

CURRY COLLEGE

Student Handbook

2024-2025

www.curry.edu

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This Student Handbook provides information about policies, procedures, regulations, and activities at Curry College (hereinafter referred to as the "College" and/or "Curry College"). Academic policies and procedures are found in the Curry College Course Catalog. By accepting admission to the College, a student agrees to comply with all the College's policies and procedures, including those outlined in this handbook, as well as those policies which may be modified or implemented during the year. All Curry College students are responsible for acquainting themselves with the contents of the Student Handbook and following College policies.

The items contained herein are in effect at the date of publication, August 2024. The Student Handbook does not constitute a contract, and its contents can change at the sole discretion of the College. As a result, all rules, regulations, and policies of Curry College are subject to change through the appropriate departments, divisions, and offices at any time. In addition, updates and changes may be posted during the academic year to the web version of the handbook posted at www.curry.edu.

A MESSAGE FROM THE VICE PRESIDENT

Dear Students,

Welcome to Curry College!

As your Vice President of Student Affairs and Dean of Students, it is my great pleasure to extend a warm and heartfelt welcome to each of you. Whether you are embarking on your first year or returning for another exciting chapter, we are thrilled to have you as a part of our vibrant community.

This handbook is designed to be your guide through the academic year, providing essential information and resources to help you navigate life around campus and as part of the Curry community. Here, you'll find details about our policies, procedures, and the many opportunities available to you. From academic support services to student organizations and campus events, we are committed to creating an environment where you can thrive academically, socially, and personally.

College is a time of discovery, growth, and transformation. It is our hope that you will take full advantage of the opportunities before you—whether it's joining a club, participating in leadership programs, or simply exploring new interests. We encourage you to engage actively with your peers, faculty, and staff, and to contribute to our rich campus life.

Your well-being is a top priority for us. Our dedicated team in Student Affairs is here to support you every step of the way. Should you need guidance, have questions, or face challenges, please don't hesitate to reach out. We are here to assist you in making the most of your college experience and to ensure you have a rewarding and fulfilling journey.

Remember, you are not alone in this adventure. Your fellow students, faculty, and staff are here to support and cheer you on. Embrace the opportunities, overcome the challenges, and make the most of every moment.

Here's to a successful and inspiring year ahead!

Be well,



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

THE MISSION OF CURRY COLLEGE

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

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

Curry College Statement of Diversity

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

GOOD STANDING POLICIES

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

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

Academic Good Standing

Academic good standing is achieved through the following:

- *Earning the appropriate number of credits and maintaining a satisfactory G.P.A.*
 - *Students who have a G.P.A. of 2.0 are considered in good standing*
- *Abiding by the College's Academic Policies and abiding by any other standard or policy of the College which applies to academic conduct*

Questions regarding issues relating to academic good standing and related academic matters may be directed to the Registrar's Office at registrar@curry.edu or (617) 333-2008.

Social Good Standing

Social good standing is achieved through abiding by:

- *The Personal Integrity Statement*
- *The Code of Conduct*
- *Any other standard or policy of the College which applies to Community Standards*

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

Financial Good standing

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

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

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

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

DIVISION OF STUDENT AFFAIRS

Erik Muurisep, Vice President of Student Affairs & Dean of Students

Location: 1016 Brush Hill Road, 1st floor

Email: erik.muurisep@curry.edu

Phone: (617) 333-2124



Lisa Rodrigues, Associate Vice President for Student Affairs

Location: 1016 Brush Hill Road, 1st floor

Email: lisa.rodrigues@curry.edu

Phone: (617)-391-5240



Jeannette Buntin, Assistant Vice President of Student Engagement & Diversity

Location: The Student Center, 2nd floor

Email: jeannette.buntin@curry.edu

Phone: (617) 333-2064



Marshall Lancey, Associate Dean of Campus Life & Deputy Title IX Coordinator

Location: 1016 Brush Hill Road, 1st Floor

Email: marshall.lancey@curry.edu

Phone: (617) 333-2365



The Vice President for Student Affairs & The Dean of Students Office are at Curry College to help students connect with the resources they need to develop individually, intellectually, ethically, and socially. We also assist students, faculty, and staff in resolving student issues and serve as a referral center for the campus community. In keeping with the Curry College mission, the Division of Student Affairs is committed to providing student-centered programs which foster and sustain student learning and personal development. Whether you join or start your own club, play on an intramural team, participate in volunteer or service work, or meet new people over coffee or lunch in the Market: our goal is to provide you opportunities to help you continue to grow into a well-rounded person and create countless memories as a member of our community.

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

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

CARES Team

The CARES (Care, Assess, Respond, Evaluate, & Support) team is a campus-wide team responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students who seem to be struggling academically, emotionally, or psychologically, or who present a risk to the health or safety of the College or its members.

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

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

Team Goals:

- Provide a safe academic, emotional, and social environment that is conducive for a student's journey at Curry College
- Provide education and support to faculty and staff to address classroom management issues and/or concerns
- Address concerns in a matter that respects the autonomy of our students and take actions in the least intrusive manner in the absence of safety concerns; and
- Identify, assess, and intervene with individuals who are struggling or who demonstrate concerning or threatening behavior
- Provide holistic support and resources to community members who are concerned for another individual

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

- Pattern of behaviors or actions that are “out of the norm”
- Disruption to the classroom or living community
- Harmful to themselves or others
- Suicidal threats, gestures, or attempts (Contact Public Safety or Counseling Center immediately)
- Alcohol or drug misuse, including consumption leading to hospitalization
- Eating concerns
- Self-injurious behavior (e.g., cutting self)
- Sudden rapid weight loss

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

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

All concerns are reviewed, assessed, and addressed by the CARES Team with the goal to promote student health, safety, and success. All reports can be made anonymously.

COUNSELING CENTER

Location: 1016 Brush Hill Road, 3rd floor
Email: counselingcenter@curry.edu
Phone: (617) 333-2182, option 3
Web: www.curry.edu/counseling
Instagram: @currycollegecounselingcenter
24/7 Counselor on Call: (617) 333-2908

Hours of Operation:

Monday - Friday 8:30 am - 4:30 pm, evenings by appointment
Appointments (617) 333-2182, option 3

Communicating with the Counseling Center:

Because the College and/or the Counseling Center cannot guarantee the confidentiality of all email communications, we strongly recommend that communications with the Counseling Center occur via telephone and/or in person (as available). We can be reached Monday-Friday from 8:30- 4:30pm. Outside of those hours and during weekends you can connect with the Counselor on Call, at 617-333-2908.

If students, faculty, staff and/or parents are concerned about the mental health and/or safety of a student, they may contact the Counseling Center by calling 617-333-2182 option 3 for consultation (Monday-Friday from 8:30- 4:30pm) or a counselor on call at 617-333-2908 (outside of regular hours and during weekends). However, in the event of an imminent emergency, please contact Public Safety (x-2222 on campus) and/or dial 911.

The Counseling Center provides customized and equity-based services. The staff at the Counseling Center strive to incorporate cultural humility and anti-racist clinical practices with every interaction we have with students, and the wider Curry College community. We make every effort to create an inclusive and validating environment for students at Curry College to receive affirming services and support. Collectively as a staff, we are committed to increasing our understanding and knowledge of best practices to support marginalized and underrepresented communities. Our team acknowledges the impact on mental health due to the subsequent effects of certain experiences including, but not limited to racial trauma, transphobia or homophobia, discrimination and harassment, institutionalized racism, oppression, unequal incarceration, disproportionate violence perpetuated by law enforcement, and historical inequity. As Curry College community members, we are open to receiving feedback about how to offer, with cultural humility, the most affirming and inclusive services possible.

Services Offered

- Individual counseling
- Same-day counseling for immediate emotional support
- Worried About a Friend consultations
- 24/7 Counselor On-Call for immediate emotional support
- Outreach and Psychoeducation to the campus community
- Fresh Check Day! An interactive peer to peer suicide prevention program
- Applied Learning Experiences

Confidentiality

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

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

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

Aspire Health Alliance Psychiatric Emergency Services Team

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

National Suicide Prevention Lifeline

- 800-273-TALK

Crisis Text Line

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

<http://www.suicidepreventionlifeline.org/>

<http://www.thetrevorproject.org>

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

Recommendations for New Students

For students who have previously benefitted from mental health support, we strongly encourage them to make plans in advance of campus arrival, regarding mental health care and/or supports students may require. This includes making clear plans about how and where counseling and psychotherapy may be obtained (e.g., with an existing therapist off campus, or to seek on-campus evaluation for counseling), as well as how psychiatric medications will be obtained (e.g., prescriptions and refills), medication storage when living on campus (e.g., using a secure "lock box" to avoid inadvertent loss or disposal), and overall plan to take medication independently

when at college. In addition, the Counseling Center recommends that students seek consultation about any mental health concerns proactively, before stress takes a significant toll on activities of daily living, academic, or personal goals. Doing so may help to prevent further stress and/or exacerbation of symptoms. We also encourage students to explore and practice their known “go-to” skills or activities that help them to reduce stress and/or symptoms safely (e.g., exercise, calling friends, relaxation exercises, artwork, music, hobbies, etc.). Similarly, the Counseling Center strongly encourages students to share any known and recommended treatment and/or crisis plans from off-campus treatment providers. Such information is often extremely helpful as a means of facilitating effective clinical services and care in the event of a mental health emergency.

The Mind Spa and Self-Help Resources

At times there may be a need for assistance in reducing stress that does not warrant an immediate need for counseling. For this reason, the Counseling Center has developed the Mind Spa, a tranquil setting that offers students a place for quiet reflection and is available by appointment. The Mind Spa is available to you as a standalone self-help service and may also be used to augment psychotherapy where appropriate. The Counseling Center provides information and training for students to make self-guided use of Mind Spa services, which include:

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

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

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

Being Proactive about Self-Care and Psychological Wellness

Whether stress and mental health concerns are pre-existing or occur during the college experience, taking consistent steps towards self-care and stress management can create positive results. Taking advantage of campus self-help tools and resources is an important part of student wellness, resilience, and transition to adulthood. The Counseling Center strives to help students while also encouraging them to develop skills that can be used throughout one’s lifetime. For this reason, we strongly encourage students to review our self-help resources, take advantage of the tools offered, and to seek clinical services, if mental health treatment is needed or desired.

Education and Counseling

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

Information on Local 12-Step Programs

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

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

DINING SERVICES

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

Meal Plan Options

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

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

Colonel Ca\$h

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

The Dining Marketplace hours of operation are as follows:

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

Please visit currydiningservices.SodexoMyWay.com for promotions, menus, and special events.

Retail Dining Locations

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

Special Dietary Procedures

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

DIVERSITY & INCLUSION

Location: Student Center, 2nd floor
Email: diversity@curry.edu
Phone: (617) 333-2346

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

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

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

ODI Programs and Services

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

FITNESS AND RECREATION

Location: Student Center, 2nd Floor
Email: kevin.blackmur@curry.edu
Phone: (617) 333-2174

Curry College offers a variety of programs that provide the entire campus with the opportunity to stay active. For people more interested in organized activities, our department offers a variety of intramural activities at varying levels of competitiveness. Our 8 club sports programs also provide students the opportunity to compete against other local colleges and universities in a varsity sport atmosphere but with a smaller time commitment. It is the Fitness and Recreation Department's mission to provide quality programs that enrich the collegiate learning experience and foster a lifelong appreciation of wellness, recreational sports, and activities through friendly competition, fair play, teamwork, diversity, and integrity.

The Fitness Center

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

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

Group Exercise

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

- Yoga
- HIIT
- Spin
- Pilates

Fitness Center Programming

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

- Fall Into Fitness Challenge
- Various Tournaments
- Back to the Beach Spring Break Challenge

- Spint to finals
- Lifting Workshops-WAGE
- Female Free-Weight Hour

Intramurals

The Intramural program offers the opportunity to compete in organized recreational sports against other Curry students. Leagues, tournaments, and use of open gyms are offered throughout the school year, and everyone is encouraged to participate. Intramurals are intended to offer every student the opportunity to participate in some form of supervised competition and make participation as enjoyable and rewarding as possible. Some sports offered may include:

- | | |
|-----------------------------|--------------|
| ● Kickball (indoor/outdoor) | ● Volleyball |
| ● Dodgeball | ● Cornhole |
| ● Basketball | ● Spikeball |
| ● E-Sports | ● Softball |
| ● Flag Football | |

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

E-Sports

The Esports Lounge was established in March of 2024 and is located next to the Sports Café in the Student Center. The space offers 10 high powered Lenovo Legion gaming PC's as well as a PlayStation 5 and 2 Nintendo Switches, so there is plenty of options to play the games you prefer. The space offers recreational and competitive gaming opportunities. Beginning in the Fall of 2024, Curry intends to have competitive teams participate in the NECC (National Esports Collegiate Conference) in game titles such as Fortnite, Valorant, and Super Smash Bros. The space is open 7 days a week from 2:00pm-10:00pm and is available to fulltime on campus students.

Club Sports

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

Dance Team

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

Collision Dynasty

Collision Dynasty promotes diversity and culture in the dance world throughout the community. This club gives students, faculty, and staff an opportunity to share their

cultural dance background while learning about others. They dance to Soca, Hip Hop, African, Afro-Caribbean, Latin, and much more.

Golf Team

The Curry College Golf Club provides a space where all students interested in the game of golf can play and improve their skills. Playing out of Brookmeadow Country Club, this club promotes knowledge about the game of golf, grows interest in the game, and provides members with the tools to improve their skills on and off the golf course. The club also competes against other local colleges and universities in low stakes scramble tournaments.

Men's Rugby Team

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

Women's Club Ice Hockey Team

The Women's Ice Hockey club team competes in [The Independent Women's Club Hockey League \(IWCHL\)](#), a club hockey league specifically for collegiate women's club teams. The Curry College Women's Team joined the league in the Fall of 2015 as an Associate Member and competes in the Eastern Conference of the Adirondack Division. Home games are played at Rodman Arena in Walpole, Massachusetts where the Curry College Women's Team has its own locker room for the season.

Men's Ice Club Ice Hockey Team

The Men's Ice Hockey club team competes in the Northeast Collegiate Hockey Association (NECHA) and is recognized by the ACHA. The team practices and plays its games at the Rodman Arena in Walpole, Massachusetts, where it has its own locker room for the season. This team of dedicated students practices twice a week and competes against colleges and universities all over New England.

Equestrian Club

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

Karate Club

The Karate club requires no prior experience and is one of our most unique club sports offered! Black belt instructor Andre Tippett brings a wealth of knowledge to this club. Students who are dedicated to the class receive a Curry Gi to wear.

HEALTH SERVICES

Location: 1016 Brush Hill Road, 2nd floor
Email: healthservices@curry.edu
Phone: (617) 333-2182 option 2
Web: www.curry.edu/healthservices
Instagram: @currycollegehealth

Hours of Operation

Monday - Friday 8:30 am - 4:30 pm
Appointments (617) 333-2182, option 2

The mission of Curry College Health Services is to provide student centered, comprehensive and inclusive health care and wellness services to a diverse campus community and to promote the academic and personal success of Curry College students.

About Curry College Health Services

Our dedicated team of health care professionals are committed to delivering exceptional care to the Curry College student population. Curry College Health Services is staffed by board certified nurse practitioners, a registered nurse, a medical assistant, and a consulting physician. Care at Curry College Health Services is available to all full-time undergraduate students.

Curry College Health Services is a confidential resource that provides care for a wide range of medical concerns, which may include:

Cold	Joint or Muscle Injuries
Coughs	Urinary Symptoms
Fever	Genital Symptoms
Flu Symptoms	Headaches
Sore Throat	Migraines
Ear Pain	Sinus Pain
Nausea, Vomiting, Diarrhea	Rashes

Curry Health Services also provides:

- Support for Students managing chronic medical conditions;
- Reproductive Health Counseling and Care (including Birth control consults and care);
- Sexual Health Counseling and Care (including STI testing and treatment);
- Immunization Titers and Tuberculosis Screening; and
- Referrals for Nutritionist Consultations

Curry College Health Services is also able perform simple lab tests on-site and send out additional lab tests, which are processed through Quest Diagnostics.

Curry College Health Services strives to meet the health care needs of students; however, Curry

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

Emergency Services

Beth Israel Deaconess Medical Center of Milton is located approximately 2.5 miles from campus and offers 24-hour access to emergency care. Other nearby hospitals include Boston Medical Center, Brigham and Women's Hospital, and Massachusetts General Hospital.

Urgent Care Services

There are also several nearby urgent care centers with evening and weekend hours if needed.

Pharmacy

Curry College Health Services provides a small number of prescription medications for acute needs directly from our health center. Most prescriptions will need to be obtained at a local pharmacy; most pharmacies have delivery options.

Walgreens pharmacy in Hyde Park is approximately 1.2 miles from campus. More information about this Walgreens can be found at:

<https://www.walgreens.com/locator/walgreens-1035+truman+hwy-boston-ma-02136/id=10317>

There are several other nearby pharmacies where students can pick up prescriptions. In addition, Capsule Pharmacy can deliver medications to a student's residence hall.

Imaging

Students that require x-rays or imaging tests are referred to the Radiology and Imaging Department of Beth Israel Deaconess Medical Center of Milton

Laboratory Testing

Blood testing is performed on site and processed by Quest Diagnostics

Appointments

To schedule an appointment with Health Services, please call 617-333-2182, option 2

Sick during evening/night/weekend

If you are sick during the night, weekends, holidays, or over break, contact your RA, CD, call public safety at 617-333-2222, or visit a local Urgent Care Center: Brigham Westwood Urgent Care 90 Brigham Way Westwood, MA (in University Ave shopping plaza)

Phone: 774-231-1941

<https://www.massgeneralbrigham.org/en/patient-care/services-and-specialties/locations/mass-general-brigham-urgent-care-westwood>

If you are experiencing a medical emergency, please contact public safety at 617-333-2222 and/or dial 911

Billing

Health insurance **will be** billed for services provided in the Health Center. However, students **will not be** responsible for copayments, co-insurance, or deductibles as these costs are covered by the Curry College comprehensive health fee. **The student's insurance will be billed for any laboratory testing, imaging, prescriptions, or specialty care. For these services, any co-payments, co-insurance, deductibles, or balances from a denied or partially denied claim, will be the responsibility of the student as outlined in the student's insurance plan.**

Student Health Insurance Plan

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

You can also visit the insurance website at:

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

Immunization and Medical Health Form Requirements

Before campus arrival, all students must complete the mandatory Curry College Health Services forms and provide immunization records. Curry College follows the Massachusetts state guidelines regarding required vaccinations for college. Please review the list of required vaccines carefully.

<https://www.mass.gov/info-details/school-immunizations>

If requesting a waiver for immunizations please complete the immunization waiver form and submit the supporting documents to support the waiver request.

To meet all Immunization and medical health requirements, complete the following steps:

- Complete the Curry College Medical History Form
- Complete the Immunization History Form & submit immunization record
- Submit Immunization Records
- Submit copy of insurance card

All forms can be found, completed, and uploaded on the PyraMED health portal.

PyraMED is the electronic medical record system used by Curry College.

PyraMED can be found in your My Curry portal- click on the icon to complete your forms.

All forms are due by July 15th to the portal: <https://curry.studenthealthportal.com>

Students who fail to comply with the state and College requirements will have a “health hold” placed on their student account, which will prevent them from registering for classes.

Curry College Health Services Policies

Excuse Note Policy

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

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

There are some exceptions and extenuating circumstances in which a student's health may take priority over attending class, an exam, or classroom deadline. In these situations, Curry college Health Services will reach out to other academic support personnel on behalf of the student.

Academic Support

Students needing academic assistance are encouraged to be in communication with their academic success coordinator. Curry College Health Services will also, with permission, coordinate with academic success coordinators for student support. The general email address and website link for the academic success coordinators are below:

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

<https://www.curry.edu/academics/academic-student-resources/academic-success>

Accommodations

Students needing academic accommodations for a prolonged illness are referred to the Office of Disability Services (ODS) for support. The general email address and website link for ODS are below:

disabilityservices@curry.edu

[https://www.curry.edu/student-life/student-services/disability-services,](https://www.curry.edu/student-life/student-services/disability-services)

PUBLIC SAFETY

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

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

Web: www.curry.edu/publicsafety

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

Emergency Services

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

Dialing extension **2222** or by calling **(617) 333-2222**.

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

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

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

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

Security Cameras

The College has adopted a Policy for Responsible Installation and Use of Video Security Cameras on Campus to promote safety and security in the Curry community. Cameras are installed on the College property to promote safety and deter incidents that may negatively

affect the campus. For more information and to review the full policy, you can access the following document available on the College's website:

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

Identification Cards

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

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

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

Emergency Communication Policy

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

All students, faculty and staff are automatically enrolled in our Emergency Alert System (EAS), which transmits College communication in the case of an emergency. Our EAS has initially been populated with basic contact information from the Curry Web Information System (CWIS). Your Curry email address and one phone number are required for our EAS. You can opt-in or opt-out of any other personal contact points to the system. You may store additional numbers for voice messages, one number for a text message, and two email addresses for email alerts. As part of being a student in Good Standing, it will be your responsibility to update your information.

Non-Emergency Business

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

Crime Prevention Program

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

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

Criminal Activity

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

Missing Student

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

If a member of the Curry College community has reason to believe that a student is missing, or otherwise receives a report of a missing Curry student, they must immediately notify Public Safety at (617) 333-2222. Curry College Public Safety will generate a missing person report and initiate an investigation. After receiving the report, should Public Safety determine that the student is missing, Curry College will notify the Milton Police Department and the student's registered contact no later than 24 hours after the student is determined to be missing.

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

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

Security Escorts

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

Campus Shuttle

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

Lost and Found

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

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

Parking /Transportation

All cars must be properly registered with the Office of Public Safety. You may only park in lots

designated for your parking sticker. Please refer to the Motor Vehicle Handbook, located on the Public Safety website, or pick up a parking handout from the Public Safety Office if you need clarification on which lots are designated for your sticker.

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

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

First-Year Student Car Policy

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

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

Registering Your Car

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

Parking Sticker Fee

Residential students must pay a vehicle registration fee of \$250.00 per year, commuter students \$125.00 and Continuing Education students \$50.00. This fee will be charged to your student account at the time of registration. Temporary parking stickers can be issued at no cost for short periods, which total a maximum of two weeks throughout the school year.

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

Motor Vehicle Code

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

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

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

Weather Emergencies & Snow Day

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

RESIDENCE LIFE & HOUSING

Location: 1016 Brush Hill Road, 1st Floor
Email: reslife@curry.edu
Phone: (617) 333-2252
Web: <http://www.curry.edu/campus-life/living-on-campus.html>
Instagram: @curryrlh

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

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

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

Welcome

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

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

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

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

What is a Community Director (CD)?

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

What is a Resident Assistant (RA)?

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

Eligibility

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

New Room Assignment and Roommate

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

Returning Room Assignment and Roommate

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

Gender-Inclusive Housing

As a supportive and caring community, Curry College continues to make strides in diversity, equity, inclusion, and belonging by welcoming students of all backgrounds and experiences.

As part of this commitment, the College is proud to offer gender-inclusive housing to all our undergraduate students. Gender-inclusive housing is an on campus living option in which two or more students may share a multiple-occupancy bedroom, in mutual agreement, regardless of the students' sex or gender.

We know that students thrive when they feel a true sense of community and belonging. Gender-inclusive residence life will contribute to the growth and personal development of our students by providing a more welcoming and supportive environment for students of all gender identities. This new program represents Curry College's commitment to gender diversity as an important aspect of our campus community as we continue to strive towards building a more just and equitable learning environment that creates spaces for belonging in the ways that our students require.

First-Year Students

Gender-inclusive housing is voluntary and will require students to opt in via application, where they can state they are interested in gender-inclusive housing options. There will be both single and double options for first-year gender-inclusive housing.

Residence Halls:

- North Campus Residence Hall
- 886 Brush Hill Road

Returning Students

Gender-inclusive housing is voluntary and will require students to opt in via housing selection. The gender restrictions will be removed from roommate/suite groups to allow students to pair up regardless of a students' sex or gender. Gender-inclusive housing options for returning students will include singles, doubles, and suite style living.

Residence Halls:

- Alexander Graham Bell Hall
- Grey House
- Suites Style Building
- South Campus Residence Hall
- Milton Hall
- Main House
- White House

Administrative Assignments

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

Temporary Assignments

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

Liability

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

Cancellation of Contract

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

Room Furnishings

A bed frame, mattress, dresser, desk, desk chair, and clothes hanging space are provided in each room. Mattresses provided are extra-long twin, measuring 35" x 80." Students may not move additional items into the room from common areas of the hall or from other student rooms. In addition, students may not remove college issued furniture from rooms. If the room is not filled to capacity, students may not disassemble furniture or occupy more than one set.

Care should always be taken not to damage the walls or the general condition of the room. Residents will be charged for any damages or changes to the general condition of the room and furnishings. Charges for damage to the common areas of their residence hall may be shared among all residents of that area if the responsible party is not known. The cost for such damage is charged to the student's account.

Students may decorate their rooms to reflect their interests within the guidelines set forth in the Room and Board Agreement. All windows have shades; however, curtains that are made from a flame-retardant material are permitted. Putty and other adhesive products that do not leave marks may be used to put up wall hangings.

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

Refrigerators

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

Air Conditioners

Students who are placed in buildings without central air conditioning are able to provide their own window AC units that can be installed by our Buildings and Grounds team for a \$50 installation and removal fee.

Cable Television

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

Laundry Equipment

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

Fire Safety and Security

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

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

Guest Policy

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

The maximum number of guests that a resident may host at any given time is two. No guest may stay more than three consecutive days in a seven-day period. Additionally, no guest may stay more than 7 days total in a 30-day period. All overnight guests must have permission of the roommate prior to their stay. Students are responsible for the conduct of and adherence to policies by any guest. Inappropriate behavior and damage caused by the guest becomes the responsibility of the host student. Curry staff may deny access to any guest or may ask a guest to leave if deemed necessary. No more than six (6) people are permitted in a student room at any given time and no more than eighteen (18) are permitted in a suite within SCRH and the Suites. No guests, overnight or otherwise, will be allowed during the 24-hour quiet period which occurs starting at 10pm the Friday the week prior to and during final exams each semester. Guests are also not permitted prior to the first day of classes each semester. Students must register guests through the Visitor Registration & Passes website prior to the guests' arrival on campus. This is to ensure the safety of your college peers as well as your guests.

By signing up your guest you are agreeing to be accountable for your guest's behavior and any policy violations that may occur. Should the College learn of a guest that is not signed in, the host student may be subject to the Community Standards Process. Your guest must be able to show any staff or faculty their approved and timestamped visitor pass as well as a valid form of ID.

Health and Safety Inspections

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

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

Room Search

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

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

common areas.

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

Prohibited Items

The following is prohibited in and around residence halls:

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

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

Room Keys

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

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

Lockout & Lock Change Procedure

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

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

Students locked out of their room should try the following:

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

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

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

Break Periods/Hall Closures

In accordance with the academic calendar, the residence halls will close during the academic year for three break periods (Thanksgiving, Winter, and Spring). Check out times are published on the academic calendar and communicated to students via email, floor meetings and postings in the residence halls. Students are expected to vacate the halls by the designated residence hall

closing times. Students who do not have prior permission to remain in the residence halls and stay past closing will be held accountable through our Community Standards process and may be charged a late-stay fee.

Maintenance Procedure

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

Once the request is submitted, it is sent to the Community Director for their approval. If the Community Director approves the request, it is then sent to Buildings & Grounds to be dispatched. Students will receive e-mail notification that the request has been received and again when the work has been completed.

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

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

Security & Access to the Residence Halls

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

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

Personal Departure Plan

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

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

Means of Travel

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

Two Relocation Sites

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

Effective Execution

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

Alternative to Personal Departure Plan

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

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

SPIRITUAL LIFE

Location: Campus Life, Student Center
Email: spirituallife@curry.edu
Phone: 617-333-2217
Web: www.curry.edu/campus-life/spiritual-life.html
Twitter: @CurrySpLife

The Office of Spiritual Life offers programming, resources, and support for Curry College students who seek to strengthen and/or explore their spiritual identity, observe religious practices, and develop spiritual wellness habits. Activities and programs include: lectures and discussions on a variety of religious or spiritual topics, social gatherings and community service, stress reduction meditation activities, and worship services held on campus (Catholic Mass, Protestant services, Shabbat services, Passover Seder, Ash Wednesday, Holy Week, etc.). Information and transportation are also available for students seeking off campus places of worship.

The Office of Spiritual Life supports and encourages interfaith dialogue as well as Hillel (Jewish students), Curry Catholics (Catholic students), and Crossroads (Intravarsity) Christian Bible study. Students should contact the Coordinator of Spiritual Life if interested in organizing other student groups to support particular religious or spiritual goals. All student groups engaged in religious or spiritually focused activities must be approved by the Director of Student Activities. Proselytizing or ministry that negatively impacts students or other members of the Curry community is prohibited.

The non-denominational James P. O'Toole Chapel, located on the second floor of the Student Center, offers a place for worship and prayer services, for private and group meditation, for individual spiritual advisement, for meetings of student religious groups, and for discussions on a wide range of spiritual topics and social issues. Meditation cushions, prayer books, Bibles, and Muslim prayer rugs are available for use. There is a special basket for submitting prayer requests. Students experiencing grief and loss during the school year are encouraged to seek spiritual counseling from the Spiritual Life Department.

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

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

available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of their availing themselves of the provisions of this section.”

If a student is unable to participate in a course requirement on a particular day because of their religious beliefs as defined in Massachusetts General Laws Chapter 151C, section 2B, the student is asked to notify the professor of that course in writing before the particular day so the professor will be aware of the student's need to be excused and determine how the student will make up the missed course requirement. Please direct any questions to the Director of Spiritual Life.

THE STUDENT CENTER

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

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

Features of the Student Center

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

Community Service and Volunteering

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

STUDENT ACTIVITIES

Location: Campus Life Suite, Student Center Second Floor

Email: activities@curry.edu

Phone: (617) 333-2256

Instagram: @saoatcurry

Website: www.curry.edu/events

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

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

This section is provided for your information and easy reference, all club specific policies and procedures are noted in the Curry Student Club & Organization handbook.

COMMUNITY STANDARDS & ACCOUNTABILITY

Location: 1016 Brush Hill Road, 1st Floor
Email: communitystandards@curry.edu
Phone: (617) 333-2365

Personal Integrity Statement

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

Community Expectations

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

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

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

Ignorance of policies regarding expected behavior will not be accepted as a mitigating factor. If you have questions regarding the policies or need support in understanding the policies, please reach out to Student Affairs at 617-333-2252 or at communitystandards@curry.edu.

By choosing to attend Curry College, students agree to abide by and uphold the Code of Conduct. Students who do not abide by or uphold these expectations may be subject to the Community Standards process and may jeopardize their ability to continue pursuit of an academic course of study and other activities at the College. The Community Standards process seeks to provide community members with an educational, respectful, and safe environment conducive to the achievement of academic and personal success. The College reserves the right to initiate the Community Standards process for any and all individuals seeking an academic course of study, from the time of acceptance to the College through the conferral of a degree or withdrawal from the College.

Social Media

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

Residence Hall Rooms

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

Students of Curry College must adhere to appropriate standards of behavior, comply with College policies, follow directions from College officials and act in accordance with the College's Personal Integrity Statement and Community Expectations. Students who do not do so may be asked to participate in the Community Standards Process. When the College receives a report of an alleged violation of College policy, depending on the nature of the situation, the College reserves the right to take immediate action and make decisions in the best interest of the College. In these instances, the College may address situations through administrative decisions rather than a student going through the Community Standards Process. Administrative decisions are determined at the sole and absolute discretion of College administrators and serve as a means for immediate response to provide safety for the campus at large. **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 circumstances. Each situation is evaluated on a case-by-case basis, as the facts & circumstances of each individual situation vary. Accordingly, comparisons between disciplinary measures imposed on different students have no bearing on whether any particular disciplinary action is warranted in regard to any one student. Students who are involved in community standards proceedings must realize that the rules which apply to a court matter do not apply to the College Community Standards Process. The College wishes to encourage students to communicate openly and to benefit from this process.

Bikes, Skateboards, Inline Skates & Hoverboards

Skateboarding and rollerblading are prohibited in the Student Center Amphitheater (Westhaver Park), walkways and paved areas surrounding the Student Center. Riding on railings, benches, rocks, or other outdoor elements is not permitted. Whenever possible, students should use bike racks available at various locations on campus. Bicycles should not be chained to fences, doors, trees, or other objects. The use and possession of hoverboards, self-propelled scooters, electric scooters, and similar devices throughout campus, including use or storage within the residence halls is prohibited.

Communication

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

Definitions

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

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

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

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

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

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

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

Complainant: The College or any individual that initiates a complaint indicating a violation of the

Code of Conduct or College Policy by another individual(s) and becomes a party to the Community Standards Process

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

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

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

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

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

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

Code of Conduct

The Vice President of Student Affairs or designee is primarily responsible for the overall supervision of the Code of Conduct (hereinafter referred to as the “Code of Conduct” and/or the “Code”). These responsibilities include training of the administrative conduct officers, maintenance of records for community standards matters, conducting meetings as an administrative conduct officer, and general supervision of the Community Standards Process.

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

1. Harming or Endangering

Curry College values an environment where students are fully able to participate in their educational and living experience without fear of being physically, verbally, or emotionally harmed. Harming or Endangering violations can include but are not limited to:

- a. Physical Force: The use of physical force or violence
- b. Threats: Threatened use of physical force, violence, or intention to harm
- c. The use, possession or storage of firearms, ammunition, and any weapon. **Weapon is defined as any object or substance designed, or used to inflict a wound, cause injury, or incapacitate**, including, but not limited to the following:
 - Knives
 - Martial arts weapons
 - Guns and ammunition (including BB, pellet, Orbeez, and paintball)
 - Police defensive equipment (including tazers)
 - Sling-shots and launching devices,
 - All firearms and other weapons prohibited by M.G.L. 269, Section 10. This also extends to any projectile objects, gunpowder, and other explosives or potentially dangerous objects
- d. Endangerment: Endangering or threatening the health or safety of any person, including one’s self
- e. Damage or Destruction of Property: The damage/destruction of property, misuse, or defacement of property by acts committed deliberately, or in reckless disregard of possible harm to property is prohibited. The unauthorized removal of College property or property of another student, staff, or guest is prohibited
- f. Disruptive Conduct: Conduct that is disruptive, lewd, indecent, or infringes upon the rights of others is prohibited
- g. Courtesy or Quiet Hours Violation: All students are expected to be considerate of their neighbors and their surrounding areas during all hours of the day and help keep an atmosphere conducive to both sleep and study.
 - In the residence halls: all radios, televisions, speakers, etc. must be kept at a level

where they cannot be heard outside of the resident's room

- In automobiles and in non-residential areas of the campus, the noise level (such as music volume) must be kept where it cannot be heard outside of the automobile or the immediate vicinity of the origination point
 - College-wide quiet hours are from **10:00pm-8:00am Sunday to Thursday** and **from 12:00am-10:00am on Friday and Saturday**. Additionally, 24-hour quiet period which occurs starting at 10pm of the Friday ending the week prior to and during final exams each semester.
- h. Fire Safety Violation: The importance of fire safety and prevention is a responsibility for all members of the Curry College community. Below is a list of prohibited items and/or practices for the campus. The Residence Life & Housing department has a list of additional prohibited items and policies specific for the residence halls.
- Immediate evacuation when an alarm sounds is mandatory, and reentry into a building before authorization if given by a College official is prohibited
 - The setting of a fire, tampering with or misuse of fire safety equipment (including exit signs, automatic door closers, smoke detectors, sprinkler heads, fire alarms systems, firefighting equipment, or building security equipment) is prohibited
 - Direct egress (exits) from rooms, hallways or stairwells may not be blocked by persons, furniture, bicycles, or any other items
 - Flammable fuels such as charcoal, kerosene and gasoline are prohibited in campus buildings
 - The burning of candles and/or incense is prohibited. Possession of candles and incense (includes those used for decoration and not in use) in any residence hall is prohibited
 - The possession, use and/or storage of fireworks, in any form, are illegal in Massachusetts and are prohibited on campus
- i. Retaliation: Retaliation against any individual for reporting in good faith behavior that violates the Code of Conduct or other College Policy, or for assisting in an investigation of or providing information related to a report of alleged misconduct is strictly prohibited and will not be tolerated. **Retaliatory acts constitute a violation of the Code of Conduct and may include, but are not limited to, intimidating, threatening, or taking adverse actions against an individual for attempting to or bringing forward a good faith complaint, or for assisting in an investigation or providing information related to a report of alleged misconduct.** The College's investigation of reported acts of retaliation shall proceed independent of the College's investigation of any related report(s) of alleged misconduct
- j. Stalking: Stalking is defined as a course of conduct directed at a specific person whether that person is a total stranger, acquaintance, current or former intimate partner, or anyone else that would cause a reasonable person to fear for her or his safety, for the safety of a third person, or to suffer substantial emotional distress. Such behavior is prohibited. Stalking behaviors include, but are not limited to:
- repeatedly pursuing, following, waiting, or appearing uninvited at or near a residence, workplace, classroom, or other places frequented by the person

- surveillance or other types of observation, including but not limited to staring or watching an individual without their consent (which may be referred to as voyeurism, or “peeping”)
- repeated unwanted communication, including, but not limited to, face-to-face communication, telephone calls, e-mails, voice messages, text messages, written letters, gifts, social media outreach, or any other communications that are not welcomed by the recipient of the communication

2. Bias and Non-Bias Harassment

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

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

method of initiation and/or membership to any student organization or athletic team which willfully or recklessly endangers the physical or mental health of any student or other person. **Persons who bear witness to such conduct are obligated to report it** to a member of the College's Residence Life & Housing staff, Public Safety, or the Vice President for Student Affairs Office. Prohibited conduct may include, but is not limited to, the following:

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

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

The Massachusetts anti-hazing law provides as follows:

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

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

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

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

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

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

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

3. Drugs

Curry College has the expectation that all students will comply with federal, state, and local laws with regards to controlled substances and the possession and use of all prescription medication.

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

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

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

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

Drug policy violations include but are not limited to:

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

4. Alcohol

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

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

Alcohol policy violations include but are not limited to:

- a. In the presence of illegal alcohol use or possession: In the presence of any activity involving alcohol that is in violation of local, state, or federal law, or college policies
- b. Possession and/or use of alcohol under the legal drinking age: The possession and/or use of alcoholic beverages is restricted to those persons age 21 or older. Students under the age of 21 and their guests, regardless of age, may not possess, use, or distribute alcoholic beverages or be in attendance where alcohol is present
 - The possession or presence of **empty alcohol containers is prohibited** in rooms where students are under the age of 21 and will be viewed as evidence of possession or consumption of alcoholic beverages
- c. Possession of alcohol on campus over approved limit: A student of legal drinking age may have in their possession up to no more than the following amounts of alcohol at any given time:
 - twelve 12oz. cans of beer, or
 - one 750ml. bottle of wine, or
 - 750ml. of hard liquor up to 100 proof.
 - The amount of alcohol in a room is limited to the number of occupants present in the room (e.g. a suite with 6 occupants, each resident of that suite may possess 12 beers limiting the total amount of alcohol allowed in the suite at any given time to 72 beers regardless of the number of guests)
- d. Possession and/or consumption of alcoholic beverages is prohibited on the **North side** of campus, with the exception of Resident Assistants over the age of 21 possessing and/or consuming alcohol in their assigned room. Possession and/or consumption of alcoholic beverages is permitted on **Mid Campus** and in non-suite style rooms on **South Campus** where every resident assigned to the room is at least 21 years old. If guests are present in the space, each guest must be at least 21 years old. Alcohol may not be possessed and/or consumed in the presence of a person under the age of 21. For suite style living on South campus, alcohol may only be consumed and/or possessed in the suite if every resident in the assigned suite and their guest are at least 21 years old. A 21 year old living in a suite with a resident under the age of 21 may not possess and/or consume alcohol in their personal room or in the common room of their suite
- e. Possession or use of common source alcohol containers and related paraphernalia

- (kegs, beer balls, funnels, flasks, nips, borgs, etc.) are prohibited
- f. Open containers and/or consumption of alcohol in public areas (bathrooms, hallways, lounges, outside, etc.) is prohibited
 - g. Alcoholic beverages are generally prohibited at College-sponsored activities, unless approved in writing in advance by the Vice President of Student Affairs. Public Intoxication on the Curry College campus or at College sponsored activities is prohibited. Intoxicated students and their guests will not be permitted entrance to college sponsored activities. Intoxicated students or their guests may be transported to the hospital for emergency care. **All costs for transportation and treatment will be paid by the student.** Intoxicated students who are disorderly or disrespectful to College staff, or who fail to comply with the directives of same, may be subject to disciplinary actions, regardless of age
 - h. Providing alcohol to persons who are not of legal age is prohibited. The delivery of alcoholic beverages to the College mailroom is prohibited even for students of legal drinking age
 - i. Participation in drinking games as well as the use of funnels, beers bongos, and similar products is prohibited, **with or without the actual presence of alcohol**
 - j. Driving under the influence of alcohol on campus is prohibited. Students may be subject to arrest from local authorities as a result of this conduct

5. Theft or Misuse of Property

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

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

windows as a means for attaching items to the outside of campus buildings. Students are not to climb through or pass objects through windows. The removal of a screen from a College owned window is prohibited

- e. Littering or Improper Disposal of Trash: Littering is prohibited, including but not limited to disposing of trash on the ground or throwing it out of vehicle or room windows

6. Failure to Comply and Interference

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

- a. Failure to comply with a college official action in their capacity: Students and their guests are expected to comply with requests or directions of all Public Safety, residence hall staff, faculty members, administrators, student employee staff acting in performance of their duties, and college officials acting in performance of their duties
 - Students are expected to comply with the terms of any sanctions imposed on them as an outcome of a Community Standards Meeting
- b. Failure to comply with published college policies: Violation or attempted violation of any College policy, rule, or regulation published in hard copy or available electronically on the portal or College website is prohibited
- c. Failure to comply with all applicable IT policies located at <https://www.curry.edu/ITSPolicies> including, but not limited to, Network Usage Policy may result in warnings, temporary suspension of network privileges, or further sanctions as deemed appropriate by the college administration. Serious violations, such as hacking attempts or distribution of harmful content, may lead to legal actions in addition to college disciplinary measures
- d. Failure to comply with the Peaceful Protests, Organized Marches, and Demonstrations policy: Recognizing the rights of free speech and peaceful assembly as fundamental to the democratic process, the College supports students and student groups/organizations in expressing their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree. In order to assure equal opportunity for all, promote constructive civil discourse, adhere to the College's mission, and provide a secure, safe environment, the College has established a set of guidelines governing the time, place, and manner of expression
 - The open areas designated for peaceful protests, speeches, marches, and demonstrations are 1) Westhaver Park and 2) Academic Quad. Both spaces are regularly used as gathering areas for campus events and activities and are prominent places in the daily life of the Curry community
 - The Department of Student Activities, acting on behalf of the Vice President of Student Affairs, requires that students and student groups/organizations interested in the use of these areas to register with the professional staff of the Department of Student Activities, located on the second floor of the Student Center

- Organized marches traveling throughout other areas of campus must be coordinated with Public Safety prior to the event
- All structures, signs, and litter resulting from the activity must be removed from public areas by the end of the event. All sponsors of events may be subject to costs for cleanup or repair of College property resulting from the participants in the event
- Failure to adhere to these guidelines will result in a referral to the College's community standards process and may result in an interim removal from campus if the Vice President for Student Affairs, Director of Public Safety, or designee, finds that the speech, march, or demonstration
 - creates significant hazards to the public;
 - includes language or conduct that is so severe, pervasive, and objectively offensive that it denies or limits an individual's ability to work, or participate in, or benefit from, an educational program or activity; or
 - unduly interrupts or interferes with the orderly and peaceful conduct of the College. In the interest of allowing equal time for all points of view, the College may consider other limitations on the time, place, and manner of the speech

Expectations:

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

- Events that may obstruct vehicular, pedestrian, or other traffic must be approved in advance by the Vice President of Student Affairs (or designee)
- Use of sound amplification on campus is regulated and must be approved in advance by the Vice President of Student Affairs
- Events must not:
 - result in the obstruction of entrances or exits to buildings
 - interfere with educational activities inside or outside of campus buildings
- Any form of harassment of passersby or other disruptions of normal activities is prohibited
- Events must not interfere with scheduled College ceremonies or events
- Malicious or unwarranted damage to, or destruction of, property owned or operated by the College or by students, faculty, staff, or visitors to the College is prohibited. Students or student groups/organizations causing such damage will be referred to the College's community standards process
- Students and/or student groups/organizations are required to comply with all applicable state and federal laws as well as the College's Code of Conduct. Students and/or student groups/organizations who do not comply will be referred to the appropriate disciplinary action
- A peaceful protest, outdoor speech, or demonstration may invite another form of

protest. When these occasions arise, the expression of all parties is important. Please note that a separate protest area may be designated by the College for those persons with views that differ from the views held by the event organizers

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

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

7. Other Prohibited Conduct

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

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

enterprises shall request an opportunity with the Student Center and must display their student ID and have proof of their affiliation with said commercial enterprise

Community Standards & Accountability Process

This section outlines how the College will address reports of misconduct that could constitute a violation of the Code of Conduct or College Policy and determine what, if any, interim measures are appropriate. Reports of harassment, discrimination, and sexual and gender-based harassment and discrimination are addressed through the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy section of this Handbook. If the conduct in question involves academic dishonesty, the Academic Affairs section in the Student Handbook addressing academic dishonesty applies.

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

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

Interim administrative action is **not** a sanction nor is it predictive of a final determination of responsibility. It is taken to protect the safety and well-being of the Complainant, Respondent, and other members of the College Community, the College, or property. Interim administrative action is preliminary in nature; it is in effect only until a Community Standards Meeting has been completed. Violations of interim administrative action may result in additional violations and sanctions including Suspension, Dismissal, or Loss of Recognition.

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

Reporting an Incident

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

1. **Public Safety:** Public Safety is located on the north side of campus and is reachable via telephone at (617) 333 – 2222 for emergencies, (617) 333-2232 for non-emergencies, and (617) 391-5280 to leave a voicemail on the anonymous tip line
 - a. **Residence Life & Housing Staff:** Residence Life and Housing is located in 1016 Brush Hill Road with satellite offices located in different residence halls across campus. The main line during business hours is (617) 333-2289. Each residence hall/residential area is comprised of a staff of Resident Assistants (RA) and a Community Director (CD) who can help work through the issues associated with living in a community. All Residence Life & Housing Staff are responsible employees and must report concerns related to the College’s Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy.
2. **Share a Concern Report.** Any Curry College community member can submit a Share a Concern Report available on the MyCurry Portal main page. These reports may not be reviewed outside of business hours, so please use the other options above for night and weekend reporting

For any emergencies, please contact Public Safety immediately at (617) 333-2222 and/or dial 911.

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

2. Statement of Rights

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

1. To be informed of any alleged violations of the Code of Conduct or of College Policy
2. To request an opportunity to review the Public Safety report(s), Student Affairs incident report(s), or Share a Concern Report form(s) (which may be redacted to protect certain confidential information)
3. To be given the opportunity to respond to the alleged violations within the parameters of this process
4. To request additional accommodations if appropriate, including, but not limited to the use of technology etc.
5. To provide the names of witnesses with direct knowledge of the incident who may be interviewed by the Community Standards Officer. Character witnesses (i.e., someone

speaking to personal qualities of a Respondent or Complainant), for example, are not permitted

6. To be informed of the outcome of a Community Standards Meeting; and to have the opportunity to request an appeal of the decision in accordance with the appeal process set forth below

3. Options for Resolution

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

Informal Resolution Options

A. Behavioral Review Meeting

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

B. Restorative Justice Resolution

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

1. The VPSA, or designee, has sole and absolute discretion to refer a report or complaint for a Restorative Justice Resolution. All parties, specifically the Complainant(s), Respondent(s), and the College must agree on the resolution option and will be bound by the decision with no review/appeal
 - a. The respondent **must accept responsibility** for the alleged prohibited conduct to initiate the Restorative Justice Resolution
 - b. If either the Complainant or Respondent does not want to participate in the Restorative Justice Resolution process, they may request a formal Community Standards Process as outlined in Section D
 - c. The Community Standards Officer reserves the right to stop the Restorative Justice process and initiate the Formal Community Standards Process at any time prior to the Respondent's fulfillment of the agreement requirements for reasons including, but not limited to,
 - the Respondent failing to schedule or attend a meeting with the Community Standards Officer,
 - the Respondent's denial of responsibility for the alleged prohibited conduct,
 - the Respondent or Complainant does not want to participate in the Restorative Justice Resolution Process,
 - the Community Standards Officer determines that the matter is more appropriately resolved under the formal Community Standards process
2. The Restorative Justice Resolution will result in an agreement between the Complainant, Respondent, the College, and other impacted parties
3. In instances when the Respondent does not successfully complete the Restorative Justice agreement, the matter will be referred to the Formal Community Standards Process
4. Information shared and learned during a Restorative Justice Resolution will remain confidential, as permitted by law, and is not permitted to be used during any subsequent investigation or formal Community Standards Process
5. The Restorative Justice Resolution process is intended as a form of alternative dispute resolution, is voluntary, not an adjudication of the allegations, not considered a disciplinary process, and instead will result a written agreement with the Respondent.
6. The Restorative Justice agreement is not a determination of responsibility through the Formal Community Standards Process. **If the Respondent complies with all the requirements of the Restorative Justice process and its resolution, that incident will not be maintained as part of a reportable disciplinary record.** Additionally, a Restorative Justice Resolution will not be used to determine sanctions in any violation that may result in suspension or dismissal.

Formal Resolution Options

C. Adjudication by Letter

1. The VPSA, or designee, shall determine the appropriateness of adjudicating an incident by letter. In such cases, a student shall typically receive an emailed letter from the

Community Standards Officer outlining the violations, findings of responsibility, and sanctions within five (5) business days from receipt of notification of alleged violation

2. Students will have the opportunity to appeal said findings and sanctions within five (5) business days from the date of the Adjudication Letter
3. If students choose not to appeal the decision communicated by letter, the findings and sanctions will be considered final
4. Examples of incidents that may be adjudicated by letter include, but are not limited to: quiet hours or noise violations, prohibited items, or other low-level residential violations
5. The outcome of the Community Standards Meetings will be made part of the student's disciplinary record, and maintained by the VPSA

D. Community Standards Meeting (Formal Community Standards Process)

1. The purpose of a Community Standards Meeting is to offer a Respondent an opportunity to inform the College, verbally or through a written statement, of any facts they believe should be considered in determining whether they are responsible for a reported violation of the Code of Conduct or College Policy and, if they are, what disciplinary measures would be appropriate. The Respondent is expected to be truthful
2. If the College requests that the Respondent attend a Community Standards Meeting and the Respondent does not do so for any reason whatsoever, the College will still proceed to address the situation, determine if the Respondent is responsible for the reported violation, or a related violation, and confirm the imposition of any appropriate disciplinary action in the absence of the Respondent. The Respondent will be notified in writing of the Community Standards Meeting outcome and any sanctions assigned
3. Community Standards Meetings **typically** follow the steps outlined below:
 - a. A written Notice is sent to Respondent(s) listing the alleged violation(s) and date of the Community Standards Meeting
 - b. An individual meeting is held between the Respondent(s) and a Community Standards Officer to provide and review evidence, testimony, and any other relevant information that may be pertinent to the allegations and a determination of facts giving rise to the alleged violation(s)
 - i. The Respondent can provide the Community Standards Officer with names of witnesses with relevant information, and/or documents or information to be reviewed that pertain to the alleged violation. Other students with whom the College wishes to speak are expected to be truthful and participate as requested. The Community Standards Officer may impose limits upon the number of witnesses and the amount of information that may be introduced where the Community Standards Officer determines that the offered information is cumulative, redundant, or immaterial. Witnesses must be provided prior to a resolution of the case.
 - ii. The Community Standards Officer may speak with other individuals or review written materials, oral materials or property, as the Community Standards Officer deems appropriate, to review the situation and to make a determination of whether the student is responsible for the reported violation, or a related violation

- c. Following the Community Standards Meeting, the Community Standards Officer is responsible for providing a summary of the meeting to the Respondent, including a brief statement of the facts, findings from the Community Standards Meeting(s) (responsible or not responsible) and any sanctions that have been issued
 - i. If a responsible finding is determined, past violations of the Code of Conduct and any related sanctions will be considered in determining the proper type and level of sanctions for the current violation
- d. The outcome of the Community Standards Meetings will be made part of the student's educational record
- 4. Failure to cooperate with the College's investigation of a reported violation may result in disciplinary action up to and including suspension and dismissal from the College
- 5. Students are permitted to have a support person (see the Definitions section) accompany them during a Community Standards Meeting
- 6. If a Respondent or a law enforcement agency requests the College to delay its Community Standards Process because the conduct at issue is also subject to a civil or criminal case, the College, in its sole and absolute discretion through its VPSA and/or their designee, will determine if it is in the best interest of the College and its community to delay or move forward with the Community Standards Process, address the matter, and/or implement appropriate interim and/or final actions and sanctions (including, but not limited to, No Contact Orders, full or partial removal from campus, residence facilities, and/or classes, removals or interim removals, or suspensions or interim suspensions), notwithstanding the civil or criminal case
- 7. **Information learned during a Community Standards Meeting or in the course of an investigation may result in the College modifying the reported violation(s) originally presented to the Respondent.** In those situations, the College will determine if it is necessary to conduct an additional or follow-up Community Standards Meeting in order to determine if the Respondent is responsible for the violation(s) as reported originally and as subsequently modified

4. Determination of Facts Relative to an Alleged Violation

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

5. Sanctions

- a. If the Respondent is found responsible for violating the Code of Conduct or College Policy, appropriate sanctions will be imposed. Sanctions are determined by considering the following:
 - i. the nature of the misconduct
 - ii. prior sanctions for the same offense
 - iii. the Respondent's previous disciplinary history
 - iv. the Respondent's acceptance of responsibility (or lack thereof) community impact(s) of the Respondent's violation(s)

- v. other mitigating and aggravating factors.
This list is not exhaustive and is by example only; the College may consider any relevant information in making a determination about the appropriate sanction(s) in a given matter.
- b. In addition to other mitigating and aggravating factors considered in connection with imposing sanctions, additional factors may be considered with respect to Student Organizations including, but not limited to:
 - i. The role of leaders and the seniority of the members of the Student Organization involved in the behavior supporting the violation
 - ii. Whether leaders had knowledge of the misconduct before or while it occurred and failed to take corrective action
 - iii. The number of members of the Student Organization involved in the behavior supporting the violation and the extent to which members acted in concert in connection with such behavior
 - iv. Whether the leaders of the Student Organization self-reported the behavior underlying the violation
 - v. The extent to which the Student Organization leaders and members cooperated, responded honestly to questions, and accepted responsibility for the behavior underlying the violation
 - vi. The misconduct involves a violation of the College's Hazing Policy, Alcohol Policy, Drug Policy, Abusive Behavior Policy, the Harassment, Discrimination, and Sexual Misconduct Policies, or violation of law
- c. With respect to the respondents that are Student Organizations, Community Standards Officers will obtain recommendations of and other applicable college departments and offices, and may also include a review of the Community Standards history of individual members of the Student Organization
- d. Sanctions for violations of the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy found in that section of this Handbook.
 - i. The College has a special concern for incidents in which persons are mistreated because of race, gender, disability, age, marital status, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran status, genetic information, or other personal characteristics. Such incidents damage not only individuals, but also the free and open academic environment of the College. More severe sanctions are appropriate for such misconduct
- e. **A campus department, separate from the VPSA, may place a restriction on a student or Student Organization found responsible for violating The Community Standards.** Examples include, but are not limited to: Athletics, the Student Center, Fitness and Recreation, Residence Life and Housing, and the study abroad/study away program
- f. Sanctions such as Dismissal, Suspension, and Loss of Housing may result in the forfeiture of fees and tuition
- g. While not an exhaustive list, the below-listed Sanctions may be imposed individually or in various combinations, on any Respondent found to have violated the Code of Conduct or other College Policy. The College does not imply, represent, warrant, or agree that any one Sanction will precede or follow another.

- i. **Dismissal:** Permanent separation/dismissal from the College and permanent prohibition from entering College property and participating in College-sponsored events under any circumstance
- ii. **Suspension from the College:** Separation from the College for a designated period of time. After the suspension period has concluded, the Respondent may be eligible to seek to return to the College, provided they have met the conditions for returning. Conditions for return may be specified by the College. A Respondent who is on suspension is prohibited from participating in any College event and may not enter College property for any reason. Should a Respondent be suspended from the College, they will remain responsible for all tuition and fees.
- iii. **Revocation of Admission or Degree:** Admission to the College or an awarded degree from the College may be revoked for fraud, misrepresentation, or another violation of the Code of Conduct committed during the course of obtaining the degree or for other serious violations committed by a Respondent after admission or prior to graduation
- iv. **Deferred Suspension:** A probationary status which allows a Respondent to continue to make amends following a violation. If the Respondent commits any violations while on this status, Suspension may ensue for a designated period of time
- v. **Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the disciplinary process set forth in the Code of Conduct, including the completion of any and all Sanctions imposed
- vi. **Loss of Housing:** Loss of College housing for a designated period of time after which the Respondent may be eligible to return. Conditions for re-admission may be specified. Respondent may request housing once the designated period is complete and all other sanctions are completed. Housing is not guaranteed
- vii. **Deferred Loss of Housing:** A probationary status which allows a Respondent to continue to make amends following a violation. If the Respondent commits any violations while on this status, loss of housing may ensue for a designated period of time
- viii. **Restriction:** Denial of access to any campus facility, activity, class or program. This includes No Contact Orders
- ix. **Loss of Privilege(s):** Indicates that a Respondent is no longer in good social

standing, which may affect their eligibility to represent the College in various ways including, but not limited to, studying abroad, College publications, and participation in leadership roles such as team captains, resident assistants and orientation leaders. Future violations of College policies will likely result in more severe sanctions, such as Suspension or Dismissal. This status will be imposed for a specified period of time. In addition, temporary or permanent revocation of privileges may be imposed on a Respondent, which may include, but is not limited to, the following: guest visitation, use of residence hall facilities, motor vehicle privileges, membership in clubs/club sports, organizations, athletic teams, and participation in campus programs or campus facilities

- x. **Disciplinary Probation:** A probationary time period that indicates if the Respondent commits any further violations while on this status, further sanctions will result, which may include but is not limited to a deferred loss of housing, loss of housing, loss of privileges, or other sanctions as deemed appropriate based on the violation. This status will be imposed for a specified period of time and remains in effect until all educational and other outstanding sanctions have been completed
- xi. **Mandatory Assessment:** A Respondent may be referred to an appropriate office or local agency for consultation or assessment. These may include Alcohol and Other Drug (AOD) Assessments and Anger Assessments
- xii. **Restitution:** Compensation for damages in the form of monetary or service payment
- xiii. **Alcohol and drug sanctions in conjunction with Wellness Education:** Respondents found responsible for alcohol and drug violations may be assigned to complete alcohol and other drug sanctions with partners across campus
- xiv. **Additional Educational Sanction(s)** may include educational assignments and projects that encourage further reflection or conversation about the incident and behavior with a focus on decision making and goal setting for the Respondent. This may also include participation in programs or classes (any cost is to be assessed to the Respondent), service to the College or to the larger community, and other assignments as warranted
- xv. **Student Proposal:** The Respondent is encouraged to present to the Community Standards Officer a proposal of what the Respondent thinks would be an appropriate sanction for their behavior. The Community Standards Officer will make the determination if the proposed sanctions are sufficient or if different/additional sanctions apply

- xvi. **Written Warning:** A written notice that the Respondent has violated College policy or the Code of Conduct and a warning that another violation will likely result in more severe sanctions which could include Disciplinary Probation, Loss of Housing, College Suspension, College Dismissal, or Loss of Recognition with respect to a Student Organization
- h. The following sanctions may be imposed upon any Student Organizations found to have violated the Code of Conduct. Please note that this is not an exhaustive list of sanctions:
- i. The sanctions listed above
 - ii. Loss of Recognition: Loss of all College privileges for a designated period of time
 - 1. Loss of Recognition for more than two consecutive semesters requires a Student Organization to reapply for College recognition. Conditions for future recognition may be specified. Students may not continue to participate or associate in a Student Organization or accept further members during any Loss of Recognition
 - iii. Disciplinary Hold: A hold may be placed on the Student Organization's ability to use all or specified College privileges

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

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

6. Appeal Process

- b. Reported violations of the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy will be subject to the appeal process set forth in Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy
- c. A Respondent subject to a sanction for a violation of the Code of Conduct or College policy may only appeal the sanction on one or more of the following grounds:
 - i. New and relevant information: significant information **that was not available at the time of the Community Standards Meeting** has been revealed or discovered which alters the facts of the matter and may alter the outcome. It is not information that the Respondent had at the time but did not share with the Community Standards Officer at the original Community Standards Meeting (this includes suggesting witnesses)
 - ii. Procedural error: A claim of error in the Community Standards Meeting procedure that substantially affected the decision.
 - iii. Review of Sanctions: The respondent requests a review of the imposed

- Sanction(s), citing undue hardship caused by sanctioning
- iv. A Respondent who does not participate in the process cannot appeal on the basis of new information or procedural error

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

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

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

Provisions of the Community Standards Process

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

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

8. Curry Can Call Policy

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

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

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

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

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

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

Please note, this policy does not exempt students from the cost of transportation to the hospital via ambulance.

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

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

VIII. MAINTENANCE AND REVIEW OF COMMUNITY STANDARDS RECORDS

Releasing Student Information

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

- To school officials with a legitimate educational interest; A school official is a person employed by Curry College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Curry College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational

interest if the official needs to review an education record in order to fulfill their professional responsibility

- To other schools to which a student seeks or intends to enroll
- To comply with a judicial order or lawfully issued subpoena
- To appropriate officials in cases of health and safety emergencies

For more information on FERPA, please refer to the Curry College Course Catalog http://www.curry.edu/Documents/PDF/Academic/Undergraduate_Course_Catalog.pdf.

Record Retention

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

Requests to Review Community Standards Records

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

Before reviewing the record, students must show proper form of identification. The student may not remove or copy any material from the record or make changes to it. A student may request an amendment to student records in accordance with Curry's FERPA policy. The amendment process is described in the College's FERPA policy in the Student Handbook. If the student decides not to amend a record, the student may write a statement providing their view on any contested information which will be added to the record. Any such statements should be sent to the Office of Community Standards & Accountability in writing.

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

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

NONDISCRIMINATION, HARASSMENT, EQUAL OPPORTUNITY, AND RETALIATION POLICY FOR ALL FACULTY, STUDENTS, STAFF, AND THIRD PARTIES

1. Purpose

Curry College (hereinafter, “the College”) is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the College has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of protected characteristic discrimination or harassment, or allegations of retaliation.

The following constitutes the College’s Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy (hereinafter, “the Policy”).

2. Notice of Nondiscrimination

The College seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in post-secondary education institutions. The College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived:

- **Age (40 years and over in the employment context)**
- **Citizenship status**
- **Color**
- **Creed**
- **Disability (physical or mental)**
- **Domestic violence victim status**
- **Ethnicity**
- **Family responsibilities**
- **Gender expression**
- **Gender identity**
- **Genetic information (including family medical history)**
- **Marital status**
- **National origin (including ancestry)**
- **Political belief or affiliation**
- **Pregnancy or related conditions**

- **Race**
- **Religion**
- **Sex**
- **Sexual orientation**
- **Veteran or military status**

This Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the College community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, residential, and/or social access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person’s actual or perceived protected characteristic(s), is in violation of this Policy.

The College will promptly and effectively address any such discrimination of which it has Knowledge/Notice using the resolution process in the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Procedures.

TITLE IX POLICY STATEMENT

Curry College adheres to all federal, state, and local civil rights laws prohibiting discrimination and harassment in employment and education. The College does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex, except as may be permitted by law. As a recipient of federal financial assistance for education activities, the College is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex.

Sex includes sex assigned at birth, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Sex discrimination is prohibited under Title IX, Title VII of the Civil Rights Act of 1964, the Violence Against Women Act, Massachusetts General Laws chapter 151B, § 4, Massachusetts General Laws chapter 151C, § 2, and Massachusetts General Laws chapter 214, § 1C, and by College Policy, and it includes sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact.

The College also prohibits retaliation against any person opposing discrimination or harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination.

Any College faculty member, employee, or student who acts to deny, deprive, or limit the

educational, employment, residential, or social access, opportunities, and/or benefits of any member of the College community on the basis of sex is in violation of the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy. Furthermore, conduct prohibited under this policy is incompatible with the values and mission of Curry College and will not be tolerated.

Any person may report sex discrimination (whether or not the person reporting is alleged to have experienced the conduct) in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below).

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the Policy or more information, please visit <https://www.curry.edu/student-life/student-services/sexual-misconduct-prevention-and-response-at-curry> or contact the Title IX Coordinator.

3. Nondiscrimination Team Contacts

For sex-based allegations, and other discrimination and harassment allegations:

Rick Sommer
Director of Equity Compliance & Title IX Coordinator
Human Resources
King Administrative Building, G-06
1071 Blue Hill Ave
Milton, MA 02186
617.333.2212
richard.sommer@curry.edu
www.curry.edu

For sex-based allegations:

Deputy Title IX Coordinator

Marshall Lancey
Associate Dean of Campus Life
1016 Brush Hill Road
Office 110, Second Floor
617.333.2365
marshall.lancey@curry.edu

Within any Resolution Process related to this Policy, the College provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with federal and state law.

The College has appointed the Director of Equity Compliance & Title IX Coordinator to coordinate the College's compliance with federal, state, and local civil rights laws and ordinances. This individual is responsible for providing comprehensive nondiscrimination education and training; coordinating the College's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from discrimination, harassment, and retaliation.

The College recognizes that allegations under this Policy may include multiple forms of discrimination and harassment as well as violations of other College policies; may involve various combinations of students, employees, and other members of the College community; and may require the simultaneous attention of multiple College departments. Accordingly, all College departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable College policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination, harassment, or retaliation.

4. External Contact Information

Concerns about the College's application of this Policy and compliance with certain state and federal civil rights laws may also be addressed to:

MCAD Boston Headquarters
1 Ashburton Place, Suite 601
Boston, MA 02108
Telephone: (617) 994-6000
Facsimile: (617) 994-6024
TTY: (617) 994-6197
Email: mcad@mass.gov
Web:
<https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

Office for Civil Rights (OCR)
U.S. Department of Education
Boston Office
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150
Email: OCR.Boston@ed.gov

For Complaints involving employee-on-employee conduct:

Equal Employment Opportunity Commission (EEOC)- Boston Area Office

JFK Federal Building

15 New Sudbury Street, Room 475

Boston, MA 02203-0506

1-800-669-4000

Web: <https://www.eeoc.gov/field-office/boston/location>

5. Mandated Reporting and Confidential Employees

All College faculty and employees (including student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, retaliation and/or other prohibited conduct to the Director of Equity Compliance & Title IX Coordinator immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal College action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or Policy violations, and these employees will immediately pass Notice to the Title IX Coordinator (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe the College's reporting options for a Complainant or third party (including parents/guardians when appropriate):

Confidential Employees

To enable Complainants to access support and resources without filing a Complaint, the College has designated specific employees as Confidential Resources. Those designated by the College as Confidential Resources are not required to report actual or suspected discrimination, harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or College

official unless a Complainant has requested the information be shared.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Employees:

Confidential Employees

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff
- On-campus members of the clergy/chaplains working within the scope of their licensure or ordination

Designated Confidential Resources

- Sexual Violence Prevention Educator

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, or retaliation of which they become aware is a violation of College Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy. A Mandated Reporter who is themselves a target of discrimination, harassment, or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with the College without concern that Policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

6. Disability-based Grievances and Complaints

Grievances related to disability status and/or provision of accommodations are addressed by Disability Services for students, and Human Resources for employees. However, allegations of discrimination on the basis of an actual or perceived disability, including instances in which the

provision of reasonable accommodations has a discriminatory effect, will be resolved under the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy. For details relating to disability accommodations in the College's Resolution Process, see [Section 30](#).

7. Scope

This Policy is only applicable to alleged incidents that occur on or after August 1, 2024. For alleged incidents of sex discrimination or sexual harassment occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Title IX Coordinator upon request.

This Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in the College's program or activities, including education and employment.

This Policy prohibits all forms of discrimination on the basis of the protected characteristics and may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with this Policy.

8. Jurisdiction

This Policy applies to the College's education programs and activities (defined as including locations, events, or circumstances in which the College exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the College has disciplinary authority, and to misconduct occurring within any building owned or controlled by a College-recognized student organization. A Complainant does not have to be a member of the College community to file a Complaint, at the discretion of Title IX Coordinator.

This Policy may also apply to the effects of off-campus misconduct¹ that limit or deny a person's access to College's education program or activities. The College may also extend jurisdiction to off-campus and/or to online conduct when the conduct affects a substantial College interest.

A substantial College interest includes:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is

- not limited to, single or repeat violations of any local, state, or federal law.
2. Any situation in which it is determined that the Respondent poses an imminent and serious threat to the health or safety of any student, employee, or other individual.
 3. Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
 4. Any situation that substantially interferes with the College's educational interests or mission.

For disciplinary action to be issued under this Policy, the Respondent must be a College faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the College community, the Title IX Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus).

All vendors serving the College through third-party contracts are subject to the policies and procedures of their employers and/or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the Title IX Coordinator if brought to their attention.

9. Emergency Immediate Assistance

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement (911) immediately after an incident of sexual misconduct. Emergency assistance is also available from the College twenty-four hours a day by calling the Department of Public Safety at (617) 333-2222.

Medical Care

On-campus: Health Services (617) 333-2182 (8:30am-4:30pm)

(For students) Wellness Center, 1016 Brush Hill Road, Milton, MA 02186

Off-campus: Milton Hospital (617) 696-4600

199 Reedsdale Road, Milton, MA 02186

(Transportation available via Public Safety (617) 333-2222)

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

Plymouth, MA 02360

Local Law Enforcement

Milton Police Department (617) 698-3800

40 Highland Street, Milton, MA, 02186

Plymouth Police Department (508) 830-4218

20 Long Pond Rd., Plymouth, MA 02360

10. Supportive Measures

The College will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all Parties and/or the College's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, the College will inform the Complainant, in writing, that they may file a Complaint with the College either at that time or in the future. The Title IX Coordinator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The College will maintain the confidentiality of the supportive measures, if confidentiality does not impair the College's ability to provide those supportive measures. The College will act to ensure as minimal an academic/occupational impact on the Parties as possible. The College will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact restrictions (no contact orders) between the Parties
- Academic support, deadline extensions, or other academic adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Other Support Services

On-campus: Counseling Center (617) 333-2182 (8:30-4:30)

(For students) Wellness Center, 1016 Brush Hill Road, Milton, MA 02186

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

Off-campus: A New Day victim advocates (a program of Health Imperatives)

24-hour hotline (508) 588-8255

950 W. Chestnut St., Brockton, MA 02301

DOVE – Domestic Violence Ended

24-hour hotline (617) 471-1234

P.O. Box 690267, Quincy, MA 02269

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

AllOne Health: (800) 451-1834

Students and employees have the right to notify or decline to notify law enforcement after an incident of sexual misconduct. The College can assist in contacting local or other law enforcement if the individual would like to file a report about criminal conduct. An individual may also concurrently use the institution's process for investigating sexual misconduct complaints and any external civil or criminal processes available.

Should a student or employee obtain a Massachusetts Harassment/Abuse Prevention Order or any other court-issued protective order, they may present a copy to Campus Safety, who will inform its officers of the conditions of the order. The College will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order.

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures.

The College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change. The College typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the Title IX Coordinator.

11. Online Harassment and Misconduct

College policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the College's education program and activities, or when they involve the use of College networks, technology, or equipment.

Although the College may not control websites, social media, and other venues through which

harassing communications are made, when such communications are reported to College, it will engage in a variety of means to address and mitigate the effects. These means may include use of the Resolution Process to address off-campus conduct whose effects contribute to limiting or denying a person access to the College's education program or activity.

12. Inclusion Related to Gender Identity/Expression

The College strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender diverse students and employees.

Discrimination and harassment on the basis of gender identity or expression are not tolerated by the College. If a member of the College community believes they have been subjected to discrimination under this Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, the College supports the full integration and healthy development of those who are gender diverse and seeks to eliminate any stigma related to gender identity and expression.

The College is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. The College will administratively address issues that some students and employees, including those identifying as intersex, transgender, agender, nonbinary, and gender diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do the College's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to the College's goal of being as welcoming and inclusive a community as possible.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with a simple apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be and may constitute a Policy violation if the effect is greater than *de minimis*² harm. We each have a right to determine our own gender identity and expression, but we don't get to choose or

negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, nonbinary, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, nonbinary, or gender diverse, their cisgender identity may be in their past - dead, buried, and behind them. To then revive their deadname could trigger issues, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Again, unintentional deadnaming can often be addressed by a simple apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, nonbinary, and gender diverse students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students have equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- Ensuring all employees have equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the College community

The College uses a number of interventions to address concerns that are raised related to gender-based harassment or discrimination, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the right of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, the College will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, the College will enforce its Policies while also respecting the rights of all members of its community.

13. Prohibited Conduct

Students and employees are entitled to an educational and employment environment that is

free of discrimination, harassment, and retaliation. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited discrimination, harassment, and retaliation that are also prohibited under College Policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of College Policy, though supportive measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice-versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

Violation of any other College policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

A. Discrimination

Discrimination is different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived protected characteristic. Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

- 1. Disparate Treatment Discrimination:**
 - Any intentional differential treatment of a person or persons that is based on a person's actual or perceived protected characteristic and that:
 - Excludes a person from participation in;

- Denies the person benefits of; or
- Otherwise adversely affects a term or condition of a person’s participation in a College program or activity.

2. Disparate Impact Discrimination:

- Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:
 - Excludes a person from participation in;
 - Denies the person benefits of; or
 - Otherwise adversely affects a term or condition of a person’s participation in a College program or activity.

B. Discriminatory Harassment

- unwelcome conduct on the basis of actual or perceived protected characteristic(s), that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person’s ability to participate in or benefit from the College’s education program or activity

C. Sex-based Harassment (Applicable under Title IX, Title VII, and the Fair Housing Act)

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.

1. Quid Pro Quo:

- an employee agent, or other person authorized by the College,
- to provide an aid, benefit, or service under the College’s education program or activity,
- explicitly or impliedly conditioning the provision of such aid, benefit, or service,
- on a person’s participation in unwelcome sexual conduct.

2. Hostile Environment Harassment:

- unwelcome sex-based conduct, that

- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person’s ability to participate in or benefit from the College’s education program or activity

The College reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a protected characteristic. Addressing such conduct will not result in the imposition of discipline under College Policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternative Resolution, and/or other Informal Resolution mechanisms.

For assistance with Alternative Resolution and other Informal Resolution techniques and approaches, contact the Title IX Coordinator.

3. **Sexual Assault:**

a. **Rape:**

- Penetration,
- No matter how slight,
- Of the vagina or anus,
- With any body part or object, or
- Oral penetration by a sex organ of another person,
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity

b. **Fondling:**

- The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent
- or causing the Complainant to touch the Respondent’s private body parts
- intentionally for a sexual purpose
- without the consent of the Complainant, including instances where the Complainant is incapable of giving consent
- including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity

c. Incest:

- Nonforcible sexual intercourse between persons who are related to each other
- within the degrees wherein marriage is prohibited by Massachusetts law.

d. Statutory Rape:

- Sexual intercourse,
- with a person who is under the statutory age of consent of the state of Massachusetts (sixteen years of age).

4. Dating Violence:

- Violence committed by a Respondent,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; **and**
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - length of the relationship
 - type of relationship
- frequency of the interaction between the Parties involved in the relationship.

5. Domestic Violence:

- Felony or misdemeanor crimes committed by a person who:
 - is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of Massachusetts or a person similarly situated to a spouse of the Complainant;
 - is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
 - shares a child in common with the Complainant; **or**
 - commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of Massachusetts.

6. Stalking:

- engaging in a course of conduct on the basis of sex, that is,
- directed at a specific person that would cause a reasonable person³ to:
 - fear for the person's safety, or
 - the safety of others; or
 - suffer substantial emotional distress.

Sanction Ranges

The following sanction ranges apply for Prohibited Conduct under this Policy. Sanctions can be assigned outside of the specified ranges based on aggravating or mitigating circumstances, or the Respondent's cumulative conduct record.

- **Discrimination:** warning through expulsion or termination.
- **Discriminatory Harassment:** warning through expulsion or termination.
- **Quid Pro Quo Harassment:** warning through expulsion or termination.
- **Hostile Environment Harassment:** warning through expulsion or termination.
- **Rape:** suspension through expulsion or termination.
- **Fondling:** warning through suspension (termination for employees).
- **Incest:** warning through probation.
- **Statutory Rape:** warning through suspension (termination for employees).
- **Stalking:** probation through expulsion or termination.
- **Dating/Domestic Violence:** probation through expulsion or termination.
- **Sexual Exploitation:** warning through expulsion or termination.
- **Bullying:** warning through expulsion or termination.
- **Endangerment:** warning through expulsion or termination.
- **Hazing:** warning through expulsion or termination.
- **Retaliation:** warning through expulsion or termination.
- **Unauthorized Disclosure:** warning through expulsion or termination.
- **Failure to Comply/Process Interference:** warning through expulsion or termination.

Other Sexual Misconduct

7. **Sexual Exploitation:**⁴

- an individual taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above.
- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an

individual's sexual orientation, gender identity, or gender expression

- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent, including the making or posting of non-consensual pornography
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)
- Creating or disseminating images or videos of child sexual abuse material

D. Other Prohibited Conduct

1. Bullying:⁵

- repeated and/or severe aggressive behavior
- that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant,
- that is not speech or conduct that is otherwise protected by the First Amendment.

2. Endangerment:

- threatening or causing physical harm;
- extreme verbal, emotional, or psychological abuse; or
- other conduct which threatens or endangers the health or safety of any person or

damages their property.

3. Hazing:

- any act or action
- which does or is likely to endanger the mental or physical health or safety of any individual
- as it relates to an individual's initiation, admission into, or affiliation with any College group or organization.

For the purposes of this definition:

- It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the Student Group or Student Organization, for an allegation of hazing to be upheld.
- It shall not constitute an excuse or defense to a hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained.
- The actions of alumni, active, new, and/or prospective members of a Student Group or Student Organization may be considered hazing.
- Hazing is not confined to the Student Group or Student Organization with which the individual subjected to the hazing is associated.

4. Retaliation:

- Adverse action, including intimidation, threats, coercion, or discrimination,
- against any person,
- by the College, a student, employee, or a person authorized by the College to provide aid, benefit, or service under the College's education program or activity,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Procedures, including an Informal Resolution process, or in any other appropriate steps taken by the College to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for the College to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under the

Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

5. Unauthorized Disclosure:⁶

- Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by the College; or
- Publicly disclosing a party's personally identifiable information without authorization or consent.

6. Failure to Comply/Process Interference

- Intentional failure to comply with the reasonable directives of Title IX Coordinator in the performance of their official duties, including with the terms of a no contact order
- Intentional failure to comply with emergency removal or interim suspension terms
- Intentional failure to comply with sanctions
- Intentional failure to adhere to the terms of an agreement achieved through informal resolution
- Intentional failure to comply with mandated reporting duties as defined in this Policy
- Intentional interference with the Title IX resolution process, including but not limited to:
 - Destruction of or concealing of evidence
 - Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
 - Intimidating or bribing a witness or party

Sanctions for the above-listed Civil Rights Offenses range from warning through expulsion or termination.

E. Consent, Force, and Incapacitation

As used in this Policy, the following definitions and understandings apply:

1. Consent

Consent is defined as:

- knowing, and
- voluntary, and
- clear permission

- by word or action
- to engage in sexual activity.

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent.

Consent, once given, can also be withdrawn, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time.

Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.

Proof of consent or non-consent is not a burden placed on either party involved in a Complaint. Instead, the burden remains on the College to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred, and any similar and previous patterns evidenced.

2. Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual

activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person's consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

3. Incapacitation

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

A party who engages in sexual conduct with a person who is incapacitated, when a reasonable sober person in similar circumstances would have known the person to be incapacitated, is responsible for sexual misconduct. It is not a defense that the responding party's belief in affirmative consent arose from their intoxication.

14. Standard of Proof

The College uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that the College will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is responsible for behavior that is in violation of the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy.

15. Reports/Complaints of Discrimination, Harassment, and/or Retaliation

A Report provides notice to the College of an allegation or concern about discrimination, harassment, or retaliation and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A Complaint provides notice to the College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint. Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

1. File a Complaint with, or give verbal Notice directly to, the Title IX Coordinator. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the Title IX Coordinator.
2. Submit online Notice at <https://www.curry.edu/student-life/student-services/sexual-misconduct-prevention-and-response-at-curry/reporting-incidents>.

Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities. Anonymous Notice typically limits the College's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice.

3. Public Safety can be contacted 24 hours/day by telephone by dialing x2222 on campus or 617-333-2222 off campus. Additionally, one may call the anonymous crime tip line, x5280 on campus or 617-391-5280 off campus.

Reporting carries no obligation to initiate a Complaint, and in most situations, the College is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the College may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the College will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows the College to discuss and/or provide supportive measures, in most circumstances.

16. Time Limits on Reporting

There is no time limitation on providing Notice/Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Notice/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Title IX Coordinator's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

17. False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate College policies.

18. Confidentiality/Privacy

The College makes every effort to preserve the Parties' privacy. The College will not share the identity of any individual who has made a Complaint of harassment, discrimination, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of discrimination, harassment, or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Family Educational Rights and Privacy Act (FERPA) or Title IX), or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures. Additional information regarding confidentiality and privacy can be found in [Appendix C](#).

Unauthorized Disclosure of Information

Parties and Advisors are prohibited from unauthorized disclosure of information obtained by the College through the Resolution Process to the extent that information is the work product

of the College (meaning it has been produced, compiled, or written by College for purposes of its investigation and resolution of a Complaint). It is also a violation of College Policy to publicly disclose work product or a party's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

19. Emergency Removal/Interim Actions/Leaves

The College can act to remove a student Respondent accused of Sex Discrimination or Sex-based Harassment from its education program or activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator and may be done in conjunction with Public Safety and others using violence risk assessment procedures. Employees are subject to existing procedures for interim actions and leaves.

20. Federal Timely Warning Obligations

The College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the College community.

The College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

21. Amnesty

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to give Notice to College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the College community that Complainants choose to give Notice of misconduct to College officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, the College maintains a Policy of

offering Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the College, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

A. Students

The College maintains an amnesty policy for students who offer help to others in need.

B. Employees

Sometimes, employees are hesitant to report discrimination, harassment, or retaliation they have experienced for fear of getting in trouble themselves. The College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

22. Preservation of Evidence

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. The College will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement).
- Seeking medical treatment can be essential, even if it is not for the purposes of collecting forensic evidence.

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take timestamped photographs of any physical evidence, including notes or gifts, in

place when possible.

- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.
- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).

During the initial meeting between the Complainant and Title IX Coordinator, the importance of taking these actions will be discussed, if timely.

23. Federal Statistical Reporting Obligations

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

1. All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
2. Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
3. Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking
4. Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but no addresses are given) must be shared with the Clery Coordinator for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include student affairs/student conduct staff, public safety, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

24. Independence and Conflicts of Interest

The Title IX Coordinator manages the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy and acts with independence and authority, free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this Policy and these procedures. The Resolution Process Administrators are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Title IX Coordinator, contact the Vice President of Human Resources. Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other Resolution Process Administrators should be raised with the Title IX Coordinator.

25. Revision of this Policy

This Policy succeeds previous policies addressing discrimination, harassment, sexual misconduct, and/or retaliation, though previous policies and procedures remain in force for incidents occurring before August 1, 2024. The Title IX Coordinator reviews and updates these policies and procedures regularly, and when necessary in consultation with the Title IX Steering Committee. The Committee will also review the policies and procedures annually. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If government laws or regulations change or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

This Policy is effective August 1, 2024.

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF POLICY ON NONDISCRIMINATION, HARASSMENT, EQUAL OPPORTUNITY, AND RETALIATION (Hereinafter the “Resolution Process”)

1. Overview

Curry College will act on any Notice, Complaint, or Knowledge of a potential violation of the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy that is received by the Title IX Coordinator or any other Mandated Reporter by applying the Resolution Process.

These procedures apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or Other Prohibited Conduct as involving students, staff, administrators, faculty members, or third parties.

The Title IX Coordinator primarily serves as the Investigator and Decision-maker. Should Investigator and/or Decision-maker roles be fulfilled by other Process Administrators, they will be responsible for the duties as described throughout this process.

2. Notice/Complaint

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Policy violation, the Title IX Coordinator will initiate a prompt initial evaluation to determine the College’s next steps. The Title IX Coordinator will contact the Complainant/source of the Notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

3. Collateral Misconduct

Collateral misconduct is defined to include potential violations of other College policies not incorporated into the Policy that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it is sensible to provide one resolution for all charges. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures. In such circumstances, the Title IX Coordinator may consult with College officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of Title IX Coordinator. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures

described in the student, faculty, and staff handbooks.

4. Initial Evaluation

The Title IX Coordinator conducts an initial evaluation typically within seven (7) business days of receiving Notice/Complaint/Knowledge of alleged misconduct. If circumstances require, the President or Title IX Coordinator will designate another person to oversee the Resolution Process should an allegation be made about the Title IX Coordinator or the Title IX Coordinator be otherwise unavailable, unable to fulfill their duties, or have a conflict of interest.

The initial evaluation typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the Policy.
- If the conduct may not reasonably constitute a violation of the Policy, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. It may then be referred to another process, if applicable.
- Determining whether the College has jurisdiction over the reported conduct, as defined in the Policy.
- If the conduct is not within College jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate College office for resolution.
- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below.
- Determining whether the Complainant wishes to make a Complaint.
- Notifying the Respondent of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below, if a Complaint is made.

Helping a Complainant to Understand Options

If the Complainant indicates they wish to initiate a Complaint (in a manner that can reasonably be construed as reflecting intent to make a Complaint), the Title IX Coordinator will help to facilitate the Complaint, which will include:

- Working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:
 - a supportive and remedial response, and/or
 - Informal Resolution, or
 - the Resolution Process described below.

The Title IX Coordinator will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects for the Resolution Process below, and the Title IX Coordinator has determined the Policy applies and that the College has jurisdiction, they will route the matter to the appropriate Resolution Process, will provide the Parties with a Notice of Investigation and Allegation(s), and will initiate an investigation consistent with these Procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the Title IX Coordinator will assess whether the matter is suitable for Informal Resolution and refer the matter, accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the Title IX Coordinator), though the Complainant can elect to initiate one later, if desired.

Title IX Coordinator Authority to Initiate a Complaint

If the Complainant does not wish to file a Complaint, the Title IX Coordinator, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. To make this determination, the Title IX Coordinator will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if the College cannot ensure equal access without initiating a Complaint. The Title IX Coordinator will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to proceed with initiation of a Complaint;
- The Complainant's reasonable safety concerns regarding initiation of a Complaint;
- The risk that additional acts of discrimination would occur if a Complaint is not initiated;
- The severity of the alleged discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of

- another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the Parties, including whether the Respondent is a College employee;
- The scope of the alleged discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a Decision-maker in determining whether discrimination occurred;
- Whether the College could end the alleged discrimination and prevent its recurrence without initiating its resolution process.

If deemed necessary, the Title IX Coordinator may consult with appropriate College employees, and/or conduct a violence risk assessment to aid their determination whether to initiate a Complaint. When the Title IX Coordinator initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

5. Dismissal

College **may** dismiss a Complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

1. The College is unable to identify the Respondent after taking reasonable steps to do so
2. The College no longer enrolls or employs the Respondent
3. A Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Title IX Coordinator declines to initiate a Complaint
4. The College determines the conduct alleged in the Complaint would not constitute a Policy violation, if proven

A Decision-maker can recommend dismissal to the Title IX Coordinator, if they believe the grounds are met. A Complainant who decides to withdraw a Complaint may later request to reinstate or refile it.

Upon any dismissal, the College will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, the College will also notify the Respondent of the dismissal.

This dismissal decision is appealable by any party.

6. Appeal of Dismissal

The Complainant may appeal a dismissal of their Complaint. The Respondent may also appeal the dismissal of the Complaint if dismissal occurs after the Respondent has been made aware of the allegations. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal.

The Title IX Coordinator will notify the Parties of any appeal of the dismissal. If, however, the Complainant appeals, but the Respondent was not notified of the Complaint, the Title IX Coordinator must then provide the Respondent with a Notice of Investigation and Allegation (NOIA) and will notify the Respondent of the Complainant's appeal with an opportunity to respond.

Throughout the dismissal appeal process, the College will:

- Implement dismissal appeal procedures equally for the Parties;
- Assign a trained Dismissal Appeal Decision-maker who did not take part in an investigation of the allegations or dismissal of the Complaint;
- Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the dismissal; and
- Notify the Parties of the result of the appeal and the rationale for the result.

The grounds for dismissal appeals are limited to:

1. Procedural irregularity that would change the outcome;
2. New evidence that would change the outcome and that was not reasonably available when the dismissal was decided;
3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.
4. The dismissal was erroneously granted or denied.

Upon receipt of a dismissal appeal in writing from one or more Parties, the Title IX Coordinator will share the petition with the other party and provide three (3) business days for other Parties to respond to the request. The appeal should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. This appeal will be provided in writing to the other Parties, and the Title IX Coordinator, who will be invited to respond in writing. At the conclusion of the response period, the Title IX Coordinator will

forward the appeal, as well as any response provided by the other Parties to the Dismissal Appeal Decision-maker for consideration.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Dismissal Appeal Decision-maker, and the Parties, their Advisors, and the Title IX Coordinator will be notified in writing of the denial and the rationale.

If any of the asserted grounds in the appeal satisfy the grounds described in this Policy, then the Dismissal Appeal Decision-maker will notify all Parties and their Advisors, and the Title IX Coordinator, of their decision and rationale in writing. The effect will be to reinstate the Complaint.

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Dismissal Appeal Decision-maker has seven (7) business days to review and decide on the appeal, though extensions can be granted at the discretion of the Title IX Coordinator, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.

The Dismissal Appeal Decision-maker may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

7. Emergency Removal/Interim Suspension of a Student

The College may emergency remove a student accused of Sex Discrimination or Sex-based Harassment upon receipt of Notice/Knowledge, a Complaint, or at any time during the resolution process. Prior to an emergency removal, the College will conduct an individualized risk assessment and may remove the student if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action. Students accused of other forms of discrimination (not sex) are subject to interim suspension, which can be imposed for safety reasons.

When an emergency removal or interim suspension is imposed, wholly or partially, the

affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal or interim suspension within two (2) business days of the notification. Upon receipt of a challenge, the Title IX Coordinator will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal or interim suspension is appropriate, should be modified, or lifted. If this meeting is not requested within two (2) business days, objections to the emergency removal or interim suspension will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Title IX Coordinator for review.

An emergency removal or interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator will communicate the final decision in writing, typically within three (2) business days of the review meeting.

8. Placing an Employee on Leave

When the Respondent is an employee, or a student employee accused of misconduct in the course of their employment, existing provisions for interim action are applicable instead of the above emergency removal process. Procedures for unionized employees can be found in their respective Collective Bargaining Agreements.

9. Counter-Complaints

The College is obligated to ensure that the resolution process is not abused for retaliatory purposes. Although the College permits the filing of Counter-Complaints, the Title IX Coordinator will use an initial evaluation, described above, to assess whether the allegations in the Counter-Complaint are made in good faith. When Counter-Complaints are not made in

good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a violation of the Policy.

Counter-Complaints determined to have been reported in good faith will be processed using the Resolution Process below. At the Title IX Coordinator's discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

10. Advisors in the Resolution Process

A. Who Can Serve as an Advisor?

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings and interviews within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.⁷

The Title IX Coordinator will offer to assign a trained Advisor to any party if the party chooses. If the Parties choose an Advisor from the Process Administrators available from the College, the College will have trained the Advisor and familiarized them with the College's Resolution Process.

The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party.

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the Title IX Coordinator with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

The College may permit Parties to have more than one Advisor, or an Advisor and a support person, upon special request to the Title IX Coordinator. The decision to grant this request is at the Title IX Coordinator's sole discretion and will be granted equitably to all Parties. Advisors appointed by the institution cannot be Confidential Employees, and although they will not be asked to disclose details of their interactions with their advisees to institutional officials or Decision-makers absent an emergency, they are still reminded of their Mandated Reporter responsibilities.

The College fully respects and accords the Weingarten rights of employees. In the case of Parties who are entitled to union representation, the College will allow the unionized employee to have their union representative as well as an Advisor of their choice present for all resolution-related meetings and interviews. To uphold the principles of equity, the other party will also be permitted to have two Advisors. Witnesses are also permitted to have union representation or Advisors in Resolution Process interviews or meetings.

B. Advisor's Role in the Resolution Process

Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

The Parties are expected to ask and respond to questions on their own behalf throughout the Resolution Process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or exchanging notes during any Resolution Process meeting or interview. For longer or more involved discussions, the Parties and their Advisors should ask for breaks to allow for private consultation.

C. Records Shared with Advisors

Advisors are entitled to the same opportunity as their advisee to access relevant evidence, and/or the same written investigation report that accurately summarizes this evidence.

Advisors are expected to maintain the confidentiality of the records the College shares with them, per [Section 14](#) of the Policy addressing Confidentiality. Advisors may not disclose any College work product or evidence the College obtained solely through the Resolution Process for any purpose not explicitly authorized by College.

Accordingly, Advisors will be asked to sign a Non-Disclosure Agreement (NDA). The College may decline to share materials with any Advisor who has not executed the NDA. The College may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the College's confidentiality expectations.

D. Advisor Expectations

The College generally expects an Advisor to adjust their schedule to allow them to attend

College meetings/interviews when planned, but the College may change scheduled meetings/interviews to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The College may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview by telephone, video conferencing, or other similar technologies.

All Advisors are subject to the same College policies and procedures, whether they are attorneys or not, and whether they are selected by a party or appointed by the College. Advisors are expected to advise their advisees without disrupting proceedings.

E. Advisor Policy Violations

Any Advisor who oversteps their role as defined by the Policy, who shares information or evidence in a manner inconsistent with the Policy, or who refuses to comply with other College policies, will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview may be ended, or other appropriate measures implemented, including the College requiring the party to use a different Advisor or providing a different College-appointed Advisor. The Title IX Coordinator will determine how to address an Advisor's non-compliance and future role.

11. Resolution Options Overview

This Resolution Process, consisting of Informal Resolution or Administrative Resolution is the College's method of addressing all forms of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Conduct under the Policy. The process considers the Parties' preferences but is ultimately determined at the Title IX Coordinator's discretion.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with College Policy.

A. Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Title IX Coordinator at any time prior to a final determination, or the Title IX Coordinator may

offer the option to the Parties, in writing. The College will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution. Before initiation of an Informal Resolution process, College will provide the Parties with a Notice of Investigation and Allegation (NOIA) that explains:

- The allegations;
- The requirements of the Informal Resolution process;
- That, prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and to initiate or resume the College's Resolution Process;
- That the Parties' agreement to a resolution at the conclusion of the Informal Resolution process will preclude the Parties from initiating or resuming the Resolution Process arising from the same allegations;
- The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only on the Parties; and
- What information the College will maintain, and whether and how it could disclose such information for use in its Resolution Process.

The College offers four categories of Informal Resolution:

1. **Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
2. **Educational Conversation.** When the Title IX Coordinator can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations or can accompany the Complainant in their desire to confront the conduct.
3. **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and the College are agreeable to the resolution terms.
4. **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, or facilitated dialogue), as

described below.

The individual facilitating an Informal Resolution must be trained and cannot be the Investigator, Decision-maker, or Appeal Decision-maker.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative Resolution Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative Resolution Process.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the Administrative Resolution Process, should Informal Resolution not be successful, unless agreed to by all Parties.

If an investigation is already underway, the Title IX Coordinator has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Categories of Informal Resolution

1. Supportive Resolution

The Title IX Coordinator will meet with the Complainant to determine reasonable supportive measures that are designed to restore or preserve the Complainant's access to the College's education program and activity. Such measures can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the Title IX Coordinator may also provide reasonable supportive measures for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage in the other resolution options, and the Title IX Coordinator does not initiate a Complaint.

2. Educational Conversation

The Complainant(s) may request that the Title IX Coordinator address their allegations by meeting (with or without the Complainant) with the Respondent(s) to discuss concerning behavior and institutional policies and expectations. Such a conversation is non-disciplinary and non-punitive. Respondent(s) are not required to attend such meetings, nor are they compelled to provide any information if they attend. The conversation will be documented as

the Informal Resolution for the matter, if it takes place. In light of this conversation, or the Respondent's decision not to attend, the Title IX Coordinator may also implement remedial actions to ensure that policies and expectations are clear and to minimize the risk of the recurrence of any behaviors that may not align with Policy.

3. Accepted Responsibility⁸

The Respondent may accept responsibility for any or all of the alleged Policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for **all** alleged Policy violations, the ongoing process will be paused, and the Title IX Coordinator will determine whether Informal Resolution is an option.

If Informal Resolution is available, the Title IX Coordinator will determine whether all Parties and the College are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of College Policy, implements agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate College officials, as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Resolution Process will either continue or resume.

When a resolution is reached, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the discrimination or harassment, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the College community.

4. Alternative Resolution

The institution offers a variety of alternative resolution mechanisms to best meet the specific needs of the Parties and the nature of the allegations. Alternative resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the Title IX Coordinator or other appropriate College officials; and other forms of resolution that can be tailored to the needs of the Parties. Some alternative resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an alternative resolution

approach, and the Parties may, but are not required to, have direct or indirect contact during an alternative resolution process.

The Title IX Coordinator may consider the following factors to assess whether alternative resolution is appropriate, or which form of alternative resolution may be most successful for the Parties:

- The Parties' amenability to Alternative Resolution
- Likelihood of potential resolution, considering any power dynamics between the Parties
- The nature and severity of the alleged misconduct
- The Parties' motivation to participate
- Civility of the Parties
- Results of a violence risk assessment/ongoing risk analysis
- Respondent's disciplinary history
- Whether an emergency removal or other interim action is needed
- Skill of the alternative resolution facilitator with this type of Complaint
- Complaint complexity
- Emotional investment/capability of the Parties
- Rationality of the Parties
- Goals of the Parties
- Adequate resources to invest in alternative resolution (e.g., time or staff)

The Title IX Coordinator has the authority to determine whether alternative resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the Alternative Resolution process. The Title IX Coordinator will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the alternative resolution.

The Title IX Coordinator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the agreement and resumption of the Resolution Process, referral to the conduct process for failure to comply, or application of the enforcement terms of the Agreement). The results of Complaints resolved by alternative resolution are not appealable.

If an Informal Resolution option is not available or selected, the College will initiate or continue an investigation and subsequent Resolution Process to determine whether the Policy has been violated.

B. Administrative Resolution Process (see [Section 22](#) below)

12. Resolution Process Administrators

The Resolution Process relies on a body of trained administrators (“Process Administrators”) to carry out the process.⁹

A. Process Administrator Roles

Process Administrators are trained annually, and can serve in the following roles, at the discretion of the Title IX Coordinator:

- Appropriate intake of and initial guidance pertaining to Complaints
- Advisor to Parties
- Informal Resolution Facilitator
- Perform or assist with initial evaluation
- Investigator
- Decision-maker for challenges to emergency removal and supportive measures
- Decision-maker
- Appeal of Dismissal Decision-maker
- Appeal Decision-maker

B. Process Administrator Appointment

The Title IX Coordinator, in consultation with senior administrators as necessary, appoints the Process Administrators, who act with independence and impartiality. Although the Process Administrators are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different Complaints, the College can also designate permanent roles for Process Administrators.

13. Notice of Investigation and Allegations (NOIA)

Prior to an investigation, the Title IX Coordinator will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation

progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A link to, or copy of the applicable procedures
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- The name(s) of the Investigator(s), along with a process to notify to the Title IX Coordinator, any conflict of interest that the Investigator(s) may have in advance of the interview process
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
- A statement that retaliation is prohibited
- Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share College work product obtained through the Resolution Process
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process, with information about roles and expectations regarding the Advisor
- A statement informing the Parties that the College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- Detail on how a party may request disability accommodations or other support assistance during the Resolution Process
- A link to the College's VAWA Brochure
- An instruction to preserve any evidence that is directly related to the allegations
- A statement that Parties who are members of a union are entitled to union

representation throughout the process

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address(es) as indicated in official College records, or emailed to the Parties' College-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

14. Resolution Timeline

The College will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which the Title IX Coordinator can extend as necessary for appropriate cause. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. The College will promptly resume its Resolution Process as soon as feasible. During such a delay, the College will implement and maintain supportive measures for the Parties as deemed appropriate.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, the College reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process.

College action(s) or process(es) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

The College will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will regularly communicate with the Parties to update them on the

progress and timing of the process.

15. Ensuring Impartiality

Any individual materially involved in the administration of the Resolution Process, including the Title IX Coordinator, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s), Decision-maker(s), and Appeals Decision-makers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Process, the Parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Process Administrator will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Vice President of Human Resources.

The Administrative Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Policy violation and evidence that supports that the Respondent did not engage in a Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

16. Investigator Appointment

Once an investigation is initiated, the Title IX Coordinator appoints an Investigator to conduct it. These Investigators may be the Title IX Coordinator, a Process Administrator, or any other properly trained Investigator, whether internal or external to the College's community.

17. Witness Role and Participation in the Investigation

Employees (not including Complainant and Respondent) are required to cooperate with and participate in the College's investigation and Resolution Process. Student witnesses and witnesses from outside the College community cannot be required to participate but are

encouraged to cooperate with College investigations and to share what they know about a Complaint.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, WebEx), or, in limited circumstances, by telephone. The College will take appropriate steps to ensure the security/privacy of remote interviews.

18. Interview Recording

It is standard practice for Investigators to create records of all interviews pertaining to the Resolution Process (other than Informal Resolution meetings). The Parties may review copies of their own interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings. All interviews are recorded. The transcript of those meetings will be provided to the Parties for their review, after which the Parties may pose additional questions to each other. Those subsequent meetings or interviews are also transcribed and shared with the Parties.

19. Evidentiary Considerations

The Investigator and the Decision-maker will only consider evidence that is deemed relevant and not otherwise impermissible. Relevant Evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of Policy.

Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent.

The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

20. Respondent Admits Responsibility

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would waive the Respondent's right to appeal. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion. The Complainant retains their right to appeal a determination when a Respondent admits responsibility.

21. Investigation

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviewing all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

After an interview, Parties and witnesses will be asked to verify the accuracy of the transcript or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the transcript or summary will be deemed to have been waived, and no changes will be permitted.

The College may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

The Investigator typically takes the following steps, if not already completed and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all issues implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist the Title IX Coordinator, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.
- Work with the Title IX Coordinator, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations.

- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
- Interview the Complainant and the Respondent and conduct any necessary follow-up interviews with each.
- Interview all available, relevant witnesses and conduct any necessary follow-up interviews.
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document which questions were asked, with a rationale for any changes or omissions in the investigation report.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide the Parties with regular status updates throughout the investigation.
- Prior to the conclusion of the investigation, provide the Parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.
- Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
- Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, and party and witness interviews, and provides all relevant evidence.
- Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.
- The Investigator may share the investigation report with the Title IX Coordinator and/or legal counsel for their review and feedback.

22. Administrative Resolution Process

The Administrative Resolution Process is used for all Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in Policy) or when Informal Resolution is either not elected or is unsuccessful.

At the discretion of Title IX Coordinator, the assigned Decision-maker will be an individual drawn from the Resolution Process Administrators, or other trained individuals either internal or external to the institution. Once the Decision-maker receives and reviews the file, they can recommend dismissal to the Title IX Coordinator, if they believe the grounds are met.

The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report. The Parties will be regularly updated on the timing and any significant deviation from this typical timeline.

Investigator-led Questioning Meetings

- The Title IX Coordinator provides the Draft Investigation Report to the Decision-maker and the Parties simultaneously for review. The Decision-maker can then provide the Investigator with a list of relevant questions to ask the Parties or any witnesses.
 - To the extent credibility is in dispute and relevant to one or more of the allegations, the questions provided by the Decision-maker may also explore credibility.
- The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses.
 - To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility.
 - All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Decision-maker.
 - The Investigator will share all party-proposed questions with the Decision-maker, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.
- The Investigator will then hold individual meetings with the Parties and witnesses to ask the questions posed by the Decision-maker, as well as the questions proposed by the Parties that have been deemed relevant and not duplicative, including questions intended to assess credibility. These meetings will be recorded and transcribed.

- For any question deemed not relevant or duplicative, the Investigator will provide a rationale for not asking the question, either during the recorded meeting, or in writing (typically as an appendix to the Final Investigation Report).
- Typically, within three (3) business days of the last of these meetings, the transcripts of them will be provided to the Parties for their review. The Parties will then have five (5) business days to review these transcripts and propose any follow-up questions for the Investigator to ask.
- The Investigator will review the proposed questions with the Decision-maker, to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the Parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings will also be recorded, and the Parties will receive the transcripts of these meetings. This final round of questioning is the last such round permitted, unless permission is granted to extend by the Decision-maker.
- The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
- The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the Parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
- The Investigator will then share the Final Investigation Report with the Title IX Coordinator, a Process Administrator, and/or legal counsel for their review and feedback.
- The Investigator will then provide the Final Investigation Report and investigation file to the Title IX Coordinator.

The Decision-maker's Determination

- The Title IX Coordinator will provide the Decision-maker, the Parties and their Advisors with the Final Investigation Report and investigation file, including the evidence and information obtained through the Investigator-led Questioning meetings.
- The Decision-maker will review the Final Investigation Report, all appendices, and the investigation file.
- If the record is incomplete, the Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informal meetings with the Parties or any witnesses, if needed.
- Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions:

- To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties and witnesses to question them in order to assess their credibility. These meetings will be recorded, and the transcript shared with the Parties.
- At their discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings will be recorded, and the transcript shared with the Parties.
- The Decision-maker will then apply the preponderance of the evidence standard to make a determination on each of the allegations and, if applicable, any associated sanctions.
- **Timeline.** The Decision-maker's determination process will take no more than seven (7) business days, unless good cause for additional time is shown. The Parties will be notified of any delays.
- **Impact Statements.** Prior to a determination, the Title IX Coordinator will also provide the Parties with an opportunity to submit a written impact and/or mitigation statement. The Title IX Coordinator will assign a Process Administrator to review these statements upon receipt to determine whether there are any immediate needs, issues, or concerns, but will otherwise hold them until after determinations have been made on the allegations. If there are any findings of a Policy violation, the Decision-maker will request the Impact Statements from the Process Administrator and review them prior to determining sanctions. They will also be exchanged between the Parties at that time.
- If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

23. Sanctions

Factors considered by the Decision-maker may consider when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation

- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- The Respondent's acceptance of responsibility
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested. The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

A. Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Restrictions*: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or from holding leadership roles in student organizations.
- *Probation*: An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from extra-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Separation from the institution, or one or more of its facilities, for a defined period of time, not to exceed two (2) years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this

deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary.

- *Expulsion*: Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
- *Withholding Diploma*: The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating Policy.
- *Revocation of Degree*: While very rarely exercised, the College reserves the right to revoke a degree previously awarded from the College for fraud, misrepresentation, and/or other violation of College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Other Actions*: In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate.

B. Student Group and Organization Sanctions

The following are the common sanctions that may be imposed upon student groups or organizations singly or in combination:

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Probation*: An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the group or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of College funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Termination of student group or organization recognition and/or institutional support for a defined period of time not to exceed two (2) years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in College-related activities, whether they occur on- or off-campus. Re-recognition is possible but

not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the College.

- *Expulsion*: Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- *Loss of Privileges*: Restricted from accessing specific College privileges for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

C. Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in discrimination, harassment, and/or retaliation include, but are not limited to:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling, Training or Education*
- *Probation, Demotion, Transfer, or Reassignment*
- *Shift or schedule adjustments*
- *Suspension/Administrative Leave*
- *Termination*
- *Other Actions*: In addition to or in place of the above sanctions/responsive actions, the College may assign any other responsive actions as deemed appropriate.

For all represented employees, sanctions will not contradict applicable provisions of the CBA.

24. Notice of Outcome

Within seven (7) business days of the conclusion of the Resolution Process, the Title IX Coordinator will provide the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, all applicable sanctions that the College is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Decision-maker, supporting the findings to the extent the College is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the

steps to take to request an appeal, and when the determination is considered final if no party appeals.

The Title IX Coordinator will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the Parties as indicated in official College records, or emailed to the Parties' College-issued or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

25. Withdrawal or Resignation Before Complaint Resolution

A. Students

Should a student Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from the College, the Resolution Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the College will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Regardless of whether the Complaint is dismissed or pursued to completion of the Resolution Process, the College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When a student withdraws or leaves while the process is pending, the student may not return to the College in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the Title IX Coordinator has discretion to dismiss the Complaint. The Registrar and Office of Admissions, and Human Resources will be notified, accordingly.

If the student Respondent takes a leave for a specified period of time (e.g., one semester or term), the Resolution Process may continue remotely. If found in violation, that student is not permitted to return to the College unless and until all sanctions, if any, have been satisfied.

B. Employees

Should an employee Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If an employee Respondent leaves their employment with the College with unresolved allegations pending, the Resolution Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the College may continue to provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to the College in any capacity. Human Resources, the Registrar, and admissions will be notified, accordingly, and a note will be placed in the employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with the College. The records retained by the Title IX Coordinator will reflect that status.

26. Appeal of the Determination

The Title IX Coordinator will designate an Appeal Decision-maker chosen from the Process Administrators, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure challenge or dismissal appeal that may have been decided earlier in the process.

A. Appeal Grounds

Appeals are limited to the following grounds:

1. A procedural irregularity that would change the outcome
2. New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made
3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the specific Complainant or Respondent that would change the outcome
4. The Final Determination by the Decision-maker is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination, only)
5. The sanctions fall outside the range of sanctions designated for this offense,

considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination, only)

B. Request for Appeal

Any party may submit a written request for appeal (“Request for Appeal”) to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome.

The Request for Appeal will be forwarded to the Appeal Decision-maker for consideration to determine if the request meets the grounds for appeal. This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Appeal Decision-maker, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the information in the Request for Appeal meets the grounds in this Policy, then the Appeal Decision-maker will notify all Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator and/or the original Decision-maker.

All other Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator and/or the Decision-maker will be provided a copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Decision-maker will forward all responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that Request for Appeal will be reviewed by the Decision-maker to determine if it meets the grounds in this Policy and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the Title IX Coordinator, and the Investigator and/or original Decision-maker, as necessary, who will submit their responses, if any, within five (5) business days. Any responses will be circulated for review and comment by all Parties. If denied, the Parties and their Advisors will be notified accordingly, in writing.

No party may submit any new Requests for Appeal after this time period. The Appeal Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal

Decision-maker, who will promptly render a decision.

C. Appeal Determination Process

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeal Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions apply the preponderance of the evidence standard of proof.

An appeal is not an opportunity for the Appeal Decision-maker to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s).

The Appeal Decision-maker may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

D. Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator and/or Decision-maker or the Title IX Coordinator (as in cases of bias), the Appeal Decision-maker may order a new investigation and/or a new determination with new Process Administrators serving in the Investigator and Decision-maker roles.

A Notice of Appeal Outcome (“Appeal Outcome”) letter will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each appeal ground, any specific instructions for remand or reconsideration, all sanction(s) that may result which the College is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent the College is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official institutional records, or emailed to the Parties' College-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the five (5) available appeal grounds.

E. Sanction Status During the Appeal

Any sanctions imposed as a result of the determination are not implemented during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the emergency removal procedures (detailed above) for a "show cause" meeting on the justification for doing so must be permitted within two (2) business days of implementation.

27. Long-Term Remedies/Other Actions

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or the College community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services

- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines or course schedules

At the discretion of the Title IX Coordinator, certain long-term supportive measures may also be provided to the Parties even if no Policy violation is found.

When no Policy violation is found, the Title IX Coordinator will address any remedies the College owes the Respondent to ensure no effective denial of educational access.

The College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the College's ability to provide these services.

28. Failure to Comply with Sanctions, Responsive Actions, and/or Informal Resolution Terms

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker, including the Appeal Decision-maker or the Informal Resolution agreement.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or for any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College.

Supervisors are expected to enforce the completion of sanctions/responsive actions for their employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the Title IX Coordinator's satisfaction.

29. Recordkeeping

For a period of at least seven (7) years following the conclusion of the Resolution Process, the College will maintain records of:

1. Each discrimination, harassment, and retaliation resolution process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation
2. Any disciplinary sanctions imposed on the Respondent
3. Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to the College's education program or activity
4. Any appeal and the result therefrom
5. Any Informal Resolution and the result therefrom
6. All materials used to provide training to the Title IX Coordinator and designees, Investigators, Decision-makers, Appeal Decision-makers, Informal Resolution Facilitators, and any person who is responsible for implementing the College's Resolution Process, or who has the authority to modify or terminate supportive measures. The College will make these training materials available for review upon request.
7. All materials used to train all employees consistent with the requirements in the Title IX Regulations.

The College will also maintain any and all records in accordance with state and federal laws.

30. Accommodations and Support During the Resolution Process

Disability Accommodations

The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's Resolution Process.

Anyone needing such accommodations or support should contact the Title IX Coordinator, who will work with disability support colleagues as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Other Support

The College will also address reasonable requests for support for the Parties and witnesses, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout the Resolution Process
- Other support as deemed reasonable and necessary to facilitate participation in the Resolution Process

31. Revision of these Procedures

These procedures succeed any previous procedures addressing discrimination, harassment, and retaliation for incidents occurring on or after August 1, 2024. The Title IX Coordinator will regularly review and update these procedures, and when necessary, in consultation with the Title IX Steering Committee. The Committee will also review the policies and procedures annually. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If governing laws or regulations change, or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent governing laws or regulations or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

These procedures are effective August 1, 2024.

APPENDIX A: DEFINITIONS

The following definitions apply to the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy:

- **Advisor.** Any person chosen by a party, or appointed by the institution, who may accompany the party to all meetings related to the Resolution Process and advise the party on that process.
- **Appeal Decision-maker.** The person who accepts or rejects a submitted appeal request, determines whether any of the appeal grounds are met, and directs responsive action(s), accordingly.
- **Complainant.** A student or employee who is alleged to have been subjected to conduct that could constitute discrimination, harassment, retaliation, or Other Prohibited Conduct under the Policy; or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute discrimination or harassment or under the Policy and who was participating or attempting to participate in the College's education program or activity at the time of the alleged discrimination, harassment, retaliation, or Other Prohibited Conduct.
- **Complaint.** An oral or written request to the College that can objectively be understood as a request for the College to investigate and make a determination about the alleged Policy violation(s).
- **Confidential Employee.**
 - An employee whose communications are privileged or confidential under federal or state law. The employee's confidential status, for purposes of this definition, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
 - An employee whom the College has designated as confidential under this Policy for the purpose of providing services to persons related to discrimination, harassment, retaliation, or Other Prohibited Conduct. If the employee also has a duty not associated with providing those services, the employee's confidential status only applies with respect to information received about discrimination, harassment, or retaliation in connection with providing those services.
- **Day.** A business day when the College is in normal operation. All references in the Policy to days refer to business days unless specifically noted as calendar days.
- **Decision-maker.** The person who reviews evidence, determines relevance, and makes

the Final Determination of whether the Policy has been violated and/or assigns sanctions.

- **Education Program or Activity.** Locations, events, or circumstances where the College exercises substantial control over the context in which the discrimination, harassment, retaliation, or Other Prohibited Conduct occurs and also includes any building owned or controlled by a student organization that the College officially recognizes.
- **Employee.** A person employed by the College either full- or part-time, including student employees when acting within the scope of their employment.
- **Final Determination.** A conclusion by the preponderance of the evidence standard of proof that the alleged conduct did or did not violate the Policy.
- **Finding.** A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).
- **Informal Resolution.** A resolution agreed to by the Parties and approved by the Title IX Coordinator that occurs prior to a Final Determination in the Resolution Process.
- **Investigation Report.** The Investigator’s summary of all relevant evidence gathered during the investigation. Variations include the Draft Investigation Report and the Final Investigation Report.
- **Investigator.** The person authorized by the College to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an Investigation Report.
- **Knowledge.** When the College receives Notice of conduct that reasonably may constitute harassment, discrimination, retaliation, or Other Prohibited Conduct in its Education Program or Activity.
- **Mandated Reporter.** A College employee who is obligated by Policy to share Knowledge, Notice, and/or reports of discrimination, harassment, retaliation, or Other Prohibited Conduct with the Title IX Coordinator.
- **Nondiscrimination Team.** The Title IX Coordinator and deputy coordinators.
- **Notice.** When an employee, student, or third party informs the Title IX Coordinator of the alleged occurrence of discriminatory, harassing, and/or retaliatory conduct.
- **Parties.** The Complainant(s) and Respondent(s), collectively.
- **Pregnancy or Related Conditions.** Pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.
- **Protected Characteristic.** Any characteristic for which a person is afforded protection against discrimination and harassment by law or College Policy.
- **Relevant Evidence.** Evidence that may aid a Decision-maker in determining whether the alleged discrimination, harassment, retaliation, or Other Prohibited Conduct occurred, or in determining the credibility of the Parties or witnesses.
- **Remedies.** Typically, post-resolution actions directed to the Complainant and/or the

community as mechanisms to address safety, prevent recurrence, and restore or preserve equal access to the College's Education Program and Activity.

- **Resolution Process.** The investigation and resolution of allegations of prohibited conduct under this Policy, including Informal Resolution or Administrative Resolution.
- **Respondent.** A person who is alleged to have engaged in conduct that could constitute discrimination based on a protected characteristic, harassment, or retaliation for engaging in a protected activity under this Policy, or Other Prohibited Conduct.
- **Sanction.** A consequence imposed on a Respondent who is found to have violated this Policy.
- **Sex.** Sex assigned at birth, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
- **Student.** Any person who has gained admission to the College.
- **Title IX Coordinator.** At least one official designated by the College to ensure ultimate oversight of compliance with Title IX and the College's Title IX program. References to the Coordinator throughout the Policy may also encompass a designee of the Coordinator for specific tasks.

APPENDIX B: STATEMENT OF THE PARTIES' RIGHTS

Under this Policy and Procedures, the Parties have the right to:

- An equitable investigation and resolution of all credible allegations of prohibited discrimination, harassment, retaliation, and Other Prohibited Conduct, when reported in good faith to College officials.
- Timely written notice of all alleged violations, including the identity of the Parties involved (if known), the specific misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated Policies and procedures, and possible sanctions.
- Timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants) by updating the Notice of Investigation and Allegation(s) (NOIA) as needed to clarify potentially implicated Policy violations.
- Be informed in advance of any College public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- Have all personally identifiable information protected from the College's release to the public without consent, except to the extent permitted by law.
- Be treated with respect by College officials.

- Have the College Policy and these procedures followed without material deviation.
- Voluntarily agree to resolve allegations under this Policy through Informal Resolution without College pressure, if Informal Resolution is approved by the Title IX Coordinator.
- Not be discouraged by College officials from reporting discrimination, harassment, retaliation, and Other Prohibited Conduct to both on-campus and off-campus authorities, nor to be pressured to report.
- Be informed of options to notify proper law enforcement authorities, including on-campus Public Safety and local police, and the option(s) to be assisted by the College in notifying such authorities, if the party chooses.
- Have allegations of violations of this Policy responded to promptly and with sensitivity by Public Safety and/or other College officials.
- Be informed of available supportive measures, such as counseling, advocacy, health care, student financial aid, visa and immigration assistance, and/or other services, both on-campus and in the community.
- A College-implemented no-contact order or a no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- Be informed of available assistance in changing academic, living, and/or employment situations after an alleged incident of discrimination, harassment, retaliation, or Other Prohibited Conduct, if such changes are reasonably available. No formal report, or investigation, either institutional or criminal, needs to occur for this option to be available. Such actions may include, but are not limited to:
 - Relocating a residential student's housing to a different on-campus location
 - Assistance from College staff in completing the relocation
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Campus safety escorts
 - Transportation assistance
 - Visa/immigration assistance
 - Arranging to dissolve a housing contract and provide a pro-rated refund
 - Rescheduling or adjusting an exam, paper, and/or assignment
 - Transferring class sections
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Temporary withdrawal/leave of absence (may be retroactive)
 - Alternative course completion options
- Have the College maintain supportive measures for as long as necessary ensuring they

remain confidential, provided confidentiality does not impair the College's ability to provide the supportive measures.

- Receive sufficiently advanced written notice of any College meetings or interviews involving another party, when possible.
- Identify and have the Investigator and/or Decision-maker question relevant available witnesses, including expert witnesses.
- Provide the Investigator/Decision-maker with a list of questions that, if deemed relevant and permissible by the Investigator/Decision-maker, may be asked of any party or witness.
- Have Complainant's inadmissible sexual interests/prior sexual history or any Party's irrelevant character evidence excluded by the Decision-maker.
- Access the relevant evidence obtained and respond to that evidence.
- A fair opportunity to provide the Investigator with their account of the alleged misconduct and have that account be on the record.
- Receive a copy of all relevant and permissible evidence obtained during the investigation, subject to privacy limitations imposed by federal and state law and be given ten (10) business days to review and comment on the evidence.
- The right to receive a copy of the Final Investigation Report, including all factual, Policy, and/or credibility analyses performed, and to have at least seven (7) business days to review the report prior to the determination.
- Be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- Regular status updates on the investigation and/or Resolution Process.
- Have reports of alleged Policy violations addressed by Resolution Process Administrators who have received relevant annual training as required by law.
- Preservation of confidentiality/privacy, to the extent possible and permitted by law.
- Meetings and interviews that are closed to the public.
- Petition that any College representative in the process be recused because of disqualifying bias and/or conflict of interest.
- Be able to select an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the Resolution Process.
- Apply the appropriate standard of proof, preponderance of the evidence, to make a Finding and Final Determination after an objective evaluation of all relevant and permissible evidence.
- Have an impact and/or mitigation statement considered by the Decision-maker following a determination of responsibility for any allegation, but prior to sanctioning.
- Be promptly informed of the Resolution Process finding(s) and sanction(s) (if any) and be given a detailed rationale of the decision (including an explanation of how credibility

was assessed) in a written outcome letter delivered to the Parties simultaneously (without undue delay).

- Be informed in writing of when a College decision is considered final and any changes to the Final Determination or sanction(s) that occur post outcome letter delivery.
- Be informed of the opportunity to appeal the Resolution Process finding(s) and sanction(s), and the procedures for doing so in accordance with the College's grounds for appeal.
- A fundamentally fair resolution as defined in these procedures.

APPENDIX C: PRIVACY, PRIVILEGE, AND CONFIDENTIALITY

For this Policy, the terms privacy, confidentiality, and privilege have distinct meanings.

- **Privacy.** Means that information related to a complaint will be shared with a limited number of College employees who “need to know,” in order to assist in providing supportive measures or evaluating, investigating, or resolving the Complaint. All employees who are involved in the College's response to Notice under this Policy receive specific training and guidance about sharing and safeguarding private information in accordance with federal and state law.
- **Confidentiality.** Exists in the context of laws or professional ethics (including Title IX) that protect certain relationships, including clinical care, mental health providers, and counselors. Confidentiality also applies to those designated by the College as Confidential Employees for purposes of reports under this Policy, regardless of legal or ethical protections. When a Complainant shares information with a Confidential Employee, the Confidential Employee does not need to disclose that information to the Title IX Coordinator. The Confidential Resource will, however, provide the Complainant with the Title IX Coordinator's contact information, assist the Complainant in reporting, if desired, and provide them with information on how the Title IX office can assist them. With respect to Confidential Employees, information may be disclosed when: (1) the reporting person gives written consent for its disclosure; (2) there is a concern that the person will likely cause serious physical harm to self or others; or (3) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or persons with disabilities. Non-identifiable information may be shared by Confidential Employees for statistical tracking purposes as required by the Clery Act/Violence Against Women Act (VAWA). Other information may be shared as required by law.

- **Privilege.** Exists in the context of laws that protect certain relationships, including attorneys, spouses, and clergy. Privilege is maintained by a provider unless a court orders release or the holder of the privilege (e.g., a client, spouse, parishioner) waives the protections of the privilege. The College treats employees who have the ability to have privileged communications as Confidential Employees.

The Title IX Coordinator reserves the right to determine which College officials have a legitimate educational interest in being informed about student-related incidents that fall under this Policy, pursuant to the Family Educational Rights and Privacy Act (FERPA). Only a small group of officials who need to know will typically be told about the Complaint. Information will be shared as necessary with Investigators, Decision-makers, Appeal Decision-makers, witnesses, the Parties, and the Parties' Advisors. The group will be kept as limited as possible to preserve the Parties' rights and privacy, and release is governed by the institution's unauthorized disclosure policy.

CAMPUS RESOURCES AND SERVICES

ADVISING & ACADEMIC SUCCESS

Location: Learning Commons, Suite 103
Phone: (617) 333-2194
E-mail: academicadvising@curry.edu
academicsuccess@curry.edu
Web: www.curry.edu/resources-and-services/academic-resources.html
www.curry.edu/academics/academic-student-resources/academic-success

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

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

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

Academic Success Coordinators serve as a point of contact for students, families, and faculty regarding students who are experiencing academic difficulty or considered at-risk. They work closely with students to identify academic needs, develop success plans, and refer students to campus resources. Additionally, Academic Success Coordinators work with students on academic probation and warning to develop a plan to return to good academic standing.

Representatives of the College, including Academic Advisors/Academic Success Coordinators, are available to assist students in planning for academic success, meet requirements for graduation, and interpreting and implementing academic and student life policies. Compliance with policies and decisions regarding courses and students' major field of study is ultimately the responsibility of each student.

ATHLETICS

Location: Student Center
Email: veruzion@curry.edu
Phone: (617) 333-2216
Web: www.curryathletics.com

The athletic program offers opportunities to all students of the College at the intercollegiate level. Curry is a member of the NCAA Division III, Eastern Collegiate Athletic Conference (ECAC), and The Commonwealth Coast Conference (CCC). To be eligible for intercollegiate athletics at Curry, a student must (1) be enrolled as a full-time student, (2) maintain a satisfactory academic average as required by the College, and (3) be a student in good academic, financial and social standing.

Programs Offered

- Baseball–Men
- Basketball–Men and Women
- Cross Country–Men and Women
- Football–Men
- Ice Hockey–Men and Women
- Lacrosse–Men and Women
- Soccer–Men and Women
- Softball–Women
- Tennis–Men and Women
- Cheerleading–Men and Women
- Volleyball–Men and Women

Athletic Philosophy Statement

The Intercollegiate Athletic program at Curry College places its highest priority on the overall quality of the educational experience. This involves the integration of objectives and programs in athletics with academic developmental objectives. This is consistent with the mission of the College, to develop liberally educated persons who are able to gain and to apply knowledge humanely, intelligently, and effectively in a complex, changing world.

The athletic program seeks to provide competition for people who have come to the College for both educational and athletic opportunities. Through this competition, the program provides the means for those involved to come to know themselves and to grow physically, emotionally, socially, and intellectually. Participation in the athletic program shall be encouraged, by maximizing the number and variety of athletic opportunities in varsity, club, and intramural sports. Sports for people shall be given equal emphasis and the desired quality of competition should be similar in all sports. In responding to participant interest, sports should not be downgraded or given special status. Primary emphasis should be given to in–season

competition, but exceptional teams and individuals may be encouraged through post-season championships. Students should be supported in their efforts to reach high levels of performance by providing them with adequate facilities, competent coaching, and appropriate competitive opportunities with students from similar institutions.

Equity in Athletics Disclosure Act

Any coeducational postsecondary institution that participates in the federal student financial assistance program and has an intercollegiate athletics program is required to participate in and make available the annual Equity in Athletics Disclosure Act or EADA report. This report collects athletic program participation rates and financial support data for a 12-month period. This report may be viewed online at <http://ope.ed.gov/athletics>.

BOOKSTORE

Location: Student Center, 2nd Floor
Email: Bookstore@Curry.edu
Phone: (617) 333-2322
Web: www.currycollegeshop.com

Hours of Operation:

Monday - Thursday	8:30 am - 7:00 pm
Friday	8:30 am - 4:30 pm
Saturday	10:00 am - 2:00 pm

Please check the bookstore website for changes to this schedule

Textbooks, gifts, clothing, and gift cards are all available for purchase on our website as well as in our store. Items can be shipped for a flat shipping rate of \$7.50 for all online orders to your home or held for pickup at the store.

Bookstore Website

Buying your textbooks from the bookstore's website prior to the start of classes is a great way to avoid the long lines during the first week of classes. A link can be found within the Curry Web Information System under the Student Service and Information System tab. This link will bring you directly to the bookstore website and will also pre-populate your shopping cart with all of your required texts. You then have the option of having your textbooks shipped to your home or held for pick-up at the bookstore. You can also visit the bookstore website directly at www.currycollegeshop.com.

Purchase Policy

Cash, Visa, MasterCard, American Express, Discover, Apple Pay, personal checks, gift cards, financial aid, and Colonel Cash are accepted. There is a \$25.00 minimum fee on returned checks.

Book Buyback

The bookstore buys back textbooks from students year-round; however, the best time to sell back books to the bookstore is during final exams. If the bookstore is buying the textbook for re-sale for the upcoming semester, you will receive 50% of the original retail price of your book.

CENTER FOR GLOBAL & CAREER SERVICES

Location: Learning Commons, 1st Floor, Suite 103

Email: careerdevelopment@curry.edu

Phone: (617) 333-2195

Website: <https://www.curry.edu/cgcs>

Facebook: <https://www.facebook.com/CurryCGCS>

Instagram: <https://www.instagram.com/currycgcs/>

Twitter: <https://twitter.com/CurryCCD>

The Center for Global & Career Services offers students individualized attention to assist in developing a career path tailored to students' interests, strengths, and goals. Students can receive career counseling, resume development, and practice with interviewing in order to help prepare for the professional world. The Center for Global & Career Services helps students build a career development skill set that will contribute to a lifetime of career success.

Services provided include:

- Individual counseling sessions on internship/job search strategies, LinkedIn and social media consulting, resume/cover letter development and interview preparation (in-person, virtually, or via phone)
- Access to online database, Handshake, with postings for internships, jobs, and on-campus student employment
- Information on graduate school, occupations, and a variety of career related information
- Meaningful and effective career events
- Career exploration and assessment tools to help in deciding a major or a career path
- A Center for Global & Career Services tab on the My Curry web portal, on which students have access to career and employment related topics, as well as career event information
- Networking opportunities and support
- Curry Connections Mentor Network
- International Student Support
- Study Abroad & Study Away Services, including global internships
- Access to online study away database and application through ViaTRM for short-term, semester- and year-long study away programs

To make an appointment with a Career & Global Advisor, please visit www.curry.edu/cgcsappt.

COMPUTER LABS

Locations:	Kennedy Academic Building Hafer Academic Building Levin Library Academic and Performance Center (AAPC)
Phone:	Kennedy Building (617) 333-2142 Hafer Building (617) 333-5197 Levin Library (617) 333-3124

The Kennedy Computer Labs at Curry College are available for use by faculty, staff, and students except when classes are in session. The labs are managed by Information Technology Services (ITS). Questions or comments can be directed to <https://support.curry.edu>, (617) 333-2911 or support@curry.edu. There is a variety of hardware, software, and printers within the labs. Software, hardware, and any technologies made available by Curry College ITS are not to be removed, repurposed, or modified. The ITS Service Desk is at 79 Atherton Street where staff and students are available to assist you with basic computer questions.

Computer Labs, by the numbers:

- 133 total computers in seven computer labs in Milton
- 88 PCs running Windows 10
- 45 Macs running High Sierra OS (19 in Kennedy and 26 in Hafer)
- 2 Computer labs in Kennedy, rooms 336 (MAC) and 338, 3 Computer labs in Hafer, rooms 119 (MAC), 306 and 312 plus a mini-lab in 308, 1 Computer lab in AAPC, room G14
- 37 Public Computers in Levin Library
- 2 iMacs running High Sierra OS in Levin Library

Courses are scheduled in the computer labs in the AAPC, Hafer, and Kennedy Building throughout the day. Please refer to the schedule posted on the computer lab doors for course scheduling and availability. Library computers are available during posted Library hours. Please check MyCurry for hours. The Levin Library contains the HRC Computer Lab, which is available for student use when classes are not in session.

Computer Lab Schedules

Kennedy Labs - Third Floor, Hafer Lab – First Floor

Sunday	2:00 pm - 8:00 pm
Monday-Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 4:00 pm
Saturday	Closed
Holidays	T.B.A.

DISABILITY SERVICES

Location: Learning Commons, Room S-104
Email: disabilityservices@curry.edu
Phone: (617) 333-2385
Web: www.curry.edu/disabilityservices

The Office of Disability Services is committed to promoting an accessible, equitable, and inclusive learning environment at the College for all undergraduate, graduate, and continuing education students with disabilities as defined by applicable disability laws. Examples of these disabilities may include diagnosed learning disorders; hearing, visual, and mobility-related impairments; physical and mental conditions; and certain temporary disabilities. This office collaborates with other College departments to assist qualified students with a disability who request a reasonable accommodation, including, but not limited to, academic and residential accommodations or accommodations in college dining facilities. Some examples of accommodations relating to dining facilities may result from a student's food allergies or other dietary conditions. A few examples of residential accommodations include first floor or elevator access, single dorms, or auditory or visual safety alarm. Some examples of academic accommodations are listed further below.

In accordance with applicable disability laws, students who are qualified individuals with disabilities as defined by law may request reasonable accommodations which afford them an equal opportunity to use or participate in the College's programs, activities, and facilities. The Office of Disability Services works with each student on an individual basis to determine and implement appropriate and reasonable accommodations, and auxiliary aids and services. The College will provide reasonable accommodations, unless they would present an undue administrative or financial burden to the College, compromise the integrity of an academic program, or make a fundamental alteration to the nature of the College program or activity.

This office reviews and evaluates student requests for accommodation on an individual basis and collaborates with other College departments as necessary. If a requested accommodation presents an undue burden or makes a fundamental alteration to the College program or activity, the College will attempt to propose alternative solutions or accommodations which do not create such a hardship or alternation. The College will work in good faith with the student requesting the accommodation to determine the availability or an acceptable alternative.

Academic accommodations may include, but are not limited to:

- Note taking support
- Permission to record lectures
- Lecture materials in enlarged print
- Additional time to complete exams or quizzes
- Quiet, distraction-reduced testing location

- Use of hand-written responses rather than computerized answer sheet
- Use of computer for essay questions

Auxiliary aids and services may include, but are not limited to:

- Textbooks in alternative format
- Text-to-speech software (e.g. Kurzweil 3000)
- Speech-to-text software (e.g. Dragon Naturally Speaking)
- Screen magnification software (e.g. ZoomText)
- Assistive listening devices (e.g. FM System)
- On-campus housing accommodations
- Dining hall accommodations

Assistance Animals

The College maintains a Policy on Assistance Animals to address requests from qualified individuals with disabilities for reasonable accommodations that require the presence of animals on college property. For more information on Emotional Support Animals or Service Animals please visit either the Office of Disability Services page located on the Curry College website, or the Office of Disability Services page located in the myCurry portal, under the Academic Support tab.

To learn more about deadlines, policies, and procedures to request reasonable accommodations, please visit the Office of Disability Services page on the Curry College website.

LOUIS R. LEVIN MEMORIAL LIBRARY

Location: Academic Quadrangle, North Campus
Phone: (617) 333-2177
Web: <https://www.curry.edu/academics/academic-student-resources/levin-library>

Hours of Operation

Monday - Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 6:00 pm
Saturday	10:00 am - 6:00 pm
Sunday	10:00 am – 10:00 pm

Check library website for updated library hours on holidays and vacations.

Levin Library is a learning library committed to fostering in students effective research skills, promoting critical thinking, and providing relevant resources crucial to academic success. Librarians also work closely with faculty to weave research instruction directly into the curriculum.

Features include:

- Access to relevant resources including over 100 databases of research articles, ebooks and streaming media available through the campus network 24/7
- Circulating iPads
- A discovery service that offers searching of books, journals, and databases simultaneously
- The Education Resource Center (**new location opening in Hafer 303**), which provides resources and services for Education students and faculty, and the college community
- Librarians available at the reference desk and by appointment for research consultation
- E-mail, chat, and text 617.300.0842, for research assistance
- Follow us on Facebook, Twitter, and Instagram for updates
- Interlibrary Loan providing access to library resources nationwide
- Maker and technology space including 3D printing
- Designated areas for quiet study and group meeting spaces
- Added hours of operation during exam time

MAIL SERVICES

Location: Student Center, 2nd Floor, Suite #240
Phone: (617) 333-2179
Web: www.curry.edu/resources-and-services/student-services/post-office.html
Email: mailroom@curry.edu

Hours of Operation:

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

During the first two weeks of the semester, Mail Services will be open until 6:00 pm Monday through Thursday. After the first three weeks, operating hours are Monday through Friday 8:30 am to 4:30 pm.

Student's Address at Curry College:

Student Name
 Student Mailbox Number
 Curry College
 1071 Blue Hill Avenue
 Milton, MA 02186

Students should always use the above address as their mailing address. For security reasons, deliveries are not allowed to residence halls.

US Mail Pick Up Schedule

Bring mail to the service window in the mailroom. This mail is picked up by the Postal Service Monday through Friday at 4:00 pm.

Helpful Hints

Each student will receive their own mailbox number assignment. You are responsible for picking up your own mail and packages in the Student Center. Tell your family and friends to use proper names when addressing mail to you. Nicknames only cause confusion and delays.

Give your mailbox number to your family and friends and tell them to always use this number when addressing mail to you. Mail addressed without a mailbox number may be delayed or returned to sender.

Please do not send cash through the mail. Valuables should be sent using a trackable method such as return receipt or express mail.

During Summer break, Campus Mail Services can only forward first class mail to home address of record. Please remember to change your address with any periodicals you may be receiving when leaving campus for an extended period of time.

Other Services

- Postage Stamps may be purchased at the mailroom service window during regular mail service hours
- Return Receipt Mail for which the sender needs verification of receipt
- Priority Mail which gives the sender a normal two to three-day delivery time
- Express Mail which gives the sender a normal overnight delivery time

The above services are provided for student use. Colonel Cash and cash are accepted forms of payment.

You may ship items through a private vendor such as United Parcel Service, Federal Express or DHL; however, you must have a personal account set up and pre-payment arrangements must be made prior to shipping.

CLASSROOM/CONFERENCE SPACE TECHNOLOGY

Location: 79 Atherton Street, 2nd Floor
E-mail: support@curry.edu
Phone: (617) 333- 2911
Web: Coursedog Reservations (purple dog) Quick link icon on MyCurry

Hours of Operation:
Fall/Spring Semester Hours (includes walk-in assistance):
Monday through Friday: 8:00 a.m. - 5:00 p.m.

Computer Lab and Classroom Technology Support is available during Fall & Spring Semesters as follows:

Monday through Thursday: 8:00 am - 5:00 pm

Friday: 8:00 am - 4:00 pm

*Staff is **on-campus** to assist with problems related to the use of technology in the classrooms and labs during these hours. Please call 617-333-2911 for assistance.*

Summer/Holiday Break Hours:

Monday through Friday: 8:00 am - 5:00 pm

Arrangements can be made for equipment needed at times other than regular office hours.

Equipment

It is our goal to provide the faculty, staff, and students with the resources necessary to communicate and share information to enhance the learning process while furthering the academic climate. Equipment loans and event support outside of the classroom are provided for other areas for on-campus use for faculty and staff. Students requesting equipment in clubs or organizations should contact their faculty or staff advisor. All equipment loaned, borrowed, or otherwise arranged to be made available by Curry College ITS, must be returned to the location from which it was procured.

Classroom Technology: All classrooms are equipped with a Projector or large display, computer with DVD, internet access, Microsoft Office and Adobe Creative Cloud Suite, audio, and interactive whiteboard capabilities (limited). For a complete list, see our web page.

OFFICE OF THE REGISTRAR

Location: 79A Atherton Street

E-mail: regoffice@curry.edu

Phone: (617) 333-2008

Web: www.curry.edu/academics/academic-student-resources/registrar

The Office of the Registrar maintains student academic records, including, without limitation, such records as the student's application for admission, academic transcript, and other information relative to the student's academic career at the College. The office administers academic policies and provides assistance, information, and support regarding students' academic standing, courses, schedules, registration, transcripts, grades, progress toward degree completion, and enrollment certification.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

- The right to inspect and review their education records within 45 days of the day the College receives a request for access, to the extent provided by law. Students should submit written, signed requests to the Registrar that identify the record(s) that they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the records requested are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes may be inaccurate or misleading, to the extent provided by law. Students who seek amendment of a record that they believe is inaccurate or misleading should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. The College may disclose records without a student's consent in several situations. For example, pursuant to FERPA, the College may disclose information in the student record to school officials with legitimate educational interests. A school official is a person employed by Curry College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Curry College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility. The College also discloses information in the student record pursuant to the FERPA exception that permits disclosure to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Directory Information

The Family Educational Rights and Privacy Act permits the disclosure of “directory information” without a student’s prior written consent. Curry College defines directory information to include the following: name, address, enrollment status, date of birth, birthplace, major, activities information, sports participation, height and weight of athletic team members, dates of attendance, degrees and awards received, and most recent educational institution attended. Students who wish the College to withhold Directory Information should notify the Registrar in writing within 14 calendar days after Check-in Day. Request forms are available at the Registrar’s Office.

Additionally, any student wishing to change their preferred name or gender identity with the College can contact the Registrar’s Office to confidentially initiate that process.

Family Portal

The Family Portal allows deposited or enrolled students to create accounts for family members to provide them with access to campus wide resources and specific personal information about their student, as allowed by the student. The student decides who to give access to and what each family member has access to view (i.e., course schedules, grades, financial aid, and billing statements).

A student can also select who, if anyone, they wish to allow to discuss their academic information with College personnel. College personnel will include, but is not limited to, staff in the Registrar’s Office, staff in Academic Affairs and Advising & Academic Success, faculty members, faculty advisors, and PAL staff (if applicable).

The student can request an account for a family member by:

- Logging into myCurry
- Clicking on the “myInfo” tab
- Clicking on the “myFamily Access” link

Note: The student can change access rights at any time by returning to the “myFamily Access” link.

Student Persistence Information

In accordance with federal regulations, information regarding retention and graduation rates of undergraduate students is maintained and is available upon written request to:

Office of the Registrar

Curry College

1071 Blue Hill Avenue
Milton, MA 02186

Voter Registration

Massachusetts voter registration information is available online at <https://www.sec.state.ma.us/ovr/>

Withdrawal from the College

A degree candidate wishing to withdraw from the College must complete the online withdrawal process available on the Registrar tab on the student portal. The student must clear their financial status with the Student Financial Services Office. In addition, all keys, library materials, and other College property must be returned to the proper authorities before official withdrawal can be certified. Until such time as all obligations are met, the College will reserve the right to indicate unofficial withdrawal and the conditions under which the student left the College. Students to be dismissed for either academic or disciplinary reasons may not withdraw from the College. The student's official withdrawal date will be the date of notification of withdrawal to the college or the date the college determines that the student is no longer in attendance. Students are responsible for notifying the College of their intent to withdraw and must do so by initiating the withdrawal process. It is important to note that non-attendance does not constitute withdrawal and students are responsible for all academic course work, for all tuition and other charges until officially withdrawn from the college.

Leave of Absence

Students who are in good academic standing and have no outstanding financial obligations to the College may take leaves-of-absence totaling no more than two years and remain in good standing. Following consultation with their advisor, the student must complete the online Leave-of-Absence request. Throughout the course of the student's leave, the academic record will indicate that the student is on leave-of-absence and is in good standing. If a student does not return to Curry after two years of leave, the student will be officially withdrawn from the College. To return to the College, the student must consult with the Student Affairs office and complete the Leave-of-Absence Reactivation form, available in the Office of the Registrar, at least 40 calendar days prior to the start of the semester for return. This is important both for academic and residence hall planning. Residence hall rooms are allocated on a space available basis, according to the date on which students provide room deposits and apply through the Residence Life Office.

STUDENT FINANCIAL SERVICES

Location: 79C Atherton Street
Office hours: Monday-Friday 8:30 am to 4:30 pm
E-mail: fin-aid@curry.edu (Financial Aid)
studentaccounts@curry.edu (Student Accounts/billing)
Phone: (617) 333-2354
Web: curry.edu/tuitionandfinancialaid

The Office of Student Financial Services provides services to students and their families about all student financial matters including the financial aid application and renewal process, awarding financial aid to eligible applicants, educational affordability counseling and options available to you for funding your Curry education, student account (tuition bill) matters, book vouchers for eligible students and policies and procedures pertaining to your financial matters.

IMPORTANT NOTE ABOUT YOUR FINANCIAL RECORDS

The Family Education Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education, financial and academic records. For the student's protection, FERPA limits the release of student record information without the student's consent. If the student would like to allow the Office of Student Financial Services to share financial information (billing, financial aid application and award records) with a person other than themselves, including the bill payer, the student must grant consent through the family portal.

The Family Portal allows deposited or enrolled students to provide family members access to campus wide resources (i.e., tutoring, writing center, Curry van schedule, etc.) and specific personal information about their student, as allowed by the student. You, the student, decides who to give access to and what each family member has access to view (i.e., schedules, grades, financial aid, and billing statements).

The student can request an account for family members by:

- Logging into myCurry
- Click on the "myInfo" tab
- Click on the "myFamily" access link

A student can select who, if anyone, they wish to provide access to see their financial matters online or discuss with a representative of the Office of Student Financial Services by changing the family member's access from "no" to "yes" for each individual family member.

Note: you can change access rights at any time by returning to the myFamily access link.

Financial Good Standing

All tuition and fees are payable on the date specified on the bill prior to the opening of each semester. Any student who fails to settle all outstanding balances may not check in at the start

of the semester nor depart for study abroad/exchange programs, register for or attend classes, participate in student activities including athletics, utilize campus facilities such as the Fitness Center, receive grade reports, be granted a degree or receive a roommate or room assignment (if applicable).

The student is responsible for any costs incurred by the College in collecting past due balances.

Students must be in Good Financial Standing to participate in all Curry College programs and activities included but not limited to participation as an athlete, resident assistant, student government leader, and club member.

To be in Good Financial Standing, a student must have settled their student account currently due. A student's account is considered "settled" when it is either paid or covered by one or a combination of the following:

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

Billing Statements

Billing statements will be available on the Finances tab of your myCurry account. You and anyone you have allowed to have access to your financial matters (see FERPA above) will receive an e-mail notice once the bill is available for viewing as long as you have consented to electronic notification (see e-consent below). Additionally, if you elect to receive a paper invoice, it will be mailed to the address you have provided to Curry as your billing address. If no billing address has been provided, bills will be mailed to the address specified as your permanent address. It is the student's responsibility to notify Curry promptly of any change in address.

Fall semester bills are generally available to students in mid-June. Spring semester bills are generally available in mid-November. Each bill must be settled in full within 30 days of the billing date and prior to the start of the term. Subsequent statements will be available every 30 days, unless there is no amount due, and all pending items have cleared. You are encouraged to view your bill status on-line via your myCurry account.

Late Fees

Accounts not settled in full by the due date as described under "Financial Good Standing" are subject to a \$200 late fee each semester.

Pending Financial Aid Payments

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

or the outside agency to which an application was submitted. Financial aid awards will not be credited to a student account if any paperwork is missing. If paperwork remains outstanding, the financial aid may be forfeited, and the student will remain responsible for paying any amounts that would have been covered by the financial aid.

Credit Balances

If your cash payments and financial aid, including any disbursements of Federal Title IV funds such as Federal Pell Grants or Federal Loans, create a credit balance on your student account, we will retain these credits on your student account to be used against the charges of future semesters of enrollment for the current academic year, only if you complete a Credit Balance Authorization Form (CBA Form) which you can download from the Curry website at: <https://www.curry.edu/assets/Documents/Admission-and-Aid/SFS/Credit-Balance-Authorization-Form.pdf>

Alternatively, a refund, payable to you the student, will be provided to you via the electronic process (e-refunds) outlined below in “Student Refunds” according to the timeframe established by the Federal government.

Student Refunds

Students may request a student refund for any portion of any credit balance on the student account even if there is a CBA Form (see “Credit Balances” above) on file. Refunds will only be issued for actual credit balances and will not be issued based on “pending” payments. Student refunds issued by direct payment to the student’s checking or savings account will be available approximately 2 days after the refund is processed. Students who do not sign up for e-refunds will have a check mailed to the permanent address on file with the College and should arrive at that address in approximately 14 days. Checks are not available for pick-up.

Students may request a refund online through their myCurry account:

- Log into myCurry account
- Go to the Finances tab
- Click on refund request

All student refunds are payable to the student unless the credit is a result of a Federal Parent Loan in which case the refund will be issued to the parent if the parent has not indicated the credit may be sent to the student. In the case of a parent refund, the College will mail the refund check.

Bookstore Vouchers

Students may request a Bookstore Voucher up to the amount of the expected credit balance, including pending financial aid if the student has a Credit Balance Authorization Form (CBA) on file (see "Credit Balances" above).

You may request a Bookstore Voucher by:

- Logging into your myCurry account
- Click on the Finances tab
- Click on Bookstore Voucher request

Pending payment plan payments will not be considered for this purpose. The vouchers may be used to purchase textbooks in the Campus Bookstore. All vouchers expire 30 days from the date of issue. Unused voucher amounts will be returned to your student account within 60 days of their expiration date.

Student Health Insurance

Massachusetts Law requires that every full-time and part-time student enrolled in an institution of higher learning in Massachusetts participate in a student health insurance program (SHIP) or in a health benefit plan with comparable coverage. A part-time student is defined as a student participating in at least 75% of the full-time curriculum. As a result, full-time and part-time students are automatically billed for individual membership in the Curry College sponsored student health insurance plan. Students must pay for the plan unless they show proof of comparable coverage in a U.S. based qualifying student health insurance program. Students may provide such proof of coverage by completing a Student Health Insurance Waiver on-line at <https://www.universityhealthplans.com/Curry>

Waivers received after the published deadline will not be accepted. Waivers must be completed each year the student enrolls for at least 75% of the full-time curriculum. Waivers cannot be carried across academic years.

Please visit <https://www.universityhealthplans.com/Curry> to review coverage information.

To notify us about errors on your student account

If you believe your bill contains an error or wish to dispute any item contained on it, describe the nature of your dispute in writing and mail it to:

**Curry College
Attn: Student Accounts
1071 Blue Hill Avenue
Milton, MA 02186**

or e-mail to: studentaccounts@curry.edu.

Contact us in writing as soon as possible to preserve your rights. We must hear from you in writing no later than 30 days from the time that we sent you the first bill on which the error or problem occurred. **Please provide the following information in your letter:**

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

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

First Time Financial Aid Applicants or Renewal Applicants for Financial Aid

You must apply for financial aid each year and continue to demonstrate financial need annually by filing the Free Application for Federal Student Aid (FAFSA). All funds awarded through this office are considered need-based funds and therefore are not automatically renewable.

The FAFSA form is available on the web at studentaid.gov as of October 1 annually. The priority deadline for applying for financial aid is April 15 for the start of the following academic year. You may also need to submit additional documents directly to the Office of Student Financial Services.

Please refer to the Checklists available on the Curry website <https://www.curry.edu/admission-and-aid/tuition-and-financial-aid/applying-for-aid-and-formsfor> a list of documents to be submitted.

First time financial aid applicants should follow the instructions for applying for financial aid outlined on the Checklists above.

To review the financial aid funds available and for which you are considered by applying for financial aid please refer to the Curry web:

Scholarships & Grants: curry.edu/scholarshipsandgrants (Includes information on assistance available from Federal, State, Institutional and Local/Private Programs)

Federal Work Study: curry.edu/workstudy

Loans: curry.edu/loans (Includes information on loans available from federal, state and private sources).

- **Federal Loans**
 - curry.edu/federalloans (Includes information on Initial Loan Counseling for Student Borrowers and Exit Counseling for Student Borrowers)
- **Code of Conduct for Education Loans**
 - <https://www.curry.edu/assets/Documents/Admission-and-Aid/SFS/Code-of-Conduct.pdf>
- **Alternative/Private Education Loans:**
 - curry.edu/alternativeloans (Includes information on Preferred Lender Lists and Preferred Lender Arrangements)
- **Truth in Lending Act (TILA) and Loan Self Certification Form Information:**
 - curry.edu/financingoptions

Policies: Includes Penalties for Drug Law Violations, Withdrawal, Return of Title IV, Refunds,

Student's Rights and Responsibilities, use of financial aid for Study Abroad and more.
<https://www.curry.edu/admission-and-aid/tuition-and-financial-aid/financial-aid-policies>

Satisfactory Academic Progress (SAP) for Financial Aid

Students must maintain satisfactory academic progress as outlined in the Curry College Course Catalog in order to maintain eligibility for financial aid. You may view the SAP policy online at [curry.edu/SAP](https://www.curry.edu/SAP) for undergraduate and continuing education students and at [curry.edu/SAPgraduate](https://www.curry.edu/SAPgraduate) for graduate students.

Price of Attendance

Traditional Students: [curry.edu/tuitionandfinancialaid](https://www.curry.edu/tuitionandfinancialaid)

Continuing Education: [curry.edu/tuitionandfinancialaidCE](https://www.curry.edu/tuitionandfinancialaidCE)

Help Resources

Massachusetts Department of Higher Education
Room 1401
One Ashburton Place
Boston, MA 02108-1696
Phone: (617) 994-6950
Website: <http://www.mass.edu>

If you have complaints against a post-secondary institution, contact the state department of higher education for help with resolving the complaint.

Office of Student Financial Assistance
75 Pleasant Street
Malden, MA 02148
Phone: (617) 391-6070
[mass.edu/osfa/students/forstudents.asp](https://www.mass.edu/osfa/students/forstudents.asp)

OSFA is primarily responsible for the management and oversight of all Massachusetts state funded financial aid programs and advises the Board of Higher Education about financial aid policy matters of concern to the Commonwealth of Massachusetts.

U.S. Department of Education
FSA Ombudsman Group
P.O. Box 1843
Monticello, KY 42633
Phone: 1-877-557-2575

The **Federal Student Aid** Ombudsman Group of the U.S. Department of Education is dedicated to helping resolve disputes related to Direct Loans, **Federal Family Education Loan (FFEL) Program** loans, **Guaranteed Student Loans**, and Perkins Loans. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans. <https://studentaid.ed.gov/sa/repay-loans/disputes/prepare/contact-ombudsman>

Federal Loan Servicing and Loan Repayment information: nslds.ed.gov

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data.

Program for the Advancement of Learning (PAL)

Location: Gertrude Webb Learning Center & Main House
Email: pal@curry.edu
Phone: 617-333-2250

The Program for the Advancement of Learning (PAL) is designed for students who have diagnosed learning differences, executive function challenges, and/or ADHD and who have at least average to above cognitive ability. PAL has been widely recognized as the country's first college program of its kind and for leadership its leadership role over the years. Since its inception PAL has focused on providing comprehensive strength-based support to college students with language-based learning disabilities in a proactive environment. PAL is a fee-based academic program that requires additional admission documentation. Between 15% to 20% of the first-year class are enrolled in PAL.

HUMAN RESOURCES

Location: Human Resources, King Administrative Building, 55 Atherton Ground Level
E-mail: hr@curry.edu
Phone: 617-333-2263

Student Employment Program (SEP)

On-campus employment is a great way to develop valuable skills and enhance your overall Curry College experience. At Curry we believe our students make important contributions to our workforce community. The on-campus Student Employment Program (SEP) is administered by the Office of Human Resources (HR) in collaboration with the Center for Global & Career Services and Student Financial Services.

A variety of part-time on-campus jobs are available to eligible Curry College students through this Student Employment Program (SEP) and includes federal work-study jobs and general non-work-study jobs. To be eligible for on-campus employment you must be an actively enrolled Curry College student carrying a minimum of 6 credits each semester or you must have received a Federal Work-Study Award in your Financial Aid award letter from Student Financial Services.

Details about the on-line job search process, how to apply for a job, the employment policies, and how to get paid are provided on the ***myCurry portal under the Student Life tab by clicking on the Student Employment Link***. On the portal you will also have access to the job search system, *Handshake*, and the Student Employment Application. It is important that you carefully review the process provided to you on the portal and use it as an informational guide to successful on-campus employment.

To start a job on-campus and to be paid on-time it is very important that you connect with the Office of Human Resources after receiving a job offer from a manager and before you start working, so that all your employment documents are processed as required by law. Student employees may consult the College's Student Employment Handbook (located on the student portal) for a complete description of employee rights, benefits and obligations, and any legally required workplace notifications.

This Student Employment Program (SEP) does not currently include internships. For more information about accessing the job search program *Handshake* or about internships specifically, please contact the Center for Global & Career Services at (617) 333-2195 or careerdevelopment@curry.edu.

For more information regarding how to obtain financial aid, including how to get work-study, please contact Student Financial Services at (617) 333-2354 or fin-aid@curry.edu, and review that section of this handbook.

Office of Conference Services

Location: Student Center, 1st Floor
Phone: (617) 333-2249

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

If you require more information or to arrange a tour of the facility, please contact the Director of Conference Services.

IMPORTANT PHONE NUMBERS

Main Number (617) 333-0500
Emergency Closing Hotline (617) 333-2075

DEPARTMENT CONTACTS

Advising
(617) 333-2194

Academic Affairs
(617) 333-2233

Academic Success Coordinators
(617) 333-2279

Alumni & Parent Relations
(617) 333-2121

Athletics
(617) 333-2216

Buildings & Grounds
(617) 333-2228

Bookstore
(617) 333-2322

Center for Global & Career Services
(617) 333-2195

Communication
(617) 333-2128

Community Standards & Accountability
(617) 333-2365

Conference Center
(617) 333-2249

Copy Center
(617) 333-2147

Counseling Services
(617) 333-2182

Criminal Justice & Sociology
(617) 333-2128

Institutional Advancement
(617) 333-2121

Disability Services
(617) 333-2385

Education
(617) 333-2128

Emergency Number
(617) 333-2222

Finance
(617) 333-2082

Fitness Center
(617) 391-5137

Food Services
(617) 333-2318

Health Services
(617) 333-2182

Human Resources
(617) 333-2263

Information Technology Services
(617) 333-2911

Intramurals
(617) 333-2377

Levin Library
(617) 333-2177

Mail Services
(617) 333-2179

Media Services
(617) 333-2911

Office of Diversity & Inclusion
617-333-5150

PAL
(617) 333-2250

President's Office
(617) 333-2236

Psychology
(617) 333-2226

Public Health & Wellness
(617) 333-2128

Public Safety (emergency)
(617) 333-2222

Public Safety (non-emergency)
(617) 333-2232

Publications/Public Relations
(617) 333-2121

Registrar
(617) 333-2008

Residence Life & Housing
(617) 333-2252

Science & Math
(617) 333-2277

School of Business & Computer Science
(617) 333-2128

School of Nursing
(617) 333-2280

Sexual Violence Prevention
(617) 333-2956

Special Events
(617) 333-2121

Spiritual Life
(617) 979-3532

Student Activities
(617) 333-2256

Student Affairs
(617) 333-2289

Student Center
(617) 333-2234

Student Financial Services
(617) 333-2354

Telecommunications
(617) 333-2397

Visual & Performing Arts
(617) 333-2226

****Campus Switchboard Services: Dial "0" from any campus telephone and follow the automated prompts to connect with any of the above offices on campus.***