

# CURRY COLLEGE

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Student Handbook

2023-2024

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[www.curry.edu](http://www.curry.edu)

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***Notice of Responsibilities and Disclaimers—Please Read!***

*This Student Handbook provides information about policies, procedures, rules, regulations, and activities at Curry College. Academic policies and procedures are found in the Curry College Course Catalog. By accepting admission to the College, a student agrees to comply with all the College’s policies, procedures, rules, and regulations applicable to Students, including those outlined in this Student Handbook, as well as those policies which may be updated, modified, or implemented during the academic year. All Curry College students are responsible for regularly reviewing and understanding the contents of the Student Handbook and any modifications or changes made to it during the academic year and for following College policies, procedures, rules, and regulations applicable to Students.*

***DISCLAIMER – THIS STUDENT HANDBOOK IS NOT A CONTRACT***

*The items, policies, procedures, and regulations contained in this Student Handbook are in effect at the date of publication, August 23, 2023. The Student Handbook does not constitute a contract. The contents of the Student Handbook neither create expressed nor implied contractual obligations on Curry College. The contents of the Student Handbook can be changed, modified, or updated at the sole discretion of the College during the academic year. As a result, all rules, regulations, procedures, and policies of Curry College are subject to change through the appropriate departments, divisions, and offices at any time.*

## **A MESSAGE FROM THE VICE PRESIDENT**

On behalf of Curry College, I am pleased to welcome our new students and welcome back our returning students. As your Vice President for Student Affairs and Dean of Students, I have the privilege of and am committed to working with each of our students to enhance your personal development and strengthen this great community. The mission of the Division of Student Affairs is to provide opportunities for students to develop individually, intellectually, ethically, and socially through partnerships, programs, and services. We are also dedicated to building and maintaining a diverse and welcoming campus community and have identified commitments, initiatives, and programs across the Division of Student Affairs and the College to promote, enhance, and celebrate the rich diversity within our community. As educators, we are committed to empowering our students' personal development and academic success by:

- *Fostering an inclusive environment of mutual respect that values diversity, civility, responsibility and healthy decision making*
- *Promoting student-centered opportunities, programs and leadership initiatives that foster personal growth, development and integrity*
- *Providing quality services and facilities that promote a supportive, safe and productive living and learning community*
- *Encouraging peer learning opportunities and civic engagement that supports and enriches the educational experience and future professional success. Learning takes place inside and outside of the classroom. There are diverse co-curricular organizations on campus and many engaging activities planned throughout the year*

The broad range of student programs and services outlined in this handbook result from the College's efforts to supplement, complement, and diversify the experiences for our students so that they may successfully meet the challenges of a rapidly changing world. As a Curry student, you have the opportunity to explore alternatives and learn to be responsible for your explorations, for your actions and for yourself. Full participation in these opportunities is conditional upon each student fulfilling their academic, social and financial responsibilities to the Curry community through maintaining "Good Standing" in each of these areas.

My hope is that you will actively engage yourself in the Curry community, and I look forward to walking alongside you on that journey.

Be well,



Erik Müürisepp, Ed.D.  
Vice President, Student Affairs &  
Dean of Students

## **THE MISSION OF CURRY COLLEGE**

The Curry College mission is to educate and graduate students prepared to engage in successful careers and active citizenship with a global perspective. We are an inclusive community of diverse learners and educators, committed to continuing our legacy of developing effective communicators with reflective and critical thinking skills. We mentor and empower our students, building meaningful relationships that inspire them to achieve their ambitions.

Curry College provides rigorous and relevant academic programs to undergraduate and graduate students, and our rich blend of liberal arts and career-directed programs is enhanced by practical field experiences and co-curricular activities. Learning at Curry extends beyond the classroom and is embedded in all that we do.

### **Curry College Statement of Diversity**

At Curry College, diversity is central to excellence in education, not a separate goal. We are an inclusive community where embracing differences is essential to creating a safe and welcoming environment for exploration and learning, as well as personal and professional growth. Being a member of the Curry community means that your unique voice is a vital and valued part of all we do.

## **GOOD STANDING POLICIES**

The broad range of student programs, activities, and services, including athletics, outlined in this handbook result from this College's efforts to supplement, complement, and diversify educational and developmental experiences for our students so that they may successfully meet the challenges of a rapidly changing world. As a Curry student, you have the opportunity to explore alternatives and learn to be responsible for your explorations, for your actions and for yourself.

Full participation in these opportunities is conditional upon each student fulfilling their academic, social, and financial responsibilities to the Curry community through maintaining "Good Standing" in each of these areas.

### **Academic Good Standing**

Academic good standing is defined in the Curry College Course Catalog found at <https://catalog.curry.edu/app> under the "Academic Standing" section. Students are expected to read, understand, and follow the requirements set out in those sources.

Questions regarding issues relating to academic good standing and related academic matters may be directed, in the first instance, to the Registrar's Office at [registrar@curry.edu](mailto:registrar@curry.edu) or (617) 333-2008, and thereafter to the Provost's Office at [heather.macleod@curry.edu](mailto:heather.macleod@curry.edu) or (617) 333-2233.

## **Social Good Standing**

Social good standing is achieved through abiding by:

- *The Personal Integrity Statement*
- *The Code of Conduct*
- *Any other standard, rule, regulation, procedure, or policy of the College; particularly those within and under the umbrella of Community Standards, and those set forth under the umbrella of Community Standards section of this Handbook*

Questions related to social good standing and expectations of conduct may be made to the Dean of Students Office. The Vice President is administratively responsible for all student service programs including Counseling Center, Community Standards & Accountability, Health Services, Orientation, Public Safety, Residence Life & Housing, Spiritual Life, Student Activities, and others outlined in this Handbook.

## **Financial Good standing**

Financial good standing is achieved through fulfilling all financial obligations with the Office of Student Financial Services. To be in good financial standing, a student must have settled their student account for all amounts currently due. For questions regarding financial standing and student accounts, reach out to [studentaccounts@curry.edu](mailto:studentaccounts@curry.edu) or (617) 333-2354.

**A student account is considered “settled” when it is either paid or covered by one of the following:**

- Pending financial aid, including alternative education loans, with no outstanding paperwork or other issues remaining. Funds must be approved by the lender to be disbursed at a specific future date.
- A current and up-to-date payment plan established through Curry’s third-party servicer, which allows for payments to be spread over the course of the academic year.

## **VICE PRESIDENT FOR STUDENT AFFAIRS & DEAN OF STUDENTS OFFICE**

The Vice President for Student Affairs & The Dean of Students Office are here to help students get connected with the resources they need to develop individually, intellectually, ethically, and socially. We also assist students, faculty, and staff in resolving student issues and serve as a referral center for the campus community. In keeping with the

Curry College mission, the Division of Student Affairs is committed to providing student-centered programs which foster and sustain student learning and personal development. Whether you join or start your own club, play on a Residence Hall intramural team, participate in volunteer or service work, or meet new people over coffee or lunch in the Market: our goal is to provide you opportunities to help you continue to grow into a well-rounded person and create countless memories as a member of our community.

The Division of Student Affairs consists of the offices outlined below:

Community Standards and Accountability	Health Services
Counseling Center	Public Safety
Dining Services	Residence Life and Housing
Diversity and Inclusion	Spiritual Life
Fitness and Recreation	Student Center
	Student Activities

### **Behavioral Intervention Team**

The Dean of Students Office is responsible for oversight of the Behavioral Intervention Team (BIT). The purpose of BIT is to proactively identify students whose behavior raises health or safety concerns for themselves and/or others and to make recommendations to the Office of Student Affairs or other campus officials as appropriate. The goal of the team is to promote student health, safety, and success.

BIT is comprised of several individuals and student support offices on campus, including:

Academic Affairs	Division of Student Affairs
Community Standards & Accountability	Public Safety
Counseling Center	Residence Life & Housing
	Title IX

Examples of behaviors that may raise health and safety concerns include, but are not limited to:

- Disruption to the classroom or living community
- Harmful to themselves or others
- Suicidal threats, gestures, or attempts (Contact Public Safety or Counseling Center immediately)
- Alcohol or drug misuse, including but not limited to consumption leading to hospitalization
- Eating and related health concerns
- Self-injurious behavior (e.g., cutting self)

If you are concerned about a student, we encourage you to report this via one of the following:

1. Call Public Safety at (617) 333-2222 if it is an emergency
2. Fill out the Student/Community Concern Form available on the myCurry Portal under Quick Launch on your homepage
3. Call the Student Affairs Office at (617) 333-2289 to speak with a staff member in the Dean of Students Office about your concern

*All concerns are reviewed, assessed, and addressed by the BIT with the goal to promote student health, safety, and success. To make an anonymous report, reach out to the anonymous tip line at (617) 391-5280. You may also fill out a Student of Concern report (found in your MyCurry portal) and opt-out of including personal identifying information.*



## **COUNSELING CENTER**

**Location:** 1016 Brush Hill Road, 3<sup>rd</sup> floor  
**Email:** [counselingcenter@curry.edu](mailto:counselingcenter@curry.edu)  
**Phone:** (617) 333-2182  
**Fax:** (617) 333-2029  
**Web:** [www.curry.edu/counseling](http://www.curry.edu/counseling)  
**Social:** Instagram @currycollegecounselingcenter  
**Self-Help Therapy:** <https://welltrack-boost.com/>  
**24/7 Counselor on Call:** (617) 333-2908

### **Hours of Operation:**

Monday - Friday 8:30 am - 4:30 pm; evenings by appointment  
Appointments (617) 333-2182, Option 2

If students, faculty, staff and/or parents are concerned about the mental health and/or safety of a student, they may contact the Counseling Center for consultation. However, in the event of an imminent emergency, please contact Public Safety (x-2222 on campus) and/or dial 911.

The Counseling Center provides predominantly short-term individual counseling to help promote personal and academic success at the College.

24/7 Counselor On Call: Don't worry alone. Call 617-333-2908

### Services Offered

- Individual counseling
- Same-day walk-in appointments
- Crisis appointments
- Worried About a Friend consultations
- 24/7 Counselor On-Call for immediate emotional support
- Free WellTrack accounts for self-help
- Outreach and Psychoeducation to the campus community
- Fresh Check Day! An interactive peer to peer suicide prevention program

### **Confidentiality**

While most of the Counseling Center's services are confidential, some exceptions to confidentiality do exist, and are discussed in detail with students when they meet with our staff or as appropriate.

In the event of a sexual assault, the Counseling Center is a confidential resource on campus in which students may obtain psychological support and referrals, and to discuss reporting options without an investigation or report being mandated. See the *Harassment, Discrimination, and Sexual Misconduct Policies* section of this Handbook for more information.

Additional crisis assistance is available through the following off-campus community providers:

Aspire Health Alliance Psychiatric Emergency Services Team

- 800-528-4890
- 617-774-6036 (available 24 hours per day)

National Suicide Prevention Lifeline

- 800-273-TALK
- <http://www.suicidepreventionlifeline.org/>

Crisis Text Line

- 741-741
- <http://www.crisistextline.org>

<http://www.thetrevorproject.org>

<http://www.stevfund.org/crisistextline/>

### **Recommendations for New Students**

For students who have experienced mental health disorders in the past, we strongly encourage students and their families to make plans in advance of campus arrival, regarding mental health care and/or supports students may require. This includes making clear plans about how and where counseling and psychotherapy may be obtained (e.g., with an existing therapist off campus, or to seek on-campus evaluation for counseling), as well as how psychiatric medications will be obtained (e.g., prescriptions and refills), medication storage when living on campus (e.g., using a secure “lock box” to avoid inadvertent loss or disposal), and overall plan to take medication independently when at college. In addition, the Counseling Center recommends that students seek consultation about any mental health concerns proactively, before stress takes a significant toll on activities of daily living, academic, or personal goals. Doing so may help to prevent further stress and/or exacerbation of symptoms. The Counseling Center also encourages students to explore and practice their known “go-to” skills or activities that help them to reduce stress and/or symptoms safely (e.g., exercise, calling friends, relaxation exercises, artwork, music, hobbies, etc.). Similarly, the Counseling Center strongly encourages students to share any known and recommended treatment and/or crisis plans from off-campus treatment providers. Such information is often extremely helpful as a means of facilitating effective clinical services and care in the event of a mental health emergency.

### **The Mind Spa and Self-Help Resources**

At times there may be a need for assistance in reducing stress that does not warrant an immediate need for counseling. For this reason, the Counseling Center has developed the Mind Spa, a tranquil setting that offers students a place for quiet reflection and is available by appointment. The Mind Spa is available to you as a standalone self-help service and may also be

used to augment psychotherapy where appropriate. The Counseling Center provides information and training for students to make self-guided use of Mind Spa services, which include:

- 24/7 Counselor On-Call
- Massage chair
- WellTrack (self-help therapy app)
- Light therapy lamp
- Yoga mat for gentle stretching
- Self-Help resources (see below)

For more information, students may contact the Counseling Center for a copy of the Guidelines for Using the Mind Spa, which includes a full description of services provided and related information. Students who choose to use the Mind Spa or related services at the Counseling Center must abide by all policies and procedures to maintain eligibility for use.

*Self-Help Web Resources:* <https://www.curry.edu/student-life/health-and-wellness/counseling-center/counseling-center-self-help-resources>

### **Being Proactive about Self-Care and Psychological Wellness**

If a student has known mental health concerns, it is typically most helpful to take a proactive and thoughtful approach to seeking tools and support to promote student psychological wellness before a crisis arises. Whether stress and mental health concerns are pre-existing or occur during the college experience, taking consistent and daily steps towards self-care and stress management can create positive results. Taking advantage of campus self-help tools and resources is an important part of student wellness, resilience, and transition to adulthood. Like many departments at the College, the Counseling Center strives to help students while also encouraging them to develop skills that can be used throughout one's lifetime. For this reason, we strongly encourage students to review our self-help resources, take advantage of the tools offered and to seek clinical services if mental health treatment is needed or desired.

### **Education and Counseling**

To promote an environment free of substance misuse, the college supports an active program of community awareness and education. This program extends to the misuse or abuse of controlled substances including prescription drugs, alcohol, and other harmful substances. Students, faculty, and staff are encouraged to refer students who appear to be affected by drug or alcohol use to the College resources, specifically counseling services. For students, counseling is available through the [Counseling Center \(617\) 333-2182](tel:6173332182) as well as through referrals for off-campus resources. A student who is concerned about their own or another's use of alcohol and/or drugs is encouraged to seek advice and counsel from appropriate College resources. Students who come forward to seek advice and counseling regarding the use of alcohol or drugs will not face disciplinary action. The College strives to preserve student confidentiality concerning such inquiries to the extent possible, appropriate, and lawful.

**Information on Local 12-Step Programs**

Alcoholics Anonymous, Eastern MA Central Service	(617) 426-9444
Al-Anon, Ala-teen <i>Al-Anon is open to anyone whose life has been affected by another person's drinking</i>	(888) 425-2666
Narcotics Anonymous, New England Region	(866) 624-3578
Marijuana Anonymous	(800) 766-6779
National Alcoholism and Substance Abuse Information Center Helpline	(800) 784-6776
Smart Recovery	(866) 951-5357

*The information included in this section will be reviewed at least biennially to assess its effectiveness and to implement appropriate changes where needed.*

## **DINING SERVICES**

**Location:** Student Center, Dining Marketplace  
**Email:** calger0902@curry.edu  
**Phone:** (617) 333-2318  
**Web:** [currydiningservices.Sodexomyway.com](http://currydiningservices.Sodexomyway.com)

### **Meal Plan Options**

All students living on campus are required to be on a meal plan and can choose between the 17+ or 14+ meal plan options. Students living off-campus are encouraged to participate in one of Curry's three commuter meal plans so that they may take full advantage of the Dining Marketplace in the Student Center and the Take 3 meal exchange program at two of the other retail dining venues on campus. Please note all meal plans are selected and purchased through the Residence Life Office or by visiting [my.curry.edu](http://my.curry.edu) and navigating to the meal plan changes page under the [myCampus tab](#). Any changes in meal plan eligibility must be approved by that office. Curry students have until the third week of each semester to change their dining choice option.

All students on a meal plan must have their college ID cards with them to gain access to their Board Meals, Points, or Colonel Ca\$h accounts. Lost ID cards may be replaced in the Office of Public Safety for a fee. Recommendations and suggestions concerning menu and service should be directed to any manager or supervisor on duty, or to the Dining Services office.

### **Colonel Ca\$h**

Colonel Ca\$h is your own on-campus debit card. It is available on a voluntary basis to supplement depleted Meal Plan Points or as an alternative to a commuter meal plan and can be used for purchases at all dining locations, the campus bookstore, and on-campus vending machines. Colonel Ca\$h is purchased through the Student Activities Office in the Student Center or online through the MyCurry Portal.

### **The Dining Marketplace hours of operation are as follows:**

Hot Breakfast	Monday – Friday	7:30 am – 11:00 am
Lunch	Monday – Friday	11:00 am – 4:30 pm
Dinner	Monday – Friday	4:30 pm – 8:30 pm
Brunch	Saturday – Sunday	10:30 am – 2:00 pm
Continuous Service	Saturday – Sunday	2:00 pm – 4:30 pm
Dinner	Saturday – Sunday	4:30 pm – 6:30 pm
Continuous Service	Saturday – Sunday	6:30 pm – 8:30 pm
Late Night Dining	Monday – Sunday	8:30 pm – 11:00 pm

*Please visit [currydiningservices.SodexoMyWay.com](http://currydiningservices.SodexoMyWay.com) for promotions, menus, and special events.*

**Retail Dining Locations**

In addition to the Dining Marketplace located in the Student Center, Curry has two retail cafe facilities in various locations throughout the Curry Campus. Each location has a different menu variety and different hours of operation. For more information on each of these retail facilities please consult your Curry Campus Dining Brochure or log onto the Curry Dining Services website, at [currydiningservices.SodexoMyWay.com](http://currydiningservices.SodexoMyWay.com) and click on the locations and menu tab.

**Special Dietary Procedures**

The College recognizes that students may have medical conditions requiring special dietary considerations. A student may contact the Office of Disability Services to request accommodations regarding their dietary needs. While accommodations may be available, the primary responsibility for following diet requirements rests with the student. Whether the diet is temporary or permanent, a student should present a copy of a physician's written instructions to the Office of Disability Services. In collaboration with Curry Dining Services, a review of the request for special arrangements will occur. A student with special dietary needs may be asked to meet with the Director of Disability Services and a representative from Curry Dining Services upon their arrival to campus to further discuss their needs.

## **DIVERSITY & INCLUSION**

**Location:** Student Center, 2<sup>nd</sup> floor

**Email:** [diversity@curry.edu](mailto:diversity@curry.edu)

**Phone:** (617) 333-2346

**Fax:** (617) 333-2969

At Curry College, diversity is central to excellence in education, not a separate goal. We are an inclusive community where embracing differences is essential to creating a safe and welcoming environment for exploration and learning, as well as for personal and professional growth. Being a member of the Curry community means that your unique voice is a vital and valued part of all we do.

**The Office of Diversity & Inclusion (ODI)** works to increase diversity representation among students, faculty, and staff while ensuring that all members have an equal opportunity to participate in and contribute to the Curry community. We strive to create and maintain a community where differences are recognized and valued as essential elements to fostering a stimulating environment for exploration, learning, and development.

ODI is responsible for the coordination of the College's efforts to foster an inclusive campus community that attracts and supports diversity in many forms. Through working with students, staff, and faculty, ODI is responsible for the design, oversight and planning of programs, workshops and training sessions that promote this goal. ODI works collaboratively with the campus community in addressing issues related to under-represented or marginalized students and is responsible for the implementation of strategic initiatives that will support an inclusive learning environment for all students.

### **ODI Programs and Services**

- **Individual Appointments**
- **RISE UP – Mentoring Program for African-American/Latinx students at Curry**
- **Brother 2 Brother Initiative – Program for Men of Color at Curry**
- **Sistah Sistah – Program for Women of Color at Curry**
- **Support & Resources for Affinity Groups:**
  - Multicultural Student Union, Black Student Union, Latino Student Union, Feminist United, PRIDE/LGBTQ Resources, Spiritual Life
  - **Cultural Events/Celebrations:** Ethnic Heritage Months, Martin Luther King Celebrations, First-Gen Programming, and more

## **FITNESS AND RECREATION**

**Location:** Student Center, 2nd Floor

**Email:** [fitnesscenter@curry.edu](mailto:fitnesscenter@curry.edu)

**Phone:** (617) 333-5137

Curry College offers a variety of programs that provide the entire campus with the opportunity to stay active. For people more interested in organized activities, our department offers a variety of intramural activities at varying levels of competitiveness. Our Club Sports programs also give students the opportunity to compete against other schools in sports and competitions apart from our 14 varsity athletic programs. It is the department's mission to provide quality programs that enrich the collegiate learning experience and foster a lifelong appreciation of wellness, recreational sports, and activities through friendly competition, fair play, teamwork, diversity, and integrity.

### **The Fitness Center**

The Fitness Center, located on the second floor of the Curry College Student Center, is intended to provide students the opportunity to participate in safe and effective fitness programs regardless of fitness level or experience. The Fitness Center has interactive cardiovascular exercise equipment, strength equipment, and free weights.

Membership to the Fitness Center is open to all traditional undergraduate students. All new eligible students must fill out a membership agreement form prior to using the Fitness Center. Forms are available online at <https://curry.dserec.com/online/sign-waiver> or a QR code can be scanned at the Fitness Center front desk. All returning students must renew their membership annually. Any student under the age of 18 is required to fill out a membership agreement and provide a parent signature prior to utilizing the facility.

### **Group Exercise**

Within the Fitness Center is the Group Exercise Studio which plays host to a variety of fitness classes on a regular basis. Group Exercise classes offer students the opportunity to participate in structured, progressive exercise programs led by certified instructors. Classes are intended for students of all experience and fitness levels. Some fitness classes that may be offered are:

- Yoga
- Strength Training
- HIIT
- Spin
- CardioSport

### **Intramurals**

The Intramural program offers organized recreational sports to students, faculty, and staff members of Curry College. Leagues, tournaments, and open facility use are offered throughout the school year, and everyone is encouraged to participate. Intramurals are intended to offer every student the opportunity to participate in some form of supervised competition and make



participation as enjoyable and rewarding as possible.

- Kickball (indoor/outdoor)
- Dodgeball
- Basketball
- E-Sports
- Floor Hockey
- Flag Football
- Volleyball
- Cornhole
- Spikeball
- Soccer (indoor/outdoor)
- Softball
- Ultimate Frisbee

Students can register for Intramural activities as an individual or as part of a team online through myCurry portal, by clicking on the Intramural link on the Fitness and Recreation page.

### **Recreation Programming**

Each semester our department provides a series of innovative and original programming to keep students entertained through health, wellness, and recreational fun. Events include the following:

- Fall Into Fitness Challenge
- Various Tournaments
- Back to the Beach Spring Break Challenge
- Spring to finals
- Lifting Workshops
- Female-Identifying Free-Weight Hour

### **Club Sports**

The Club Sports program offers intercollegiate sports that are not offered as part of the Varsity Athletic program. The following are the club sports provided:

#### ***Dance Team***

A student group dedicated to synchronized dancing. The Dance Team performs on campus in addition to competing in regional dance competitions sponsored by the Universal Dance Association (UDA), which governs both dance and cheerleading competitions.

#### ***Collision Dynasty***

Collision Dynasty promotes diversity and culture in the dance world throughout the community. This club gives students, faculty, and staff an opportunity to share their cultural dance background while learning about others. They dance to Soca, Hip Hop, African, Afro-Caribbean, Latin, and much more.

#### ***Golf Team***

The Curry College Golf Club provides a space where all students interested in the game of golf can come and play and improve their playing abilities. This club promotes knowledge about the game of golf, grows interest in the game, and provides members with the tools to improve their skills on and off the golf course.

### ***Men's Rugby Team***

The Men's Rugby Team competes against other schools in the area within the New England Rugby Football Union. The mission of the Union is to manage, serve, and promote the game of Rugby in the New England area, at all levels of play. No experience is necessary.

### ***Women's Club Ice Hockey Team***

The Women's Ice Hockey club team competes in [The Independent Women's Club Hockey League \(IWCHL\)](#), a club hockey league specifically for collegiate women's club teams. The Curry College Women's team joined the league in the Fall of 2015 as an Associate Member. The Women's Team competes in the Eastern Conference of the Adirondack Division.

### ***Men's Ice Club Ice Hockey Team***

The Men's Ice Hockey club team competes in the Northeast Collegiate Hockey Association (NECHA) and is recognized by the ACHA. The team practices and plays its games at Canton Icehouse on the same ice that our varsity programs use. This team of dedicated students practices twice a week and competes against colleges and universities all over New England.

### ***Equestrian Club***

The Equestrian Club provides a place where equestrians can come together in their shared enthusiasm of horses and riding. Equestrian Club members take weekly riding lessons at Canton Equestrian Center, where they have the opportunity to ride and care for the horses.

### ***Karate Club***

The Karate club requires no prior experience and is one of our most unique club sports offered! Students who are dedicated to the class receive a Curry Gi to wear.

## **HEALTH SERVICES**

**Location:** Wellness Center, 1016 Brush Hill Road

**Email:** [healthservices@curry.edu](mailto:healthservices@curry.edu)

**Phone:** (617) 333-2182

**Fax:** (617) 333-2029

**Web:** [www.curry.edu/healthservices](http://www.curry.edu/healthservices)

### **Hours of Operation**

Monday - Friday 8:30 am - 4:30 pm

Appointments (617) 333-2182

Health Services is available to all full-time undergraduate students. Health Services is staffed by one full-time Nurse Practitioner (NP), a Registered Nurse (RN), a Medical Assistant (MA), and per diem NPs. These professionals specialize in addressing the health care of college students and work together to provide quality medical care for routine, acute, and chronic health problems, and injuries.

Health Services does not attempt to replace the student's private health care provider or assume total responsibility for medical needs. We are available to coordinate services for chronic conditions with your current health care provider.

### **Services**

Health Services is a confidential resource that offers a range of medical services on site. Health Services can conduct simple lab tests on-site such as urinalysis, rapid mono, rapid strep, and pregnancy tests. We can obtain other tests such as blood work, throat cultures, and STI testing which are processed through Quest Diagnostics. Health Services has a partnership with Osco Pharmacy, which provides free next day delivery to the Health Center and Capsule Pharmacy, which will deliver medications to a student's residence hall in a 2–4-hour window. Students that require x-rays, other imaging tests or emergency services are sent to Beth Israel Deaconess Medical Center- Milton which is 2.5 miles from campus.

### **Billing**

Although students' health insurance will be billed for services rendered in the Health Center, students (and their families) will not be responsible for copayments, co-insurance, deductibles, or denied claims due for specified services as these are covered by the comprehensive health fee, which all students are assessed through their student bill. The student's insurance will be billed for any laboratory testing, imaging, prescriptions, or specialty care. For these services, any co-payments, co-insurance, deductibles, or if there is a balance from a denied or partially denied claim, the balance will be the student's responsibility as outlined in the student's insurance plan.

### **Student Health Insurance Plan**

State Law requires every full-time student enrolled in an institution of higher learning to participate in a qualifying student health insurance program (SHIP) or in a health benefit plan with comparable coverage. Every year, students are automatically enrolled in the student health insurance plan offered through Curry College. Students must either WAIVE this insurance via the online form or COMPLETE registration through the online form. Please contact Student Financial Services at (617) 333-2153, or Health Services at [healthservices@curry.edu](mailto:healthservices@curry.edu), (617) 333-3182 for more details. You can also visit the insurance website at:

<https://www.universityhealthplans.com/curry>

### **Immunization Requirements**

Prior to matriculation, all incoming students are required by Massachusetts State Law to complete a Curry College Health History Form, and an Immunization History form, which includes submitting a copy of their immunization record. Students who fail to comply with the state and College requirements will have a “health hold” placed on their student account, which will prevent them from registering for classes. Please review the list of required vaccines carefully.

### **Excuse Note Policy**

Health Services does not provide excuse notes. Our policy is consistent with many of our peer institutions’ policies regarding this issue, and, in fact, is considered the industry standard set by the America College Health Association. Health Services aims to foster independence and provides support to students as they navigate and manage their own healthcare. Students are encouraged to communicate directly with a faculty member to discuss a medical absence and to make arrangements to complete missed work. Students are encouraged to make non-urgent appointments in the Health Center when they do NOT have class to prevent additional absences due to an illness.

Students are given an after-visit summary that, if they choose, can be shared with a faculty member as “proof” of their visit. It is at the discretion of the faculty member to determine if the absence is excused or not.

There are some exceptions and extenuating circumstances in which a student’s health may take priority over attending class, an exam, or classroom deadline. In these situations, Health Services will reach out to faculty members and other academic support personnel on behalf of the student. Students needing academic accommodations for a prolonged illness are referred to the Office of Disability Services (ODS) for support.

## **PUBLIC SAFETY**

**Location:** 940 Brush Hill Road – Main Office  
Front Gate – Dispatch

**Phone:** **EMERGENCY** (617) 333-2222  
Non-emergency (617) 333-2232

**Web:** [www.curry.edu/publicsafety](http://www.curry.edu/publicsafety)

The Curry College Department of Public Safety’s mission is to provide a safe, secure, and inclusive environment for our entire community. This includes all students, employees, and visitors on our campus. We foster an inclusive campus community that attracts, respects, supports, and celebrates diversity in multiple forms. Public Safety is everyone's responsibility, we ask our entire Curry College Community to get involved.

### **Emergency Services**

The Public Safety Department is comprised of individuals dedicated to maintaining the safety and security of all community members. Public Safety officers are available 24 hours a day, seven days a week, 365 days a year. The main office is open Monday - Friday, 8:30 am - 7:00 pm, while school is in session. 24-hour emergency services are coordinated at the Front Gate, which is located just inside the College entrance at 1071 Blue Hill Ave. Anytime an emergency exists, or anytime you observe suspicious persons or are aware of a situation that you believe should be investigated by our officers, contact the Public Safety Dispatcher by: Dialing extension **2222** or by calling **(617) 333-2222**.

**Whenever possible**, please be prepared to give the dispatcher the following information, when applicable:

- Name, current location, and telephone number
- The location of the incident
- The type of incident
- A description of vehicles or suspects
- The nature of the problem, or injury, if any

**Time is critical.** Call as soon as possible after you have observed an incident. Please follow the directions of the Dispatcher; they may want you to stay on the telephone, or stay by the telephone, in case further information is needed. Safety is a community responsibility.

**Always call.** It is better for you to report an incident and discover that no help is needed, than not to call and find yourself or someone else the victim of a crime.

## **Security Cameras**

The College has adopted a Policy for Responsible Installation and Use of Video Security Cameras on Campus to promote safety and security in the Curry community. Cameras are installed on the College property to promote safety and deter incidents that may negatively affect the campus. For more information and to review the full policy, you can access the following document available on the College's website:

<https://www.curry.edu/assets/Documents/About-Us/Security-Camera-Policy.pdf>

## **IDENTIFICATION CARDS**

Your ID is a valuable resource. As a part of registration, an encoded ID card is issued to all first-year students. The front of the card will display the student's name, College account number, and photograph. A magnetic stripe on the back is encoded with the student's identification information. Students must always carry their IDs with them.

Students will not be issued a new ID each year. The card given at registration will be used throughout students' careers at Curry College. The use of a student's identification card by any individual other than the student to whom the identification card was issued to is prohibited. Students must immediately produce their Curry ID when requested by a staff member (Residence Life & Housing, Public Safety Officer, or other College officials) acting in the performance of their official duties. All students must show their Curry ID to the staff when entering any of the residential buildings, student events, and the Fitness Center.

A validated ID is used to obtain many campus services. It is needed in the library, the campus bookstore, the accounting office, the registrar's office, the public safety office, and for many student life services, including many student activities on campus. Everyone on a campus meal plan is required to present their ID at the entrance to the dining hall and at the three campus snack bars. In the event of a misplaced ID, a temporary or a permanent replacement may be obtained at the Office of Public Safety. The Public Safety building is located at 940 Brush Hill Road. Temporary IDs are issued for a limited period of time at no charge. For lost IDs, a \$25.00 charge will be applied to their student account.

## **Emergency Communication Policy**

In the case of an extreme emergency, Curry College will activate the Curry College Alert System. This system is used to notify the college community via voicemail, e-mail, and/or text message on any devices including a land line phone, cellular phone, or TTY/TTD phone. Curry College has installed two outdoor sirens on campus that will be utilized for an extreme emergency only.

All students, faculty and staff are automatically enrolled in our Emergency Alert System (EAS), which transmits College communication in the case of an emergency. Our EAS has initially been populated with basic contact information from the Curry Web Information System (CWIS). Your Curry email address and one phone number are required for our EAS. You can opt-in or opt-out of any other personal contact points to the system. You may store

additional numbers for voice messages, one number for a text message, and two email addresses for email alerts. As part of being a student in Good Standing, it will be your responsibility to update your information.

### **Non-Emergency Business**

The Public Safety staff will be glad to assist you in meeting your reasonable requests for services. You should note, however, that emergency requests are processed first. You may contact public safety by telephone at (617) 333-2232 or in person, at the Public Safety Office.

### **Crime Prevention Program**

The Public Safety Department offers programs to educate members of the campus community in crime prevention techniques as well as promote the well-being and safety of the campus community. A member of the Public Safety Department is available to speak to students or other community members about personal safety and to conduct seminars on various aspects of safety on campus. Please contact the Public Safety Department at (617) 333-2232 for further information. Information regarding campus crime statistics as mandated by the 1990 Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (federal law) can also be obtained from the Public Safety Office and are also provided under the Health and Safety section on the Notices and Disclosures page, found here:

<https://www.curry.edu/notices-and-disclosures>

### **Criminal Activity**

Please report all criminal activity, suspicious activity, and other emergencies on campus to the Department of Public Safety at (617) 333-2222.

### **Missing Student**

Every Curry student has the option to identify an individual to be contacted by the College if the student is determined by Public Safety or local law enforcement to be missing. Students should identify this individual by contacting Public Safety at (617) 333-2222. Students also have the option to register confidential contact information if the student is determined by Public Safety or local law enforcement to be missing. This confidential contact information may be registered with Public Safety by contacting their main office at (617) 333-2222. The confidential contact information will be accessible only to authorized campus officials and will not be disclosed by Curry, except to law enforcement personnel in furtherance of a missing person investigation. Students under 18 years of age who are not emancipated are advised that Curry is required by law to notify a custodial parent or guardian within 24 hours of a determination that the student is missing, in addition to notifying any additional contact person designated by the student.

If a member of the Curry College community has reason to believe that a student is missing, or otherwise receives a report of a missing Curry student, they must immediately notify Public Safety at (617) 333-2222. Curry College Public Safety will generate a missing person report and initiate an investigation. After receiving the report, should Public Safety determine that the

student is missing, Curry College will notify the Milton Police Department and the student's registered contact no later than 24 hours after the student is determined to be missing.

If a member of the Curry College Community has reason to believe that a student is missing, whether or not the student resides on campus, Curry will initiate efforts to locate the student to determine their state of health and well-being through the collaboration of the Department of Public Safety and the Office of Student Affairs. If the student is an on-campus resident, the Department of Public Safety will collaborate with the Office of Student Affairs to make a welfare check into the student's room. If the student is a commuter or a continuing education or graduate student, the Department of Public Safety will enlist the aid of the police agency having jurisdiction over the matter. Concurrently, College officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. College officials will endeavor to determine whether the student has been attending classes, scheduled organizational or academic meetings, or appearing for scheduled work shifts. If the student is not located within 24 hours of receiving the initial report, the College may notify the student's family, in addition to any additional emergency contacts the student has registered, to determine if they know of the whereabouts of the student.

If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction over the matter. The Department of Public Safety will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. The Curry College Department of Public Safety has established partnerships with the Milton Police, State Police, and the Norfolk County District Attorney's Office.

### **Security Escorts**

Public Safety will provide students with an on-campus escort when the campus shuttle service is not in operation. Students should call extension 2222.

### **Campus Shuttle**

The Department of Public Safety provides an evening on-campus safety escort shuttle service after 7:00 pm, seven days a week. We also provide a disability shuttle transport service on campus seven days a week. Please contact disability services to have your name added to the approved transport list. The shuttle schedule is posted in the Student Center or you can call (617) 333-2256.

### **Lost and Found**

There is a Lost and Found service at the Office of Public Safety as well as in the Student Center at the information desk and the Fitness Center; however, this service does not constitute possession, duty, or guarantee safety of personal items.

Individuals on campus are responsible for their own possessions. Any student that finds a lost item must return the item to the owner, if known, or to Public Safety, the Student Center, or Fitness Center information desks.



### **Parking /Transportation**

All cars must be properly registered with the Office of Public Safety. You may only park in lots designated for your parking sticker. Please refer to the Motor Vehicle Handbook, located on the Public Safety website, or pick up a parking handout from the Public Safety Office if you need clarification on which lots are designated for your sticker.

Curry offers several ways for students to get around. For those who would like to go into Boston or Cambridge, Curry offers a free shuttle bus to the subway (the “T”) and other local venues. If you qualify for a parking permit, your vehicle must be properly registered with the Office of Public Safety. Students will receive a copy of The Curry College Motor Vehicle and Parking Policies Manual when they register their vehicle with Public Safety.

Parking on any streets in the surrounding area outside of the College is prohibited and will be subject to the actions of local authorities and Curry College. Students are prohibited from soliciting the College's neighbors in the surrounding area for off-campus parking spaces. Parking in fire lanes, no parking zones, designated staff/Community Director spaces, or blocking access to an area is prohibited.

### **First-Year Student Car Policy**

All residential First-Year students, including transfers students, with less than 24 credits are prohibited from having a vehicle on campus. First year students can request the use of a vehicle on campus by filling out the “Parking Request for 1<sup>st</sup> year students”. This form is located on the Curry Portal, under the Dean of Students tab, on the right side of the page. Students who have completed two (2) full semesters at Curry College and have at least 24 credits of study may have a vehicle on campus. A transfer student who has spent two (2) semesters as a full-time matriculating student at an accredited institution of higher education will be allowed a vehicle on campus during their first semester. This policy is strictly enforced.

Students requesting reasonable accommodations based on disability and/or medical needs should contact the Director of Student Disability Services. Please visit the Office of Disability Services page located in the myCurry portal, under the Student Life tab for more information.

### **Registering Your Car**

All vehicles must be properly registered with the Office of Public Safety. If your vehicle is registered in Massachusetts, you will need to bring your valid registration, a valid driver’s license, and your Curry College ID. You will receive your Curry College ID during the registration process. If your vehicle is registered in any other state, you will also need to present some proof of insurance to satisfy the Commonwealth of Massachusetts’ minimum liability coverage requirement.

### **Parking Sticker Fee**

Residential students must pay a vehicle registration fee of \$250.00 per year, commuter students \$125.00, and Continuing Education students \$50.00. This fee will be charged to your student account at the time of registration. Temporary parking stickers can be issued at no

cost for short periods, which total a maximum of two weeks throughout the school year.

If you have questions or need assistance regarding this registration procedure, please contact the Office of Public Safety during regular business hours, Monday through Friday 8:30 am to 4:30 pm at (617) 333-2232.

### **Motor Vehicle Code**

Driving and parking on college property is not a right, but a privilege, which is extended only to those who agree to abide by campus regulations. The Public Safety Department is responsible for the enforcement of the traffic and parking regulations established for the protection of the entire community. We ask that the members of our community always comply with these regulations to ensure free access to emergency vehicles. Whether you drive a vehicle on campus on a regular basis or bring one onto campus only on occasion, you are required to be familiar with and to obey certain regulations. These include:

- Maintaining Fire Lanes and other no parking zones
- Properly registering your vehicle
- Parking in designated lots
- Obeying the speed limit & other traffic laws
- Stopping for a Public Safety Officer upon request

*Failure to comply with these regulations may result in loss of driving privileges or other appropriate sanctions. A copy of the complete Curry College Motor Vehicle Code is available in the Public Safety Office.*

### **Weather Emergencies & Snow Day**

When classes are cancelled or the College closes due to snow or weather emergencies, information will be posted on the web portal. The Student Center will remain open on a weekend schedule. Students can contact the Emergency Alert telephone number at (617) 333-2075 for information on the College closing and/or delays relative to weather conditions.

## **RESIDENCE LIFE & HOUSING**

**Location:** 1016 Brush Hill Road, 1<sup>st</sup> Floor  
**Email:** [reslife@curry.edu](mailto:reslife@curry.edu)  
**Phone:** (617) 333-2252  
**Fax:** (617) 333-2014  
**Web:** <http://www.curry.edu/campus-life/living-on-campus.html>

**North Campus:** State, Mayflower, Lombard, North Campus Residence Hall (NCRH), Scholars, Rose, North, 886 Brush Hill Road, North, and 874 Brush Hill Road

**Mid Campus:** Bell Hall, Green House, Grey House, and Brown House

**South Campus:** South Campus Residence Hall (SCRH), Milton, 156 House, Suites, Main, Cottage, and White

### **Welcome**

The residence halls offer a unique opportunity for students to recognize the interpersonal nature of the learning process. Through the experience of residence hall living, a student will gain an understanding of living in a diverse and interconnected community. Living in a residence hall is a privilege. To be eligible to live in the residence halls, students must read and understand the rules applicable to residence life on campus and conduct themselves in a responsible manner consistent with Curry's rules and expectations for students. This responsibility includes interacting with and treating peers in a respectful and responsible manner while taking accountability for their own actions.

Residence halls offer experiences for the development of the whole student through establishing attitudes, appreciation, and characteristics associated with civility and responsibility. In addition to being a place to sleep and keep one's belongings, a residence hall offers the opportunity for students to build lasting friendships. Curry College offers a variety of residence hall options that support our department's mission to both challenge and support personal growth.

**Residence Life & Housing provides many resources and services for residential students, which include the following:**

- The development of a sense of community on every floor and within all residence halls
- Facilitating room and meal plan changes
- Training students and professional staff to live and work in the residence halls
- Assisting students with interpersonal conflicts
- Day-to-day management and operation of the residence hall facilities
- Addressing and enforcing community standards consistent with appropriate behavior

- Creating and implementing educational and social programs within the residence halls
- Collaborating with other departments to better serve the needs of the community

### **What is a Community Director (CD)?**

A Community Director is a live-in, professional staff member who provides students with opportunities to develop as individuals outside of the classroom. CD staff supervise our Resident Assistants (RAs) in creating a living environment that is conducive to the physical, academic, social, and emotional growth of all.

### **What is a Resident Assistant (RA)?**

A Resident Assistant (RA) is a full-time student who works for the Office of Residence Life & Housing. These individuals live within the residence halls, advising and mentoring students in addition to providing social and educational programming, to benefit both individual and community development. RAs are a wonderful resource, and often are the first people students seek when they have a question or concern.

### **Eligibility**

College housing is a privilege, not a right. Full-time (minimum of 12 credit hours per term) undergraduate students and students enrolled in a participating 5<sup>th</sup> year program are eligible for campus housing. Resident students who remain enrolled at the College but drop below full-time status may petition the Director of Residence Life & Housing to remain in housing. If the petition is approved, the resident remains responsible for the terms and conditions of the housing agreement. The College may administratively move students as necessary in the residence halls (see Administrative Assignments section below). Inability to adhere to the College's published policies may impact a student's housing eligibility.

### **New Room Assignment and Roommate**

Housing assignments and roommate pairings for new students are based on information students provide on their Housing Preference Form. First-Year students are generally assigned to our North Campus in any one of the following buildings: State, Lombard, Mayflower, North Campus Residence Hall (NCRH), and 886 Brush Hill Road. Roommates are encouraged to contact each other prior to arriving at Curry to make plans for the use of the room and to determine who will bring shared items such as a television, microwave, or refrigerator. Unauthorized moves/room changes (not approved by Residence Life & Housing) are prohibited.

### **Returning Room Assignment and Roommate**

Returning students can select the hall, room, and roommate for the next academic year through a room selection process that occurs in the spring semester. The order of room selection is based on the class standing of the student and a randomly generated lottery number distributed to all on-time deposited students prior to room selection. Unauthorized moves/room changes (not approved by Residence Life & Housing) are prohibited.

### **Administrative Assignments**

Residence Life & Housing reserves the right to change room assignments at any time based on administrative needs. This includes, but is not limited to, consolidation of space and/or sanctions because of conduct or policy violations and/or needs of the College.

### **Temporary Assignments**

Late applicants may be assigned a temporary room until a permanent room is available. Furnishings may vary for facilities that are used temporarily to accommodate increased demand for housing. When a permanent room becomes available, Residence Life & Housing will work with students to transition to their new spaces.

### **Liability**

The College is not liable for loss or damage to personal property in resident rooms, common spaces, or laundry. It is the residents' responsibility to keep their rooms locked and belongings secured. Residents should make their own arrangements to obtain insurance coverage through their family's personal property insurance, and students are encouraged to carry a private insurance policy to cover their property against loss.

### **Cancellation of Contract**

Students who wish to be assigned to college housing must read and consent to the terms of the Room and Board Agreement, which is binding for the entire academic year. Residents who wish to terminate this agreement must inform Residence Life & Housing via the change of status form on the portal. Residents will be assessed a termination fee as outlined in the Room and Board Agreement which they sign yearly as a part of the Housing Application.

### **Room Furnishings**

A bed frame, mattress, dresser, desk, desk chair, and clothes hanging space are provided in each room. Mattresses provided are extra-long twin, measuring 35" x 80." Students may not move additional items into the room from common areas of the hall or from other student rooms. In addition, students may not remove college issued furniture from rooms. If the room is not filled to capacity, students may not disassemble furniture or occupy more than one set. Care should always be taken not to damage walls or the general condition of the room. Residents will be charged for any damages or changes to the general condition of the room and furnishings. Charges for damage to the common areas of their residence hall may be shared among all residents of that area, if the responsible party is not known. The cost for such damage is charged to the student's account. Students may decorate their rooms to reflect their interests within the guidelines set forth in the Room and Board Agreement. All windows have shades; however, curtains that are made from a flame-retardant material are permitted. Putty and other adhesive products that do not leave marks may be used to put up wall hangings.

Decorative string lights are permitted so long as they are LED and are UL Certified. They may not be used as extension cords and may not exceed 100 bulbs per room.

**Refrigerators**

One small refrigerator (not to exceed a capacity of 6.5 cubic feet and outside dimensions of no more than 48 inches in length or width) is permitted per room.

**Cable Television**

All residence hall rooms are equipped with a jack for cable television. The cable fee has been incorporated into the housing fee. A full channel guide is provided on the Student Portal. Students are required to provide their own television. Data and cable TV connections and lines are the property of Curry College. Any person found tampering with or vandalizing this property will be subject to disciplinary and/or legal action. The cost of any damage or loss and appropriate fines will be assessed to the student(s) responsible.

**Laundry Equipment**

All residence halls are equipped with washers and dryers. The laundry fee has been incorporated in the housing fee.

**Fire Safety and Security**

Safety is a serious matter and one in which responsibility is shared by all members of the Curry College community. Residence Life & Housing, Public Safety and Building and Grounds work together to provide safe residence halls for students.

In compliance with Massachusetts state law, all of our residence halls have been equipped with sprinkler systems. Whenever an alarm sounds, residents and their guests are required to vacate the building immediately. Public Safety and Residence Life & Housing staff will indicate when it is safe to reenter the building. Failure to vacate the building not only places you in danger but is also a violation of Massachusetts state law and Curry College's Code of Conduct. Anyone found to have been tampering with safety equipment will be referred to the Community Standards process.

**Guest Policy**

Policies and procedures for guests are provided to ensure consideration of individual students and community needs. The term "guest" refers to non-Curry students and Curry students who are commuters or not residents of a specific room or building. In all residence halls, guests must be escorted through the hall at all times in order to ensure the right to a reasonable degree of privacy for each resident. All individuals within the residence halls may be asked to show ID. The host student is responsible for their guest at all times and may be held accountable for their guest's behavior through the Community Standards process.

The maximum number of guests that a resident may host at any given time is two. No guest may stay more than three consecutive days in a seven-day period. All overnight guests must have the permission of the roommate prior to their stay. Students are responsible for the conduct of and adherence to policies by any guest. Inappropriate behavior and damage caused by the guest becomes the responsibility of the host student. Curry staff may deny access to any guest or may ask a guest to leave if deemed necessary. No more than six (6) people are permitted in a student

room at any given time and no more than eighteen (18) are permitted in a suite within SCRH and the Suites. No guests, overnight or otherwise, will be allowed during the 24-hour quiet period which occurs the week prior to and during final exams each semester. Guests are also not permitted prior to the first day of classes each semester. Students must register guests through the MyCurry portal prior to the guests' arrival on campus.

### **Health and Safety Inspections**

Residence Life & Housing will conduct periodic health and safety inspections throughout the year in the Residence Halls. **These inspections will include a check of areas such as:**

- Electrical, heating, and cooling appliances
- Housekeeping, health hazards, and pest control (Students are responsible for properly bagging their trash and disposing of the bags in the dumpsters located outside of the Residence Halls. Exact locations of the dumpsters are posted in the individual Residence Halls.)
- Other unauthorized hazard items
- Prohibited cooking items

### **Room Search**

In the interest of maintaining an environment that is safe and in compliance with College policies and expectations for standards of conduct, the College reserves the right for authorized personnel to enter, inspect, and/or search College residence hall rooms, suites, and College-owned property.

College officials and authorized personnel, including Residence Life & Housing and Building & Grounds staff members, are authorized to enter a student's room, locked or unlocked, anytime deemed necessary to address various situations, such as concerns regarding potential violations of College policy, maintenance problems, illness, hazards, and emergency situations, inspection for acceptable standards of safety, hygiene, and observance of residence hall policies and procedures. There should be no expectation of privacy as to college residence hall rooms, suites, and common areas, and the property contained in those residence hall rooms, suites, and common areas.

Students should also be aware that rooms may be searched from time to time by law enforcement officials, including deputized security personnel, pursuant to a duly authorized warrant, if such officials have reasonable cause to believe that a crime has been or is being committed, or with the permission of any occupant of the room and/or suite.

## Prohibited Items

The use of the following is prohibited in and around residence halls:

- Electric/Small kitchen appliances with exposed heating elements and/or designed for the preparation of food (including, but not limited to, air fryers, hot plates, hot pots, immersion heaters, indoor/outdoor grills and toaster ovens) are not permitted in student rooms
- Any upholstered outside furniture i.e. futons, couches, loveseats, (except for suite style living, 1 per suite)
- Refrigerators are not to exceed a capacity of 6.5 cubic feet and outside dimensions of no more than 48 inches in length or width. One per room
- Firearms, weapons, firecrackers, explosives, harmful chemicals.
- Waterbeds
- Personal exercise equipment including weight benches, treadmills, elliptical machines, etc.
- Aerials or other such equipment outside of the confines of the resident's assigned room
- Black and neon lights
- Extension cords without a surge protector
- Internal combustion engines
- Open flame and/or lighted objects such as candles, incense, gasoline and kerosene lamps
- Lofts and/or bars
- Halogen lamps, lava lamps, wax melts
- Microwave ovens cannot exceed .7 cubic feet or 600 watts. One per student room
- Unauthorized humidifiers or dehumidifiers
- Unauthorized air-conditioners
- Space heaters or other such heating appliances
- Pets, except for non-carnivorous fish
- Lighter fluid
- Wall coverings & tapestries cannot take up more than 50% of the wall space in any room (per wall). Items cannot be hung from the ceiling or cover any life safety device (e.g. smoke detector)
- Other items that are deemed to present safety hazards or risks

Items deemed inappropriate by the Residence Life & Housing will be confiscated. If appropriate to be returned, a deadline will be given for students to collect and remove the items from campus. All items not picked up by the deadline will be disposed.

## Room Keys

Room keys are issued by Residence Life & Housing and are the sole responsibility of the residents to whom they are issued. Keys must be returned to residence hall staff when a resident vacates an assigned room or suite. If a key is lost or stolen, the resident is responsible for reporting it to their Community Director and for paying to have the lock changed, the cost of which is around \$255.00. Because of the security risk involved, it is important to report lost keys immediately. Residents are not allowed to loan, sell, or transfer a residence hall key or student ID to any person. This includes throwing keys out of windows.



If a student attempts to turn in a key at check-out which was duplicated, the situation will be treated as a lost key. A key which is not returned in accordance with the proper check-out procedure will be considered a lost key, and the student will be billed accordingly. Keys slid under staff members' doors or left with roommates will not be accepted.

### **Lockout & Lock Change Procedure**

The following policy applies when a student is locked out of their room. This policy serves as a safeguard for both the student and the College.

- Student room doors will be opened only for the occupant(s) of a room. If the student is not known by the staff member, the student will be required to show some form of picture identification

Students locked out of their room should try the following:

1. Try to locate your roommate to let you in
2. Contact your RA or an RA in your building to open your door for you
3. Contact your CD to access your room
4. If steps 1-3 fail, contact Public Safety. If you are let in by a roommate prior to staff arriving, contact Public Safety to cancel the lock out request. Please allow for up to 60 minutes for staff to complete the lock out. *A fee will be applied or a lock change completed for chronic lock out requests*

Building & Grounds staff will not unlock rooms for students. Students will be referred to a Resident Assistant, Community Director, or Public Safety.

*NOTE: All residence hall keys and ID cards remain the property of the College and may not be duplicated. Any violation of this policy constitutes misuse of college property and is a violation of the Code of Conduct.*

### **Break Periods/Hall Closures**

In accordance with the academic calendar, the residence halls will close during the academic year for three break periods (Thanksgiving, Winter, and Spring). Check out times are published on the academic calendar and communicated to students via email, floor meetings and postings in the residence halls. Students are expected to vacate the halls by the designated residence hall closing times. Students who do not have prior permission to remain in the residence halls and stay past closing will be held accountable through our Community Standards process and may be charged a late-stay fee.

### **Maintenance Procedure**

In order to serve our students more efficiently, students must submit a work order request through the School Dude work order system. Students have the ability to enter a work order request at any time.

Once the request is submitted, it is sent to the Community Director for their approval. If the Community Director approves the request, it is then sent to Buildings & Grounds to be

dispatched. Students will receive e-mail notification that the request has been received and again when the work has been completed.

To access the work order system, students should go to their MyCurry Portal and click the School Dude icon. **The submittal password is password.**

If you have any questions, please speak to your Resident Assistant or Community Director. Emergency issues or issues occurring at night or on weekends should be reported to Public Safety.

### **Security & Access to the Residence Halls**

Security doors are a part of the security system in each residence hall. These doors are locked 24 hours a day and are not to be used except in an emergency. The resident has the responsibility to adhere to the rules in each hall governing the use of these doors. At no time should doors be propped open. ID cards are not to be loaned or transferred at any time. Disciplinary action will result for unauthorized use of ID cards. Individuals found responsible for tampering with security doors and/or compromising residence hall safety will be subject to the College's Community Standard process. If a student loses their keys, they are required to report the loss to their Community Director.

As a reminder, the safety and security of campus and the residence halls is a shared responsibility. Students are responsible for locking their residence hall room and/or suite door and windows as a means for keeping a secured living environment.

### **Personal Departure Plan**

Resident students are encouraged to create a personal plan for leaving campus that can be quickly activated if:

- You develop symptoms of influenza-like illness or other pandemic-illness, including Covid-19
- The campus is evacuated

### ***Means of Travel***

You should identify family members and/or friends who are able and willing to pick you up on campus and transport you to your relocation site on short notice. This is an important consideration not only for First-Year students and other upper-class students who do not have cars on campus, but for all students in the event that personal illness makes driving impossible or inadvisable. You should communicate your means of travel plan with your family members and/or friends and have their agreement. It may be helpful for students to consider what the plan would be if the student or another family member tested positive for Covid and needed to isolate in another location at a time when the College is closed, such as winter break.

***Two Relocation Sites***

You should identify at least one alternate relocation site in addition to your permanent home residence. If your permanent home residence is out of state and/or beyond the New England region, you should identify at least one relocation site that is in the local area.

***Effective Execution***

You are responsible for the feasibility and execution of your personal departure plan. Curry College is not responsible for the feasibility or execution of any student's individual plan.

***Alternative to Personal Departure Plan***

Failure of a student to execute a personal departure plan will not entitle the student to receive shelter or services from the College in the event of a sustained campus closure. If a personal departure plan fails, the student is responsible for quickly developing an alternate plan. Students, not the College, are responsible for communicating with their families in the event of a campus closure and evacuation.

Should a student develop symptoms of influenza-like illness or other pandemic illness and is unable to execute a personal departure plan, the student may be subject to placement in temporary housing if Curry College is so directed by the local board of health. Symptomatic students will remain isolated and be prohibited from all other campus facilities pending successful implementation of their personal departure plan or the end of the prescribed isolation period, whichever comes first.

## **SPIRITUAL LIFE**

- Location:** Campus Life, Student Center
- Email:** [spirtuallife@curry.edu](mailto:spirtuallife@curry.edu)
- Phone:** 617-333-2217
- Web:** [www.curry.edu/campus-life/spiritual-life.html](http://www.curry.edu/campus-life/spiritual-life.html)
- Twitter:** @CurrySpLife

The Office of Spiritual Life supports students in seeking meaning, purpose, community, and spiritual growth. We seek to cultivate a pluralistic spiritual community on campus that is accessible and inclusive for all members of the Curry College student body, including students of all faith identities, spiritual paths, and beliefs, including agnostic and nonreligious students. The Office of Spiritual Life collaborates with many other Student Affairs offices—and with a diverse range of faculty, staff, and students—to bring faith and spirituality into dynamic and expansive conversations around art, social justice, community-building, mental health and wellbeing, and diversity and inclusion, etc. Activities and programs may include: social gatherings, community service opportunities, musical events, meditation and art activities to promote wellness, storytelling events to build community, community meals and celebrations, worship and holiday services of various faiths held on campus (typically including multid denominational Christian worship, Shabbat dinners, Sukkot and Passover observances, Holi celebrations, Ramadan observances, Ash Wednesday and Holy Week rituals, Solstice and Equinox celebrations, etc.). If you are interested in celebrating a particular sacred tradition on campus or exploring a dimension of spirituality through a creative program or event, please reach out to the Director of Spiritual life. Information and transportation are also available for students seeking off-campus places of worship and spiritual activities.

The Office of Spiritual Life supports and encourages an ethos of interfaith dialogue and cooperation among the various faith orgs on campus, such as Hillel, our student org for Jewish Life, and our student org for Catholic Life. Students should contact the Director of Spiritual Life if interested in organizing other student groups to support religious identities or spiritual activities. We are eager to support your spiritual growth and community building. All student groups engaged in religious or spiritual activities must be approved by the Director of Spiritual Life. In our quest to build a campus community that is inclusive and where members of all beliefs and identities feel a sense of belonging and safety, we do not allow for practices or messages on campus—religious, spiritual, or otherwise—that negatively impact students or other members of the Curry community.

The multi-faith James P. O’Toole Chapel, located on the second floor of the Student Center, offers a sacred space for worship and prayer services, for private and group meditation, for individual spiritual advisement, for meetings of student religious groups of many faith traditions, film screenings, and dialogues on a wide range of spiritual topics and social issues. Meditation cushions, prayer books, sacred texts like the Bible and Qur’an, and Muslim prayer rugs are

available for use. There is a box for submitting prayer requests. Other spaces on campus, both indoors and outdoors, are also utilized for religious or spiritual purposes. Students experiencing grief and loss are encouraged to seek spiritual counseling from the Office of Spiritual Life.

Curry College is supportive of student religious beliefs, and acts in compliance with Massachusetts General Law, Chapter 151C, section 2B, which states the following:

*"Any student in an educational or vocational training institution, other than a religious or denominational education or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which they may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of their availing themselves of the provisions of this section."*

When students are unable to participate in a course requirement on a particular day or days because of their religious beliefs, they are asked to notify the professor in writing at least 24hrs before the particular day or days so the professor will be reasonably informed of the student's needs. The professor will determine how the student will make up the missed course requirement. Please direct any questions to the Director of Spiritual Life.

## **THE STUDENT CENTER**

- Location:** Campus Life Suite
- Email:** [studentcenter@curry.edu](mailto:studentcenter@curry.edu)
- Phone:** Campus Life: (617) 333-2256, Information Desk (617) 333-2234
- Fax:** (617) 333-2910
- Web:** [www.curry.edu/campus-life/student-center.html](http://www.curry.edu/campus-life/student-center.html)

The Student Center (“the Stu”) is the hub of activity on campus with a variety of spaces to gather and hang out. The building houses the Main Dining Room and Marketplace, the Katz Gymnasium, bookstore, game room, mail room/copy center, Fitness Center, offices for Athletics, Hall of Champions, Student Activities, Diversity & Inclusion, student clubs, Campus Life, and Spiritual Life.

### **Features of the Student Center**

- Recreational athletic facilities including a Gymnasium and Fitness Center
- General use and athletic locker rooms, athletic offices
- Gym Lobby - Hall of Champions
- Dining Marketplace with a food court style server
- Late night food service
- Sports Café with flat screen TVs
- Game Room with billiards and other amusements
- Meeting Rooms: Large Meeting Room, Gray Meeting Room, and President’s Dining Room are all used for meetings, programs, and events
- Hoon Keith Quiet Study Lounge and Art Gallery for relaxed study and Art Exhibition
- Student Government Association and SEE Student Entertainment & Events (Student Programming Board) meeting areas and student club resources and interactive spaces
- O’Toole Chapel for Spiritual Life programming and quiet prayer or reflection
- Campus Mail Room and Copy and Supply Center with a full range of services
- Bookstore

### **Community Service and Volunteering**

Community service and volunteering are great ways for students to learn and grow by actively participating in organized service experiences that successfully meet the needs of the greater community. Participating in community service or volunteer opportunities provides students with ongoing or one-time opportunities including tutoring children, participating in Alternative Winter or Spring Break, working with senior citizens, taking part in holiday programs and charitable causes, and organizing food donations at local food banks.

## **STUDENT ACTIVITIES**

**Location:** Campus Life Suite, Student Center Second Floor

**Email:** [activities@curry.edu](mailto:activities@curry.edu)

**Phone:** (617) 333-2256

**Instagram:** @saoatcurry

**Website:** [www.curry.edu/events](http://www.curry.edu/events)

Getting involved at Curry College can mean a variety of things to students. For some, getting involved means joining a student group, serving at a community organization, or helping students during Orientation. For others, getting involved means connecting to the campus by attending a campus program, participating in professional development opportunities, participating in an intramural sport, or just hanging out in the Student Center. In the Office of Student Activities, we care about your holistic well-being both in and outside of the classroom. By attending our events or getting involved in student engagement opportunities, you can grow as an individual while feeling like an active member of the Curry community.

To learn more about our student organizations, view the interactive [Presence platform](#), where you have 24/7 access to see all the exciting upcoming events we have planned! You can also access each organization's contact information there to contact student leaders and learn more about their organization. All you need to do is create a password with your Curry student email account to get started.

*This section is provided for your information and easy reference, all club specific policies and procedures are noted in the Curry Student Club & Organization Handbook and must be read and understood prior to participating in such activities.*

## **INTRODUCTION AND STATEMENT REGARDING THE FOLLOWING SECTIONS OF THE HANDBOOK**

- **COMMUNITY STANDARDS & ACCOUNTABILITY,**
- **CODE OF CONDUCT,**
- **HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT POLICY (for Matters not Directly Governed by Title IX Policy and Procedures)**
- **SEXUAL AND GENDER-BASED HARASSMENT AND DISCRIMINATION**
- **CURRY COLLEGE TITLE IX POLICY PROHIBITING SEXUAL HARASSMENT AND DISCRIMINATION**

Curry College fosters compassion, acceptance, and diversity, and is proud of the community that exists on, and off campus, through our students, faculty, staff, and community members. Curry College believes that these ideals are central to an educational environment where everyone is respected and seen. Curry wants every member of the community to feel valued and welcome on campus. As such, Curry has several policies and processes in place to help support you in being an included member on our campus, including: *The Code of Conduct; Community Standards & Accountability Process; Harassment, Discrimination, and Sexual Misconduct Policies; Sexual and Gender-Based Harassment Discrimination Policies, and Title IX Policy*. These policies are in place to help create and sustain the community that the College hopes to establish for all members of our community. The policies also outline the process to which the College will work to address behaviors the College believes are contrary to these ideals. While all of these are discrete processes, they all can work in concert with one another. As such, information may be shared between the processes outlined below in an effort to fairly and equitably address allegations of misconduct.

NOTICE AND WARNING REGARDING SHARING INVESTIGATIVE MATERIALS INVOLVING ALLEGATIONS OF VIOLATIONS OF *The Code of Conduct; Community Standards & Accountability Process; Harassment, Discrimination, and Sexual Misconduct Policies; Sexual and Gender-Based Harassment Discrimination Policies, and Title IX Policy*

Materials presented/provided to complainants, respondents, advisors, investigators, and hearing officers are for the sole use in the matter(s) presented, investigated, charged, handled and/or adjudicated. No further distribution of such materials is permitted. Curry College reserves the right to ask all persons who will receive such materials to acknowledge this policy and agree to abide by the policy, including the return of such materials provided during the several processes.



## **COMMUNITY STANDARDS & ACCOUNTABILITY**

**Location:** 1016 Brush Hill Road, 1<sup>st</sup> Floor  
**Email:** [communitystandards@curry.edu](mailto:communitystandards@curry.edu)  
**Phone:** (617) 333-2365  
**Fax:** (617) 333-2969

### **Personal Integrity Statement**

All Curry students are expected to act with integrity and demonstrate responsible behavior. Students are encouraged to offer assistance to others, when practicable and with due regard to their own safety, when others' behavior appears harmful to themselves or to the community. In addition, Curry students bear accountability for the actions of their guests.

### **Community Expectations**

Curry College expects its students to be thoughtful and responsible citizens. Students are expected to act responsibly, be accountable for their own academic and personal schedules, obligations, and activities, and take advantage of the opportunities the College offers to further their educational pursuits and personal development. Curry expects its students to conduct themselves in an appropriate manner at all times, whether on or off campus, or engaging in on-line communities or social media including but not limited to Instagram, TikTok, and Twitter. The Curry College community holds its members accountable, both formally and informally, for the manner in which they exercise the privileges and freedoms afforded to them as students of Curry.

Unsuitable behavior by Curry students will not be tolerated. The College reserves the right to impose discipline, including suspension or expulsion, on any student who engages in any activity on or off campus which is inconsistent with the College's philosophy or expectations of behavior, or adversely reflects upon the good name and reputation of Curry College. The College reserves the right to decline to register or to continue any student it regards as not contributing to, or threatening, the good of the general welfare of the College and its community.

For the purposes of these Community Expectations, the term "student" includes: all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or continuing education; those who withdraw after allegedly violating College policies; those who are not officially enrolled for a particular term but who have a continuing relationship with the College; those who have been notified of their acceptance for admission are considered students as are persons who are living in College housing, even if withdrawn from the College. The Code of Conduct applies to all Curry College students who are studying abroad or at other remote locations. Students are encouraged to familiarize themselves with all applicable policies and regulations. Ignorance of policies regarding expected behavior will not be accepted as a mitigating factor.

The College reserves the right to initiate the Community Standards Process for any and all

individuals seeking an academic course of study, from the time of acceptance to the College through the conferral of a degree or withdrawal from the College. These individuals must adhere to the Code of Conduct and College Policy and may be subject to the Community Standards Process or administrative action, as determined in the sole discretion of the College administration.

### **Social Media**

The College does not regularly monitor the language and/or actions of students on public social media platforms, including Facebook, LinkedIn, Instagram, TikTok, Twitter, etc. However, the College will hold students accountable for reported use of social media that violates of the Code of Conduct, law, or College Policy, including but not limited to the College's Policy prohibiting Harassment, Discrimination, and Sexual Misconduct.

### **Residence Hall Rooms**

Occupants assume total responsibility for their rooms and for the behaviors and activities which occur within them.

Students of Curry College must adhere to appropriate standards of behavior, comply with College policies, follow directions from College officials and act in accordance with the College's Personal Integrity Statement and Community Expectations. Students who do not do so may be asked to participate in the community standards process. When the College receives a report of an alleged violation of College policy, depending on the nature of the situation, the College reserves the right to take immediate action and make decisions in the best interest of the College. In these instances, the College may address situations through administrative decisions rather than a student going through the community standards process. Administrative decisions are determined at the discretion of College administrators. In keeping with these expectations, the use of alcoholic beverages or misuse of prescription drugs or use of illicit drugs cannot be an excuse for inappropriate conduct, or for damage to public or private property.

Administrators from the College's Academic Affairs and Student Affairs Offices and their designees, have the authority to determine if a student's actions constitute a violation of the College's policies, standards, and expectations or otherwise warrant discipline and what disciplinary action is appropriate, given the particular circumstances. Each situation is evaluated on a case-by-case basis, as the facts & circumstances of each individual situation vary. Accordingly, comparisons between disciplinary measures imposed on different students have no bearing on whether any particular disciplinary action is warranted in regard to any one student. Students who are involved in community standards proceedings must realize that the rules which apply to a court matter do not apply to the College Community Standards Process. The College wishes to encourage students to communicate openly and to benefit from this process.

### **Bikes, Skateboards, Inline Skates & Hoverboards**

Skateboarding and rollerblading are prohibited in the Student Center Amphitheater, walkways and paved areas surrounding the Student Center. Riding on railings, benches, rocks, or other

outdoor elements is not permitted. Whenever possible, students should use bike racks available at various locations on campus. Bicycles should not be chained to fences, doors, trees, or other objects. The use and possession of hoverboards, self-propelled scooters, and similar devices throughout campus, including use or storage within the residence halls is prohibited.

### **Expectations**

Curry College is a community that holds its members to high expectations. These expectations are embodied throughout the Code of Conduct, valuing integrity, positive civil discourse, acceptance, and accountability.

By choosing to attend Curry College, students agree to uphold the Code of Conduct. Students who do not uphold these expectations may be subject to the Community Standards process and may jeopardize their ability to continue pursuit of an academic course of study and other activities at the College. The Community Standards process seeks to provide community members with an educational, respectful, and safe environment conducive to the achievement of academic and personal success.

### **Communication**

Official College communication occurs through Curry e-mail. Students are not only encouraged to use their Curry e-mail accounts but are responsible for checking it on a daily basis. Information e-mailed to Curry student e-mail accounts is sufficient public notification to all students. In addition to utilizing the resources available on campus, Curry College encourages our students to communicate openly and honestly with their families on all matters, especially those areas relevant to academic progress, personal concerns, and disciplinary action.

### **Definitions**

**Appellate Officer:** The Associate Vice President for Student Affairs and Dean of Students, or designee

**Business Day:** Any day, Monday through Friday, when the College is open (excluding holidays and the Winter Break period)

**College Official:** Any person authorized by the College to perform duties consistent with the Community Standards Process

**Community Member:** Any student, faculty, staff, vendor, contractor or alumni of the College, or guests of or visitors to the College campuses, programs, facilities or events

**Community Standards File:** Any printed/written/electronic file which may include but is not limited to incident report(s), correspondence, witness statements, and Community Standards history

**Community Standards Meeting:** A formal meeting between a Respondent and a Community Standards Officer, to determine if a violation of Code of Conduct or College Policy has occurred

**Community Standards Officer:** A College official designated by the Vice President for Student Affairs or their designee, to facilitate a Community Standards Meeting, determine responsibility of alleged violations of the College’s Code of Conduct or College Policy, and impose sanctions

**Complainant:** The College or any individual that initiates a complaint indicating a violation of the Code of Conduct or College Policy by another individual(s) and becomes a party to the Community Standards Process

**Disciplinary Hold:** An administrative action that restricts a student’s ability to engage in certain College activities or privileges when such student has withdrawn from the College while a Community Standards matter is pending, a sanction has been imposed suspending enrollment at the institution, or an incident has been reported that requires resolution before a student can re-enroll at the College

**Evidentiary Standard:** In the Community Standards Process, the College will make determinations about whether a Respondent is responsible or not responsible based on the preponderance of evidence standard (that the violation or conduct was “more likely than not” to have occurred)

**Interim Administrative Action:** A non-disciplinary administrative action taken by the College to protect the community when there is information to indicate that an alleged behavior is threatening the health or wellbeing of a community member or the community at-large. Interim decisions may include but are not limited to: No Contact Order, interim restrictions, removal from campus or residential facilities, administrative relocation on campus, or the like

**Respondent:** An individual alleged to have violated the Code of Conduct or College Policy and who becomes a party to the Community Standards Process

**Sanction(s):** Assigned outcomes that a Respondent must abide by and/or complete when a student accepts responsibility or is found responsible for violating the Code of Conduct or College Policy

**Support Person:** A Respondent or Complainant may request to have an individual of their choosing accompany the Respondent or Complainant to a Community Standards Meeting for the limited purpose of providing support and guidance. The support person may not directly address the Community Standards Officer, question witnesses, or otherwise actively participate in the Community Standards Process. Typically, requests to change proposed meetings to accommodate a Support Person’s schedule will not be considered

## **Code of Conduct**

The Vice President of Student Affairs or designee is primarily responsible for the overall supervision of the code of conduct. These responsibilities include training of the administrative conduct officers, maintenance of records for community standards matters, conducting meetings as an administrative conduct officer, and general supervision of the community standards process.

Any actions that violate the College's Code of Conduct are unacceptable and will subject the student to the community standards process. While it is not possible to list every type of conduct that is unacceptable, the following is a non-exhaustive description of some prohibited behaviors. Additionally, a student who aids, encourages, permits, or conspires with other students or guests in violation of the Code or College rules, regulations, standards, practices, procedures, or policies may also be subject to the community standards process.

The exemplar violations of the Code of Conduct set out for illustrate may also violate laws and regulations of the Commonwealth of Massachusetts, local laws, and federal laws and regulations. Accordingly, violations of such laws and regulations can also be addressed and investigated by Public Safety and lead to charges by off-campus law enforcement.

### **1. Harming or Endangering**

Curry College values an environment where students are fully able to participate in their educational experience without fear of being physically, verbally, or emotionally harmed. Additionally, students' learning and living environments should encourage positive and responsible student engagement and educational pursuits. Harming or Endangering violations can include but are not limited to:

- a. Physical Force: The use of physical force or violence
- b. Threats: Threatened use of physical force, violence, or intention to harm
- c. The use, possession or storage of firearms, ammunition and any weapon: Firearms, ammunition, and any weapon are strictly prohibited. Weapon means any object or substance designed, or used to inflict a wound, cause injury, or incapacitate, including, but not limited to knives, martial arts weapons, guns (including BB, pellet, Orbeez, and paintball), police defensive equipment, sling-shots, and launching devices, and all firearms and other weapons prohibited by M.G.L. 269, Section 10 of federal law. This also extends to any projectile objects, gunpowder, and other explosives or potentially dangerous objects
- d. Endangerment: Endangering or threatening the health or safety of any person, including one's self
- e. Damage or Destruction of Property: The damage/destruction of property, misuse, or defacement of property by acts committed deliberately, or in reckless disregard of possible harm to property is prohibited. The unauthorized removal of College property or property of another student, staff, or guest is prohibited
- f. Disruptive Conduct: Conduct that is disruptive, lewd, indecent, or infringes upon the rights of others is prohibited
- g. Courtesy or Quiet Hours Violation: All students are expected to be considerate of their

neighbors and their surrounding areas during all hours of the day and help keep an atmosphere conducive to both sleep and study. In the residence halls: all radios, television, MP3 players, etc. must be kept at a level where they cannot be heard outside of the resident's room. In automobiles and in non-residential areas of the campus, the noise level must be kept where it cannot be heard outside of the automobile or the immediate vicinity of the origination point. College-wide quiet hours are from **10:00pm-8:00am Sunday to Thursday** and **from 12:00am-10:00am on Friday and Saturday**. Additionally, a 24-hour quiet policy starts at 10pm on the last day of classes for the semester and is in effect until the end of the Final Exam period each semester

- h. Fire Safety Violation: The importance of fire safety and prevention is a responsibility for all members of the Curry College community. Below is a list of prohibited items and/or practices for the campus. The Office of Residence Life & Housing has a list of additional prohibited items and policies specific for the residence halls. (1) Immediate evacuation when an alarm sounds is mandatory, and reentry into a building before authorization if given by a College official is prohibited. (2) The setting of a fire, tampering with or misuse of fire safety equipment (including exit signs, automatic door closers, smoke detectors, sprinkler heads, fire alarms systems, firefighting equipment, or building security equipment) is prohibited. (3) Direct egress from rooms, hallways or stairwells may not be blocked by persons, furniture, bicycles, or any other items. (4) Flammable fuels such as charcoal, kerosene and gasoline are prohibited in campus buildings. (5) The burning of candles and/or incense is prohibited. Possession of candles and incense (includes those used for decoration and not in use) in any residence hall is prohibited. (6) The possession, use and/or storage of fireworks, in any form, are illegal in Massachusetts and are prohibited on campus
- i. Retaliation: Retaliation against any individual for reporting in good faith on behavior that violates the Code of Conduct or other College Policy, or for assisting in an investigation of or providing information related to a report of alleged misconduct is strictly prohibited and will not be tolerated. Retaliatory acts constitute a violation of the Code of Conduct and may include, but are not limited to, intimidating, threatening, or taking adverse actions against an individual for attempting to or bringing forward a good faith complaint, or for assisting in an investigation or providing information related to a report of alleged misconduct. The College's investigation of reported acts of retaliation shall proceed independent of the College's investigation of any related report(s) of alleged misconduct
- j. Stalking: Stalking is defined as a course of conduct directed at a specific person whether that person is a total stranger, acquaintance, current or former intimate partner, or anyone else that would cause a reasonable person to fear for her or his safety, for the safety of a third person, or to suffer substantial emotional distress. Such behavior is prohibited. Stalking behaviors include, but are not limited to:
  - j. repeatedly pursuing, following, waiting, or appearing uninvited at or near a residence, workplace, classroom, or other places frequented by the person
  - j. surveillance or other types of observation, including but not limited to staring or watching an individual without their consent (which may be referred to as voyeurism, or "peeping")

- j. repeated unwanted communication, including, but not limited to, face-to-face communication, telephone calls, e-mails, voice messages, text messages, written letters, gifts, or any other communications that are not welcomed by the recipient of the communication

## **2. Bias and Non-Bias Harassment**

Curry College believes that bias and harassing behaviors have no place in our community and that being part of this community means accepting one another and treating each other with mutual respect and decency. Should a student feel that they or another member of the campus community are a victim to bias or harassment on-campus or by a member of the campus community, they are encouraged to immediately report that behavior to Public Safety or to submit a Bias Incident Report Form on the myCurry portal. Bias and Harassment violations may include but are not limited to:

- a. **Bias-Related Harassment:** Bias-Related Harassment includes but is not limited to, conduct whether verbal, written, electronic, physical or otherwise that is motivated by bias toward an individual or group based on actual or perceived race, color, religion, ethnic or national origin or ancestry, gender, gender identity or expression, sexual orientation, sex, disability, age, genetic information, veteran or military status, membership in Uniformed Services, or other characterization protected by applicable law of the individual or group is prohibited by the College and by federal and state law. For more information on the College's anti-harassment policy, see the Harassment, Discrimination, and Sexual Misconduct Policies.
- b. **Non Bias-Related Harassment:** Harassment, which includes but is not limited to, conduct whether verbal, visual, written, electronic, physical or otherwise, that is sufficiently severe, persistent or pervasive so that it adversely affects, or has the purpose or logical consequence of interfering with an individual's education or creates an intimidating, hostile, or offensive environment, is prohibited. For more information on the College's anti-harassment policy, see Harassment, Discrimination and Sexual Misconduct Policies.
- c. Harassment, Discrimination, and Sexual Misconduct Policies violations (see page 70).
- d. **Hate Crimes:** The College defines hate crimes, in accordance with Massachusetts General Laws Chapter 22C, Section 32 as *"any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity, or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation, or coercion, or which seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation."* For more information regarding the College's prohibition on hate crimes, please review the section on Harassment, Discrimination, and Sexual Misconduct Policies.
- e. **Hazing:** Curry prohibits acts of hazing. Curry defines hazing to include any conduct or method of initiation and/or membership to any student organization or athletic team which willfully or recklessly endangers the physical or mental health of any student or other person. Persons who bear witness to such conduct are obligated to report it to a

member of the College's Residence Life & Housing staff, Public Safety, or the Vice President for Student Affairs Office. Prohibited conduct may include, but is not limited to, the following:

- i. Behaviors that emphasize a power imbalance between members of the group or team. This form of hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place members on the receiving end of ridicule, embarrassment, and/or humiliation tactics
- ii. Behaviors that cause emotional anguish or physical discomfort, or behaviors that have the potential to cause physical and/or emotional, or psychological harm to feel like a part of the group/team/organization. This form of hazing confuses, frustrates, and causes undue stress and risk of physical and emotional harm for members

The Commonwealth of Massachusetts passed anti-hazing legislation in November 1985. In compliance with Massachusetts law, the College issues a copy of the Massachusetts anti-hazing statute to the leadership of every registered student organization. Any questions about Curry's anti-hazing policy should be directed to the Dean of Students Office.

**The Massachusetts anti-hazing law provides as follows:**

**M.G.L. 269 § 17: Hazing; organizing or participating; hazing defined.**

*Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.*

**M.G.L. 269 § 18: Failure to report hazing.**

*Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to themselves or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.*



**M.G.L. 269 § 19: Copy of §§ 17-19; issuance to students and student groups, teams and organizations** Section 19: *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 or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.*

*Each student group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.*

*Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.*

### **3. Drugs**

Curry College has the expectation that all students will comply with federal, state, and local laws with regards to controlled substances and the possession and use of all prescription medication. The possession and use of marijuana, medical or recreational, is prohibited on campus. All

prescription medication must be stored in the original container with the original label affixed by the pharmacist showing all details as described in M.G.L Chapter 94, Section 21, including patient's name, name of medication, and directions for use. Any other method of storage of prescription drugs may be considered to constitute abuse of the medication or intent to distribute.

**Marijuana use and possession remains prohibited at Curry College.** In 2016, Massachusetts legalized the growth, possession, and personal recreational use of marijuana by adults 21 years of age or older. As a recipient of federal funding, however, Curry College must comply with current federal drug laws that classify marijuana as a controlled substance and prohibit use and possession. Accordingly, Curry continues to prohibit the use, possession, cultivation and sale of marijuana on all College property and at all College-sponsored activities, whether on or off-campus.

A prescription for the use of medical marijuana does not serve as an exemption from the College's policy. If a student has a written medical certification from a qualified physician pertaining to the prescribed use of medical marijuana, the student may schedule an appointment with the Office of Disability Services to engage in an interactive process regarding reasonable alternatives to the use of marijuana on campus. Additionally, the possession and/or use or attempted use of prescription drugs by persons for purposes other than those prescribed by a licensed physician or being in the presence of such activity is prohibited.

As a community of care, Curry College has outlined a protective policy for students who are under the influence of drugs or alcohol and experience an emergency. For information on the Curry Can Call Policy, a resource for individuals in need of medical assistance for any reason, including consumption of alcohol or other drugs, see section the Curry Can Call policy.

*Drug policy violations include but are not limited to:*

- a. In the presence of illegal drug use or possession: In the presence of any activity involving drugs that is in violation of local, state, or federal law, including, but not limited to, manufacture, cultivation, distribution, sale, and/or misuse of any controlled or illegal substance, including designer drugs and the illicit use or possession of prescription drugs without a valid prescription or with a valid prescription that violates the intended and medically accepted use
- b. Drug paraphernalia: The possession and/or use of drug paraphernalia
- c. Possession and/or use: Curry prohibits the possession and/or use of a controlled substance and/or the misuse of prescription medication
- d. Possession with intent to sell and/or distribute: The sale, attempted sale, distribution, and/or attempted distribution of controlled substances including prescription medications

#### 4. Alcohol

Curry College has the expectation that all students will comply with federal, state, and local laws with regards to the possession and use of alcohol. The possession and use of alcohol is only permitted in specific locations on the Curry College campus – even for students who are of the legal drinking age.

As a community of care, Curry College has outlined a protective policy for students who are under the influence of drugs or alcohol and experience an emergency. For information on the Curry Can Call Policy, a resource for individuals in need of medical assistance for any reason, including consumption of alcohol or other drugs, see the Curry Can Call policy.

*Alcohol policy violations include but are not limited to:*

- a. In the presence of illegal alcohol use or possession: In the presence of any activity involving alcohol that is in violation of local, state, or federal law, or college policies
- b. Possession and/or use of alcohol under the legal drinking age: The possession and/or use of alcoholic beverages is restricted to those persons age 21 or older. Students under the age of 21 and their guests, regardless of age, may not possess, use or distribute alcoholic beverages or be in attendance where alcohol is present
  - The possession or presence of empty alcohol containers is prohibited in rooms where students are under the age of 21 and will be viewed as evidence of possession or consumption of alcoholic beverages
- c. Possession of alcohol on campus over approved limit: A student of legal drinking age may have in their possession up to no more than the following amounts of alcohol at any given time: Twelve 12oz. cans of beer, or one 750ml. bottle of wine, or 750ml. of hard liquor up to 100 proof. The amount of alcohol in a room is limited to the number of occupants present in the room (e.g. a suite with 6 occupants, each resident of that suite may possess 12 beers limiting the total amount of alcohol allowed in the suite at any given time to seventy-two 12 oz beers regardless of the number of guests)
- d. Possession and/or consumption of alcoholic beverages is prohibited on the North side of campus, with the exception of Resident Assistants over the age of 21 possessing and/or consuming alcohol in their assigned room. Possession and/or consumption of alcoholic beverages is permitted on Mid Campus and in non-suite style rooms on South Campus where every resident assigned to the room is at least 21 years old. If guests are present in the space, each guest must be at least 21 years old. Alcohol may not be possessed and/or consumed in the presence of a person under the age of 21. For suite style living on South campus, alcohol may only be consumed and/or possessed in the suite if every resident in the assigned suite and their guest are at least 21 years old. A 21 year old living in a suite with a resident under the age of 21 may not possess and/or consume alcohol in their personal room or in the common room of their suite
- e. Possession or use of common source alcohol containers and related paraphernalia (kegs, beer balls, funnels, flasks, nips, etc.) are prohibited
- f. Open containers and/or consumption of alcohol in public areas (bathrooms, hallways, lounges, outside, etc.) is prohibited
- g. Alcoholic beverages are generally prohibited at College-sponsored activities, unless

approved in writing in advance by the Vice President of Student Affairs. Public Intoxication on the Curry College campus or at College sponsored activities is prohibited. Intoxicated students and their guests will not be permitted entrance to college sponsored activities. Intoxicated students or their guests may be transported to the hospital for emergency care. All costs for transportation and treatment will be paid by the student. Intoxicated students who are disorderly or disrespectful to College staff, or who fail to comply with the directives of same, may be subject to disciplinary actions, regardless of age

- h. Providing alcohol to persons who are not of legal age is prohibited. The delivery of alcoholic beverages to the College mailroom is prohibited even for students of legal drinking age
- i. Participation in drinking games as well as the use of funnels, beer bong, and similar products is prohibited, with or without the actual presence of alcohol
- j. Driving under the influence of alcohol on campus is prohibited. Students may be subject to arrest from local authorities as a result of this conduct

## **5. Theft or Misuse of Property**

All students are expected to respect the property of each other, faculty, staff, the college, and campus community. Campus property can only be utilized in the manner which it is intended, and the inappropriate use of property can lead to unsafe conditions for the student and campus community. Theft or misuse of property violations include but are not limited to:

- a. Misuse of the College Name: Unauthorized use of the College's name, seal, logo, mascot, or any other words or symbols implying affiliation with the College
- b. Theft : Attempted or actual theft of property or services and possession of stolen property is prohibited. Unauthorized possession, duplication, or misuse of College property or the property of any person is prohibited. This includes but is not limited to all College owned property in the residence halls, the dining hall, and the Student Center. Any student that finds a lost item must return the item to the owner, if known, or to Public Safety or the Student Center or Fitness Center information desks
- c. Unauthorized Use of or Entry into College Property: The use or access of any College property including, but not limited to, vehicles, office equipment, letterhead, college seal, and campus facilities without permission from a College official is prohibited. The unauthorized entry, use, or occupancy of College facilities is prohibited. The unauthorized use or misuse of furniture is prohibited. Tampering with locks to College buildings, unauthorized possession or use of College keys or keycards, and alteration or duplication of College keys and/or keycards is prohibited
- d. Windows: Students are prohibited from placing, throwing, or suspending items out of windows such as banners, clothing, and signs. Students are prohibited from using windows as a means for attaching items to the outside of campus buildings. Students are not to climb through or pass objects through windows. The removal of a screen from a College owned window is prohibited
- e. Littering or Improper Disposal of Trash: Littering is prohibited, including but not limited to disposing of trash on the ground or throwing it out of vehicle or room windows

## 6. Failure to Comply and Interference

To ensure the health and safety of the Curry College campus community, it is the expectation that all members of the Curry Community cooperate with college directives. These directives, both verbal and published, are essential to creating and maintaining successful learning environments for students, faculty, staff, and the greater campus community. Failure to comply and interference violations include but are not limited to:

- a. Failure to comply with a college official action in their capacity: Students and their guests are expected to comply with requests or directions of all Public Safety, residence hall staff, faculty members, administrators, student employee staff acting in performance of their duties, and college officials acting in performance of their duties. In addition, students are expected to comply with the terms of any sanctions imposed on them as an outcome of a community standards hearing
- b. Failure to comply with published college policies: Violation or attempted violation of any College policy, rule, or regulation published in hard copy or available electronically on the portal or College website is prohibited
- c. Failure to comply with the Computer use & CurryNet acceptable use policy: Curry College provides computer network facilities known as “CurryNet” and other computing facilities in order to promote its educational mission. The “CurryNet” consists of the entire Curry College campus computer network, its hardware, applications, programs, and all accessing computers. Thus, privately owned computers accessing the CurryNet become part of the CurryNet and are subject to the terms of this computer policy. Computer facilities provided by Curry College consist of all computers owned or controlled by Curry College and the facilities and peripheral equipment owned or controlled by Curry College that promote their usefulness. The College has the right to access, without notice, all items put on a Curry College server or network for legitimate business purposes and reasons. The CurryNet Acceptable Use Policy encourages the responsible use of Curry College’s Network services (CurryNet) and delineates the relatively narrow range of uses that are contrary to Curry College’s mission, generally because such uses either pose an unacceptable risk to the stability, integrity, or quality of the network. The following is a list, including but not limited to, prohibited uses of the Curry College CurryNet:
  - a. Transmission, distribution, uploading, posting or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization. Additionally, material that is obscene, defamatory, libelous, unlawful, harassing, abusive, threatening, harmful, vulgar, constitutes an illegal threat, violates export control laws, hate propaganda, fraudulent material or fraudulent activity, invasive of privacy or publicity rights, profane, indecent or otherwise objectionable material of any kind or nature are prohibited
  - b. Transmission, distribution, or storage of material that contains a virus, malware, corrupted data, or any software/ information to promote or utilize software or any of CurryNet services to deliver unsolicited e-mail
  - c. The sending of any form of Unsolicited Bulk Email (UBE) through the CurryNet is prohibited. Likewise, the sending of UBE from another service provider

advertising a web site, email address, or utilizing any resource hosted on a Curry College server is prohibited

- d. Unauthorized attempts by a user to gain access to any account or computer resource not belonging to that user (e.g., "cracking" or "hacking")
  - e. Impersonating any person or entity, including, or falsely stating or otherwise misrepresenting your affiliation with a person or entity
- d. Failure to comply with the Peaceful Protests, Organized Marches and Demonstrations policy: Recognizing the rights of free speech and peaceful assembly as fundamental to the democratic process, the College supports students and student groups/organizations in expressing their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree. A campus environment that is diverse in all its forms enriches our lives and provides students the broad range of experiences which are so necessary for deep personal and professional growth and development. This philosophy is consistent with our Mission as an "inclusive community" where all voices are treated with respect, civility and tolerance. Interacting daily with people whose backgrounds and beliefs may be different than our own benefits each and every one of us. Such interaction enhances who we are and what we have to offer to one another - inside and outside of the classroom, in the residence halls, across the campus, in our own local communities, and in the workplace. It leads to ethical decision making based in multiple perspectives and prepares us for empathetic and engaged citizenship as members of an ever-evolving global society. In order to assure equal opportunity for all, promote civility, adhere to the College's mission, and provide a secure, safe environment, the College has established a set of guidelines governing the time, place, and manner of expression
- a. The open areas designated for peaceful protests, speeches, marches, and demonstrations are 1) Westhaver Park and 2) Academic Quad. Both spaces are regularly used as gathering areas for campus events and activities and are prominent places in the daily life of the Curry community
  - b. The Department of Student Activities, acting on behalf of the Vice President of Student Affairs, requires that students and student groups/organizations interested in the use of these areas to register with the professional staff of the Department of Student Activities, located on the second floor of the Student Center
  - c. Organized marches traveling throughout other areas of campus must be coordinated with Public Safety prior to the event
  - d. All structures, signs, and litter resulting from the activity must be removed from public areas by the end of the event. All sponsors of events may be subject to costs for cleanup or repair of College property resulting from the participants in the event
  - e. Failure to adhere to these guidelines will result in a referral to the College's community standards process and may result in an interim removal from campus if the Vice President for Student Affairs, Director of Public Safety, or designee, finds that the speech, march, or demonstration (1) creates significant hazards to the public; (2) includes language or conduct that is so severe, pervasive, and

objectively offensive that it denies or limits an individual's ability to work, or participate in, or benefit from, an educational program or activity; or (3) unduly interrupts or interferes with the orderly and peaceful conduct of the College. In the interest of allowing equal time for all points of view, the College may consider other limitations on the time, place, and manner of the speech

Expectations:

In order to ensure that the students and student groups/organizations exercising freedom of expression do not interfere with the operation of the College, or rights of others, the following expectations are required:

- a. Events that may obstruct vehicular, pedestrian, or other traffic must be approved in advance by the Vice President of Student Affairs (or designee)
- b. Use of sound amplification on campus is regulated and must be approved in advance by the Vice President of Student Affairs
- c. Events must not result in the obstruction of entrances or exits to buildings
- d. Events must not interfere with educational activities inside or outside of campus buildings
- e. Any form of harassment of passersby or other disruptions of normal activities is prohibited
- f. Events must not interfere with scheduled College ceremonies or events
- g. Malicious or unwarranted damage to, or destruction of, property owned or operated by the College or by students, faculty, staff, or visitors to the College is prohibited. Students or student groups/organizations causing such damage will be referred to the College's community standards process
- h. Students and/or student groups/organizations are required to comply with all applicable state and federal laws as well as the College's Code of Conduct. Students and/or student groups/organizations who do not comply will be referred to the appropriate disciplinary action
- i. A peaceful protest, outdoor speech, or demonstration may invite another form of protest. When these occasions arise, the expression of all parties is important. Please note that a separate protest area may be designated by the College for those persons with views that differ from the views held by the event organizers

*Exceptions to this policy may be appealed to the Vice President of Student Affairs*

- e. Falsification of Information or Misrepresentation: Intentionally or knowingly providing false information or making misrepresentation to or providing a false form of identification to or withholding identification from, a college official, including but not limited to Public Safety, residence hall staff, faculty members, administrators, student employee staff acting in performance of their duties, or any member of the College community acting on behalf of the College is prohibited. This policy also applies to a law enforcement officer.

## **7. Other Prohibited Conduct**

Outlined below is additional behavior that is prohibited on campus to help ensure a safe and healthy campus community. Other prohibited conduct includes but is not limited to:

- a. Drones: The use of drones and similar devices throughout campus, including use or storage within the residence halls, is prohibited
- b. Gambling: Gambling of any sort is prohibited on College property or in connection with any of the activities of its students. Raffles are not permitted by individuals or organizations, unless permitted by law and must be registered and approved by Student Activities
- c. Guests: Policies and procedures for guests are provided to ensure consideration of individual students and community needs, as well as the general safety and well-being for all concerned. Students are responsible for the conduct of and adherence to policies by any guest or visitor. Inappropriate behavior and damage caused by the guest becomes the responsibility of the host student. The host student must be with any guest at all times. Curry staff may deny access to any guest or may ask a guest to leave if deemed necessary. Additional guest policy information for residential students can be found in the Residence Life & Housing section of this handbook (see page 27)
- d. Pets: Pets and animals of any kind (with the exception of non-carnivorous fish kept in a maximum 10-gallon tank) are prohibited in all campus buildings for health, safety, and sanitation reasons. This policy does not prohibit individuals with disabilities from seeking reasonable accommodations from the Office of Disability Services to permit the presence of an assistance animal on campus in accordance with applicable disability laws
- e. Smoking: Smoking will not be permitted in any campus buildings including all residence halls. Smoking outdoors is only permitted at a minimum of twenty-five feet from all campus buildings. This policy includes the use of electronic cigarettes (e-cigarettes) and vaping. Common source smoking paraphernalia is prohibited on campus
- f. Solicitation: Representations of commercial enterprises, such as outside manufacturers or distributors not licensed by the Student Center, are prohibited from the campus, and may not engage in on-campus solicitation. All student representatives of commercial enterprises shall request an opportunity with the Student Center and must display their student ID and have proof of their affiliation with said commercial enterprise

## **Community Standards & Accountability Process**

This section outlines how the College will address reports of misconduct that could constitute a violation of the Code of Conduct or College Policy and determine what, if any, interim measures are appropriate. Reports of harassment, discrimination, and sexual and gender-based harassment and discrimination are addressed through the Harassment, Discrimination, and Sexual Misconduct Policies section of this Handbook and/or, if applicable, policies relating to Title IX. If the conduct in question involves academic dishonesty, the Academic Affairs section in the Student Handbook addressing academic dishonesty applies.

This section represents College guidelines for the handling of matters involving violations of the



Code of Conduct or College Policy. Discretion to invoke a process or an administrative action to address, investigate, and resolve violations of the Code of Conduct or College Policy or related disciplinary or behavioral matters lies ultimately with the College, and the College has the right to determine if the circumstances of particular matters are such that the College must address them in a manner different than the provisions set out in these guidelines. These provisions do not constitute contractual promises by the College. Therefore, the student should understand that the College may not follow these provisions and its non-adherence to any of these provisions will not invalidate its determinations.

Additionally, students should note that the Vice President for Student Affairs, or designee, may impose an interim “College Suspension,” an interim “Removal from Housing,” an interim “Loss of Recognition,” and/or other necessary restrictions on a Respondent prior to initiating, or during a Community Standards Process. Such action may be taken when the information available to a College official, in their professional judgment, reasonably indicates a threat of harm to persons or property exists, to protect the safety of any person, or any other legitimate purpose related to College operations.

Interim administrative action is not a sanction. It is taken to protect the safety and well-being of the Complainant, Respondent, and other members of the College Community, the College, or property. Interim administrative action is preliminary in nature; it is in effect only until a Community Standards Meeting has been completed. However, violations of interim administrative action may result in additional violations and sanctions including Suspension, Dismissal, or Loss of Recognition.

Any violation of the Code of Conduct motivated by the age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, or family medical or genetic information of the victim will be deemed an aggravating circumstance and will result in a more serious sanction up to, and including, expulsion from the College.

### **Reporting an Incident**

In an effort to promote a culture of reporting, the College encourages anyone to report potential violations of the Code of Conduct or College Policy. Community Members can utilize a number of reporting options which include, but are not limited to:

1. **Public Safety:** Public Safety is located on the north side of campus and is reachable via telephone at (617) 333 – 2222 for emergencies, (617) 333-2232 for non-emergencies, and (617) 391-5280 for the anonymous tip line
2. **Residence Life and Housing Staff:** Residence Life and Housing is located in 1016 Brush Hill Road with satellite offices located in different residence halls across campus. The main line during business hours is (617) 333-2289. Each residence hall/residential area is comprised of a staff of Resident Assistants (RA) and a Community Director (CD) who can help work through the issues associated with living in a community. All Residence Life and Housing Staff are responsible employees and must report concerns related to the College’s Harassment, Discrimination, and Sexual Misconduct Policy and Title IX

3. **Student/Community Concern Report.** Any Curry College community member can submit a Student/Community Concern Report available on the MyCurry Portal main page. These reports may not be reviewed outside of business hours, so please use the other options above for night and weekend reporting

*For any emergencies, please contact Public Safety immediately at (617) 333-2222.*

Any student found to have violated or attempted to violate College policies is subject to the disciplinary sanctions outlined in the sanctions section. If a student is aware of or in the presence of a violation of Curry College policy and fails to report it, the College may make the determination that the student is passively participating in the incident and the student will be subject to disciplinary action. Students may also face disciplinary action for failure to report an incident to proper authorities, depending on the nature of the incident and the circumstances involved.

## **2. Statement of Rights**

All students at Curry College have certain rights afforded to them through the Community Standards Process. These rights include:

1. To be informed of any alleged violations of the Code of Conduct or of College Policy
2. To request an opportunity to review the Public Safety report(s), Student Affairs incident report(s), or Community Concern Report form(s) (which may be redacted to protect certain confidential information)
3. To be given the opportunity to respond to the alleged violations within the parameters of this Process
4. To request additional accommodations if appropriate, including, but not limited to the use of technology etc.
5. To provide the names of witnesses with direct knowledge of the incident who may be interviewed by the Community Standards Officer. Character witnesses are not permitted
6. To be informed of the outcome of a Community Standards Meeting; and to have the opportunity to request an appeal of the decision in accordance with the appeal process set forth below

## **3. Options for Resolution**

The Vice President for Student Affairs (VPSA) or designee shall determine if a complaint or report alleges a potential violation of the Code of Conduct or College Policy and will determine the appropriate option for resolution. The decision to continue a complaint through the Community Standards Process is the decision of the VPSA or designee. Generally, the VPSA or designee will assign a Community Standards Officer(s) to the case who will coordinate the appropriate resolution option with the respondent(s) and other individuals as deemed necessary and appropriate.

## **Informal Resolution Options**

### **A. Behavioral Review Meeting**

1. The VPSA, or designee, may exercise discretion to schedule a Behavioral Review Meeting to discuss the behavior of students and its impact on the mission of the College. Such meeting may be in lieu of, or in advance of, a formal Community Standards Process. These meetings may result in an action plan agreed on by all parties to address the behavior. If the action plan is not honored, the College reserves the right to initiate a formal hearing, determination, and resolution under the Community Standards Process
2. Examples of incidents that may be adjudicated by a Behavioral Review Meetings include, but are not limited to: minor disruptions and/or educational or behavioral concerns
3. Behavioral Review Meetings are typically scheduled within ten (10) business days upon receipt of a report of a potential violation of the Code of Conduct or College Policy
4. Students are permitted to have a support person accompany them during a Behavioral Review meeting, as defined in this Handbook
5. Information learned during a Behavioral Review meeting or in the course of an investigation may result in the College modifying the reported violation(s) originally presented to the student. In such situations, the College will determine if it is necessary to conduct an additional or follow-up formal Community Standards meeting in order to determine if the student is responsible for the violation(s) as reported originally and as subsequently modified

### **B. Restorative Justice Resolution**

A restorative justice conference brings together those who were impacted by an alleged violation of the Code of Conduct or College Policy, including those who were responsible for the alleged violation and those community members that were harmed or otherwise impacted by the violation. Through a facilitated dialogue, participants discuss what happened and determine the best ways to repair harm(s) and improve relationships.

1. The VPSA, or designee, has discretion to refer a report or complaint for a Restorative Justice Resolution. All parties, specifically the Complainant(s), Respondent(s), and the College must agree on the resolution option and will be bound by the decision with no review/appeal
  - a. The respondent **must accept responsibility** for the alleged prohibited conduct to initiate the Restorative Justice Resolution
  - b. If either the Complainant or Respondent does not want to participate in the Restorative Justice Resolution process, they may request a formal Community Standards Process as outlined in Section D, below
  - c. The Community Standards Officer reserves the right to stop the Restorative Justice process and initiate the Formal Community Standards Process at any time prior to the Respondent's fulfillment of the agreement requirements for reasons including, but not limited to, the Respondent failing to schedule or attend a meeting with the Community Standards Officer, the Respondent's denial of responsibility for the alleged prohibited conduct, if the Respondent or Complainant does not want to participate in the Restorative Justice Resolution Process, or the Community

Standards Officer determines that the matter is more appropriately resolved under the formal Community Standards process

2. The Restorative Justice Resolution will result in an agreement between the Complainant, Respondent, the College, and other impacted parties
3. In instances when the Respondent does not successfully complete the Restorative Justice agreement, the matter will be referred to the Formal Community Standards Process
4. Information shared and learned during a Restorative Justice Resolution will remain confidential, as permitted by law, and is not permitted to be used during any subsequent College investigation or formal Community Standards Process
5. The Restorative Justice Resolution process is intended as a form of alternative dispute resolution, is voluntary, not an adjudication of the allegations, not considered a disciplinary process, and instead will result a written agreement with the Respondent. The Restorative Justice agreement is not a determination of responsibility through the Formal Community Standards Process. If the Respondent complies with all the requirements of the Restorative Justice process and its resolution, that incident will not be maintained as part of a reportable disciplinary record.

### **Formal Resolution Options**

#### **C. Adjudication by Letter**

1. The VPSA, or designee, shall determine the appropriateness of adjudicating an incident by letter. In such cases, a student shall typically receive an emailed letter from the Community Standards Officer outlining the violations, findings of responsibility, and sanctions within five (5) business days from receipt of notification of alleged violation
2. Students will have the opportunity to appeal said findings and sanctions within five (5) business days from the date of the Adjudication Letter
3. If students choose not to appeal the decision communicated by letter, the findings and sanctions will be considered final
4. Examples of incidents that may be adjudicated by letter include, but are not limited to: quiet hours or noise violations, prohibited items, or other low-level residential violations
5. The outcome of the incident will be made part of the student's discipline record, and maintained by the VPSA

#### **D. Community Standards Meeting (Formal Community Standards Process)**

1. The purpose of a Community Standards Meeting is to offer a Respondent an opportunity to inform the College, verbally or through a written statement, of any facts they believe should be considered in determining whether they are responsible for a reported violation of the Code of Conduct or College Policy and, if they are, what disciplinary measures would be appropriate. The Respondent is expected to be truthful
2. If the College requests that the Respondent attend a Community Standards Meeting and the Respondent does not do so for any reason whatsoever, the College will still proceed to address the situation, determine if the Respondent is responsible for the reported violation, or a related violation, and confirm the imposition of any appropriate disciplinary action in the absence of the Respondent. The Respondent will be notified in writing of

- the Community Standards Meeting outcome and any sanctions assigned
3. Community Standards Meetings typically follow the steps outlined below:
    - a. A written Notice is sent to Respondent(s) listing the alleged violation(s) and date of the Community Standards Meeting
    - b. An individual meeting is held between the Respondent(s) and a Community Standards Officer to provide and review evidence, testimony, and any other relevant information that may be pertinent to the allegations and a determination of facts giving rise to the alleged violation(s)
      - i. The Respondent can provide the Community Standards Officer with names of witnesses with relevant information, and/or documents or information to be reviewed that pertain to the alleged violation. Other students with whom the College wishes to speak are expected to be truthful and participate as requested. The Community Standards Officer may impose limits upon the number of witnesses and the amount of information that may be introduced where the Community Standards Officer determines that the offered information is cumulative, redundant, or immaterial
      - ii. The Community Standards Officer may speak with other individuals or review written materials, oral materials or property, as the Community Standards Officer deems appropriate, to review the situation and to make a determination of whether the student is responsible for the reported violation, or a related violation
    - c. Following the Community Standards Meeting, the Community Standards Officer is responsible for providing a summary of the meeting to the Respondent, including a brief statement of the facts, findings, and determination(s) regarding the allegation(s) through and from the Community Standards Meeting(s) (responsible or not responsible) and any sanctions that have been issued
      - i. If a responsible finding is determined, past violations of the Code of Conduct and any related sanctions will be considered in determining the proper type and level of sanctions for the current violation
    - d. The outcome of the Community Standards Meetings will be made part of the student's educational record
  4. Failure to cooperate with the College's investigation of a reported violation may result in disciplinary action up to and including suspension and expulsion from the College
  5. Students are permitted to have a support person (see the Definitions section) accompany them during a Community Standards Meeting
  6. If a Respondent or a law enforcement agency requests the College to delay its Community Standards Process because the conduct at issue is also subject to a civil or criminal case, the College, in its sole discretion through its Vice President for Student Affairs and/or their designee, will determine if it is in the best interest of the College and its community to delay or move forward with the Community Standards Process, address the matter, and/or implement appropriate interim and/or final actions and sanctions (including, but not limited to, No Contact Orders, full or partial removal from campus, residence facilities,

and/or classes, removals or interim removals, or suspensions or interim suspensions), notwithstanding the civil or criminal case

7. Information learned during a Community Standards Meeting or in the course of an investigation may result in the College modifying the reported violation(s) originally presented to the Respondent. In those situations, the College will determine if it is necessary to conduct an additional or follow-up Community Standards Meeting in order to determine if the Respondent is responsible for the violation(s) as reported originally and as subsequently modified

#### **4. Determination of Facts Relative to an Alleged Violation**

The standard used in determining whether or not the respondent violated the Code of Conduct through the Community Standards Process is a preponderance of the evidence (i.e. it is more likely than not that the alleged violation of College policy occurred).

#### **5. Sanctions**

- a. If the Respondent is found responsible for violating the Code of Conduct or College Policy, appropriate sanctions will be imposed. Sanctions are determined by considering the following: the nature of the misconduct; prior sanctions for the same offense; the Respondent's previous disciplinary history; the Respondent's acceptance of responsibility (or lack thereof); community impact(s) of the Respondent's violation(s); and, other mitigating and aggravating factors. This list is not exhaustive and is by example only; the College may consider any relevant information in making a determination about the appropriate sanction(s) in a given matter.
  - i. With respect to the respondents that are Student Organizations, Community Standards Officers will obtain recommendations of and other applicable college departments and offices, and may also include a review of the Community Standards history of individual members of the Student Organization
- b. Sanctions for violations of the Harassment, Discrimination, and Sexual Misconduct Policies are found in that section of this Handbook.
  - i. The College has a special concern for incidents in which persons are mistreated because of race, gender, disability, age, marital status, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran status, genetic information, or other personal characteristics. Such incidents damage not only individuals, but also the free and open academic environment of the College. More severe sanctions are appropriate for such misconduct
- c. A campus department, separate from the VPSA, may place a restriction on a student or Student Organization found responsible for violating The Community Standards. Examples include, but are not limited to: Athletics, the Student Center, Fitness and Recreation, Residence Life and Housing, and the study abroad/study away program
- d. Sanctions such as Dismissal, Suspension, and Loss of Housing may result in the forfeiture of fees and tuition

- e. In addition to other mitigating and aggravating factors (see, generally, above) considered in connection with imposing sanctions, additional factors may be considered with respect to Student Organizations including, but not limited to:
- i. The role of leaders and the seniority of the members of the Student Organization involved in the behavior supporting the violation
  - ii. Whether leaders had knowledge of the misconduct before or while it occurred and failed to take corrective action
  - iii. The number of members of the Student Organization involved in the behavior supporting the violation and the extent to which members acted in concert in connection with such behavior
  - iv. Whether the leaders of the Student Organization self-reported the behavior underlying the violation
  - v. The extent to which the Student Organization leaders and members cooperated, responded honestly to questions, and accepted responsibility for the behavior underlying the violation
  - vi. The misconduct involves a violation of the College's Hazing Policy, Alcohol Policy, Drug Policy, Abusive Behavior Policy, the Harassment, Discrimination, and Sexual Misconduct Policy, other College rule, regulation, practice, procedure, or policy, including, but not limited to those involving health, safety, and good community order, or violation of law
  - vii. Any violation of the Code of Conduct motivated by the age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, or family medical or genetic information of the victim may be determined to be an aggravating circumstance, and may result in more serious sanction up to, and including, expulsion from the College
- f. While not an exhaustive list, the following sanctions may be imposed individually or in various combinations, on any Respondent found to have violated the Code of Conduct or other College Policy. The College does not imply or represent that one form of sanction will precede another or be an exclusive sanction
- i. **Disciplinary Probation:** A probationary time period that indicates if the Respondent commits any further violations while on this status, further sanctions will result, which may include but is not limited to a deferred loss of housing, loss of housing, loss of privileges, or other sanctions as deemed appropriate based on the violation. This status will be imposed for a specified period of time and remains in effect until all educational and other outstanding sanctions have been completed
  - ii. **Deferred Loss of Housing:** A probationary status which allows a Respondent to continue to make amends following a violation. If the Respondent commits any violations while on this status, loss of housing may ensue for a designated period of time

- iii. **Fine(s):** A monetary penalty which will be posted to the Respondent's account.
- iv. **Expulsion:** Permanent separation/dismissal from the College and permanently prohibited from entering College property and participating in College-sponsored events under any circumstance
- v. **Loss of Housing:** Loss of College housing for a designated period of time after which the Respondent may be eligible to return. Conditions for re-admission may be specified. Respondent may request housing once the designated period is complete and all other sanctions are completed. Housing is not guaranteed
- vi. **Loss of Privilege(s):** Indicates that a Respondent is no longer in good social standing, which may affect their eligibility to represent the College in various ways including, but not limited to studying abroad, College publications, and participation in leadership roles such as team captains, resident assistants and orientation leaders. Future violations of College policies will likely result in more severe sanctions, such as Suspension or Expulsion. This status will be imposed for a specified period of time. In addition, temporary or permanent revocation of privileges may be imposed on a Respondent, which may include, but is not limited to, the following: guest visitation, use of residence hall facilities, motor vehicle privileges, membership in clubs, organizations, athletic teams, and participation in campus programs or utilizing campus facilities
- vii. **Restitution:** Compensation for damages in the form of monetary or service payment
- viii. **Student Proposal:** The Respondent is encouraged to present to the Community Standards Officer a proposal of what the Respondent thinks would be an appropriate sanction for their behavior. The Community Standards Officer will make the determination if the proposed sanctions are sufficient or if different/additional sanctions apply
- ix. **Suspension from the College:** Separation from the College for a designated period of time. After the suspension period has concluded, the Respondent may be eligible to seek to return to the College, provided they have met the conditions for returning. Conditions for re-admission may be specified by the College. A Respondent who is on suspension is prohibited from participating in any College event and may not enter College property for any reason. Should a Respondent be suspended from the College, they will remain responsible for all tuition and fees



- x. **Deferred Suspension:** A probationary status which allows a Respondent to continue to make amends following a violation. If the Respondent commits any violations while on this status, Suspension may ensue for a designated period of time
- xi. **Written Warning:** A written notice that the Respondent has violated College policy or the Code of Conduct and a warning that another violation will likely result in more severe sanctions which could include Disciplinary Probation, Loss of Housing, College Suspension, College Dismissal, or Loss of Recognition with respect to a Student Organization
- xii. **Alcohol and drug sanctions in conjunction with Wellness Education:** Respondents found responsible for alcohol and drug violations may be assigned to complete alcohol and other drug sanctions with partners across campus
- xiii. **Restriction:** Denial of access to any campus facility, activity, class or program. This includes No Contact Orders
- xiv. **Mandatory Assessment:** A Respondent may be referred to an appropriate office or local agency for consultation or assessment. These may include Alcohol and Other Drug (AOD) Assessments and Anger Assessments.
- xv. **Revocation of Admission or Degree:** Admission to the College or an awarded degree from the College may be revoked for fraud, misrepresentation, or another violation of the Code of Conduct committed during the course of obtaining the degree or for other serious violations committed by a Respondent after admission or prior to graduation
- xvi. **Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the disciplinary process set forth in the Code of Conduct, including the completion of all sanctions imposed, if any
- xvii. **Additional Educational Sanction(s)** may include educational assignments and projects that encourage further reflection or conversation about the incident and behavior with a focus on decision making and goal setting for the Respondent. This may also include participation in programs or classes (any cost is to be assessed to the Respondent), service to the College or to the larger community, and other assignments as warranted
- g. The following sanctions may be imposed upon any Student Organizations found to have violated the Code of Conduct. Please note that this is not an exhaustive list of sanctions:
  - i. Those sanctions listed above

- ii. Loss of Recognition: Loss of all College privileges for a designated period of time
  - 1. Loss of Recognition for more than two consecutive semesters requires a Student Organization to reapply for College recognition. Conditions for future recognition may be specified. Students may not continue to participate or associate in a Student Organization or accept further members during any Loss of Recognition
- iii. Disciplinary Hold: A hold may be placed on the Student Organization's ability to use all or specified College privileges

*NOTE: Any sanction that involves revocation of a privilege, such as housing or status as a student, for which the Respondent pays a fee, or deposit, will result in the forfeiture of that amount to the College.*

*Additionally, a student may be asked to complete an assessment at the resolution of the Community Standards Process to help inform and improve the services of the Office of Community Standards.*

## **6. Appeal Process**

1. Reported violations of the Harassment, Discrimination, and Sexual Misconduct Policy will be subject to the appeal process set forth in the Harassment, Discrimination, and Sexual Misconduct Policy section
2. A Respondent subject to a sanction for a violation of the Code of Conduct or College policy may only appeal the sanction on one or more of the following grounds:
  1. New and relevant information: significant information that was not available at the time of the Community Standards Meeting that has been revealed or discovered which alters the facts of the matter and may alter the outcome. It is not information that the Respondent had at the time but did not share with the Community Standards Officer at the original Community Standards Meeting.
  2. Procedural error: A claim of error in the Community Standards Meeting procedure that substantially affected the decision.
  3. One of the following sanctions was issued:
    - i) Expulsion
    - ii) Suspension
3. A Respondent who does not participate in the process cannot appeal on the basis of new information or procedural error

Appeals must be submitted by the Respondent via the online appeal form available on the myCurry Student Portal (Under Student Life, Community Standards) within five business days of the date of the outcome letter to the Respondent. The appeal submission must identify on which of the above three reasons the appeal is based.

- If appealing on grounds of new information the submission must include the new

information that supports the Respondent's position and explain the specific relevance and credibility of that new information

- If appealing on a procedural error, the submission must state what the specific error was and how it substantially affected the outcome of the Community Standards Meeting
- If appealing due to a sanction of suspension or expulsion, the submission must include reasons why the Respondent thinks this outcome was not appropriate and state what discipline (if any) the Respondent believes to be appropriate and why

The Associate Vice President of Student Affairs and Dean of Students, or designee, will review the Respondent's appeal. Respondents are not permitted to meet with the appeal reader while the appeal is under review. If the appeal reader believes the Respondent's appeal raises new issues of fact or questions of fairness which were not addressed before the determination was made, they will make further inquiry as they deem appropriate in order to evaluate the appeal. The result of the appeal may be a confirmation of the original outcome, or a change of the outcome, either in whole or in part. In most all cases, the College will endeavor to inform the Respondent who submitted the appeal of the result of the appeal within 10 business days from the receipt of the appeal (unless the complexity of the matter creates the need for additional consideration). The appeal decision is final.

### **Provisions of the Community Standards Process**

#### **7. Accommodations for Students in the Community Standards Process**

In accordance with applicable disability laws, students who are qualified individuals with disabilities as defined by law may request reasonable accommodations which afford them an equal opportunity to use or participate in, and benefit from, the College's programs, activities and facilities, including the Community Standards Process. For more information, consult the Handbook section on Disability Services and contact the Office of Disability Services as needed at [disabilityservices@curry.edu](mailto:disabilityservices@curry.edu) or (617) 333-2385.

A student meeting the above criteria that is in need of reasonable accommodations for a Community Standards Meeting or a Behavioral Review Meeting or other disciplinary or Restorative justice procedure may submit a request on the Community Standards and Accountability Portal page, on the Student Life tab. This request must be made within two (2) business days of the date in which the notification letter was sent (marked on the letter). The Office of Community Standards and Accountability will review the request and, if appropriate, consult with the Office of Disability Services. The Office of Community Standards and Accountability will make a determination regarding the request and notify the student and assigned Community Standards Officer. The Community Standards Meeting may be postponed if the original request meets the deadline requirement above to allow for proper review and implementation of any accommodation request.

#### **8. Curry Can Call Policy**

Curry College is committed to creating and maintaining a community that fosters the health and safety of every student, as well as personal responsibility and decision making. If a student is experiencing an alcohol or drug related emergency, the health and wellness of that student is the most important concern. Curry College encourages students to call for help for themselves or on behalf of others when they witness or are made aware of such an emergency.

As such, any individual who calls for help in a medical emergency related to alcohol or drug use, or who discloses any incident of violence to Curry College officials or law enforcement, and remains with the individual until help arrives, will not be subject to Curry's Community Standards Process for alcohol or drug use policy violations occurring at or near the time of the reported incident. This policy also applies to student organizations and their members involved in the reported incident.

Any person who makes a good-faith report either as a complainant, respondent, or a third party witness, will not be held accountable through the college's Community Standards Process related to alcohol or drug use with respect to the reported incident, but may be required to meet with an administrator for an educational conversation. An administrator may also encourage the student to attend an educational program or utilize on-campus resources. Failure to participate in an educational conversation will result in the student being documented for a Failure to Comply policy violation.

This policy does not apply to individuals who did not seek assistance for a medical emergency related to alcohol or other drugs, but instead, were found to be in need of assistance by college officials (including but not limited to Resident Assistants, Public Safety officers, faculty members, etc.).

This policy is not intended to shield or protect those students or organizations in cases of extreme, flagrant, or repeated violations of the Code of Conduct. In cases where extreme, flagrant, or repeated violations occur, the college reserves the right to implement the Community Standards Process on a case-by-case basis, regardless of the manner in which the incident was reported. For such cases, the Associate Vice President and Dean of Students or designee will make the final determination as to the applicability of this policy.

This policy will not exempt students and organizations from being held accountable for violations regarding other behaviors including, but not limited to, assault, vandalism, domestic or dating violence, sexual assault, sexual harassment, sexual exploitation, and stalking.

In any emergency, Curry College strongly encourages students to call Public Safety at 617-333-2222 or 911 for immediate assistance.

This policy is not intended to address possible violations of criminal laws or their consequences outside the college. This policy only applies to the College's Community Standards Process. Criminal or police/law enforcement action may still occur separately from Community Standards and Accountability.

## **VIII. MAINTENANCE AND REVIEW OF COMMUNITY STANDARDS RECORDS**

### **Releasing Student Information**

The College complies with the Family Educational Rights and Privacy Act (“FERPA”), which provides students with the right to provide written consent to the release of information in the student record, subject to several exceptions. **Situations in which the College may disclose information in the student record without student consent include, but are not limited to the following circumstances:**

- To school officials with a legitimate educational interest; A school official is a person employed by Curry College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Curry College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility
- To other schools to which a student seeks or intends to enroll
- To comply with a judicial order or lawfully issued subpoena
- To appropriate officials in cases of health and safety emergencies

*For more information on FERPA, please refer to the Curry College Course Catalog [http://www.curry.edu/Documents/PDF/Academic/Undergraduate\\_Course\\_Catalog.pdf](http://www.curry.edu/Documents/PDF/Academic/Undergraduate_Course_Catalog.pdf).*

### **Record Retention**

In cases involving probation or in which the College has federally mandated reporting requirements, the Office of Community Standards & Accountability will keep community standards’ records for seven years. In cases involving Suspension or Expulsion, the College will keep the records for a period of time in accordance with applicable law.

### **Requests to Review Community Standards Records**

A student who is looking to review their community standards record must put the request in writing and submit it to the Office of Community Standards & Accountability. The Office of Community Standards & Accountability or their designee will contact the student to set up an appointment.

Before reviewing the record, students must show proper form of identification. The student may not remove or copy any material from the record or make changes in it. A student may request an amendment to student records in accordance with Curry’s FERPA policy. The amendment process is described in the College’s FERPA policy in the Student Handbook. If the student decides not to amend a record, the student may write a statement providing their view on any

contested information which will be added to the record. Any such statements should be sent to the Office of Community Standards & Accountability in writing.

The Department of Education, Family Policy Compliance Office (“FPCO”) enforces FERPA. For more information regarding FERPA you may visit the FPCO website at:

<http://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

## **HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT POLICY**

### **(For Matters not Directly Governed by Title IX Policy and Procedures)**

Curry College is committed to fostering a diverse and inclusive community that is conducive to each community member’s academic and personal pursuits. The College’s policies on harassment and discrimination reflect our commitment to these goals. Actions in breach of these policies violate the College’s expectations and commitment to non-discrimination.

#### **Discrimination**

Curry College is committed to providing equal opportunity in employment and education to all employees, students, and applicants. No employee, student, or applicant shall be discriminated against or harassed on the basis of race, religion, color, sex, age, ethnic or national origin or ancestry, veteran status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in Uniformed Services, or any category protected by applicable state and federal laws. Similarly, Curry College is committed to making its programs and campus accessible to its visitors and compliant with all applicable non-discrimination laws.

#### **Bias-Related Harassment**

Bias-Related Harassment, which includes but is not limited to, conduct whether verbal, written, electronic, physical, or otherwise that is motivated by bias toward an individual or group based on actual or perceived race, religion, color, sex, age, ethnic or national origin or ancestry, veteran status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in Uniformed Services, or other characterization protected by applicable law of the individual or group is prohibited by the College.

#### **Hate Crimes**

The College defines hate crimes, in accordance with Massachusetts General Laws Chapter 22C, Section 32, as *“any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation.”*

# **SEXUAL AND GENDER-BASED HARASSMENT AND DISCRIMINATION**

## **I. Institutional Values and Statement of Non-Discrimination**

Curry College is committed to providing equal opportunity in employment and education to all employees, students, and applicants. No employee, student or applicant shall be discriminated against or harassed on the basis of race, religion, color, sex, age, ethnic or national origin or ancestry, veteran status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, military status, membership in Uniformed Services, or any category protected by applicable state and federal laws. Similarly, Curry College is committed to making its programs and campus accessible to its visitors and compliant with all applicable non-discrimination laws.

Sexual harassment, including sexual violence, is a form of sex discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Violence Against Women Act, Massachusetts General Laws chapter 151B, § 4, Massachusetts General Laws chapter 151C, § 2, and Massachusetts General Laws chapter 214, § 1C. Furthermore, conduct prohibited under this policy is incompatible with the values, mission, and policies of Curry College and will not be tolerated.

## **II. Purpose and Scope**

The College fully supports the right of all persons to hold employment and receive education without experiencing unlawful discrimination, harassment, or retaliation. The Sexual and Gender-Based Harassment and Discrimination Policy prohibits sexual and gender-based harassment and discrimination, including but not limited to, sexual misconduct, dating and interpersonal violence, and stalking. It also prohibits retaliation against an individual for making a report of conduct prohibited under this policy or for participation in an investigation of an alleged violation of this policy.

This policy applies to all College community members, including students (prospective and current), employees, visitors, vendors, and independent contractors, when the conduct:

1. occurs on College property, including online or electronic conduct through the use of College computing or network resources or
2. occurs in the context of an employment or education program or activity of the College and
3. has instant or may have continuing adverse effects for the College community

Please note that under the Department of Education's Title IX Regulations, published May 19, 2020, certain procedures will apply **only** to a narrow category of cases, outlined in the Curry College Title IX Policy Prohibiting Sexual Harassment and Discrimination. Those cases meeting the definitions and jurisdictional elements outlined in the College's Title IX Policy Prohibiting Sexual Harassment and Discrimination will follow the College's Grievance Procedure for Title IX Sexual Harassment. Those cases that do not fit within these federal regulations and guidelines will be handled through the College's policy and process outlined here in the Sexual and Gender-

Based Harassment and Discrimination Policy. This is not to suggest that any case is more or less important, but instead a reflection of federal regulations that apply only to a specifically identified set of cases.

### III. Prohibited Conduct under this Policy

#### A. Discrimination, Harassment, and Retaliation

Individuals may not be unlawfully discriminated against in the terms and conditions of their employment or academic program or subject to harassment in the workplace or academic environment. Such conduct is illegal under federal and Massachusetts laws and is strictly prohibited by the College. Unlawful discrimination, harassment, and retaliation by officers, faculty, managers, supervisors, employees, students, vendors, clientele, contractors, and visitors will not be tolerated.

This Policy focuses on Sexual or Gender-Based Harassment and Sexual Misconduct, which are further described in this Section.

#### B. Sexual or Gender-Based Harassment

**Sexual Harassment:** Sexual harassment and sexual violence are forms of sex discrimination that are illegal under both federal and Massachusetts state law. Under these laws, unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature whether verbal, non-verbal, graphic, physical, electronic, or otherwise constitute sexual harassment when:

- Submission to or rejection of such sexual advances, conduct, or requests for sexually based favors is made either explicitly, or implicitly a term or condition of an individual's employment, education or participation in College programs or activities, or a basis for employment or educational decisions affecting the individual (*quid pro quo*) or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, education, or participation in College programs or activities, or creating an intimidating, hostile, humiliating, or sexually offensive work, learning, or living environment (*hostile environment*) or,
- Conduct that occurs off-campus that would violate Title IX standards and prohibitions (see Title IX section of the Handbook) had the conduct occurred within the jurisdictional standards of Title IX.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or educational environment. It may occur on or off campus.

Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a condition for granting privileges or favorable treatment on the job or in the classroom. However, sexual harassment may also involve relationships among persons of



equal authority or power, such as when repeated advances or demeaning verbal comments by a co-worker towards another co-worker have a harmful effect on a person's ability to perform their work. Sexual harassment can also involve behavior directed to and/or by students of the College, as well as employees and non-employees of the College.

Examples of sexual harassment may include, but are not limited to the following conduct if unwelcome:

- Repeated offensive sexual flirtations, advances or propositions
- Verbal abuse or innuendo of a sexual nature which is continued or repeated
- Physical contact such as touching, hugging, patting, or pinching which is uninvited and unwanted by the other person
- Offensive verbal comments of a sexual nature about an individual's body or sexual terms used to describe an individual
- An open display of sexually suggestive objects or pictures if people find them offensive
- Jokes or remarks of a sexual nature if people find them offensive
- Unwanted prolonged and apparent staring or leering at a person
- Obscene gestures or suggestive or insulting sounds made towards people who find them offensive
- The demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment status or educational status or promises of preferential treatment
- Direct or implied requests for sexual favors in exchange for actual or promised favorable evaluations of course requirements, or favorable recommendations for position or benefits within or outside the College Community

In evaluating allegations of sexual harassment, the allegations are evaluated from both a subjective and objective perspective considering the totality of the circumstances.

**Gender-Based Harassment** includes harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions for *hostile environment harassment* or *quid pro quo harassment* are present, as defined above.

### **C. Additional Forms of Sexual Misconduct**

#### **Sexual Misconduct**

Curry College strictly prohibits sexual violence and all other forms of sexual misconduct. Sexual Misconduct includes any sexual contact or activity that occurs without the effective consent of any individual involved. It is the obligation of every person to obtain effective consent from the other person prior to and throughout sexual contact. Effective Consent is discussed in the section below.

**Sexual assault, defined as:**

- a) Sex Offenses, Forcible:
  - i) Any sexual act directed against another person,
  - ii) without the consent of the Complainant,
  - iii) including instances in which the Complainant is incapable of giving consent.
- b) Forcible Rape:<sup>1</sup>
  - i) Penetration,
  - ii) no matter how slight,
  - iii) by a body part or object,
  - iv) of the vagina or anus with any body part or object, or
  - v) oral penetration by a sex organ of another person,
  - vi) without the consent of the Complainant.
- c) Forcible Fondling:
  - i) The nonconsensual touching of the private body parts of another person (buttocks, groin, genitals, breasts), including the Respondent forcing Complainant to touch such body parts of the Respondent;
  - ii) for the purpose of sexual gratification,
  - iii) forcibly,
  - iv) and/or against that person's will (non-consensually),
  - v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity, including but not limited to incapacity due to alcohol or drug ingestion/usage.
- d) Sex Offenses, Non-forcible:
  - i) Incest:
    - 1) Non-forcible sexual intercourse,
    - 2) between persons who are related to each other,
    - 3) within the degrees wherein marriage is prohibited by Massachusetts law.
  - ii) Statutory Rape:

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<sup>1</sup> Rape includes the definitions of Sodomy and Sexual Assault with an Object:

- a) Forcible Sodomy:
  - i) Oral or anal sexual intercourse with another person,
  - ii) forcibly,
  - iii) and/or against that person's will (non-consensually), or
  - iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- b) Sexual Assault with an Object:
  - i) The use of an object or instrument to penetrate,
  - ii) however slightly,
  - iii) the genital or anal opening of the body of another person,
  - iv) forcibly,
  - v) and/or against that person's will (non-consensually),
  - vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- 1) Non-forcible sexual intercourse, with a person who is under the statutory age of consent, which is 16 years old in Massachusetts.

### **Effective Consent**

Effective consent is informed, knowing, and voluntary. The College defines effective consent as mutually understandable words or actions which indicate willingness to participate in mutually agreed-upon sexual activity.

Effective Consent cannot be given by minors (in Massachusetts, those not yet sixteen (16) years of age). Effective Consent cannot be given by individuals who have a permanent or temporary mental disability that results in their being unable to provide informed, knowing, and voluntary consent. Effective Consent cannot be given by those who are incapacitated, unconscious, unaware, or otherwise physically helpless. Consent obtained as a result of physical force, threats, intimidation (implied threats), duress, or coercion is **not** Effective Consent.

Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent may be given for specific sexual activities and not for others. Consent at one time, including prior intimate partner or physical relationships does not imply future consent. Silence does not constitute consent and may indicate that something is wrong and the potential for sexual misconduct exists. The use of alcohol or other drugs does not constitute a defense for the failure of a person who initiates sexual activity to obtain effective consent from the other person(s)

### **Incapacitation**

The College defines incapacitation as a state where an individual cannot make rational, reasonable decisions because the individual lacks the capacity to give knowing consent, and/or is in a state where one cannot make a rational, reasonable decision because the individual lacks the ability to understand the who, what, when, where, why, or how of their sexual interaction. This includes incapacitation from alcohol or other drug consumption (voluntary or involuntary), permanent or temporary mental disability, sleep, or involuntary physical restraint.

A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person, and there can be no Effective Consent in such situations.

### **Dating Violence, defined as:**

- a. violence
- b. on the basis of sex
- c. committed by a person

- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant
  - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship
  - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
  - iii. Dating violence does not include acts covered under the definition of domestic violence

**Domestic Violence, defined as:**

- a. violence
- b. on the basis of sex
- c. committed by a current or former spouse or intimate partner of the Complainant
- d. by a person with whom the Complainant shares a child in common
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Massachusetts
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Massachusetts

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.*

**Stalking, defined as:**

- a. engaging in a course of conduct
- b. on the basis of sex
- c. directed at a specific person, that
  - a. would cause a reasonable person to fear for the person's safety
  - b. the safety of others
  - c. suffer substantial emotional distress
  - d. For the purposes of this definition—
    - a. Course of conduct means two or more acts, including, but not limited to,
    - ii. acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property
      - a. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant

- b. Substantial emotional distress means significant mental suffering or
- iii. anguish that may but does not necessarily require medical or other professional treatment or counseling.

### **Sexual Exploitation**

Sexual Exploitation is purposely or knowingly taking sexual advantage of another person without effective consent. Examples of sexual exploitation include, but are not limited to:

- Obscene or indecent behavior, including exhibitionism, or the exposure of one's sexual organs or the display of offensive sexual behavior;
- Voyeurism, or the deliberate observation of others (including letting others hide for observation) for sexual purposes without their consent;
- Taking, posting, displaying, or disseminating pictures, video or audio of another person's intimate body parts, or another person engaged in sexual activity or in a state of undress without that person's consent;
- Possession or distribution of illegal pornography;
- Exchanging sexual acts for goods or services;
- Knowingly and intentionally engaging in sexual activity that exposes another person to a sexually transmitted infection or virus without the other's knowledge;
- Providing someone with alcohol or drugs (such as "date rape" drugs) without that person's knowledge and effective consent for the purpose of making the person incapacitated (thus, leaving that person vulnerable to non-consensual sexual activity);
- Knowingly and intentionally engaging in sexual activity without a condom without the other party's knowledge and effective consent after the parties agreed to use a condom.

### **Retaliation**

Retaliation against any individual for i) reporting, in good faith, acts of discrimination or harassment, ii) participating in a complaint resolution process, or iii) providing information related to a report of discrimination or harassment, is strictly prohibited by federal and state laws and regulations and will not be tolerated. Retaliatory acts constitute a violation of the law and this Policy and may include, but are not limited to, intimidating, threatening, or taking adverse actions against an individual for attempting to or bringing forward a good faith complaint of discrimination or harassment, for participating in a complaint resolution process, or providing information related to a report of discrimination or harassment. Engaging in retaliatory acts, including the continuation or recurrence of harassment or discrimination (directly or through a third party), may constitute a violation of law and this Policy and will result in disciplinary action. The College's investigation of reported acts of retaliation shall proceed independent of the College's investigation of the related report(s) of discrimination or harassment.

Any suspected retaliation should be reported immediately to the Title IX Coordinator as circumstances warrant.

### **False Complaints and Duty of Honesty**

A false complaint is where someone knowingly and intentionally makes a untrue, dishonest, or frivolous complaint under this Policy.

The College expects community members to act in furtherance of a fair, neutral, and reliable complaint resolution process. Parties and witnesses who participate in a complaint resolution process shall be honest in their statements and communications.

The College reserves the right to impose appropriate disciplinary action on students and employees who knowingly and intentionally file a false or frivolous complaint, or who participate dishonestly or in bad faith in the resolution of a complaint filed pursuant to College policies. No one may knowingly and intentionally provide false and misleading information in the context of the complaint resolution process.

*A finding that the College policies have not been violated is not, in and of itself, an indication that a complaint is false, untruthful, or frivolous.*

### **Complicity**

Complicity is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of a violation of this policy by another person, and as such is prohibited, violates this Policy, and may subject the Respondent to discipline

### **D. Amorous Relationships Between Faculty, Students, and Staff**

Employees should always conduct themselves professionally in their dealings with coworkers, students, and others. The College expects the employees involved to exercise discretion and maturity in the manner in which they relate to each other at work with coworkers and students. Personal/romantic relationships between employees of different levels of authority within the College may affect the morale of co-workers by creating actual or perceived favoritism. Therefore, neither party to a romantic relationship should participate in formal or informal supervision, review, or evaluation of the other. The College may alter the work responsibilities of parties engaged in a romantic relationship in order to limit their professional contact with one another.

**Romantic relationships between employees and students are prohibited regardless of age.**

For more information regarding amorous relationships, contact Human Resources at (617) 333-2263.

## **IV. Options for Reporting Prohibited Conduct**

Individuals who have experienced sexual or gender-based harassment or discrimination, including sexual violence, are encouraged to report the misconduct to the College or to local law enforcement. These options are not mutually exclusive. Internal reports and criminal reports can be made simultaneously or at various times. There is no time limit for filing a report with the

College and reports can be made regardless of where the conduct occurred. Individuals are encouraged to report misconduct as soon as possible to maximize the College's ability to respond promptly, effectively, and supportively.

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigation, outside of the College's process.

#### **A. Reporting to Law Enforcement**

Conduct that violates this policy may also constitute a violation of the law. For immediate safety assistance, an individual can dial 911 or contact Curry College Public Safety. The Department of Public Safety can assist in making a criminal report to local law enforcement. In certain circumstances, regardless of whether the reporting party wants to, the Department of Public Safety may be required to report matters to local law enforcement.

To report potential criminal conduct to local law enforcement, contact information is below. Additionally, the Department of Public Safety can provide information about the process for seeking court ordered civil restraining orders or harassment protection orders.

<b>Emergencies</b>	911
<b>Curry College Public Safety</b>	(617) 333-2222 940 Brush Hill Road, Milton, MA 02186
<b>Milton Police Department</b>	(617) 698-3800 40 Highland Street, Milton, MA, 02186
<b>Plymouth Police Department</b>	(508) 830-4218 20 Long Pond Rd., Plymouth, MA 02360

#### **B. Reporting to the College**

The following individuals are trained and designated to receive and respond to allegations of violations of the policy:

Title IX Coordinator (interim):  
Elizabeth Canning  
55 Atherton St.  
Elizabeth.Canning@curry.edu  
(617) 979-3516

Deputy Title IX Coordinator:  
Lisa Rodrigues  
Interim Dean of Students

1016 Brush Hill Road  
[Lisa.Rodrigues@curry.edu](mailto:Lisa.Rodrigues@curry.edu)  
(617) 391-5240

Deputy Title IX Coordinator:  
Marshall Lancey  
Assistant Dean of Students  
1016 Brush Hill Road  
[Marshall.Lancey@curry.edu](mailto:Marshall.Lancey@curry.edu)  
(617) 333-2365

Making a report of prohibited conduct under this policy involves telling an employee of the College (except for those designated as “confidential,” referenced in Section V), also known as “mandated reporters,” what occurred. While reported misconduct must be relayed to the Title IX Coordinator, individuals wishing to make a complaint can speak directly to one of the above Coordinators or any mandated reporter. Additionally, a number of staff and faculty across campus are trained as Liaisons, serving as a resource to members of the College community. These Liaisons participate in annual training and are knowledgeable about College policies, procedures, resources and reporting obligations.

#### **V. Confidentiality and Employee Reporting Obligations**

Various resources and reporting options are available to those who have experienced sex or gender-based discrimination or harassment, including sexual violence. It is important to understand, however, that these resources offer varying degrees of confidentiality and reporting obligations, as outlined below.

**Employee Reporting Responsibilities.** All College employees (faculty and staff) must promptly notify the Title IX Coordinator about possible sexual or gender-based harassment, with limited exceptions. On-campus resources who can maintain confidentiality and are therefore not required to report discrimination or harassment to the Title IX Coordinator, are those employed at the Counseling Center and Health Services, and the Sexual Violence Prevention Educator, who serves as a confidential resource provider.

Adherence to this reporting obligation ensures that the College can connect affected individuals with appropriate resources and services; track incidents and identify patterns; and, when appropriate, take steps to protect the College community.

All actions taken to investigate and resolve complaints shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and fairness of the investigation. The College will not disclose the identity of a complainant or respondent, except as necessary to conduct a disciplinary process or as permitted or required by or under state or federal law. All persons involved are to treat the situation with respect and as confidentially as possible. To conduct a thorough investigation, the Investigator(s) and/or Title IX Coordinator may



discuss the complaint with witnesses and those persons involved in or affected by the complaint, and those persons necessary to assist in the investigation or to implement appropriate remedial action.

**Complainant Requests Not to Investigate.** A Complainant may request that the College not investigate or pursue resolution of a report or may request that their name not be disclosed. This can limit the College's ability to respond fully to the reported misconduct and pursue disciplinary action against someone who has violated Curry policy. Such requests should be made to a Title IX Coordinator and will be balanced with the College's responsibility and legal obligation to provide a safe and non-discriminatory environment for all members of the College community.

The College will respect the Complainant's right not to participate in an investigation but may continue an investigation to meet its responsibility and legal obligation to provide a safe and non-discriminatory environment for all members of the Curry community. In such cases, the College will consult with the Complainant and keep the Complainant informed about the chosen course of action. The College may determine that it must investigate and pursue resolution of a report. An individual who initially requests anonymity or who requests that the College not investigate or pursue resolution may later request that the College investigate and pursue resolution. However, once a Disciplinary Meeting or Title IX Hearing has begun, unless there is new material and relevant evidence that has come to light to the Complainant, the opportunity for the Complainant to change their mind and seek action shall be waived to the extent permitted or required by law.

Certain laws and standards may require the Title IX Coordinator to provide information on/of the Complaint, including identifying information of the parties involved, to the Office of Public Safety or Law Enforcement Officials in certain circumstances where criminal laws are implicated. This is necessary even in situations where a reporting party may not authorize use of their name or may not wish to file a complaint with the College, the Office of Public Safety, or the local police. Curry College will follow information sharing or reporting requirements pursuant to applicable laws, regulations, and standards.

**Informal Resolution.** An Informal Resolution Process (IRP) may be used to address allegations of sexual and gender-based harassment and discrimination covered under this Policy under certain circumstances. Informal Resolution, which can take various forms, described below, requires voluntary, written consent for participation by all parties and is available at the discretion of the Title IX Coordinator. An IRP is not permitted when an employee is alleged to have sexually harassed a student.

Prior to participating in an Informal Resolution Process, parties will receive written notice of the allegations and an explanation of the process and consequences, including a summary of the records that will be maintained or could be shared if the parties elect an IRP. Any party, including the College, can end an IRP and resume the applicable student or employee grievance procedures at any time. Information obtained during the IRP will not be available for use during a formal grievance process.

Informal Resolutions can result in the voluntary imposition of safety measures, remedies, and/or agreed-upon resolutions by the parties, including, but not limited to, no contact orders, restrictions from activities, class, locations, and education or training, which are enforceable by the College.

Informal Resolution may take the form of a Restorative Justice Resolution Process (defined on page 59 of the Student Handbook), which can be facilitated by the Title IX Coordinator or other trained, third-party facilitator. This may or may not involve face-to-face meetings with the Complainant and Respondent, available if all parties, including the College, agree. A Restorative Justice Conference brings together those impacted by an offense, typically including those who were harmed, those who were responsible for causing the harm, and impacted community members. Through a facilitated dialogue, the participants discuss the harm and surrounding events, and mutually determine solutions to repair harm and rebuild trust. A successful Restorative Justice Resolution will result in an agreement between the Complainant, Respondent, the College, and other impacted parties, and compliance with the terms of the agreement.

Participation in an Informal Resolution Process does not constitute a finding of responsibility for a policy violation and is therefore not part of the student or employee's disciplinary file. However, information regarding participation in the IRP is maintained, as well as the agreement. If the Respondent is found responsible for a violation of any College policy in the future, this agreement can be considered when issuing sanctions for the Respondent's future violation. All agreements reached during the IRP must be approved by the Title IX Coordinator and signed by the Respondent and Complainant. Failure to reach an agreement or complete the items in the signed agreement may result in the IRP being nullified and the case being referred to the Formal Resolution Process.

**Clery Act Reporting.** In accordance with the Clery Act and the Violence Against Women Act (VAWA), statistical information regarding certain offenses will be included in the College's annual safety and security report in a manner that does not include any personally identifiable information. All employees who are designated as Campus Security Authorities for the purposes of the Clery Act must immediately provide non-identifying statistical information regarding all reported incidents of sexual assault, dating violence, domestic violence, and stalking.

All personally identifiable information is kept private, but statistical information is passed along to the College's Department of Public Safety by the Title IX Coordinator regarding the type of incident and its general location (on or off-campus, within so-called "Clery Geography", but no addresses are given) for publication in the Annual Security Report and daily campus crime log. In some cases, the Department of Public Safety may require the names of the parties involved to perform due diligence, but such names will not be published in the Annual Security Report or daily campus crime log.

Campus Security Authorities include student affairs, Community Standards, Public Safety, local police, coaches, athletic directors, residence life staff, student activities staff, human resources

staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

In addition, College administrators will issue timely warnings for incidents reported that pose a serious and ongoing threat to the safety of the campus community.

Certain similar information must also be reported to the Massachusetts Department of Higher Education under the Massachusetts Campus Safety Act. Although the Campus Safety Act mostly overlaps with Title IX, the Clery Act, and the Violence Against Women Act, it places several additional obligations on colleges and universities, including a requirement to conduct anonymous sexual misconduct campus climate surveys and publish the results.

## **VI. Accessing Resources**

### **A. Confidential Resources**

If a student or employee wants to speak with a confidential resource, trained staff are available on and off-campus. Help and support is available to those who want to talk in detail about an incident but are not sure if they are ready or interested in reporting to the College or law enforcement.

#### **Confidential Resource Provider**

On-campus: Sexual Violence Prevention Educator  
Rachael Cina  
55 Atherton St.  
(617) 333-2956  
[Rachael.Cina@curry.edu](mailto:Rachael.Cina@curry.edu)

The Sexual Violence Prevention Educator is a confidential resource available to assist students and employees by providing information on reporting options, disciplinary and law enforcement processes, counseling services, medical and health services, and available supportive measures.

#### **Emotional Support**

On-campus: Counseling Center (617) 333-2182 (8:30-4:30)  
(*For students*) 1016 Brush Hill Road, Milton, MA 02186

Counselor-on-call after hours via Public Safety (7 days a week) (617) 333-2222

Off-campus: A New Day victim advocates (a program of Health Imperatives)  
24-hour hotline (508) 588-8255  
950 W. Chestnut St., Brockton, MA 02301

DOVE – Domestic Violence Ended

24-hour hotline (617) 471-1234  
P.O. Box 690267, Quincy, MA 02269

BARCC – Boston Area Rape Crisis Center  
24-hour hotline (800) 841-8371  
989 Commonwealth Ave #133, Boston, MA 02215

*(For employees)* If an employee wants to speak with a confidential resource, Life Assistance Program through Cigna Behavioral Health (available to employees) is a free confidential service available to all employees and their household members. Services are available to assist 24 hours a day, 7 days a week for support.

Life Assistance Program: (800) 538-3543

Services available include face-to-face visits with a network provider for behavioral issues, telephonic support for work/life concerns and crisis support).

*In cases of physical violence and/or sexual misconduct, the College encourages individuals to seek medical care, which also offers the best option to ensure the preservation of evidence.*

### **Medical Care**

On-campus: Health Services (617) 333-2182 (8:30-4:30)  
*(For students)* 1016 Brush Hill Road, Milton, MA 02186

Off-campus: Milton Hospital (617) 696-4600  
199 Reedsdale Road, Milton, MA 02186  
(Transportation available via Public Safety (617) 333-2222)

Beth Israel Deaconess Medical Center (617) 667-7000  
330 Brookline Ave, Boston, MA 02215

Plymouth Campus: Beth Israel Deaconess Hospital - Plymouth (508) 746-2000  
275 Sandwich St, Plymouth, MA 02360

### **B. Amnesty**

The College encourages reporting of sexual harassment and discrimination and seeks to remove any barriers to reporting. The College recognizes that a reporting party who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential disciplinary consequences. Accordingly, students who disclose sexual misconduct, either as a Complainant, Respondent, or a third-party witness, will not be subject to disciplinary action for a violation of the College's student conduct

policies related to the incident, unless the College determines that the report was not made in good faith or that the student/reporting party took an action that placed the health and safety of another person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

### **C. Supportive and Interim Measures**

When the College receives a report of a violation of this Policy, reasonable and appropriate supportive and interim measures may be put in place by the appropriate College official(s), regardless of where the reported conduct occurred. These measures may be both supportive (designed to address a Complainant's safety and well-being and continued access to educational opportunities) or interim (designed to reduce the risk of harm to an individual or community). These measures, which may be temporary or permanent, may be imposed even when not specifically requested by a Complainant or Respondent at the discretion of the College, as appropriate. They include, but are not limited to: no contact orders; access to campus escort; changes to student housing, dining, or work circumstances; counseling and medical services; victim advocacy; legal assistance; academic support; transportation accommodations; assistance maintaining eligibility for student visa or financial aid; immigration assistance; interim suspension; and administrative leave (with or without pay).

## **VII. Applicable Procedures under this Policy**

The Office of Human Resources may address alleged violations of this College policy which are brought against an employee, a visitor to an employee, or a vendor. The applicable procedures can be found in the Employee Handbook.

The Office of Community Standards and Accountability may address alleged violations of this College policy that are made against a student at the College or a visitor to a student.

## **VIII. Academic Freedom**

Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the College's professional educators. Conduct believed to be offensive, on its own, is not sufficient to constitute a violation of this policy. The conduct must be sufficiently serious to interfere with an individual's ability to participate in employment or an educational program and activities from both a subjective and objective perspective. Most matters involving Academic Freedom and alleged faculty conduct violations are set out in the Collective Bargaining Agreement ("CBA") between the College and the Curry College Chapter of the AAUP, and reference should be made to the CBA and/or the Employee Handbook.

## **IX. Prevention and Awareness Programs**

In line with the College's commitment to the prevention of prohibited conduct, Curry College

provides a variety of ongoing education and awareness programs. New students and employees receive prevention programming when joining the College community and returning students and current employees receive ongoing training and related education.

For more information about the College's available prevention and education offerings, please contact Rachael Cina, Sexual Violence Prevention Educator, at [Rachael.Cina@curry.edu](mailto:Rachael.Cina@curry.edu).

#### **X. Title IX Coordinator / State and Federal Agencies**

Individuals may contact one of the College's Title IX Coordinators to address questions about the conduct prohibited under this policy, including sexual discrimination and harassment. Individuals may also file a complaint for violations of this policy directly with a Title IX Coordinator.

Title IX Coordinator (interim):  
Elizabeth Canning  
55 Atherton Street  
[Elizabeth.Canning@curry.edu](mailto:Elizabeth.Canning@curry.edu)  
617-979-3516

Deputy Title IX Coordinator:  
Lisa Rodrigues  
Interim Dean of Students  
1016 Brush Hill Road  
[Lisa.Rodrigues@curry.edu](mailto:Lisa.Rodrigues@curry.edu)  
(617) 391-5240

Deputy Title IX Coordinator:  
Marshall Lancey  
Assistant Dean of Students  
1016 Brush Hill Road  
[Marshall.Lancey@curry.edu](mailto:Marshall.Lancey@curry.edu)  
(617) 333-2365

#### **State and Federal Agencies**

In addition to the above, if you believe you have been subjected to unlawful discrimination, harassment or retaliation, you may file a formal complaint with the government agencies set forth below. Using the College's complaint process does not prohibit you from filing a complaint with these agencies.

The United States Equal Employment Opportunity Commission ("EEOC")  
Boston Area Office:  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(617) 565-3200

(800) 669-4000

Massachusetts Commission Against Discrimination (“MCAD”)

Boston Headquarters:

One Ashburton Place, Suite 601

Boston, MA 02108

(617) 994-6000

Worcester Office:

484 Main Street, Room 320

Worcester, MA 01608

(508) 453-9630

Springfield Office:

436 Dwight Street, Room 220

Springfield, MA 01103

(413) 739-2145

New Bedford Office:

800 Purchase Street, Room 501

New Bedford, MA 02740

(508) 990-2390

U.S. Department of Education: Office for Civil Rights (“OCR”)

5 Post Office Square

8th Floor

Boston, MA 02109-3921

(617) 289-0111

## **XII. Violations of Massachusetts State Law**

Some of the conduct prohibited by this policy may also constitute violations of the law. The following are definitions compiled from the Massachusetts General Laws applicable to certain relevant offenses.

### **Dating and Domestic Violence**

Massachusetts law has no statutory definition of “dating violence” or “domestic violence,” but there is a related crime of “domestic abuse” defined as *“the occurrence of one or more of the following acts between family or household members: attempting to cause or causing physical harm, placing another in fear of imminent serious physical harm; and causing another to engage involuntarily in sexual relations by force, threat, or duress. Under this law, family or household members include people who are or were married, residing in the same household, related by blood or marriage, have a child together, or have a substantive dating or engagement relationship.”* See M.G.L. c. 209A, § 1.

## **Sexual Assault**

There is no crime called “sexual assault” in Massachusetts; however, there are related crimes that constitute sexual offenses:

- “Rape,” which is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Under state law, rape occurs when the offender has “*sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against their will or compels such person to submit by threat of bodily injury.*” See M.G.L. c. 265, § 22.
- A sexual assault that does not meet the legal definition of rape may constitute “*indecent assault and battery,*” which occurs when the offender, without the victim’s consent, intentionally has physical contact of a sexual nature with the victim. See M.G.L. c. 265, § 13H.
- “Statutory rape,” which is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent. In Massachusetts the statutory age of consent is 16 years of age.  
See M.G.L., c. 265, §23.

## **Stalking**

Under Massachusetts law, M.G.L., c. 265, §43, an individual engages in stalking if they: (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress; and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury.

## **Consent**

Massachusetts does not have a specific definition for consent in this context. Instead, Massachusetts has several laws that define the age of consent and the additional penalties that attach if a person is under the age of 16 or 14. In Massachusetts, it is illegal to have sex under any circumstances with someone who is incapable of giving consent due to incapacity or impairment; incapacity or impairment may be caused by intoxication or drugs, or because a victim is underage, mentally impaired, unconscious, or asleep.



## **PROCEDURES FOR INVESTIGATING AND RESOLVING ALLEGED VIOLATIONS OF COLLEGE POLICIES PROHIBITING HARASSMENT AND DISCRIMINATION**

### **Investigation and Grievance Procedures**

*The following procedures apply to the investigation and resolution of alleged violations of the above policies on Discrimination, Bias-Related Harassment, and Hate Crimes, including the College's Sexual and Gender-Based Harassment and Discrimination Policy (hereinafter "the Policies"). These procedures do not apply in cases falling under the Curry College Title IX Policy Prohibiting Sexual Harassment and Discrimination. The College's Title IX Policy Prohibiting Sexual Harassment and Discrimination can be found in the Student Handbook (see page 96, below) and the Employee Handbook.*

The College will investigate allegations of violations of these Policies in a practicably prompt, equitable, and impartial manner. Depending upon the facts and circumstances known to it, the College, in its discretion and judgment, may determine that the report of alleged violations of these Policies will be addressed, investigated, and/or resolved outside of the procedures described hereinafter, and it also may take interim action as it deems appropriate to address the safety and protection of the College community.

As part of its investigation, the College, through its Assistant Dean of Students or another person designated by the Dean of Students (hereinafter, "the conduct officer"), will investigate the alleged violation. At the College's discretion, more than one conduct officer may be assigned. The College, in its discretion, may also assign an investigator from outside the College's administration ("an external investigator") to conduct the investigation with or without the College's internal investigator. All investigators – conduct officers or external investigators – will be qualified and annually trained individuals employed by the College or engaged by the College for the purpose of conducting investigations under the Policies. Involved parties should inform the Dean of Students (in writing) of any conflicts or potential conflicts of interest with regard to the designated investigator and/or conduct officer.

### **Notice**

If the determination is that the report will go through the Community Standards Process, the Complainant and the Respondent will be notified in writing by the College. This written notice to the Complainant and the Respondent will include a brief description of the allegations, the date, time, and location, if known, of the alleged conduct, the portion(s) of the Policies that are alleged to have been violated, and any interim measures in place about which either Party must be made aware. This written notice does not constitute a finding or a determination of responsibility. There is a presumption that the Respondent is not responsible for the alleged conduct unless and until a determination regarding responsibility is made at the conclusion of the grievance process. All formal determinations are subject to an appeal right. The notice will state whether the matter is proceeding through the formal or informal resolution process.

## **Timing**

Typically, but as practicable, the resolution process for an informal complaint is completed within approximately ninety (90) business days from the date the parties agree in writing to the informal process.

Typically, but as practicable, the resolution process for a formal complaint is completed within approximately one hundred twenty (120) business days from the date the parties are notified in writing that the matter is being addressed through the formal process.

The Title IX Coordinator may extend any deadlines within this policy when necessary (including the impact of scheduling issues, complexity of a case, and in furtherance of a fair and thorough process). The parties will be notified in writing of any extension, the reasons for it, and the revised (expected) timeframe.

### **A. Informal Resolution**

An Informal Resolution Process (IRP) may be used to address certain complaints of sexual harassment covered by this Policy. Informal Resolution, which can take various forms, described below, requires voluntary, written consent for participation by the parties and is available at the discretion of the Title IX Coordinator. An IRP is not permitted when an employee is alleged to have sexually harassed a student. Any party, including the College, can end an IRP and resume the Formal Resolution Process at any time prior to the conclusion of a formal hearing.

#### **Notice**

Prior to participating in an Informal Resolution Process, parties will receive written notice of the allegations and an explanation of the process and consequences, including a summary of the records that will be maintained or could be shared if the parties elect to enter an IRP.

#### **Process**

Informal Resolutions can result in the voluntary imposition of safety measures, remedies, and/or agreed-upon resolutions by the parties that are enforceable by the College, including, but not limited to, no contact orders, restrictions from activities, class, and locations, and education or training.

*Mediation.* Informal Resolution may take the form of a mediation, where the parties do not meet face to face, a trained individual works with them to develop an IRP that they mutually agree to.

*Restorative Justice.* Informal Resolution may take the form of a Restorative Justice Resolution Process, which can be facilitated by the Title IX Coordinator or other trained, third-party facilitator. This may or may not involve face-to-face meetings with the Complainant and Respondent, available if all parties, including the College, agree. A restorative justice conference brings together those who were impacted by an offense, typically including those who were harmed, those who were responsible for causing the harm, and impacted

community members. Through a facilitated dialogue, the participants discuss the harm and surrounding events, and mutually determine solutions to repair harm and rebuild trust. The Restorative Justice Resolution will result in an agreement between the Complainant, Respondent, the College, and other impacted parties. Information on the Restorative Justice Process is located on page 59 of the Student Handbook.

All agreements reached during the IRP must be approved by the Title IX Coordinator and signed by the Respondent and Complainant. Failure to reach an agreement or complete the items in the signed agreement may result in the case being referred to the Formal Resolution Process.

### **Use of Information from the IRP**

Information obtained during an IRP will not be available for use during the Formal Resolution Process, including the investigation or hearing.

Participation in an Informal Resolution Process does not constitute a finding of responsibility for a policy violation and is therefore not part of the student or employee's disciplinary file. However, information regarding participation in the IRP is maintained, as well as the agreement. If the Respondent is found responsible for a violation of any College policy in the future, the terms of the agreement can be considered when issuing sanctions for the Respondent.

## **B. Investigation Process**

Both the Complainant and the Respondent are given the opportunity to inform the College, verbally and/or through a written statement, of any facts that they believe should be considered in the College's investigation of the reported violation. As part of the investigation process, the conduct officer or investigator may: (1) offer the Complainant and the Respondent the opportunity to speak (separately) with the conduct officer or investigator; (2) speak with other individuals, who, in the conduct officer's or investigator's discretion, may have information relevant to the report; and (3) request and review written documents, materials, or property, as the conduct officer or investigator deems appropriate, to conduct a prompt, fair, and impartial investigation.

Both the Complainant and the Respondent are afforded the right to provide to the conduct officer or investigator: name of witnesses to the alleged violation, questions to be asked of the involved Parties and potential witnesses, and any documents or items that are relevant to the investigation. The conduct officer or investigator will exercise discretion in their determination of what information to consider, which questions are relevant and should be asked of the involved Parties and potential witnesses, and which potential witnesses identified by the Parties can provide relevant information to the investigation. The conduct officer or investigator generally will not consider information related to either Party's sexual history outside of the conduct in question or consider character witnesses.

Both the Complainant and the Respondent may be asked to separately attend a Community Standards Meeting. Students are expected to be truthful and to participate as requested.

If the student does not meet with the conduct officer or investigator or attend a Community Standards Meeting for any reason the College may still move forward with the Community Standards Process.

### **Advisors**

Both the Complainant and the Respondent are permitted to have an advisor of their choosing, which may include an advocate or counsel, accompany them to a Community Standards Meeting or interview. A student should select an advisor whose schedule allows attendance at the scheduled date and time for the meetings as unreasonable delays may not be permitted due to scheduled conflicts for the advisor. The role of an advisor is to accompany a student with the purpose of providing support during the community standards meeting. An advisor may not address or question the conduct officer or investigator, answer on behalf of the student, or otherwise actively participate in the process. An advisor cannot be a witness or otherwise involved in the investigation or resolution process.

### **Law Enforcement Request for Delay**

If a student or a law enforcement agency requests the College to delay its Community Standards Process because the conduct at issue is also subject to a civil or criminal case, the College, in its sole discretion through its Dean of Students and/or their designee, will determine if it is in the best interest of the College and its community to delay or move forward with the Community Standards Process, address the matter, and/or implement appropriate interim and/or final actions and sanctions (including, but not limited to, No Contact Orders, full or partial removal from campus, residence facilities, and/or classes, removals or interim removals, or suspensions or interim suspensions), notwithstanding the civil or criminal case.

### **Evidence Review**

Parties shall be provided equal opportunities to inspect, review, and comment on evidence obtained as part of the investigation that is directly related to the allegations. The parties will be given an opportunity to provide a response to the conduct officer or investigator.

When the complaint involves a report of alleged behavior that may constitute a crime of violence or a forcible or non-forcible sex offense, the school will provide the parties the same evidence review process as set forth under the Title IX Policy. Any responses to the evidence and draft report will be included in a final report and provided to the parties for their review and comment prior to any findings or decision being made.

### **Final Report and Findings**

The information gathered during the College's investigation of reported violations will be reviewed, and a decision will be made by the conduct officer or investigator as to whether a violation occurred, based upon a preponderance of the evidence standard (i.e., is it more likely

than not that the alleged violation occurred). The conduct officer or investigator will present this finding to the Dean of Students, or designee, for sanctioning, if applicable.

When the complaint involves a report of alleged behavior that may constitute a crime of violence or a forcible or non-forcible sex offense, the final report will include:

- The allegations constituting sexual harassment
- A description of the procedural steps taken during the grievance process
- Finding of facts supporting the determination
- Conclusions regarding the application of the Policy to the facts
- A statement of, and rationale for the result of each allegation including findings, sanctions, and remedies
- Procedures for appeal

### **Notification of Determination**

The College will inform both the Complainant and the Respondent in writing whether the College has concluded that a violation of the Policies did or did not occur. The Complainant and Respondent will receive a written determination regarding responsibility within a reasonable time after a final determination, but such period may be extended in writing by the College. Additionally, when the complaint involves a report of a crime of violence or a forcible or non-forcible sex offense, the Complainant may be provided with information about the sanctions imposed against the Respondent. In all other cases, the Complainant shall be informed of sanctions imposed against the Respondent where the sanction directly relates to the Complainant (for example, sanctions that require the Respondent to have no contact with the Complainant, and/or removal from the same residence hall or class).

Both the Complainant and Respondent will typically, if practicable, be notified of the outcome of the community standards process within ninety (90) days of the commencement of the investigation, although circumstances (including the constraints of the school calendar, degree of complexity of a case, and scheduling conflicts) may result in a longer period.

The determination of responsibility becomes final either on notification of the results of the appeal, or the date on which an appeal would no longer be considered timely. The appeal process is set forth below.

### **Disciplinary Action and Sanctions**

When an individual is found to have violated the College's policies on Discrimination, Bias-Related Harassment, Hate Crimes, or the Sexual and Gender-Based Harassment and Discrimination Policy, appropriate disciplinary action and sanctions will be imposed by the College, including but not limited to, probation, loss of privileges, mandatory training or counseling, mandated assessment, removal from classes, buildings, activities, programs, and/or campus locations, suspension, and/or expulsion from the College. Additional information on sanctions that may be imposed following the determination of a violation of the Policy are referenced in the sanctioning section of the Community Standards Process in this handbook.

The imposition of sanctions may result in the withholding of a Curry College diploma.

### **False Complaints and Duty of Honesty**

A false complaint is where someone knowingly and intentionally makes an untrue, dishonest, or frivolous complaint under this Policy.

The College expects community members to act in furtherance of a fair, neutral, and reliable complaint resolution process. Parties and witnesses who participate in a complaint resolution process shall be honest in their statements and communications.

The College reserves the right to impose appropriate disciplinary action on students and employees who knowingly and intentionally file a false or frivolous complaint, or who participate dishonestly or in bad faith in the resolution of a complaint filed pursuant to College policies. No one may knowingly and intentionally provide false and misleading information in the context of the complaint resolution process.

*A finding that the College policies have not been violated is not, in and of itself, an indication that a complaint is false, untruthful, or frivolous.*

### **Appeal Process**

*The following applies to appeals for cases under the College's policies on Discrimination, Bias-Related Harassment, or Hate Crimes or the Sexual and Gender-Based Harassment and Discrimination Policy. For appeals for cases under all other policies, please see the appeals process under the Community Standards Process*

### **Both the Complainant and the Respondent may appeal the outcome on one or more of the following grounds only:**

- New and relevant information: Significant information that was not available at the time of the Community Standards Meeting that has been revealed or discovered which alters the facts of the matter and may alter the outcome. It is not information that the Complainant or the Respondent had at the time but did not share with the conduct officer at the original Meeting
- Procedural error: A claim of error in the Community Standards Process that substantially affected the decision
- The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances

Appeals must be submitted via the online appeal form on the Portal at [my.curry.edu/group/myCampus/student-conduct](https://my.curry.edu/group/myCampus/student-conduct) (under Student Life, Community Standards) by the Complainant or Respondent to the Dean of Students Office within five business days of the date the outcome letter was sent.

The appeal submission must identify on which of the above three reasons the appeal is based.

- If appealing on grounds of new information, the submission must include the new information that supports the student's position and explain the specific relevance and credibility of that new information.
- If appealing on a procedural error, the submission must state what the specific error was and how it substantially affected the outcome of the Community Standards Meeting.
- If appealing due to the belief that the severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances, the submission must include reasons why the student thinks this outcome was not appropriate and state what discipline (if any) the student believes to be appropriate and why.

The Dean of Students (or designee) will then review the appeal. The result of the appeal may be a confirmation of the original outcome, or a change of the outcome, either in whole or in part. The College will inform both the Complainant and the Respondent in writing of the result of the appeal. The appeal decision is final.

Any action (including an interim removal or suspension) assessed, imposed, or recommended at the conclusion of the Community Standards Meeting or investigation process (or at any other time, as determined by the College) may be enforced pending the outcome of an appeal, at the sole discretion of the College, through its Office of Vice President of Student Affairs or designee.

PLEASE NOTE: The provisions described above for the handling of community standards and discipline matters pertaining to reported violations of this policy are only guidelines. The process to address, investigate, and resolve community standards and discipline matters for alleged violations of this policy lies ultimately within the College's discretion, and the College has the right to determine if the circumstances of a particular situation are such that the College must address the alleged violations in manner different than the provisions set out in these guidelines. These provisions do not constitute contractual promises by the College. Therefore, the student should understand that the College may not follow these provisions and its non-adherence to any of these provisions will not invalidate its determinations.

# **CURRY COLLEGE TITLE IX POLICY PROHIBITING SEXUAL HARASSMENT AND DISCRIMINATION**

## **Introductory Statement:**

This policy was adopted by the College in compliance with the regulations promulgated under Title IX, effective August 14, 2020, and applies only to conduct occurring on or after this date. In the event of any changes or legal developments affecting these regulations, the College reserves the right to modify, amend, suspend, or revoke this policy. In such event, the College will notify the Curry College community.

Curry College strives to comply with all federal and state civil rights laws barring discrimination, including Title IX of the Education Amendments of 1972 (“Title IX”). The College is committed to complying with such laws and regulations. Title IX prohibits any person in the United States from being discriminated against on the basis of sex in educational programs and activities. The College has policies and procedures that prohibit such sex discrimination in all of its forms, including this Title IX Harassment Policy, which addresses harassment in compliance with the requirements of regulations promulgated under Title IX (34 CFR part 106). The College also maintains other policies that prohibit misconduct and discriminatory harassment, as set out in this Handbook. To the extent that alleged misconduct does not meet the definitions or scope of harassment covered by this Title IX Harassment Policy, or if such conduct is discovered in the course of investigating Title IX Harassment, the College reserves and retains full authority to investigate and adjudicate that conduct under the College’s other policies, as appropriate.

## **I. Institutional Values and Statement of Non-Discrimination**

Curry College is committed to providing equal opportunity in employment and education to all employees, students, and applicants. No employee, student or applicant shall be discriminated against or harassed on the basis of race, religion, color, sex, age, ethnic or national origin or ancestry, veteran status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in Uniformed Services, or any category protected by applicable state and federal laws. Similarly, Curry College is committed to making its programs and campus accessible to its visitors and compliant with all applicable non-discrimination laws.

Sexual harassment, including sexual violence, is a form of sex discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Violence Against Women Act, Massachusetts General Laws chapter 151B, § 4, Massachusetts General Laws chapter 151C, § 2, and Massachusetts General Laws chapter 214, § 1C. Furthermore, conduct prohibited under this policy is incompatible with the values and mission of Curry College and will not be tolerated.

## **II. Purpose and Scope**

The College fully supports the right of all persons to hold employment and receive education without suffering unlawful discrimination, harassment, or retaliation. The Title IX Sexual Harassment and Discrimination Policy prohibits sexual harassment and discrimination, including but not limited to, sexual harassment (including *quid pro quo* and hostile environment), sexual assault, dating violence, domestic violence, and stalking. It also prohibits retaliation against an



individual for making a report of conduct prohibited under this policy or for participation in an investigation of an alleged violation of this policy.

This policy applies to all students and employees only in the following circumstances:

1. **Complaint:**  
Prohibited Conduct as defined in Section IV. below is reported; and
2. **Location:**  
The conduct occurred within an educational program or activity controlled by the College (including buildings or property controlled by recognized student organizations), and against a person in the United States; and
3. **Respondent:**  
The College has control over the Respondent, meaning the Respondent is a student (from the time of acceptance to the College, and continuing after admission to matriculation and enrollment) or employee (including hired but not yet working, or employed); and
4. **Complainant:**  
At the time of filing a formal complaint, the Complainant is participating in or attempting to participate in an education program or activity of the College.

The Office of Human Resources may address alleged violations of College policy that fall outside the scope of this policy and which are made against an employee, a visitor to an employee, or a vendor. The applicable procedures can be found in the Employee Handbook.

The Office of Community Standards & Accountability may address alleged violations of College policy that fall outside the scope of this policy and which are made against a student of the College or a visitor to a student. The applicable procedures can be found in the Student Handbook.

### **III. Academic Freedom**

Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the College's professional educators. Conduct believed to be offensive, on its own, is not sufficient to constitute a violation of this policy. Most matters involving Academic Freedom and alleged faculty conduct violations are set out in the Collective Bargaining Agreement ("CBA") between the College and the Curry College Chapter of the AAUP, and reference should be made to the CBA and/or the Employee Handbook.

## IV. Prohibited Conduct under this Policy

### A. Sexual Harassment

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1) Quid Pro Quo:

- a. an employee of the College
- b. conditions the provision of an aid, benefit, or service of the College
- c. on an individual's participation in unwelcome sexual conduct

2) Sexual Harassment:

- a. unwelcome conduct,
- b. determined by a reasonable person
- c. to be severe
- d. to be pervasive
- e. objectively offensive
- f. that it effectively denies a person equal access to the College's education program or activity

Examples of sexual harassment may include, but are not limited to the following conduct if unwelcome:

- Repeated offensive sexual flirtations, advances or propositions
- Verbal abuse or innuendo of a sexual nature which is continued or repeated
- Physical contact such as touching, hugging, patting, or pinching which is uninvited and unwanted by the other person
- Offensive verbal comments of a sexual nature about an individual's body or sexual terms used to describe an individual
- An open display of sexually suggestive objects or pictures if people find them offensive
- Jokes or remarks of a sexual nature if people find them offensive
- Unwanted prolonged and apparent staring or leering at a person
- Obscene gestures or suggestive or insulting sounds made towards people who find them offensive
- The demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment status or educational status or promises of preferential treatment
- Direct or implied requests for sexual favors in exchange for actual or promised favorable evaluations of course requirements, or favorable recommendations for position or benefits within or outside the College Community
- Sexual Exploitation. Sexual Exploitation is purposely or knowingly taking sexual advantage of another person without effective consent. Examples of sexual exploitation include, but are not limited to:
  - Obscene or indecent behavior, including exhibitionism, or the exposure of one's

- sexual organs or the display of offensive sexual behavior
- Voyeurism, or the deliberate observation of others (including letting others hide for observation) for sexual purposes without their consent
- Taking, posting, displaying, or disseminating pictures, video or audio of another person’s intimate body parts, or another person engaged in sexual activity or in a state of undress without that person’s consent
- Possession or distribution of illegal pornography
- Exchanging sexual acts for goods or services
- Knowingly and intentionally engaging in sexual activity that exposes another person to a sexually transmitted infection or virus without the other’s knowledge
- Providing someone with alcohol or drugs (such as “date rape” drugs), without that person’s knowledge and effective consent, for the purpose of making the person incapacitated
- Knowingly and intentionally engaging in sexual activity without a condom without the other party’s knowledge and effective consent after the parties agreed to use a condom.

In evaluating allegations of sexual harassment, the allegations are evaluated from both a subjective and objective perspective considering the totality of the circumstances.

1) Sexual assault, defined as:

- a. Sex Offenses, Forcible:
  - i. Any sexual act directed against another person,
  - ii. without the consent of the Complainant,
  - iii. including instances in which the Complainant is incapable of giving consent.
- b. Forcible Rape:<sup>2</sup>
  - i. Penetration,
  - ii. no matter how slight,

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<sup>22</sup> Rape includes the definitions of Sodomy and Sexual Assault with an Object:

- a) Forcible Sodomy:
  - i) Oral or anal sexual intercourse with another person,
  - ii) forcibly,
  - iii) and/or against that person’s will (non-consensually), or
  - iv) not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- b) Sexual Assault with an Object:
  - i) The use of an object or instrument to penetrate,
  - ii) however slightly,
  - iii) the genital or anal opening of the body of another person,
  - iv) forcibly,
  - v) and/or against that person’s will (non-consensually),
  - vi) or not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- iii. of the vagina or anus with any body part or object, or
  - iv. oral penetration by a sex organ of another person,
  - v. without the consent of the Complainant.
- c. Forcible Sodomy:
  - i. Oral or anal sexual intercourse with another person,
  - ii. forcibly,
  - iii. and/or against that person's will (non-consensually), or
  - iv. not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- d. Sexual Assault with an Object:
  - i. The use of an object or instrument to penetrate,
  - ii. however slightly,
  - iii. the genital or anal opening of the body of another person,
  - iv. forcibly,
  - v. and/or against that person's will (non-consensually),
  - vi. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- e. Forcible Fondling:
  - i. The touching of the private body parts of another person (buttocks, groin, breasts),
  - ii. for the purpose of sexual gratification,
  - iii. forcibly,
  - iv. and/or against that person's will (non-consensually),
  - v. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- f. Sex Offenses, Non-forcible:
  - i. Incest:
    - 1. Non-forcible sexual intercourse,
    - 2. between persons who are related to each other,
    - 3. within the degrees wherein marriage is prohibited by Massachusetts law.
  - ii. Statutory Rape:
    - 1. Non-forcible sexual intercourse,
      - a. with a person who is under the statutory age of consent, which is 16 years old in Massachusetts.

2) Dating Violence, defined as:

- a. violence
- b. on the basis of sex
- c. committed by a person

- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant
  - i. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship
  - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
  - iii. Dating violence does not include acts covered under the definition of domestic violence

3) Domestic Violence, defined as:

- a. violence
- b. on the basis of sex
- c. committed by a current or former spouse or intimate partner of the Complainant
- d. by a person with whom the Complainant shares a child in common
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Massachusetts
- g. by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Massachusetts

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.*

4) Stalking, defined as:

- a. engaging in a course of conduct
- b. on the basis of sex
- c. directed at a specific person, that
  - i. would cause a reasonable person to fear for the person’s safety
  - ii. the safety of others
  - iii. suffer substantial emotional distress
  - iv. For the purposes of this definition—
    - i. Course of conduct means two or more acts, including, but not limited to,
      - 2. acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property
        - i. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant

- ii. Substantial emotional distress means significant mental suffering or
- 3. anguish that may but does not necessarily require medical or other professional treatment or counseling

### **B. Effective Consent**

Effective consent is informed, knowing, and voluntary. The College defines effective consent as mutually understandable words or actions which indicate willingness to participate in mutually agreed-upon sexual activity.

Effective Consent cannot be given by minors (in Massachusetts, those not yet sixteen (16) years of age). Effective Consent cannot be given by individuals who have a permanent or temporary mental disability that results in their being unable to provide informed, knowing, and voluntary consent. Effective Consent cannot be given by those who are incapacitated, unconscious, unaware, or otherwise physically helpless. Consent obtained as a result of physical force, threats, intimidation (implied threats), duress, or coercion is not Effective Consent.

Consent to one form of sexual activity does not imply consent to other forms. Consent may be given for specific sexual activities and not for others. Consent at one time, including prior intimate partner or physical relationships does not imply future consent. Silence does not constitute consent and may indicate that something is wrong and the potential for sexual misconduct exists. The use of alcohol or other drugs does not constitute a defense for the failure of a person who initiates sexual activity to obtain effective consent.

### **C. Incapacitation**

The College defines incapacitation as a state where an individual cannot make rational, reasonable decisions because the individual lacks the capacity to give knowing consent, and/or is in a state where one cannot make a rational, reasonable decision because the individual lacks the ability to understand the who, what, when, where, why, or how of their sexual interaction. This includes incapacitation from alcohol or other drug consumption (voluntary or involuntary), permanent or temporary mental disability, sleep, or involuntary physical restraint.

A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person, and there can be no Effective Consent in such situations.

### **D. Retaliation**

Retaliation against any individual for i) reporting, in good faith, acts of discrimination or harassment, ii) participating in a complaint resolution process, or iii) providing information related to a report of discrimination or harassment, is strictly prohibited by federal and state laws and regulations and will not be tolerated. Retaliatory acts constitute a violation of the law and this Policy and may include, but are not limited to, intimidating, threatening, or taking

adverse actions against an individual for attempting to or bringing forward a good faith complaint of discrimination or harassment, for participating in a complaint resolution process, or providing information related to a report of discrimination or harassment. Engaging in retaliatory acts, including the continuation or recurrence of harassment or discrimination (directly or through a third party), may constitute a violation of law and this Policy and will result in disciplinary action. The College's investigation of reported acts of retaliation shall proceed independent of the College's investigation of the related report(s) of discrimination or harassment.

Any suspected retaliation should be reported immediately to the Title IX Coordinator as circumstances warrant.

#### **E. Complicity**

Complicity is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of a violation of this policy by another person.

#### **F. False Complaints and Duty of Honesty**

A false complaint is where someone knowingly and intentionally makes an untrue, dishonest, or frivolous complaint under this Policy.

The College expects community members to act in furtherance of a fair, neutral, and reliable complaint resolution process. Parties and witnesses who participate in an investigation of a complaint and/or complaint resolution process shall be honest in their statements and communications.

The College reserves the right to impose appropriate disciplinary action on students and employees who knowingly and intentionally file a false or frivolous complaint, or who participate dishonestly or in bad faith in the resolution of a complaint filed pursuant to College policies. No one may knowingly and intentionally provide false and misleading information in the context of the complaint resolution process.

*A finding that the College policies have not been violated is not, in and of itself, an indication that a complaint is false, untruthful, or frivolous.*

### **V. Options for Reporting Prohibited Conduct**

Individuals who have experienced sexual harassment or discrimination are encouraged to report the misconduct to the College or to local law enforcement. These options are not mutually exclusive – you do not need to choose one option over the other. Internal reports and criminal reports can be made simultaneously or at different times. There is no time limit for filing a report with the College; however, individuals are encouraged to report misconduct as soon as possible in order to maximize the College's ability to respond promptly and effectively.





Making a report of prohibited conduct under this policy involves telling an employee of the College (except for those designated as “confidential,” referenced in Section VII.), also known as “mandated reporters,” what occurred. While reported misconduct must be relayed to the Title IX Coordinator, individuals wishing to make a complaint can speak directly to one of the above Coordinators or any mandated reporter. Additionally, a number of staff and faculty across campus have been trained as Liaisons, serving as a resource to members of the College community. These Liaisons participate in annual training and are knowledgeable about College policies, procedures, resources and reporting obligations.

Upon receipt of a report, the Title IX Coordinator, or designee, will promptly contact the Complainant and provide information about the availability of supportive measures and information about the process for filing a formal complaint. Information about filing a formal complaint can be found in Appendix A.

## **VI. Confidentiality and Employee Reporting Obligations**

A number of different resources and reporting options are available to those who have experienced sexual harassment or discrimination. It is important to understand, however, that these resources offer varying degrees of confidentiality and reporting obligations, as outlined below.

**Employee Reporting Responsibilities.** All College employees (faculty and staff) must promptly notify the Title IX Coordinator about possible sexual harassment, with limited exceptions. On-campus resources who can maintain confidentiality and are therefore not required to report discrimination or harassment to the Title IX Coordinator, are those employed at the Counseling Center and Health Services, and the Sexual Violence Prevention Educator, who serves as a confidential resource provider.

Adherence to this reporting obligation ensures that the College can connect affected individuals with appropriate resources and services; track incidents and identify patterns; and, where appropriate, take steps to protect the College community.

All actions taken to investigate and resolve complaints shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and fairness of the investigation.

The College will not disclose the identity of a complainant or respondent, except as necessary to carry out a disciplinary process or as permitted under state or federal law. All persons involved are to treat the situation with respect and as confidentially as possible. To conduct a thorough investigation, the Investigator(s) and/or Title IX Coordinator may discuss the complaint with witnesses and those persons involved in or affected by the complaint, and those persons necessary to assist in the investigation or to implement appropriate remedial action.

**Complainant Requests Not to Investigate.** A Complainant may request that the College not investigate or pursue resolution of a report or may request that their name not be disclosed. This

can limit the College's ability to respond fully to the reported misconduct and pursue disciplinary action against the Respondent. Such requests should be made to a Title IX Coordinator and will be balanced with the College's responsibility and legal obligation to provide a safe and non-discriminatory environment for all members of the College community.

The College will respect the Complainant's right not to participate in an investigation but may continue an investigation to meet its responsibility and legal obligation to provide a safe and non-discriminatory environment for all members of the Curry community. In such cases, the College will consult with the Complainant and keep the Complainant informed about the chosen course of action. The College may determine that it must investigate and pursue resolution of a report. An individual who initially requests anonymity or who requests that the College not investigate or pursue resolution may later request that the College investigate and pursue resolution.

**Clery Act Reporting.** In accordance with the Clery Act and the Violence Against Women Act (VAWA), statistical information regarding certain offenses will be included in the College's annual safety and security report in a manner that does not include any personally identifiable information. All employees who are designated as Campus Security Authorities for the purposes of the Clery Act must immediately provide non-identifying statistical information regarding all reported incidents of sexual assault, dating violence, domestic violence, and stalking.

All personally identifiable information is kept private, but statistical information is passed along to the College's Department of Public Safety by the Title IX Coordinator regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include: student affairs/student conduct staff, Public Safety, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

In addition, College administrators will issue timely warnings for incidents reported that pose a serious and ongoing threat to the safety of the campus community.

## **VII. Accessing Resources and Supportive Measures**

### **D. Confidential Resources**

If a student or employee wants to speak with a confidential resource, trained staff are available on and off-campus. Help and support is available to those who want to talk in detail about an incident but are not sure if they are ready or interested in reporting to the College or law enforcement.

#### **Confidential Resource Provider**

On-campus: Sexual Violence Prevention Educator

Rachael Cina  
55 Atherton St.  
(617) 333-2956  
[Rachael.Cina@curry.edu](mailto:Rachael.Cina@curry.edu)

The Sexual Violence Prevention Educator is a confidential resource available to assist students and employees by providing information on reporting options, disciplinary and law enforcement processes, counseling services, medical and health services, and available supportive measures.

**Emotional Support**

On-campus: Counseling Center (617) 333-2182 (8:30am -4:30pm)  
(*For students*) 1016 Brush Hill Road, Milton, MA 02186

Counselor-on-call after hours via Public Safety (24/7) (617) 333-2222

Off-campus: A New Day victim advocates (a program of Health Imperatives)  
24-hour hotline (508) 588-8255  
950 W. Chestnut St., Brockton, MA 02301

DOVE – Domestic Violence Ended  
24-hour hotline (617) 471-1234  
P.O. Box 690267, Quincy, MA 02269

(*For employees*) If an employee wants to speak with a confidential resource, Life Assistance Program through Cigna Behavioral Health (available to employees) is a free confidential service available to all employees and their household members. Services are available to assist 24 hours a day, 7 days a week for support.

Life Assistance Program: (800) 538-3543

Services available include face-to-face visits with a network provider for behavioral issues, telephonic support for work/life concerns and crisis support).

In cases of physical violence and/or sexual misconduct, the College encourages individuals to seek medical care, which also offers the best option to ensure the preservation of evidence.

**Medical Care**

On-campus: Health Services (617) 333-2182 (8:30-4:30)  
(*For students*) 1016 Brush Hill Road, Milton, MA 02186

Off-campus: Milton Hospital (617) 696-4600  
199 Reedsdale Road, Milton, MA 02186  
(Transportation available via Public Safety (617) 333-2222)

Beth Israel Deaconess Medical Center (617) 667-7000  
330 Brookline Ave, Boston, MA 02215

Plymouth Campus: Beth Israel Deaconess Hospital - Plymouth (508) 746-2000  
275 Sandwich St, Plymouth, MA 02360

#### **E. Amnesty**

The College encourages reporting of sexual harassment and discrimination and seeks to remove any barriers to reporting. The College recognizes that a reporting party who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential disciplinary consequences. Accordingly, students who disclose sexual misconduct, either as a Complainant, Respondent, or a third party witness, will not be subject to disciplinary action for a violation of the College's student conduct policies related to the incident, unless the College determines that the report was not made in good faith or that the student took an action that placed the health and safety of another person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

#### **F. Supportive Measures**

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available without fee or charge to the Complainant and Respondent, before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures are designed to balance restoring or preserving access, without unreasonably unburdening the other party. Additionally, they are intended to protect the safety of all parties and/or deter sexual harassment.

Supportive measures include, but are not limited to, counseling, extension of deadlines or other course-related adjustments, modification of work or class schedules, campus escort services, mutual orders of no contact, changes in work or housing locations, leaves of absences, increased security and monitoring of certain area.

The College will maintain the privacy of the supportive measures, provided that privacy does not impair the College's ability to provide the supportive measures. The College will act to ensure as minimal an academic impact on the parties as possible and will implement measures in a way that does not unreasonably burden the other party.

### **VIII. Prevention and Awareness Programs**

In line with the College's commitment to the prevention of prohibited conduct, Curry College provides a variety of ongoing education and awareness programs. New students and employees receive prevention programming when joining the College community and returning students

and current employees receive ongoing training and related education.

For more information about the College's available prevention and education offerings, please contact Rachael Cina, Sexual Violence Prevention Educator, at [Rachael.Cina@curry.edu](mailto:Rachael.Cina@curry.edu).

### **IX. Title IX Coordinator / State and Federal Agencies**

Individuals may contact one of the College's Title IX Coordinators to address questions about the conduct prohibited under this policy, including sexual discrimination and harassment. Individuals may also file a complaint for violations of this policy directly with a Title IX Coordinator.

Title IX Coordinator:  
55 Atherton Street  
617-979-3516

Deputy Title IX Coordinator:  
Lisa Rodrigues  
Interim Dean of Students  
1016 Brush Hill Road  
[Lisa.Rodrigues@curry.edu](mailto:Lisa.Rodrigues@curry.edu)  
(617) 391-5240

Deputy Title IX Coordinator:  
Marshall Lancey  
Assistant Dean of Students  
1016 Brush Hill Road  
[Marshall.Lancey@curry.edu](mailto:Marshall.Lancey@curry.edu)  
(617) 333-2365

### **State and Federal Agencies**

In addition to the above, if you believe you have been subjected to unlawful discrimination, harassment, or retaliation, you may file a formal complaint with the government agencies set forth below. Using the College's complaint process does not prohibit you from filing a complaint with these agencies.

The United States Equal Employment Opportunity Commission ("EEOC")  
Boston Area Office:  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(617) 565-3200  
(800) 669-4000

Massachusetts Commission Against Discrimination (“MCAD”)  
Boston Headquarters:  
One Ashburton Place, Suite 601  
Boston, MA 02108  
(617) 994-6000

Worcester Office:  
484 Main Street, Room 320  
Worcester, MA 01608  
(508) 453-9630  
Springfield Office:  
436 Dwight Street, Room 220  
Springfield, MA 01103  
(413) 739-2145

New Bedford Office:  
800 Purchase Street, Room 501  
New Bedford, MA 02740  
(508) 990-2390

U.S. Department of Education: Office for Civil Rights (“OCR”)  
5 Post Office Square  
8th Floor  
Boston, MA 02109-3921  
(617) 289-0111

## **X. Disability Accommodations**

Students with a disability seeking an accommodation regarding this Policy should contact the Director of Disability Services at (617) 333-2385 or [disabilityservices@curry.edu](mailto:disabilityservices@curry.edu), who will review the request and, in consultation with the person requesting the accommodation, and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process. Similarly, employees seeking an accommodation should contact Human Resources at (617) 333-2263.

## **XI. Interim Action**

### **A. Emergency Removal**

Members of the College’s Executive Team, acting through the Title IX Coordinator or designee, may impose an interim emergency removal on a Respondent, before or during a grievance process. Such action may be taken when, after an individualized safety and risk analysis, the College has determined that an immediate threat to the physical health or safety of any student or other individual exists. The interim removal may be from the College, from the residence halls, or from specific programs or activities. The Respondent will be notified in writing of the decision and will have the opportunity to challenge the decision immediately following the removal. A Respondent seeking to challenge an Emergency Removal decision

may do so by submitting a written appeal using the online form on the Portal (under Student Life: Community Standards for students, and Employees: Human Resources, for employees).

Grounds for appeal include the following:

- i. Procedural irregularity that affected the outcome;
- ii. New evidence that was not reasonably available when the decision regarding an emergency removal was made that could affect the outcome; and
- iii. A College official involved in the decision-making process regarding the emergency removal had a general or specific conflict of interest or bias that impacted the decision to issue an emergency removal.

An appeal reader will provide the Respondent with written notification of the outcome of the appeal. If the appeal is denied, the Emergency Removal will remain in effect.

#### B. Administrative Leave

The Vice President for Human Resources, or designee, may place an employee, including student employees, on administrative leave prior to or during the grievance process.

## **XII. Applicable Procedures under this Policy**

The specific procedure used in reporting, investigation, and resolving complaints is determined by multiple factors including the following: the complainant's relationship to the College; the Respondent's relationship to the College; the location of the alleged sexual harassment; and if the prohibited conduct alleged meets the definition of sexual harassment as defined in Section IV.

The grievance procedure used for responding to incidents in which a signed formal complaint alleging sexual harassment occurring in the context of Curry College's educational programs or activities is outlined in Appendix A. The Title IX Coordinator will dismiss formal complaints which do not satisfy the requirements outlined therein.

Behavioral allegations that do not satisfy these jurisdictional requirements will be referred to the appropriate offices, including Human Resources and Community Standards & Accountability, for review consistent with applicable College policy (if any).

Specifically, the Office of Human Resources may address alleged violations of College policy that fall outside the scope of this policy and which are made against an employee, a visitor to an employee, or a vendor. The applicable procedures can be found in the Employee Handbook.

The Office of Community Standards & Accountability may address alleged violations of College policy that fall outside the scope of this policy and which are made against a student of the College or a visitor to a student. The applicable procedures can be found in the Student Handbook.

### **XIII. Record Retention**

The College will keep for 7 years records of:

- Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom
- Any supportive measures, taken in response to a report or formal complaint of sexual harassment. If a Complainant was not provided supportive measures, a rationale must be provided as to why supportive measures were not provided
- All training materials used to train Title IX Coordinators, investigators, decision-makers, and those who facilitate the informal resolution process. The College will make these training materials publicly available on the College's website ([www.curry.edu](http://www.curry.edu))

### **XIV. Violations of Massachusetts State Law**

Some of the conduct prohibited by this policy may also constitute violations of the law. The following are definitions compiled from the Massachusetts General Laws applicable to certain relevant offenses.

#### **Dating and Domestic Violence**

Massachusetts law has no statutory definition of "dating violence" or "domestic violence," but there is a related crime of "domestic abuse" defined as: the occurrence of one or more of the following acts between family or household members: attempting to cause or causing physical harm, placing another in fear of imminent serious physical harm; and causing another to engage involuntarily in sexual relations by force, threat, or duress. Under this law, family or household members include people who are or were married, residing in the same household, related by blood or marriage, have a child together, or have a substantive dating or engagement relationship. See M.G.L. c. 209A, § 1.

#### **Sexual Assault**

There is no crime called "sexual assault" in Massachusetts; however, there are related crimes that constitute sexual offenses:

- "Rape," which is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Under state law, rape occurs when the offender has "sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against their will or compels such person to submit by threat of bodily injury." See M.G.L. c. 265, § 22
- A sexual assault that does not meet the legal definition of rape may constitute "indecent assault and battery," which occurs when the offender, without the victim's consent, intentionally has physical contact of a sexual nature with the victim. See M.G.L. c. 265, § 13H



- “Statutory rape,” which is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent. In Massachusetts the statutory age of consent is 16 years of age. See M.G.L., c. 265, §23

### **Stalking**

Under Massachusetts law, M.G.L., c. 265, §43, an individual engages in stalking if they: 1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress; and 2) makes a threat with the intent to place the person in imminent fear of death or bodily injury.

### **Consent**

Massachusetts does not have a specific definition for consent in this context. Instead, Massachusetts has several laws that define the age of consent and the additional penalties that attach if a person is under the age of 16 or 14. In Massachusetts, it is illegal to have sex under any circumstances with someone who is incapable of giving consent due to incapacity or impairment; incapacity or impairment may be caused by intoxication or drugs, or because a victim is underage, mentally impaired, unconscious, or asleep.

## **Appendix A: Grievance Procedure for Title IX Sexual Harassment**

This procedure applies only in certain circumstances, outlined below. The applicable procedures for addressing alleged violations by an employee, a visitor to an employee, or a vendor, which do not meet these criteria, can be found in the Employee Handbook. The applicable procedures for addressing alleged violations by a student or a visitor to a student, which do not meet these criteria, can be found in the Student Handbook.

This procedure applies only to the following cases:

1. **Complaint:**  
Prohibited Conduct as defined in Section IV. A. of the above Title IX Sexual Harassment and Discrimination Policy is reported
  
2. **Location:**  
The conduct occurred within an educational program or activity controlled by the College (including buildings or property controlled by recognized student organizations), and against a person in the United States
  
3. **Respondent:**  
The College has control over the Respondent, meaning the Respondent is a student (from the time of acceptance to the College, and continuing after admission to matriculation and enrollment) or employee (including hired but not yet working, or employed)
  
4. **Complainant:**  
At the time of filing a formal complaint, the Complainant is participating in or attempting to participate in an education program or activity of the College

Furthermore, this grievance procedure will be used for responding to incidents in which a signed formal complaint alleges sexual harassment. The Title IX Coordinator will dismiss formal complaints which do not satisfy the requirements and refer Complainants to the appropriate process, as applicable.

### **A. Review of Report of Sexual Harassment**

Upon receipt of a report, the Title IX Coordinator, or designee, will promptly contact the Complainant and provide information about the availability of supportive measures and explain the process for filing a formal complaint. The Title IX Coordinator, or designee, will: make an initial assessment and respond appropriately, including to any immediate health or safety concerns of the Complainant and Respondent; coordinate support and assistance, including supportive measures and emergency removal; and confer with Public Safety when a Timely Warning may be needed, as required by the Clery Act.

The Title IX Coordinator will attempt to speak with the Complainant to gather additional information to better understand the allegations and related conduct, including whether the alleged conduct may implicate a violation of this Title IX Sexual Harassment & Discrimination Policy, if it occurred, and to provide information about informal and formal resolution options.

## B. Filing a Formal Complaint

A formal complaint is needed to initiate the grievance procedure outlined in this Policy. This includes a document signed by the Complainant alleging sexual harassment against a Respondent and requesting that the University investigate the allegation of harassment. The document must contain the Complainant's physical or digital signature or must otherwise indicate that the Complainant is the person filing the formal complaint.

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law. In cases in which the College is compelled to proceed due to a compelling risk to health and/or safety, the Title IX Coordinator may sign a formal complaint to initiate a grievance process. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. The College may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy and they retain all rights of a Complainant under this Policy.

## C. Notice of Investigation and Allegations

When a formal complaint is filed, written notice is provided to the parties with the following information:

- Underlying information, including: the identities of the parties involved; the conduct allegedly constituting sexual harassment under the policy; the specific section of the policy allegedly violated; the date, time, and location, if known, of the alleged incident
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the respondent is presumed not responsible, unless and until, at the conclusion of the process below, there is a determination of responsibility
- An explanation that each party may be accompanied by an advisor of their choice, who may be a parent, friend, attorney, or union representative, and that each will have an opportunity to inspect and review evidence

- A statement about the College’s prohibition on providing false information in the context of an investigation
- Supportive measures, which are available equally to the Respondent and the Complainant
- A description of the applicable procedures, including potential sanctions or consequences that could result
- An instruction to preserve any evidence that is directly related to the allegations
- A statement of the College’s prohibition on retaliation
- The opportunity to meet with the Title IX Coordinator to discuss rights and options
- The name and contact information for the assigned investigator, if the matter is being investigated

#### D. Emergency Removal

A member of the College’s Executive Team, acting through the Title IX Coordinator or designee, may impose an interim emergency removal on a Respondent, before or during a grievance process. Such action may be taken when, after an individualized safety and risk analysis, the College has determined that an immediate threat to the physical health or safety of any student or other individual exists. The interim removal may be from the College, from the residence halls, or from specific programs or activities. The Respondent will be notified in writing of the decision and will have the opportunity to challenge the decision immediately following the removal. A Respondent seeking to challenge an Emergency Removal decision may do so by submitting a written appeal using the online form on the Portal (under Student Life: Community Standards for students, and Employees: Human Resources, for employees).

Grounds for appeal include the following:

- i. Procedural irregularity that affected the outcome
- ii. New evidence that was not reasonably available when the decision regarding an emergency removal was made that could affect the outcome
- iii. A College official involved in the decision-making process regarding the emergency removal had a general or specific conflict of interest or bias that impacted the decision to issue an emergency removal

An appeal reader will provide the Respondent with written notification of the outcome of the appeal. If the appeal is denied, the Emergency Removal will remain in effect.

#### E. Impartiality

Any individual carrying out this policy shall be free from any actual conflict of interest or bias that would impact the handling of this matter. Each party may object to the designation of an investigator, hearing officer, or appeal reader, on the grounds of actual bias or conflict of interest, by notifying the Title IX Coordinator. To raise a concern regarding bias or conflict of interest on the part of the Title IX Coordinator, parties can contact the Vice President of

Student Affairs, if a student, or the Vice President for Human Resources, if an employee.

The decision to proceed with an investigation is not a determination that the Respondent has engaged in the conduct as alleged. The College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until a determination of responsibility has been made at the conclusion of the grievance process.

#### F. Standard of Evidence

The decision regarding a Respondent's responsibility will be determined by a preponderance of the evidence. This means that the decision-maker will decide whether it is "more likely than not," based upon all the evidence, that the Respondent is responsible for the alleged violation(s).

##### A. False Complaints and Duty of Honesty in Title IX Process

A false complaint is where someone knowingly and intentionally makes a untrue, dishonest, or frivolous complaint under this Policy.

The College expects community members to act in furtherance of a fair, neutral, and reliable complaint resolution process. Parties and witnesses who participate in a complaint resolution process shall be honest in their statements and communications.

The College reserves the right to impose appropriate disciplinary action on students and employees who knowingly and intentionally file a false or frivolous complaint, or who participate dishonestly or in bad faith in the resolution of a complaint filed pursuant to College policies. No one may knowingly and intentionally provide false and misleading information in the context of the complaint resolution process.

*A finding that the College policies have not been violated is not, in and of itself, an indication that a complaint is false, untruthful, or frivolous.*

##### G. Dismissal of Formal Complaint

At any time prior to the commencement of a hearing, any case proceeding under this policy will be dismissed if it is determined that the conduct at issue does not meet the jurisdictional requirements of this policy. If the alleged conduct would, if true, implicate another College policy, the College may, in its sole authority, transfer the case for further handling under the appropriate employee or student policy.

The Title IX Coordinator may dismiss formal complaints in which the Complainant withdraws their formal complaint, the Respondent is no longer enrolled at the College, or there are specific circumstances preventing the College from gathering evidence sufficient to reach a determination as to the formal complaint.

Upon any dismissal, the College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties. This dismissal decision is appealable by any party under the procedures for appeal below. Appeals for dismissals of a complaint must be submitted in writing within five business days of the notification using the online form on the Portal (under Student Life: Community Standards for students, and Employees: Human Resources, for employees).

Grounds for appeal include the following:

- i. Procedural irregularity that affected the outcome
- ii. New evidence that was not reasonably available when the decision regarding a dismissal of the complaint was made that could affect the outcome
- iii. A College official involved in the decision-making process regarding the dismissal had a general or specific conflict of interest or bias that impacted the decision to issue a dismissal of the complaint

An appeal reader will provide the parties with simultaneous written notification of the outcome of the appeal. If the appeal is denied, the dismissal of the complaint will remain in effect.

#### H. Consolidation of Complaints

The College may consolidate formal complaints involving allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances or the allegations include elements of concerted action.

In the event that the allegations under this policy involve allegations of a violation of a separate policy, whether in the Student Handbook or Employee Handbook, the College shall have the right, within its sole discretion, to consolidate those other allegations within one investigation and/or hearing. Allegations of a violation of a separate policy are not required to be handled using the procedural requirements set forth in this policy.

#### I. Advisors

Complainants and Respondents are permitted to bring an advisor of their own choosing, which may include an advocate or counsel, to any meeting or interview to provide support. Choosing an advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing decision-maker(s). Other than asking questions of the other party, or of witnesses, at the hearing, the advisor may not participate directly in, or interfere with, the proceedings.

Although reasonable attempts will be made to schedule proceedings consistent with an advisor's availability, the process will not be delayed to schedule the proceedings at the convenience of the advisor. The Title IX Coordinator has the discretion to remove the advisor from the proceedings if the advisor interferes with the proceedings. For any Complainant or Respondent who does not have an advisor at the hearing, one shall be provided, at no charge, for purposes of cross-examination of the other party or witnesses. Parties must inform the Title IX Coordinator of the name of their advisor at least two business days prior to any meeting or hearing described in this grievance process.

#### J. Timeline

Typically, the resolution process for an informal complaint is completed within approximately sixty (60) business days from the date the parties agree in writing to the informal process.

Typically, the resolution process for a formal complaint is completed within approximately one hundred and twenty (120) business days from the date the parties are notified in writing that the matter is being addressed through the formal process.

The Title IX Coordinator may extend any deadlines within this policy when necessary (including the impact of scheduling issues, complexity of a case, and in furtherance of a fair and thorough process). The Parties will be notified in writing of any extension, the reasons for it, and the revised (expected) timeframe.

*Of note: Timelines are approximate and may change due to when a determination is made regarding which process will be followed, as well as if a Complainant changes their mind (e.g. they start with Informal and decide they want to proceed with a Formal process). Given the nature of the work, and due to multiple parties being involved, the process may take more time than "typical".*

#### K. Informal Resolution

An Informal Resolution Process (IRP) may be used as a way to address certain complaints of sexual harassment covered by this Policy. Informal Resolution, which can take various forms, described below, requires voluntary, written consent for participation by the parties and is available at the discretion of the Title IX Coordinator. An IRP is not permitted when an employee is alleged to have sexually harassed a student. Any party, including the College, can end an IRP and resume the Formal Resolution Process at any time prior to the conclusion of a formal hearing.

##### **Notice**

Prior to participating in an Informal Resolution Process, parties will receive written notice of the allegations and an explanation of the process and consequences, including a summary of the records that will be maintained or could be shared if the parties elect to enter an IRP.

## **Process**

Informal Resolutions can result in the voluntary imposition of safety measures, remedies, and/or agreed-upon resolutions by the parties that are enforceable by the College, including, but not limited to, no contact orders, restrictions from activities, class, and locations, and education or training.

*Mediation.* Informal Resolution may take the form of mediation, where the parties do not meet face to face, a trained individual works with them to develop an IRP that they mutually agree to.

*Restorative Justice.* Informal Resolution may take the form of a Restorative Justice Resolution Process, which can be facilitated by the Title IX Coordinator or other trained, third-party facilitator. This may or may not involve face-to-face meetings with the Complainant and Respondent, available if all parties, including the College, are in agreement. A restorative justice conference brings together those who were impacted by an offense, typically including those who were harmed, those who were responsible for causing the harm, and impacted community members. Through a facilitated dialogue, the participants discuss the harm and surrounding events, and mutually determine solutions to repair harm and rebuild trust. The Restorative Justice Resolution will result in an agreement between the Complainant, Respondent, the College, and other impacted parties. Information on the Restorative Justice Process is located on page 59 of the Student Handbook.

All agreements reached during the IRP must be approved by the Title IX Coordinator and signed by the Respondent and Complainant. Failure to reach an agreement or complete the items in the signed agreement may result in the case being referred to the Formal Resolution Process.

## **Use of Information from the IRP**

Information obtained during the course of an IRP will not be available for use during the Formal Resolution Process, including the investigation or hearing.

Participation in an Informal Resolution Process does not constitute a finding of responsibility for a policy violation and is therefore not part of the student or employee's disciplinary file. However, information regarding participation in the IRP is maintained, as well as the agreement. If the Respondent is found responsible for a violation of any College policy in the future, the terms of the agreement can be considered when issuing sanctions for the Respondent.

## **L. Formal Resolution – Investigation**

Upon receipt of a signed formal complaint and initiation of the Formal Resolution Process, the College will assign the case to an annually trained investigator who does not have any other role in this process. The College will make a good faith effort to complete investigations as promptly as circumstances permit. Typically, but as practicable, the resolution process for



a formal complaint is completed within approximately one hundred and twenty (120) business days from the date the parties are notified in writing that the matter is being addressed through the formal process. The College will communicate regularly with the parties to update them on the progress and timing of the investigation. The Investigator will conduct a prompt, equitable, and impartial investigation and will interview the Complainant, Respondent, and any witnesses who have relevant information, and collect any other relevant evidence. Should a Respondent who has been notified of an investigation decline to participate, the investigation may proceed, including holding a hearing, reaching a finding, and imposing any sanctions based on the information available.

The Investigator will prepare a summary of each interview. Each party will be provided with an opportunity to offer relevant witnesses and evidence. The Investigator will consider all relevant evidence, both inculpatory and exculpatory. All information for consideration by the Hearing Officer(s) must be provided to the investigator as part of the investigation process. Information that was not provided to the Investigator will not be allowed during the hearing itself, unless it can be clearly demonstrated that such information was not reasonably known to or available to the parties at the time of the investigation.

Questions and evidence about a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

In preparing for a hearing, the Complainant and Respondent are not restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence.

The parties will have the same opportunity to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting by an advisor of their choice. At these grievance/investigation meetings, advisors are not allowed to actively participate in or interfere with the proceedings.

At the conclusion of all interviews and fact gathering, the Investigator will provide the parties an equal opportunity to inspect and review all evidence obtained that is directly related to the allegations, including evidence upon which the College does not intend to rely in reaching a determination of responsibility. This includes inculpatory and exculpatory evidence whether obtained from a party or other source, so that each party can respond.

Prior to the conclusion of an investigative report, the Investigator will send to each party and their advisor, if any, the evidence subject to inspection and review. The parties will have ten (10) business days to submit a written response, which the investigator will consider prior to the completion of the investigative report. This information will also be available at the hearing.

The Investigator will create an investigative report, which summarizes relevant evidence, and provide it to the Title IX Coordinator, who may require that the Investigator conduct additional investigation. Once the investigation report is final, it will be provided to each party and their advisor, if any, for their review and written response, ten (10) business days prior to the hearing. The parties will be provided with a Notice of Hearing, which will include information regarding the date of the hearing, the identity of the Hearing Officer(s), and any deadlines or questions to be reviewed by the Hearing Officer to ensure relevance. The parties and any witnesses whose participation is invited or expected will be provided with written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. Within three (3) days of receipt of the Notice of Hearing, either party may object to a Hearing Officer on the basis of an actual bias or conflict of interest. Any objection must be in writing and sent to the Title IX Coordinator. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator will remove the Hearing Officer and appoint another.

Both the Complainant and the Respondent, accompanied by their advisor, will be provided with a Pre-Hearing Meeting. Each party is entitled to one advisor at the hearing, whose role is to ask questions of the other party and of witnesses, but not to advocate for, or otherwise speak on behalf of, their advisee during the hearing. No party shall be permitted to ask questions of the other party, or of a witness. An advisor of the College's choosing shall be provided for any party who does not have an advisor.

At any stage of this process, the parties and the Title IX Coordinator, or designee, may consider resolution of the case without a hearing. Those who agree to resolution without a hearing, do not have the right to appeal.

#### M. Formal Resolution – Hearing

Hearings may be held in person or via videoconferencing and will be conducted by either one Hearing Officer or up to three (3) Hearing Officers (hereafter "Hearing Officer") serving as a panel of decision-makers, each of whom must be annually trained and have no other role in the process. Each hearing will be recorded only by the College, either by audio recording or transcript. No other individual is permitted to record while the hearing is taking place. The recording is the property of Curry College but will be available to the parties for listening by contacting the Title IX Coordinator.

The hearing shall be conducted in private. The Hearing Officer has discretion over who is permitted into the hearing and has the authority to remove any person whose presence is deemed unnecessary or disruptive to the proceedings. Live hearings may be conducted in separate rooms, at the request of either party or the College, with technology enabling the Hearing Officer(s) and parties to simultaneously see and hear each other. If a Respondent or Complainant does not appear for the hearing, the Hearing Officer may proceed without the Respondent or Complainant.

The Complainant, Respondent, and Hearing Officer all have the right to call witnesses. Witnesses must have information relevant to the incident. No party will be permitted to call as a witness anyone who was not interviewed by the Investigator as part of the College's Investigation. The parties must provide the names of any witnesses they would like to call by the date specified in the Notice of Hearing sent to them upon the conclusion of the investigation. They will also be asked to provide a preliminary list of questions they wish to pose to the other party, or to a witness. If the Hearing Officer determines that any are not relevant, the Hearing Officer will explain the reason for the exclusion of the question at the hearing. The Complainant and Respondent can waive a witness's participation at the Hearing, and accompanying cross-examination, and permit the Hearing Officer to rely on any statement of that witness, should they both agree to do so.

The hearing will start with an overview of the hearing process from the Hearing Officer. The hearing officer will then pose questions to the Complainant. When the Hearing Officer has concluded, the Respondent's advisor will then pose questions to the Complainant. If the Hearing Officer has any additional questions, those will be posed by the Hearing Officer. If the Respondent's advisor has any follow-up questions for the Complainant, the advisor will ask those questions. The same process will then be followed for questions posed to the Respondent by the Hearing Officer, followed by questions from the Complainant's advisor to the Respondent. This process will then be followed for any witnesses who are to be interviewed.

Only relevant cross-examination questions may be asked. Before a party answers a cross-examination question, the Hearing Officer must first determine if the question is relevant and provide a reason if a question is excluded. Questions about a Complainant's sexual predisposition or prior sexual behavior will not be permitted, unless offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions regarding any information protected by legally recognized privilege, including treatment records will not be allowed without signed written consent of the party.

If either party does not appear, their advisor will be present for the purpose of asking questions of the other party, or of witnesses.

The parties have the right to provide an impact statement, which will be taken into consideration after a determination of responsibility has been made.

The Hearing Officer will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding.

When a student respondent is found in violation, the Assistant Dean of Students or designee, who may be the Hearing Officer, will impose any sanctions. When an employee respondent

is found in violation, the matter will be referred to the appropriate Senior Staff Member (Vice President of Human Resources for staff; Provost for faculty), who may be the Hearing Officer, to issue any discipline. They will do so after a review of the Respondent's student conduct or employee disciplinary history and taking into consideration any impact statements from the Complainant or Respondent.

The Complainant and Respondent will receive a written determination regarding responsibility applying the preponderance of the evidence standard within seven (7) business days after a final determination, unless good cause for additional time is shown. The determination must include:

- The allegations constituting sexual harassment
- A description of the procedural steps taken during the grievance process
- Finding of facts supporting the determination
- Conclusions regarding the application of the Policy to the facts
- A statement of, and rationale for the result of each allegation including findings, sanctions, and remedies
- Procedures for appeal

The determination of responsibility becomes final either on notification of the results of the appeal, or the date on which an appeal would no longer be considered timely.

#### N. Sanctions and Remedies

When an individual is found to have violated this Policy, appropriate disciplinary action and sanctions will be imposed by the College, including but not limited to, probation, loss of privileges, mandatory training or counseling, mandated assessment, removal from classes, buildings, activities, programs, and/or campus locations, suspension, termination, and/or expulsion from the College.

Upon conclusion of the grievance process, a complainant may be provided remedies. Remedies may include the continuation of supportive measures but can also include disciplinary action issued to a Respondent. The Title IX Coordinator is responsible for the implementation of remedies.

#### O. Appeals

Either party has the right to file an appeal, which is reviewed by an annually trained appeal reader, who does not have any other role in the process. Only decisions reached through a hearing can be appealed and must be submitted in writing within five business days of the written determination regarding responsibility. Appeals can be submitted using the online form on the Portal (under Student Life: Community Standards for students, and Employees: Human Resources, for employees).

Grounds for appeal are limited to the following:

- i. Procedural irregularity that affected the outcome
- ii. New evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome

- iii. The Title IX Coordinator, investigator, or decision-maker had a general or specific conflict of interest or bias against the Complainant or Respondent that affected the outcome

The parties will be notified in writing when an appeal is submitted. The non-appealing party will receive a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. If the non-appealing party wishes to submit a written statement, that party shall do so within five business days of receiving written notification of the appeal.

The parties will receive written decision regarding the appeal describing the results of the appeal and the rationale for each result. If the appeal is granted, the matter shall be either referred to the original Hearing Officer for re-opening of the hearing to allow reconsideration of the original determination or the appeal reader will determine any change in sanction. If an appeal is denied, the matter shall be considered final.

#### P. Training

Title IX Coordinators, investigators, decision-makers and any person who facilitates an informal resolution process will receive annual training on the following: the definition of sexual harassment, including an understanding of educational program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes; how to serve impartially, including avoiding prejudgment about the facts at issue, conflicts of interest, and bias; the technology to be used at a live hearing; issues of relevance, including questioning, and investigative reports.

# CAMPUS RESOURCES AND SERVICES

## ADVISING & ACADEMIC SUCCESS

**Location:** Learning Commons, Suite 103

**Phone:** (617) 333-2194

**E-mail:** [academicadvising@curry.edu](mailto:academicadvising@curry.edu)

[academicsuccess@curry.edu](mailto:academicsuccess@curry.edu)

**Web:** [www.curry.edu/resources-and-services/academic-resources.html](http://www.curry.edu/resources-and-services/academic-resources.html)

[www.curry.edu/academics/academic-student-resources/academic-success](http://www.curry.edu/academics/academic-student-resources/academic-success)

Communication between students and faculty is fostered both through classes and also through the advising process. Each student is assigned to an advisor who can best meet their long-term academic needs. A web-based process also exists which allows a student to change to an advisor of their choice.

Students should seek their advisor's input in exploring and determining their future goals, choosing an academic program that will fulfill their needs and interests, selecting appropriate courses, and in obtaining counseling regarding academic progress. By the end of the first two years of study, students are required to declare a major subject area.

Advising & Academic Success can assist with all aspects of the advising process and also serve as a resource for answering academic questions. Aware of the holistic nature of the student's learning experience, Advising & Academic Success works closely with the Office of Student Affairs, the Counseling & Health Centers, and Center for Global & Career Services to help enhance the students' academic, personal, and pre-professional growth.

Academic Success Coordinators serve as a point of contact for students, families, and faculty regarding students who are experiencing academic difficulty or considered at-risk. They work closely with students to identify academic needs, develop success plans, and refer students to campus resources. Additionally, Academic Success Coordinators work with students on academic probation and warning to develop a plan to return to good academic standing.

Representatives of the College, including Academic Advisors/Academic Success Coordinators, are available to assist students in planning for academic success, meet requirements for graduation, and interpreting and implementing academic and student life policies. Compliance with policies and decisions regarding courses and students' major field of study is ultimately the responsibility of each student.

## **ATHLETICS**

**Location:** Student Center  
**Email:** [veruzion@curry.edu](mailto:veruzion@curry.edu)  
**Phone:** (617) 333-2216  
**Fax:** (617) 333-2027  
**Web:** [www.curryathletics.com](http://www.curryathletics.com)

The athletic program offers opportunities to all students of the College at the intercollegiate level. Curry is a member of the NCAA Division III, Eastern Collegiate Athletic Conference (ECAC), and The Commonwealth Coast Conference (CCC). To be eligible for intercollegiate athletics at Curry, a student must (1) be enrolled as a full-time student, (2) maintain a satisfactory academic average as required by the College, and (3) be a student in good academic, financial and social standing.

### **Programs Offered**

- Baseball–Men
- Basketball–Men and Women
- Cross Country–Men and Women
- Football–Men
- Ice Hockey–Men and Women
- Lacrosse–Men and Women
- Soccer–Men and Women
- Softball–Women
- Tennis–Men and Women
- Cheerleading–Men and Women
- Volleyball–Women

### **Athletic Philosophy Statement**

The Intercollegiate Athletic program at Curry College places its highest priority on the overall quality of the educational experience. This involves the integration of objectives and programs in athletics with academic developmental objectives. This is consistent with the mission of the College, to develop liberally educated persons who are able to gain and to apply knowledge humanely, intelligently, and effectively in a complex, changing world.

The athletic program seeks to provide competition for people who have come to the College for both educational and athletic opportunities. Through this competition, the program provides the means for those involved to come to know themselves and to grow physically, emotionally, socially, and intellectually. Participation in the athletic program shall be encouraged, by

maximizing the number and variety of athletic opportunities in varsity, club, and intramural sports. Sports for people shall be given equal emphasis and the desired quality of competition should be similar in all sports. In responding to participant interest, sports should not be downgraded or given special status. Primary emphasis should be given to in-season competition, but exceptional teams and individuals may be encouraged through post-season championships. Students should be supported in their efforts to reach high levels of performance by providing them with adequate facilities, competent coaching and appropriate competitive opportunities with students from similar institutions.

### **Equity in Athletics Disclosure Act**

Any coeducational postsecondary institution that participates in the federal student financial assistance program and has an intercollegiate athletics program is required to participate in and make available the annual Equity in Athletics Disclosure Act or EADA report. This report collects athletic program participation rates and financial support data for a 12-month period. This report may be viewed online at <http://ope.ed.gov/athletics>.

## **BOOKSTORE**

**Location:** Student Center, 2nd Floor  
**Email:** [Bookstore@Curry.edu](mailto:Bookstore@Curry.edu)  
**Phone:** (617) 333-2322  
**Fax:** (617) 333-3163  
**Web:** [www.currycollegeshop.com](http://www.currycollegeshop.com)

### **Hours of Operation:**

Monday - Thursday	8:30 am - 7:00 pm
Friday	8:30 am - 4:30 pm
Saturday	10:00 am - 2:00 pm

*Please check the bookstore website for changes to this schedule*

Textbooks, gifts, clothing, and gift cards are all available for purchase on our website as well as in our store. Items can be shipped for a flat shipping rate of \$7.50 for all online orders to your home or held for pickup at the store.

### **Bookstore Website**

Buying your textbooks from the bookstore's website prior to the start of classes is a great way to avoid the long lines during the first week of classes. A link can be found within the Curry Web



Information System under the Student Service and Information System tab. This link will bring you directly to the bookstore website and will also pre-populate your shopping cart with all of your required texts. You then have the option of having your textbooks shipped to your home or held for pick-up at the bookstore. You can also visit the bookstore website directly at [www.currycollegeshop.com](http://www.currycollegeshop.com).

### **Purchase Policy**

Cash, Visa, MasterCard, American Express, Discover, Apple Pay, personal checks, gift cards, financial aid, and Colonel Cash are accepted. There is a \$25.00 minimum fee on returned checks.

### **Book Buyback**

The bookstore buys back textbooks from students year-round; however, the best time to sell back books to the bookstore is during final exams. If the bookstore is buying the textbook for re-sale for the upcoming semester, you will receive 50% of the original retail price of your book.

## **CENTER FOR GLOBAL & CAREER SERVICES**

**Location:** Learning Commons, 1<sup>st</sup> Floor, Suite 103

**Email:** [careerdevelopment@curry.edu](mailto:careerdevelopment@curry.edu)

**Phone:** (617) 333-2195

**Website:** <https://www.curry.edu/cgcs>

**Facebook:** <https://www.facebook.com/CurryCGCS>

**Instagram:** <https://www.instagram.com/currycgcs/>

**Twitter:** <https://twitter.com/CurryCCD>

The Center for Global & Career Services offers students individualized attention to assist in developing a career path tailored to students' interests, strengths, and goals. Students can receive career counseling, resume development, and practice with interviewing in order to help prepare for the professional world. The Center for Global & Career Services helps students build a career development skill set that will contribute to a lifetime of career success.

Services provided include:

- Individual counseling sessions on internship/job search strategies, LinkedIn and social media consulting, resume/cover letter development and interview preparation (in-person, virtually, or via phone)
- Access to online database, Handshake, with postings for internships, jobs, and on-campus student employment
- Information on graduate school, occupations, and a variety of career related information
- Meaningful and effective career events

- Career exploration and assessment tools to help in deciding a major or a career path
- A Center for Global & Career Services tab on the My Curry web portal, on which students have access to career and employment related topics, as well as career event information
- Networking opportunities and support
- Curry Connections Mentor Network
- International Student Support
- Study Abroad & Study Away Services, including global internships
- Access to online study away database and application through ViaTRM for short-term, semester- and year-long study away programs

To make an appointment with a Career & Global Advisor, please visit [www.curry.edu/cqcsappt](http://www.curry.edu/cqcsappt).

## **COMPUTER LABS**

<b>Locations:</b>	Kennedy Academic Building
	Hafer Academic Building
	Levin Library
	Academic and Performance Center (AAPC)
<b>Phone:</b>	Kennedy Building (617) 333-2142
	Hafer Building (617) 333-5197
	Levin Library (617) 333-3124

The Kennedy Computer Labs at Curry College are available for use by faculty, staff, and students except when classes are in session. The labs are managed by Information Technology Services (ITS). Questions or comments can be directed to **(617) 333-2911** or [support@curry.edu](mailto:support@curry.edu). There is a variety of hardware, software, and printers within the labs. Software, hardware, and any technologies made available by Curry College ITS are not to be removed, repurposed, or modified. The ITS Service Desk is at 79 Atherton Street where staff and students are available to assist you with basic computer questions.

### **Computer Labs, by the numbers:**

- 133 total computers in seven computer labs in Milton
- 88 PCs running Windows 10
- 45 Macs running High Sierra OS (19 in Kennedy and 26 in Hafer)
- 2 Computer labs in Kennedy, rooms 336 (MAC) and 338, 3 Computer labs in Hafer, rooms 119 (MAC), 306 and 312 plus a mini-lab in 308, 1 Computer lab in AAPC, room G14
- 37 Public Computers in Levin Library
- 2 iMacs running High Sierra OS in Levin Library

Courses are scheduled in the computer labs in the AAPC, Hafer, and Kennedy Buildings throughout the day. Please refer to the schedule posted on the computer lab doors for course scheduling and availability. Library computers are available during posted Library hours. Please check MyCurry for hours. The Levin Library contains the HRC Computer Lab, which is available for student use when classes are not in session.

### **Computer Lab Schedules**

#### **Kennedy Labs - Third Floor, Hafer Lab –**

##### **First Floor**

Sunday	2:00 pm - 8:00 pm
Monday-Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 4:00 pm
Saturday	Closed
Holidays	T.B.A.

##### **Levin Library Labs - Lower Level**

Sunday	noon – 12:00 am
Monday-Thursday	8:00 am - 8:00 pm
Friday	8:00 am – 8:00 pm
Saturday	10:00 am – 6:00 pm
Holidays	T.B.A.

*PLEASE NOTE: The Levin Library Lab is not available when library instruction classes are scheduled. Hours will be posted in the Library.*

## **DISABILITY SERVICES**

**Location:** Learning Commons, Room S-104

**Email:** [disabilityservices@curry.edu](mailto:disabilityservices@curry.edu)

**Phone:** (617) 333-2385

**Fax:** (617) 333-2990

**Web:** [www.curry.edu/disabilityservices](http://www.curry.edu/disabilityservices)

The Office of Disability Services is committed to promoting an accessible, equitable, and inclusive learning environment at the College for all undergraduate, graduate, and continuing education students with disabilities as defined by applicable disability laws. Examples of these disabilities may include diagnosed learning disorders; hearing, visual, and mobility-related impairments; physical and mental conditions; and certain temporary disabilities. This office collaborates with other College departments to assist qualified students with a disability who request a reasonable accommodation, including, but not limited to, academic and residential accommodations or accommodations in college dining facilities. Some examples of accommodations relating to dining facilities may result from a student’s food allergies or other dietary conditions. A few examples of residential accommodations include first floor or elevator

access, single dorms, or auditory or visual safety alarm. Some examples of academic accommodations are listed further below.

In accordance with applicable disability laws, students who are qualified individuals with disabilities as defined by law may request reasonable accommodations which afford them an equal opportunity to use or participate in the College's programs, activities, and facilities. The Office of Disability Services works with each student on an individual basis to determine and implement appropriate and reasonable accommodations, and auxiliary aids and services. The College will provide reasonable accommodations, when requested of the College and such accommodations do not fundamentally alter the nature of the College program or activity or would not impose an undue financial or administrative burden upon the College.

This office reviews and evaluates student requests for accommodation on an individual basis and collaborates with other College departments as necessary. If a requested accommodation presents an undue burden or makes a fundamental alternation to the College program or activity, the College will attempt to propose alternative solutions or accommodations which do not create such a hardship or alternation. The College will work in good faith with the student requesting the accommodation to determine the availability or an acceptable alternative.

**Academic accommodations may include, but are not limited to:**

- Note taking support
- Permission to record lectures
- Lecture materials in enlarged print
- Additional time to complete exams or quizzes
- Quiet, distraction-reduced testing location
- Use of hand-written responses rather than computerized answer sheet
- Use of computer for essay questions

**Auxiliary aids and services may include, but are not limited to:**

- Textbooks in alternative format
- Text-to-speech software (e.g. Kurzweil 3000)
- Speech-to-text software (e.g. Dragon Naturally Speaking)
- Screen magnification software (e.g. ZoomText)
- Assistive listening devices (e.g. FM System)
- On-campus housing accommodations
- Dining hall accommodations

**Assistance Animals**

The College maintains a Policy on Assistance Animals to address requests from qualified individuals with disabilities for reasonable accommodations that require the presence of animals on college property. For more information on Emotional Support Animals or Service Animals please visit either the Office of Disability Services page located on the Curry College website, or the Office of Disability Services page located in the myCurry portal, under the

Academic Support tab.

To learn more about deadlines, policies, and procedures to request reasonable accommodations, please visit the Office of Disability Services page on the Curry College website.

## **LOUIS R. LEVIN MEMORIAL LIBRARY**

**Location:** Academic Quadrangle, North Campus

**Phone:** (617) 333-2177

**Web:** <https://www.curry.edu/academics/academic-student-resources/levin-library>

### **Hours of Operation**

Monday - Thursday 8:00 am - 10:00 pm

Friday 8:00 am - 6:00 pm

Saturday 10:00 am - 6:00 pm

Sunday 10:00 am – 10:00 pm

*Please call for information on library hours on holidays, during vacations, and between semesters.*

Levin Library is a learning library committed to fostering in students effective research skills, promoting critical thinking, and providing relevant resources crucial to academic success. Librarians also work closely with faculty to weave research instruction directly into the curriculum.

### **Features include:**

- Access to relevant resources including over 100 databases of research articles, ebooks and streaming media available through the campus network 24/7
- Circulating iPads
- A discovery service that offers searching of books, journals, and databases simultaneously
- The Education Resource Center (**new location opening in Hafer 303**), which provides resources and services for Education students and faculty, and the college community
- Librarians available at the reference desk and by appointment for research consultation
- E-mail, chat, and text 617.300.0842, for research assistance
- Follow us on Facebook, Twitter, and Instagram for updates
- Interlibrary Loan providing access to library resources nationwide
- Maker and technology space including 3D and large format printing
- Computer lab
- Designated areas for quiet study and group meeting spaces
- Tech support and e-portfolio help available
- Added hours of operation during exam time

## **MAIL SERVICES**

**Location:** Student Center, 2nd Floor, Suite #240  
**Phone:** (617) 333-2179  
**Web:** [www.curry.edu/resources-and-services/student-services/post-office.html](http://www.curry.edu/resources-and-services/student-services/post-office.html)  
**Email:** mailroom@curry.edu

### **Hours of Operation:**

Monday - Friday                      8:30 am - 4:30 pm

During the first three weeks of the semester, Mail Services will be open until 6:00 pm Monday through Thursday. After the first three weeks, operating hours are Monday through Friday 8:30 am to 4:30 pm.

### **Student's Address at Curry College:**

Student Name  
Student Mailbox Number  
Curry College  
1071 Blue Hill Avenue  
Milton, MA 02186

Students should always use the above address as their mailing address. For security reasons, deliveries are not allowed to residence halls.

### **US Mail Pick Up Schedule**

Bring mail to the service window in the mailroom. This mail is picked up by the Postal Service Monday through Friday at 4:00 pm.

### **Helpful Hints**

Each student will receive their own mailbox number assignment. You are responsible for picking up your own mail and packages in the Student Center. Tell your family and friends to use proper names when addressing mail to you. Nicknames only cause confusion and delays.

Give your mailbox number to your family and friends and tell them to always use this number when addressing mail to you. Mail addressed without a mailbox number may be delayed or returned to sender.

Please do not send cash through the mail. Valuables should be sent using a trackable method such as return receipt or express mail.

During Summer break, Campus Mail Services can only forward first class mail to home address of record. Please remember to change your address with any periodicals you may be receiving when leaving campus for an extended period of time.

### **Other Services**

- Postage Stamps may be purchased at the mailroom service window during regular mail service hours
- Return Receipt Mail for which the sender needs verification of receipt
- Priority Mail which gives the sender a normal two to three-day delivery time
- Express Mail which gives the sender a normal overnight delivery time

The above services are provided for student use. Colonel Cash and debit or credit cards are accepted forms of payment.

You may ship items through a private vendor such as United Parcel Service, Federal Express or DHL; however, you must have a personal account set up and pre-payment arrangements must be made prior to shipping.

## **CLASSROOM/CONFERENCE SPACE TECHNOLOGY**

**Location:** 79 Atherton Street, 2<sup>nd</sup> Floor  
**E-mail:** [helpdesk@curry.edu](mailto:helpdesk@curry.edu)  
**Phone:** (617) 333- 2911  
**Web:** Coursedog Reservations (purple dog) Quick link icon on MyCurry

### **Hours of Operation:**

#### **Fall/Spring Semester Hours (includes walk-in assistance):**

Monday through Friday: 8:00 a.m. - 5:00 p.m.

#### **Computer Lab and Classroom Technology Support is available during Fall & Spring Semesters as follows:**

Monday through Thursday: 8:00 am - 8:00 pm

Friday: 8:00 am - 4:00 pm

*Staff is **on-campus** to assist with problems related to the use of technology in the classrooms and labs during these hours. Please call 617-333-2911 for assistance.*

#### **Summer/Holiday Break Hours:**

Monday through Friday: 8:00 am - 5:00 pm

*Arrangements can be made for equipment needed at times other than regular office hours.*

### **Equipment**

It is our goal to provide the faculty, staff, and students with the resources necessary to communicate and share information to enhance the learning process while furthering the academic climate. Equipment loans and event support outside of the classroom are provided for other areas for on-campus use for faculty and staff. Students requesting equipment in clubs

or organizations should contact their faculty or staff advisor. All equipment loaned, borrowed, or otherwise arranged to be made available by Curry College ITS, must be returned to the location from which it was procured.

**Classroom Technology:** All classrooms are equipped with a Projector or large display, computer with DVD, internet access, Microsoft Office and Adobe Creative Cloud Suite, audio, and interactive whiteboard capabilities (limited). For a complete list, see our web page.

## **OFFICE OF THE REGISTRAR**

**Location:** 79A Atherton Street  
**E-mail:** [regoffice@curry.edu](mailto:regoffice@curry.edu)  
**Phone:** (617) 333-2008  
**Fax:** (617) 979-3540  
**Web:** [www.curry.edu/academics/academic-student-resources/registrar](http://www.curry.edu/academics/academic-student-resources/registrar)

The Office of the Registrar maintains student academic records, including, without limitation, such records as the student's application for admission, academic transcript, and other information relative to the student's academic career at the College. The office administers academic policies and provides assistance, information, and support regarding students' academic standing, courses, schedules, registration, transcripts, grades, progress toward degree completion, and enrollment certification.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They include:

- The right to inspect and review their education records within 45 days of the day the College receives a request for access, to the extent provided by law. Students should submit written, signed requests to the Registrar that identify the record(s) that they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the records requested are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes may be inaccurate or misleading, to the extent provided by law. Students who seek amendment of a record that they believe is inaccurate or misleading should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student



when the student is notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. The College may disclose records without a student's consent in several situations. For example, pursuant to FERPA, the College may disclose information in the student record to school officials with legitimate educational interests. A school official is a person employed by Curry College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff ); a person or company with whom Curry College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility. The College also discloses information in the student record pursuant to the FERPA exception that permits disclosure to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

**Directory Information**

The Family Educational Rights and Privacy Act permits the disclosure of "directory information" without a student's prior written consent. Curry College defines directory information to include the following: name, address, enrollment status, date of birth, birthplace, major, activities information, sports participation, height and weight of athletic team members, dates of attendance, degrees and awards received, and most recent educational institution attended. Students who wish the College to withhold Directory Information should notify the Registrar in writing within 14 calendar days after Check-in Day. Request forms are available at the Registrar's Office.

Additionally, any student wishing to change their preferred name or gender identity with the College can contact the Registrar's Office to confidentially initiate that process.

**Family Portal**

The Family Portal allows deposited or enrolled students to create accounts for family members to provide them with access to campus wide resources and specific personal information about

their student, as allowed by the student. The student decides who to give access to and what each family member has access to view (i.e., course schedules, grades, financial aid, and billing statements).

A student can also select who, if anyone, they wish to allow to discuss their academic information with College personnel. College personnel will include, but is not limited to, staff in the Registrar's Office, staff in Academic Affairs and Advising & Academic Success, faculty members, faculty advisors, and PAL staff (if applicable).

The student can request an account for a family member by:

- Logging into myCurry
- Clicking on the "myInfo" tab
- Clicking on the "myFamily Access" link

*Note: The student can change access rights at any time by returning to the "myFamily Access" link.*

### **Student Persistence Information**

In accordance with federal regulations, information regarding retention and graduation rates of undergraduate students is maintained and is available upon written request to:

#### **Office of the Registrar**

Curry College  
1071 Blue Hill Avenue  
Milton, MA 02186

#### **Voter Registration**

Massachusetts voter registration information is available online at <https://www.sec.state.ma.us/ovr/>

### **Withdrawal from the College**

A degree candidate wishing to withdraw from the College must complete the online withdrawal process available on the Registrar tab on the student portal. The student must clear their financial status with the Student Financial Services Office. In addition, all keys, library materials, and other College property must be returned to the proper authorities before official withdrawal can be certified. Until such time as all obligations are met, the College will reserve the right to indicate unofficial withdrawal and the conditions under which the student left the College. Students to be dismissed for either academic or disciplinary reasons may not withdraw from the College. The student's official withdrawal date will be the date of notification of withdrawal to the college or the date the college determines that the student is no longer in attendance. Students are responsible for notifying the College of their intent to withdraw and must do so by initiating the withdrawal process. It is important to note that non-attendance does not constitute withdrawal and students are responsible for all academic course work, for all tuition and other charges until

officially withdrawn from the college.

### **Leave of Absence**

Students who are in good academic standing and have no outstanding financial obligations to the College may take leaves-of-absence totaling no more than two years and remain in good standing. Following consultation with their advisor, the student must complete the online Leave-of-Absence request. Throughout the course of the student's leave, the academic record will indicate that the student is on leave-of-absence and is in good standing. If a student does not return to Curry after two years of leave, the student will be officially withdrawn from the College. To return to the College, the student must consult with the Student Affairs office and complete the Leave-of-Absence Reactivation form, available in the Office of the Registrar, at least 40 calendar days prior to the start of the semester for return. This is important both for academic and residence hall planning. Residence hall rooms are allocated on a space available basis, according to the date on which students provide room deposits and apply through the Residence Life Office.

## **STUDENT FINANCIAL SERVICES**

**Location:** 79C Atherton Street  
**Office hours:** Monday-Friday 8:30 am to 4:30 pm  
**E-mail:** [fin-aid@curry.edu](mailto:fin-aid@curry.edu) (Financial Aid)  
[studentaccounts@curry.edu](mailto:studentaccounts@curry.edu) (Student Accounts/billing)  
**Phone:** (617) 333-2354  
**Web:** [curry.edu/tuitionandfinancialaid](http://curry.edu/tuitionandfinancialaid)

The Office of Student Financial Services provides services to students and their families about all student financial matters including the financial aid application and renewal process, awarding financial aid to eligible applicants, educational affordability counseling and options available to you for funding your Curry education, student account (tuition bill) matters, book vouchers for eligible students and policies and procedures pertaining to your financial matters.

### **IMPORTANT NOTE ABOUT YOUR FINANCIAL RECORDS**

The Family Education Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education, financial and academic records. For the student's protection, FERPA limits the release of student record information without the student's consent. If the student would like to allow the Office of Student Financial Services to share financial information (billing, financial aid application and award records) with a person other than themselves, including the bill payer, the student must grant consent through the family portal.

The Family Portal allows deposited or enrolled students to provide family members access to campus wide resources (i.e., tutoring, writing center, Curry van schedule, etc.) and specific personal information about their student, as allowed by the student. You, the student, decides

who to give access to and what each family member has access to view (i.e., schedules, grades, financial aid, and billing statements).

The student can request an account for family members by:

- Logging into myCurry
- Click on the “myInfo” tab
- Click on the “myFamily” access link

A student can select who, if anyone, they wish to provide access to see their financial matters online or discuss with a representative of the Office of Student Financial Services by changing the family member’s access from “no” to “yes” for each individual family member.

*Note: you can change access rights at any time by returning to the myFamily access link.*

### **Financial Good Standing**

All tuition and fees are payable on the date specified on the bill prior to the opening of each semester. Any student who fails to settle all outstanding balances may not check in at the start of the semester nor depart for study abroad/exchange programs, register for or attend classes, participate in student activities including athletics, utilize campus facilities such as the Fitness Center, be provided transcript service, receive grade reports, be granted a degree or receive a roommate or room assignment (if applicable).

The student is responsible for any costs incurred by the College in collecting past due balances.

Students must be in Good Financial Standing to participate in all Curry College programs and activities included but not limited to participation as an athlete, resident assistant, student government leader, and club member.

To be in Good Financial Standing, a student must have settled their student account currently due. A student's account is considered "settled" when it is either paid or covered by one or a combination of the following:

- Pending financial aid, including alternative loans, with no outstanding paperwork or other issues remaining
- Funds must be approved by the lender to be disbursed at a specific future date
- A current and up-to-date payment plan established through Curry’s third-party servicer which allows for payments to be spread over the course of the academic semester

### **Billing Statements**

Billing statements will be available on the Finances tab of your myCurry account. You and anyone you have allowed to have access to your financial matters (see FERPA above) will receive an e-mail notice once the bill is available for viewing as long as you have consented to electronic notification (see e-consent below). Additionally, if you elect to receive a paper invoice, it will be mailed to the address you have provided to Curry as your billing address. If

no billing address has been provided, bills will be mailed to the address specified as your permanent address. It is the student's responsibility to notify Curry promptly of any change in address.

Fall semester bills are generally available to students in mid-June. Spring semester bills are generally available in mid-November. Each bill must be settled in full within 30 days of the billing date and prior to the start of the term. Subsequent statements will be available every 30 days, unless there is no amount due, and all pending items have cleared. You are encouraged to view your bill status on-line via your myCurry account.

### **Late Fees**

Accounts not settled in full by the due date as described under "Financial Good Standing" are subject to a \$200 late fee each semester.

### **Pending Financial Aid Payments**

Students must complete and return all required documentation, verification information, corrections and/or new information requested by Curry's Office of Student Financial Services or the outside agency to which an application was submitted. Financial aid awards will not be credited to a student account if any paperwork is missing. If paperwork remains outstanding, the financial aid may be forfeited, and the student will remain responsible for paying any amounts that would have been covered by the financial aid.

### **Credit Balances**

If your cash payments and financial aid, including any disbursements of Federal Title IV funds such as Federal Pell Grants or Federal Loans, create a credit balance on your student account, we will retain these credits on your student account to be used against the charges of future semesters of enrollment for the current academic year, only if you complete a Credit Balance Authorization Form (CBA Form) which you can download from the Curry website at: <https://www.curry.edu/assets/Documents/Admission-and-Aid/SFS/Credit-Balance-Authorization-Form.pdf>

Alternatively, a refund, payable to you the student, will be provided to you via the electronic process (e-refunds) outlined below in "Student Refunds" according to the timeframe established by the Federal government.

### **Student Refunds**

Students may request a student refund for any portion of any credit balance on the student account even if there is a CBA Form (see "Credit Balances" above) on file. Refunds will only be issued for actual credit balances and will not be issued based on "pending" payments. Student refunds issued by direct payment to the student's checking or savings account will be available approximately 2 days after the refund is processed. Students who do not sign up for e-refunds will have a check mailed to the permanent address on file with the College and should arrive at that address in approximately 14 days. Checks are not available for pick-up.

Students may request a refund online through their myCurry account:

- Log into myCurry account
- Go to the Finances tab
- Click on refund request

All student refunds are payable to the student unless the credit is a result of a Federal Parent Loan in which case the refund will be issued to the parent if the parent has not indicated the credit may be sent to the student. In the case of a parent refund, the College will mail the refund check.

### **Bookstore Vouchers**

Students may request a Bookstore Voucher up to the amount of the expected credit balance, including pending financial aid if the student has a Credit Balance Authorization Form (CBA) on file (see "Credit Balances" above).

You may request a Bookstore Voucher by:

- Logging into your myCurry account
- Click on the Finances tab
- Click on Bookstore Voucher request

Pending payment plan payments will not be considered for this purpose. The vouchers may be used to purchase textbooks in the Campus Bookstore. All vouchers expire 30 days from the date of issue. Unused voucher amounts will be returned to your student account within 60 days of their expiration date.

### **Student Health Insurance**

Massachusetts Law requires that every full-time and part-time student enrolled in an institution of higher learning in Massachusetts participate in a student health insurance program (SHIP) or in a health benefit plan with comparable coverage. A part-time student is defined as a student participating in at least 75% of the full-time curriculum. As a result, full-time and part-time students are automatically billed for individual membership in the Curry College sponsored student health insurance plan. Students must pay for the plan unless they show proof of comparable coverage in a U.S. based qualifying student health insurance program. Students may provide such proof of coverage by completing a Student Health Insurance Waiver on-line at <https://www.universityhealthplans.com/Curry>

Waivers received after the published deadline will not be accepted. Waivers must be completed each year the student enrolls for at least 75% of the full-time curriculum. Waivers cannot be carried across academic years.

Please visit <https://www.universityhealthplans.com/Curry> to review coverage information.

### **To notify us about errors on your student account**

If you believe your bill contains an error or wish to dispute any item contained on it, describe

the nature of your dispute in writing and mail it to:

**Curry College**  
**Attn: Student Accounts**  
**1071 Blue Hill Avenue**  
**Milton, MA 02186**

**or e-mail to: [studentaccounts@curry.edu](mailto:studentaccounts@curry.edu).**

Contact us in writing as soon as possible to preserve your rights. We must hear from you in writing no later than 30 days from the time that we sent you the first bill on which the error or problem occurred. **Please provide the following information in your letter:**

- Your name and student ID number
- The dollar amount of the suspected error
- Describe the error in as much detail as you can, explaining why you believe there is an error. After we receive your written notice, we will acknowledge your letter within 7 days. Within 14 days from the receipt of your letter, we will either correct the error, or explain our findings to you

#### **First Time Financial Aid Applicants or Renewal Applicants for Financial Aid**

You must apply for financial aid each year and continue to demonstrate financial need annually by filing the Free Application for Federal Student Aid (FAFSA). All funds awarded through this office are considered need-based funds and therefore are not automatically renewable.

The FAFSA form is available on the web at [studentaid.gov](http://studentaid.gov) as of October 1 annually. The priority deadline for applying for financial aid is April 15 for the start of the following academic year. You may also need to submit additional documents directly to the Office of Student Financial Services.

Please refer to the Checklists available on the Curry website <https://www.curry.edu/admission-and-aid/tuition-and-financial-aid/applying-for-aid-and-forms> for a list of documents to be submitted.

**First time financial aid applicants** should follow the instructions for applying for financial aid outlined on the Checklists above.

To review the financial aid funds available and for which you are considered by applying for financial aid please refer to the Curry web:

**Scholarships & Grants:** [curry.edu/scholarshipsandgrants](http://curry.edu/scholarshipsandgrants) (Includes information on assistance available from Federal, State, Institutional and Local/Private Programs)

**Federal Work Study:** [curry.edu/workstudy](http://curry.edu/workstudy)

**Loans:** [curry.edu/loans](http://curry.edu/loans) (Includes information on loans available from federal, state and private sources).

- **Federal Loans**
  - [curry.edu/federalloans](http://curry.edu/federalloans) (Includes information on Initial Loan Counseling for Student Borrowers and Exit Counseling for Student Borrowers)
- **Code of Conduct for Education Loans**
  - <https://www.curry.edu/assets/Documents/Admission-and-Aid/SFS/Code-of-Conduct.pdf>
- **Alternative/Private Education Loans:**
  - [curry.edu/alternativeloans](http://curry.edu/alternativeloans) (Includes information on Preferred Lender Lists and Preferred Lender Arrangements)
- **Truth in Lending Act (TILA) and Loan Self Certification Form Information:**
  - [curry.edu/financingoptions](http://curry.edu/financingoptions)

**Policies:** Includes Penalties for Drug Law Violations, Withdrawal, Return of Title IV, Refunds, Student's Rights and Responsibilities, use of financial aid for Study Abroad and more.

<https://www.curry.edu/admission-and-aid/tuition-and-financial-aid/financial-aid-policies>

### **Satisfactory Academic Progress (SAP) for Financial Aid**

Students must maintain satisfactory academic progress as outlined in the Curry College Course Catalog in order to maintain eligibility for financial aid. You may view the SAP policy online at [curry.edu/SAP](http://curry.edu/SAP) for undergraduate and continuing education students and at [curry.edu/SAPgraduate](http://curry.edu/SAPgraduate) for graduate students.

### **Price of Attendance**

**Traditional Students:** [curry.edu/tuitionandfinancialaid](http://curry.edu/tuitionandfinancialaid)

**Continuing Education:** [curry.edu/tuitionandfinancialaidCE](http://curry.edu/tuitionandfinancialaidCE)

### **Help Resources**

Massachusetts Department of Higher Education

Room 1401

One Ashburton Place

Boston, MA 02108-1696

Phone: (617) 994-6950

Website: <http://www.mass.edu>

If you have complaints against a post-secondary institution, contact the state department of higher education for help with resolving the complaint.

Office of Student Financial Assistance

75 Pleasant Street

Malden, MA 02148



Phone: (617) 391-6070 | Fax: (617) 727-0667

[mass.edu/osfa/students/forstudents.asp](https://mass.edu/osfa/students/forstudents.asp)

OSFA is primarily responsible for the management and oversight of all Massachusetts state funded financial aid programs and advises the Board of Higher Education about financial aid policy matters of concern to the Commonwealth of Massachusetts.

U.S. Department of Education

FSA Ombudsman Group

P.O. Box 1843

Monticello, KY 42633

Phone: 1-877-557-2575

Fax: 606-396-4821

The **Federal Student Aid** Ombudsman Group of the U.S. Department of Education is dedicated to helping resolve disputes related to Direct Loans, **Federal Family Education Loan (FFEL) Program** loans, **Guaranteed Student Loans**, and Perkins Loans. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans. <https://studentaid.ed.gov/sa/repay-loans/disputes/prepare/contact-ombudsman>

**Federal Loan Servicing and Loan Repayment information: [nslds.ed.gov](https://nslds.ed.gov)**

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data.

## **Program for the Advancement of Learning (PAL)**

Location: Gertrude Webb Learning Center & Main House

Email: [pal@curry.edu](mailto:pal@curry.edu)

Phone: 617-333-2250

Fax: 617-333-2018

The Program for the Advancement of Learning (PAL) is designed for students who have diagnosed learning differences, executive function challenges, and/or ADHD and who have at least average to above cognitive ability. PAL has been widely recognized as the country's first college program of its kind and for leadership its leadership role over the years. Since its inception PAL has focused on providing comprehensive strength-based support to college students with language-based learning disabilities in a proactive environment. PAL is a fee-based academic program that requires additional admission documentation. Between 15% to 20% of the first-year class are enrolled in PAL.

## **HUMAN RESOURCES**

**Location:** Human Resources, King Administrative Building, 55 Atherton Ground Level  
**E-mail:** [hr@curry.edu](mailto:hr@curry.edu)  
**Phone:** 617-333-2263  
**Fax:** 617-333-2330

### **Student Employment Program (SEP)**

On-campus employment is a great way to develop valuable skills and enhance your overall Curry College experience. At Curry we believe our students make important contributions to our workforce community. The on-campus Student Employment Program (SEP) is administered by the Office of Human Resources (HR) in collaboration with the Center for Global & Career Services and Student Financial Services.

A variety of part-time on-campus jobs are available to eligible Curry College students through this Student Employment Program (SEP) and includes federal work-study jobs and general non-work-study jobs. To be eligible for on-campus employment you must be an actively enrolled Curry College student carrying a minimum of 6 credits each semester or you must have received a Federal Work-Study Award in your Financial Aid award letter from Student Financial Services.

Details about the on-line job search process, how to apply for a job, the employment policies, and how to get paid are provided on the ***myCurry portal under the Student Life tab by clicking on the Student Employment Link***. On the portal you will also have access to the job search system, *Handshake*, and the Student Employment Application. It is important that you carefully review the process provided to you on the portal and use it as an informational guide to successful on-campus employment.

To start a job on-campus and to be paid on-time it is very important that you connect with the Office of Human Resources after receiving a job offer from a manager and before you start working, so that all your employment documents are processed as required by law. Student employees may consult the College's Student Employment Handbook (located on the student portal) for a complete description of employee rights, benefits and obligations, and any legally required workplace notifications.

This Student Employment Program (SEP) does not currently include internships. For more information about accessing the job search program *Handshake* or about internships specifically, please contact the Center for Global & Career Services at (617) 333-2195 or [careerdevelopment@curry.edu](mailto:careerdevelopment@curry.edu).

*For more information regarding how to obtain financial aid, including how to get work-study, please contact Student Financial Services at (617) 333-2354 or [fin-aid@curry.edu](mailto:fin-aid@curry.edu), and review that section of this handbook.*

## **Office of Conference Services**

**Location:** Student Center, 1<sup>st</sup> Floor

**Phone:** (617) 333-2249

The Office of Conference Services provides full-service meeting and event planning resources within our beautiful campus and state-of-the-art facilities. In addition, it manages the Room Reservation system for all meetings and functional space throughout the year.

If you require more information or to arrange a tour of the facility, please contact the Director of Conference Services.

## **IMPORTANT PHONE NUMBERS**

**Main Number** (617) 333-0500  
**Emergency Closing Hotline** (617) 333-2075

## **DEPARTMENT CONTACTS**

Advising & Academic Success  
(617) 333-2194

Academic Affairs  
(617) 333-2233

Academic Success Coordinators  
(617) 333-2194

Alumni and Parent Relations  
(617) 333-2121

Athletics  
(617) 333-2216

Buildings and Grounds  
(617) 333-2228

Bookstore  
(617) 333-2322

Center for Global & Career Services  
(617) 333-2195

Communication  
(617) 333-2128

Community Standards & Accountability  
(617) 333-2365

Conference Center  
(617) 333-2249

Copy Center  
(617) 333-2147

Counseling Services  
(617) 333-2182

Criminal Justice and Sociology  
(617) 333-2128

Development  
(617) 333-2121

Disability Services  
(617) 333-2385

Education  
(617) 333-2128

Emergency Number  
(617) 333-2222

Finance  
(617) 333-2082

Fitness Center  
(617) 391-5137

Food Services  
(617) 333-2318

Health Services  
(617) 333-2182

Human Resources  
(617) 333-2263

Information Technology Services  
(617) 333-2911

Intramurals  
(617) 333-2377

Levin Library  
(617) 333-2177

Mail Services  
(617) 333-2179

Media Services  
(617) 333-2911

Office of Diversity & Inclusion  
617-333-5150

PAL  
(617) 333-2250

President's Office  
(617) 333-2236

Psychology  
(617) 333-2226

Public Health & Wellness  
(617) 333-2128

Public Safety (emergency)  
(617) 333-2222

Public Safety (non-emergency)  
(617) 333-2232

Publications/Public Relations  
(617) 333-2121

Registrar  
(617) 333-2008

Residence Life & Housing  
(617) 333-2252

Science and Math  
(617) 333-2277

School of Business & Computer Science  
(617) 333-2128

School of Nursing  
(617) 333-2280

Sexual Violence Prevention  
(617) 333-2956

Special Events  
(617) 333-2121

Spiritual Life  
(617) 979-3532

Student Activities  
(617) 333-2256

Student Affairs  
(617) 333-2289

Student Center  
(617) 333-2234

Student Financial Services  
(617) 333-2354

Telecommunications  
(617) 333-2397

Visual and Performing Arts  
(617) 333-2226

***\*Campus Switchboard Services:*** Dial "0" from any campus telephone and follow the automated prompts to connect with any of the above offices on campus.