

# CURRY COLLEGE STUDENT HANDBOOK 2014 - 2015





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*This Student Handbook provides information about policies, procedures, 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 of the College’s policies and procedures, including those outlined in this handbook, as well as those policies which may be modified or implemented during the year. All Curry College students are responsible for acquainting themselves with the contents of the Student Handbook and following College policies.*

*Items contained herein are in effect at the date of publication, August 2014. The Student Handbook does not constitute a contract, and its contents can be changed in the sole discretion of the College. As a result, all rules, regulations, and policies of Curry College are subject to change through the appropriate departments, divisions, and offices at any time. In addition, updates and changes may be posted during the academic year to the web version of the hand-book posted at [www.curry.edu](http://www.curry.edu). Students are expected to refer to the website for the most up-to-date version of the handbook.*

## A MESSAGE FROM THE DEAN

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On behalf of the staff and faculty, I am pleased to welcome our new students and welcome back our returning students. As Dean of Students leading the Division of Student Affairs, I am committed to working with you 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. As educators, the Division of Student Affairs empowers students' personal development and academic success by:

- *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*
- *Fostering an inclusive environment of mutual respect that values diversity, civility, responsibility and healthy decision making*
- *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 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 his/her 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.

Again, welcome as you begin your journey to personal growth and excellence.

Sincerely,



Maryellen Colliton Kiley  
Dean of Student

## **THE MISSION OF CURRY COLLEGE**

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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.

## **GOOD STANDING POLICIES**

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The broad range of student programs and services 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 his/her 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 achieved through the following:

- *Earning the appropriate number of credits and maintaining a satisfactory G.P.A.*
- *Abiding by the College's Academic Policies and abiding by any other standard or policy of the College which applies to academic conduct.*

Questions regarding issues relating to academic good standing and related academic matters may be directed to the Registrar's Office or the Academic Dean.

### **Social Good Standing**

Social good standing is achieved through abiding by:

The Personal Integrity Statement

The Code of Conduct

Any other standard or policy of the College which applies to student conduct

Questions related to social good standing and expectations of conduct may be made to the Dean of Students Office. The Dean of Students is administratively responsible for all student service programs including Counseling, Residence Life & Housing, Student Activities, Orientation, Health Services, Spiritual Life, and Public Safety.

### **Financial Good standing**

Financial good standing is achieved through fulfilling all financial obligations with Student Financial Services. To be in good standing, a student must have settled their student account for all amounts currently due.



**A student account is considered “settled” when it is either paid or covered by one 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, Tuition Management Services (TMS) which allows for payments to be spread over the course of the academic year.

Questions regarding issues relating to financial good standing and related matters may be directed to Student Financial Services.

## **DIVISION OF STUDENT AFFAIRS**

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### **DEAN OF STUDENTS OFFICE**

Maryellen Colliton Kiley, Dean

**mkiley@curry.edu**

**Location:** 65B Atherton Street

**Phone:** (617) 333-2289

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

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.

### **Personal Integrity Statement**

All Curry students are expected to act with integrity and demonstrate responsible personal behavior. They are encouraged to offer assistance to others when his or her 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 good 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 Facebook and Twitter. The Curry College community holds its members responsible, both formally and informally, for the manner in which they exercise the privileges and freedoms afforded to them as students of Curry.

Unacceptable 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.

### **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 considered to be 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.

## **SUBSTANCE ABUSE AND WELLNESS EDUCATION**

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Michele DeVoe, Coordinator of Substance Abuse and Wellness Education

**mdevoe0314@curry.edu**

**Location:** 65B Atherton Street

**Phone:** (617) 333-2163

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

The Office of Substance Abuse and Wellness Education provides wellness promotion and educational resources that help to empower and support students to make informed decisions regarding their health and well-being. Through collaboration with student leaders, faculty, and staff, the Office of Substance Abuse and Wellness Education provides resources, outreach education and prevention programs about a wide range of health and wellness topics including: alcohol and other drugs, stress management, sexual health, healthy relationships, body image and responsible choices.

### **Programs and opportunities may include:**

- *R.A.G.E. Peer Education programs, educational outreach during campus-wide events, bystander intervention training, and risk-reduction strategies designed to promote healthy decision-making*
- *Classroom-based presentations, internships, and connections to academic learning*
- *Educational meetings, courses, and workshops for students who may be sanctioned as part of the Student Conduct process*
- *Providing non-judgmental feedback and safe strategies to students regarding their own substance use*
- *Providing consultation and training to parents, faculty, and staff on how to discuss concerns regarding substance abuse and resources for survivors of intimate partner violence.*

### **Substance Use and Substance Abuse**

The College is committed to promoting an environment free of drug and alcohol abuse through (1) education and counseling programs, and (2) the prohibition of illegal or imprudent use of drugs or alcohol. The College prohibits the unlawful manufacture, distribution, dispensing, possession and use of controlled substances. The term “controlled substances” is defined to include all substances included the federal Controlled Substances Act. Please visit <http://www.dea/diversion.usdoj.gov/21cfr/21usc/index.html> for more information on substances included in the federal Controlled Substances Act. For the purposes of this policy, the terms “substance” and “controlled substance” also include alcoholic beverages. For more information on the College’s Alcohol and/or Drug policies, please see the Code of

Conduct section of this handbook. All members of the community are expected to be familiar with and adhere to the College's Alcohol and Drug policies.

## **Health Risks**

The use of alcohol and other drugs has both physical and psychological repercussions. Such substances can interfere with memory, sensation and perception, and impair the brain's ability to synthesize information. Regular users develop tolerance and physical dependence. Psychological dependence occurs when the substance becomes central to the user's life and decision-making.

Alcohol consumption may cause a number of marked changes in behavior. Even low doses may significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including physical attacks. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described.

Repeated use of drugs and alcohol can lead to dependence. Sudden cessation of substance intake can produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Substance withdrawal can be life-threatening. Long-term consumption of substances, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver. Women who use controlled substances during pregnancy may give birth to infants with fetal alcohol or drug syndrome. In addition, research indicates that individuals with immediate family members who have experienced alcoholism or drug addiction are at greater risk than other individuals of becoming addicted to a substance themselves. More information is available at [www.usdoj.gov/dea/concern/concern.htm](http://www.usdoj.gov/dea/concern/concern.htm).

## **Sanctions**

Students who are referred to the College's student conduct process and/or found responsible for violating the College's Alcohol or Drug policy should review the Alcohol and Drug policy sections of this handbook. The College will impose disciplinary sanctions for violations of the Alcohol and Drug policies, up to and including expulsion from the College and referral for criminal prosecution. A sanction may include the completion of an appropriate rehabilitation program in the sole discretion of the College. For more information on potential sanctions, please see the Sanctions section of this handbook located under Student Conduct.

The information below is a brief summary of the law and potential Federal and State sanctions. It is not legal advice and readers should refer to the actual law for complete information.

## **Federal and State Sanctions**

Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation to fines and imprisonment. Federal penalties and sanctions for the illegal possession of a controlled substance are detailed in the Controlled Substances Act, available online at <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>.

Pursuant to federal law, conviction for violation of any state or federal drug law can lead to ineligibility for any or all federal benefits, including student loans, grants, contracts, and professional commercial licenses, grants and loans. Thus, a drug conviction can make a student ineligible for student loans.

All students should be aware that federal statutes permit Curry to notify a student’s parent(s) or legal guardian(s) regarding a student’s violation of the College’s Alcohol or Drug policy in certain circumstances. For example, designated college administrators or student conduct staff members may notify a student’s parent(s)/legal guardian(s) in the case of a student being medically transported for drug overdose or alcohol poisoning. Curry may also notify parent(s)/legal guardian(s) if a student is found responsible for violating the College’s Alcohol and/or Drug policy and they are under 21 years old or if the parent(s)/legal guardian(s) claim the student as a dependent for federal income tax purposes.

**Education and Counseling**

In order to promote an environment free of substance abuse, 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. The College also offers assistance with access to confidential counseling. Students, faculty, and staff are encouraged to refer students who appear to be affected by drug or alcohol use to the College resources. For students, counseling is available through the **Counseling Center (617-333-2182)** as well as through referrals for off-campus resources. **The Coordinator of Substance Abuse and Wellness Education (617-333-2163)** is available as an educational resource to help students get connected with services and/or self-help meetings to address substance abuse. A student is concerned about his or her 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 counsel regarding the use or alcohol or drugs will not generally face disciplinary action. The College will preserve student confidentiality concerning such inquiries to the extent possible and appropriate, in the College’s discretion. In addition to the services mentioned above, several national hotlines can provide information and referrals to address the use of alcohol or drugs:

**Information on Local 12-Step Programs**

Alcoholics Anonymous .....	Eastern MA Central Service, (617) 426-9444
Al-Anon and Ala-teen. ....	(888) 425-2666
(Al-Anon is open to anyone whose life has been affected by another person’s drinking)	
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.

## **COUNSELING CENTER**

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Alison Markson, Psy.D, LICSW; Director

**amarkson1109@curry.edu**

**Location:** Smith House, 940 Brush Hill Road

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

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

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

### **Hours of Operation:**

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

Appointments (617) 333-2182

All individuals experience stress at different points in their lives. Many stressors are normative in nature (e.g., adjusting to college, new friends, routines and working towards various personal goals). In the event that students are feeling overwhelmed, uncertain how to manage stress, or experiencing significant psychological symptoms, the Counseling Center is available to full-time undergraduate students. Services offered by the Counseling Center include individual and couples counseling, consultation, group therapy, and psycho-educational workshops. Counseling is confidential and available at no additional cost. Some exceptions to confidentiality do exist, though these tend to be rare. Counselors typically meet with students to discuss a variety of issues ranging from stress management and adjustment to college, as well as more serious psychological concerns. Psychiatry services, as well as specialized therapy, intensive treatment services, and further assessments, are available through off campus providers, and the Counseling Center is available to provide referrals to students. Services at the Counseling Center are generally provided on a short-term basis, though services are tailored to each individual student's needs in concert with available services at the Center. Please call the number above to make an appointment. Students who are in crisis or have an urgent concern during business hours may go to the Counseling Center without an appointment and will be seen as quickly as possible. If a student experiences a psychological crisis after hours, he or she may page the after-hours Counselor on-Call by calling Public Safety, the Community Director on Duty or he or she may seek local emergency assistance by dialing 911.

For many students, the transition to college may be a challenge at times. For students who have experienced mental health concerns in the past, we strongly encourage students and their families to make plans in advance about what sort of mental health care and/or support a student may need when away at school. 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 assessment 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”), and overall plans to take medication independently when at college. In addition, we recommend that students seek consultation about any mental health concerns proactively, before stress takes a significant toll. Doing so may help significantly to prevent further stress and/or exacerbation of symptoms. In addition, we encourage students to explore and practice common “go-to” skills or activities that help them to reduce stress and/or symptoms (e.g., exercise, calling friends, relaxation exercises, artwork, music, hobbies, etc.). Doing so can be a great way to start off the year with a repertoire of self-care skills and activities. In addition, if a student has a recommended treatment and/or crisis plan from off campus treatment providers, it is often very helpful to share this information with the Counseling Center as a means of facilitating effective clinical services and care in the event of a mental health emergency. 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 their reporting options without an investigation being mandated. See Harassment, Discrimination, and Sexual Misconduct section for more information.



## DINING SERVICES

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Keith Meal, General Manager

**kmeal0804@curry.edu**

**Location:** Student Center, Dining Marketplace

**Phone:** (617) 333-2318

**Fax:** (617) 333-2276

**Web:** [www.currydiningservices.com](http://www.currydiningservices.com)

### Meal Plan Options

All students living on campus are required to be on a meal plan and can choose between the 17+, 14+ or 10+ meal plan options. Students living off campus are encouraged to participate in Curry's Colonel Ca\$h program so that they may take full advantage of the Dining Marketplace in the Student Center and the other retail dining venues on campus. Commuter students will receive a discounted rate at the Marketplace if they purchase their meals with Colonel Ca\$h. Colonel Ca\$h is also available on a voluntary basis to supplement depleted Meal Plan Points, and can be used in all dining facilities. Please note all meal plans are selected and purchased through the Campus Life Office located in the Student Center, Campus Life Suite #206. Therefore, 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.

Colonel Ca\$h is purchased through the Campus Life Office or on-line through the Curry College website. 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 can be used for purchases at all dining locations.

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

Hot Breakfast	Monday – Friday	7:30 am – 10:00 am
Continental Breakfast	Monday – Friday	10:00 am – 11:00 am
Lunch	Monday – Friday	11:00 am – 4:30 pm
Dinner	Monday – Friday	4:30 pm – 9:00 pm

	Saturday – Sunday	4:30 pm – 9:00 pm
Brunch	Saturday – Sunday	10:30 am – 2:00 pm
Continuous Service	Saturday – Sunday	2:00 pm – 4:30 pm

**Please visit [www.currydiningservices.com](http://www.currydiningservices.com) or call the Menu Line at extension 3663 (FOOD) for daily menus and special events.**

### **Retail Dining Locations**

In addition to the Dining Marketplace located in the Student Center, Curry has three retail snack bar 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 [www.currydiningservices.com](http://www.currydiningservices.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 in regard to their dietary need. 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 Disability Services Officer and a representative from Curry Dining Services upon their arrival to campus to further discuss his/her needs.

## **DISABILITY SERVICES**

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Chip Kennedy, Director

**ckennedy0910@curry.edu**

**Location:** Student Center, Campus Life Suite #206

**Phone:** (617) 333-2385

**Fax:** (617) 333-2014

**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 academic accommodations are listed below. Some examples of modifications relating to dining facilities and housing accommodations may result from a student's food allergies or gluten intolerance, or environmental allergies.

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, modifications, and auxiliary aids and services. The College will provide those reasonable accommodations, unless they would present an undue administrative or financial burden to the College or make a fundamental alteration to the nature of the College program or activity.

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 alteration 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:**

- *Peer note taker support*
- *Permission to tape-record lectures*
- *Sign language interpreter*
- *Assistive listening devices (e.g. FM listening device)*
- *Lecture materials in enlarged print*
- *Additional time to complete exams, quizzes, and/or in-class writing assignments*
- *Quiet, distraction-reduced testing location*
- *Use of hand-written responses rather than computerized answer sheet*
- *Use of computer for essay questions*
- *Scribe*
- *Verbatim text reader*

**Additional 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)
- On-campus housing modifications
- Dining hall accommodations

To learn more about the policies and procedures to request reasonable accommodations, please visit the Office of Disability Services page located in the myCurry portal, under the Student Life tab.

## **DIVERSITY & INCLUSION**

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Temple Jordan, Coordinator

**tjordan0813@curry.edu**

**Location:** 65B Atherton, Dean of Students Office

**Phone:** (617) 333-2289

**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 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.

## HEALTH SERVICES

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Ellen Kawadler, Director of Health Services, Board Certified Family Nurse Practitioner

**ekawadle0803@curry.edu**

**Location:** Smith House, 940 Brush Hill Road

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

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

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

Health Services is available free of charge to full-time undergraduate students. The College maintains a free outpatient clinic, staffed by full time nurse practitioners, a registered nurse, and a consulting physician. These professionals specialize in addressing the healthcare of college students and work together to provide quality medical care for routine, acute, and chronic health problems and injuries.

### Hours of Operation:

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

Appointments (617) 333-2182

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

Health Services offers a range of medical care services, disease testing (such as, pap smears, rapid strep and mono tests, urine tests, STD testing) including blood tests and medications or prescriptions. The health care providers make referrals to Milton Hospital, a comprehensive facility 2.5 miles from campus, or other health facilities or specialists in the area. X-rays are done at Milton Hospital. Public Safety or an ambulance will transport students who require emergency services to Milton Hospital.

Prior to matriculation, all students are required by Massachusetts State Law to submit immunization records completed by their healthcare provider. Students will not be permitted to move into the residence halls without this documentation. In addition, the student must have a current physical (within one year) on file with Health Services. With few exceptions, state law requires every full-time student and every part-time student at 75% of full-time enrolled in an institution of higher learning to participate in a qualifying student health insurance program (QSHIP) or in a health benefit plan with comparable coverage.

## **PUBLIC SAFETY**

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Brian Greeley, Director

**bgreeley1204@curry.edu**

**Location:** Mayflower Parking Lot – 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 and secure environment for the entire community. This encompasses all students, employees and everyone that visits the campus. Public Safety is everyone's responsibility; we ask the entire Curry College Community to get involved. The department provides services 24 hours a day, seven days a week.

### **Emergency Services**

The Public Safety Department is comprised of men and women 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 and Saturdays from 9:00 am - 5:00 pm while school is in session. Twenty-four 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, 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; he/she 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 you were wrong in your observations, than not to call and find yourself or someone else, the victim of a crime that you could have helped to prevent. Remember, someday you may hope someone will call to help you.

### **Emergency Communication Policy**

In case of an extreme emergency, Curry College will activate the Curry College Alert System. This system would be used to notify the college community via voice mail, e-mail and/or text message on any devices including a land line phone, cellular phone, TTY/TTD phone, or PDA. Curry College has installed two outdoor sirens on campus that will be utilized for an extreme emergency only. A copy of our Emergency Management Guide is published on the Curry College website. A copy of this guide is also in every classroom and building on campus.

The College will register all students, faculty and staff for the Curry College emergency notification system. As part of being a student in good standing, it will be your responsibility to update your information. We will use this information for emergency communications only.

### **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 and you may have to wait until those requests have been completed. You may make your requests by telephone, or in person, at the Public Safety Office, extension 2232.

### **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 extension 2155 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 on the Public Safety website.

### **Criminal Activity**

Please report all criminal activity, suspicious activity, and other emergencies on campus to the Department of Public Safety at **(617) 333-2232**. In case of emergency, please call the emergency line at (617) 333-2222.

### **Missing Student**

Every Curry student has the option to identify an individual to be contacted by the College in the event that the student is determined by Public Safety or local law enforcement to be missing for 24 hours. Students should identify this individual by contacting Public Safety at 617-333-2222. Students also



have the option to register confidential contact information in the event that the student is determined by Public Safety or local law enforcement to be missing for 24 hours. 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, he or she 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 (unless the Milton Police Department was the entity that notified Curry the student was missing) and the student's registered contact, if any, 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 his or her 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 or not 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**.

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

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.

### **Identification Card**

Students are provided an identification card by the College, which they are required to carry at all times. 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 his/her 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.

### **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 guarantees safety of personal items. Individuals on campus are ultimately responsible for their own possessions.

### **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. 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 or blocking access to an area is prohibited.

Though first-year resident students are not permitted to have vehicles on campus, Curry offers a number of ways for students to get around. For those who would like to go into the cities of 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 handout indicating which lots are available for parking when they register their vehicle with public safety. Parking in fire lanes, no parking zones or blocking access to an area is prohibited.

### **Off-Campus Parking**

Parking on any streets in the surrounding area outside of the College is prohibited and will be subject to the actions of the local authorities and Curry College. Students are prohibited from soliciting the College's neighbors in the surrounding area for off-campus parking spaces.

### **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. On campus parking privileges are for upper-class students only.

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 his or her 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. Curry's parking policy reflects our commitment to wanting first-year students to become truly engaged in and contribute to the academic and community life of the College. We believe that vehicles represent an unhelpful distraction for first-year students.

### **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 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**

Upper-class resident students must pay a vehicle registration fee of \$250.00 per year, commuting students \$125.00 and Continuing Education students \$50.00. This fee may be paid by check or it may 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 no more than 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 comply with these regulations at all times to ensure the free access of 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. The Traffic Committee shall hear all proper appeals of tickets and loss of privileges issued for violation(s) of the Motor Vehicle Code. The Dean of Students shall determine the composition of this committee. The Traffic Committee shall conduct its deliberations and issue decisions. The decisions of the Committee are final with no further right of appeal. 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**

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Erik Muurisepp, Assistant Dean of Students for Residence Life & Housing

**emuurisepp@curry.edu**

**Location:** Student Center, Campus Life Suite #206  
**Phone:** (617) 333-2252  
**Fax:** (617) 333-2014  
**Web:** <http://www.curry.edu/campus-life/living-on-campus.html>

886 Brush Hill Road, North, Rose & 874..... (617) 333-3100  
State, Mayflower & Lombard ..... (617) 333-3170  
North Campus Residence Hall (NCRH) & Scholars ..... (617) 333-2254  
Suites, Main & White ..... (617) 333-2912  
South Campus Residence Hall (SCRH), Milton & 156 House ..... (617) 333-2344  
Alexander Graham Bell Residence Hall, Green, Grey & Brown ..... (617) 391-5277

### **Hours of Operation:**

Campus Life Office

Monday – Friday 8:30 am – 7:00 pm

Community Director Office Hours

Monday – Friday 10:00am – 4:30pm

### **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 community. Living in a residence hall is not a right, but a privilege. To be eligible to live in the residence halls, students must conduct themselves in a responsible manner, treat and interact with peers in a respectful manner, and be accountable for their own actions.

Residence halls offers 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 challenge and support personal growth.

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

- The development of a sense of community on every floor and within every residence hall
- A residence hall association for all five residential areas
- Facilitating room and meal plan changes
- Training student 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 the need for appropriate behavior
- Creating and implementing educational and social programs within the residence halls
- Working in collaboration with other departments to better serve the needs of the community

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

A Community Director is a live-in, masters-level professional staff member who provides students with opportunities to develop as individuals out of the classroom. CD staff supervises our Resident Assistants. Resident Assistants (RAs) create 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, which benefits both individual and community development. RAs are also a wonderful resource, and often are the first person students seek when they have a particular question or concern.

### **Eligibility**

College housing is a privilege, not a right. Full-time (minimum of 12 credit hours per term) undergraduate students are eligible for campus housing. Resident students who remain enrolled at the College but drop below full-time status may petition to the office of Residence Life & 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 Assignments section below).

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

Housing assignments and roommate pairings for new students are based on information students provide on their Preference Form. First-year students are generally assigned to our North Campus in any one of our five traditional first-year residence halls. 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.

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

Returning students have the opportunity to 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.

### **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 as a result 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, or students may wish to carry a private insurance policy to cover their property against loss.

**Residents are responsible for long distance charges on their room phone.**

### **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 on the student for the entire academic year. Residents who wish to terminate this agreement must inform in writing their intentions to the Office of Residence Life & Housing. Residents will be assessed a term fee as outlined in the Room and Board Agreement.

### **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. 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. 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. Each student is required to maintain a \$400 refundable deposit to cover any residence hall damage for which he/she may be deemed responsible according to the terms of the room and Board Agreement. The cost for such damage is charged to the student's account. Thirty days following the end of the semester that the student vacates his/her room, the deposit will be applied to the student's account. Students may decorate their rooms to reflect their interests. 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.

### **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 students' room.

### **Telephone**

All residence hall rooms are equipped with a jack for telephone service. Students are required to bring their own telephones to connect to the jack, or service directly to the room. Telephone jacks, data jacks, 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 (including loss of telephone, network and/or cable services). The cost of any damage or loss and appropriate fines will be assessed to the student(s) responsible.

### **Voicemail**

Each student living in the College residence halls will be assigned a voice-mail box. College officials will use the voice-mail system in order to communicate to students. Students are required to activate their voice-mail box at the start of the academic year. Students are required to check their voice-mails daily.

### **Cable Television**

All residence hall rooms are equipped with a jack for cable television. The cable fee has been incorporated in the housing fee. A full channel guide is provided on the Student Portal. Students are required to provide their own television.

### **Laundry Equipment**

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



## **Fire Safety and Security**

Safety is a serious matter and one that is shared by all members of the Curry College community. The Office of 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.

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.

## **Guest Policy**

Policies and procedures for guests are provided to ensure consideration of individual students and community needs. In all residence halls, guests must be escorted through the hall 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 his or her guest at all times.

The maximum number of guests that a resident may host at any given time is two. 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. 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 the 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.

## **Health and Safety Inspections**

The Office of Residence Life & Housing will conduct monthly 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
- Illegal 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 and 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 appliances with exposed heating elements and/or designed for the preparation of food (including, but not limited to, hot plates, immersion heaters, indoor/outdoor grills and toaster ovens) are not permitted in student rooms.
- 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
- Firearms, weapons, firecrackers, explosives, harmful chemicals
- Waterbeds
- Aerials or other such equipment outside of the confines of the resident's assigned room
- Decorative lights
- Internal combustion engines
- Open flame and/or lighted objects such as candles, incense, gasoline and kerosene lamps
- Lofts and/or bars
- Halogen lamps
- Microwave ovens cannot exceed .6 cubic feet or 600 watts
- Humidifiers or dehumidifiers
- Unauthorized Air-conditioners
- Space heaters or other such heating appliances
- Pets, except for non-carnivorous fish
- Lighter fluid

- Other items that present safety hazards or risks

## **Room Keys**

Room keys are issued by the Office of Residence Life & Housing and are the sole responsibility of the residents to whom they are issued. Keys must be returned to the 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. 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 tossing 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 his or her 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. If steps 1-3 fail, contact Public Safety who will dispatch the CD on Call to your location. If you are let in by a roommate prior to the CD arriving, contact Public Safety to cancel the lock out request. A minimal 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 or Community Director.

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

### **Maintenance Procedure**

In order to serve our students more efficiently, students must request a maintenance repair or 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 his or her approval. If the Community Director approves the request it is then sent to Buildings and Grounds to be dispatched. Students will receive e-mail notification that the request has been received and when the work has been completed.

To access the work order system, please go the Curry web site, click on “For Current Students” then to “Buildings & Grounds” then “To access the system for instructions.”

### **The submittal password is PASSWORD**

If you have any questions please speak to your 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 at all 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. Access cards are not to be loaned or transferred at any time. Disciplinary action will result for unauthorized use of access cards. Individuals found responsible for tampering with security doors and/or compromising residence hall safety will be subject to the College student conduct process. If a student loses his or her keys, he or she is 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 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.
- The campus closes due to an outbreak of influenza like illness or other pandemic illness.

### ***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.

### ***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***

Should you develop symptoms of influenza like illness or other pandemic illness and are unable to execute your personal departure plan, you will be asked to self-isolate in your room and 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. 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.

## **What to Bring**

Students will often ask, “What should I bring to campus for my room?” The following is a suggested list of items.

### ***Linens***

- Bath towels, hand towels and washcloths
- Extra-long twin sheets and pillow cases
- Twin mattress pad
- Blankets
- Pillow
- Comforter

### ***Laundry and Clothing Care***

- Fabric softener and stain remover
- Laundry basket or laundry bag
- Clothes hangers
- Drying rack
- Iron and ironing board

### ***Personal Items***

- Toothbrush and toothpaste
- Brush and comb
- Shaving items
- Hair styling products/appliances
- Shampoo and conditioner
- Bath soap
- Basket to carry toiletries
- Shower shoes

### ***Decorations***

- Posters, photos, artwork
- Calendar
- Plants
- Small area rug

- Desk lamp, clip-on light

### ***Cleaning Supplies***

- Dish soap
- Dusting cloth
- Sponges, dish scrubber
- Broom, dust pan
- Dish drying rack

### ***Other Items***

- Sewing kit
- First aid supplies
- Medicine (must be stored in the original container, must have original label affixed by the pharmacist, Label must include patient's name, name of medication, and directions for use.)
- Alarm clock
- Waste basket
- Change for snack machines
- Telephone handset
- Television (coordinate with your roommate)
- DVD player (coordinate with your roommate)
- Stereo, radio, headphones
- Small refrigerator no larger than 6.5 cubic feet, Energy Star rated
- Microwave oven no larger than .6 cubic feet or 600 watts
- Small vacuum
- Computer
- Printer
- Surge protectors
- Bike and lock (bikes must be stored outside)
- Electric fan
- Floor, table lamps (no halogen lamps)

**\* Items deemed inappropriate by the Office 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.**

## SPIRITUAL LIFE

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Rev. Terry Hofmann, Director

**thofmann0210@curry.edu; spirituallife@curry.edu**

**Location:** Student Center, Office of Campus Life  
**Phone:** (617) 979-3532  
**Fax:** (617) 333-2014  
**Web:** [www.curry.edu/campus-life/spiritual-life.html](http://www.curry.edu/campus-life/spiritual-life.html)

The Office of Spiritual Life offers programming, resources, and support for Curry College students who seek to strengthen, develop and/or explore spiritual identity and religious practices. Activities and programs include: lectures and discussions on a variety of religious or spiritual topics, social gatherings and community service, stress reduction meditation activities, and worship services held on campus (Catholic Mass, Protestant services, Shabbat services, Passover Seder, Ash Wednesday, Holy Week, etc.). Information and transportation are also available for students seeking off campus places of worship. The Office of Spiritual Life currently supports and sponsors Hillel (Jewish students), Newman Club (Catholic students), and Jesus and Me (non-denominational Christian students) and encourages students to organize other groups to support particular religious or spiritual interests.

The non-denominational James P. O'Toole Chapel, located on the second floor of the Student Center, offers a place for worship and prayer services, for private and group meditation, for individual spiritual advisement, for meetings of student religious groups, and for discussions on a wide range of spiritual topics and social issues. Meditation cushions, prayer books, Bibles, and Muslim prayer rugs are available for use. There is a special basket for submitting prayer requests. The College wishes to be supportive of student's observations of his or her religious beliefs, and 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 he/she 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 his availing himself of the provisions of this section."

If a student is unable to participate in a course requirement on a particular day because of his or her religious beliefs as defined in Massachusetts General Laws Chapter 151C, section 2B, the student is asked to notify the professor of that course in writing before the particular day so the professor will be



aware of the student's need to be excused and determine how the student will make up the missed course requirement. Please direct any questions to the Rev. Terry Hofmann, Director of Spiritual Life.

## **STUDENT CENTER & STUDENT INVOLVEMENT**

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Allison O'Connor, Assistant Dean of Students for Student Engagement

**acoutts0106@curry.edu**

**Location:** Student Center, Campus Life Suite #206

**Phone:** (617) 333-2252

**Fax:** (617) 333-2014

Mark Metevier, Assistant Director for Operations

**mmetevie0309@curry.edu**

**Location:** Student Center, Room 153

**Phone:** (617) 333-3160

**Fax:** (617) 333-2014

**Web:** [www.curry.edu/campus-life/student-center.html](http://www.curry.edu/campus-life/student-center.html)

The Student Center is the hub of activity on campus with a variety of spaces to gather and hang out. The building houses the Main Dining marketplace, the gymnasium, bookstore, game room, mail room/copy center, fitness center and offices for Athletics, Student Activities, student clubs, and Residence Life & Housing and Student Center operations.

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

- Recreational athletic facilities including a Gymnasium and Fitness Center
- General use and athletic locker rooms, athletic offices
- Gym Lobby - Hallway of Champions - with Colonels trophies and memorabilia
- 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
- Quiet Lounge for relaxed study
- Student Activities, SGA and student club offices and meeting areas
- 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

## **FITNESS AND RECREATION**

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Kerry Antunes, Associate Director of Fitness & Recreation

**kantunes@1212@curry.edu**

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

**Phone:** (617) 333-3153

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

Curry College offers a variety of programs that provide the entire campus with the opportunity to stay active. Students can often be found working out in the Fitness Center or attending one of the many group exercise classes. For people more interested in organized activities, our department offers a variety of intramural activities at varying levels of competitiveness. Our Club Sports program also gives students the opportunity to compete against other schools in sports not offered as one of 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 in wellness, recreational sports, and activities through friendly competition, fair play, teamwork, diversity and integrity.

### **The Fitness Center**

The Fitness Center, located in the Curry College Student Center, is intended to provide students the opportunity to participate in safe and effective fitness programs regardless of fitness level and experience. The Fitness Center has interactive cardiovascular exercise equipment, strength equipment and free weights. Free equipment usage orientations are available to all Fitness Center members.

Membership to the Fitness Center is open to all full-time, traditional undergraduate students. All new eligible students must fill out a membership agreement form prior to using the Fitness Center. Forms are available at the Fitness Center Information desk. All returning students must renew their membership online through the Curry College portal under the Fitness Center tab.

### **Group Exercise**

Within the Fitness Center is the Group Exercise Studio which plays host to a variety of fitness classes on 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
- Cardio Dance

- Boot camp
- Zumba

### **Intramurals**

The Intramural department 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.

- 
- Dodge ball
- Basketball
- Floor Hockey
- Flag Football
- Volleyball
- Field Hockey
- Soccer (indoor/outdoor)
- Softball

Students can register for Intramural activities as an individual or as part of a team on-line through the Curry College portal, by clicking on the Intramural link underneath the Campus Life tab.

### **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:

- Color Me Purple Fun Run
- Glow in the Dark Dodge ball Tournament
- Outdoor Volleyball Tournament
- Back to the Beach Spring Break Challenge
- Head of the Charles Rowing Challenge
- Fitness Fridays
- Glow Night Fun Run

### **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:

***Equestrian Club***

The Equestrian Club works with off-campus stables in order to give students the opportunity to ride and care for horses. Members of the equestrian club compete in the IHSA Regional Shows.

***Men's Rugby***

The Men's Rugby team competes against other schools in the area within the USA Rugby competition. No experience is necessary.

## STUDENT ACTIVITIES

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Sarah Bordeleau, Associate Director

**sbordele0909@curry.edu**

**activities@curry.edu**

**Location:** Student Center, Campus Life, Suite 216

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

**Fax:** (617) 333-2910

The Student Activities Office coordinates various co-curricular events on campus including Welcome Week, Winter Warm-Up and Spring Weekend and supports student club and organizations to maximize social, cultural, recreational and educational activities for the entire Curry College community. The office encourages leadership development through student involvement in clubs, organizations, community service and volunteer opportunities, leadership programs, and more. Club resource space and supplies, staff advisement and support are also available. Student Activities oversees the Curry Up and Go (CUG) program to give students the opportunity to purchase discounted tickets for off campus trips throughout the semester. Past trip destinations have included New York City, Martha's Vineyard, Salem, MA, Six Flags New England and theatre productions such as *Mary Poppins*. Additionally, the office manages the design and distribution of *The Amethyst* yearbook.

Students are highly encouraged to participate as involvement offers many benefits to students. Through these opportunities, students will have the opportunity to see social, intellectual, physical, spiritual and emotional growth

### **Orientation**

Participating in summer Orientation is a beneficial beginning to your college experience. Not only will you meet new people, and participate in fun activities, but you will learn about Curry and opportunities to make your college experience the best it can possibly be. Students who participate in summer Orientation are encouraged to attend Welcome Week events, a series of programs designed to appeal to all Curry students to help build spirit and community. Look for the calendar of events on campus.

### **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 Spring Break, working with senior citizens, taking part in holiday programs and charitable causes, and organizing food donations at local food banks

**Leadership**

The Student Activities Office works to help students find leadership opportunities that are right for them. There are a variety of leadership roles on campus whether it is taking an Executive Board position with a club, becoming an Orientation Leader, taking on a student employment position or one of many other opportunities on campus, the Student Activities Office can help connect students with these positions. Other leadership development opportunities may include club/organization training, student worker training, and Student Affairs Leadership Training (SALT). .

## **CLUBS AND ORGANIZATIONS**

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The ***Student Government Association*** (SGA) consists of an Executive Board, representatives from each class, and members of all clubs and organizations. SGA is the main governing body of all clubs and organizations on campus. SGA serves as a representative voice for all Curry students to the administration, faculty, staff, Board of Trustees and the Milton community. SGA meetings are held every Wednesday at 2:00 p.m. and are open to all members of the campus community.

***Student Entertainment and Events*** (SEE) is the major student-run programming board on campus. SEE is responsible for events that are open to the entire Curry College community and appeal to a broad range of interests. Events include movie nights, bands and songwriters, comedians, BINGO nights, karaoke nights and more. SEE also sponsors events as part of Welcome Week, Winter Warm-Up, and Spring Week. The members of SEE are responsible for the planning, implementation and evaluation of their programs to constantly provide the best events possible for students.

### ***Amnesty International***

Amnesty International Curry College (AICC) looks to educate the College about human right violations, whether that violation is international, national, or local. When possible, AICC will work with other student organizations on campus as well as with the local Amnesty International clubs, events, conferences, and activities.

### ***Ballroom Dancing Club***

The Ballroom Dancing Club helps students at all levels of ballroom dance learn steps and routines through guided instruction.

### ***Billiards Club***

The purpose of the Billiards Club is to provide an opportunity for students to gain basic knowledge of billiards. Every member will receive training and learn basic skills by our "each one, teach one" approach and have the opportunity to compete against one another on a regular basis.

### ***Criminal Justice Club***

The Criminal Justice Club provides a place for all students interested in the Criminal Justice work force to discuss issues, trends, and opportunities. The goal of the club is to help students explore all aspects of the field with students who share a common interest.

### ***Curry Arts Journal***

Offers students opportunity to publish and produce a journal that acts as the exhibition medium for the work of student writers, artists and photographers. For more information, please contact Prof. Karen D'Amato.



### ***Curry Cares***

By working on a variety of community service projects, Curry Cares strives to meet the needs of people in the surrounding community who find themselves in difficult situations. From hosting special events to collecting canned foods, clothing, etc., the students are committed to aiding those less fortunate.

### ***The Curry College Student Nursing Association (CCSNA)***

The CCSNA gives nursing students a forum to plan social and academic events. Informative events are held, such as the all-college Health Fair.

### ***Education Club***

The Education Club is open to all students in any major, but focuses mostly on issues surrounding education and teaching. Past programs have included, a faculty-student volleyball game, a literacy event in collaboration with the Milton Coalition for Early Childhood Education and a CPR course for students.

### ***English and Literature Club***

This club is for those who have a love for literature. The club has sponsored a book drive and trips to visit historical homes of various authors.

### ***HIPS (Health Image Power Success)***

HIPS works to promote the health and well-being of the Curry community. Topics such as physical activity, mental health, body image, and positivity are programmed for and discussed.

### ***Hillel***

A Jewish organization that plans activities of an educational, social, religious and political nature, Hillel sponsors events including holiday dinners, religious services, bagel brunches, lectures, and community service.

### ***Tech Club***

The IT club is an organization that promotes and enhances the theories inherent to the diverse field of Information Technology and to provide a better understanding of the technology field and how it encompasses multiple aspects of work and living.

### ***Juggling Arts Club***

The Juggling Arts club is a fun and supportive community of jugglers, spinners, and object manipulators. No experience necessary.

### ***Management Forum***

For all students interested in the business world, the Management Forum plans trips to local businesses, hosts fundraisers on campus, and brings in speakers representing a variety of different business aspects.

### ***M.O.T.I.O.N.***

M.O.T.I.O.N. is Curry College's own step team. M.O.T.I.O.N.'s goal is to show students who are new to the kind of dance what stepping is all about and also a place for veteran steppers to show their talents.

### ***Multi-Cultural Student Union (MSU)***

This organization is formed by students of all backgrounds, which want to celebrate and explore cultures from around the world.

### ***Multi-Essence***

Multi Essence is a competitive hip-hop and reggae dance team that uses the art of dance as a method of building confidence, staying active, and having fun. Multi-Essence's goal is to give students the opportunity to represent Curry at performances on campus and in the community.

### ***Newman Club***

Curry's Catholic student organization, the Newman Club, holds religious observances and participates in community service projects, fundraisers, and events in the Boston community.

### ***Pre-Health E.L.I.T.E***

Pre-Health E.L.I.T.E. (Enhanced Learning Implemented Through Experience) looks to strengthen the undergraduate students of Curry College who are interested in pursuing a career in the medical profession or exploring the field further, by supplementing classroom curriculum with experiential learning opportunities relevant to an array of medical professions.

### ***Photography Club***

Photography Club is for students to practice and discuss the science, art, and current trends in the field of photography. Club members will have the opportunity to showcase and critique their work while engaging in constructive dialogue and discovering techniques to improve their photography.

### ***Curry College Public Relations Association (CCPRSA)***

The purpose of the Curry College Public Relations Student Association (CCPRSA) organization is to increase the knowledge of the public relations profession and to provide students with opportunities and skills for the future.

### ***Pure Vocals***

Unites singers and gives them the opportunity to showcase their skills.

### ***Gay-Straight Alliance***

The Gay-Straight Alliance is a group for LGBTQ students and allies. GSA raises awareness of LGBTQ issues in our society and promotes a safe community for all students. This group is committed to educating the campus about all variations of human sexuality battling homophobia and making Curry a

safe place for GLBT students to live and date openly without fear of being harassed, discriminated against or harmed. The group also aims to provide social opportunities for GLBT students and their allies.

### ***RAGE***

R.A.G.E. (Raising Awareness through Group Education) Peer Educators are health and wellness advocates at Curry College. These students raise awareness to positively influence other students' perceptions on alcohol, drugs, stress, and healthy habits. Events and programs are held either in the classrooms or around campus to provide outreach to other students. R.A.G.E. Peer Educators plan and design their own events that are interactive and promote healthy behaviors. Peer Educators represent the concerns of responsible students and do not judge the decisions of their peers, but instead help to educate about safe and responsible decision-making.

### ***Ski and Snowboard Club***

The Ski and Snowboard Club encourages students of all skill levels to hit the slopes and gain the necessary skills to become a better skier and/or snow- boarder.

### ***Dance Team***

A student group dedicated to synchronized dancing. Dances from all different cultures are learned. Members are encouraged to perform at local competitions as well as on-campus events.

### ***Student Ambassadors***

Student volunteers that show prospective students and parents around campus during Open Houses and Accepted Students Day. Students also make phone calls to prospective students. Students work out of the Admission Office.

### ***Video Game Society (VGS)***

The VGS affords students the opportunity for “gamers” to gather, discuss and compete with all the latest games and systems. Students have the opportunity to enhance their playing skills while enjoying the camaraderie of others.

# STUDENT CONDUCT

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Lisa MacDonald, Director

**lmacdona0712@curry.edu**

**Location:** Dean of Students Office, 65 B Atherton Street

**Phone:** (617) 391-5240

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

The Director for the Office of Student Conduct or designee is primarily responsible for the overall supervision of the student conduct system. These responsibilities include training of the administrative conduct officers, maintenance of records for student conduct matters, conducting meetings as an administrative conduct officer, hearing appeal cases, and general supervision of the student conduct process.

## Curry College Code of Conduct

Curry College is a community that holds its members to high expectations. These expectations are embodied throughout the Code of Conduct, valuing integrity, civility, acceptance, and accountability. By choosing to attend Curry College, students and student organizations agree to uphold the Code of Conduct. Students and student organizations who do not uphold these expectations are educated through the Student Conduct process and may jeopardize their ability to continue pursuits here at the College. The purpose of the Student Conduct process seeks to provide community members with an educational, respectful, and safe environment conducive for academic and personal success for the individual and greater community.

## Prohibited Conduct

Any actions that violate the College's Code of Conduct are unacceptable and may subject the student to the student conduct 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.

## Abusive Behavior

Physical abuse, verbal abuse, threats, intimidation, coercion, stalking and/or other conduct, which threatens or endangers the health or safety of any person, including one's self is prohibited.

Conduct to others or oneself that is disruptive and/or interfering with other educational rights and pursuits is prohibited.

## Alcohol

1. The possession 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.

2. 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.
3. Students of legal drinking age may have in their possession no more than the following amounts of alcohol at any given time: twelve 12oz. cans of beer, or one 750ml. bottle of wine, or one pint of hard liquor up to 80 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 72 beers regardless of the number of guests).
4. Common source alcohol containers and paraphernalia (kegs, beer balls, funnels, etc.) are prohibited.
5. Open containers and/or consumption of alcohol in public areas (bath rooms, hallways, lounges, outside, etc.) is prohibited.
6. 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 borne 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.
7. Providing alcohol to persons who are not of legal age is prohibited. The commercial delivery of alcoholic beverages to the College mailroom is prohibited.
8. Participation in drinking games as well as the use of funnels, beers bongs, and similar products is prohibited.
9. Possession and/or consumption of alcoholic beverages is prohibited on the North side of campus as well as on any South side residences that are designated as “dry.”
10. 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.

For information on the Colonels Can Call Policy, a resource for individuals in need of medical assistance for any reason, including because of consumption of alcohol or other drugs, see Student Conduct Process on page 76.

## **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, and 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:

1. 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, and 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.
2. Transmission, distribution or storage of material that contains a virus, "Trojan Horse," corrupted data, or any software or information to promote or utilize software or any of CurryNet services to deliver unsolicited e-mail.
3. The sending of any form of Unsolicited Bulk E-mail (UBE) through the CurryNet is prohibited. Likewise, the sending of UBE from another service provider advertising a web site, e-mail address or utilizing any resource hosted on a Curry College server is prohibited.
4. Unauthorized attempts by a user to gain access to any account or computer resource not belonging to that user (e.g., "cracking" or "hacking").
5. Impersonating any person or entity, including, or falsely stating or otherwise misrepresenting your affiliation with a person or entity.

## **Courtesy Hours & Quiet Hours**

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.

1. 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.
2. 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.
3. College-wide quiet hours are from 10:00pm-8:00am Sunday to Thursday and from 12:00am-10:00am on Friday and Saturday. Additionally, the College has designated specific floors within the residence halls as quiet areas as well as a 24 hour quiet policy throughout all of campus effective the week prior to and during exams each semester.

## **Destruction of Property & Defacement 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.

## **Disruptive Behavior**

Conduct that is disruptive, lewd, indecent, or infringes upon the rights of others is prohibited.

## **Drugs**

Students are expected to comply with federal, state, and local laws with regards to controlled substances and the possession and use of all prescription medication. 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.

1. **Possession and/or use:** Curry prohibits the possession and/or use of a controlled substance and/or the misuse of prescription medication or being in the presence of such activity. The possession and use of medical marijuana is prohibited on 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 a request to use 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.

2. **Possession with intent to sell and/or distribute:** The sale, attempted sale, distribution and/or attempted distribution of controlled substances including prescription medications or being in the presence of such activity is prohibited.
3. **Drug paraphernalia:** The possession and/or use of drug paraphernalia or being in the presence of such activity is prohibited.

For information on the Colonels Can Call Policy, a resource for individuals in need of medical assistance for any reason, including because of consumption of alcohol or other drugs, see Student Conduct Process on page 76.

## **Failure to Comply**

Students and their guests are expected to comply with request 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 student conduct hearing.

## **Falsification of Information or Misrepresentation**

Intentionally or knowingly providing false information or making misrepresentation to 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.

## **Fire Safety**

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 Residence Life & Housing department has a list of additional prohibited items and policies specific for the residence halls. This information is located in the Residence Life & Housing section of this handbook.

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.

## **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 the Student Activities Office.

## **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.

## **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 Policy on Page 67.

## **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, national origin, gender, gender identity, sexual orientation, disability, age, 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 regarding the College's prohibition on Bias-Related Harassment, please review the Harassment, Discrimination and Sexual Misconduct Policy on Page 67 of this Student Handbook.

## **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 Harassment, Discrimination, and Sexual Misconduct Policy on page 67.

## **Harassment, Discrimination, and Sexual Misconduct Policy**

See page 67.

## **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 Dean of Students Office. Prohibited conduct may include, but is not limited to the following:

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

**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 such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each 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.

## **Littering**

Littering is prohibited, including but not limited to disposing of trash on the ground or throwing it out of vehicle or room windows.

## **Posting**

The following article is a Posting Policy developed by the Student Government Association (SGA) in an effort to increase effective communication on campus pertaining to all college events. The policy is in effect for all members of the College community including individuals, campus clubs, organizations, off-campus vendors, athletics, staff, and administration.

- 
- The Student Activities Office must approve all advertising and publicity (except for Office of Residence Life & Housing).
- The Office of Residence Life & Housing must approve all advertising and publicity for the Residence Halls.
- In all advertising and publicity, the name of a registered student organization or college department sponsoring the program or activity must be clearly and prominently noted.

*Student Publications:* The Student Activities Office reserves the right and is responsible to regulate all posters, flyers, notices, and banners.

*Flyers:* A flyer is defined as paper 8.5 in x 11 in or 8.5 in x 14 in.

*Posters:* Posters are not to exceed 4 ft. x 4 ft. in overall size.

*Banners:* A Banner is defined as any sign that hangs or flies. No banner of any type may be displayed unless approved by the Student Activities Office.

*Posting of Promotional Material:* To improve publicity and to control posting that the campus has experienced from both inside and outside groups, the Student Government Association has developed

the following policy regarding the posting of promotional material:

Posting is allowed only on bulletin boards and designated posting areas in the following locations: Student Center, academic buildings, Miller Field House, Levin Library, and in the residence halls.

The Student Activities Office must stamp all materials (except for those pertaining to the Office of Residence Life & Housing). All materials must be removed by the person(s)/organization in a timely manner following the event. A reasonable effort must be made to remove posters and flyers 24 hours after

the event. SGA retains the right to sanction a person's or organization's posting privileges.

**Maximum Flyer Production Allowed:**

Academic and Performance Center	10
Hafer	15
Residence Halls	50 (Total)
Miller Field House	3
Science Building	2
Student Center	6
Kennedy	10
Student Affairs	5

Specific numbers for poster production are not to exceed more than six per event in non-residential buildings.

Requests for table tents in the Student Center will be on a first-come, first-serve basis through the Student Center Information Desk.

No posting of any kind is allowed on handicap signs and glass doors of any building.

Any posting not registered with the Student Activities Office (except for those pertaining to Residence Life & Housing) or whose appearance is offensive or is not maintained to meet the high standards of SGA/Student Activities of cleanliness is subject to removal. The party responsible is subject to sanctions that could result in the loss of posting privileges.

The Student Activities Office reserves the right to amend the Posting Policy as it stands to facilitate innovative advertising campaigns on an individual basis. Policy amendment requests should be outlined and turned into the Student Activities Office for special consideration.

**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 in accordance with applicable disability laws.

## **Residence Hall Rooms**

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

## **Retaliation**

Retaliating against, intimidating or discouraging an individual from participating in a college process (directly or through third parties), including but not limited to retaliation against any individual because of that individual's report of or participation in an investigation of alleged violations of the College's Harassment, Discrimination, and Sexual Misconduct Policy is prohibited.

## **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). Common source smoking paraphernalia is prohibited on campus.

## **Solicitation**

Representations of commercial enterprises, such as outside manufacturers or distributors not licensed by the Student Activities Office, are prohibited from the campus, and may not engage in on-campus solicitation. All student representatives of commercial enterprises shall exhibit a license from Student Activities Office and their student ID.

## **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 repeatedly pursuing, following, waiting, or appearing uninvited at or near a residence, workplace, classroom, or other places frequented by the person, 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 "peeping") and repeated unwanted communication, including, but not limited to, face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are not welcomed by the recipient of the communication.

## **Student Center Policies**

The policies of the Student Center are meant to ensure a welcoming atmosphere for all members of the

Curry College community. All college policies are to be upheld in the Student Center and below are policies that are specific to the Student Center:

### ***Access to Building***

Curry College community members are asked to follow the normal hours of operation of the Student Center.

### ***Alcohol***

In accordance with Milton ordinances, the sale or use of alcohol in the Student Center is strictly prohibited.

### ***Dining Responsibilities***

The dining tray return is located on the first floor next to the elevator and Sports Café. It is the responsibility of all diners to return their trays including china, silverware and glassware to the tray return when finished dining

### ***Emergency/Fire Alarm Procedures***

When the fire alarm sounds, all must immediately exit the building.

### ***Food/Eating Locations***

Eating is restricted to the first floor of the Student Center; all trays including china, silverware and glassware must stay on the first floor and be returned to the tray return.

Food and beverages are restricted from the second floor with the exception of the small conference room which may have beverages and food provided by Sodexo catering only.

Water and sports drinks are permitted in the Fitness Center, only in containers with caps and are not made of glass. Food and drink are permitted in all employee work spaces. Trays, china, silverware, and glassware from the Dining Marketplace are not. No external vendor may cater or serve food in the building, West aver Park, amphitheater, or the parking lot without prior approval from the Director of the Student Center.

### ***General Cleanliness***

To maintain a clean environment, it is the responsibility of everyone within the community to clean up after themselves. This includes conference rooms, offices, locker rooms, and open seating areas. Receptacles are located through- out the building.

### ***Gymnasium***

All Student Center rules apply in the gymnasium. The gymnasium is not open for public use.

**Additionally, the following rules apply specifically to the gymnasium:**

- No food or beverages are allowed.

- Tarps must be put down for all non-athletic activities.
- Athletic shoes must be worn for all athletic activities. Black soled athletic shoes are prohibited.
- No hanging from the basketball rims or nets.
- No sitting on the bleachers when they are retracted.
- See Room Reservations Policy for more information regarding reserving the gymnasium.

### ***Locker Rooms***

The Locker Rooms on the second floor are designated for student-use only. All faculty and staff must use the designated locker rooms in the lower level.

### ***Lockers***

All lockers in the Student Center are provided as a convenience for building guests. The College takes no responsibility for the safety or security of possessions placed in any locker. Guests must supply their own lock if they so choose. Any locks that are left on lockers overnight will be cut off and all items found in said locker will be placed in lost and found.

### ***Lost and Found***

The Student Center will offer a lost and found service at both the first floor and Fitness Center Information Desks. However, this service does not constitute possession, duty or guaranteed safety of personal items within the Student Center. Patrons of the building are ultimately responsible for their own possessions.

### ***Parking***

The Student Center parking lot will be open to commuter students, visitors and Curry employees who work in the Student Center and 1000 Brush Hill Road for all day parking. Short term parking for all other Curry employees will be permitted during the day. The lot will be open to all from 6:00 pm to 1:00 am and all day on Saturdays and Sundays. Overnight parking is not permitted.

**Parking in the loading areas, fire lanes and circle at the North Entrance is strictly prohibited.**

### ***Posting***

NO chalking or grounders (paper flyers secured to sidewalks) outside of the Student Center without approval from the Director of the Student Center.

### ***Shoes and Shirts***

Shoes and shirts are required at all times in the Curry College Student Center.



### ***Signage***

All requests for non-digital signage in the building must be submitted for approval to the Assistant Director of Student Center Operations at least two weeks in advance.

The Student Center staff will be responsible for the creation and placement of all signage in the building. The cost of the signage will be charged to the requestor.

The Student Center staff can provide easels, sign stands and other materials to assist with temporary signage in the building.

Any pictures or postings in shared office spaces must be approved by the Director of the Student Center under the advisement of the Director of Buildings & Grounds.

All wall hangings (framed pictures, posters, diplomas, etc.) must be hung by Buildings & Grounds.

### ***Sports Equipment***

Use of any sports/recreational equipment except in designated areas is prohibited.

### ***Storage Policy***

The storage cabinets in the Student Activities Office Suite are for Student Organization use only. Reservations for the cabinets are assigned on a first-come, first-serve basis a staff member in Student Activities. Requests to store items in other areas of the Student Center must be approved by the Assistant Director of Student Center Operations. Student Organization offices and cabinets are not to be used for personal storage.

### ***Television Policy***

All public televisions in the Student Center are provided as a convenience for the Curry Community. Channels will be defaulted to the news or sports but changes may be requested at the first floor information desk. Volume levels will be controlled by the Student Center staff. The Student Center takes no responsibility for the content or views expressed on any channel.

## **Theft**

Attempted or actual theft of property or services, unauthorized possession, duplication, or misuse of College property or the property of any person in College owned housing is prohibited. This includes but is not limited to all College owned property in the residence halls and the Student Center.

## **Unauthorized Use of or Entry into College Property**

The unauthorized 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 residence hall and Student Center 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.

### **Violation of Law**

Any violation of federal, state, or local law is prohibited.

### **Violation of 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.

### **Weapons**

The possession of firearms, ammunition and any weapons including but not limited to knives, martial arts weapons, guns (including BB, pellet and paintball), police defensive equipment, sling-shots, and launching devices, and all firearms and other weapons prohibited by M.G.L. 269, Section 10 is prohibited on campus. This also extends to any projectile objects, gunpowder and other explosives or potentially dangerous objects. Students found in possession of firearms and/or weapons will be immediately removed from housing and their status as a student may also be in jeopardy.

### **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.

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

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 Harassment, Discrimination, and Sexual Misconduct Policy reflects our commitment to these goals. Actions in violation of this Policy violate the College's Notice of Non-Discrimination, which can be found on the Curry College website at <http://www.curry.edu/resources-and-services/student-services/dean-of-students-office.html>. Students are expected to read this Notice of Non-Discrimination as it contains important information related to this Policy.

### **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, color, religion, national origin, gender, gender identity, sexual orientation, disability, age, or other characterization protected by applicable law of the individual or group is prohibited by the College and by federal and state law.

### **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."

### **Sex Discrimination**

Sex discrimination is prohibited by Title IX and other federal and state laws and will not be tolerated by the College in any form. Prohibited sex discrimination includes sexual harassment, sexual violence and other forms of sexual misconduct.

### **Sexual Harassment**

Curry College strictly forbids sexual harassment. Sexual Harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors, and other

physical or verbal conduct of a sexual nature constitute sexual harassment for a Curry student when: (a) submission to such advances, requests or conduct is made either explicitly or implicitly a term or condition of the individual's academic advancement, participation in College programs or activities, or is used as a basis for academic decisions affecting the individual; (b) rejection of such advances, requests or conduct affects a term or condition of the individual's academic advancement, participation in College programs or activities, or is used as a basis for academic decisions affecting the individual; or (c) such conduct has the purpose or effect of unreasonably interfering with the individual's academic performance, education, or participation in College programs or activities, or of creating an intimidating or hostile work or academic environment.

**Examples of sexual harassment may include, but are not limited to:**

- Repeated offensive sexual flirtations, advances or propositions which are offensive;
- 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;

## **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 sexual contact. Effective Consent is discussed in the section below.

**Examples of sexual misconduct include, but are not limited to:**

- Touching another's genitals/breasts without consent;
- Having sexual contact with someone who is incapacitated (e.g. from alcohol or drug usage) such that their decision making ability is compromised so that they are unable to consent;
- Continuing sexual activity after either party has made it clear, either verbally or by conduct, that they do not wish to continue physical contact;
- Obscene or indecent behavior, including exposure of one's sexual organs or the display of offensive sexual behavior;
- Deliberate observation of others for sexual purposes without their consent;
- Taking or posting of photographs/images of a sexual nature without consent;

- Possession or distribution of illegal pornography.

### **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 mental disability that results in their being unable to provide informed, knowing and voluntary consent. Effective Consent cannot be given by those who are unconscious, unaware or otherwise physically helpless. Consent obtained as a result of physical force, threats, intimidating behavior, duress or coercion is not Effective Consent. 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. Effective Consent cannot be given by those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary). In addition, incapacitation may result from mental disability, sleep, or involuntary physical restraint, and there can be no Effective Consent in such situations. The College defines incapacitation as a state where an individual cannot make rational, reasonable decisions because the individual lacks the capacity to giving knowing consent, and/or as 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. 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.

### **Intimate Partner Violence**

Physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse is prohibited, including but not limited to those directed towards an intimate partner. Such violence can be a single act or a pattern of behavior. Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional and/or romantic physical intimacy.

Domestic violence and dating violence may also constitute forms of intimate partner violence and are prohibited by the College. Dating violence includes violence by a person who has been in a social relationship of a romantic or intimate nature with the complaining party. The existence of such relationship is determined by its length, its type, and frequency of interaction of persons involved in the relationship. Domestic violence includes acts that may constitute violent misdemeanor and felony offenses committed by the victim's current or former spouse, cohabitant, or a person with whom he or she shares a child (as well as a person similarly protected under applicable domestic or family violence laws).

## **Immediate Actions to Take if You Experience Sexual Misconduct**

If you experience sexual violence or other forms of sexual misconduct, here are some very important steps to follow:

- Get to a safe place as quickly as possible
- Do not bathe, shower, or douche
- Do not change or clean your clothing
- **Get medical attention as quickly as possible:**
  - Contact Emergency Services: Dial “911” for police assistance or ambulance assistance
  - Contact Public Safety at (617) 333-2222
  - Contact the Counseling Center\*ext. 2182; Smith House, 940 Brush Hill Road; **To page the Counselor on-Call after hours, call Public Safety at (617) 333-2222**
  - Contact Student Health Services\* ext. 2182; Smith House, 940 Brush Hill Road
  - Contact Milton Hospital: (617) 696-4601; 199 Reedsdale Road, Milton, MA 02186
  - Contact a private physician

## **Additional Resources for Sexual Misconduct**

Additional support following sexual violence or other forms of sexual misconduct can be found on-campus through:

- Student Health Services\* : ext. 2182; Smith House, 940 Brush Hill Road
- The Counseling Center\*: ext. 2182; Smith House, 940 Brush Hill Road
- Spiritual Life: ext. 3532, Student Center

## **Off-Campus Resources for Sexual Misconduct**

- A New Day Emergency Hotline\* (508) 588-8255 (available 24/7)
- Norfolk County Sexual Assault Hot Line (781) 326-1111
- National Sexual Assault Hotline\* 1-800-656-HOPE (available 24/7; able to transfer the caller to a local rape crisis center)

\*Denotes a confidential resource

## **Retaliation**

The College prohibits retaliation and the recurrence of any harassment. Retaliation against any individual for making a complaint of conduct prohibited by this Policy, or for assisting in the investigation of such a complaint, is prohibited by Title IX and other federal and state laws and will not be tolerated by the College. Engaging in retaliatory acts (directly or through a third party) is a violation of this Policy and will result in disciplinary action.

## **Confidentiality**

The College recognizes that a student who files a complaint (hereinafter “the Complainant”) alleging a violation of this Policy, or who is identified as someone who experienced a violation of this Policy, may

desire confidentiality and/or may request that the College not investigate or pursue resolution of a report. In such cases the Complainant is asked to put his or her request in writing, and the College will balance this request with its responsibility and legal obligation to provide a safe and non-discriminatory environment for all members of the College community. The College will seek to respect the request of the Complainant, and where it cannot do so, it 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. A student who initially requests confidentiality and who requests that the College not investigate or pursue resolution may later request that the College investigate and pursue resolution.

No names or other information that could reveal the identity of the individuals involved will be made public in the Public Safety log. Students may contact the anonymous tip line at ext. 2159 to report sexual misconduct.

Students should be aware that College administrators (with the exception of the Counseling Center and Health Services Staff) must fulfill reporting requirements as a matter of law. For example, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), statistical information regarding the type of sexual misconduct incident and other types of criminal incidents, and the general locations of those incidents, must be provided to Public Safety for publication in the College’s annual safety and security report. All personally identifiable information shall be kept confidential, for the purposes of providing statistical information to Public Safety. The annual safety and security report helps to provide the community with information concerning the extent and nature of campus crime and to facilitate greater community safety. In addition, College administrators must issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the campus community.

### **Amnesty**

The College encourages reporting of sexual misconduct and seeks to remove any barriers to reporting. The College recognizes that a student 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, a student who reports sexual misconduct, either as a Complainant or a third party witness, will not be subject to student conduct charges for being under the influence of alcohol or other drugs at the time of the alleged incident of sexual misconduct, so long as that student’s actions did not place the health or safety of another person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

### **Where to Bring a Complaint under this Policy and Who to Contact with Questions**

Students are encouraged to report any incident of discrimination or bias-related harassment, including sexual harassment, sexual misconduct, or sexual violence immediately by bringing it to the attention of the College’s Dean of Students Office (Dean of Students, Maryellen Kiley at ext. **2289**), or Title IX Coordinator, Rachel King, at ext. 3516. Students may also contact Public Safety, located in the Mayflower Parking lot, ext. 2222.

Students have the right to pursue a criminal complaint with local police for acts of sexual misconduct. Public Safety can assist with contacting the local police to file a criminal complainant. Police and ambulance services can be reached in an emergency by dialing “911.” The Town of Milton Police Department (**phone 617-698-3800**) is located at 40 Highland Street, Milton, MA.

Any Curry student who has a question about this Policy, or about bringing a complaint for violations of unlawful conduct prohibited under this Policy should contact the Dean of Students, Maryellen Kiley at ext. **2289** or the Title IX Coordinator, Rachel King, at ext. 3516.

Any student who wants to report a violation of any other Student Conduct policies (including but not limited to the Hazing and Harassment Policies), should notify the College’s Dean of Students Maryellen Kiley at ext. **2289**.

### **Residential or Academic Accommodations:**

To request residential or academic accommodations to help you feel comfortable and safe on campus following an incident of sexual assault or other discrimination, harassment, or retaliation, you should contact:

- Maryellen Kiley, Dean of Students, ext. 2289
- Erik Muurisepp, Director of Residence Life & Housing, ext. 2252
- Public Safety, ext. 2232
- 

**Options for accommodations for students alleging sexual harassment or sexual misconduct or other discrimination, harassment, or retaliation may include, but are not limited to: requesting changes to residence hall rooms or building assignments; exploring options to reside off-campus; assistance identifying alternative academic solutions; assistance adjusting scheduling of College employment; and utilization of campus resources.**

### **Investigation and Grievance Procedures**

The College will investigate allegations of violations of this Policy in a 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 the this Policy will be addressed, investigated, and/or resolved outside of the procedures described in this Policy, and it also may take interim action as it deems appropriate to address the safety and protection of the College community. If the determination is that the report will go through the student conduct process, both the student who makes a complaint alleging a violation of this Policy, or a person who is identified as someone who experienced a violation of this policy (hereinafter “the Complainant”) and the individual alleged to have violated this policy(hereinafter “the Respondent”) will be notified by the College and a student conduct meeting will be scheduled.



## **Student Conduct Meeting for Reported Violations of the Harassment, Discrimination, and Sexual Misconduct**

Curry typically utilizes the student conduct meeting process to investigate alleged violations of the Harassment, Discrimination, and Sexual Misconduct Policy. Both the Complainant and the Respondent will be given the opportunity to inform the College, verbally and/or through a written statement, of any facts that he/she believes should be considered in the College's investigation of the reported violation of the Harassment, Discrimination, and Sexual Misconduct. As part of its investigation, the College, through its Director of Student Conduct or another person designated by the Dean of Students (hereinafter, the conduct officer), will investigate the alleged violation. As part of the investigation process, the conduct officer may: offer the Complainant and the Respondent the opportunity to speak (separately) with the conduct officer; speak with other individuals, who in the conduct officer's discretion may have information relevant to the report; and review written documents, materials, or property, as the conduct officer deems appropriate, to conduct a prompt, fair and impartial investigation. The Complainant and the Respondent are to provide names of witnesses to the alleged violation and identify any documents or items that are relevant to the investigation. The College may impose limits upon the number of witnesses and the amount of information that may be introduced where proffered information is cumulative, redundant, or immaterial.

The Complainant and the Respondent each are asked to attend (separately) the Student Conduct Meeting. Students are expected to be truthful, and to participate as requested. Both the Complainant and the Respondent are permitted to have a support person accompany him or her to a Student Conduct meeting. A student should select a support person whose schedule allows attendance at the scheduled date and time for the meetings as delays may not be permitted due to scheduled conflicts for the support person. The role of a support person is to accompany a student with the purpose of providing support during the student conduct meeting. A support person may not address or question the conduct officer, answer on behalf of the student, or otherwise actively participate in the student conduct process. If the College requests that a student attend a Student Conduct Meeting and the student does not do so for any reason whatsoever, the College will still move forward with the student conduct process.

If a student or a law enforcement agency requests the College to delay its student conduct 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 her designee, will determine if it is in the best interest of the College and its community to delay or move forward with the student conduct 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.

The facts gathered during the College's investigation of reported violations of the Harassment, Discrimination, and Sexual Misconduct Policy will be reviewed, and a decision will be made 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 of the Harassment, Discrimination, and Sexual Misconduct Policy occurred).

### **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 Harassment, Discrimination, and Sexual Misconduct Policy did, or did not occur. Both the Complainant and Respondent will typically be notified of the outcome of the conduct process within 60 days of the commencement of the investigation, although circumstances (including the constraints of the school calendar and scheduling conflicts) may result in a longer period. In certain situations where the complaint involves a report of a crime of violence or a forcible or non-forcible sex offence, 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).

### **Disciplinary Action and Sanctions**

When an individual is found to have violated the Harassment, Discrimination, and Sexual Misconduct 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 Student Conduct Process in this handbook beginning on page 76. The imposition of sanctions may result in the withholding of a Curry College diploma.

### **Appeal Process for Harassment, Discrimination, and Sexual Misconduct Policy**

*(The following applies to appeals for cases under this policy. For appeals for cases under all other policies, please see the appeals process on page 80).*

**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 student conduct 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 student conduct meeting.
- Procedural error: A claim of error in the student conduct procedure 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 in writing by the Complainant or Respondent to Dean of Students Office within three business days of the College sending them the outcome. The appeal letter must identify on

which of the above three reasons the appeal is based. If appealing on grounds of new information, the letter must include the new information that supports his/her position, and explain the specific relevance and credibility of that new information. If appealing on a procedural error, the letter must state what the specific error was and how it substantially affected the outcome of the student conduct 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 letter 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 letter. 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 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 Student Conduct 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 Dean of Students or designee.

**PLEASE NOTE: The provisions described above for the handling of student conduct and discipline matters pertaining to reported violations of this policy are only guidelines. The process to address, investigate, and resolve student conduct 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.**

### **Violation of Policies**

If you believe that you have been the victim of a violation of any Student Conduct Policy (including but not limited to the Hazing and Harassment Policies), please immediately notify the College's Dean of Students, Maryellen Colliton Kiley at extension 2289. In case of an emergency, please call the Department of Public Safety's emergency line at (617) 333-2222.

## STUDENT CONDUCT PROCESS

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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 student conduct 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 student conduct process. Administrative decisions are determined at the discretion of College administrators. In keeping with these expectations, the use of alcoholic beverages 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 in a case by case manner, 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 student conduct proceedings must realize that the rules which apply to a court matter do not apply to the College Student Conduct Process. The College wishes to encourage students to communicate openly and to benefit from this process.

### Colonels Can Call Policy

The health, safety, and wellbeing of community members are a primary concern of the College. The College strongly encourages community members to call for help if they or another individual are in need of medical assistance for any reason. Please contact Public Safety at 617-333-2222 (or local police, or emergency responders if off-campus) and remain with the individual who needs medical assistance until help arrives. This includes a situation where an individual needs medical assistance because of consumption of alcohol or other drugs and exhibiting any signs of potential alcohol poisoning or overdose.

As a community of care, we value the act of students positively intervening for others. We do not want students to be reluctant to call for help due to the fact they themselves are under the influence of alcohol or other drugs. If a student is under the influence of alcohol or other drugs and calls for help and remains with the individual until help arrives, the Office of Student Conduct will recognize the importance of the call and the caller will not typically receive a conduct record for being under the influence or in possession of alcohol or other drugs. **Such situations will be handled on a case by case basis and determined by the Office of Student Conduct.**

## **Student Conduct Meeting**

Please note that the process of addressing reported violations of the Harassment, Discrimination, and Sexual Misconduct Policy is described in the harassment, Discrimination, and Sexual Misconduct Policy on page 67. For violations for other College policies, standards, or expectations, please review the sections below.

A student who is believed to have violated a College policy, standard or expectation, will be informed of the nature of the violation. (The sources of information do not necessarily need to be disclosed to the student.) The student will be notified by the conduct officer who will provide the student with information regarding the nature of the violation. A conduct officer is a staff member at the College within the division of Student Affairs.

A student conduct meeting may be requested by the conduct officer and the student is expected to provide a response or explanation within the time period requested by the College. 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. If the conduct in question involves academic dishonesty, the Academic Affairs section in the Student Handbook addressing academic dishonesty applies.

The purpose of the student conduct meeting is to offer the student an opportunity to inform the College, verbally or through a written statement, of any facts he/she believes should be considered in determining whether he/she is responsible for a reported violation and if he/she is, what disciplinary measures would be appropriate. The student is expected to be truthful. (The student may also use this meeting to seek assistance from the College in achieving compliance with the College's policies, standards, expectations and refraining from any further offenses.) The student can provide the conduct 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 conduct officer may impose limits upon the number of witnesses and the amount of information that may be introduced where the conduct officer determines that the proffered information is cumulative, redundant or immaterial.

Students are permitted to have a support person accompany him or her during a Student Conduct meeting. A student should select a support person whose schedule allows attendance at the scheduled date and time for the meetings as delays may not be permitted due to scheduled conflicts for the support person. The role of this person is to accompany a student with the purpose of providing support during the student conduct meeting. A support person may not answer on behalf of the student, or otherwise actively participate in the student conduct process. The person designated as the conduct officer may speak with other individuals or review written materials, oral materials or property, as the conduct 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. In every case, the facts are to be reviewed

and decisions made based upon a preponderance of information (i.e. it is more likely than not that the alleged violation of College policy occurred).

If the College requests that the student attend a student conduct meeting and the student does not do so for any reason whatsoever, the College will still proceed to address the situation, determine if the student is responsible for the reported violation, or a related violation, and confirm the imposition of any appropriate disciplinary action in the absence of the student. The student will be notified in writing of the student conduct meeting outcome and any sanctions assigned. If a student or a law enforcement agency requests the College to delay its student conduct 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 her designee, will determine if it is in the best interest of the College and its community to delay or move forward with the student conduct 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.

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

## **Sanctioning**

If the student is determined to be responsible for a violation of College policy, the College will take disciplinary action determined to be appropriate under the circumstances. The student's previous disciplinary history may be taken into account when determining a sanction. Sanctions vary and may include, but are not limited to educational assignments such as classes, reflection papers, and/or participation in specified activities, disciplinary probation, deferred loss of housing, loss of housing, fines, restitution, assessment, interim suspension, suspension, and/or expulsion from the College. Some sanctions, including loss of housing and suspension, may be imposed on an interim basis immediately. The imposition of sanctions may result in the withholding of a Curry College diploma. Students must comply with the terms of a sanction, unless and until the sanction is changed as a result of a successful appeal; (i.e. a student who appeals an immediate suspension must still comply with the terms of his/her suspension even if he/she appeals the suspension.) The Director of Student Conduct or his/her designee will have the discretion to notify parents when students are found responsible for violations of College policies in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable law. The Director of Student Conduct or his/her designee may also notify other campus offices which may be impacted by the outcome. For example, if the student is an athlete, then the Director of Athletics and the student's coach may be advised of the results of the student conduct process. If the imposed sanction restricts a student's participation in clubs/organizations, programs or facilities supervised by the Student Activities Office, then the Director of Student Activities may be

informed. If the student is in the PAL program then a representative of the Program for the Advancement of Learning may be advised of the conduct process results.

## **Sanctions**

The following sanctions may be imposed individually or in combination. The College does not imply or represent that one form of sanction will precede another.

**Student Proposal:** The student is encouraged to present to the conduct officer a proposal of what the student thinks would be an appropriate sanction for his/her behavior.

The conduct officer will make the determination if the proposed sanctions are sufficient or if different/additional sanctions apply.

**Disciplinary Probation:** A probationary time period that indicates if the student 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 privilege, or other sanctions as deemed appropriate based on the violation. This status will be imposed for a specified period of time.

**Restitution:** Compensation for damages in the form of monetary or service payment.

**Fine:** A monetary penalty which will be posted to the student's account.

**Loss of Privileges:** Indicates that a student is no longer in good social standing, which may affect his/her 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 student, which may include, but is not limited to, the following: guest visitation, use of residence hall facilities, motor vehicle privileges, and membership in clubs, organizations, athletic teams and participation in campus programs or campus facilities.

**Deferred Loss of Housing:** If the student commits any violations while on this status, loss of housing may ensue for a designated period of time.

**Additional Sanction:** Educational projects, participation in programs or classes (any cost is to be assessed to the student), assessment, service to the College or to the larger community, and other assignments as warranted.

**Loss of Housing:** Loss of College housing for a designated period of time after which the student may be eligible to return. Conditions for re-admission may be specified.

**Permanent Loss of Housing:** Loss of College housing for the remainder of his/her College career and prohibition from entering all residential facilities.

**Interim Suspension:** Immediate suspension of a student's privilege to attend the College and all of its related functions. A student who has been placed on interim suspension may not attend classes, may not participate in any College activities, and may be excluded from College property. Examples of when an interim suspension may be imposed include but are not limited to the following circumstances: to insure the safety and well-being of members of the College community, including the student; to preserve College property; to prevent substantial threat of disruption or interference with the normal operations of the College; or when there is an allegation of gross misconduct in violation of criminal law. Interim suspension may remain in effect until final resolution of the matter through the Conduct Process or until the College makes a further determination.

**Deferred Suspension:** If the student commits any violations while on this status, suspension may ensue for a designated period of time.

**Suspension:** Separation from the College for a designated period of time. After the suspension period has concluded, the student may be eligible to seek to return to the College, provided he or she has met the conditions for returning. Conditions for re-admission may be specified by the College. A student who is on suspension is prohibited from participating in any College event and may not enter College property for any reason. Should a student be suspended from the College he or she will remain responsible for all tuition and fees.

**Expulsion:** Permanent separation from the College and permanently prohibited from entering College property under any circumstance.

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

### **Appeal Process**

**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 on page 74.**

**A student subject to a sanction for a violation of College policy may appeal the sanction on one or more of the following grounds only:**

- New and relevant information: significant information that was not available at the time of the



student conduct 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 accused student had at the time but did not share with the conduct officer at the original student conduct meeting.

- Procedural error: A claim of error in the student conduct meeting procedure that substantially affected the decision.
- One of the following sanctions was issued, an expulsion or a suspension for a period of longer than seven days.

Appeals must be submitted in writing, via e-mail, by the student found to have violated College policy to the Director of Student Conduct (or person designated by the College) as directed in the outcome letter within three business days of learning of the College sending the outcome letter to the student. The appeal letter must identify on which of the above three reasons the appeal is based. If appealing on grounds of new information the letter must include the new information that supports his/her position and explain the specific relevance and credibility of that new information. If appealing on a procedural error, the letter must state what the specific error was and how it substantially affected the outcome of the student conduct meeting. If appealing due to a sanction of suspension or expulsion, the letter 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 Director of Student Conduct, (or person designated by the College) will review the student's written appeal. Students are not permitted meet with the appeal reader while the appeal is under review. If the appeal reader believes the student's written appeal raises new issues of fact or questions of fairness which were not addressed before the determination was made, he/she will make further inquiry as he/she deems 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. The College will inform the student who submitted the appeal of the result of the appeal. The appeal decision is final.

**PLEASE NOTE: The provisions of this policy are only guidelines for the handling of student conduct and discipline matters. The process to address, investigate, and resolve student conduct and discipline matters lies ultimately within the College's discretion, and the College has the right to determine if the circumstances of particular student conduct and discipline matters are such that the College must address them 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.**

## **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 his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- To other schools to which a student is 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 Couse 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 Student Conduct will keep student conduct 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 student conduct records**

A student who is looking to review his/her student conduct folder must put the request in writing and submit it to the Director of Student Conduct. The Director of Student Conduct or his/her designee will contact the student to set up an appointment.

Before reviewing the folder students must show proper form of identification. The student may not remove or copy any material from the folder 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 his/her view on any contested information which will be added to the folder. Any such statements should be sent to the Director of Student Conduct.

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>**

**For more information on FERPA you may visit:**

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

**Contact Information:**

**Director of Student Conduct**

Lisa MacDonald, [lmacдона0712@curry.edu](mailto:lmacдона0712@curry.edu)

Phone: (617) 391-5240

Email: [lmacдона0712@curry.edu](mailto:lmacдона0712@curry.edu)

If you have questions regarding your conduct meeting/sanctions please contact the conduct officer as listed on your notification and/or outcome letter.

**Reporting a Violation**

If a violation has occurred that you would like to report, please contact one of the offices below:

Lisa MacDonald, Director for Student Conduct: (617) 391-5240

**Public Safety:** (617) 333-2222

**Anonymous Tip Line:** (617) 333-2159

You may also contact the Community Director on duty by calling Public Safety and asking to speak with the CD on duty. You may also contact a Resident Assistant (RA) on duty in your area. RAs hold office hours Sunday-Thursday 7 pm - midnight and Friday & Saturday 7 pm - 2 am. The specific phone numbers for each residence hall are listed in the Residence Life & Housing section.

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. Student 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.

## **ACADEMIC ADVISING**

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Suzy Conway, Ph.D., LICSW, Director of Academic Advising  
**sconway0513@curry.edu**

**Location:** Hafer Academic Building, Room 203  
**Phone:** (617) 333-2194  
**Fax:** (617) 333-2942  
**E-mail:** [aat@curry.edu](mailto:aat@curry.edu)  
**Web:** [www.curry.edu/resources-and-services/academic-resources.html](http://www.curry.edu/resources-and-services/academic-resources.html)

### **Hours of Operation:**

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

Each student will meet with a faculty member during summer orientation to create his/her Fall first semester schedule. Students unable to attend summer orientation will be contacted individually by an academic advisor. Students will also be informed about the support services available to all students. Students' faculty advisor for the academic year will be assigned in August, and students will be notified of this assignment via email.

Communication between students and faculty is fostered both through classes and also through the advising system. Each student will be assigned to an advisor who can best meet his/her long term academic needs. A web-based process also exists which allows a student to change to an advisor of his/her 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 should declare a major subject area.

The Academic Advising Office 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, the Academic Advising Office works closely with the Office of Student Affairs, the Academic Enrichment Center, the Counseling & Health Centers, and Center for Career Development to help enhance the students' academic, personal, and pre-professional growth.

All students at the College are required to adhere to all academic policies as presented in the College Catalog. While representatives of the College, including academic advisors, are available to assist

students in planning to 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. Please refer to the College Catalog found on the Curry website for additional academic information not found in this Handbook.

## **ACADEMIC ENRICHMENT CENTER (AEC)**

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**Location:** Levin Library, 2nd Floor Phone:

**Phone:** (617) 333-2248

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

The AEC is an academic support service center for all Curry College students free of charge.

**The center features:**

- Professional and peer tutoring
- Courses and workshops
- Tools and reference materials
- Interactive skills development program in Reading, Writing, and Mathematics

## ATHLETICS

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Vinnie Eruzione, Director  
**veruzion@curry.edu**

**Location:** Student Center  
**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), New England Football Conference (NEFC) 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–Women
- Football–Men
- Ice Hockey–Men
- 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 men and women 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 men and women 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 on line at <http://ope.ed.gov/athletics>.



## **BOOKSTORE**

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Erin Niemisto, Manager

**bookstore@curry.edu**

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

**Phone:** (617) 333-2322

**Fax:** (617) 333-3163

**Web:** [www.curry.bkstr.com](http://www.curry.bkstr.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 an additional charge 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, 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.

## **CAMPUS SHUTTLE**

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The Public Safety Office provides an evening on-campus escort shuttle service after 7:00 pm, seven days a week. There is also a contract shuttle service which provides transportation in the evenings and weekends to the local mall and T stop as well as downtown Boston. The shuttle schedule is posted in the Student Center and on the Curry website.

## **CENTER FOR CAREER DEVELOPMENT**

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Maureen Ashburn, Director

**mashburn@curry.edu**

**Location:** 55 Atherton Street

**Phone:** (617) 333-2195

The Center for Career Development 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 Career Development 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, resume development and interviewing
- Access to on-line database, Curry Connect, with postings for internships, jobs, and on-campus student employment
- Information on graduate school, occupations, and a variety of career related tip sheets and information packets
- Assessment tools to help in deciding a major or a career path
- A Center for Career Development tab on the My Curry web portal, on which students have access to career and employment related topics, as well as career event information

## COMPUTER LABS

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**Locations:** Kennedy Academic Building,  
Hafer Academic Building & Levin Library

**Phone:** 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 Media and Classroom Services. Questions or comments can be directed to **(617) 333-2288** or **media@curry.edu**. There is a variety of hardware, software and printers within the labs, as well as a lab supervisor available to assist you in using the equipment, maintaining the equipment, and answering basic computer questions.

### Computer Labs, by the numbers:

- 133 - total computers in seven computer labs in Milton.
- 88 - PCs running Windows 7.
- 45 - iMacs running Snow Leopard OS. (19 in Kennedy and 26 in Hafer)
- 4 - Computer labs in Kennedy, rooms 310, 312, 336 (MAC) and 338.
- 37 - Open Access Computers in the Levin Library.
- 2 - iMacs running MAC Snow Leopard OS in the Levin Library.

Courses are scheduled in the four computer labs in the Kennedy Building throughout the day. Please refer to the schedule posted on the computer lab doors for course scheduling and open access availability. Library Open Access PCs are available during posted Library hours. Please check the Curry College website 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 – 6:00 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 clearly posted in the Library.**

## **ID CARD**

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### **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 carry their IDs with them at all times.

Students will not be issued a new ID each year. The card given at registration will be used throughout students' careers at Curry College.

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 in the Mayflower Parking Lot. Temporary IDs are issued for a limited time period at no charge. For lost IDs, the replacement cost is as follows:

First replacement	\$25.00
Second replacement	\$25.00
All other replacements	\$25.00

Students may pay for ID replacements with:

- A personal check
- A charge to their student account

# **LOUIS R. LEVIN MEMORIAL LIBRARY**

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**Ed Tallent**, Director

**Location:** Academic Quadrangle, North Campus

**Phone:** (617) 333-2177

**Fax:** (617) 333-2164

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

## **Hours of Operation**

Monday - Thursday 8:00 am - Midnight

Friday 8:00 am - 6:00 pm

Saturday 10:00 am - 6:00 pm

Sunday 12:00 pm - Midnight

\*Please call for information on library hours on holidays, during vacations, and between semesters

Levin Library is a learning library and is committed to providing students with a variety of opportunities to develop effective research and critical thinking skills. This is critical to academic success. Librarians also work closely with faculty to weave research instruction directly into the curriculum.

## **Features include:**

- Strong collection of books and journals
- Growing collection of streaming media along with existing DVDs for class presentations
- Circulating iPads.
- A discovery service that offers searching of books, journals, and databases simultaneously.
- A variety of electronic resources and databases, including over 60,000 e-books and over 45,000 electronic journals
- The Education Resource Center, which provides resources and services for Education students and the Education Department.
- Reference librarians are available at the reference desk and students may make appointments for a research consultation with a librarian for your discipline.
- E-mail, chat, and text ((617) 300 0842) reference service
- Be a Levin Library **Facebook** friend.
- Interlibrary Loan, for free access to library resources nationwide, not owned by Curry.
- Study areas for groups as well as quiet study
- Added hours of operation during exam time

## MAIL SERVICES

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Lee Harrington, Supervisor  
**lharring@curry.edu**

**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)

### Hours of Operation:

Monday-Wednesday & Friday	8:30 am - 4:30 pm
Thursday	8:30 am - 6:00 pm
Saturday	10:00 am - 1:00 pm

### Student's Address While 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 his or her own mailbox assignment. It is important to memorize your mailbox lock combination. 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.



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

**Insured Mail** for which the sender needs insurance for shipping valuable packages

**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

All of the above services are provided for student use. However, we accept cash only as payment.

Debit or credit cards are not accepted.

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.

A Notary Public is available if you need documents notarized.

## **MEDIA SERVICES**

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Ken Stewart, Classroom Technology

Supervisor [kstewart0213@curry.edu](mailto:kstewart0213@curry.edu)

**Location:** Kennedy Academic Building, 4<sup>th</sup> Floor  
**Phone:** (617) 333- 2288  
**Fax:** (617) 333-2023  
**E-mail:** [media@curry.edu](mailto:media@curry.edu)  
**Web:** [www.curry.edu/resources-and-services/academic-resources/media-and-technology-services.html](http://www.curry.edu/resources-and-services/academic-resources/media-and-technology-services.html)

### **Hours of Operation:**

Monday - Thursday                      8:00 am - 8:00 pm – During the Semester  
Friday                                        8:00 am - 4:30 pm – During the Semester

### **Equipment**

Media Services' goal is 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. Media Services provides equipment loans and event support outside of the classroom 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. Classroom Technology: All classrooms are equipped with LCD Video Projector, PC with internet access and basic applications, sound system, DVD/VHS Players, and a Smartboard or Smart Sympodium. For a complete list, see our web page.

**Training:** Training on equipment and use in teaching in classroom spaces is provided by the Instructional Technologist, and can be contacted by contacting the Faculty Center.

## **OFFICE OF THE REGISTRAR**

June Koukol, Acting Registrar

**Location:** 79 Atherton Street

**Phone:** (617) 333-2008

**Fax:** (617) 979-3540

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

**Web:** <http://www.curry.edu/resources-and-services/academic-resources/registrar.html>

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, provides assistance, information, and support regarding students' academic standing, courses, schedules, registration, transcripts, grades, academic records, and enrollment certification.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford 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 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 his or her 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 a number of 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 his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. 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 20202-5920

### **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. Since requests for non-disclosure are in effect only during the semester of the written request, students must notify the Registrar each semester. Request forms are available at the Registrar's Office.

### **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, including voter registration forms and information on obtaining an absentee ballot, is available online at <http://www.sec.state.ma.us/ele/eleinfo.htm>.

**Withdrawal from the College**

A degree candidate wishing to withdraw from the College must obtain a Withdrawal form from the Office of the Registrar. The student must clear his/her 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 contacting the Office of the Registrar. 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.

## **STUDENT FINANCIAL SERVICES**

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Stephanny Elias, Director

Linda Brennan, Assistant Director, Student Financial Services & Director, Financial Aid

Christina Broderick, Director, Student Accounts

Financial aid and loan questions: [fin-aid@curry.edu](mailto:fin-aid@curry.edu)

Tuition account questions: [studentaccounts@curry.edu](mailto:studentaccounts@curry.edu)

**Location:** 79 Atherton Street

**Phone:** (617) 333-2354

**E-mail:** [fin-aid@curry.edu](mailto:fin-aid@curry.edu) (Financial Aid)  
[studentaccounts@curry.edu](mailto:studentaccounts@curry.edu) (Student Accounts/billing)

**Web:** [www.curry.edu/programs-and-courses/  
undergraduate-programs/tuition-and-financial-aid.html](http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid.html)

The Student Financial Services Office 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.

The office is located at 79C Atherton Street. Staff is available to assist you in person Monday through Friday, 8:30 a.m. - 4:30 p.m. with late hours on Wednesdays until 7:00 pm., by telephone at (617)333-2354 or by e-mail. Financial aid questions should be sent to [fin-aid@curry.edu](mailto:fin-aid@curry.edu) and student account questions should be sent to [studentaccounts@curry.edu](mailto:studentaccounts@curry.edu).

### **Financial Good Standing**

All tuition and fees are payable on the date specified prior to the opening of each semester. Students may not check in at the start of the semester nor depart for study abroad/exchange programs until all outstanding financial matters have been resolved. Any individual who fails to settle all outstanding balances may not register, attend classes, depart for or participate in an approved study abroad/exchange program, participate in student activities, including athletics, utilize campus facilities such as , the Fitness Center, be provided transcript service, receive grade reports, or be granted a degree. The student is responsible for any costs incurred by the College in collecting past due balances.

Students must be in Financial Good Standing in order 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 Financial Good Standing, a student must have settled their student accounts for all accounts currently due.

**A student's account is considered "settled" when it is either paid or covered by one 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 directly to the College at a specific future date.
- A current and up-to-date payment plan established through Curry's third-party servicer, Tuition Management Systems (TMS) which, allows payments to be spread over the course of the academic year.

### **Billing**

A billing statement 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 mailed to students in early June. Spring semester bills are generally sent in mid-November. Each bill is due in full within 30 days of the billing date. Subsequent statements will be mailed 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 additional documentation, verification information, corrections and/or new information requested by Curry's Student Financial Services Office 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 to pay 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 <http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid/applying-for-aid-and-forms.html>.

Otherwise, a student refund check, made payable to you the student, will be mailed to your permanent address according to the timeframe established by the Federal government.

## **Student Refund Checks**

Students may request a student refund check for any portion of any credit balance on the student account even if there is a CBA Form (see “credit balances” above) on file. Refund checks will only be issued for actual credit balances and will not be issued based on “pending” payments. Student refund checks normally require approximately two weeks to process. All student refund checks will be made 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. We will mail the refund check to the student’s permanent address or the student may request to pick it up in the Student Financial Services Office.

## **Bookstore Vouchers**

Students may request a Bookstore Voucher up to the amount of the expected credit balance, including pending financial aid as long as 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 or at least 9 credits. 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 qualifying student health insurance program. Students may provide such proof of coverage by completing a Student Health Insurance Waiver on-line at [www.universityhealthplans.com](http://www.universityhealthplans.com). Waivers received after the published deadline will not be accepted. Waivers must be completed each year the student enrolls for at least 9 credits. Waivers cannot be carried across academic years. Please visit [www.universityhealthplans.com](http://www.universityhealthplans.com) to review coverage information.

## **To notify us about errors on your student account**

If you believe your bill contains an error or you 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.**

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.

### **Renewal of Financial Aid**

You must reapply for financial aid 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 [www.fafsa.ed.gov](http://www.fafsa.ed.gov) beginning January 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 Student Financial Services Office.

Please refer to the Checklists available on the Curry website at

**<http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid/applying-for-aid-and-forms.html>** 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:** <http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid/scholarships-and-grants.html> (Includes information on assistance available from Federal, State, Institutional and Local/Private Programs)

**Federal Work Study:** <http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid/work-study.html>

**Loans:** <http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid/loans.html> (Includes information on loans available from federal, state and private sources).

- **Federal Loans:** <http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid/loans/federal-loans.html> (Includes information on Initial Loan Counseling for Student Borrowers and Exit Counseling for Student Borrowers)
- **Code of Conduct for Education Loans:** [http://www.curry.edu/Documents/PDF/Financial%20Aid/Code\\_of\\_Conduct.pdf](http://www.curry.edu/Documents/PDF/Financial%20Aid/Code_of_Conduct.pdf)
- **Alternative/Private Education Loans:** <http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid/loans/alternative-loans.html> (Includes information on Preferred Lender Lists and Preferred Lender Arrangements)
- **Truth in Lending Act (TILA) and Loan Self Certification Form Information:** <http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid/financing-options.html>

**Policies:** <http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid/policies.html> (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):

### **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 [www.curry.edu/SAP](http://www.curry.edu/SAP) for undergraduate and continuing education students and at [www.curry.edu/SAPgraduate](http://www.curry.edu/SAPgraduate) for graduate students.

### **Price of Attendance**

**Traditional students:** <http://www.curry.edu/programs-and-courses/undergraduate-programs/tuition-and-financial-aid.html>

**Continuing Education (CE) students:** <http://www.curry.edu/programs-and-courses/continuing-education-programs/tuition-and-financial-aid.html>

## TELEPHONE SERVICES

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Lee Harrington, Director  
**lharring@curry.edu**

**Maryam Khiyaty, Console Operator**  
**Mkhiyaty0802@curry.edu**

**Location:** 65 B Atherton Street, Rooms 05 and 06.

**Phone:** (617) 333-3183

Campus Switchboard Services

**Phone: Dial “0” from any campus telephone**

All residence hall rooms are equipped with a jack for telephone service. The one phone line must be shared by all of the residents assigned to each room. We will create a private VMbox for each resident and place those VMboxes on the extension V-tree for each room.

Information and instructions concerning telephone use, local dialing area, your voice mailbox, and the long distance calling, is sent to resident students via their Curry College e-mail address at the beginning of each academic year.

Telephone jacks 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 (including loss of telephone services). The cost of any damage or loss and appropriate fines will be assessed to the student(s) that are responsible.

Service issues such as dialing information voice mailbox set up and operational directions are handled by the College Telephone Services Department. For assistance dial “0”. A malfunctioning phone line should first be reported to a student’s Resident Assistant, Community Director, or the Office of Residence Life & Housing and will be handled as a work order.

## **STUDENT EMPLOYMENT PROGRAM (SEP)**

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### **OFFICE OF HUMAN RESOURCES**

**Location:** King Academic Administrative Building, Garden Level, 55 Atherton  
**Phone:** 617-333-2263  
**Fax:** 617-333-2330  
**E-mail:** hr@curry.edu

### **Hours of Operation:**

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

### **Student Employment Program (SEP)**

#### **REAL OPPORTUNITY. REAL EXPERIENCE.**

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 Career Development 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, *CurryConnect*, 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 actually start working, so that all your employment documents are processed as required by law.

This Student Employment Program (SEP) does not currently include internships. For more information about accessing the job search program *CurryConnect* or about internships specifically, please contact the Center for Career Development.

**For more information regarding how to obtain financial aid, including how to get work-study, please contact Student Financial Services and review that section of this handbook.**

## **CONFERENCE AND EVENTS**

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Marianne Demakis

**mdemakis0507@curry.edu**

**Location:** Student Center, Campus Life Suite #216

**Phone:** (617) 333-2993

**Fax:** (617) 333-2014

The Office of the Conference and Events Center provides full service meeting and event planning services within our beautiful campus and state-of-the-art facilities. In addition, it manages the Room Reservation system for all meeting and function space throughout the year.

If you require more information or to arrange a tour of the facility regarding Conference Center services at Curry College please contact Marianne Demakis, the Conference Center Coordinator.

## **IMPORTANT PHONE NUMBERS**

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**Main Number** (617) 333-0500

**Emergency Closing Hotline** (617) 333-2075

<b><u>DEPARTMENT</u></b>	<b><u>PHONE</u></b>
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Academic Advising	(617) 333-2194
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Academic Affairs	(617) 333-2233
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Academic Enrichment Center	(617) 333-2248
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Alcohol Wellness	(617) 333-2163
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Alumni and Parent Relations	(617) 333-2121
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Applied Technology	(617) 333-2280
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Athletics	(617) 333-2216
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Behavioral/Social Science	(617) 333-2128
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Buildings and Grounds	(617) 333-2228
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Bookstore	(617) 333-2322
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Campus Life	(617) 333-2252
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Center for Career Development	(617) 333-2195
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Communication	(617) 333-2143
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Conference Center	(617) 333-2993
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Copy Center	(617) 333-2147
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Counseling Services	(617) 333-2182
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Criminal Justice and Sociology	(617) 333-2128
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Dean of Students	(617) 333-2289
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Development	(617) 333-2121
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Disability Services	(617) 333-2385
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Early Childhood Center	(617) 333-2341
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Education	(617) 333-2128
Emergency Number	(617) 333-2222
English	(617) 333-2143
Finance	(617) 333-2082
Fine and Applied Arts	(617) 333-2226
Fitness Center	(617) 391-5137
Food Services	(617) 333-2318
Foreign Languages	(617) 333-2143
Health Services	(617) 333-2182
Health Education	(617) 333-2128
Honors Program	(617) 333-2298
Human Resources	(617) 333-2263
Intramurals	(617) 333-2377
Levin Library	(617) 333-2177
Mail Services	(617) 333-2179
Management	(617) 333-2128
Media Services	(617) 333-2911
Nursing	(617) 333-2280
PAL	(617) 333-2250
Philosophy and Religion	(617) 333-2143
Physical Education	(617) 333-2128
Politics and History	(617) 333-2128
President's Office	(617) 333-2236
Psychology	(617) 333-2226
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
Special Events	(617) 333-2121
Spiritual Life	(617) 979-3532
Student Activities	(617) 333-2256
Student Center	(617) 333-2234
Student Center Operations	(617) 333-3160
Student Conduct	(617) 391-5240
Student Financial Services	(617) 333-2354
Technology Center	(617) 333-2911
Telecommunications	(617) 333-2397