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## The Mission of Curry College

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The Institutional Mission of the College is to develop liberally educated persons who are able to gain and to apply knowledge humanely, intelligently, and effectively in a complex and changing world. To achieve its mission, Curry College promotes individual, intellectual and social growth by engaging its students in achieving these educational goals.

### Thinking Critically

To analyze, synthesize, hypothesize, evaluate, and to reason quantitatively

### Communicating Effectively

To see, listen, speak, read, and write well

### Understanding Context

To articulate an interdependence of individuals, family, societies, history, and the natural environment

### Appreciating Aesthetic Experience

To experience and comment on artistic phenomena

### Defining A Personal Identity

To identify strengths and weaknesses as learners, to become increasingly self-directed and disciplined, to care for self and others, to behave more responsibly, both personally and collectively, to become more aware of physical, social, psychological, and spiritual identity

### Examining Value Systems

To formulate and apply standards for behavior, to make informed choices with awareness of responsibilities and consequences, to increase tolerance and appreciation of diversity

### Adapting and Innovating

To access information, to anticipate, detect, respond to, and create change, and to prepare for lifelong learning

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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. Acceptance of admission to the College constitutes agreement 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 implemented during the year.*

*All Curry College students are responsible for acquainting themselves with the contents of the Student Handbook and following College policies as outlined. Items contained herein are in effect at the date of publication, September 2006. All rules, regulations, and policies of Curry College are subject to change through the appropriate departments, divisions, and offices. Updates and changes may be posted during the academic year to the web version of the hand book posted at [www.curry.edu/student+life](http://www.curry.edu/student+life). Students are expected to refer to the website for the most up-to-date version of the handbook.*

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## A Message from the Dean

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On behalf of the staff and faculty, I am pleased to welcome our first-year students and welcome back our returning students.

As Dean of Students leading the Student Affairs Offices – residence life, student activities, spiritual life, alcohol wellness education, public safety and counseling, health, and food services – I am committed to working with you to enhance your personal development and strengthen this great community.

I believe in Curry's mission "to promote individual, intellectual and social growth by engaging its students in achieving educational goals." Learning takes place inside and outside of the classroom. There are diverse co-curricular organizations on campus and many culturally enhancing activities planned throughout the year.

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.

My hope is that you will take part and actively engage yourself as part of the Curry community.

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

Sincerely,



Maryellen M. Colliton

## Division of Student Affairs

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### Dean of Students Office

Maryellen Colliton, Dean  
mcollito0606@curry.edu

Jodi Briggs, Assistant Dean  
jbriggs0703@curry.edu

Location: 65B Atherton Street  
Phone: (617) 333-2252  
Fax: (617) 333-2014

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 whose behavior appears harmful to themselves or to the community. In addition, Curry students bear accountability for the actions of their guests.

#### Code of Conduct

Curry College expects its students to be good citizens and to conduct themselves in an appropriate manner at all times, whether on or off campus, or engaging in online communities such as [www.facebook.com](http://www.facebook.com) and [www.myspace.com](http://www.myspace.com). 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.

Unacceptable social behavior will not be tolerated. The College reserves the right to dismiss or suspend 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 the good of its general welfare.

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### **Communication**

Official College communication occurs through Curry email. Students are not only encouraged to use their Curry email accounts, but are responsible for checking it on a daily basis. Information emailed to Curry student email accounts is considered to be sufficient public notification to all students.

Finally, 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

## **Alcohol Wellness Education**

Mary Stone, Alcohol Wellness Educator  
mstone0706@curry.edu

Location: 65 A Atherton Street, 2nd Floor  
Phone: (617) 333-2163  
Fax: (617) 333-2014

The Office of Alcohol Wellness Education works to provide students the information they need to make educated decisions about alcohol use. Through creative and fun programs, promotions, working with the Alcohol Safety and Awareness Organization, theme weeks and individual interactions, the Alcohol Wellness Educator is able to educate students of the facts on alcohol consumption, safe and healthy choices and the possible consequences that alcohol abuse and misuse can bring to them. If you have questions, think you might know someone who has a problem and you don't know what to do, or would like to get more information and be involved, please feel free to contact Mary Stone, the Alcohol Wellness Educator.

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## **Counseling Center**

Tom Byrne, Director  
tbyrne@curry.edu

Location: Smith House, 940 Brush Hill Road  
Phone: (617) 333-2182  
Fax: (617) 333-2029  
Web: <http://www.curry.edu/Student+Life/Student+Services/Counseling+Services>

The Counseling Center is available to help students who are experiencing personal problems. Counselors may provide help or make necessary referrals in a confidential and professional manner. There are no additional fees for these services. Please call the number above to make an appointment.

The Center sees counseling as an opportunity for a student to learn more about his/her personal and interpersonal worlds while addressing discomforts often encountered in the course of College life.

## **Food Services**

Keith Meal, Director  
kmeal0804@curry.edu

Location: Drapkin Student Center  
Phone: (617) 333-2318  
Fax: (617) 333-2276  
Web: <http://www.curry.edu/Student+Life/Food+Services>

### **Meal Plan Options**

All students living on campus are requested to be on a meal plan and can choose between the 17+, 14+ or 10+ meal plan options. For students living off campus, the "75 Plus \$200", the "50 Plus \$150", or the "35 Plus \$100"

commuter plans are offered. Auxiliary Points are 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 Curry Student Affairs Office. 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. Auxiliary Points are purchased through the Office of Student Financial Services. All students on a meal plan must have their college I.D. cards with them to gain access to the dining room or to access their Points or Auxiliary Points accounts. Lost I.D 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.

*Drapkin Dining Hall hours of operation are as follows:*

Hot Breakfast	Monday – Friday	7:00 am – 10:00 am
Continental Breakfast	Monday – Friday	10:00 am – 10:45 am
Lunch	Monday – Friday	11:00 am – 2:00 pm
Dinner	Monday – Friday	4:30 pm – 7:00 pm
	Saturday – Sunday	4:30 pm – 6:30 pm
Brunch	Saturday – Sunday	10:30 am – 2:00 pm
Continuous Service	Saturday – Sunday	2:00 pm – 4:30 pm

Please call the Menu Line at extension 3663 (FOOD) for daily menus and special events.

**Retail Dining Locations**

In addition to the Resident Dining Hall located in the Drapkin Student Center, Curry has four 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 College website, at [www.curry.edu](http://www.curry.edu) and visit the food services section of the Student Life site.

**Special Dietary Procedures**

Sodexo Campus Services recognizes that students may have medical problems requiring special dietary considerations. While the primary responsibility for following diet requirements rests with the student, Curry Dining Services will provide all possible assistance. Whether the diet is temporary or permanent, a student should present a copy of a physician’s written instructions to the Director so that special arrangements can be made.

**Health Services**

Ellen Kawadler, Director, Family Nurse Practitioner  
 ekawadle0803@curry.edu

Location            Smith House, 940 Brush Hill Road  
 Phone:              (617) 333-2394  
 Fax:                  (617) 333-2029  
 Web:                 <http://www.curry.edu/Student+Life/Student+Services/Health+Center>

The College maintains a free outpatient clinic, staffed by nurse practitioners, a registered nurse, and a consulting physician. These health professionals work together to provide quality medical care for routine, acute, and chronic health problems and injuries. All full-time students who carry at least 12 credits are eligible to use Health Services.

Hours 9-4:30 pm Mon-Fri  
 Appointments (617) 333-2182

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Services provided include:

- Most state required immunizations
- Flu vaccine for high risk students
- Blood testing
- Evaluation and treatment for most illnesses and injuries
- Gynecology exams and pap smears
- Birth control prescriptions
- Pregnancy testing
- STD and HIV testing
- Emergency contraception (morning after pill)
- Health education

Health Services does not attempt to replace the student's private health provider or assume total responsibility for medical needs. Nearby Milton Hospital is used for emergency services and most specialist referrals.

Prior to attending Curry, all students are required to submit results of a physical exam completed within 12 months of matriculation, and a medical history form including mandatory state required immunizations. Effective September 1, 1989, the Massachusetts law C.15A, s. 18 requires that every full-time and part-time student enrolled in an institution of higher learning in Massachusetts participate in a qualifying student health insurance program (QSHIP) or in a health benefit plan with comparable coverage.

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## Judicial Affairs

Erica Humphrey, Director  
ehumphre0304@curry.edu

Location: 65 B Atherton Street  
Phone: (617) 333-2252  
Fax: (617) 333-2014

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

### Introduction

Consistent with the College's Personal Integrity Statement, all Curry College students are expected to act with integrity, demonstrate responsible personal behavior and be respectful of the College community on and off campus. 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. Students who do not do so may be subjected to disciplinary actions. 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 individual circumstances do vary. Accordingly, comparisons between disciplinary measures imposed on different students have no bearing on whether any particular disciplinary action is warranted in

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regard to any one student. Students who are involved in disciplinary proceedings must realize that the rules which apply to a court matter do not apply to the College Student Disciplinary Process. The College wishes to encourage students to communicate openly and to benefit from this process.

### **Student Conduct Meeting**

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.) A student conduct meeting will be scheduled 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 dismissal. 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 allow the student 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 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 is expected to be truthful. The student is expected to inform the College if he/she believes the College should speak with any other persons (such as, any witnesses or a person who may speak on behalf of the student's character) about the reported violation. Other students with whom the College wishes to speak are expected to be truthful and participate as requested. To encourage a student to be truthful and open, a student is to attend the student conduct meeting by himself or herself. The College may speak with other individuals or review written materials, oral materials or property, as it deems appropriate, to review the situation and to make a determination of whether the student is responsible for the reported viola-

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tion, or a related violation. If the College requests that the student attend a student conduct meeting and the student does not do so, the College will 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. In cases where a student is facing criminal investigation and/or charges for conduct which is subject to disciplinary process, or if the conduct at issue is prohibited by local, state or federal laws, the College through its Dean of Students and/or her designee, in their sole discretion, may choose to proceed with the College's disciplinary process, or hold such disciplinary process in abeyance, pending the outcome of such investigation and charges. If the College chooses to not proceed with the disciplinary process, the College, through the Dean of Students and/or her designee, may choose to place the student on suspension from the College. Such student may submit a written request to the Dean of Students of the College to resume the disciplinary process if the investigation and/or criminal matter is resolved or dropped. The College, in its sole discretion, through its Dean of Students and/or her designee, will determine if the disciplinary process will proceed

### **Sanctioning**

If the student is determined to be responsible for a violation, the College will take whatever disciplinary action it believes 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, dismissal, expulsion, suspension, interim suspension, probation, fines, removal from campus housing, ban from use of or presence on certain campus property, ban from leadership roles, restriction of privileges, requirement to perform community service, requirement to attend educational programming or counseling, oral warning and/or written warning. Sanctions, including dismissal and suspension, may be imposed immediately. The imposition of sanctions may result in the withholding of a Curry College diploma. The student is required to comply with the terms of the

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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 Judicial Affairs or his/her designee will have the discretion to forward copies of all student conduct meeting results to parents and offices within the institution which may be impacted by the outcome. For instance, if the student is an athlete, then the Director of Athletics and the student's coach may receive student conduct meeting results. If the imposed sanction restricts participation in clubs/organizations, programs or facilities supervised by the Office of Student Activities, then the Director of Student Activities may be informed. If the student is in the PAL program then the Director of the Program for the Advancement of Learning may also be informed of the conduct meeting results.

### **Sanctions**

The following sanctions may be imposed individually or in combinations. Please note this is not an exhaustive list of sanctions.

**Warning**—A written notice that the student has violated College policy, review of the policy and a warning that another violation will likely result in a more severe sanction

**Residence Hall Probation**—Indicates that future violations of college policies will likely result in more severe sanctions such as removal from housing. This status will be imposed for a specified period of time.

**Disciplinary Probation**—Indicates that 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.

**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.

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**Loss of Privileges**—Temporary or permanent revocation of privileges, which may include but is not limited to the following: guest visitation, use of residence hall facilities, motor vehicle privileges, membership in clubs, organizations, athletic teams and participation in campus programs or campus facilities.

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

**Removal from Housing**—Separation of the student from college housing for a designated period of time after which the student may be eligible to return. Conditions for re-admission may be specified.

**Dismissal from Housing**—Separation of the student from college housing for the remainder of his/her college career and prohibition from entering all residential facilities.

**Suspension**—Separation from the college for a designated period of time. After the suspension period has concluded, the student may be eligible to return. Conditions for re-admission may be specified. A student who is on suspension is prohibited from participating in any college event and may not enter college property for any reason.

**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, for which the student pays a fee, will result in the forfeiture of that fee to the college.

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## Appeal Process

A student may appeal the sanction on one of the following grounds only:

- New and relevant information: information that was not available at the time of the student conduct meeting including its specific relevance and credibility. It is not information that the accused student had at the time but did not share with the hearing 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 to the Director of Judicial Affairs within three business days of learning of the determination of his/her hearing. The appeal letter must identify which one of the above three reasons the appeal is based on. If appealing on grounds of new evidence the letter must include the new information that supports his/her position. 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 Judicial Affairs, or his/her designee, will review the student's written appeal. If the Director of Judicial Affairs, or his/her designee 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 change of the determination in whole or in part. The College will inform the student of the result of the appeal. The appeal decision is final.

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Please Note: The provisions of this policy are only recommended guidelines for the handling of student discipline matters, the resolution of which lies ultimately within the College's discretion for deciding student matters. Although the College will endeavor to comply with the above provisions, strict compliance is not required. A technical or minor violation of these provisions by the College will not invalidate its determinations.

## Contact Information:

### *Director*

Erica Humphrey                      ehumphre0304@curry.edu

### *Hearing Officers*

Brian Nocerino                      bnocerin0605@curry.edu  
Rachel Deleveaux                      rdelevea0206@curry.edu  
Kathryn Scott                      kscott0805@curry.edu  
Mark Connolly Jr.                      mconnoll0805@curry.edu  
Rocco Cappello                      rcappell0706@curry.edu  
Jennifer Coveney                      jcoveney0106@curry.edu  
Kendra Wisneski                      kwisnesk0706@curry.edu  
Jared Gabery                      agabery0806@curry.edu

If you have questions regarding your hearing/sanctions please contact the Hearing Officer above that was assigned to your case.

### *Reporting a Violation*

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

*Mayflower & Houses* (Green, Gray, Brown, North)  
(617) 333-2991  
Residence Director: Kendra Wisneski

*886 Brush Hill Road*  
(617) 333-3100  
Residence Director: Brian Nocerino

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*State & Lombard*

(617) 333-3170

Residence Director: Rocco Cappello

*North Campus Residence Hall (NCRH)*

(617) 333-2254

Residence Director: Jennifer Coveney

*Scholars & Rose*

(617) 433-2746

Residence Director: Katie Scott

*Suites, White & Cottage*

(617) 333-2912

Residence Director: Rachel Deleveaux

*South Campus Residence Hall (SCRH)*

(617) 333-2344

Residence Director: Mark Connolly

*Main, Milton, & 156 House*

(617) 433-2518

Residence Director: Jared Gabery

*Public Safety*

(617) 333-2222

*Anonymous Tip Line*

(617) 333-2159

You may also contact the Resident Assistant (RA) on duty in your area. RAs hold office hours Sunday-Thursday 7 pm -12 midnight and Friday & Saturday 7 pm -2 am. You may contact the RA on duty for your specific area during their office hours via the phone numbers listed above.

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## Public Safety

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: <http://www.curry.edu/Student+Life/Student+Services/Public+Safety>

### 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 - 4:30 pm

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

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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!

### **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.

### **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.

### **Parking**

All cars must be properly registered with the Office of Public Safety.

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## **Residence Life and Housing**

Ron Mason, Director, Housing Operations  
rmason0505@curry.edu

Location: 65 B Atherton Street  
Phone: (617) 333-3165  
Fax: (617) 333-2014  
Web: <http://www.curry.edu/Student+Life/Housing>

### **Hours of Operation:**

Monday - Friday, 8:30 am - 7:00 pm

The Division of Student Affairs regards living on campus as an integral part of a Curry student's college career. The friends students make, the activities students are involved in, and their living environment all are vital to the Curry experience.

### **Welcome**

Our goal as a department in the Division of Student Affairs is to provide a living/learning environment which encourages and promotes student development academically and personally.

Living on campus is much more than having a place to eat and sleep. The benefits to living on campus are numerous. Studies have shown that students who live on campus are more involved in academic and co-curricular activities, are more satisfied with their overall college experience, and tend to have a lower dropout rate than non-residential students. Living in a residence hall can be a great experience involving group interaction, self-discipline, decision making and self-governance.

Students say they like living on campus for the proximity of fellow students, high-speed Ethernet connections in every student room, and the convenience of rolling out of bed and getting to class or the dining hall in less than

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five minutes. However, your residence hall experience depends on you. We encourage you to take an active role in determining your success. Your cooperation in the community and your involvement with other residents and activities can make your living environment one of the most valuable experiences you may ever have.

**Residence Life and Housing is charged with handling the following:**

- Housing all resident students
- Developing a sense of community on every floor and within every residence hall
- Creating Hall Councils within the eight Residence Hall Areas
- Ensuring the health & safety of resident students within residence halls
- Handling room & meal plan changes
- Training student & professional staff to live & work in the residence halls
- Assisting students with interpersonal conflicts
- Day to day management & operation of the residence hall facilities
- Upholding & enforcing the need for appropriate behavior of all
- Creating & implementing educational & social programs within the residence halls
- Working in collaboration with other departments to better serve the needs of the community

**What is a Residence Director (RD)?**

A Residence Director (RD) is a live-in professional staff member who provides students with opportunities to develop as individuals outside of the classroom. The RD, assisted by the Resident Assistants (RAs), works to 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. These individuals live within the residence halls and advise

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and counsel 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.

**The Residence Life Experience**

The residence hall setting is an ideal place to broaden your life experiences. It is a place where you can learn how to communicate and interact within a community while growing and developing as an individual. The Curry College Department of Residence Life and Housing welcomes residents from all backgrounds and cultures; we hope you will enjoy the diverse community you will experience in our residence halls and that it will complement the academic knowledge you find at the College.

***Eligibility***

College housing is provided for full-time (minimum of 12 credit hours per term) undergraduate students. Resident students who remain enrolled at the College but drop below full-time status may petition to remain in housing. If the petition is approved the resident remains responsible for the terms and conditions of the housing agreement. The Housing Office reserves the right to refuse housing accommodations to any student who has a College Student Conduct Code sanction suspending or denying the privilege of living in College housing or delinquent accounts for housing-related charges. College housing may administratively move students as necessary in the Halls (see Assignments section below).

***Room Assignment and Roommate***

Housing assignments and roommate pairings for new students to Curry College are based on information students provide on their Housing Application. First-year students are generally assigned to our North Campus in any one of our traditional 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 large items such as a stereo, television, computer or refrigerator.

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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 deposited students prior to room selection.

### ***Assignments***

Fall term room assignments for entering students are made based on the date of the application, responses given on the application, and return of the signed agreement. While we make every effort to do so, the Department of Residence Life and Housing cannot guarantee we will be able to meet all requests or guarantee compatible roommates. Behavior that deviates from information provided in the application may be grounds for relocation within the residence halls to a community that better suits the resident's lifestyle.

If the applicant does not receive a room assignment for fall term before leaving home and/or has concerns, please contact the Department of Residence Life and Housing.

### ***Administrative Assignments***

The Department of Residence Life and Housing reserves the right to make or 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 Agreement violations.

### ***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, residents agree to move within 36 hours of official notification. Residents assigned a temporary room will be charged the multi-occupancy room and board rate with their requested meal plan.

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### ***Liability***

- College Housing is not liable for loss or damage to personal property in resident rooms, public areas, laundry, or storage rooms.
- It is the residents' responsibility to keep their rooms locked at all times. Residents may be covered by their family's personal property insurance or 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***

Residents agree to complete the entire academic year of the housing contract. Prior to Check-In, applicants may cancel their agreement by submitting a written cancellation request to the Housing Office. After Check-In, residents may only be released from the agreement for one of the reasons below:

- Resident is admitted but fails to register, or cancels registration.
- Resident is withdrawn. This includes withdrawal from the college, graduating from the college, participating in a college planned educational leave program (such as study abroad or a medical leave), dismissal from the college for academic reasons (dismissal for inappropriate conduct is specifically excluded), or being denied admission or readmission to the college.

### ***Room Furnishings***

A bed frame, mattress, dresser, desk, desk chair, and hanging space are provided in each room. Mattresses provided are extra-long, measuring 35" x 80". Students may not move additional items into the room from public areas of the hall or from other student rooms. Water furniture is prohibited.

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, furnishings and common areas of their residence

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hall. Students may decorate their rooms to reflect their interests and make them personally appealing. All windows have shades; however, curtains are permitted. Tape and fun tack may also be used to put up wall hangings.

### **Bathrooms**

In some residence halls, bathrooms are located outside of students' rooms so residents are encouraged to bring shower caddies for transporting towels and toiletries. Committed to minimum paper waste, the college does not provide paper towels in residence hall bathrooms.

### **Refrigerators**

Small refrigerators (not to exceed a capacity of 6.5 cubic feet and outside dimensions of no more than 48 inches in length or width) are permitted in student rooms.

### **Hook-Ups**

#### ***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, for service directly to the room. Each student will be assessed a Telephone Service fee to cover the cost of installation and service charges for telephone usage in the Metropolitan Boston contracted calling area. 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) responsible.

#### ***Voicemail***

Each student living in the College residence halls will be assigned a voicemail box. College officials will use the voicemail system in order to communicate to students. Students are required to activate their voicemail 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 access. The cable fee has been incorporated in the housing fee.

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### ***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***

The Office of Residence Life and Housing work in cooperation with Public Safety and Building and Grounds in providing safe residence halls for students. Safety is a serious matter and one that is shared by all members of the Curry College community.

In compliance with Massachusetts state law, most of our residences have been equipped with sprinkler systems in order to add an additional layer of safety. Whenever an alarm sounds, residents and their guests are required to vacate the building. Public Safety and Residence Life 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.

Tampering with or misuse of fire safety equipment is prohibited. Fire safety equipment includes, but is not limited to, fire alarms, smoke detectors, and fire extinguishers. Anyone apprehended vandalizing or using fire safety equipment for any purpose other than safety could be subject to interim suspension from the College pending a judicial hearing, which could include losing the privilege to live in College housing, as well as criminal prosecution. The College will prosecute to the full extent of the law where fire and safety and security are concerned.

Candles, incense, hot plates, toasters, toaster ovens, space heaters, exposed-element appliances, and other potential fire hazards are strictly prohibited. Disciplinary action may result from possession of these items.

Smoking is not permitted in any residence hall or college building. Smoking is not permitted within 25 feet of any college building.

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### **Room Keys**

Room keys are issued by the residence director 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 Residence 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, key card or student ID to any person. This includes tossing keys out of windows.

If a student misplaces a front door key, Residence Life will loan them a new one which must be returned within 24 hours. If the key is lost, Residence Life will enter a work order request and B&G will issue a new key. A charge of \$155.00 will be assessed to the student.

If a student attempts to turn in a key at check-out which was duplicated off-campus, 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.

### **Security**

Security is everyone's responsibility. Doors should be locked whenever the resident is not in the room. Although precautions are taken to maintain adequate security, the College cannot assume responsibility for the loss of or damage to student possessions. Students or their parents are encouraged to carry appropriate insurance to cover such losses.

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.

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Individuals found responsible for tampering with security doors and/or compromising residence hall safety will be subject to the College judicial process.

### **Check list of items to bring...**

#### ***Linens***

- bath, 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
- hangers
- drying rack
- iron and ironing board

(We currently use high efficiency washers in the residence halls.)

#### ***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

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### ***Cleaning Supplies***

- dish soap
- dusting cloth
- sponges, dish scrubber
- broom, dust pan
- dish drying rack

### ***Other items***

- sewing kit
- first aid supplies
- medicine
- alarm clock
- waste paper basket
- change for snack machines
- telephone handset
- television with shielded coaxial cable
- VCR or 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
- tapes, CDs
- computer with Ethernet card and cable
- printer
- surge protectors
- bike and lock
- electric fan
- floor, table lamps (no halogen lamps)

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## **Spiritual Life**

Michelle Sarmenta, Director  
msarment0106@curry.edu

Location: 65 A Atherton Street, 2nd Floor  
Phone: (617) 333-2163  
Fax: (617) 333-2014  
Web: <http://www.curry.edu/Student+Life/Spiritual+Life>

The Office of Spiritual Life strives to support and encourage the students of Curry College to create a well rounded lifestyle for themselves. The office creates educational and social opportunities such as movies, social gatherings, community service projects, retreats, bible studies and concerts that assist the students in learning more about their own spirituality as well as the spirituality, rituals and practices of others. Some of the celebrations planned for the upcoming year are: Hanukkah, Purim, Passover Seder, Ash Wednesday, Lent/Holy Week and Easter. They also create up-to-date information for students who are looking for off campus places of worship in the Curry College neighborhood. If you have an idea you would like to share or would like to get involved, please contact Michelle Sarmenta.

## **Student Activities**

Allison Coutts, Director  
acoutts0106@curry.edu

Location: 65 B Atherton Street  
Phone: (617) 333-2256  
Fax: (617) 333-2014  
Email: [activities@curry.edu](mailto:activities@curry.edu)

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The Office of Student Activities and Orientation coordinates various co-curricular events on campus, working with student groups to maximize social, cultural, recreational, and educational activities for the college community. Particular emphasis is placed on students' involvement in the planning process in order to allow for the development of leadership and organizational skills. The Office also serves as a resource center providing information about activities on campus and in the Boston area. Student Activities offers many significant benefits for personal, professional, and leadership development. Students are provided with programming options in the areas of social, intellectual, physical, spiritual and emotional growth.

### **Monthly Activities Calendar**

The Office of Student Activities publishes a calendar distributed to all students to assist you in planning and organizing your free time by listing the social activities and campus wide events you can attend. The calendar also helps students to plan programs at appropriate times for the college community. Check the Curry website for up-to-date listing of coming events.

### **Weekly Event Email**

Each week, the Student Activities Office sends all Curry students, staff and faculty a detailed email listing all events happening that week on campus. This email is a great way to let the community know what is happening on and off campus. If you have an event please email it to [events@curry.edu](mailto:events@curry.edu).

### **Orientation**

Participating in Orientation events is a beneficial beginning to your college experience. Not only will you meet new people, experience Boston, and participate in fun activities, but you will learn about Curry and opportunities to make your college experience the best it can possibly be. Following Orientation is Welcome Week, a series of programs for the entire college to build spirit and community. Look for the calendar of events on campus!

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## **Clubs and Organizations**

**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.

**The Campus Activity Board (CAB)** is the major all-campus programming body. CAB members work to sponsor activities for a variety of interests here on the Curry campus. Events include films, coffeehouses, bands, day trips, spring fest, novelty events, comedians, game nights, Welcome Week and much more! CAB strives to create a diverse programming calendar to meet the interests of all students. Please inquire at the Student Activities Office if you would like to become involved in SGA or CAB or any of the other recognized student groups listed below. New clubs and members are always welcome!

### **The Alcohol Safety Awareness Organization (ASAO)**

Responsible for supervising & regulating student events on campus. Student members work a variety of events for pay. Members also serve as educators on issues of alcohol on campus.

### **The Alliance**

An organization comprised of gay, lesbian, bisexual, transgender, questioning students and their straight allies. 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.

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### **Commuter Club**

A club that bring commuters together to share their experiences. Emphasis is placed on keeping commuters informed of what is going on within the campus community as well as encourage involvement.

### ***Currier Times***

The College newspaper is published bi-weekly, covering topics from world news to Curry events and local entertainment.

### ***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.

### **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. The club can also provide assistance with attendance at conferences.

### **Hillel**

A Jewish organization that plans activities of an educational, social, and political nature, Hillel sponsors events including holiday dinners, religious services, dances, lectures, and also works to be involved with Jewish organizations at surrounding colleges.

### **International Club**

A club for international students to meet, talk about their college experiences and their cultures.

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### **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.

### **Newman Club**

Curry's Catholic student organization, the Newman Club events include community service projects, fundraisers, and events in the Boston community.

### **One Nation**

A multicultural club that educates all about the many different cultures in our society and promotes diversity. Some of One Nations activities include food tasting dinners, Open Mic Night, and an annual Fashion Show.

### **Outdoor Club**

A group that plans activities and day trips which take advantage of New England and all of its beauty.

### **Rugby**

(Men) As an athletic club, the team competes against other schools in the area as individual teams, while perfecting the skills they have learned on the practice field. No experience is necessary.

### **Step and Dance Club**

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 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.

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## Curry College Policies

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### Ultimate Frisbee

Ultimate Frisbee places competitors against each other in a game of skill with the flying disc! Men and women are both encouraged to participate. Join the group weekly as they enjoy the outdoors and each others company!

### Uncensored Soul

The Poetry and Music Club at Curry is proud to sponsor many events showcasing the talents of students. Coffeehouse programs and open microphone nights are the highlight of the club's calendar. Students are encouraged to express themselves on paper and with music.

### 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.

### Yearbook

Get involved as a member of the Yearbook staff and make memories last. Take pictures, layout the design, advertise, or write copy for the College's yearbook.

### Alcohol Policy

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.

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.

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).

- Common source alcohol containers and paraphernalia (kegs, beer balls, funnels, etc.) are prohibited.
- Curry College enforces all federal and state laws and local ordinances regarding the possession, use, sale or distribution of alcoholic beverages.
- Open containers and/or consumption of alcohol in public areas (bathrooms, hallways, lounges, outside, etc.) is prohibited.
- Being intoxicated 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.

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- The commercial delivery of alcoholic beverages to the College mailroom is prohibited.
  - Intoxicated students who are disorderly or disrespectful to College staff, or who fail to comply with the directives of same, are subject to more severe disciplinary sanctions.
  - The abuse of alcohol (e.g. drinking games) as well as public intoxication, regardless of age or where it was consumed, is a violation.
  - Possession and/or consumption of alcoholic beverages is prohibited on the North side of campus as well as on any South side floors which are designated “alcohol or substance free” floors.
  - Anyone found responsible for driving under the influence on campus will lose his/her driving privileges. The keys will be turned over to the Director of Public Safety, a driving to endanger ticket will be issued and judicial affairs will be notified.
  - The College does not tolerate drunkenness, excessive or illegal drinking, or any infraction of Commonwealth’s law or College alcohol policies or regulations.

## Appliances Policy

Refrigerators may not be more than 6.5 cubic feet or larger than 48” in both height or width. Microwave ovens may not be larger than .6 cubic feet or 600 watts. Only one refrigerator and microwave oven is allowed per room/common area. Halogen lamps and air conditioners are not permitted. Use or possession in residence hall rooms or unauthorized areas of open flames or open element appliances (e.g., toasters, toaster ovens, hot plates, electric grills/skillets, George Foreman grills, heaters) are prohibited.

Due to the kitchen facilities in every suite within the South Campus Residence Hall (SCRH), this is the only area that is allowed to use the following appliances: coffee pot, electric grill. These items are to be used in the kitchen area only and only one of each is permitted per suite.

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## Computer Policy

Curry College provides computer network facilities known as “CurryNet” and other computing facilities in order to promote its educational mission.

Use of the CurryNet and other Curry College computing facilities is made available to registered students, staff and administrators of Curry College, and in special instances to others by special permission of the Technology Policy Council. This computer policy applies to all persons who hold a CurryNet account and/or who otherwise use any Curry College computing facilities who are expected to comply with the following terms. Failure to comply with any terms of this computer policy may subject such person(s) to the sanctions described below.

### Definitions

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.

### CurryNet Acceptable Use Policy

This Acceptable Use Policy (AUP) 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. Uses of the CurryNet described below are prohibited.

### Prohibited Uses

I. You agree to comply with all applicable local, state, national and interna-

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tional laws and regulations regarding use of all services delivered by Curry College. The following are prohibited uses of our services:

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. You may not transmit, distribute, or store 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. You may not transmit any material that encourages conduct that could constitute a criminal offense, gives rise to civil liability or otherwise violates any applicable local, state, national or international law or regulation.
2. Sending Unsolicited Bulk Email (UBE) or "spam". The sending of any form of Unsolicited Bulk Email through the CurryNet is prohibited. Likewise, the sending of UBE from another service provider advertising a web site, email address or utilizing any resource hosted on a Curry College server, is prohibited. Curry College accounts or services may not be used to solicit customers from, or collect replies to, messages sent from another Internet Service Provider where those messages violate this Policy or that of the other provider.
3. Running Unconfirmed Mailing Lists. Subscribing email addresses to any mailing list without the express and verifiable permission of the email address owner is prohibited.
4. Advertising, transmitting, or otherwise making available or using any software, program, product, or service that is designed to violate this policy, which includes, but is not limited to, the facilitation of the means to send Unsolicited Bulk Email, initiation of pinging, flooding, mail-bombing, denial of service attacks.
5. Unauthorized attempts by a user to gain access to any account or com-

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- puter resource not belonging to that user (e.g., "cracking" or "hacking").
  6. Engaging in any activities that do or are designed to harass, or that will cause a denial-of-service (e.g., synchronized number sequence attacks) to any other user whether on the CurryNet or on another provider's network.
  7. Using the CurryNet in a manner that interferes with the use or enjoyment of the Curry College students, faculty, staff, alums, families, vendors, or friends. This shall include excessive use of services which impair the fair use by others.
  8. Impersonating any person or entity, including, or falsely stating or otherwise misrepresenting your affiliation with a person or entity.

II. You acknowledge and agree that it is a violation of this AUP for your services to cause an interruption or degradation of, interference with, or disproportionate burden on the operations of Curry College Network regardless of whether such interruption, degradation, interference or burden is the intentional result of your actions.

III. You are solely responsible for the content you furnish in connection with your Web site or other services that may be provided to you. Curry College cannot and does not review or screen content you include in your Web site (or that you use, provide or make available in connection any services we provide to you) and does not assume any obligation to monitor such content. However, you agree that we may review your Web site or other content in responding to a third party complaint or for any other reason.

IV. You may access and use our services for lawful purposes only and you are solely responsible for the knowledge and adherence to any and all laws, statutes, rules and regulations pertaining to your use of our services. You agree that you will not (i) use the services to commit a criminal offense or to encourage conduct that would constitute a criminal offense or give rise to a civil liability, or otherwise violate any local state, Federal or international law or regulation; (ii) upload or otherwise transmit any content that you do not have a right to transmit under any law or contractual or fiduciary duty; (iii) interfere or infringe with any trademark or proprietary rights of any other

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party; (iv) interfere with the ability of other users to access or use our services; (v) interfere with or disrupt the service or servers or networks connected to the service, or disobey any requirements, procedures, policies or regulations of networks connected to the service.

### **Violations**

If Curry College determines in its sole discretion that your conduct violates the terms of this Acceptable Use Policy, Curry College may suspend, restrict, terminate, or take any other appropriate action with regard to your services without any obligation to refund fees paid. Curry College reserves the right to take such actions without notice to you. You understand that we reserve the right to conclude that your conduct is in violation of the standards set forth in this Acceptable Use Policy, and we may arrive at such a conclusion even if it is based upon our opinion or mere suspicion or belief, without any duty to prove that our opinion or suspicion is well founded, and even if (i) our opinion or suspicion is proven not to be well founded or (ii) we provide other students services that have similar characteristics or are being used in a similar manner as your services. You agree that we, in responding to a third party complaint, reserve the right in our sole discretion to suspend or terminate the services subject to this Acceptable Use Policy without notice and with no obligation to refund fees paid. You also understand and agree that by providing you services, Curry College in no way endorses your Web site or deems your content to be suitable under the terms of this Agreement. You agree that Curry College shall under no circumstances be held liable on account of any action it takes, in good faith, to restrict transmission of material that it or any user of the services considers to be fraudulent, obscene, lewd, lascivious, filthy, excessively violent, harassing, or otherwise objectionable, whether or not such material is constitutionally protected.

### **Modifications to this Acceptable Use Policy**

You agree that Curry College, in its sole discretion, may modify this Acceptable Use Policy. We will post any such revised policy on our Web site. Use of the Curry College Network services after the posting period constitutes acceptance of the modification.

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## **Criminal Activity Policy**

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.

## **Destruction of Property/Property Damage Policy**

Destruction, property damage, misuse, or defacement of property by acts committed deliberately, or in reckless disregard of possible harm to property are prohibited. The unauthorized removal from a designated area of College property or property of another student, staff, or guests is also prohibited. If a person is found to be in violation of this policy, he or she may have to make restitution.

## **Drug Policy**

The use, possession, sale, distribution or manufacturing of controlled substances including drug paraphernalia and/or the misuse or sale of prescribed drugs is prohibited. Drugs or drug paraphernalia may be confiscated and used as evidence. Students found responsible for selling or with the intent to sell drugs will be immediately removed from housing and their status as a student may also be in jeopardy. In addition, such conduct may subject the violator to criminal actions.

## **Fire Safety Policy**

The setting of a fire, tampering with or misuse of fire safety equipment (including automatic door closers, smoke detectors, sprinkler heads, fire alarm systems, fire fighting equipment, or building security equipment) is prohibited. Students found tampering with fire safety equipment will immediately be removed from housing and their status as a student may also be in jeopardy. Immediate evacuation when an alarm sounds is mandatory, and re-entry into a building before authorization is given by a College official is prohibited. Please note that staff has the discretion to conduct rounds of each room before allowing students to re-enter the building to ensure that everyone has exited the building. If violations of Curry policies are observed during these rounds, the situations will be documented and forwarded to Judicial Affairs. The burning of candles and/or incense is prohibited.

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Tapestries and other room decorations affixed to or suspended from the ceiling, and the use of extension cords or multi-receptacle outlets with the exception of UL listed power strips with surge protectors are prohibited.

Flammable fuels such as charcoal, kerosene and gasoline are prohibited in the residence halls. Direct egress from the rooms, hallways or stairwells may not be blocked by persons, furniture, bicycles, or any other items. Student rooms should be arranged to permit direct access from all areas to the doorway.

## **Fireworks Policy**

The possession, use and storage of fireworks, in any form, are illegal in Massachusetts and are prohibited on campus.

## **Firearms & Weapons Policy**

The possession of firearms, ammunition and any weapons including but not limited to knives, martial arts weapons, as described in M.G.L. 269 § 10 guns (including BB, pellet and paintball), police defensive equipment, slingshots, and launching devices, 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.

## **Furniture Policy**

Misuse of College property, including possession of common area furniture in residents room as well as removal of College owned furniture from a room, is prohibited and may result in a \$100 fine and or the cost to replace the item. In South Campus Residence Hall and the Suites, each suite is permitted to bring one extra piece of furniture per common room, which must be registered with the Resident Assistant of the floor. All non-college furniture ( couches, recliner chairs, rugs, coffee tables, etc.) that are not removed by the resident when vacating the room will result in a charge of approximately \$200 per piece. Homemade lofts and water-filled furniture are not permitted.

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## **Gambling Policy**

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 be registered and approved by the Office of Student Activities.

## **Good Standing Policies**

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.

### **General Resources**

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

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## **Social Good Standing**

Social good standing is achieved through abiding by:

- The Personal Integrity Statement
- The Student Conduct Policies
- 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 Office of the Dean of Students. The Dean of Students is administratively responsible for all student service programs including Counseling, Residence Life, 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, Academic Management Services (AMS) 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.

Note: Maintaining “Good Standing” status is a central component of the College’s Code of Conduct.

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## **Guest Policy**

Policies and procedures for guests are provided to ensure consideration of individual resident students and community needs, as well as the general safety and well being for all concerned. 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. After 7 pm all individuals entering the residence halls may be asked to show ID. The maximum number of guests that a resident may sign in at any given time is three. These guests must leave their ID at the front desk for the duration of their visit and collect their ID when they sign out and leave. Curry guests must leave their College ID and non Curry guests must leave their driver’s license. All IDs must be picked up by 2:30 am. Residents 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 resident. 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.

## **Overnight Guests**

Resident students will not be allowed more than two overnight guests at one time. No guest may stay more than three consecutive days in a seven day period. All over night guests must have permission of the roommate and the Resident Director. Guests must be registered with the staff to obtain a guest pass, which must be carried at all times when visiting and will act as their ID. Guests who have properly obtained the guest pass will not be required to leave their ID at the front desk. Persons who have been removed from College owned housing may not return as guests following their removal.

## **Hall Sports Policy**

Any activity (e.g. ball playing, roller blading, skateboarding, water fights, etc.) which could cause personal injury or cause damage to property is prohibited in the residence halls.

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## Harassment Policy

Verbal, written, or physical conduct which intimidates, threatens, or endangers the health or safety of others is prohibited. Intimidation or exploitation based on race, color, religion, national origin, gender, sexual orientation, disability, age, or other characterization protected by applicable law is prohibited.

## Hazing Policies

Any conduct or method of initiation into any student organization or athletic team which willfully or recklessly endangers the physical or mental health of any student or other person is prohibited. Persons who bear witness to such conduct are obligated to report it. Massachusetts Laws regarding hazing appears below. Each Curry student and club/organization is responsible for reading and complying with the laws.

1. "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 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.

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

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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.

3. M.G.L. 269 § 19: Copy of §§ 17-19; issuance to students and student groups, teams and organizations; report. 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 institu-

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tion 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."

## Health & Safety Policies

### Residence Hall Health and Safety Checks

Periodically, the Office of Residence Life will conduct unannounced and announced 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

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### Room Search

In the interest of maintaining an environment that facilitates scholarship and provides for the health and safety of residential students, the College reserves the right, when necessary, for authorized personnel to enter or search a College-owned room. The regulation applies to all living units under the administrative control of Curry College. Students specifically agree to abide by the Search and Entry procedures of the College. The Residence Life staff is authorized to inspect student rooms anytime for acceptable standards of safety, hygiene, and observance of residence hall policies and procedures. Nothing in this policy shall operate to prevent police officers from entering rooms with a search warrant or searching and seizing in accordance with applicable statutes, policies, rules, and regulations.

Searches of rooms by Residence Life staff will be authorized and conducted under the following conditions:

- Occupants of the room give their consent
- An appropriate legal body has issued a warrant, or reasonable cause exists to believe there is a violation of *Residence Hall Policies* or the *Code of Student Conduct*

College officials, including Residence Life and Building & Grounds staff members, reserve the right to enter a student's room, locked or unlocked, anytime deemed necessary for immediate resolution of problems such as rule enforcement, maintenance problems, illness, hazards, and similar emergency situations. Any evidence resulting from the Search and Entry procedure shall be considered admissible for all College discipline and prosecutorial purposes.

For the maintenance of necessary standards of health and safety, the use of the following is prohibited in and around College operated residence halls:

- Electric appliances with exposed heating elements and/or designed for the preparation of food (including, but not

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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 4.5 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 except as outlined in this Handbook
- Internal combustion engines within the residence halls
- Open flame and/or lighted objects such as candles, incense, and kerosene lamps
- Lofts and/or bars
- Halogen lamps
- Microwave ovens are allowed, but cannot exceed .6 cubic feet or 600 watts
- Humidifiers or dehumidifiers
- Air-conditioners
- Space heaters or other such heating appliances

## Identification Card Policy

Students are provided an identification card by the College, which they are required to carry at all times. Students must immediately produce their ID when requested by a staff member (RA, RD, Public Safety Officer or other College officials) acting in the performance of his/her official duties. All students must show ID to the Residence Hall Security staff when entering any of the residential buildings.

A validated and encoded ID card is issued to student's at the time of registration. The front of the card will display students name, College account number, photograph, and a validation sticker. A magnetic strip on the back is encoded with your identification information as well. You will not be issued a new ID each year. The card we give you at registration will be used

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throughout your career at Curry College. Students must present their ID card as a part of the registration process each semester.

A validated ID is used at the following locations:

- Levin Library
- Resident Dining Hall, Colonel's Corner, and the Hafer, Academic and Performance Center or Kennedy Snack Bars  
*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.*
- Campus bookstore
- Accounting Office
- Registrar's Office
- Computer Labs
- Mail Room
- Tech Center
- Entrance to various campus events
- Around campus as proof that you attend the College

If you misplace your ID, a temporary or a permanent replacement may be obtained at the Office of Public Safety. Temporary IDs are issued for a limited time period at no charge. A replacement ID costs \$5.00 the 1st time lost, \$10.00 the 2nd time lost, \$25.00 the 3rd time lost, and \$50.00 the 4th time lost. Please keep your ID in a safe place. Students may pay for ID replacements with a personal check or charge it to their student account.

Residents of the South Campus Residence Hall, the Suites, 886 Brush Hill Road and the North Campus Residence Hall who misplace their access card will be subject to the following charges: 1st replacement \$10.00; 2nd replacement \$20.00; 3rd replacement \$50.00.

## Littering Policy

Students are expected to place garbage, including cigarette butts and other unwanted materials in the proper trash receptacles that have been provided throughout campus. Disposing of trash on the ground or throwing it out of vehicle or room windows is prohibited.

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## Lockout & Lock Change Policy

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.
- Building & Grounds staff will not unlock rooms for students. Students will be referred to a Resident Assistant or the Residence Director.
- If the lockout occurs between the hours of 8:30 am to 7 pm Monday to Thursday and 8:30 am to 4:30 pm on Fridays, students must go the Residence Life office to sign out an emergency key. Emergency keys must be returned within 24 hours or the student will be charged for a lock change. The charge is \$155.00 to replace a key.
- If the lockout occurs at night or on weekends, residents should contact Public Safety, who will contact the appropriate staff to let the resident into their room.

*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 College Student Conduct Code.

## Maintenance Policy

All non-emergency maintenance issues should be reported to your Resident Assistant or Resident Hall Director. Emergency issues or issues occurring at night or on weekends should be reported to Public Safety.

## 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.

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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.

## Parking Policy

All cars must be properly registered with the Office of Public Safety.

### First-Year Student Car Policy

All residential first-year students, including transfers students, are prohibited from having a car on campus. This policy is strictly enforced and appeals are only granted for students with severe medical needs. All appeals to this policy are reviewed by the Assistant Dean of Students. Appeal outcomes are final.

Though first-year resident students are not permitted to have cars 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.

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### Registering Your Car

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 students must pay a vehicle registration fee of \$100.00 per year. 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.

## Posting Policy

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).
- The Office of Residence Life must approve all advertising and publicity for the Residence Halls.
- In all advertising and publicity the name of a registered student organization sponsoring the program or activity must be clearly and prominently noted.

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**Student Publications:** The Office of Student Activities 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 Office of Student Activities.

**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: Drapkin Student Center, academic buildings, Miller Gymnasium, 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). 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 48 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 Gymnasium 3  
Science Building 2  
Drapkin 6  
Kennedy 10  
Student Affairs 5

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

Requests for table tents in Drapkin will be on a first come, first serve basis through the Student Activities Office.

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) 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.

## **Pet Policy**

Pets and animals of any kind (with the exception of non-carnivorous fish kept in a maximum 10 gallon tank) are prohibited for health, safety, and sanitation reasons.

## **Physical Endangerment Policy**

Physical assault or abuse, including hazing, stalking, and intimidation towards any person is prohibited.

## **Public Indecency Policy**

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

## **Residence Hall Room Policy**

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

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## **Security Policy**

All residence halls are locked 24 hours a day and students are responsible for leaving the doors in a locked position when exiting. Additionally, for reasons of safety and security, students are not to engage in “propping” of doors. It is important that residents do not leave their room doors unlocked, lend keys, or share ID cards. Residents are responsible for carrying their room keys and ID at all times. The College views security as a shared responsibility between its staff and students.

## **Sexual Misconduct and Sexual Assault Policy**

Sexual misconduct and sexual assault is unconsensual, unwanted verbal or written sexual harassment or physical sexual conduct including but not limited to; sexual intercourse, inappropriate touching, indecent exposure, writing on another person’s body, or other behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or participation in a College-sponsored educational program or activity;
- Submission to, or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or of creating an intimidating, hostile or offensive educational, campus or working environment.

Consent can not be given by minors, those who are incapacitated as a result of alcohol or other drug consumption, those who are unconscious, unaware or otherwise physically helpless. Consent as a result of coercion, intimidation, threat of force or force is not effective consent.

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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 at ext. 2124. In case of an emergency, please call the Department of Public Safety's emergency line at (617) 333-2222. If you are a victim of a sexual assault, here are some very important steps to follow:

1. Go to a safe place and call Public Safety or the Police for help.
2. Do not bathe, shower, or douche. Do not change or clean your clothing.
3. Get medical attention! Go immediately to a hospital, college health services, or to a private physician for a full medical examination and treatment as necessary.
4. Call Public Safety (617) 333-2222, or Milton Police (617) 698-3800, or the Norfolk County District Attorney's Sexual Assault Hot-Line (781) 326-1111. By reporting this as soon as possible evidence may be collected and preserved. Reporting early will strengthen any criminal case that may occur. Reporting will also alert police to a potential danger to other members of the community.
5. By contacting Public Safety or the Milton Police does not mean the case will go to trial. You do not have to make a decision to go forward at this time.

## **Smoke Free Campus Policy**

In compliance with Massachusetts State Law and in recognition of the serious health consequences of both active and passive 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.

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## **Solicitation Policy**

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

## **Theft Policy**

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.

## **Windows Policy**

Residents are prohibited from placing, throwing or suspending items out of their window such as banners, clothing and signs. Students are not to climb through or pass objects through windows. The removal of a screen from a resident's room or in public areas of College owned housing is prohibited and student will be charged for replacement.

## **Quiet Hours & Courtesy Hours Policy**

It is each resident's responsibility to be respectful and courteous to residents, at all times, regarding noise. Since this is a College, academic needs will precedence over social or recreational needs at any time of the day. Residents are expected to be reasonable in their dealings with each other.

***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 at extension 2124. In case of an emergency, please call the Department of Public Safety's emergency line at (617) 333-2222.*

# Campus Resources and Services

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## Academic Resources

Shirley Richardson, Director  
srichard@curry.edu

Location: Hafer Academic Building, Room 203  
Phone: (617) 333-2194  
Fax: (617) 333-2942  
Web: <http://www.curry.edu/Academics/Academic+Resources/Academic+Advising>

All students at the College are required to adhere to all academic policies as presented in the Course 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 is ultimately the responsibility of each student. Please refer to the Course Catalog for additional academic information not found in this Handbook.

Personal contact between students and faculty is fostered not only through classes but also through an advising system. Prior to the opening of the academic year, members of the academic advising team contact entering students and are available to work closely with them to set up a first schedule of courses and inform them of the support services available to all students. Later, students may be assigned to advisors who can best meet their long term academic needs. A student can also select an advisor of his or her choice, in consultation with the Academic Advising Office. Students should seek their advisors' input in defining goals for the future, choosing an appropriate academic program, and counseling them regarding progress. By the end of the first two years of study, a student (1) declares the subject area in which he/she would like to major by having a major declaration card signed, or (2) proposes an individually initiated major. The necessary forms can be obtained in the Academic Advising Office. The Academic Dean, the Associate Dean, the Assistant Academic Dean, and the Director of Academic

Advising are also available to assist students. Aware of the holistic nature of the students learning experience, the Director of Academic Advising works closely with the Office of Student Affairs, the Essential Skills Center, the Counseling & Health Centers, and Career Services to help enhance our students' academic, personal, and pre-professional growth.

### Essential Skills Center (ESC)

Location: 2nd Floor, Levin Library  
Phone: (617) 333-2248  
Web: <http://www.curry.edu/Academics/Academic+Resources/Essential+Skills+Center.htm>

The ESC 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
- Computers available with software for accounting and nursing courses
- Interactive skills development program in Reading, Writing, and Mathematics

### Hours of Operation:

Monday - Thursday 9:30 am - 9:30 pm  
Friday 9:30 am - 4:30 pm  
Sunday 2:30 pm - 7:30 pm

### Experiential Education/Internship Office

2nd Floor, Hafer Academic Building  
(617) 333-2195

Field experience involves individually structured courses. Students share with supervisors the responsibility of designing each course. Together with his/her supervisors, the student uses a contract format to establish expecta-

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tions, procedures, and evaluation criteria. Field Experience courses differ from other courses at Curry College because they are concerned with learning situations outside the classroom. A field experience should help the student connect knowledge gained in formal classroom settings with that derived from a placement and thus, most field placements are likely to be in a student's major area of academic interest and of future occupational concern. Services provided include:

- Helping students realize this type of education exists and aiding them in taking advantage of the extensive opportunities for field placements in the Greater Boston area
- Maintenance of files and resource material to help students match their particular interest with appropriate placements and to develop the field experience contract
- Assessment of practical skills and self development

## Athletics

Vinnie Eruzione, Director  
veruzion@curry.edu

Location: Miller Gymnasium  
Phone: (617) 333-2216  
Fax: (617) 333-2027  
Web: <http://www.curry.edu/Athletics>

The athletic program offers opportunities to all students of the college, both in the intercollegiate and intramural levels. Curry is a member of NCAA Division III, Eastern College Athletic Conference (ECAC), New England Football Conference (NEFC) and 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.

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The following programs are 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

### Intramurals

The intramural program offers organized recreational sports to all students, faculty, and staff members of Curry College. The program sponsors competition in any athletic activity for which there is an interest, provided facilities are available.

Programs offered:

Aerobics  
Kick boxing  
Body sculpting  
Basketball  
Floor Hockey  
Roller Hockey  
Skiing and Snow Boarding at Blue Hills  
Softball  
Ultimate Frisbee  
Volleyball

### 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 develop-

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mental 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.

## Bookstore

Sara DeLoach, Manager

Location: Hafer Academic Building  
Phone: (617) 333-2322  
Fax: (617) 333-3163  
Email: bookstore@curry.edu  
Web: www.curry.bkstr.com

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.

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### Hours of Operation:

Monday - Thursday 9 am - 6 pm

Friday 9 am - 5 pm

\*Hours are extended until 7 pm Monday - Thursday for the first two weeks of the Fall and Spring semesters.

\*The first Saturday of each Continuing Education term the bookstore is open 10 am - 4 pm.

### Purchase Policy

Cash, Visa, MasterCard, American Express, Discover, gift card and personal checks are accepted in the exact amount of purchase with a Student ID and/or a valid MA drivers license. Purchaser's name must be imprinted on the check with address and phone number provided. The last name or address on students IDs must match the last name or address on the check. There is a \$25.00 minimum fee on returned checks. We do not accept credit card orders over the phone.

### Student Draw Account

A student draw account allows the student or parent(s) to deposit funds into an individual student account at the bookstore. These funds are then available for purchases made in the bookstore by the student throughout the semester.

### Book Buyback

The bookstore buys back textbooks from students at prices no lower than Wholesale Guide prices year round. However, the best time to sell back books to the bookstore is after taking final exams. (During the exam period, the price paid to the student is much higher than Wholesale Guide prices if the bookstore is buying the textbook for re-sale for the upcoming semester.)

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## Campus Shuttle

The Office of Student Activities provides an evening on-campus escort shuttle service. A contract shuttle service 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 Drapkin Student Center and on the Curry website.

## Career Services

Michelle Perrault, Director

Location: Room 205, Hafer Academic Center  
Phone: ((617) 333-2195

In view of today's changing economy and job market, students, more than ever before, must not only be fully aware of the world of work and career options, but they must also be keenly aware of their own strengths, interests and work needs. Providing students with the support and resources to be successful in the life/work experience is a major strength of Curry College. Students are encouraged early in their college career to take advantage of the numerous programs offered by the Career Services Office.

### Services provided include:

- Individual counseling sessions on career exploration, choice of majors, resume writing and interviewing.
- A Career Resource Library with information on study abroad programs, graduate schools, occupations, employers, and employment opportunities, and a variety of career related tip sheets and information packets
- Information on internships including hundreds of opportunities on file as well as a variety of forms and helpful handouts
- Two assessment tools to help in deciding a major or selecting a career path

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- A Career Services Web page, on which students have access to career and employment related topics, and links to other career sites
  - Placement Files are maintained for those upper-class students who wish to keep a file of recommendation letters written by professors, clinical and student teaching supervisors, and employers. Students and alumni may request their file to be sent to prospective employers or graduate programs.

## Computer Labs

Locations: Kennedy Academic Building & Levin Library  
Phone: Kennedy Building (617) 333-3085  
Levin Library (617) 333-3124

The 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) 333-2142 or [media@curry.edu](mailto:media@curry.edu).

There is a wide variety of hardware, software and peripherals within the labs, as well as a lab supervisor available to assist you in using the equipment, maintaining the printers, and answering basic computing questions. Computer Labs, by the numbers:

- 107 - total computers in 6 computer labs in Milton.
- 88 - PCs running Windows XP.
- 19 - Power MAC G5s running MAC OS X Tiger.
- 4 - Computer labs in Kennedy, rooms 310, 312, 336 (MAC) and 338.
- 2 - Computer labs in the basement of Levin Library.

Courses are scheduled in the four computer labs in the Kennedy Building. Please refer to the schedule posted on the computer lab doors for course scheduling and open access availability.

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The Levin Library contains an Open Access Lab, which is available for student use. There are no courses scheduled in this lab.

We recommend you purchase a thumb drive to store your data

### **Computer Lab Schedules:**

#### ***Kennedy Labs - Third Floor***

Sunday	1:00 pm - 11:00 pm
Monday-Thursday	8:30 am - 11:00 pm
Friday	8:30 am - 4:00 pm
Saturday	12:00 pm - 6:00 pm
Holidays	T.B.A.

#### ***Levin Library Labs - Lower Level***

Sunday	1:30 pm - 11:00 pm
Monday-Thursday	8:30 am - 11:00 pm
Friday	8:30 am - 4:00 pm
Saturday	closed
Holidays	T.B.A.

Please note that in the Levin Library Lab there are certain times of the year that we follow the Library schedule. When the lab is not available, it is always clearly posted.

## **First-year Experience Office**

Alicia Dunphy-Culp, Coordinator  
fye@curry.edu

Location: 65 A Atherton Street, Basement  
Phone: (617) 333-2061  
Fax: (617) 333-2910

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The Office of First-year Experience (FYE) is dedicated to helping new students learn more about life at Curry College and creating a comprehensive look at a student's first year. We focus on the first year students and look to improve their experience through our campus services and resources. The First-year Experience Coordinator is connected to first-year students through an annual survey, and to SGA through advertising the first-year class council. Some of the other programs that FYE is involved with include Academic Planning Days, Orientation, Welcome Week, Curry Connections and Winter Welcome.

The Peer Mentor program is also coordinated through the FYE Office. This program pairs upperclassman with first-year students during the fall semester to link them to important information from campus resources and to help them feel at home while at Curry. These mentors will be working with different offices on campus to make sure that the first-year students have all the information they need about academic, social, and recreational resources on campus.

The goals of the FYE program include:

- To offer a comprehensive view of Curry College to incoming students
- To create, provide and support opportunities for first year students to acclimate to the college community socially, academically, physically, etc.
- To promote the success of first-year students by providing a link to valuable resources on campus
- To encourage a seamless transition to our campus from the time they choose Curry through to their acclimation to the campus environment

## **ID Cards**

Your ID is a valuable resource.

As a part of the orientation 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.

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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 two 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	\$5.00
Second replacement	\$10.00
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

Hedi BenAicha, Director  
Hbenaich1005@curry.edu

Location: Academic Quadrangle, North Campus  
Phone: (617) 333-2177  
Fax: (617) 333-2164  
Web: <http://www.curry.edu/Academics/Levin+Library>

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### Hours of Operation:

Monday - Thursday 8:30 am - 12:00 am  
Friday 8:30 am - 6:00 pm  
Saturday 12:00 pm - 6:00 pm  
Sunday 1:30 pm - 11:00 pm

Levin Library provides students with outstanding opportunities to develop research skills and achieve academic success. Helping students become comfortable and familiar with the library is a high priority. Librarians work closely with faculty to weave research instruction directly into the curriculum.

### Features include:

- Strong collection of books and journals
- Growing collection of videos and software for class presentations
- INNOPAC, the on-line computer catalog
- Electronic resources and databases
- RAP (Research Assistance for Papers) program stresses individual attention. Students may make appointments to work one-on-one with reference librarians on research papers.
- Interlibrary Loan
- Study areas for groups as well as quiet study
- Added hours of operation during exam time
- Library website-  
[www.curry.edu/academic/library/library.html](http://www.curry.edu/academic/library/library.html)

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

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## Mail Services

Thomas Crowley, Supervisor  
Tcrowley0802@curry.edu

Location: Drapkin Student Center  
Phone: (617) 333-2179  
Fax: N/A  
Web: <http://www.curry.edu/faculty+staff/Offices+and+Services/Mail+Services>

### Hours of Operation:

Monday, Tuesday, Wednesday and Friday 9:30 am to 4:30 pm  
Thursday 9:30 am to 6:00 pm  
Saturday 10:00 am to 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

For convenience, students have two options for outgoing mail. There are two U.S. Mail drop boxes located just outside of the back door of the Drapkin Student Center. Mail is picked up from these boxes Monday through Saturday after 1:00 pm. The other option is to 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.

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### Helpful Hints:

Each student will receive his or her own mailbox assignment. It is important to remember to keep your mailbox key with you or to memorize your mailbox lock combination. You are responsible for picking up your own mail and packages in the Drapkin 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.

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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

Frank Hughes, Jr., Manager  
fhughes1005@curry.edu

Location: Kennedy Academic Building  
Phone: (617) 333-2142  
Fax: (617) 333-2023  
Email: media@curry.edu  
Web: <http://www.curry.edu/Academics/Academic+Resources/Media+Services>

### Hours of Operation:

Media Services is open 8:30 am to 9:00 pm  
Monday through Thursday, 8:30 am to 5:00 pm Friday.  
Special arrangements may be made for equipment and services needed at times other than regular office hours.

### 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.

The majority of classrooms are equipped with video & sound presentation capabilities. Those Classroom contain a PC, DVD, VHS, LCD (Data Projector) and Overheads (for transparencies).

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100% have internet connection.  
98% have some type of media.  
90% have at least one PC dedicated to that room.  
61% are considered "Smart Rooms" having a SmartBoard present.

Equipment needs are arranged with Media Services (x2142). Equipment needed for reoccurring classroom use must be reserved before the beginning of the semester. Media requests must be made at least 48 hours in advance. *Please note:* we make every attempt to accommodate media requests, however, late reservations cannot be guaranteed.

Please contact Media Services to request equipment. Requests can be made by on campus extension 2142, by email at [media@curry.edu](mailto:media@curry.edu) or the by online media request form at <http://www.curry.edu/special/forms/media.aspx>.

### Equipment available for classroom and on-campus conference use:

- PCs (Personal Computers)
- Laptop Computer
- Camcorder (VHS) & Digital Video Camera (mini DVD)
- Smart Board (fixed to wall in certain classrooms)
- CD player (Boombox)
- Slide projector
- DVD player
- VCR player
- LCD (Data Projector)
- Wireless sound system with one wireless handheld mic or lapel mic.

Media Services does not have the resources to staff events or classes. We test all equipment prior to delivery, and again upon delivery. Then, we verify that you are comfortable with the equipment. If you need detailed instruction we refer you to the Instructional Technologist at extension 2042.

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## Officer for Students with Disabilities

Dr. Tom Byrne, Director  
tbyrne@curry.edu

Location: Counseling Center  
Phone: (617)333-2120  
Web: <http://www.curry.edu/Student+Life/Student+Services/Disability+Services.htm>

Tom Byrne, Officer for Students with Disabilities, is available to assist students with disabilities who may need reasonable accommodations in the academic and/or residential setting. Professional documentation, validating the nature and extent of the disability as well as the nature and extent of the requested accommodations is needed. Forms are available to facilitate the collection of this information.

\*Students enrolled in the PAL program are eligible to receive all of the accommodations built into that program without making a second application.

## Registrar's Office – Student Academic Information and Records

The Registrar's Office maintains student academic records, including 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 registrar's office administers academic policies, provides assistance, information, and support regarding students' academic standing, courses, schedules, registration, transcripts, grades, academic records, exchange programs, and enrollment certification.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

They are:

- The right to inspect and review their education records within

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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 their education records that they believe may be inaccurate or misleading, to the extent provided by law. Students may ask Curry College to amend a record that they believe is inaccurate or misleading. They 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 Curry 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 notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the students records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure 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

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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 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605

The Family Educational Rights and Privacy Act provides that the College may disclose Directory Information, that is, information that is generally not considered harmful to students nor an invasion of their privacy if disclosed, without the consent of students. Under provisions of the Act, this information includes: 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 need to notify the Registrar in writing within 14 calendar days after Registration 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.

Under Massachusetts law, the age of majority is 18 and carries full adult rights and responsibilities. Accordingly, the College will communicate directly with students in matters concerning their education records, grades, academic credits, and standing.

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However, the College understands that there may be cases where one or both parents may wish to obtain information regarding the student. In accordance with the Family Educational Rights and Privacy Act, Curry College will normally release such information only with the student's written authorization. A copy of the form is mailed to the student's home address prior to his or her first semester of enrollment. However, if requested, the College may release information without a signed release from the student to a parent of a student who is a dependent as defined by the I.R.S. A copy of the income tax return is required if not already on file at the College.

### **Student Financial Services Office**

Stephanny Elias, Director  
Selias0104@curry.edu

Location: 79 Atherton Street  
Phone: (617) 333-2146  
(617) 333-2354  
Email: fin-aid@curry.edu (Financial Aid)  
studentaccounts@curry.edu (Student Accounts)  
Web: <http://www.curry.edu/Admissions/Financial+Aid>

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 financial planning 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 79 Atherton Street. Staff are available to assist you in person Monday through Friday, 8:30 am - 4:30 pm, by telephone at (617) 333-2146 or (617) 333-2354 or by e-mail. Financial aid questions should be sent to fin-aid@curry.edu and student account questions should be sent to studentaccounts@curry.edu.

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**Financial Good Standing:**

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 at a specific future date.
- A current and up-to-date payment plan established through Curry's third-party servicer, Academic Management Services (AMS) 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 entering students in mid-June and returning students are billed early-July. 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.

**Late Fees:**

Accounts not settled in full by the due date as described under "Financial Good Standing" are subject to a \$100 late fee each semester.

**Pending Financial Aid Payments:**

Students must complete and return all additional documentation, verification, corrections and/or new information requested by Curry's Office of

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Student Financial Services or the outside agency to which an application was submitted. Financial aid awards will not be posted 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 terms of enrollment, only if you complete a Credit Balance Authorization Form (CBA Form). Otherwise, a student refund check, made payable to the student, will be mailed to your permanent address according to the timeframe established by the Federal government.

**Student Refund Checks:**

You may request a student refund check for any portion of any credit balance on your student account even if you have filed a CBA Form (see "credit balances" above). 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. We will mail your check to your permanent address or you may request to pick it up.

**Bookstore Vouchers:**

You may request a Bookstore Voucher up to the amount of your expected credit balance, including pending financial aid. However, 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

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qualifying student health insurance program (QSHIP) 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 and providing it to Curry's Office of Student Financial Services by the published deadline. This form will be mailed to you by the Office of Student Financial Services or can be completed online at [www.university-healthplans.com](http://www.university-healthplans.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 email to [studentaccounts@curry.edu](mailto:studentaccounts@curry.edu). Contact us in writing as soon as possible to preserve your rights. We must hear from you in writing no later than 30 days from the time that we sent you the first bill on which the error or problem occurred. Please provide the following information in your letter:

- Your name and student ID number
- The dollar amount of the suspected error
- Describe the error in as much detail as you can, explaining why you believe there is an error.

After we receive your written notice, we will acknowledge your letter within 7 days. Within 14 days from the receipt of your letter, we will either correct the error, or explain our findings to you.

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**Renewal of Financial Aid:**

You must reapply for financial aid annually by filing the Free Application for Federal Student Aid (FAFSA). The 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 will also need to submit the following documents directly to the Student Financial Services Office:

- A signed copy of Parents' Federal Tax Returns, complete, including all schedules and W-2s.
- A signed copy of your Federal Tax Returns, complete, including all schedules and W-2s.
- Household Verification Worksheet which you may download at [www.curry.edu/Admissions/Financial+Aid/Applying+for+Financial+Aid.htm](http://www.curry.edu/Admissions/Financial+Aid/Applying+for+Financial+Aid.htm)

**Satisfactory Progress for Financial Aid:**

You must maintain satisfactory academic progress as outlined in the Curry College Course Catalog in order to maintain eligibility for financial aid.

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## Telephone Services

Lee Harrington, Director  
lharring@curry.edu

Location: Kennedy Academic Building  
Phone: (617) 333-3183 – Switchboard Services  
(800) 962-4772 – Campus Link Services  
(On-Campus Speed Dial 256)  
Web: [www.campuslink.paetec.com](http://www.campuslink.paetec.com)  
<http://www.curry.edu/Academics/Academic+Resources/Technology+Center/Telecom>

All residence hall rooms are equipped with a jack for telephone service. A package of instructions for telephone, voice mail, and personal identification number (PIN) use are included with your registration 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) responsible.

Campus Link Services is the telephone service provider. They may be contacted if a student is experiencing problems with their personal identification number (PIN) or their bill.

Other problems such as loss of PIN number or voice mail set up directions should be handled by our Switchboard Services.

A malfunctioning phone line should first be reported to a student's RA, RD, or the Residence Life Office and will be handled as a work order.

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## Work Study - Human Resources

Mary Dunn, Director  
mdunn@curry.edu

Location: Drapkin Student Center  
Phone: (617) 333-2263  
Fax: (617) 333-2330  
Email: [jsavioli@curry.edu](mailto:jsavioli@curry.edu)  
Web: <http://www.curry.edu/current+students/Campus+Life/Work+Study>

The Human Resource Office, located in the Drapkin Student Center, provides information regarding on campus jobs for students, both through the Federal Work-study program or non work-study.

You may come to the Human Resources office anytime between 8:30 and 4:30 Monday through Friday to view lists of jobs available. You may also view the listing of WORK-STUDY jobs only, on our web page at [www.curry.edu](http://www.curry.edu) and click on the Current Student link and then the Work-Study link.

Hours to sign up for Work-study will be posted.

Work-study earnings are paid as wages bi-weekly. There are no check-cashing facilities on campus. There is a full-service Sovereign Bank ATM in the Drapkin lobby.

If you have any questions please call (617) 333-2263 or e-mail [jsavioli@curry.edu](mailto:jsavioli@curry.edu).

