

## **MISSION STATEMENT OF MOUNT IDA COLLEGE**

Mount Ida College provides a diverse community of learners a challenging education that blends the liberal arts with professional preparation. We dedicate our energy, imagination, and resources to empowering all students to achieve academically and contribute responsibly in a changing world.

## **SHARED VALUES STATEMENT**

The Mount Ida College community promotes a culture of academic engagement, shared responsibility, effective communication, and active collaboration that embraces the challenges, commitments and opportunities associated with lifelong learning, personal excellence, and civic duty. We value a dynamic learning community based on respect, active professionalism and intellectual curiosity among our students, faculty and staff.

Shared Values Statement based on the following definitions:

Community, the fostering of a shared and holistic experience, building trust, communication, having a sense of civic responsibility, not only for Mount Ida, but also for the world around us, and caring about each other.

Academic Engagement, dedicating our efforts to the quality and rigor of our academic enterprise.

Respect, for diversity, for opinions, for everyone's contribution, for each other as human beings.

Active Professionalism, including encouragement and support for individual development for everyone, and academic and professional integrity (honesty, trust and cooperation).

Intellectual Curiosity, which includes involvement in teaching and learning by everyone across the campus, creating a passion for life-long learning, and fostering everyone's innate curiosity and creativity.

## **OFFICE OF STUDENT AFFAIRS**

Mission Complementary Statement of Purpose

The Office of Student Affairs supports the intellectual, social, emotional, spiritual, and physical well being of students. We provide an environment which enhances personal growth and development both individually and collectively. Students are encouraged to be active and responsible participants in our community of learners.

## **NOTICE OF NON-DISCRIMINATION**

Mount Ida College seeks students of varied backgrounds, abilities, and goals. Mount Ida College does not discriminate on the basis of race, color, sex, sexual orientation, religion or creed, national and ethnic origin or (if otherwise qualified) handicap in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other college-administered programs and in its employment policies.

Any inquiries or grievances concerning regulations may be directed to: the Vice-President of Student Affairs, Mount Ida College, 777 Dedham Street, Newton, MA 02459-3323, (617) 928-4612 and/or the Director of the Office for Civil Rights, U.S. Department of Education at [www.ed.gov/offices/OCR/](http://www.ed.gov/offices/OCR/)

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## WHO'S WHO AT MOUNT IDA COLLEGE

<i><b>WHAT</b></i>	<i><b>WHO</b></i>	<i><b>WHERE</b></i>	<i><b>EXT.</b></i>
Absences			
– Short Term	Professor		
– Long Term	Office of Academic Affairs	Holbrook Hall	4511
Academic Advising	Academic Advisor/Program Director		
Academic Computing	Computer Lab Manager		4066
Academic Contracts	Associate V.P. for Academic Affairs	Holbrook Hall	4588
	<a href="mailto:scholton@mountida.edu">scholton@mountida.edu</a>		
Academic Success Center	Director	Hallden Hall	4722
	<a href="mailto:cmclaughlin@mountida.edu">cmclaughlin@mountida.edu</a>		
Admissions	Admissions Office	Carlson Hall	4553
	<a href="mailto:admissions@mountida.edu">admissions@mountida.edu</a>		
Alcohol/Other Drug Education	Counseling Center	Appleton House	4599
Alumni Relations	Development	Chamberlayne	4632
Athletics	Director	Athletic Center	7201
Billing	Bursar's Office	Holbrook Hall	4750
Books/Supplies	Bookstore	Carlson Hall	4521
	<a href="http://www.mtida.bkstr.com">www.mtida.bkstr.com</a>		
Career Education	Career Services	Shaw Hall	4602
	<a href="mailto:rbrooks@mountida.edu">rbrooks@mountida.edu</a>		
Cashing Checks	Bookstore	Carlson Hall	4521
Catering	Aramark	Wingate Hall	4584
	<a href="mailto:catering@mountida.edu">catering@mountida.edu</a>		
Change in Address	Registrar's Office	Holbrook Hall	4534
Change in Address for International Students	International Student Affairs	Malloy Hall	4624
	<a href="mailto:jhoward@mountida.edu">jhoward@mountida.edu</a>		
Changing Housing Status	Residence Life office	Malloy Hall	4612
	<a href="mailto:housing@mountida.edu">housing@mountida.edu</a>		
Class Schedules	Registrar's Office	Holbrook Hall	4534
	<a href="http://miweb.mountida.edu">http://miweb.mountida.edu</a>		
Office of Community Service	Civic Engagement	Shaw Hall	4021
Community Service	Office of Student Affairs	Malloy Hall	4612
Commuter Affairs	Office of Student Affairs	Malloy Hall	4612
	<a href="mailto:dfjohnston@mountida.edu">dfjohnston@mountida.edu</a>		
Continuing Education	Director	NEI	4015
Copy Center	Assistant	Wadsworth Library	4552
Counseling Services	Director	Appleton House	4599
Dining Services	Aramark	Dining Hall	4584
	<a href="mailto:aramark@mountida.edu">aramark@mountida.edu</a>		

<b>WHAT</b>	<b>WHO</b>	<b>WHERE</b>	<b>EXT.</b>
Diplomas	Registrar's Office	Holbrook Hall	4729
Directions to Campus	www.mountida.edu		4505
Degree Requirements	Registrar's Office	Holbrook Hall	4791
Drug/Alcohol Education	Counseling Center	Appleton House	4599
Employment	Human Resources	Holbrook Hall	4574
Enrollment Verifications	Registrar	Holbrook Hall	4534
ESL Concerns	Director	ATC	4675
Fees	Bursar's Office	Holbrook Hall	4750
Financial Aid	Financial Aid finaid@mountida.edu	Holbrook Hall	4783/4785
Fitness Center	Director	Athletic Center	7201
Food Court	Aramark aramark@mountida.edu	Carlson Hall	4741
Fundraising	Development	Chamberlayne	4630
Grades	Registrar's Office http://miweb.mountida.edu	Holbrook Hall	4729
Graduation Applications	Registrar's Office	Holbrook Hall	4534
Health Services	Director	Appleton House	4599
Housing Issues	Residence Life	Malloy Hall	4617
Housekeeping	Director	Shaw Hall	4546
ID Cards	Office of Student Affairs	Malloy Hall	4612
Information Technology	Network Services nshelpdesk@mountida.edu	Alumnae Hall	4702
International Students	Director jhoward@mountida.edu	Malloy Hall	4624
Intramural Sports	Director	Athletic Center	7209
Learning Circle	Director	Hallden Hall	4091
Learning Opportunities Program	Director	Hallden Hall	4648
Learning Resource Center	Office	Wadsworth Library	4552
Library Reference Desk	Reference Librarian	Wadsworth Library	4831
Longfellow Pre-School	Director	Longfellow	4530
Lost and Found	Public Safety	Shaw Hall	4777
MBTA Passes	Student Affairs dfjohnston@mountida.edu	Malloy Hall	4612
Mail	Mailroom	Wingate Lounge	4578
Maintenance	Physical Plant	Shaw Hall	4519
Media Services	Coordinator	ATC	7376
Multicultural Issues	Vice President for Student Affairs eatrue@mountida.edu	Malloy Hall	4046
Off-Campus Housing	Office of Student Affairs	Malloy Hall	4612
Parking	Public Safety publicsafety@mountida.edu	Shaw Hall	4777

<b>WHAT</b>	<b>WHO</b>	<b>WHERE</b>	<b>EXT.</b>
Phi Beta Delta	International Student Office jhoward@mountida.edu	Malloy Hall	4624
Phi Theta Kappa	Faculty Advisor	ATC	7346
President's Office	Executive Assistant	Holbrook Hall	4502
Public Relations	Communications communications@mountida.edu	Carlson Hall	4631
Room Changes	Residence Life	Malloy Hall	4612
Purchasing	Director	Holbrook Hall	4513
Radio Station, WIDA	Manager	Carlson Hall	4792
Satisfactory Academic Progress	Assoc. VP Academic Affairs	Holbrook Hall	4588
Security	Public Safety publicsafety@mountida.edu	Shaw Hall	4777
Student Activities	Director of Activities	Shaw Hall	4761
Student Government Association	SGA@mountida.edu	Shaw Hall	4022
Summer Course Petition Form	Registrar's Office	Holbrook Hall	4534
Summer Session	Continuing Education	NEI	4015
Transfer Credits	Registrar's Office	Holbrook Hall	4791
Transcripts	Registrar's Office	Holbrook Hall	4729
Transportation/Shuttle Vans	Physical Plant	Shaw Hall	4519
Tutoring	Academic Success Center cmclaughlin@mountida.edu	Hallden Hall	4709
Withdrawing from College	Registrar's Office	Holbrook Hall	4534
Withdrawing from Course	Registrar's Office	Holbrook Hall	4534
Work Study Jobs	Financial Aid Office finaid@mountida.edu	Holbrook Hall	4785
Writing Center	Supervisor	ATC 306	7323

## WELCOME

Dear Students:

I am very pleased to welcome you to the Mount Ida College learning community. Our learning community has many special advantages such as small classes, a great faculty and staff, and an environment designed for your success. Our “All College Curriculum” is an integrated whole of a student’s educational experience designed to prepare you for life. This curriculum encourages self-confidence, leadership development, the cultivation of mature judgment, responsible citizenship, intellectual and personal growth. All of these are values we espouse in the Mount Ida College Shared Values statement included on the first page of this handbook.

There are many exciting things planned for the future of Mount Ida College through the development of new academic programs, improved living and learning experiences in student life, as well as a continuation of the importance placed on civic engagement and leadership experiences. Our Student Government Association recently developed the Student Code of Respect, which is on the inside cover of the Handbook. I am very proud of the foresight and initiative exhibited by our student leadership and encourage you to embrace the Code of Respect and become involved in student activities.

I challenge each of you to make the most of your Mount Ida College experience. Work closely with our faculty and participate in opportunities outside the classroom that inspire discovery and foster life-long learning. Each of you has the ability to achieve your potential by being committed to your goals and believing in yourself and one another.

You will frequently see me on campus, so please take the opportunity to introduce yourself. During the semester, I have open office hours on Wednesday afternoons from 3:30 pm to 4:30 pm on a first-come, first-served basis. No appointment or agenda is necessary.

Again, welcome to the Mount Ida College learning community.

Sincerely,

Carol J. Matteson, Ph.D.  
President

## INTRODUCTION

Dear Student,

The Office of Student Affairs publishes the Mount Ida College Student Handbook annually. The Student Handbook is designed to provide students with information about services, programs, policies, and procedures at Mount Ida College. Please read the Handbook thoroughly as new information and policies are updated each year. Many changes to policies and procedures have been implemented at the suggestion of your Student Government Association representatives. Most importantly, the SGA created the Student Code of Respect – a set of expectations or principles to which students will hold each other accountable. They will be discussing this Code with you throughout the year.

While academics will be your focus at Mount Ida, learning extends well beyond the classroom. The programs, services, community participation and co-curricular activities offered through the Office of Student Affairs are vital components of your college experience, and we encourage you to get involved. The Handbook lists current student organizations and other opportunities to participate in campus life. If you have an interest that is not offered, talk to Student Activities about forming a new club! The Handbook also lists services, resources and contact information for the students and is designed to complement the College Catalog in providing you with key information for success at the College.

The College reserves the right to make changes to the Handbook as needed; such changes will be published as addenda and will be distributed to all students. Please contact the Office of Student Affairs if you have any questions about the Student Handbook. Students are expected to be completely familiar with the policies contained within the Student Handbook and will be held accountable to comply with these policies. The Handbook is also published on the College website at [www.mountida.edu](http://www.mountida.edu). Please check your [mountida.edu](http://www.mountida.edu) email account and the calendar of events on the college website on a regular basis for important announcements about College events.

I look forward to an exciting year as we implement the Student Code of Respect!

Sincerely,

Elizabeth True, Ed.D.  
Vice President for Student Affairs

## **I. COLLEGE GOVERNANCE**

### **BOARD OF TRUSTEES**

Mount Ida College is chartered under the laws of the state of Massachusetts, and ultimate responsibility for the college rests with the Board of Trustees. The Board of Trustees is the legal governing body for Mount Ida College. As such, it is the final institutional authority and grants all degrees awarded by the institution upon the certification of the registrar. Its primary responsibility is the articulation of general educational policies and academic goals. In so doing, it is obligated to protect the financial resources of the College, plan and direct the financial resources, and relate them to the present and future needs of the College. While maintaining a general overview, the Board entrusts the conduct of the administration of the College to the President and through the President to other administrative officers of the institution.

### **PRESIDENT**

The President of the College is selected by the Board of Trustees and serves as chief executive officer of the college. The president is responsible for all college functions, activities, and policies. The president has power, on behalf of the trustees, to perform all acts and execute all documents to carry out the actions of the Board. The President is a non-voting member ex-officio of the Board and of all standing committees of the Board. The President supervises the Vice Presidents listed below. The Office of Development and the Office of Institutional Research and Analysis also report to the President.

### **SENIOR STAFF**

The Senior Staff provides administrative leadership for the College through supervision of all areas of college life and initiates, develops and implements strategies to achieve the goals and objectives of the college.

Members of the senior staff are the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Enrollment Management and Marketing, the Vice President for Student Affairs, and the Executive Director of Development.

## ACADEMIC AFFAIRS

The Vice President for Academic Affairs works with the Program Directors and with the faculty, oversees the development, implementation, and evaluation of academic policies and programs; recommends to the President the allocation of resources among the academic units; recommends to the President all appointments, promotion, tenure, and sabbatical of academic personnel; and is responsible for coordinating the academic planning and budgeting process.

Reporting directly to the Vice President for Academic Affairs are the following: the Associate Vice President for Academic Affairs, School Directors, Executive Director of the New England Institute, Dean of Academic Services, Dean of Information Technology and Learning Resources, Registrar, the Director of Continuing Education and the Director of Athletics. The direct reports to the Vice President for Academic Affairs have faculty and/or staff who report to them as well.

The Academic Affairs Division includes the units listed below. Each School is managed by a School Director, who is assisted by Program Directors and Faculty who teach in majors offered in that School. The Academic Services Department offers academic support services and academic support programs, which are managed by Directors under the supervision of the Dean of Academic Services. The Office of the Registrar handles such functions as the following: registration, production and maintenance of the semester class schedule, issuance of grade reports and transcripts, transfer credit evaluations, graduation audits, ordering of diplomas, enrollment verifications/deferments, documentation for Veteran Affairs, and the like. The Dean of Information Technology and Learning Resources oversees the College Library, Media Services, Computer Labs, and the Copy Center. The Dean is assisted by staff librarians, the Coordinator of Media Services, and other staff to support information technology and learning resources needs and the instructional process at Mount Ida College.

### Units in Academic Affairs

#### School of Animal Science

- Veterinary Technician

- Veterinary Technology

#### School of Arts and Science

- American Studies

- Applied Forensic Science

- Biology

- Education:Child/Study/ChildDevelopment/Teacher Certification

- Communications

- Criminal Justice

- English

- General Studies (Degree Completion)

- Human Services

- Individualized Studies

- Liberal Studies

- Psychology

- Undeclared

School of Business  
Business Administration/Management  
Dental Hygiene  
Equine Management  
Hotel and Tourism Management  
Sports Management

School of Design  
Computer Animation  
Fashion Design  
Graphic Design  
Interior Design  
Fashion Merchandising

New England Institute  
Bereavement Studies  
Funeral Home Management  
Funeral Service  
National Center for Death Education

Office of Academic Affairs  
Academic Policy Management  
College Catalog  
Study Abroad

Academic Services  
Academic Advising  
Academic Success Center (ASC)  
Writing Center  
Learning Opportunity Program (LOP)  
The Learning Circle Program (TLC)  
Services for Students with Documented Disabilities

Athletics  
Intercollegiate Athletics  
Intramurals

Continuing Education

Learning Resources and Information Technology  
The College Library  
Media Services  
Computer Labs  
Copy Center

Longfellow Pre-School

Office of the Registrar  
Class Schedules  
College Calendar  
Diplomas  
Enrollment Verifications/Deferments  
Grade Reports  
Graduation Audits  
Registration  
Transfer Credits  
Transcripts  
Veteran's Affairs

## **ACADEMIC ADVISING**

A comprehensive academic advising system plays an integral role in the academic success of students at Mount Ida College. Students are assigned a faculty advisor, usually in their major, who provides assistance with course selection and long-term educational planning, and acts as a resource for career and professional studies options. Faculty advisors also provide referrals to campus support services, interpret academic policies and procedures, and monitor academic progress.

## **ACADEMIC SUCCESS CENTER**

The Academic Success Center (ASC) is Mount Ida College's tutoring center, which offers FREE academic support in many subject areas **except for English, writing, and ESL**. (For tutoring services in these areas, please refer to the Writing Center.) The ASC provides one-on-one tutoring and group tutoring, study materials, computers for student use, and a supportive learning environment. Students can receive assistance in subjects, such as math, business, science, dental hygiene, vet. tech., and fashion/graphic/interior design. The ASC is dedicated to helping students succeed in their coursework and achieve their academic potential regardless of prior learning experiences. The ASC is located in Hallden Center and is open Mondays through Fridays. Please refer to a current semester's tutoring schedule for specific tutors' hours. Drop in or call (617) 928-4709 for an appointment.

## **THE WRITING CENTER**

The Writing Center provides students with FREE tutoring in English, writing, reading texts, ESL, and oral presentations. Students may work with a tutor at any stage of the writing process. Computers equipped with writing software are available for students to word process, review an electronic version of a paper with a tutor, outline a paper, conduct online research, or check their own papers for plagiarism. Tutors assist students with writing in all subject areas and in various formats, including oral presentations that require the use of PowerPoint. The Writing Center is located in ATC 306 and is open days and evenings. Please refer to a current semester's tutoring schedule for specific tutors' hours. Drop in or call (617) 928-7322 for an appointment.

## **ATHLETICS, INTRAMURALS, AND CLUB SPORTS**

### **Intercollegiate Athletics**

Intercollegiate athletics provides opportunities for students with exceptional athletic ability to represent the College in the National Collegiate Athletic Association, Division III and the North Atlantic Conference, NECVA, IHSA, and ECAC. All sports activities are conducted as an integral part of the student-athlete's educational experience with the focus on quality athletics and the successful completion of academic and professional preparation. Mount Ida College students compete in the following sports:

#### **MEN**

Football  
Soccer  
Basketball  
Lacrosse  
Volleyball  
Club Baseball

#### **WOMEN**

Soccer  
Volleyball  
Basketball  
Softball  
Equestrian  
Cross-Country

## **Intramurals and Recreation**

The Intramural Program offers a variety of activities for every student. Among those scheduled throughout the year are dance, badminton, basketball, co-ed volleyball, floor hockey, weight training, flag football, softball, tennis, frisbee, soccer, tournament play and recreational games. Recreational facilities include outdoor tennis and basketball courts, an athletic center with a seating capacity of 480 that offers a state-of-the-art cardio-weight room, a dance studio, and basketball and volleyball courts. Additional activities are held on football, soccer, lacrosse and softball fields that border an outdoor pool. The paved road surrounding the campus offers a one-mile loop for walking, jogging, and in-line skating. Extramural competition is scheduled with area colleges, and seasonal trips to ski areas, professional soccer, lacrosse and basketball games are also organized.

## **Club Sports**

Students may participate in club baseball (fall and spring) or cheerleading (football and basketball seasons). Contact the Athletic Office for more information on participating in club sports.

## **CONTINUING EDUCATION**

The program of Continuing Education, Conferences and Seminars at Mount Ida offers students in academic majors a summer session and several non-credit certificate curricula. Whether students are seeking to develop new professional skills or just want to try a course or two, the Continuing Education staff at Mount Ida College is ready to help students to pursue their educational goals. Continuing Education currently offers several certificate programs (non-profit management, property management, residential design, canine grooming, canine behavior and thanatology), workshops and a summer session of credit bearing courses. Many students have used the summer session to catch up on course work or to get ahead for the coming academic year. Depending on the course, you can choose to earn academic credit or certificate credit, as well as continuing education units – or students may also opt to audit a course.

## **FACULTY**

The primary responsibilities of the faculty at Mount Ida College are teaching and student advising. Faculty members also play a major role in developing new curriculum and engage in scholarship and professional development activities in order to be current with and/or contribute to advances in their respective fields. In addition, the faculty has service responsibilities, including service through participation in College governance. The latter generally takes the form of service on faculty committees that report to, and send recommendations through, the Faculty Assembly, which includes all full-time faculty and part-time faculty with voting privileges. For example, the Curriculum Committee reviews and sends its recommendations for approval of a new academic program to the Faculty Assembly, which – in turn – votes on the same and transmits its recommendations to the Vice President for Academic Affairs.

## **INFORMATION TECHNOLOGY AND LEARNING RESOURCES (ITLR)**

Information Technology and Learning Resources General Information

Contact: Marge Lippincott, Dean of Information Technology and Learning Resources

Ext. 4596 or [mmlippincott@mountida.edu](mailto:mmlippincott@mountida.edu)

### **Wadsworth Library**

User Services: Judy Harding, Coordinator of User Services and Coordinator of the National Center for Death Education Collection

Ext. 4552 or [jharding@mountida.edu](mailto:jharding@mountida.edu)

### **Library Hours:**

Monday - Thursday	7:30 am – 11:00 pm
Friday	7:30 am – 5:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	1:00 pm – 12:00 Midnight

**Open Monday Holidays:** 1:00 pm – 11:00 pm

**Exam Periods:** Two weeks prior to exam periods, the Wadsworth Library opens at the regular time and remains open until midnight from Sunday through Thursday. Check the Library website for hours during exam periods.

### **Ask a Reference Question in Person and Via E-Mail**

A Reference Librarian is available to assist you with finding information to complete assignments, projects, class presentations, and co-curricular projects. You may contact the Reference Librarians in person at the Reference Desk or via the Library website. Go to [www.mountida.edu](http://www.mountida.edu), select Library and then select “Ask the Librarian.”

### **Library Collection:**

The Wadsworth Library has:

- Over 75,000 print and audiovisual resources.
- Membership in the Minuteman Library Network (MLN) that is comprised of 6 academic libraries and 35 public libraries. MLN members have access to 1,542,028 titles and over 6,127,438 items.
- Access to the Virtual Catalog resources of other college libraries, i.e. University of Massachusetts’ Libraries.
- Over 1,400 journals received full text online.

**Students can remotely access the library catalog and electronic resources using the College’s website: [www.mountida.edu](http://www.mountida.edu), select Library.**

### **Access Print, Audiovisual and Electronic Resources**

- 1) The librarians will instruct you in the use of the print, audiovisual and electronic resources.
- 2) You can access the Minuteman Library Network on-line catalog and major full-text journal databases both on and off campus. Go to [www.mountida.edu](http://www.mountida.edu) and then select Library.
- 3) You can borrow books and audiovisual titles directly from MLN libraries and they are delivered via courier service to the library.

- 4) Through membership in NELINET, you can borrow books and journal articles from libraries across the United States.
- 5) Students on veterinary clinical rotation and externships may use the Webster Veterinary Library at Tufts University School of Veterinary Science.
- 6) You can view and listen to audiovisual materials and use Microsoft Office Suite computer programs and instructional CD-ROMS in the Library.
- 7) Students may request books and journals to be purchased by using the electronic form on the Library's website.

### **Museum of Fine Arts (MFA), Boston**

You have free access (except for special exhibitions) to the Museum of Fine Arts; you may visit the MFA anytime by using your valid Student ID. You may use the MFA Library; it has over 320,000 items and supports research on the museum's permanent collections, special exhibitions, and general art history. For more information and on-line access to MFA art images, go to [www.mountida.edu](http://www.mountida.edu), select Library, and then select Museum of Fine Arts.

### **Course Reserves:**

- 1) Materials are placed on reserve by an instructor for student access. You may check what materials are on reserve for your course by using the online catalog. Go to [www.mountida.edu](http://www.mountida.edu), select Library and then select Online Catalog. Once you access the library online catalog, Select Course Reserves and enter the Course Name or the Professor's name.
- 2) Reserves are located at the Circulation Desk of the library. A valid student ID with a Minuteman barcode is needed to sign out reserve materials.
- 3) Most reserve materials circulate for two hours for use within the library.

### **Media Services**

Contact: Manouch Madani, Coordinator of Media Services, Academic Technology Center: New Media Center, Room 205 ext. 7376 or [mmandanipour@mountida.edu](mailto:mmandanipour@mountida.edu)  
Hours: Monday - Friday: 7:30 am to 3:00 pm

**All requests to use AV equipment must be sent online via [www.mountida.edu](http://www.mountida.edu);** select Resources and Services, select Media Services, then select Online AV Request Form. A request will not be honored unless the request is sent using this online form. Requests must be made one week in advance of scheduled need.

### **Services:**

- 1) You may borrow a wide range of audiovisual equipment to gather and document information, i.e., a digital camera.
- 2) You may borrow a laptop computer and data/video projection system for a classroom or student activity presentation.
- 3) The Media Specialist will instruct you in the use of all requested AV equipment.
- 4) The Media Specialist can teach you how to create a PowerPoint presentation, digitize slides and use other media formats for presentations.
- 5) You have access to the New Media Center's (AT 205) open-access multimedia computer lab that has a scanner. Check times for access to the lab at [www.mountida.edu](http://www.mountida.edu).

## ACADEMIC COMPUTING

### Computer Facilities

Contact: Dennis Najuch, Campus Computer Lab Manager  
Ext. 4066 or dnajuch@mountida.edu

- 1) All computer labs are connected to the Mount Ida College Network and both PC and Macintosh platforms are supported.
- 2) Students have access to the Internet and the Mount Ida College network from the computer labs, residence halls, and home.
- 3) Computer lab schedules are posted on each computer lab door and on the College's Web site at [www.mountida.edu](http://www.mountida.edu), select Resources and Services, and then select Computer Labs.

### Instructional Computer Labs:

There are nine instructional computer labs on campus. When classes are not in session, students may use the instructional computer labs; check the schedule on the door of each lab or check the Information Technology website: [www.mountida.edu](http://www.mountida.edu), select Information Technology, then select Computer Labs.

The nine instructional computer labs are:

AT 207	Academic Technology Center/PC
AT 301	Academic Technology Center/PC
AT 313	Academic Technology Center/PC
AT 314	Academic Technology Center/PC
CH 008	Chamberlayne Hall/PC
CH 120	Chamberlayne Hall/Mac
CH 121	Chamberlayne Hall/Mac
CH 124	Chamberlayne Hall/Mac for Graphic Design juniors and seniors
CH 117	Gerber Studio Lab

### Two Open Access Computer Labs:

The two Open Access PC computer areas are located in Shaw Hall and the Wadsworth Library. The new Media Center is located in AT 207 and has desktop publishing and scanners. Check the schedule on the door of each lab or select Resources and Services at [www.mountida.edu](http://www.mountida.edu), then select Computer Labs.

### Copy Services

Contact: Kim Nix, Coordinator of the Copy Center  
Ext 4552 or knix@mountida.edu

Hours: Monday - Thursday 7:30 am to 9:00 pm  
Friday 7:30 am to 4:00 pm

### Services:

- 1.) You may copy information from books and magazines **using the coin-operated copy machine** in the Library (10 cents per copy). All copying is subject to the Copyright Laws of the United States.

- 2.) Transparency film may be purchased at the Library Circulation Desk for 20 cents a sheet and can be made on the coin-operated copy machine for 10 cents. Remember you can use PowerPoint for your presentations; contact Manouch Madani for support in this regard via [www.mountida.edu](http://www.mountida.edu), select Resources and Services, then Media Services, and then Online AV Request Form.
- 3.) Color copies for course assignments may be requested at the Copy Center (in the Wadsworth Library) and may be picked up 24 to 48 hours after they are requested. All work must be photo-ready.
- 4.) Personal color copies can be made for 50 cents per page, but must be photo-ready.

### **Expressing Your Opinion and Submitting Recommendations**

You have the opportunity to voice your opinions and recommendations. Written and verbal comments and suggestions about resources and services are welcomed by Marge Lippincott, Dean of Information Technology and Learning Resources (ext. 4596 or [mmlippincott@mountida.edu](mailto:mmlippincott@mountida.edu)) and members of the Technology Advisory Committee (TAC). The names of the members of TAC are available in the Academic Offices in Holbrook. There are also Suggestion Boxes in the Wadsworth Library, Media Services and the Academic Computing Offices.

### **THE LEARNING CIRCLE/TRIO**

The Learning Circle (TLC) is a federally funded program that provides a comprehensive network of support services, from academic coaching to career counseling. TLC guides students on their way to earning their degree. Students who participate in the TLC program become part of a community of learners who share common goals and experience together the excitement and challenges of college.

The services offered by the program are completely free and available to eligible students throughout their career at Mount Ida College. The program offers academic coaching and personal support; workshops and information sessions on academic, financial, and social topics; social and cultural activities; financial aid assistance; career counseling; specialized first-year courses with student-centered faculty. For more information or an application, please contact the Director of TLC at (617) 928-4091.

### **LEARNING OPPORTUNITIES PROGRAM**

The Learning Opportunities Program (LOP) is a fee based academic support service for eligible students with documented learning disabilities. LOP offers private, professional tutoring for students who are otherwise fully mainstreamed in the major of their choice. Tutorial sessions emphasize study strategies, organizational techniques and self-advocacy skills. Students use materials and assignments from their classes to develop the above skills. In addition to the tutorial, students are entitled to reasonable classroom accommodations such as extended time on tests and extended time for completion of class work. To be eligible for the LOP, students must submit a formal application, documentation of their learning disability, and results of WAIS (Wechsler Adult Intelligence Scale-Revised) or Woodcock Johnson Three testing. If you think you have a learning disability and want to be considered for this program, please contact the Director of the LOP at (617) 928-4648.

## **REGISTRAR**

The Office of the Registrar handles such functions as the following: registration, production and maintenance of the semester class schedule, issuance of grade reports and transcripts, transfer credit evaluations, graduation audits, ordering of diplomas, enrollment verifications/deferments, and documentation for Veteran Affairs. The Office of the Registrar is located in Holbrook Hall.

## **SERVICES FOR STUDENTS WITH DOCUMENTED DISABILITIES**

The College provides an array of support services for students with documented disabilities. Services for students with documented disabilities may include classroom accommodations, test modifications, and assistive technology. All students with a documented disability are entitled to appropriate and reasonable accommodations.

Before registration, all in-coming students are provided instructions on how to inform the College of a documented disability. Students who wish to request accommodations but are not entering the Learning Opportunities or The Learning Circle Programs must make an appointment with the Dean of Academic Services (617) 928-4556, submit recent documentation of disability, and request services a minimum of two weeks before the start of the semester.

## **DEVELOPMENT**

The Executive Director of Development oversees the Office of Development including programs and activities that connect alumni, current and past parents, and friends to Mount Ida College. The Office of Development includes alumni relations, development (annual and capital fundraising), planned giving and grants and sponsored projects.

### **ALUMNI RELATIONS**

The Mount Ida College Alumni Association was developed to support the overriding mission of the College to empower all members of the Mount Ida community to succeed and contribute responsibly to our changing world. To that end, the goal of the alumni association is to strengthen bonds with alumni – providing them with a range of special services designed to help them succeed after graduation, while also encouraging advocacy and financial support for the College and its programs.

Today, the alumni association represents a community of nearly 13,000 Mount Ida graduates. Under the leadership of our president, Mark Anderson '95, the alumni association promotes alumni involvement, delivers updates on College developments and organizes annual reunions and special events, as well as provides access to ongoing learning opportunities through Mount Ida's continuing education programs. The Alumni Relations Office can be reached at ext. 4632.

### **DEVELOPMENT**

The Office of Development, with other members of the Mount Ida College community, is responsible for raising private funds for capital projects, endowed programs (e.g. scholarships) and the annual fund. Charitable gifts are vital to any college's financial health. At Mount Ida, donations help to close the gap between tuition revenue and what the College needs to maintain programs and build for the future. Beyond providing much needed assistance, charitable contributions often offer significant tax benefits to donors. The Office of Development can be reached at ext. 4630.

## **ENROLLMENT MANAGEMENT AND MARKETING**

The division of enrollment management and marketing is responsible for the recruitment of new students, supporting the effort to retain enrolled students, as well as the College's communications, marketing and public relations efforts.

### **ADMISSIONS OFFICE**

The Admissions office is responsible for recruiting new students to the College and providing information about the College to prospective students and their families through high school visits, campus tours, participation in college fairs and campus interviews.

### **COMMUNICATIONS AND MARKETING**

The communications and marketing office is responsible for managing and co-managing Mount Ida College's communication function. Typical areas of responsibility include advertising, communication planning, desktop publishing and graphic design,

marketing, media relations, promotions and publicity, public information, publications and college Website content management. The communications and marketing office is also responsible for production of major printed pieces such as the annual report, college magazine and admissions office brochures, and other selected print materials for department and offices throughout the College. The communications and marketing office is also involved in producing and/or project management of print and video pieces for campaigns, commencement, convocation and other special events.

## **FINANCIAL AID OFFICE**

Mount Ida College is committed to providing financial assistance through federal, state, private and institutional grants, scholarships and loans to help students and their families meet their educational goals.

All financial aid offices can be reached via e-mail at [finaid@mountida.edu](mailto:finaid@mountida.edu).

In order to be considered for financial aid, students must complete a Free Application for Federal Student Aid (FAFSA). This application can be completed online at [www.fafsa.edu.gov](http://www.fafsa.edu.gov). Students are encouraged to complete paper FAFSA's by mid-March and electronic FAFSA's by mid-April in order to meet the priority funding deadline of May 1st. Paper FAFSA results can take up to 6 weeks to be processed and electronic FAFSA's can take up to 2 weeks to be processed. The Financial Aid Office must receive all documents including the processed results of the FAFSA before May 1st each year in order for a student to have a complete financial aid file.

Your eligibility for need-based financial aid is determined according to federal government regulations and College policies governing financial aid programs. Using the information that you provided on the FAFSA, and other supporting documentation, the Office of Financial Aid calculates the amount of family resources you and your parent(s) are expected to contribute towards your educational costs. These resources, known as the Estimated Family Contribution (EFC), are subtracted from a standard budget of expected educational expenses or Cost of Attendance. The difference between the Estimated Family Contribution and the Cost of Attendance is your maximum eligibility for need-based assistance.

Federal law prohibits a student from receiving financial assistance in excess of his/her calculated eligibility.

In most cases, your Estimated Family Contribution consists of a contribution from the student's income and assets and a contribution from the parents' income and assets. Please note that when determining eligibility for assistance, all assets are assumed to belong to the person who reports the interest and/or dividends earned from those assets on his/her tax return.

Students are classified as "dependent" or "independent" because the Federal Student Aid Programs are based on the idea that students (and their parents or spouse, if applicable) have the primary responsibility for paying for their post-secondary education. When you complete the FAFSA, your answers to certain questions will determine whether you will be considered a dependent or independent student.

Financial aid is renewed on an annual basis. Each year you will have to reapply to be considered for assistance. The amount of financial aid that you receive after the first year may vary, reflecting changes in your family's financial strength, cost of attendance and available funding. However, Mount Ida College tries to match grant funding to students from year to year.

The College reserves the right to change eligibility requirements for Mount Ida College financial aid programs.

You should expect the amount of the loan in your package to increase as you progress through your academic career at Mount Ida College. Continued eligibility for aid from Federal and institutional sources requires that a student maintain satisfactory academic progress. Failure to maintain satisfactory academic progress as defined by the College will result in the suspension of financial aid until such time as you have achieved satisfactory academic progression. Review the College catalogue for a detailed description of the College's current Satisfactory Academic Progression policy.

The Office of Financial Aid determines your eligibility for need-based aid only. Merit-based scholarships or grants are awarded through the admissions process or are determined by a scholarship committee. All students accepted for admission to Mount Ida College are automatically considered for College-funded merit-based aid such as the President's Merit Scholarship and President's Achievement Award, or the Design School Art Award. Renewal of Design School Art Award is contingent upon maintenance of a minimum CGPA of 3.0. You will be notified if a merit-based scholarship is offered to you. President's Awards and Mount Ida College grants are renewed based on maintaining satisfactory academic progress as defined in the college catalog.

Most students who receive need-based assistance are awarded an aid package consisting of grant, loan and work awards designed to help meet the applicant's calculated eligibility. Usually a loan is awarded first, followed by a work-study award, federal, and state grants, and finally institutional grant assistance.

Mount Ida College does not award to full calculated need. However, we do offer a wide range of financing options to help families attain their educational goals. Students who submit application materials after the priority funding date of May 1st may jeopardize or reduce their ability to receive some forms of grant assistance.

Your financial aid award may be subject to a process called verification. In these cases the financial aid office will verify the information provided on your FAFSA for accuracy. Collecting needed documentation such as a signed copy of the most recent Federal Tax return and W-2 forms, Verification Worksheets, and other secondary income verification may be needed for this process. The Office of Financial Aid will notify the student if additional documentation is required.

Your financial aid award letter may include one or more types of need-based financial aid sources as listed in the College's catalogue. Please note that your award letter assumes a level of federal and state appropriations, which frequently has not been finalized at the time that the awards are made. Therefore, if funds fail to be

appropriated as anticipated, offers may need to be adjusted accordingly. You will be notified as soon as possible if changes are necessary. Also be aware that outside funds awarded after the initial award could affect the level of institutional grant awarded.

## **FINANCE AND ADMINISTRATION**

The Vice President of Finance and Administration is responsible for fiscal planning, financing, management of risk reduction and insurance, personnel administration, public safety, central purchasing, network and telecom operations, food service, bookstore and office service activities, accounting, budget, cash management, investments and all physical plant programs including major construction. The finance and administration area includes the following offices, functions and resources:

### **ATM**

A Bank of America ATM is located in the lobby of Shaw Hall. The ATM does not accept deposits but a bank branch is located in Newton Centre where all banking transactions can occur.

### **BOOKSTORE**

The Mount Ida Bookstore, located in the Student Center, is open from 8:30 am to 4:30 pm, Monday through Thursday and 8:30 am to 3:30 pm on Fridays from September through May. The store sells all textbooks for campus use, including many used textbooks at a 25% discount. Also available are all school supplies and many art and graphic design items. In addition, the store sells food, magazines, health and beauty aids, clothing, class rings, gifts and greeting cards. The Bookstore also will cash student work study checks from 8:30 am to 4:30 pm daily. Most major credit cards and ATM debit cards are accepted. Books may also be ordered on-line at [www.mtida.bkstr.com](http://www.mtida.bkstr.com).

Student work-study checks can be cashed at the College Bookstore for a handling fee of \$.50 per check. Checks returned for insufficient funds are added back to the student's account in the Financial Services Office and are subject to a \$25 service charge, and check cashing privileges are suspended until the matter is resolved.

### **BURSAR**

The Office of the Bursar provides those services that focus on a student's needs and provides information relating to charges, payments, student loans and payment options. The Bursar's Office is located in Holbrook Hall.

### **DINING SERVICES**

Aramark Campus Services is Mount Ida's provider of food and dining services throughout campus. Aramark provides residential dining at Real Food in Wingate Hall, retail dining at the Carlson Center Court Cafe and catering services across campus. Dedication to playing an integral role in student life is our main focus. Through surveys, daily interaction with students and keen attention to the written comments received, menus and services are continuously reviewed, edited and expanded to meet the ever-changing palate of Mount Ida's students. Dietary restriction, allergies and special needs may be addressed through the Dining Services Office in Wingate Hall. Stop by or call (617) 969-8929 or ext. 4584.

## **Residential Dining Memberships**

Dining memberships allow you to enjoy all the great dining privileges we have in store for you. With wonders of technology, we transform your student ID card into a membership card packed with unlimited buying potential and the ability to eat when and how you like. The memberships consist of two main features:

### **Weekly Meal Allowance**

This meal allowance is offered in three membership selections and is designed for students who will be living on campus during the academic year. The meal allowance gives you the opportunity to enjoy all-you-care-to-eat dining for breakfast, lunch and dinner in Real Food at Wingate Hall. You receive a varying number of guaranteed meals per week each semester. Each time your ID card is scanned in the dining hall, one meal is subtracted from your weekly meal balance. You may choose the number of meals based on your desired eating habits and academic schedule.

### **Declining Balance Dollars (DB)**

All of the membership choices offer DB that is accepted like cash in both of our dining locations. It works on the same principle as an ATM or debit card. You can draw from your DB for beverages, snacks or full meals anytime. Whenever you buy a meal on campus, the total amount of your purchase is subtracted from your DB and you can add DB to your card at any time.

Additional DB may be purchased through the Office of Dining Services in Wingate Hall, Monday through Friday from 9:00 am - 4:00 pm. Payments are made to Aramark Corp by cash, check, MasterCard or Visa. Purchases may also be applied to your Mount Ida College account through the Office of Dining Services.

#### 19 Meals Per Week plus \$75 in Points, per semester *(included in room and board)*

Designed for those with big appetites, this membership provides you with all 19 meals offered: breakfast, lunch and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday. In addition, you receive \$75 each semester in Points to spend as you wish for snacks throughout the day.

#### 14 Meals Per Week plus \$150 in Points, per semester *(included in room and board)*

This membership is for those who have a moderate appetite and are likely to eat only 14 traditional meals per week. The membership is supplemented with \$150 in Points each semester, which can be used for occasional light snacks.

#### 10 Meals Per Week plus \$300.00 in Points, per semester *(included in room and board)*

This membership is for those who have an active or demanding schedule and are likely to eat on a varied schedule. This membership has increased flexibility with \$300 in Points each semester.

### **Non-Resident Dining Memberships:**

Non-Resident Memberships are geared specifically to give you better dining value for your dollars when you use a meal card instead of paying cash to eat. Using your student ID Card, simply open a meal account with as little as \$50. Once registered, your student ID card works with our computer system to identify you as a dining plan member. Our commuter dining plans have two great features to save you money.

### **Block Meals**

Block Meals provide you money-saving all-you-care-to-eat meals per semester in Real Food at Wingate Hall. Simply present your Dining/ID Card at the resident dining room and the meal will be deducted from the balance in your account.

### **Declining Balance Dollars**

Declining Balance Dollars (DB) work on the same principal as bank debit cards. Each time you make a food purchase at the Carlson Center Court Café, the total cost of your meal is subtracted from the dollar balance in your account.

Platinum Plus Plan – \$495.00  
70 Block Meals with \$200 in DB

Platinum Plan – \$360.00  
50 Block Meals with \$150 in DB

Gold Plus Plan – \$295.00  
40 Block Meals with \$125 in DB

Gold Plan – \$185.00  
20 Block Meals with \$100 in DB

Silver Plus Plan – \$170.00  
40 Block Meals

Silver Plan – \$85.00  
20 Block Meals

### **All DB Plan**

If you prefer to eat all your meals a la carte in our retail location, this dining plan is best for you. Simply open a Declining Balance account with as little as \$50.

Non-Resident Dining Memberships may be purchased in the Office of Dining Services in Wingate Hall, Monday through Friday from 9:00 am - 4:00 pm. Payments are made to Aramark Corp by cash, check, MasterCard or Visa. Purchases may also be applied to your Mount Ida College account through the Office of Dining Services.

### **Real Food at Wingate Hall**

Monday - Friday  
Full Breakfast: 7:30 am - 11:00 am  
Lunch: 11:15 am - 2:00 pm  
Dinner: 4:30 pm - 7:00 pm

Saturday and Sunday  
Brunch: 11:30 am - 2:00 pm  
Dinner: 5:00 pm - 7:00 pm

### **Carlson Center Court Café\***

Monday - Thursday  
11:00 am - 1:00 am

Friday  
11:00 am - 11:00 pm

Saturday  
5:00 pm - 11:00 pm

Sunday  
5:00 pm - 12:00 am

\*The hours for the Center Court Café are subject to change during the final four weeks of the semester. Changes to the service hours will be posted in advance.

Please note: Unused Declining Balance Dollars carry over from the fall to the spring semester. At the end of the academic year, any unused DB is non-refundable. Select your membership according to your expected spending habits. Remember that you can add additional DB at any time.

## **Full Service Catering**

Aramark offers a Full Service Catering program for special occasions, when food and service can add a special touch to your event. Call (617) 969-8929, or e-mail [catering@mountida.edu](mailto:catering@mountida.edu) for a brochure or more information.

## **Student Catering**

Aramark offers a Student Catering program designed for informal “get togethers” where budgets are tight and you would like to take a part in a “do it yourself” style event. Call (617) 969-8929, or e-mail [catering@mountida.edu](mailto:catering@mountida.edu) for a brochure or more information.

## **Residential Dining Policies**

- 1) When entering the Real Food at Wingate Hall a valid Mount Ida College ID, registered with Dining Services, must be presented. Anyone not presenting such an ID will be asked to visit the office of Dining Services to retrieve their valid ID number, in writing, before being allowed admittance. Each entry into the dining hall is equated to the use of one (1) meal.
- 2 All cups, plates, flatware and other eating and drinking vessels must remain in Real Food at Wingate Hall.
- 3) Real Food at Wingate Hall is an all you care to eat facility, while in the facility. As such, no food or drink is allowed to leave the dining hall. This includes filling containers with beverages, snacks, condiments, sweeteners, fruit, paper supplies, etc. Patrons may leave with one (1) piece of fruit, one (1) ice cream cone and/or one (1) cup of coffee per person. No substitutions or additions are allowed.
- 4) Each patron is responsible for returning his or her dirty trays, plates, cups, etc. to the tray return area.
- 5) Patrons are expected to behave in a responsible and considerate manner while in the dining hall. This includes refraining from excessive noise, running, damaging equipment/facilities, etc.
- 6) Violation of the above stated policies may result in the suspension of Dining Membership.

## **HUMAN RESOURCES**

The Office of Human Resources is located in Holbrook Hall on the first floor. The Human Resources Department is responsible for payroll, including work study, and for the administration of benefits and compensation. Human Resources is also responsible for recruitment (available positions are posted outside of the HR Assistant's office), orientation, and employee relations.

## **MAIL ROOM**

All students are assigned a mailbox located in the Den in the lower level of Wingate Hall. Delivery to these boxes is made once a day, Monday through Friday, in the afternoon. Students are advised to have family and friends use the box number to ensure prompt delivery. Mail without a box number may be delayed. Students should also be aware it is not advisable to have money sent through regular mail. If it is necessary for money to be sent, have it sent by insured or certified mail to prevent possible loss. Priority or Express mail services are also viable options.

The Residence Life Office will occasionally communicate with resident students by distributing memos to student mailboxes. It is the student's responsibility to read each memo. Even if a student chooses not to read memos, she/he will still be held responsible for knowing the information contained therein.

#### Receiving Mail:

To insure prompt delivery of mail, please notify family and friends that mail should be addressed as follows:

Name

Box Number \_\_\_\_\_

Mount Ida College

777 Dedham Street

Newton, MA 02459-3323

Mail box numbers are assigned over the summer. Upon arrival at Mount Ida, students will receive their mailbox combinations. Special delivery mail and registered letters are held and the student is notified of their arrival. Hours for the distribution of packages are posted on the Mail Room door. Students will need to present their Mount Ida College ID when picking up packages.

### **NETWORK SERVICES**

Network Services provides telephone services, voicemail and cable TV services and support for the use of these services in the residence halls. In addition to this, Network Services provides Internet connectivity in the residence hall rooms and some student common areas as well as configuration support to enable students to connect their computers to this resource.

### **PHYSICAL PLANT**

The Physical Plant department is responsible for the maintenance of the College campus and buildings. All repairs and upgrades to the facilities are coordinated through this department. However, all residence hall maintenance requests should be reported to the Residence Life staff who will coordinate the repair with the Physical Plant staff. The Director of Physical Plant also supervises the College shuttle bus service and the housekeeping staff.

### **PUBLIC SAFETY**

The Mount Ida College Department of Public Safety consists of up to nineteen members including the Chief of Public Safety, Deputy Chief, three Sergeants, an office manager and between nine and thirteen Public Safety Officers (depending on the time of year). The majority of officers are employed full time while four serve in part-time and on-call capacities.

All members of the department are certified in C.P.R. (Cardio Pulmonary Resuscitation), First Aid and the use of A.E.D.'s (Automated External Defibrillators); additionally some members are certified E.M.T.s' (Emergency Medical Technicians). In addition to medical training members of the Department are trained in a variety of Law Enforcement subjects including Criminal Law, Constitutional Law, Patrol Procedures, Defensive Tactics, Community Policing, Juvenile and Elder Issues, Rape/Crisis Intervention and many others. All additional training is conducted through

certified instructors and the Massachusetts Criminal Justice Training. All supervisors are sent to the Reserve Intermittent Police Academy and become certified as Reserve Police Officers in the Commonwealth of Massachusetts.

Chief Troy C. Santarlaschi oversees the Department and its officers. Chief Santarlaschi's office is located in Shaw Hall and his normal office hours are Monday - Friday from 9:30 am to 5:30 pm. If you have any questions or concerns about campus safety and security, or about the Department itself, Chief Santarlaschi can be reached at ext. 4643 or by email at [tsantarlaschi@mountida.edu](mailto:tsantarlaschi@mountida.edu). In the Chief's absence there is always a member of the Department Supervisory Staff on duty who can assist in answering questions or handling any and all Public Safety related matters. The supervisor on duty can be reached in person at the Shaw Hall Public Safety Office or at ext. 4777.

### **Emergency Assistance**

The primary responders to any emergency situation on the Mount Ida College Campus are officers assigned to the Department of Public Safety. Members of the department can render first aid, provide law enforcement intervention, assess the need for outside assistance and coordinate response from other agencies. Therefore any member of the community witnessing an emergency or requiring emergency assistance should first contact the Department of Public Safety who will respond to the scene, evaluate the situation, render assistance and determine the appropriate outside agencies to contact. Please do not call local emergency response personnel directly as this could delay the appropriate response. Please report all accidents involving personal injury to Public Safety.

In the majority of emergency situations, students should remain inside their residence hall or classroom building until given instructions by emergency personnel unless there is a direct threat to one's physical location within a given building, such as fire or structural damage. Resident students should report to their Resident Assistant's room in emergency situations to await further instructions.

### **Contacting the Department**

The Public Safety Office is located on the first floor of Shaw Hall. The Department of Public Safety is on duty 24 hours a day 7 days a week. Persons seeking assistance from off campus locations can contact the department by dialing (617) 928-4777. On campus callers can obtain non-emergency assistance by dialing ext. 4777 or by utilizing the campus call boxes located at the entrance of each residence hall and by utilizing the red Public Safety direct dial Assistance/Escort phones located in each building.

For emergency assistance while on campus the department can be reached by dialing 911 from any campus phone. Utilizing 911 will ensure the quickest possible response in emergency situations. Please remember the 911 systems should not be used for routine questions or assistance. When calling for assistance please remember to speak slowly and clearly, and provide the following information:

Name of Caller

Specific Location of Incident (i.e.: Name of Building, Room #, etc.)

Nature of Emergency (i.e.: Medical, Fire, etc.)

Number of persons involved

In Medical Emergencies, condition of Victim (i.e.: Conscious, Passed Out, Breathing/Not Breathing, Bleeding, etc.)

Callers are also requested to stay on the line with the Public Safety Dispatcher until help arrives so that any additional information needed by responding personnel can be obtained.

### **Escort Program**

The Department of Public Safety provides escorts from 6:00 pm to 6:00 am seven days a week. Escorts can be obtained by dialing ext. 4777 or by utilizing the campus call boxes located at the entrance of each residence hall and by utilizing the red Public Safety direct dial Assistance/Escort phones located in each building.

Persons wanting an escort should call the Department of Public Safety and give their name, location and where they are going. An available Public Safety officer will be dispatched as soon as possible.

### **Crime Prevention and Campus Safety**

Mount Ida College is a small campus community within a large urban area. Unfortunately, the same criminal acts that occur in the city cannot always be kept off our campus. The Department of Public Safety attempts to reduce such instances, however, by maintaining a high level of visibility on campus through the utilization of foot patrols, marked cruiser patrols, and mountain bike patrols.

Individuals with problems, questions, or concerns may approach Public Safety officers at any time. These officers are also able to respond immediately to emergency situations, and prevent criminal activity through deterrence, or by apprehending offenders. Members of the campus community make valuable contributions in the area of crime prevention by reporting suspicious activities. If someone is acting suspiciously, or appears to be committing a crime, do not hesitate to report it to the Department of Public Safety.

Using common sense and some basic personal security measures while on campus can assist in reducing the numbers of potential criminal opportunities and enhance not only your own personal safety but also that of the whole community. The following short list is provided to assist you with personal safety:

- Don't make your daily routine or class schedules public knowledge. If people know you will be away from your room at a certain time, the risk of thefts is increased.
- Do not allow people to enter your residence hall through room windows or by propping alarmed doors. If they do not want to enter the residence halls through the main doors they do not belong inside.
- Propping open doors and leaving residence rooms unlocked is an invitation to a crime: one, which may endanger the safety and the lives of you as well as others. ALWAYS lock your door!
- Do not leave laptops, books, gym bags, or jackets unattended anywhere on campus.
- When leaving campus for the city, use a certain amount of caution. You may find yourself in an unfamiliar area. It is always best to travel with friends and to remain alert to what is happening around you at all times.
- DO NOT sign in guests you do not know, even for a friend or roommate. YOU will be held responsible for their conduct and behavior while on campus.
- When walking alone on campus at night, call Public Safety for an officer to escort you. This service is provided for your benefit and safety.

## **Campus Access**

From the hours of 6:00 pm to 6:00 am Monday - Friday and 24 hours a day from Friday at 6:00 pm to Monday at 6:00 am all traffic must enter and exit the campus via the Carlson Avenue entrance. During these hours, all persons entering the campus must stop at the Public Safety Gate House and provide the Officer on duty with a valid Mount Ida College ID, and/or a valid state driver's license or ID for guest registration. (\*See Guest Policy Page 47)

## **Use of CCTV Equipment**

Common areas of residence buildings, except for Chapman Hall, are equipped with closed circuit cameras which record activity 24 hours a day. Anyone caught tampering with cameras will be subject to judicial action.

## **Crime Reports**

The Department of Public Safety is required by law to keep records of crimes on campus and to make that information available to all members of the community. Weekly and monthly crime statistics are posted on the Public Safety information board located outside of the office in Shaw Hall. In addition the department publishes an annual "Right to Know" pamphlet. Copies of this information can be obtained upon request at the Public Safety Office.

## **Safety Programs**

The Department of Public Safety is committed to safety through education. As a result members of the Department present Safety Briefings and training during new student orientation, Residence Life staff training, and at other times throughout the academic year.

The Department Training/Safety Officer will schedule additional programs as requested by both the administration or student clubs/organizations. For further information please contact either Chief or the Department Training/Safety Officer.

## **SHUTTLE BUS**

From September through May, the Mount Ida Shuttle Bus provides transportation from Shaw Hall to the residential side of the Newton MBTA station ("T") stop in the Cypress Street parking lot. The shuttle departs from campus at a quarter after the hour (with the exception of the first morning departure at 7:30 am) as follows:

Monday through Thursday	7:30 am - 11:15 pm
Friday	7:15 am - 12:15 am
Saturday	8:15 am - 11:15 pm
Sunday	8:15 am - 11:15 pm

Times are subject to change. Please see posted hours of operation or call ext. 4509.

The shuttle is provided to facilitate access to the College to those who have a legitimate purpose for entering the campus. During the week, between the hours of 8:00 am and 6:00 pm, the shuttle is available to anyone with business at the College whether, student, faculty or staff, or a visitor visiting a member of the College

community for social, admissions or meeting purpose. The driver may request a Mount Ida ID or the visitor's name and purpose. Between 6:00 pm and 8:00 am and on weekends, all passengers must show a Mount Ida College ID or be the escorted guest of a student with a Mount Ida College ID.

When riding the shuttle, insist upon safe driving and cooperate with the driver. Students are required to present their ID if the driver should ask for it. Students are expected to be courteous passengers. Smoking, eating and drinking are not permitted on the bus. The driver has the right to stop the bus and refuse to proceed if an incident should occur, or s/he can remove any offender(s) from the bus with valid cause. These individuals will lose use of the shuttle service. Drivers are on specific schedules; therefore, they are unable to wait additional time for passengers or make drop-offs or pick-ups anywhere other than at scheduled stops.

### **VENDING MACHINES**

Soft drinks and snacks are located in the Wingate Mailroom Lounge, Malloy Lobby, Alumnae Hall, and Chamberlayne Hall. There are soft drink machines in NEI Building, Student Center and Ricker Hall. Snacks and drinks may also be purchased at the Bookstore. If money is lost in vending machines in a residence hall, please contact the Office of Student Affairs in Malloy Hall for a refund. To request a refund for money lost in other vending machines on campus, please contact Business Services in Holbrook Hall.

## **INSTITUTIONAL RESEARCH AND ANALYSIS**

The Office of Institutional Research and Analysis supports the College in its efforts to enhance students' educational experiences by collecting, managing, analyzing, and summarizing student feedback and input, and sharing this information with faculty and administrators for decision-making purposes. Students' responses to surveys, focus group questions, and interviews are viewed as critical to the process of continuous quality improvement at Mount Ida College.

## **STUDENT AFFAIRS**

The Vice President for Student Affairs is responsible for programs, services and departments that enhance student learning outside the classroom. Reporting to the Vice President for Student Affairs are: Career Services, Commuter Services, Counseling Center, Health Center, International Student Affairs, Leadership Programs, Student Activities and Residence Life.

### **CAREER SERVICES**

Successful career planning is a process that students should initiate early in their academic life. Taking the time to assess and to develop an understanding of the field you plan to enter is essential for career satisfaction. The Career Services Center in Shaw Hall helps students to make educated career choices. Many resource materials are

available in Career Services for students to research and explore careers, employers and interest areas making the career development process easier. Services offered include:

#### Individual Services:

Students may schedule a one-on-one counseling session to discuss any aspect of career development or the job search. Students may receive counseling to assist them in self-assessment of personality, skills, interests and abilities as well as in facilitating the selection of a program of study or a change in academic major. Coaching and instruction on résumé and cover letter writing, interviewing techniques and job search strategies are also offered throughout the year.

#### Career Fairs:

Job Fairs, Internship Fairs and Career Fairs are offered at various times throughout the year.

#### Job Bank Books:

These books list a variety of current available positions including full-time, part-time and internship opportunities.

#### Resource Library:

Career Services has a number of publications for students to research majors, career fields, employers and the variety of jobs that can result from a field of study.

#### Electronic Job Search Resources and Training:

Web addresses, resources and training are available for students to guide you through a comprehensive job search using the World Wide Web.

### **COMMUTER SERVICES**

Commuting students will find that Mount Ida College is committed to working with them, individually and as a group, to help enrich their college experiences. Commuter students are encouraged to use the Commuter Lounge, a room in Shaw Student Center where students can relax, read a newspaper, study, or eat a meal. Notices of importance to commuters are also posted in the lounge.

MBTA passes are offered to Mount Ida College students at a discounted rate prior to the beginning of each semester. Contact the Student Affairs Office at ext. 4612 for more information if you do not receive a mailing regarding the T-pass program.

Commuter students who are overnight guests of resident students must follow established guest procedures.

### **COUNSELING SERVICES**

Adjustment to college life can be difficult. Students may find that talking to a counselor about family problems, relationship difficulties, depression, self-esteem, suicidal urges, homesickness, or other problems can make this adjustment more manageable. Counseling Center staff work with students individually to resolve these and other difficulties. We also offer groups for students with Attention Deficit Disorder, difficulty managing anger, and relationship problems.

The Counseling Center is staffed by licensed psychotherapists, and a psychiatrist is available for consultation. The Counseling Center's services are offered at no cost to students. Some services, such as psychological testing or psychotherapy groups, may incur an additional fee. All services are strictly confidential unless the student has given express written permission for disclosure. Confidentiality may be over-riden in cases of imminent risk of harm to self or others.

The Counseling Center is open from 8:30 am to 3:30 pm Monday through Friday. Evening appointments can also be arranged. We encourage the student to call ext. 4599 to make an appointment or to stop by Appleton House upon arrival on campus.

## **HEALTH SERVICES**

The Health Center, located on the first floor of Appleton House, is a medical office offering medical care and gynecological services to all Mount Ida students. Office hours are Monday through Friday, 9:00 am to 4:00 pm. Please call ext. 4599 for an appointment.

The Mount Ida Health Center staff includes nurse practitioners and a part-time physician equipped to handle most of the medical problems college students encounter. If a referral to a specialist such as a surgeon or orthopedist is needed, arrangements are made from the Health Center Office. The College Health Center has established relationships with several specialists in the area. Overnight infirmary care is available for Mount Ida students at Wellesley College's Simpson Infirmary. When hospitalization is required, students are sent to the Newton-Wellesley Hospital in Newton or the Deaconess-Glover Memorial Hospital in Needham.

All full-time students pay a yearly fee for using the Health Center. This fee, however, does not include certain tests and lab work. The nurse practitioner will inform you of any extra charges prior to conducting laboratory tests. All full-time students also are required by state law to have health insurance, which does cover most of the laboratory tests.

**Confidentiality:** All services provided by the Health Center are confidential.

**After Hours:** Students requiring medical attention after hours should contact Public Safety at ext. 4777.

## **Health Insurance**

Massachusetts Law requires full-time and three-quarter time registered students to be enrolled in a health insurance plan while attending the College. Full-time or three quarter time students must enroll in the Student Accident and Sickness Insurance Plan or waive that service by demonstrating coverage by acceptable alternate insurance. The College's Student Accident and Sickness Insurance Plan is serviced by the Koster Insurance Agency, located in Quincy, MA. Combined Insurance Company of America underwrites the plan and the claims administrator is Klais & Company, Inc. The Mount Ida College Student Accident and Sickness Insurance Plan provides coverage for a twelve-month period, from August 10, 2005 to August 9, 2006.

Although many families have some form of medical insurance, it is important to ensure that a student's current insurance plan will provide adequate coverage while

at college for physician visits, lab work and diagnostic testing, hospitalization and hospital outpatient services, prescription drug coverage and mental health services. Each student should also review his/her policy to make sure that services are not subject to managed care limitations or high deductibles. Students who elect not to purchase the Student Accident and Sickness Insurance Plan are required to produce proof of alternative insurance coverage. The premium for the Student Accident and Sickness Insurance Plan of \$1254.00 is added to all full-time students' bills and will be removed from the bill only if a student properly follows the waiver procedures described below.

All students must do the following:

- Log on [www.kosterweb.com](http://www.kosterweb.com), click on "Student Access" and select Mount Ida College from the drop-down box or, for easy access to Koster/Mount Ida student insurance, log on at [www.mountida.edu/insurance](http://www.mountida.edu/insurance) and click on "Waiver Form".
- Enter ID number (social security number), last name, date of birth and email address (in order to receive a confirmation number), and then click "Submit" to access and complete the Online Enrollment/Waiver Form.
- Students already covered under acceptable alternative insurance must click on the box indicating that s/he wants to waive coverage and complete the Insurance Company Information Section. Necessary information includes name, address and telephone number of the health insurance company, name of the policyholder, policyholder ID number, and group name or number if applicable.
- Students without insurance or those who wish to purchase the Student Accident and Sickness Insurance Plan must click on the box indicating that s/he wants to enroll in the plan.
- International students are not allowed to waive coverage unless their current insurance carrier is domiciled in the United States or is an embassy-sponsored plan.
- Part-time students (less than 9 credits) are not required to have health insurance but need to complete the waiver process and should contact Koster Insurance if they want to enroll in the plan.
- Students submitting the Online Enrollment/Waiver Form will immediately receive a confirmation number. It is critical that students retain this confirmation number, as it is proof that the Online Enrollment/Waiver Form was successfully submitted. The deadline to complete and submit an Online Enrollment/Waiver Form is August 15, 2005. Students failing to submit waiver forms by this deadline will be automatically enrolled in and charged for the Student Accident and Sickness Insurance Plan.

Questions about the online process or about the Mount Ida Student Accident and Sickness Insurance Plan should be directed to Koster Insurance Agency's Customer Service Department Monday through Friday, 8:30 am to 6:00 pm at (617) 770-9889 or (800) 457-5599, or by email at [MountIdaStudent@Kosterins.com](mailto:MountIdaStudent@Kosterins.com).

## **INTERNATIONAL STUDENT AFFAIRS**

International students from almost forty countries enhance the College community with their diverse languages and cultural traditions. Serving as the resource person for this group is the Director of International Student Affairs whose office is on the first

floor of Malloy Hall and open Monday through Friday from 9:00 am to 4:30 pm. All immigration information and paperwork is cleared through this office. In addition, international students are welcome to visit to discuss academic, social, cultural and personal matters as well as housing and medical insurance concerns.

Phi Beta Delta, the international honor society, sponsors programs and activities open to the entire community (see listing under Honor Societies).

The annual exchange program with Lycee Rene Cassin is held during spring semester. Interested Mount Ida College students will spend Spring Break in France, living with families and attending classes at the French business college for a week followed by a long weekend in Paris. The Lycee Rene Cassin students visit Mount Ida College during the first two weeks in April, living in the residence halls, attending classes and participating in College programs.

Further information about international programs or activities is available in the International Student office.

### **LEADERSHIP PROGRAM**

The Leadership Program at Mount Ida rests on the premise that all students have the inherent potential and responsibility for leadership, to be developed through academic and co-curricular experiences. To meet the needs and interests of our diverse student body, the program features a wide array of leadership opportunities in the following categories:

- Leadership Education that includes academic programs leading to a minor in Leadership Studies. Please refer to the College Catalog for more information on Leadership Studies.
- Leadership Training for campus service positions such as resident assistants, peer tutors, orientation leaders, student government officers, and the Emerging Leaders Program.
- Organizational Leadership through positions in student government, organizations, college-wide committees and clubs, and on varsity teams.
- Campus Service through positions as admissions representatives, orientation leaders, resident assistants and peer tutors.
- Community Service through service-learning internship and volunteer work in communities outside Mount Ida College.
- Awards/Honors bestowed by the College or by departments within the College in recognition of leadership achievements.

### **RESIDENCE LIFE**

#### **The Office of Residence Life**

The Office of Residence Life is dedicated to providing a safe and rewarding educational environment for the students at Mount Ida to call home. Our goal is to facilitate the personal growth and development of all students in an environment that is educationally enriching and stimulating while exposing students to the richness and diversity of both the college community and the world at large. To

accomplish this, the residence halls are staffed with highly trained individuals. The staff consists of the Dean of Students, two Associate Directors, two Resident Directors and 23 Resident Assistants.

Resident Directors (RDs) are full-time live-in professional staff members with a dedication to serving diverse populations. Our Resident Directors come from a variety of different backgrounds, with most having academic backgrounds related to cognitive and social development. Furthermore, our Resident Director staff comes from backgrounds with extensive residential living experience. Our Resident Directors pride themselves on their abilities and experiences working with diverse populations and in facilitating success for students with differing needs.

Resident Assistants (RAs) are student leaders chosen to help students facilitate a successful college experience. Resident Assistants are full-time students from a variety of backgrounds and experiences who all share one goal: helping Mount Ida students to be successful. Resident Assistants have been extensively trained and serve as a primary resource for students. Resident Assistants live on the floors with residents and have responsibility for specific wings/floors in the residence halls.

## **RESIDENCE HALL POLICIES, PROCEDURES AND SERVICES**

**Alcohol and Other Drugs Policy** – see College Alcohol Policy under College policies.

### **Athletic Equipment and Hall Sports**

The storage of athletic equipment in common areas is prohibited and any equipment stored in these areas will be confiscated. Storage of equipment in rooms is based upon the approval of all occupants of the room. Additionally, if the Office of Residence Life deems equipment stored in a room to be a safety hazard, the occupants will have 48 hours to remove and relocate said equipment. The use of sporting equipment including but not limited to: bats, balls, hockey sticks, frisbees, golf clubs, roller-skates, roller-blades, skateboards, scooters, etc., is prohibited within the residence halls.

### **Animal and Pet Policy**

Pets are not permitted in any residence hall, with the exception of non-carnivorous fish in ten gallon or smaller aquariums. All other animals shall be confiscated immediately and turned over to the Massachusetts Society for the Prevention of Cruelty to Animals if alternate arrangements are not made to remove the animal immediately. All students found in possession of unauthorized pets will be subject to a \$100 fine. Exceptions may be granted for animals required by students with disabilities; please contact the Office of Residence Life for more information.

### **Bathroom Policy**

Students and their guests must use bathroom facilities designated for their gender.

### **Bunkable Furniture and Lofts**

Bunking of beds is allowed only in rooms where bunkable furniture already exists and may only be bunked by authorized College personnel. Students living in rooms with bunkable furniture may request to have beds bunked or unbunked through their Resident Assistant.

## **Cinder and Masonry Blocks**

Cinder and other masonry blocks are prohibited in all residential facilities. Students found in possession of these items will be subject to a fine of \$25 per block and will be required to remove the blocks immediately. Students are prohibited from having bed lifts unless previously approved by the Office of Residence Life. Currently only Rack Raiser brand devices are authorized to raise beds. Please see your Assistant Director for more information on such devices.

## **Cleanliness**

Residents are expected to maintain a reasonable level of cleanliness within their rooms. Excessive dirt and debris within a room is grounds for a cleaning charge. Exercising basic health standards are expected regarding sanitary conditions, hygiene, and appropriate use of bathrooms and common areas. It is an expectation that students will keep lounges, bathrooms, hallways, and their rooms clean. This includes, but is not limited to, refrigerating perishable foods, closing containers to avoid attracting pests, and cleaning sinks after washing dishes. Students may not store empty bottles or empty cans in their rooms. Empty alcohol containers are not permitted and are viewed as evidence of the possession of alcohol.

## **Cooking**

In accordance with state and city fire safety codes, students are not permitted to cook in their rooms, with the exception of food prepared in Microfridge rental units authorized by the Office of Residence Life. All cooking appliances will be confiscated upon discovery, and the students will be subject to a judicial fine for each illegal appliance.

## **Damage to College Property**

For the comfort of all, every effort is taken to ensure that residential facilities are kept in the best condition possible. Whenever maintenance issues are reported, the College attempts to repair or replace those items as quickly as possible. Some wear is expected as items age, but if Residence Life or Physical Plant determines that damage is unreasonable or that wear is excessive, the student(s) will be held responsible for restitution. Additionally, when it is deemed that damage or misuse has taken place, the student(s) will be responsible for the replacement cost of items including but not limited to: bed frames, mattresses, desks, chairs, dressers, closets or wardrobes, mirrors, windows, screens, doors, and any other items provided by the College, in addition to fines and sanctions as deemed appropriate. Upon moving in, a student is required to complete a room assessment with his/her Resident Assistant. At that time the condition of room items will be assessed. Upon moving out of a room, a student is responsible for any change to the contents of his/her room and shall be billed accordingly for damage.

## **Damage and Vandalism to Common Areas**

All members of a residential community share responsibility for all vandalism that occurs within the residence hall common areas (study rooms, lounges, hallways, bathrooms, showers, laundry facilities, elevators, etc.). Restitution for common area damages is shared equally among all the residents of that area. However, if after an investigation the Office of Residence Life determines the individual(s) responsible for damage, all financial and judicial charges will be redirected to those individual(s). Students who may be aware of the person(s) responsible should seek out a residence life staff member and complete an official report of knowledge so that an investigation can be conducted.

## **Decorations**

Residents may decorate their rooms with the following guidelines in mind:

- 1) Walls may not be more than 50% covered.
- 2) Tapestries and flags are not permitted to be hung on walls or ceilings.
- 3) Ceilings must be free of decorations.
- 4) Electric light strings are not permitted.
- 5) Ceiling fans and/or additional permanent lighting fixtures are not permitted.
- 6) Walls may not be painted.

Students in possession of unapproved decorations will be subject to a \$25 fine and confiscation of the decoration.

## **Door Alarms/Propping of Doors**

Residence Hall side and back entrances are equipped with door alarms. Please obey posted procedures to avoid tripping these alarms and disturbing other residents. Propped emergency exits, alarmed doors, and fire doors are a fire and safety hazard. Any student found propping these doors or found utilizing alarmed doors as an entrance or excessive exit (except in case of fire alarms) shall be subject to judicial sanctions.

## **Electrical Safety**

Overloading of electrical outlets is a potential fire safety hazard. Students are permitted a maximum of four items plugged into each electrical outlet at any given time. Students may use a heavy-duty extension cord or heavy-duty three-way plug (one per wall outlet). Thus students may plug one item directly into the wall and three into the extension cord or three-way plug. All other extension cords or power-related items are prohibited. Additionally, grounded devices (three pronged plugs) must be plugged into grounded plugs without the usage of adapters. Power strips (surge protectors) are allowed only with computers and computer related equipment. Any student found in violation of the electrical safety policy shall have the cords or power devices confiscated and may be subject to judicial action.

## **Entering Residence Halls**

Entrance to the residence halls is accessible through any main lobby door or any unalarmed door. No person shall enter or unnecessarily exit the residence halls via a window or a fire exit door. Students who fail to comply will be subject to judicial action. For the protection of all community members, resident students are prohibited from visiting in residence halls other than their own between 1:00 am and 6:00 am. For information on non-residents entering the residence halls, please refer to the section on "Visitation". Students found responsible for removing a screen from a College window and/or entering through a college window will be subject to judicial action.

## **External Call Boxes**

Call boxes are provided for individuals to contact residents to escort them in through the locked doors. Call boxes are also intended for communication between students and take out delivery drivers. Please be sure and meet your delivery driver at the front door of your building.

## **Email**

The Office of Residence Life relies heavily on the use of email to communicate with resident students, specifically in responding to judicial incidents and the room reassignment process. Students are responsible for activating their Mount Ida College accounts with the MIS department and are also responsible for checking this email daily.

## **Fire Alarms**

All students and guests in a residence hall must vacate immediately once any fire alarm is activated. Students should become familiar with the fire exits in each section of the residence hall. Please evacuate immediately and stay at least 50 feet away from the building until the “all clear” signal is given from an appropriate staff member.

Residents of Malloy Hall are to gather on the basketball court.

Residents of Shaw Hall are to gather by the path to Chamberlayne.

Residents of Brown Hall are to gather by the path to Chamberlayne.

Residents of Chapman Hall are to gather on the Brown Hall back lawn.

Residents of Wingate Hall are to gather by the pool, closest to the front door.

Students who fail to evacuate during a fire alarm will be subject to a \$100 fine.

Tampering with the fire alarm boxes or fire extinguishers is punishable by immediate expulsion from the residence halls with appropriate prosecution to follow. Refusing to leave the building during a fire alarm, or exhibiting uncooperative behavior toward a College or Newton City employee are considered violations of College regulations and may also be viewed as a civil felony. Additionally, during fire alarms Residence Life staff may determine it is necessary to enter rooms to ensure that all students did evacuate. Students who are found responsible for violations of the Fire Safety policy may be held financially liable for replacement of items damaged or destroyed as the result of a fire and/or safety violation and will be required to compensate the College for any fees and fines incurred by the College as a result of the action and may face criminal charges.

Mount Ida College adheres strictly to the guidelines provided by the Newton Fire Department with regard to items permitted in the residence halls. The Fire Department reserves the right to make unannounced checks of the halls and to confiscate items not permitted. In accordance with the Fire Regulations, the Residence Life Staff must also confiscate, for the safety of the community, any such items brought to their attention. Corridors, lobbies, lounges and fire lanes must be kept free of bicycles, furniture, and other items at all times.

## **Fire Safety Regulations**

In case of fire, the nearest alarm should be pulled. All fire and safety hazards are prohibited in residence facilities. Any violation should be reported to a member of the Residence Life Staff immediately. These include but are not limited to: open flames and objects that create them, and flammable material and decorations or furnishings that use them. The Office of Residence Life must approve all questionable room decorations. Areas of ingress and egress, from both individual rooms and common areas of residence halls, must be kept unobstructed. Students found responsible for violations of fire safety regulations will be subject to judicial action and fines.

Tampering with or misuse of fire safety equipment, including but not limited to: fire extinguishers, smoke detectors, heat detectors, fire pull stations, fire alarm covers,

fire sirens, security cameras, and alarm lights is prohibited and will result in judicial sanctions determined by the Office of Residence Life that may include permanent removal from the residence halls, restitution for emergency support services and damage, and fines up to \$500. The College and Newton Fire Department will press criminal charges against students tampering with fire equipment.

### **Health and Safety Inspections**

A member of the Residence Life staff will conduct at least three health and safety inspections of student rooms, corridors, and common areas during the academic year. When a student's room is unoccupied at the time of inspection, a passkey will be used to gain entrance and a copy of a report noting any violations will be left in the room.

### **Items Not Permitted in the Residence Halls**

The following items are not permitted in the residence halls, as they constitute a fire or health and safety violation.

- All kitchen/cooking appliances, including but not limited to:  
Blenders, coffeemakers, mixers, hot pots, hot plates/electric burners, popcorn poppers, microwaves (other than authorized Microfridge units), toasters/toaster ovens, woks, or grilling devices
- Air conditioning units
- Black lights
- Candles, whether burned or unburned
- Cinder or masonry blocks
- Decorative lights (light strings or holiday lights)
- Electric blankets
- Fabric, fabric-like, or plastic wall and ceiling coverings or adornment (including tapestries, flags, sheets, towels, or other items)
- Flammable, caustic, poisonous, and/or toxic chemicals
- Halogen lights
- Holiday trees (real and artificial cut trees)
- Incense, whether burning or unburned, and incense burners
- Items that produce an open flame
- Lava Lamps
- Neon or other light signs
- Oil, kerosene, or gas lanterns or lights
- Pets (other than non-carnivorous fish in a tank holding 10 gallons of water or less)
- Radios and/or stereos and/or stereo equipment with over 75 watt output
- Refrigerators over 1.4 amps
- Space heaters or other heating devices
- Waterbeds and mattresses other than those provided by Mount Ida College
- Weapons (see College Weapons Policy on p. 76)

All items not permitted by College policy shall be confiscated and occupants of the room will be subject to judicial action. Confiscated items may or may not be returned at the discretion of the Office of Residence Life at the end of the academic year. Students who fail to claim items at the end of the academic year forfeit ownership and rights to said items. All items not claimed following the above guidelines will be discarded at the

discretion of the Office of Residence Life. The Office of Residence Life shall discard of these items by donation to charity or community groups or individuals, recycling, or garbage removal.

### **Judicial System**

Professional members of the Office of Residence Life may adjudicate violations of College policies as they relate to the residence halls or to a particular resident student. Whenever possible, students will be notified at the time of an infraction that the infraction has been documented on an incident report and referred for adjudication. It is the student's responsibility to schedule a judicial meeting with the Associate Director of Residence Life within two business days after documentation of the infraction. The Office of Residence Life will communicate with all resident students via Mount Ida College email about their judicial status. It is also the responsibility of the student to activate and monitor their Mount Ida College email if they wish to be active participants in the judicial process. Students who fail to appear for their hearings forfeit their right to appeal as hearings may be heard without the student present. Students who fail to complete assigned judicial sanctions will be subject to additional judicial action.

### **Keys**

Upon arrival, the Office of Residence Life will issue all resident students a key. Unauthorized possession of a College key, use of a College key not officially issued to the student, duplication of any College key, or loaning of a College key to someone other than the person to whom it was officially issued are all prohibited. If lost or stolen, students are required to purchase a replacement key within two business days from the Office of Residence Life at a cost of \$50. Moreover, students are responsible for their keys at all times.

### **Laundry Facilities**

Card-operated washers and dryers are located in each residence hall. Laundry cards and monetary laundry credit can be obtained by using the Mac-Gray laundry card machines in either the Wingate Hall Den or the Malloy Hall Lobby. Any student can report equipment problems through the MAC Gray Company web page or by calling the MAC Gray Company, Inc. at (617) 864-1920.

### **Lockouts**

Residents will be allowed a grace period of two weeks after opening during which they will be allowed assisted lockouts at no charge. All students requesting an assisted lockout after September 12th will be charged a fee of \$10. It is important that students carry their room keys at all times, as room keys also allow residence hall access during the nighttime hours. RA's and Resident Directors are available to assist with lockouts.

### **Moving of College Owned Furniture**

Furniture items found within the residence halls are provided to students for their reasonable usage during the academic year. Anyone found removing College furniture items from their rooms or moving or having moved items from common areas to their personal rooms will be subject to a fine of \$100 per piece.

## **Noise**

Students are expected to consider other residents at all times in regards to the volume of their televisions, stereos, computers, or other electronic equipment. Loud or boisterous behavior is disruptive and unacceptable. 24-hour “courtesy hours” exist at all times; if a student or College official asks you to be more quiet, you must comply or you will be found in violation. Quiet hours exist from 9:00 pm until 9:00 am on Sunday through Thursday nights, and from midnight until 9:00 am on Fridays and Saturdays. Additionally, some areas are designated 24-hour quiet areas such as Chapman Hall. Noise is subjective, and what might be acceptable for one person, may not be acceptable for others. For the purpose of Mount Ida College guidelines, excessive noise during quiet hours is any noise that can be heard outside of an individual room. Students found responsible for violations of the quiet hours policy will be subject to judicial action.

During the final exam period at the end of each semester, all residence halls become 24-hour quiet area living spaces in an effort to support the preparation for exams. Students found to be in violation of the noise policy, or any College policy that is deemed to be in conflict with exam preparation efforts will be subject to judicial action and possible removal from the residence halls.

Students who repeatedly violate the noise policy shall be subject to additional judicial sanctions, including confiscation of equipment.

## **Personal Items in Common Areas**

Corridors and other common areas must be kept free of all personal items. Any personal items, such as but not limited to: bicycles, athletic equipment, drying racks, and ironing boards, shall be confiscated by the Office of Residence Life. Students who leave personal items in common areas will be subject to a \$50 fine.

## **Personal Property**

The College assumes no responsibility for damage or loss of any personal property during the school year or vacation periods. Resident students are strongly advised to lock their rooms at all times. Large sums of money, jewelry, and other valuables should not be kept in student rooms. Residents are encouraged to make certain their belongings are insured on a homeowners or renter’s insurance plan. Any thefts should be reported to Public Safety as soon as possible. The College will not tolerate the theft of personal or College property and individual(s) found responsible for such action shall be required to provide restitution and will be sanctioned accordingly. Upon termination of the Residence Hall Contract (i.e. withdrawal, change of status, judicial sanction, etc.), students must remove all personal belongings within 24 hours or be subject to judicial action and disposal of property. The College does not assume responsibility for any articles left in the residence halls.

## **Posting**

Posting or the distribution of any kind of signs/flyers within the residence halls requires permission from the Office of Student Activities. The Office of Student Activities must stamp all posted signs/flyers. Items not receiving authorization shall be removed immediately, and students and/or groups found responsible shall be sanctioned as deemed appropriate. Postings of any kind, other than a nametag and non-flammable message board, are prohibited on room doors. The Office of Residence Life reserves the right to remove such items from room doors. Additionally, the resident(s) of a room

are responsible for graffiti or writing on their individual doors. Resident(s) shall be assessed the cost of cleaning for any graffiti or writing.

### **Residence Hall Association**

The Residence Hall Association (RHA) is a representative group of students who consult with the Residence Life staff regarding policies and procedures in the halls and who plan activities and events for resident students. Malloy and Wingate Halls elect three representatives each, while Brown, Shaw and Chapman each have one representative. Elections to the RHA will be held in the fall semester. The RHA is advised by the Assistant Director of Residence Life for Training and Development.

### **Residence Hall Closings**

Over Thanksgiving, Winter Break, Spring Break, and Summer Break the residence halls are closed to regular academic year students. Prior to vacating for the break period, resident students must complete the following check out steps and check out with an RA.

- 1) Unplug and defrost refrigerator (Winter Break only).
- 2) Throw away all food that will spoil.
- 3) Empty all trash.
- 4) Unplug all electrical objects from the electrical outlets.
- 5) Close and lock windows and pull shades down.
- 7) Turn off all lights.
- 8) Lock door.

Students who fail to complete all seven/eight residence hall closing steps each time the college closes for a break period may be subject to a \$50 fine.

During certain designated breaks, some residence halls may remain open for students requiring a living option for an additional housing fee. Students must apply for break housing 3 weeks prior to each break. Applications are available in the Office of Residence Life.

### **PLEASE MAKE NOTE OF THE FOLLOWING 2005-2006 COLLEGE VACATIONS:**

#### **Thanksgiving Break – November 23 - November 27**

- Students are required to vacate the residence halls by 5:30 pm on Wednesday, November 23rd. Residence halls will reopen on Sunday, November 27th, at 12:00 noon.

#### **Winter Break – December 20 - January 17**

- Students are required to leave the residence halls by 3:00 pm on Tuesday, December 20th or within 24 hours of his/her last exam (whichever comes first). Residence halls will reopen on Tuesday, January 17th, at 9:00 am.

#### **Spring Break – March 13 - March 17**

- Students are required to leave the residence halls by 5:00 pm on Friday, March 10th. Residence halls will reopen on Sunday, March 19th, at 12:00 noon.

#### **Summer Break – May 16**

- Students who are not participating in commencement are required to leave the residence halls within 24 hours after their last class or final. Residence halls close for all undergraduate students at 5:00 pm on May 16th. Graduates must vacate by 5:00 pm on May 19th.

All dates and times are strictly followed. Please do not plan on any exceptions. Students who fail to vacate the residence halls by the vacation closing deadline will be subject to judicial action.

## **Residence Hall Rooms and Common Areas**

Students are responsible for the condition of their rooms and all College property found therein. Relative to contents and conditions, all rooms are inventoried and assessed at the beginning of each academic year and as part of the room reassignment process. Students are not allowed to drill holes, hammer nails, or make any physical modifications to their rooms. Students are responsible for any damage that occurs within their room during their time of occupancy and restitution for damage and labor will be assessed and charged to the student's bill to cover charges for any damage and/or missing items. The Office of Residence Life reserves the right to inspect and inventory rooms at any time. To avoid paying restitution students should return their room to its original condition prior to checkout.

### **Room Alterations**

Any alteration to the interior and/or exterior of a room is considered damage and is not permitted. Residents will be billed for the repair and labor of all damages.

### **Room Check-In and Check-Out**

Students are welcome to move into the residence halls on the designated Opening Day each year. Resident students are required to follow all check-in procedures including: a signature roster, room assessment form, handbook receipt, emergency contact card and opening floor meeting attendance.

Before leaving College housing, students must complete the check-out process with a Residence Life staff member. The process includes completing room assessments, returning keys, and returning student IDs if applicable.

### **Room Consolidation**

Mount Ida College reserves the right to consolidate resident students following the stabilization period. Students who do not have roommates and live in rooms that are not designated as singles may be required to complete a consolidation move at the directive of the Office of Residence Life. Students failing to follow procedure, and complete said move, will be subject to judicial action in addition to being billed for a single room.

### **Room Occupancy**

When a student moves out of a room, it is the responsibility of the remaining resident(s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of his/her arrival. Students are reminded that this includes the dismantling of any extra bed in the room. Failure to keep unoccupied spaces and furniture available for new roommate(s) at the end of each semester will result in judicial action.

For reasons of Health and Safety, residence hall rooms may not exceed 10 people at any time. The following guidelines will be upheld:

Single room	3 people total
Double room	5 people total
Triple room	7 people total
Quad room	9 people total
Larger rooms	10 people total

## **Roommates**

Each year, the Office of Residence Life reviews housing applications from first year students and matches students with a roommate for their first year at College. Returning students are required to choose their own roommates during the Room Selection Process in April. The Office of Residence Life reserves the right to deny roommate requests and reassign a student's residency based on judicial history or extenuating circumstances which require relocation.

## **Room Reassignment Procedure**

Room reassignments requested in response to roommate conflicts are generally only considered for approval after alternative options and educational processes have been explored with professional staff assistance. Students requesting a room reassignment must wait until after the established and published stabilization period at the beginning of both the fall and spring semesters. After stabilization, a student requesting a room reassignment must obtain a room reassignment application from the Office of Residence Life. Once the application is reviewed and approved, the student must meet with the Associate Director of Residence Life for Operations to begin the search for a desirable new room and complete all required paperwork. Actual moves occur in the evening under the supervision of the Resident Director on duty. Appointments must be made in advance, and moves must be executed within 48 hours of approval; failure to do so voids the room reassignment authorization.

## **Room Reassignment-Unauthorized**

Unauthorized room reassignments are strictly prohibited. Students are reminded to comply with the room reassignment process as outlined, to ensure the safety and security of all resident students. Unauthorized room reassignments result in a \$100 fine and the student must move back to their original room immediately.

## **Room Selection**

Room Selection is the process by which returning students choose housing for the upcoming academic year. Each April, the Office of Residence Life will hold Room Selection and students will have the opportunity to select their rooms for the upcoming academic year. Specific regulations and information may be obtained from the Office of Residence Life and will be disseminated during the spring semester of each academic year. Students should be sure to follow posted and published guidelines, as failure to comply will result in exclusion from the Room Selection process.

## **Room Inspections/Searches**

A room is a student's home, and students have the right to privacy in that space. However, the Office of Residence Life and the College reserve the right to investigate and conduct a search throughout a student's room and its contents and to conduct safety inspections or property inventories in the residence halls with the authorization of the Dean of Student Affairs or his/her designee. Room searches are authorized for one or more of the following reasons:

- 1) Emergency health and/or safety concerns
- 2) Suspicion of violations of College or Residence Hall Policies

All inspections will be conducted by/with a Residence Life staff member.

The occupants of a room being inspected need not be present. The college reserves the right to enter student rooms whenever it is deemed necessary by representatives of the College to do so in the interest of health, safety, security, and welfare of the students body, and in the interest of the protection of the property, or to make any assessment for damage, or to make repairs thereto.

### **Screen, Window and Balcony Policy**

Students are prohibited from removing or tampering with window screens in any part of the residence facility. Removal or tampering with screens will result in restitution for damages and labor and a \$50 fine per screen. Under no circumstances are students allowed to sit in, lean, climb, or throw objects out of any window in a residence hall. Doing so potentially endangers others and violators are subject to a \$100 fine. Additionally, students are prohibited from going onto any balcony, roof, or fire escape in the residence hall facilities except in the event of a fire. Failure to comply will result in a \$100 fine and possible removal from the residence halls.

### **Smoking Policy**

Smoking is not permitted in the residence halls, with the exception of rooms in which all residents agree to permit smoking. If all residents do not agree, the room is deemed non-smoking. Smoking is not permitted in any common areas, hallways or in designated non-smoking floors and buildings. Anyone found to be smoking in those areas will be subject to a \$50 fine and may be moved (forced room reassignment) at the discretion of the Office of Residence Life and/or subject to additional judicial action. Additionally, smoking is not permitted within 10 feet of any residence hall doorways or in the Malloy Courtyard; students in violation will be subject to a \$50 fine.

### **Soliciting and Gambling**

Engaging in any commercial activity, e.g., soliciting money, running a business or raffles, etc., is prohibited unless permission has been obtained from the Associate Dean of Student Affairs. Gambling and other games of chance are not permitted in the Residence Halls or on the College campus. All students found to be involved in such activities will be subject to judicial sanctions and/or fines.

### **Telephone Service**

The residence halls are equipped with extensions of the main campus phone system for inter-campus calls, and off-campus calls. Students may inform their families and friends of their extension. The College has contracted with RCN to provide unlimited local telephone service and voicemail to each resident. Students may contract with RCN for long-distance service. Please refer to the RCN guide for specific information regarding the service. Students are required to provide their own phone.

### **Trash**

The disposal of trash or refuse anywhere on campus, including residential facilities, except in properly designated trash or recycling receptacles, is prohibited. This includes placing cigarette butts in the correct receptacles. Students living in the residence halls should use the available trash rooms wherever possible. Additionally, the Office of Residence Life can require students to clean their individual residence hall rooms if deemed appropriate, as excessive trash is a health and safety issue. Failure to comply will result in a \$50 fine per person.

### **Visitation/guests**

Students are permitted to host overnight guests for a maximum of three nights in a seven day (Sunday through Saturday) period, provided that all roommates agree to allow the visitation. All guests, regardless of time of day, are required to have a guest slip in their possession. To obtain a guest slip, guests must furnish the Office of Public Safety with photo identification. The following forms of identification are accepted: driver's license (or other state issued picture ID), military identification, or passport (ID's from other Colleges will not be accepted). No other forms of identification will be accepted.

Guests are required to pick up their identification prior to leaving campus. IDs cannot be reclaimed by anyone other than the individual who is pictured on the ID unless written authorization is given by the individual to the Office of Public Safety. Additionally, guests who violate the visitation policy will be immediately escorted off College property and will have visitation privileges revoked for a period established by the Office of Residence Life.

No resident shall have more than 2 guests checked in at any time, and during special events, the Dean of Students may stipulate that students only be allowed one guest (students shall be notified prior to such events). Additionally, during unusual or special situations, the Office of Residence Life or the Office of Public Safety may temporarily suspend visitation campus-wide until resolution of said situation.

All guests must be escorted at all times and must also possess a guest pass. Unescorted guests shall be removed from campus immediately and their hosts subject to judicial action. Taxi vouchers are sometimes used in the event of an emergency and billed to the host student's account. A host is responsible for their guest at all times. If a guest violates a residence hall or College policy, the host is subject to additional judicial sanctions including fines. Additionally, if any unregistered guests are found in a residence hall room, the residents of that room shall be held in violation of the guest policy and be subject to judicial action. Residents who violate the three-night maximum stay policy will be subject to judicial action, including but not limited to loss of hosting privileges. Students wishing to host overnight guests under the age of 18 must receive prior approval from the Office of Residence Life (this includes a student's own children).

## **STUDENT ACTIVITIES**

The Office of Student Activities works with students, faculty, staff and the community to provide a variety of outlets to foster student development. The Shaw Student Center is the home of cultural, educational, and social programs which complement the classroom experience. Students actively involved in campus life find the College experience more enjoyable and learn such life skills as leadership, time management, and networking. Student Activities is a complement to the classroom experience and brings fun to students' lives.

## **STUDENT GOVERNMENT**

Students are an important part of the governance process of the College. All students are ad-hoc members of the Student Government Association (SGA). The Executive Officers

of the SGA include the President, the Vice President, the Treasurer and the Secretary. Twenty Senators represent various constituencies of the student body. SGA officers represent student interests on committees, set policy for the oversight of recognized clubs and organizations, hear concerns of students and make formal policy recommendations to the administration, and administer the SGA budget. Elections are held in the Spring semester for the Executive Board and 16 Senate seats; a Fall Elections period is held for 4 first-year Student senate positions. Copies of the SGA Constitution are available in the SGA office, the Student Activities Office and in the Student Affairs Office in Malloy Hall. SGA officers can be reached at ext. 4022; office hours and announcements about open SGA meetings are posted outside of their office and are advertised in the Student Affairs Newsletter and The Voice newspaper.

## **PROGRAM BOARD**

General-interest activities are funded, organized and operated by members of the Campus Activities Team, under the advisement of the Assistant Director of Student Activities. Event suggestions (as well as student assistance at programs) are always welcome. CAT (Campus Activities Team) is always looking for new members; if interested please call ext. 4762 or ext. 4763 for more information.

## **CLUBS AND ORGANIZATIONS**

The Office of Student Activities works with a variety of clubs and organizations created by and for students with similar interests and talents to bring a diverse array of extracurricular experiences to all members of the Mount Ida community. Any group of Mount Ida students may apply to the Office of Student Activities for registration as a student club or organization provided the organization's goals are in accordance with College policies and not in direct conflict with an existing group on campus. Each registered club, assisted by the Office of Student Activities and a faculty or staff advisor of their choice, may reserve facilities and sponsor activities on campus. Organizations open to all members of the College community may apply for SGA-recognition and become eligible for funding from the Student Government Association club budget.

### Mount Ida College Clubs and Organizations

- Black Student Achievement Coalition (BSAC)
- CAT (Campus Activities Team)
- Cheerleading Team (club sport)
- Choir
- Club Baseball (club sport)
- Dance Team
- Drama Club
- Education Club
- Foundation for Non-Violent Action
- Grace for the Fallen (Christian Fellowship)
- LGBTSA (Lesbian Gay Bi-Sexual Transgendered Straight Alliance)
- MICO (Mount Ida College Outdoors)
- MITV (Video Production Club)
- Project Psyche
- SALSA (Student Association for Latino and Spanish Americans)
- Senior Fashion Group

- The Sisterhood of Mount Ida
- Student Ambassadors
- Student Government Association
- The Voice (Newspaper)
- Volunteers in Action (VIA)
- WIDA (Radio Station)

Academic Major Clubs: Clubs affiliated with academic majors are self-sufficient and collect dues from their members because they limit membership to individuals in specific majors. These include: Association of Graphic Artists, Veterinary Technology Club, Student American Dental Hygiene Association, Society of Interior Designers, Fashion and Design Club, and Communications Club.

Honor Societies:

- Alpha Chi
- Lambda Alpha Epsilon
- Phi Beta Delta
- Phi Theta Kappa
- Pi Sigma Eta

## **COMMITTEES**

There are numerous councils and committees which include student representation. These include the College Planning Committee, the Budget Committee, the Dining Committee, the Trustees Student Affairs Committee, special task forces to work on college initiatives, and even a Student Handbook Review Committee. See the Student Affairs staff to get involved!

## **COMMUNITY SERVICE**

Mount Ida College offers students the opportunity to develop leadership skills, understand the role of service in a global context, make a contribution to the well being of others, and meet new people through the Office of Civic Engagement. Students are encouraged to volunteer to help combat illiteracy, hunger, homelessness, poverty and other areas of community need. The student service organization, Volunteers in Action, sponsors service projects each month. Past projects have included assisting at local food banks and shelters, providing race support for the Komen Breast Cancer Race for the Cure, helping at the Boston Marathon, taking pledges at WGBH Channel 2, and building a Habitat for Humanity house in North Carolina. Students, faculty and staff interested in participating in community service projects are encouraged to contact the Office of Civic Engagement at ext. 4021.

## **COMMUTER COUNCIL**

The Commuter Council is an organization which helps to organize and serve commuters, communicate their needs to others in the College and link them to student government. All commuters are welcome to join. Contact the Student Activities Office at (617) 928-4763.

## **EVENTS**

Homecoming and Family/Friends Weekend, Spring Weekend, the Spring Semi-Formal, French Exchange, Alternative Spring Break, and Grad Week are among the annual events that involve the entire campus community. The Campus Activities Team (CAT) sponsors many general-interest campus events. These events include comedians, karaoke, movie nights, International dinners, trips, plays, and live music series. Information about these events and more can be found on bulletin boards around campus, at [www.mountida.edu/webevent](http://www.mountida.edu/webevent), and by asking a CAT member.

Each year Mount Ida sponsors several programming series which enlighten and enrich the community. These include faculty lectures, leisure reading book talks, the Martin Luther King Celebration, the Wadsworth Annual Lecture, National Alcohol and Drug Awareness Week, Black History Month, the Leadership Film Series, and Women's History Month.

## **STUDENT MEDIA**

The Campus Activities Programming Board publishes a monthly "Calendar of Campus Events" with the assistance of the Assistant Director of Student Activities on the Mount Ida College website. This calendar can be accessed through the web at [www.mountida.edu](http://www.mountida.edu). The student newspaper, "The Voice," is published regularly. The College Radio Station, W.I.D.A., is located on the upper level of Carlson Hall. In conjunction with the Communication program, W.I.D.A. invites your participation. If being on air is not your style, be sure to tune in! W.I.D.A. is located at FM 95.1 on your radio dial.

## II. COLLEGE POLICIES

Members of the Mount Ida College Community proudly recognize the distinct heritages present within this community and celebrate the talents and expertise in our community. We acknowledge the inherent right of each community member to freedom of speech, thought, and assembly, particularly as these serve to meet our quest for educational excellence. We support these rights through our respect for the dignity and well being of each community member. We accept the responsibilities essential to preserving these privileges and these freedoms we hold dear.

### STUDENT CONDUCT AND SOCIAL RESPONSIBILITY

Each student is admitted to Mount Ida with the understanding that continuance in the College is contingent not only on acceptable academic achievement but also on compliance with all College Regulations, which for the purpose herein shall include without limitation rules, regulations and policies of the College, Residence Halls, and departments contained herein or to be communicated to students in publications and posted notices including, but not limited to, official College publications. These Regulations may be amended, as deemed necessary, in writing. Any violations of these Regulations described herein are subject to the College's judicial process.

The right to determine appropriate conduct not otherwise covered by this code and to impose penalties for misconduct shall be reserved for the administrators and faculty of the various departments and their designers.

The following list represents examples of violations of College Regulations and/or state and federal laws. A student allegedly violating College Regulations while on campus or at a College-sponsored social or educational event or function is subject to judicial action. A student whose guest(s) violate(s) College Regulations while on campus or at a College-sponsored event or function will be sanctioned for the violations as if the student had committed the violation personally. Violations of College Regulations include, and are not limited to:

- Activities injuring, degrading, disgracing or intending to injure, degrade, or disgrace any person, including without limitation actual or implied threats or harassment of a person or to property, including telephone and computer harassment.
- Assault.
- Breaking and Entering.
- Causing or setting a fire.
- Conduct contrary to College policy regarding special demonstrations and meetings.
- Conduct, on campus or off campus which reflects negatively on the College and its mission.
- Disorderly conduct in general and/or disorderly conduct in the classroom.
- Endangering the welfare of others, including without limitation, unlocking or propping open outside doors or accessible windows.

- Failure to comply with a College official which is defined as lack of cooperation with any College official and failure to obey the requests of College officials. Failure to comply can result in a more severe sanction and fine provided that judicial action is deemed necessary, or may in itself result in judicial sanctions.
- Failure to comply with the visitation policy regarding prior permission for registration, escorting, and logging-out of guests.
- Failure to provide the College with information regarding current address.
- Forging, transferring, altering or otherwise misusing any student identification card or other document or record.
- Hazing.
- Igniting a fire or initiating false alarms (i.e. false fire alarms, false bomb threats or other false emergency reports) or misuse or tampering with fire equipment and/or alarm systems. Tampering with safety/security equipment is also prohibited.
- Obstruction of entrance to, or exit from buildings, rooms, offices, roadways or ramps, or lockout of any building, room or office.
- Possession, use, or distribution of dangerous weapons, firearms, explosives, knives, or other legal or illegal lethal devices. Toy guns are also prohibited.
- Possession, use, sale, or distribution of illegal/illicit drugs or paraphernalia.
- Refusal to present proper identification to authorized College personnel.
- Rollerskating/rollerblading, skateboarding and bicycling inside College facilities.
- Sanction violation – contempt of judicial procedure.
- Sexual Assault and/or Rape.
- Smoking in restricted areas.
- Theft; i.e., taking goods or property belonging to the College or other members of the College community without permission or theft, duplication, or unauthorized use of key(s) to a College facility.
- Throwing objects that might cause injury or damage.
- Unauthorized sales or solicitation on the College premises.
- Vandalism; i.e., destruction of or tampering with property of the College or other members of the College community, including posting graffiti by any individual and/or group.
- Violation of campus traffic and parking regulations and/or disregarding the instructions of the Public Safety Department.
- Violations of all other policies and procedures described in the Student Handbook.
- Violation of federal, state or local law on College premises or at College sponsored or supervised activities.

In addition to the above rules, regulations, policies, and expectations relating to student behavior, the College may from time to time change or develop new policies, which will be disseminated through regular informational channels.

### **Violations: Off-Campus**

If a student is charged with a violation of federal, state or local law off the College's premises when such activities adversely affect the interests of or pose a threat (directly or indirectly) to the life, safety and/or well being of the College community (or any of its members) judicial action may be taken and sanctions imposed. In such cases, no

sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

### **Judicial Proceedings Pending Civil or Criminal Action**

College judicial proceedings may be instituted against a student charged with violation of a law which is also a violation of College Regulations; for example, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Judicial proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus, and may include without limitation Interim Suspension pending resolution of College action at the College’s discretion. The College reserves the right to report any felonies to the appropriate local authorities for further action.

## **COLLEGE POLICIES AND PROCEDURES**

### **ACADEMIC POLICIES**

Academic policies and procedures for all students are published in the 2005-2006 Mount Ida College Catalog. Students should familiarize themselves with these policies by obtaining a copy of the 2005-2006 Catalog. The Catalog is also published on the Mount Ida College website. Policies for the Library, computer labs, and media services are published in the Catalog as well.

### **ACCESSIBILITY POLICY**

Mount Ida College provides services to ensure students, faculty, and other interested persons who are qualified individuals with disabilities access to its programs, services, and activities. Mount Ida invites such persons to speak with the contact person listed below if they seek accommodations for such access. Mount Ida strives to provide access in a variety of ways. For example, qualified individuals with disabilities may contact the learning disabilities center, or request relocation of programs, services, and activities in order to ensure physical accessibility. Relocation may apply to situations such as relocating classes to buildings that provide physical access, and providing medical, counseling, and other services currently housed in the Health and Counseling Center at an alternate location.

To make arrangements or to obtain additional information about this policy, please contact:

Director of Human Resources  
or  
Dean of Academic Services  
Mount Ida College  
777 Dedham Street  
Newton, MA 02459  
Telephone (617) 928.4500

## **AIDS INFORMATION AND POLICY**

Mount Ida Health Center provides information to the members of the Mount Ida Community on Acquired Immune Deficiency Syndrome (AIDS). Information is provided through speakers, publications and individual counseling. As an educational institution, Mount Ida will concentrate its efforts on the distribution of accurate information and on educational programming. Education is currently considered by public health experts to be the best method of preventing the spread of AIDS.

### **Policy:**

Mount Ida College prohibits discrimination against students with AIDS or HIV. Therefore, persons with AIDS or HIV will be treated medically and granted the privilege of enrollment, just as is the case of any student with a life-threatening illness that cannot be transmitted through casual contact.

Since persons with AIDS or HIV may be perfectly able to maintain academic work, a diagnosis of AIDS or HIV need not indicate a decision to leave the College. Mount Ida College and its appropriate offices will advise, counsel and support students with AIDS or HIV wishing to remain enrolled at Mount Ida College. Individual students are provided privacy and confidentiality consistent with standard practices of the Health and Counseling Centers. In addition, the College has formulated the following policies:

**Admissions:** No effort will be made to identify persons with AIDS, HIV or who test sero-positive for Human Immune Deficiency (HIV) virus antibody prior to the admission decision.

**Residence Life:** Since the HIV virus is not transmitted through casual contact, there is no reason to exclude students with AIDS, HIV or who test sero-positive. However, symptomatic students may require special housing arrangements for their own protection. The Director of Health Services and the Associate Dean of Student Affairs in consultation with the student will make this determination.

**Classrooms:** Since casual contact does not place others at risk, no special arrangements will be made in classrooms unless the Director of Health Services determines medical, behavioral or social reasons exist to honor a request for adaptation of the educational environment.

**General Campus Activity:** There is no justification for restricting the access of students with AIDS, HIV or sero-positivity to any general campus activity. This would include activities at the dining hall, athletic center, and other recreational facilities.

**Protocol:** Specific treatment, counseling and administrative protocols are the responsibility of the Director of Health Services. The Director may seek professional consultation as deemed appropriate and will be guided by information available from the Centers for Disease Control, the American College Health Association, the Massachusetts Department of Public Health and the Governor's AIDS Action Committee. In implementing protocols, the Directors and Staff at Mount Ida College Health and Counseling Center may consult with College Deans and employment supervisors as provided for in College policies cited above.

## **ALCOHOL AND OTHER DRUG POLICY**

Mount Ida College is in compliance with the Drug-Free Schools and Communities Act Amendments of 1989. The College has an Alcohol and Other Drug-Free Campus policy designed to provide an environment conducive to learning where the health and well being of our students is of paramount importance.

This policy prohibits alcohol (regardless of a person's age) on our campus with the exception of Brown Hall student rooms for students who are 21 years of age or older. Other exceptions to the alcohol policy may occur only by written approval of the Vice President for Student Affairs. Illegal drugs are prohibited on the campus and at College events.

**Alcohol Regulations.** Because a minority of Mount Ida College residential students are of legal drinking age, and to minimize the prohibited use and abuse of alcohol, the College has established the following regulations limiting the use of alcohol and reducing the likelihood of illegal procurement. Students are subject to all applicable local, state and federal laws regarding alcohol and other drugs, and are not exempt from enforcement of these laws by virtue of their status as students or their presence on College property. This policy is not intended to be, and is not, a comprehensive statement of applicable laws. Concerned individuals should consult state or federal prosecutors or their own attorneys for legal advice or clarification of legal matters.

In accordance with Massachusetts's law, only students who are at least 21 years old are allowed to use alcoholic beverages in the residence hall designated as "Over-21 Housing" in Brown Hall.

Students younger than 21 are not allowed to possess, consume, or be under the influence of alcoholic beverages anytime or anywhere in the Commonwealth of Massachusetts. Massachusetts law forbids the serving of alcoholic beverages to persons younger than 21. Disregard of Commonwealth law or campus regulations will result in judicial action as outlined in the College alcohol policy. Additionally, Mount Ida College regards being in the presence of alcohol or alcoholic beverage containers (full or empty) as a violation of College policy and those students found to be in violation will be subject to full judicial action.

**Alcohol in Residence Halls.** Alcohol is permitted in students' rooms only in Brown Hall; and then, only by students 21 years of age or older. Visible alcohol or alcohol containers are not permitted in Brown Hall if any visitor or guest is under the age of 21. Students under 21 found in possession, consumption, or presence of alcohol or alcohol containers in Brown Hall will be subject to judicial action; additionally, hosts (Brown Hall residents) will be subject to judicial action for possession, consumption, or presence of alcohol or alcohol containers if anyone under 21 is present while such activities occur. Alcoholic beverages or alcohol containers are not permitted in Malloy, Wingate, Shaw, and Chapman Halls, nor in any outside areas, public areas, athletic fields, or other campus buildings unless specifically designated by the Vice President for Student Affairs. Students found in possession of, consuming, or in the presence of alcohol or alcohol containers in those areas, regardless of age, will be subject to judicial action based on the outlined alcohol policy.

**Alcohol Limits.** The College’s approach to setting limits on alcohol is based on personal consumption and on what is a reasonable quantity of alcohol for students to purchase and possess. Students who are 21 and over in Brown Hall may have in their possession no more than the following amounts of alcohol at any time:

24 cans or bottles of beer or wine coolers,

2 750 milliliter bottles of wine, and

1 750 milliliter bottle of distilled spirits\*.

\*Distilled spirits of 100 proof or above are not permitted on the Mount Ida campus.

Additionally, quantity present will be measured by maximum volume of the container – not the current content.

Having more than the aforementioned limits at any time will result in confiscation of the alcohol and immediate judicial action. The College reserves the right to confiscate all of the alcohol in question if deemed necessary. Confiscated alcohol is disposed of and will not be returned.

**Common Source Containers.** Colleges and universities nationwide agree that kegs, beer balls, beer machines, spiked punch, “trashcan punch”, and home brew contribute to higher levels of intoxication and a more frequent occurrence of alcohol-related injuries and health emergencies, including alcohol poisoning. As a result, Mount Ida joins with many other colleges and universities in strictly prohibiting such items.

Common source containers including but not limited to: kegs, beer balls and beer machines; home brewing equipment; punchbowls; trashcans; whether empty or full, tapped or untapped, are prohibited and will be confiscated by the College. Possession of a tap will be regarded as evidence of a violation of the keg policy. Kegs and taps will not be returned. Recognizing the serious health risks posed by excessive drinking, the College prohibits drinking paraphernalia, including but not limited to drinking funnels, ice luges, keg taps, and all manner of “drinking games.” Students, who sponsor, organize, facilitate, participate in, and are present during, or allow the use of their rooms for such activities will be subject to judicial sanctions.

**Driving Under the Influence.** Operating a vehicle while under the influence of drugs or alcohol is a danger to one’s self and others. Students who are found to be driving under the influence of alcohol or other drugs will be subject to judicial action, which may include loss of driving privileges on campus.

**Empty Alcohol Containers.** Empty alcohol containers found in residence halls except Brown (including but not limited to bottles, cans, tins, and case boxes) are considered a violation of the Mount Ida College alcohol policy. Empty alcohol containers found in Brown Hall rooms are considered a health violation. Because of this, all students are asked not to store empty alcohol containers in their rooms. Empty containers found during room inspections will be disposed of by the residence life staff, and all room occupants will be held responsible for any violations found.

**Guests and Violation of the Alcohol Policy.** Any student who invites a guest onto campus or into his/her room (including resident students who do not reside in a given room) assumes the responsibility of ensuring that his or her guest will act in an

appropriate manner, as well as abide by all College policies. Should the guest of a Mount Ida student violate the alcohol policy, the host student will also be held accountable and subject to judicial action.

**Hallway and Common Area Spaces.** Alcohol is not permitted in the lounges, common areas or hallways of any residential facility, including Brown Hall.

**Open Containers.** Carrying open containers of alcoholic beverages or consuming them in any public area of the campus (including campus grounds, restricted residential areas, athletic fields, academic buildings, and dining hall) is prohibited and subject to judicial action unless an official exemption to the College Alcohol Policy has been granted by the Vice President of Student Affairs. The College reserves the right to inspect squeeze bottles, cups, bottles, or similar containers.

**Parties and Social Gatherings of Students.** Large parties with alcohol present are not permitted. Parties with alcohol present will be dispersed regardless of the ages of guests. The maximum number of people in a room at any time is the smaller number of the following: double the room occupancy, plus one or a total occupancy of 10 people. Students who host parties, with or without alcohol, will be held accountable for any violations.

**Public and/or Acute Intoxication.** Drunkenness and behavior that encourages or contributes to the intoxication of another student will not be tolerated and will be subject to judicial action. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others. The Newton Police upon the request of College officials may place students who become disruptive or belligerent while intoxicated in protective custody. Acute intoxication is responsible for over 50 deaths of college students every year. Students who demonstrate behavior consistent with acute intoxication will be taken by ambulance to the hospital. If a student refuses transportation, College officials may contact and apprise the student's parents or guardians of the situation and the student may be removed from campus.

#### Sanctions for Violations of the Alcohol Policy

All infractions, including (but not limited to) possession of, being in the presence of (empty or full containers), and consumption of alcohol, will be subject to the sanctions described below:

1st Violation of the College Alcohol Policy:

- \$50 fine.
- Mandatory participation in the Alcohol and Other Drug Education Class.
- Parental Notification of possession or consumption (if student is under age 21).
- Possible service assignment, remuneration, Conflict Resolution Class or other sanctions if appropriate.

#### 2nd Violation of the College Alcohol Policy:

- \$100 fine.
- Mandatory Personal Counseling Assessment by the AOD Educator and compliance with recommended treatment.
- Parental Notification of possession or consumption (if student is under age 21).
- Possible service assignment, remuneration, Conflict Resolution Class or other sanctions if appropriate.

#### 3rd Violation of the College Alcohol Policy:

- \$150 fine.
- Mandatory Personal Counseling Assessment by the College Counseling Center staff and compliance with recommended treatment.
- Parental Notification of possession or consumption (if student is under age 21).
- Possible service assignment, remuneration, Conflict Resolution Class or other sanctions if appropriate.
- Room re-assignment for students currently in Brown Hall.
- Possible room re-assignment for students living in Chapman, Malloy, Shaw or Wingate.
- Prohibition from entering Brown Hall for the remainder of the academic year.
- Residence hall probation.

#### 4th Violation of the College Alcohol Policy:

- Parental Notification of possession or consumption (if student is under age 21).
- Suspension from the residence halls for resident students for the current semester and following semester.
- Loss of visitation privileges in the residence halls for non-resident students for the current semester and following semester.

The Alcohol and Other Drug education class and/or the Personal Counseling Assessment are to be scheduled by the student within 5 days of sanctioning by calling ext. 4599. Participation in the class is to be completed within 2 weeks of sanctioning. Failure to comply with assigned sanctions in allotted time frame will result in additional sanctioning.

#### Sanctions for Violations of the Illegal/Illicit Drugs Policy

All infractions, including (but not limited to) possession of, being in the presence of, and use of illegal/illicit drugs, will be subject to the sanctions described below:

#### 1st Violation of the College Illegal/Illicit Drug Policy

- \$350 fine.
- Mandatory participation in the Alcohol and Other Drug Education Class.
- Mandatory Personal Counseling Assessment by the College Counseling Center staff and compliance with recommended treatment.
- Parent/guardian notification if student is under 21.
- College probation.
- May result in suspension from the college and/or residence hall and notification to law enforcement agencies.

#### 2nd Violation of the College Illegal/Illicit Drug Policy

- Suspension from the College for the remainder of the semester and the following semester.

- Parent/guardian notification if student is under 21.
- May result in criminal prosecution.

The Alcohol and Other Drug education class and/or the Personal Counseling Assessment are to be scheduled by the student within 5 days of sanctioning by calling ext. 4599. Participation in the class is to be completed within 2 weeks of sanctioning. Failure to comply with assigned sanctions in allotted time frame will result in additional sanctioning.

### Sanctions for Violations of the Drug Paraphernalia Policy

All infractions, including (but not limited to) possession of, being in the presence of, and use of drug paraphernalia or of illegal/illicit goods, will be subject to the sanctions described below:

#### 1st Violation of the College Drug Paraphernalia Policy

- \$250 fine.
- Mandatory participation in the Alcohol and Other Drug Education Class.
- Parent/guardian notification if student is under 21.
- May result in suspension from the College and/or residence halls and criminal prosecution.

#### 2nd Violation of the College Drug Paraphernalia Policy

- \$350 fine.
- Mandatory Personal Counseling Assessment by the College Counseling Center staff and compliance with recommended treatment.
- Parent/guardian notification if student is under 21.
- College probation.
- May result in suspension from the College (and/or residence halls) and notification to law enforcement agencies.

#### 3rd Violation of the Drug Paraphernalia Policy

- Suspension from the College for the remainder of the semester and the following semester.
- Parent/guardian notification if student is under 21.
- May result in notification to law enforcement agencies.

The Alcohol and Other Drug education class and/or the Personal Counseling Assessment are to be scheduled by the student within 5 days of sanctioning by calling ext. 4599. Participation in the class is to be completed within 2 weeks of sanctioning. Failure to comply with assigned sanctions in allotted time frame will result in additional sanctioning.

### **CAMPUS NETWORK USE POLICY**

The College is pleased to be able to bring Internet access to the Mount Ida community because we believe it offers vast diverse and unique resources. Our goal in providing this service is to promote educational excellence among the members of the College community by facilitating resource sharing, innovation, communication, and collaborative work between and among its constituency.

The smooth operation of the network on campus relies upon proper conduct of all its users, who must adhere to strict policies, procedures and guidelines as may be in effect from time to time. In general, these require efficient, ethical and legal utilization of the network and its resources. If a Mount Ida College user violates any of these policies, procedures, and guidelines, his or her account is subject to immediate termination and future access could possibly be denied.

By receiving and using a network user name and password to access Mount Ida College's campus network, students acknowledge and agree to terms and conditions set forth herein below:

**USE:**

- Students are responsible for their actions regarding the use of the Mount Ida College campus network, including use of e-mail and the Internet.
- Students will comply with the Mount Ida College campus network guidelines, policies, and procedures as may be in effect from time to time.
- Students will not create, access, transmit or publish any offensive, obscene, indecent, threatening or harassing images, data or other material.
- Students understand that all communications in violation of any or all federal, state or local ordinances are strictly prohibited.
- Students will not violate copyright laws, including but not limited to copying and/or redistributing another's copyrighted work and students will not use another person's work without correctly acknowledging him or her. Using peer-to-peer applications (such as Kazaa, Morpheus, etc.) to share copyrighted materials is a violation of the Campus Network use policy. Users may not use computer-based applications to violate copyright laws or infringe on the copyrights of materials.
- Students will not participate in:
  - o Tampering with the physical network (wires, hubs, etc.).
  - o Defining and/or changing IP addresses on any machine.
  - o Intercepting or attempting to intercept e-mail and file transfers.
  - o Originating or attempting to originate e-mail from someone else and attempting to log on to machines without an account.
- Students will seek assistance from authorized and trained personnel if there is a problem. Students will never try to "fix" or alter or reconfigure hardware or software without trained authorized assistance.
- Students will not violate the privacy of others.
- Students will abide by the rules of computer network etiquette as presented in the training workshops and related handouts, and as otherwise may be established and disseminated hereafter.
- Students will not participate in any acts of vandalism which are defined as including any malicious attempt to harm or destroy the hardware, software or the data of any other user on the network, on the Internet as a whole, or at any of the agencies or other computer networks that are affiliated with or connected to Mount Ida College's network, this includes, but is not limited to, the uploading and/or creation of computer viruses, distribution of chain mail, and unsolicited advertising.
- Students will use the campus network services for purposes that are directly or indirectly related to the activities of the College or deemed appropriate by

the College, e.g. personal use of e-mail accounts. If a student wishes to use these services for other purposes, e.g. commercial uses, the student will obtain written permission from the College's Director of Network Services.

- Students will be responsible for any services assessed which require a monetary charge or financial commitment.
- Students understand that "Open" labs are for the use of all students in support of their curriculum course content and that "Restricted" labs are for use by the students with curricular needs specific to their discipline. Student will respect this difference and know that individuals may check with student computer lab consultants for listings of Open and Restricted labs.

#### **PRIVACY:**

- Students must be aware that the College has access to all information transmitted over the network or stored on College owned computers. Students must be aware that the College reserves the right to monitor the systems and that people operating the same will have access to all e-mail and that without limitation, messages relating or in support of illegal or prohibited activities may be reported to the proper authorities.
- Students must be aware that information that the student transmits on the Internet may not be secure and that students are advised not to submit personal details (such as addresses and phone numbers) or other information that could potentially be misused.

#### **PRIVILEGE:**

- The Mount Ida College campus network exists to support education and research consistent with the mission and goals of the College, and its use is a privilege and not a right. The College reserves the right, at any time, (a) to prioritize use and access to the system, (b) to reject or remove materials that are outdated, erroneous or misleading, illegal, unethical, or detrimental to the missions and operations of the College, (c) to cancel the privilege of use by any one or more persons, and/or (d) to stop providing the network services.
- Mount Ida College makes no warranties of any kind, neither expressed nor implied, for the services it is providing. The College will not be responsible for any damages suffered as a result of use of the services. This includes (but is not limited to) any loss of data which results from delays, non-deliveries, misdeliveries, or service interruptions caused by either user negligence or the errors and/or omissions of others. Any and all use of any of the information obtained from the Internet or via the campus network is at the user's own risk.
- The College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. Users indemnify and hold harmless the College, its Trustees, agents and employees, from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of the College's hardware, software, and network facilities and services under this policy.

#### **COLLEGE IDENTIFICATION CARDS**

Mount Ida College issues photo-identification cards to all students, faculty, and staff members which they are required to carry with them at all times while on campus.

The card remains the property of Mount Ida College and must be surrendered upon request of college officials or withdrawal. Lending of ID cards to another person or failing to present a card when requested is a violation of college regulations and may subject you to judicial action. Identification cards are valid only when the current semester sticker is properly affixed to them. If an ID is lost, stolen, destroyed, or altered, you will need to acquire a new one at the Student Affairs Office in Malloy Hall for a replacement fee of \$10.00.

All members of the community are required to present their College ID card at the front gate during access control hours in order to gain access to the campus. In addition Public Safety Officers are authorized to request positive identification (i.e., College ID cards) from any person during routine interactions as well as during motor vehicle stops and incident investigations. Failure to produce identification when requested to do so by a Public Safety Officer is a violation of college regulations and may subject you to judicial action.

### **DISCRIMINATION GRIEVANCE PROCEDURE**

Mount Ida is committed to maintaining a community free of discrimination on the basis of marital status, race, color, age, sex, sexual orientation, religion or creed, national and ethnic origin, socioeconomic class, ancestry, or handicap. The College will not tolerate conduct on the part of any employee or student having the effect of:

- 1) Denying any student equal opportunity
- 2) Substantially interfering with an individual's work performance
- 3) Interfering with the educational process
- 4) Promoting sexual harassment\*

When a student has a complaint of personal discrimination, on the basis mentioned above, access to prompt and equitable resolution through the grievance procedure or other procedures as may be established from time to time will be accorded. Contact the Vice President for Student Affairs to file a complaint. Implied in the procedure is the right to investigate person(s) or committee(s) to seek facts from other persons or groups.

\*see Sexual Harassment policy below.

### **EMAIL POLICY**

To facilitate communication within the College community, Mount Ida College requires all students, faculty and staff to use a Mount Ida College e-mail address. Faculty have the right to use only Mount Ida e-mail addresses for assignments and course communications. Certain College information will be communicated only via email. Therefore, students, faculty and staff have the responsibility to regularly use their Mount Ida e-mail. All users must also comply with the appropriate Campus Network Use Policy (available at [webmail.mountida.edu](http://webmail.mountida.edu)).

### **FIRE SAFETY PROCEDURES**

Occupants are required to exit any College building immediately any time the fire alarm sounds. Students should become familiar with the fire exits in each section of the residence halls and classroom buildings on campus. Occupants are to evacuate the building immediately and stay at least 50 feet away from the building until the "all clear" signal is given from an appropriate College Official.

Tampering with the fire alarm boxes or fire extinguishers is punishable by immediate expulsion with appropriate prosecution to follow. Refusing to leave a building during a fire alarm, or exhibiting uncooperative behavior toward a College or Newton City employee are considered violations of College policy and may also be viewed as a civil felony. The College and Newton Fire Department will press criminal charges against students tampering with fire equipment.

### **GREEK ORGANIZATIONS**

Mount Ida College does not recognize Greek social fraternities or sororities. No unrecognized organization may use college facilities or resources.

### **HARASSMENT**

Harassment is defined as inappropriate or unwanted contact with a student whether verbal (including telephone and computer), physical, or emotional. Incidents of harassment shall be investigated by the Office of Student Affairs and Public Safety and if a student is found responsible they may be banned from the particular building or floor, be removed from campus housing and/or the College, be charged by the criminal system, and be subject to judicial sanctions and/or fines.

### **HAZING POLICY**

Hazing is a crime under Massachusetts' law and will not be tolerated by Mount Ida College. Hazing is defined as any conduct or method of initiation into any student organization, which endangers the physical or mental health of a student, or any other person. If any organization is found to have engaged in hazing, the relationship between the College and the organization may be severed. In accordance with Massachusetts General Laws, Sections 17 through 19 of Chapter 269, the following apply:

#### **17. Hazing, organizing or participating, hazing defined**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing," as used in this section and in section eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available, as a defense to any prosecution under this section. Added St. 1985, 536. Amended By St. 1987, c. 665.

#### **18. Failure to report hazing**

Whoever knows that another person is the victim of hazing as defined in Section seventeen and is at the scene of such crime shall, to the extent that such crime, to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punishable by a fine of not more than one thousand dollars. Added by St. 1985, c. 536. Amended by St. 1987, c. 665.

## 19. Hazing Statutes; issuance of copies to student groups

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

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

Each institution of secondary education and each public or private institution of post secondary shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary shall, at least annually, file a report with the Regents of Higher Education [Board of Higher Education] and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Regents [Board of Higher Education] and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report." Added by St. 1985, c.536. Amended by St. 1987, c.665.

## **JUDICIAL PROCESS**

### **Philosophy of Judicial Affairs**

The Mount Ida College Community is committed to a philosophy of individual freedom for students. This freedom is subject to a corresponding obligation to respect the rights of others and to live within the standards of the community. Failure to live within the standards of the community may be due to a number of causes ranging from inadequate familiarization with College Regulations by the student to a flagrant

disregard on the part of the student for the rights and/or concerns of others. Each cause should be met by an appropriate response. Sanctions are levied for infractions of College regulations, which for the purpose here shall include with limitation rules, regulations, and policies of the College, residence halls, and departments contained herein or to be communicated to students in publications and posted notices including, but not limited to, official College publications.

### **Jurisdiction**

Violations of College regulations are reported to the Vice President for Student Affairs or his/her designee. The Vice President for Student Affairs reserves the right to modify the jurisdiction and due process policies outlined in this handbook.

All modifications will be communicated to students in an addendum to the Student Handbook.

### **Judicial Procedures**

Violations of the College regulations, including without limitations Fire Safety Procedures, Residence Hall Policies, or any other regulations contained within the Student Handbook for which specific sanctions are not otherwise proscribed, are subject to the following general guidelines for sanctions. However, Mount Ida College reserves the right to terminate a student's academic status and/or a student's residency status in the case of a major violation or where there is egregious, flagrant or repeated disregard for College Regulations. This action is primarily taken when the potential safety or disruption of the College community and/or of an individual are concerned or threatened. In addition, the College reserves the right to impose interim suspension.

A hearing officer will initiate the judicial proceedings by sending a notice of the charges to the student who is the subject of the complaint/infraction. The notice shall be sent by Mount Ida College email. In special situations, administrative hearing notification may also be sent by certified mail to the student's address as it appears in the official records of the university, or shall be delivered personally to the student. The notice shall:

- Cite the alleged College regulation violation(s).

- Inform the student of the reported circumstances (i.e., date, time and place) of the alleged violation.

- Inform the student of the hearing date or procedures which are to be followed by the student to schedule the hearing.

- Inform the student of procedures for the hearing, depending upon whether the hearing is an administrative hearing or a Conduct Board hearing.

- Notify the student that if s/he fails to appear for the hearing, the hearing officer may reschedule the hearing or adjudicate the hearing without the presence of the student.

### **Administrative Hearings**

Students who allegedly violate College regulations other than those described under Major Violations are called to an administrative hearing. The hearing officer for first and second typical violations within residence halls will generally be the Associate Director of Residence Life for Judicial Affairs. The Dean of Students or his/her designee will adjudicate violations occurring outside the residence halls. The Dean of

Students or designee will conduct hearings for students involved in repeated violations of College Regulations.

The following sanctions are minimum sanctions for typical, non-major violations of College Regulations and Residence Hall Policies. However, the hearing officer may assign additional sanctions, including but not limited to mandated counseling, suspension from non-academic activities, restitution, and community service.

This is not a comprehensive list of all violations and/or sanctions.

<u>VIOLATION</u>	<u>SANCTIONS</u>
Contempt of judicial procedure	\$50
Disorderly conduct	\$50
Disruptive behavior	\$50
Failure to comply with instructions of a College Official	\$50
Lack of respect of a College official	\$50
Forging/altering/transferring/misusing student ID card	\$50
Furnishing false information to a College official	\$50
Obstruction of building entrances, exits, rooms, roadways, ramps, or lockout of any building or room	\$50
Possession of toy guns or toy weapons	\$50
Refusal to provide proper identification to a College official	\$50
Throwing objects that might cause injury or harm	\$100
Unauthorized sales or solicitation	\$100

### **Major Violations**

Major violations of College Regulations will result in a hearing before the College Conduct Board or Vice President for Student Affairs or designee. Sanctions for major violations include but are not limited to probationary housing status, behavioral contracts, removal from the residence halls, suspension from non-academic activities, suspension, and/or dismissal from the College (described on pp. 67-69 of the Student Handbook). Other sanctions including administrative fines, mandated counseling, restitution and/or mandated service hours may be assigned in addition to or in lieu of the other sanctions. The College reserves the right to impose other appropriate sanctions that the infraction may warrant.

Examples of major violations include but are not limited to:

- Assault
- Breaking and Entering
- Causing or Setting a Fire
- Harassment, including but not limited to sexual, telephone or computer harassment
- Hazing
- Initiating False Fire Alarms, False bomb threats or other false emergency reports
- Possession, use, or distribution of dangerous weapons, firearms, explosives, knives, or other legal or illegal lethal devices

- Sexual Assault
- Tampering with Fire Safety equipment and alarm systems
- Tampering with safety/security equipment
- Theft
- Vandalism
- Felony as described under state and federal laws
- Action or conduct not otherwise specified which, in the opinion of the Vice President for Student Affairs, on a case-by-case basis may warrant a possible sanction removal from the residence halls or suspension or dismissal from the College.

A hearing of the College Conduct Board will be called for major violations of the College Regulations. The Conduct Board is composed of faculty, staff and student representatives. Three members of the Conduct Board must be present at a hearing to form a quorum. If a quorum of Conduct Board members cannot be convened in a timely manner, or if the student has admitted responsibility for the violation, the Vice President for Student Affairs or designee may conduct an administrative hearing in lieu of the Conduct Board hearing. The Conduct Board hears the case, recommends a finding of responsibility, and makes recommendations for sanctions to the Vice President for Student Affairs or designee. The Vice President for Student Affairs has designated the Dean of Students to receive the recommendations of the Conduct Board and/or to adjudicate administrative conduct hearings. In exceptional cases where there is a conflict of interest, another administrator may be designated to adjudicate the violation. The Dean of Students (or designated administrator) will review the recommendations and may, at his/her discretion, conduct further investigation or hearings, and either adopt or modify the recommended findings and sanctions.

### **Interim Suspension**

The College reserves the right to immediately suspend any student representing a threat to life or safety, or disruption of the College community or any one or more of its members. The Vice President for Student Affairs or designee will determine when such action will be taken. A hearing will be accorded said student as soon as is reasonably possible following such a summary suspension.

### **Explanation of Judicial Action/Sanctions**

Judicial Action may include but is not limited to 1) meetings with college officials, 2) letters of apology or educational projects, 3) verbal or written warnings, 4) loss of privileges, or 5) the sanctions listed below.

**Behavioral Contracts** – Students whose behavior suggests rigid guidelines are necessary as a prerequisite for continued residency or student status are placed on a Behavioral Contract with the Dean of Academic Services or the Vice President for Student Affairs or designee. The period of time covered by the contract will be defined in writing and is subject to continuation depending on the student's level of cooperation. Students in violation of the terms of their Behavioral Contract are subject to suspension or dismissal of their student and/or residency status.

**Dismissal** – Mount Ida College reserves the right to terminate a student’s academic status in the case of a major violation or where there is egregious, flagrant, or repeated disregard for College regulations. This action is taken primarily when the safety or disruption of the College community and/or of an individual are concerned or threatened. The Vice President for Student Affairs or a designee will make non-academic dismissal decisions.

**Fines/Restitution** – Monetary fines may be levied to serve as deterrents and sanctions for violations of policies. Fine amounts vary depending upon the severity of the violation. Fines are billed to the student’s account. When damage or destruction of College property is determined, restitution may be required.

**Probation** – Students whose inappropriate behavior on campus requires reprimand by College officials may be placed on probation. This censure indicates the student is given the opportunity to change the inappropriate behavior or attitude with the understanding that no further incidents or violations of College regulations will occur. If further inappropriate behavior or violation of College regulations does occur, the student may be suspended for a (lengthy) period of time or terminated from the College depending on the severity of the incident.

**Residence Hall Probation** – Students who repeatedly violate residence hall policies or other College regulations may be placed on residence hall probation. Probation provides an opportunity for students to change their behavior but may also include conditions of probation to assist the student or make restitution consequences suffered by the College community as a result of the student’s actions.

If the student is involved in further inappropriate behavior or fails to comply with the conditions of residence hall probation, the student may be removed from College housing.

**Service Assignment** – Students who violate College and residence hall policies may be assigned a service assignment. Service assignments generally relate to the area/department affected by the violation; i.e., a student who vandalizes College property may be assigned to service hours with the Physical Plant department. Hours assigned vary according to the severity of the violation.

**Suspension from Non-Academic Activities** – Students may be suspended from non-academic activities including but not limited to participation in varsity athletics, intramurals, student activities or prohibited from the campus with the exception of assigned class times.

**Suspension or Removal: Residence Halls** – Students temporarily or permanently removed from the residence halls for disciplinary reasons are advised of the conditions of their suspension by letter and/or in a conference with the Vice President for Student Affairs or designee or the Dean of Students or designee. Parents/legal guardians may be notified when such action is taken. Students temporarily or permanently removed from the residence halls may not visit in the residence halls during the suspension period, but may attend classes and may use public facilities such as the library and the

bookstore. Students suspended from the residence halls are liable for all fees and charges for the academic year in which they are suspended.

**Suspension: College** – Students who have been suspended from the College are liable for all fees and charges for the semester in which the suspension occurs, are withdrawn from their courses, and may not complete them. Students suspended from the College may not visit the campus for any reason during the suspension period nor may they visit in the residence halls. The Office of Academic Affairs advises instructors of this action.

### **Appeals**

Appeals of administrative sanctions or conduct board recommendations are heard only if the student can clearly demonstrate that procedures described in the Student Handbook have not been followed and/or if the student can introduce substantive new evidence. Appeals must be submitted in writing within three (3) days of the date of the sanction letter. During the final exam periods, appeals must be submitted within 24 hours of receipt of the sanction letter. Appeals are addressed to the Vice President for Student Affairs or his/her designee who will review the request and determine whether an appeal is granted and/or a new hearing held. The Vice President for Student Affairs reserves the right to review sanctions and if deemed appropriate, to modify sanctions. In the event the sanctions are increased as a result of this review, additional hearings may be called. The College reserves the right to suspend housing privileges while an appeal is being reviewed.

Appeals are reviewed as follows:

Appeals of Sanctions assigned by Associate Directors of Residence Life:

*Appeal to Dean of Students, Office of Student Affairs*

Appeals of Sanctions assigned by the designee of the Dean of Students:

*Appeal to: Dean of Students, Office of Student Affairs*

Appeals of Sanctions assigned by the Dean of Students:

*Appeal to Vice President for Student Affairs or designee, Office of Student Affairs*

Appeals of Sanctions recommended by the Conduct Board:

*Appeal to the Vice President for Student Affairs, Office of Student Affairs*

## PARKING AND MOTOR VEHICLE REGULATIONS

### RESIDENT PARKING

Mount Ida College will provide parking for upperclass resident students who purchase a resident parking permit. As demand exceeds capacity for resident parking permits, resident parking permits will be limited for first-year students and will be issued only to those first year students who meet established criteria for exceptional circumstances. Exceptional circumstances include: home child or elder care responsibilities; off-campus employment (not accessible by shuttle/public transportation) to pay for college expenses; health or mobility impairment requiring transportation; and inability for family to provide transportation from home (beyond 300 mile radius of campus).

- 1) Upper class students will be allowed to purchase resident parking permits at the start of the fall semester. More permits may be issued than the number of parking spaces available.
- 2) Resident parking permits will be reserved for first-year students who meet established criteria for exceptional circumstances as defined above.
- 3) First year students may request an exception to be issued a parking permit by submitting an exception form to the Chief of Public Safety and providing documentation of exceptional circumstances. The Chief will review the request and grant exceptions to those who meet the defined criteria. Exceptions will be prioritized as follows: 1) health/mobility; 2) child or elder care responsibilities; 3) off-campus employment; 4) distance from home. All exceptions submitted by August 15th will be reviewed and the first 30 to meet the exceptions in the order of priority will be granted. All others will be either granted on a first-come first served basis or placed on a waiting list by priority order. 3 permits will be saved for emergency situations which occur during the semester. If first year students with parking permits leave after the first semester, new ones can be issued to replace them.
- 4) Appeals of the Chief's decisions on exceptions and exceptions other than those outlined above may be reviewed and approved or denied by the Dean of Students.
- 5) Temporary parking permits may be purchased for \$5 per week in the Public Safety office for a maximum of three weeks per year for short term needs. The Chief or the Associate Dean may grant a temporary permit for a longer period of time during one semester for extenuating circumstances.
- 6) Students who purchase resident parking permits must abide by all parking regulations included in the Student Handbook; including but not limited to parking in designated areas and following all posted snow removal procedures.

Vehicles parked on campus without valid parking permits are subject to fines and towing at the discretion of the college. Vehicles may be registered and permits obtained at the Shaw Hall Public Safety Office between the hours of 10:00 am and 8:00 pm, Monday through Friday (except Holidays). The fee for registration and permits for one year is:

Resident students	\$75
Commuter students	\$40

Temporary permits are available for students for a fee of \$5 per week and a maximum of three weeks per year and are available in the Office of Public Safety.

All registered vehicles must park in the assigned areas designated by permit type. All staff, faculty, handicap, and reserved spaces are restricted twenty-four (24) hours a day seven (7) days a week unless otherwise posted. There is no parking on the grass anywhere on campus. Violators are subject to fines and or towing at the college's discretion.

Persons who receive a motor vehicle violation issued by the Department of Public Safety have five business days in which to pay the fine or appeal the violation. Violations can be appealed to the Chief of Public Safety or Deputy Chief between the hours of 8:00 am and 10:00 pm Monday - Friday.

Public Safety Officers are authorized to stop vehicles operating in violation of any local, state, or federal law and for violation of any college policy. In addition officers are empowered to obtain identification from stopped motorists and to issue both written warnings and monetary citations. Failure to stop for a Public Safety Officer or to yield to a Public Safety cruiser utilizing lights and or sirens will result in a \$100.00 fine and the immediate revocation of campus driving privileges.

The College reserves the right to suspend and/or terminate the on-campus driving privileges of those persons who violate any local, state, or federal law or College Policy or of any person deemed to be a danger to the community. Please drive carefully and park and lock your vehicle in proper designated areas. Mount Ida College assumes no responsibility for fire, theft, or other damages to motor vehicles or to any personal property left therein. Failure to pay fines or properly appeal tickets can result in the revocation of campus driving privileges, additional fines, or other sanctions up to and including towing at the owner's expense.

Students who wish to leave their cars on campus during College vacation periods must receive approval from Public Safety to do so. Vacation parking lots vary depending upon weather conditions and keys to the vehicles must be left with Public Safety. Failure to receive authorization from Public Safety before leaving vehicles during vacation periods may result in towing of the vehicle at the owner's expense.

#### Motor Vehicle Operation and Parking Regulations:

- 1) All persons operating and/or parking vehicles on the campus of Mount Ida College must operate and park in accordance with all applicable regulations of Massachusetts and Mount Ida College.
- 2) The speed limit on campus is 15 miles per hour.
- 3) Drivers operating a vehicle under the influence of drugs and/or alcohol are subject to judicial action and/or arrest.
- 4) Student vehicles parked in Faculty lots or spaces are subject to towing at the owner's expense without notice.
- 5) Any vehicle parked in a Handicapped space is subject to towing at the owner's expense without notice.

## LIST OF STANDARD FINES

Failure to park in marked lanes	\$10
Cross walk violation	\$10
Parking in a Faculty/Staff space	\$10
Parking on grass	\$10
Obstruction of traffic	\$20
Fire lane violation	\$20
Disregarding a stop sign	\$20
One way violation	\$20
Handicap parking	\$50
Exceeding speed limit	\$50
Unregistered vehicle	\$100

All illegally parked vehicles, unregistered vehicles, and vehicles with three (3) or more unpaid Mount Ida College Motor Vehicle Violations are subject to tow at the owner's expense and without notice.

### **POSTING POLICY**

All signs posted by community groups, clubs and sponsoring organizations must have the authorization of the Director of Student Activities. Posting is prohibited on the walls, woodwork and/or paneling in Shaw Hall. Posters must include the title, date, time and location of the event and contact information for the sponsoring individual/organization.

### **SEXUAL ASSAULT**

Mount Ida College is committed to providing a safe living environment, free from exploitation and intimidation. Rape and other sexual assaults are not tolerated on our campus. According to Massachusetts General Law, Chapter 265 Section 22 rape is defined as follows:

Having sexual intercourse or unnatural sexual intercourse with a person and compelling such person to submit by force and against his/her will, or compelling such person by threat of bodily injury. In Massachusetts, rape is considered a felony offense.

Students are encouraged to report incidents of sexual assault to a member of the Counseling, Residence Life, or Public Safety staff. These staff members are available 24 hours a day to provide support and arrange for medical and counseling services and describe options for further action. If the student wishes to report the assault to the local law enforcement authorities, the above-mentioned staff will assist the student in contacting the Newton Police. Although a student can report the incident at any time, prompt reporting will aid in the collection of evidence and ensure that the student receives immediate medical attention.

The College has planned mandatory sexual assault education programs for all resident students each year. Commuter students are also welcome to attend.

## **SEXUAL HARASSMENT POLICY**

The College prohibits sexual harassment by and towards any member of the College community. Sexual Harassment means unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature where (1) submission to such conduct is made a condition of employment, grades, or other College-related benefits, (2) submission to or rejection of such conduct is used as a basis of employment or academic decision, or (3) such conduct interferes with an individual's work or academic performance or creates an intimidating, hostile, humiliating or sexually offensive work or academic environment.

The College will not tolerate any form of sexual harassment. Students experiencing any incident of sexual harassment should contact the Vice President for Student Affairs or Dean of Students to report the incident and discuss options for resolution. Students should report incidents as quickly as possible to aid in expeditious resolution.

Copies of the College Sexual Harassment Policy and Investigation Procedures are available from the Office of Student Affairs or the Office of Human Resources.

## **SNOW EMERGENCIES AND CANCELLATIONS**

In the event of a snowstorm, the decision to cancel classes will be made by 6:30 am. The following radio and television stations will be notified of the cancellation:

WBZ 1030 AM      WBZ TV 4              WCVB TV 5              WHDH TV 7

College closing information will be also recorded on the voice mail system at (617) 928-4500.

Snow Emergency Parking Procedures:

The Department of Public Safety and Department of Physical Plant may require all cars parked on campus to be moved during snow storms to allow plowing of all other lots and campus roadways. When a snow emergency is declared, notices will be posted by Public Safety at Residence Hall entries and on the Green Channel and voicemail. When snow emergency notices are posted, all cars must be moved immediately to comply with snow removal procedures. Vehicles which are not moved will be towed at the owners' expense. Students who purchase a parking permit should equip their vehicle with a snow shovel.

## **INFORMAL AND FORMAL GRIEVANCE PROCEDURES INVOLVING A STUDENT AGAINST A FACULTY MEMBER**

A student may initiate a grievance against a Faculty member pertinent to a grade, academic performance, or educational environment.

The student must adhere to the procedures listed below under Informal Remedy. It is recommended that the student attempt to resolve a complaint by conferring with the Faculty member and the Faculty member's Supervisor in order to avoid a formal grievance.

## **A. INFORMAL REMEDY**

1. Step One – The student must attempt to resolve a complaint by conferring with the Faculty member within ten (10) business days of the incident being grieved.
2. Step Two – If the student has not resolved the complaint in Step One, he/she may request, within seven (7) business days of the initial attempt to resolve the complaint with the Faculty member in Step One, that the Program Director or Curriculum Coordinator call a meeting of the student, the Program Director or Curriculum Coordinator, and the Faculty member. The Program Director or Curriculum Coordinator will document the date of the student's request for a meeting and will, within seven (7) business days, conduct a meeting to attempt to resolve the complaint. Minutes of the meeting will be filed.
3. Step Three – If the student is not satisfied with the resolution suggested as a result of the meeting in Step Two, he/she may present his/her complaint to the Faculty member's School Director. This request must be made within seven (7) business days of the meeting in Step Two. Within seven (7) business days of the student's request to the School Director, the School Director will call a meeting of the student, the Program Director or Curriculum Coordinator, the School Director, and the Faculty member. The School Director will document the date of the student's request for a meeting and will conduct a meeting to attempt to resolve the complaint. Minutes of the meeting will be filed.

Note: If the Faculty member involved is a Program Director or Curriculum Coordinator, Step Two may be waived and replaced by Step Three.

If the Faculty member is a School Director, Steps Two and Three may be waived, unless the Faculty member wants the case heard by his/her colleagues. If the Faculty member is a School Director, his/her Supervisor or the Supervisor's designee will participate in the Step Three meeting.

Only after it has been ascertained that the student has completed Steps One through Three of the Informal Remedy (unless a Step or Steps have been waived), may the student initiate a formal grievance as outlined below.

## **B. FORMAL REMEDY**

1. Step One – If the student is not satisfied with the resolution(s) suggested as a result of the meeting in Step Three of the Informal Remedy, he/she may request a meeting with members of the Grievance Committee. This request must be made within seven (7) business days of the meeting in Step Three of the Informal Remedy.

Within ten (10) business days of the student's written request, members of the Grievance Committee will meet with the Faculty member and with the student. Before the meeting takes place, the student will be asked to submit to each Committee member a written statement which indicates how his/her grade,

academic performance, or educational environment has been adversely affected. A copy must also be sent to the respondent. Members of the Committee may also meet with the Program Director and/or Curriculum Coordinator, and the School Director in an effort to expedite matters.

Within seven (7) business days after meeting with the parties involved, the Committee will forward a written report of its findings and recommendations to the student, the Faculty member, the Program Director and/or Curriculum Coordinator, the School Director, and the Vice President for Academic Affairs.

If the student or the respondent is not satisfied with the resolution(s) offered by the Grievance Committee, he/she may direct an appeal to the Vice President for Academic Affairs, which will include a rationale for the appeal. This must be done in writing, and within seven (7) business days of the resolution(s) offered by the Grievance Committee.

2. Step Two – Upon receipt of the student’s or the respondent’s written request for a review, the Vice President for Academic Affairs may request a written statement from the Faculty member, and may meet with any other parties who may have knowledge of the situation which generated the grievance.

Within ten (10) business days – unless an extension is necessary\* – the Vice President for Academic Affairs will present a written report accompanied by a recommendation or recommendations to the student, the Faculty member, the Program Director and/or Curriculum Coordinator, the Chairperson or Co-Chairpersons of the Grievance Committee, and the President of the College.

The report will briefly outline the history of the grievance and may summarize solutions offered to and rejected by the student (and respondent, if applicable) along with reasons for the student’s (and respondent’s, if applicable) dissatisfaction with those resolutions. The report will also offer a final resolution or set of suggestions for the disposition of the grievance.

\*The Vice President for Academic Affairs may determine that an extension is necessary. The time designated for an extension shall be reasonable so that the student and the Faculty member are informed of the final disposition of the grievance in a timely manner.

## **VOTER REGISTRATION**

The Higher Education Amendment of 1998 requires that the College provide you with the opportunity to register to vote. You can request a Massachusetts or Federal form via the Internet at the following address: [www.state.ma.us/sec/ele/elestu/stuidx.htm](http://www.state.ma.us/sec/ele/elestu/stuidx.htm)

Please note that you cannot register to vote via the Internet but you can request a voter registration form which will be mailed to you. Fill out the form and return it to your city or town hall.

## **WEAPONS, FIREWORKS, EXPLOSIVES AND PROJECTILES**

The unauthorized use, possession, or storage of weapons, fireworks, or explosives is prohibited on College premises (including in vehicles) or at any College-sponsored activity. Weapons may include, but are not limited to, firearms, pellet guns, bows and arrows, martial arts equipment, switchblade knives, brass knuckles, swords, large knives, stun and shock devices, projectile devices (i.e. sling shots), and clubs. Darts and dartboards are also prohibited, as there is the potential for students to be injured accidentally in addition to room damage that may result. All above listed items will be confiscated and the student(s) involved subject to judicial proceedings and/or arrest – above listed items may or may not be returned at the discretion of the Office of Public Safety. Toy guns (i.e., dart, paint ball, foam darts, squirt, cap, and other projectile devices) and water guns (i.e., super soakers) are also prohibited and shall be immediately confiscated and the student(s) involved subject to judicial proceedings.

### III. COLLEGE AWARDS

#### MOUNT IDA COLLEGE AWARDS

Each year students are recognized for outstanding academic achievement, strong leadership qualities and/or exceptional personal, social and intellectual development. These awards are announced at the Honors Convocation in May. The criteria for awards are as follows:

- The Baccalaureate Valedictory Award – To the graduating student who has achieved the highest **cumulative** grade point average at the College.
- English as a Second Language Award – To the graduating students who have demonstrated proficiency in and command of the English language and excelled academically at Mount Ida College.
- The Learning Circle Scholar Award – To The Learning Circle student who has been active in the community and who holds the highest grade point average of all the graduates in the program.
- Mount Ida College Scholar Athlete – To the student athlete who has participated for three years in intercollegiate athletics, possesses a 3.6 cumulative grade point average or higher and who demonstrates citizenship and leadership on his/her team at the College.
- Recognition of Graduation Honors for the Graduating Class –
  - Cum Laude 3.33 to 3.66
  - Magna cum Laude 3.67 to 3.79
  - Summa cum Laude 3.80 to 4.0
- The Alumni Award – To the graduating student who has distinguished herself/himself at Mount Ida College by enthusiastic and active support of the College as reflected in participation in student activities, College-sponsored programs and College community ventures.
- The Carlson Award – To the graduating student whose active involvement in community service experiences and approach to community living exemplifies the personal qualities of the Carlson family.
- The Connecticut Award – To the graduating student best exemplifying the ideals of Mount Ida in intellectual growth, contribution to campus life and constructive influence upon fellow students.
- The Frank T. Wingate Award – To the graduating student whose strong leadership qualities consistently promoted student participation in College affairs.
- The Muhammad Ali Award – To the student who has demonstrated the qualities of courage, sensitivity, compassion and understanding in promoting a multi-racial community at Mount Ida College.
- The Ronald J. Lettieri Award for Excellence in Learning\* – To a full-time student within one semester of completing his/her program of study who exhibits excellence in and love of learning and who has overcome significant challenges to learning.
- The Student Government Award – To the student whose personal qualities, unselfish efforts and strong leadership abilities have furthered the development of a responsible Student Government Association at Mount Ida College.
- Who's Who Among American Colleges and Universities – To juniors and seniors matriculated in a four-year undergraduate curriculum who have earned a cumulative grade point average of 3.5 or more and reflect the attributes of Mount Ida College's mission statement.

\*Presented at Commencement.

## IV. CALENDARS

### ACADEMIC CALENDAR

#### Fall Semester 2005

Friday, August 12	Football Training Camp Begins Freshman Football Players Report
Friday, August 19	Other Fall Sports Training Begins
Tuesday, August 23	Opening of College Meeting (9:00 am)
Wednesday, August 24	International Student Orientation Begins
Friday, August 26	New Students: "Here I am Check-in" (9:00 am - 3:00 pm) Academic Convocation
Saturday, August 27	New Students: Orientation, Testing and Registration
Sunday, August 28	Returning Students: "Here I am Check-in" (9:00 am - 3:00 pm)
Monday, August 29	Fall Classes Begin (8:00 am) Add/Drop Begins
Monday, September 5	<i>Labor Day (No Classes)</i>
Tuesday, September 6	Add/Drop Ends (6:00 pm)
Friday, September 16	Last Day to Withdraw from a Class With a "W" Grade
Wednesday, September 28	September Graduation Date
TBA	Homecoming/Family Weekend
Monday, October 10	<i>Columbus Day (No Classes)</i>
TBA	Admissions Open House
Friday, October 21	Mid-Term Warnings/Conversion of Incompletes
Wednesday, October 26	Advising for Spring 2006 Begins
Wednesday, November 2	Registration for Spring 2006 Begins
Friday, November 18	Last Day to Withdraw from a Class With a "WP" Grade
Wednesday, November 23	Thanksgiving Break Begins (3:00 pm) Residence Halls Close
Sunday, November 27	Residence Halls Re-open
Monday, November 28	Classes Resume (8:00 am)
Monday, December 12	Fall Classes End (9:15 pm)
Tuesday, December 13	Reading Day
Wednesday, December 14	Final Exams Begin
Monday, December 19	Final Exams End
Tuesday, December 20	Final Exam Snow Date Residence Halls Close



## Spring Semester 2006

Tuesday, January 17	New Students: "Here I am Check-in" (9:00 am) Returning Students: "Here I am Check-in" (9:00 am -3:00 pm)
Wednesday, January 18	Spring Classes Begin (8:00 am) Add/Drop Begins
Wednesday, January 25	Add/Drop Ends (6:00 pm)
Thursday, January 28	January Graduation Date
Friday, February 3	Last Day to Withdraw from Class With a "W" Grade
Monday, February 20	<i>Presidents' Day (No Classes)</i>
Friday, March 10	Mid-Term Warnings/Conversion of Incompletes Residence Halls Close for Spring Break
Monday, March 13 – Friday, March 17	Spring Break
Sunday, March 19	Residence Halls Re-open
Monday, March 20	Classes Resume (8:00 am)
Wednesday, March 29	Advising & Registration for Summer/Fall 2006 Begins
Tuesday, April 4	Fall 2006 Deposit Deadline
Friday, April 14	Last Day to Withdraw from Class With a "WP" Grade
Monday, April 17	<i>Patriot's Day (No Classes)</i>
Monday, May 8	Spring Classes End (9:15 pm)
Tuesday, May 9	Reading Day
Wednesday, May 10	Final Exams Begin
Tuesday, May 16	Final Exams End Residence Halls Close for Non-Graduates
Wednesday, May 17	Activities for Graduates
Thursday, May 18	Graduation Rehearsal Honors Convocation
Friday, May 19	Commencement (11:00 am) Residence Halls Close for Graduates/Ushers

## Summer Session 2006

Wednesday, March 29 – Tuesday, May 16	Summer 2006 Session Registration
Wednesday, May 17 – Monday, May 22	Summer 2006 Add/Drop
Monday, May 22	Resident Students Check-in Add/Drop End (11:30 am) Summer Classes Begin (12:30 pm)
Monday, May 29	<i>Memorial Day (No Classes)</i>
Friday, June 2	Make-up Day for Memorial Day Holiday: Monday Classes are Held.
Tuesday, June 13	Mid-Term Warnings
Friday, June 30	Summer Session Classes End (1:00 pm) Residence Halls Close

*Note: Final examinations are typically held on the last class meeting during Summer Session.*

January 2005					February 2005					March 2005					April 2005												
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January 2007					February 2007					March 2007					April 2007													
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