work with stress and anxiety related issues, grief management, and self-destructive behavior. Most major insurance and HMO plans accepted.

[Howland Associates](#), 85 Main Street, Suite 202, North Adams, (413) 664-4600. Provides a broad range of psychological services.

[Siracusa Associates Behavioral Health](#), 681 Simonds Road, Williamstown, MA, (413) 458-9600. In addition to psychotherapy, a broad range of related psychological services are available including psychological testing, vocational assessment, divorce and custody mediation, parent coordination, anger management, team building, staff retreats, workplace conflict resolution, consultation to schools and human service agencies, Critical Incidence Stress Management (CISM), and training or workshops on issues related to personal development and problems of daily life.

[Tapestry Health Systems](#), 77 Hospital Drive, Suite 210, North Adams, (413) 664-5659. Hours: Every other Wednesday, 10:00 am – 4:45 pm. The agency provides gynecological diagnostic services, birth control supplies, and all types of counseling concerning contraceptives, problem pregnancy, sexually transmitted diseases, and other areas of human sexuality. Fees for gynecological exams, pregnancy and HIV testing and referral services are based on a sliding scale and Medicaid is accepted. Tapestry Health Clinics are also located in Pittsfield, (413) 443-2844 and Great Barrington (413) 528-4238.

[Liferight](#), 57 Main St., Room 208, North Adams, (413) 664-4106. Pro-life group offering counseling and pregnancy tests. The agency assists with maternity care and baby items, financial assistance, home placements, and alternatives to abortion.

STD Information Hotline (800) 227-8922

[Massachusetts Office of Victim Assistance](#), Berkshire County District Attorney's Office, 7 North Street, Pittsfield, MA 01201. Provides direct assistance to crime victims including referrals to appropriate programs and service providers and information and advocacy to help victims better understand the justice system. Call the Hotline at (413) 442-6000.

[Women's Services and Rape Crisis at the Elizabeth Freeman Center](#), 85 Main St., North Adams, (413) 663-9709, 24-hour services are available at 43 Francis Avenue, Pittsfield, (413) 499-2425. Provides support group for women in transition, job and career counseling, and short-term crisis counseling and rape victims counseling and advocacy. Assists with legal problems, especially concerning divorce and separation and serves as a liaison with a lesbian support group in the area. Also sponsors the Hand-in-Hand program for children who witness domestic violence. (413) 663-9709 is a 24-hour hotline.

Legal Assistance

[Massachusetts Bar Association](#), 20 West Street, Boston, (617) 654-0400 or (866) 687-7511. A referral source for students who need legal assistance in civil and/or criminal proceedings.

[Community Legal Aid](#), 61 Main St., North Adams, (413) 664-4531. Specializing in poverty law. You must be income eligible to use this service (income at 125 percent of poverty level). Legal Services can assist with benefits and housing and be a possible resource for you if you do not have adequate heating. Limited hours: Tuesdays 10:00 am – 4:00 pm or by appointment.

Other Services

[Berkshire County Consumer Advocate](#), 150 North St., Pittsfield, (413) 443-9128. Mediates consumer/business problems and landlord/tenant problems and helps individuals to understand their rights.

[Information and Referral Services](#) - Berkshire United Way, Inc., 200 South Street, Pittsfield, (413) 442-6948 or toll free (800) 356-8998. These telephone numbers can be used to connect with a Monday through Friday 8:30 a.m. to 4:30 p.m. information and referral agency serving all of Berkshire County. The service's primary function is to help people focus their needs and put them in touch with existing service agencies.

[Northern Berkshire United Way](#), 85 Main Street, North Adams, MA (413) 663-9062.

[Massachusetts Division of Employment and Training](#), 37 Main Street, North Adams, MA (413) 663-1111, 60 North Street, 3rd Floor, Pittsfield, MA (413) 499-2220. The Job Matching Center, staffed by professional placement interviewers, is a good resource for students who are looking for summer, part-time, or full time jobs.

[Northern Berkshire Community Action](#), 85 Main St., Suite 628, North Adams, (413) 663-3014. This agency provides fuel assistance for those who are eligible. The eligibility guidelines differ from year to year. Dependent students are not eligible for assistance.

[Registry of Motor Vehicles](#), 33 Main Street, North Adams, (800) 858-3926