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Student Handbook 2025-2026

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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 2025. 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](http://www.curry.edu).*

## A Message from the Vice President

Dear Curry Student,

Welcome (or welcome back!) to Curry College and the 2025–2026 academic year! Whether you're new to the Curry community or returning for another exciting chapter, I am so glad that you are here and I can't wait to see all the amazing things we will get to do and accomplish this year.

At Curry, we pride ourselves on being a close-knit community where every student is seen, supported, and encouraged to grow. This handbook is designed to help you navigate your time here with confidence. Inside, you'll find helpful information about campus resources, our shared community expectations, student life, and more. Be sure to keep it handy!

Your college experience takes place in all areas of our campus, inside and outside of the classroom. It's about discovering who you are, exploring your interests, building lasting friendships, and finding your place in a community that values inclusion, curiosity, and personal growth. At Curry, we believe in your potential and are committed to helping you succeed.

A few thoughts as we begin this year:

- Be curious. Ask questions, explore new ideas, and embrace learning in all its forms.
- Get involved. Join a club or organization, attend events, and find ways to connect. Your voice and presence matter here.
- Take care of yourself. Your well-being is important, and we've got resources and people ready to support you.
- Don't be afraid to reach out. Whether you need a listening ear, academic help, or just someone to talk to, there are staff in Student Affairs and all-around campus here for you.

This year holds so much promise, and I can't wait to see where it takes you. Dream big, stay connected, and most importantly – enjoy the journey. You belong here, and we're better because you're part of our Curry College family.

See you around campus!



**Erik Mürisepp, Ed.D.**

Vice President, Student Affairs

Dean of Students

## The Mission of Curry College

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

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

### Curry College Statement of Diversity

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

## Good Standing Policies

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

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

### Academic Good Standing

Academic good standing is 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](mailto: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.*

Questions related to social good standing and expectations of conduct may be made to the Dean of Students Office.

### *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 Muurisepp, Vice President of Student Affairs & Dean of Students**

Location: 1016 Brush Hill Road, 1st floor

Email: [erik.muurisepp@curry.edu](mailto:erik.muurisepp@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](mailto:lisa.rodrigues@curry.edu)

Phone: (617)-391-5240



### **Marshall Lancey, Assistant Vice President of Student Experience & Deputy Title IX Coordinator**

Location: 1016 Brush Hill Road, 1st floor

Email: [marshall.lancey@curry.edu](mailto:marshall.lancey@curry.edu)

Phone: (617) 333-2365



The members of 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
- Community Wellness & Violence Prevention
- Counseling Center
- Dining Services
- Diversity Center
- Fitness & Recreation
- Health Services
- Public Safety
- Residence Life & Housing
- Spiritual Life
- Student Center
- Student Engagement

## **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
- Community Standards & Accountability
- Counseling Center
- Division of Student Affairs
- Public Safety
- Residence Life & Housing
- Title IX
- Accessibility Services

### *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 in 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.*

## Community Standards & Accountability

Location: 1016 Brush Hill Rd, 1<sup>st</sup> Floor  
Email: [communitystandards@curry.edu](mailto:communitystandards@curry.edu)  
Phone: (617) 391-5216

### *Personal Integrity Statement*

At Curry College, we believe that integrity, responsibility, and care for others are at the heart of a strong and respectful community. All students are expected to uphold these values through their actions and choices, contributing positively to campus life. We encourage and expect students to look out for one another, offering help when someone's behavior may pose a risk to themselves or others. As part of their commitment to the community, students are also accountable 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](mailto: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 the 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.

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 and 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.

### *Communication*

Official College communication occurs through Curry email. Students are not only encouraged to use their Curry email accounts but are responsible for checking it daily. Information emailed to Curry student email 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.

### *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.

### *Micro Mobility and Scooter Policy*

Curry College recognizes the growing use of micro mobility devices, such as electric scooters, bicycles, hoverboards, and skateboards, for transportation across campus. This policy aims to promote safety, ensure accessibility, and regulate the use of these devices in a manner that aligns with the College's commitment to a safe and inclusive environment. Please review the full policy under the Public Safety Section.

### *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

- i. 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
- ii. 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



- iii. Organized marches traveling throughout other areas of campus must be coordinated with Public Safety prior to the event
- iv. 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
- v. 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 for peaceful protests:*

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*

### *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.

### *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.

## 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 the Code of Conduct or College Policy has occurred

**Community Standards Educator:** 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.

This means that the information available must demonstrate that it is **more likely than not** that a violation occurred.

All reported concerns are reviewed by trained staff who assess the full context of a situation including but not limited to physical indicators, staff observations – including that of student staff members such as RAs, Building Managers, and Community Desk Attendants, and environmental factors. While physical evidence may be present in some situations, it may not always be available, and as such it is not required to make a determination of responsibility. Staff members are trained to use professional judgment, based on experience and the circumstances, to evaluate what is the most probable determination of responsibility given the available information from the community standards process.

This approach ensures that each situation is reviewed thoroughly and fairly, and allows the College to uphold community standards in a way that prioritizes health, safety, and accountability.

**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 and Dean of Students 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. **Weapons:** 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
  - Replica, ornamental, or decorative 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 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. **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

- h. **Courtesy or Quiet Hours:** All students are expected to be considerate of their neighbors and their surrounding areas during all hours of the day and help keep an atmosphere conducive to both sleep and study
- In the residence halls: all radios, televisions, speakers, etc. must be kept at a level, which 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.
- 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
- k. **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 himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.*

**M.G.L. 269 § 19: Copy of §§ 17-19; issuance to students and student groups, teams and organizations** *Section 19: Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of 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.*

## **2. Fire & Community Safety**

The importance of fire safety and prevention is a responsibility for all members of the Curry College community. Below is a list of prohibited items and/or practices for the campus. The Residence Life & Housing department has a list of additional prohibited items and policies specific to the residence halls.

- a. **Inappropriate activation of emergency warning equipment:** including but limited to including exit signs, automatic door closers, smoke detectors, sprinkler heads, fire alarms systems, firefighting equipment, or building security equipment
- b. **Inappropriate tampering with fire safety equipment:** including the possession, removal of, damage to, and covering of smoke detectors or other emergency warning equipment
- c. **Failure to evacuate:** when an alarm sounds or unauthorized reentry into a building during evacuation
- d. **Setting or attempting to set a fire:** the intentional or reckless setting of fires on campus, regardless of size or location, is strictly prohibited
- e. **Obstruction of egress:** blocking hallways, stairwells, or exits with furniture, bicycles, personal belongings, or other items that may impede emergency evacuation
- f. **Possession or use of open-flame items:** candles, incense, or any item with an open flame, including decorative candles not in use, are prohibited in all residence halls and campus buildings
- g. **Possession or storage of flammable materials:** this includes, but is not limited to, charcoal, gasoline, kerosene, lighter fluid, and other combustible fuels

- h. **Improper possession or storage of batteries relating to micro mobility devices:** for full details please see the Micro Mobility policy above.
- i. **Possession or use of fireworks:** fireworks, including sparklers and similar items, are illegal under Massachusetts law and are prohibited on all College property.
- j. **Smoking or vaping inside campus buildings:** smoking or vaping any substance, including tobacco, nicotine, or cannabis is strictly prohibited in all indoor spaces, including residence halls and common areas.

### 3. Tobacco, Drugs, and Controlled Substances

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.

In accordance with Massachusetts state law, the use or possession of tobacco or nicotine products, including but not limited to cigarettes, cigars, chewing tobacco, vape pens, and e-cigarettes is permitted only for individuals who are 21 years of age or older. Smoking outdoors is permitted only outside and at a minimum of twenty-five feet from all campus buildings.

The possession and use of cannabis, 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.

Cannabis use and possession remains prohibited at Curry College. In 2016, Massachusetts legalized the growth, possession, and personal recreational use of cannabis 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 cannabis as a controlled substance and prohibit use and possession. Accordingly, Curry continues to prohibit the use, possession, cultivation and sale of cannabis on all College property and at all College-sponsored activities, whether on or off- campus.

A prescription for the use of medical cannabis 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 cannabis, the student may schedule an appointment with the Office of Accessibility Services to engage in an interactive process regarding reasonable alternatives to the use of cannabis 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. **Possession and/or use of tobacco or nicotine products by individuals under 21:**  
In accordance with Massachusetts state law, the possession or use of tobacco or nicotine products, including but not limited, to cigarettes, cigars, chewing tobacco, hookah, vape pens, and e-cigarettes is prohibited for any individual under the age of 21
- b. **In the presence of illegal drug use or possession:** Students are expected to remove themselves from situations involving illegal drug activity. Being knowingly present during the use, possession, or distribution of illegal drugs or controlled substances may result in disciplinary action, regardless of personal use
- c. **Drug paraphernalia:** The possession, use, or display of items used for drug consumption or preparation, including but not limited, to rolling papers, pipes, grinders, water pipes, rolling trays, and scales is prohibited
- d. **Possession and/or use:** Curry prohibits the possession and/or use of a controlled substance and/or the misuse of prescription medication
- e. **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.

- **North Side of Campus:** 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.
- **Mid Campus and South Campus:** 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

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. Students are expected to remove themselves from situations involving alcohol when they are not of the legal drinking age
- b. **Possession and/or use of alcohol for individuals under 21:** 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
- c. **Alcohol Paraphernalia:** The possession, use, or display of items relating to alcohol, including but not limited to empty alcohol containers, alcohol brand merch, beer bongs, or similar drinking devices 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
- d. **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 12 oz cans of beer or,
  - one 750 ml bottle of wine or,
  - one 750 ml bottle of hard liquor up to 100 proof.
  - The total amount of alcohol allowed in a room is based on how many residents of that space are present at the time (e.g. In a suite with 6 residents, if all 6 are present, each person may have up to 12 beers. That

means the maximum amount allowed in the suite at that time would be 72 beers, even if there are additional guests.)

- e. **Misuse of alcohol for individuals who are over 21:** intoxicated behavior that endangers self or others or brings discredit to the College. 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
- f. **Possession or use of common source alcohol containers:** and related paraphernalia (kegs, beer balls, funnels, flasks, nips, borgs, etc.) are prohibited
- g. **Open containers:** and/or consumption of alcohol in public areas (bathrooms, hallways, lounges, outside, etc.) is prohibited
- h. **Alcohol at College-Sponsored Events or in Academic Settings:** alcoholic beverages are generally prohibited at college-sponsored activities and academic spaces such as classrooms, unless approved in writing in advance by the Vice President of Student Affairs
- i. **Providing alcohol to persons who are under 21:** as well as the delivery of alcoholic beverages to the College mailroom is prohibited even for students of legal drinking age
- j. **Participation in drinking games:** as well as the use of funnels, beers bongs, and similar products is prohibited, **with or without the actual presence of alcohol**
- k. **Driving under the influence of alcohol:** on campus. 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 will 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 acting 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
  - i. 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. **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
- d. **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
- e. **Failure to comply with the Peaceful Protests, Organized Marches, and Demonstrations policy:** The violation of this policy is prohibited, including but not limited to failing to register events as required, not following time, place, and manner guidelines, blocking access to buildings or roadways, disrupting College operations, causing property damage, or engaging in conduct that violates law or College policy during a protest, march, or demonstration

## 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:** and similar devices throughout campus, including use or storage within the residence halls, is prohibited
- b. **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 and visitors:** 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. Occupants of a room should not exceed that as outlined in the Residence Life & Housing section. 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 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 Accessibility Services to permit the presence of an assistance animal on campus in accordance with applicable disability laws
- e. **Unauthorized Solicitation:** The Sale, distribution of goods and services, and the solicitation for promotion of and advertising of any item, program, or service is prohibited on the College campus.

### The 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:

- **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
- **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.
- **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.

### Statement of Student 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 accommodation 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

### 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.**
  - 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
2. 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
3. Students are permitted to have a support person accompany them during a Behavioral Review meeting, as defined in this Handbook
4. 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)

- 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.
  - 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
- 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

#### 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). This means that the information available must demonstrate that it is **more likely than not** that a violation occurred.

All reported concerns are reviewed by trained staff who assess the full context of a situation including but not limited to physical indicators, staff observations – including that of student staff members such as RAs, Building Managers, and Community Desk Attendants, and environmental factors. While physical evidence may be present in some situations, it may not always be available, and as such it is not required to make a determination of responsibility. Staff members are trained to use professional judgment, based on experience and the circumstances, to evaluate what is the most probable determination of responsibility given the available information from the community standards process.

#### 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 Education:** Respondents found responsible for alcohol and drug violations may be assigned to complete alcohol and other drug sanctions
- xiv. **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
    - 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.*

### Appeals Process

- a. Reported violations of the Nondiscrimination, Harassment, Equal Opportunity, and Retaliation Policy will be subject to the appeal process set forth in Nondiscrimination,

- b. 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 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

#### **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 Accessibility Services and contact the Office of Accessibility Services as needed at [accessibilityservices@curry.edu](mailto:accessibilityservices@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 Accessibility 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.

### 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

### *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 please visit the FPCO website.

## Community Wellness & Violence Prevention

Location: 1016 Brush Hill Rd, 1st Floor  
Email Elizabeth.helmreich@curry.edu  
Phone (617) 333-2902  
Instagram @CurryWellness

The Office of Community Wellness & Violence Prevention strives to empower Curry College students with knowledge, attitudes, and skills to make informed decisions and exercise autonomy regarding their health & wellness. Community Wellness & Violence Prevention is committed to meeting students where they are without stigma, judgement, or bias of any kind. Every person deserves to feel at home in their bodies and experience joy in their lives, our office aims to act as a partner with students on this journey.

### *Services Provided*

- One-on-one meetings to discuss wellness habits and concerns, ie. alcohol & substance use, relationships, sexual health, sleep, nutrition, stress & time management, sexual violence, etc.
- Educational facilitations for clubs, groups, departments, & athletics teams on wellness topics specific to their needs.
- Events on health and wellness topics

### *Education Counseling*

Students, faculty, and staff are encouraged to refer students who appear to be affected by drug or alcohol use to the College resources. For students, counseling is available through the Counseling Center (617) 333-2182 or 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, such as one-on-one meetings through The Office of Community Wellness & Violence Prevention.

**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	(888) 425-2666

<i>Al-Anon is open to anyone whose life has been affected by another person's drinking</i>	
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

## Narcan (Naloxone) Protocols

Curry College will train and equip various stakeholders (staff, faculty, and students) to prepare for opioid overdose emergencies.

### General Procedures

1. Curry College shall deploy Naloxone in the following primary locations:

- a. Offices
  - i. 1016 – Health Center
  - ii. 1016 – Wellness Office
  - iii. Public Safety Office / Public Safety Vehicles
- b. Residence Halls
  - i. 886 -- Lobby
  - ii. Brown House – Lobby
  - iii. Green House – Lobby
  - iv. Lombard – Lounge
  - v. Main House – Lobby
  - vi. Mayflower – Lobby
  - vii. Milton – Lobby
  - viii. NCRH – Lobby
  - ix. SCRH – Lobby
  - x. State – Lounge
  - xi. Suites – Lobby
  - xii. White House – Lobby
  - xiii. Alexander Graham Bell – Lobby
  - xiv. 156 – Lobby
  - xv. Grey House – Lobby
- c. Academic Buildings
  - i. LCOMM – Lobby
  - ii. Kennedy – Next to the AED
  - iii. Hafer -- Next to the AED
  - iv. Levin Library -- Next to the AED
  - v. AAPC -- Next to the AED



2. Curry College shall appoint a Naloxone Coordinator to oversee the Naloxone Administration program in accordance with the MA Department of Health requirements. The Naloxone Coordinator's responsibilities will include:
  - a. Ensuring that all Naloxone kits are current and unexpired
  - b. Ensure proper and efficient deployment of Naloxone throughout the facility
  - c. Ensure that any use of Naloxone on an overdose victim is documented in the monthly report to DPH CNP
  - d. Replace Naloxone kits that are damaged, unusable, expired, or used
3. The Primary Naloxone Coordinator responsibilities will fall to the designee as assigned by the Associate Vice President of Curry College, the Secondary Coordinator will be a faculty member in the Public Health & Wellness Department.
4. Narcan Access
  - a. Public access of naloxone kits will be available in all residence halls and academic buildings labeled on the outside with a sticker "Narcan" which would draw attention to the contents in the boxes. An infographic with instructions will be available at box.
  - b. A tracking system for distribution will ensure that no medications are expired and will identify when kits need to be replaced (as per DPH CNP guidelines, data will be reported monthly).
  - c. Any student that would like to obtain a Narcan kit for personal use can request one by making an appointment with the Narcan Coordinator.

### *Training*

All Resident Assistants, Community Directors, and Public Safety Officers will undergo mandatory training on the use of emergency response with Naloxone. Student leaders may lead training once they have undergone training of trainers education.

Students will be trained on recognizing opioid overdose and how to use Naloxone prior to being given a personal dose to carry.

### *Data Collection*

RAs on call will report to the CNP Primary Coordinator every Monday night to report if any of the Naloxone in residence hall lobbies were taken. Data from the academic buildings will be collected by the CNP primary or secondary coordinator each Monday or by appointed designees.

### Guidelines for Emergency Use

1. **When:** Community members may administer Naloxone to a person exhibiting potentially life-threatening symptoms of an opioid overdose (i.e., Discolored skin, inability to awaken, slow shallow breathing, etc.) (CDC, 2025).
2. **Symptoms:** If a person is exhibiting or reasonably believed to be experiencing any of the following symptoms, the Naloxone Emergency Responders may immediately administer Naloxone and then **call 911**. Below are symptoms of a potential opioid Overdose (CDC, 2025)
  - Unconsciousness
  - Very small pupils
  - Very slow or shallow breathing, or not breathing
  - Vomiting
  - Inability to speak
  - Faint or no heartbeat
  - Limp arms or legs
  - Pale, clammy skin
  - Blue or purple lips and fingernails
3. **Administration:** Responders should use the guides for administering Naloxone that will be present at all sites and within training kits.
4. **Emergency Medical Evaluation:** All persons receiving emergency Naloxone should be evaluated by emergency medical services for emergency medical care and transportation to a hospital, even if symptoms appear to have been resolved.

### MASSACHUSETTS GOOD SAMARITAN LAW

The Massachusetts Good Samaritan Law shields those who voluntarily intervene in emergencies from civil liability, provided they act in good faith.

“No person who, in good faith, provides or obtains, or attempts to provide or obtain, assistance for a victim of a crime as defined in section one, shall be liable in a civil suit for damages as a result of any acts or omissions in providing or obtaining, or attempting to provide or obtain, such assistance unless such acts or omissions constitute willful, wanton or reckless conduct.” MA General Law, Part III, Title IV, Chapter 258C Section 13

### References

Centers for Disease Control and Prevention: Overdose Prevention. (n.d.). *Preventing opioid overdose*. CDC. <https://www.cdc.gov/overdose-prevention/prevention/index.html>  
Columbia Health. July 17, 2023. *Columbia Health’s innovation, impact, and influence in opioid overdose education and training*. Columbia University.  
<https://www.health.columbia.edu/news/columbia-healths-innovation-impact-and-influence-opioid-overdose-education-and-training>

## Counseling Center

Location: 1016 Brush Hill Road, 3rd floor  
Email: [counselingcenter@curry.edu](mailto:counselingcenter@curry.edu)  
Phone: (617) 333-2182, option 3  
Webpage: [www.curry.edu/counseling](http://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
- Annual Mental Health Fair! An interactive peer to peer suicide prevention event
- 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.stevelfund.org/crisistextline/>

### *TimelyCare*

TimelyCare is a comprehensive virtual health and well-being platform designed specifically for students. The app provides 24/7 access to a wide range of mental health and medical care services, including both scheduled appointments and on-demand support through telehealth. With a user-friendly interface and a focus on accessibility, TimelyCare ensures

students can easily connect with licensed professionals for counseling, urgent care, and general health needs—anytime, anywhere.

### *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.

## Dining Services

Location: Student Center, Dining Marketplace  
Email: [Calger0902@curry.edu](mailto:Calger0902@curry.edu)  
Phone: (617) 333-2318  
Website: [currydiningservices.Sodexomyway.com](http://currydiningservices.Sodexomyway.com)

### Meal Plan Options

All students living on campus are required to be on a meal plan and can choose between the Unlimited 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](http://my.curry.edu) and navigating to the meal plan changes page under the [myCampus](#) tab. Any changes in meal plan eligibility must be approved by that office. **Curry students have until the third week of each semester to change their dining choice option.**

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

### Colonel Ca\$h

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

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

Hot Breakfast	Monday – Friday	7:30am – 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](http://currydiningservices.SodexoMyWay.com) for promotions, menus, and special events.*

### *Retail Dining Location*

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

### *Special Dietary Procedures*

The College recognizes that students may have medical conditions requiring special dietary considerations. A student may contact the Office of Accessibility 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 Accessibility 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 Accessibility Services and a representative from Curry Dining Services upon their arrival to campus to further discuss their needs.



## Diversity Center

Location: Student Center, 2nd floor  
Email: [diversity@curry.edu](mailto:diversity@curry.edu)  
Phone: (617) 333-2346  
Webpage: <https://www.curry.edu/about-us/diversity-center>

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 Diversity Center (DC) at Curry College is dedicated to fostering an inclusive and equitable community where all students, faculty, and staff feel valued and empowered. We strive to promote cultural awareness, support underrepresented voices, and create opportunities for meaningful dialogue and collaboration. Through education, advocacy, and outreach, we aim to enhance the educational experience and cultivate a campus culture that embraces diversity in all its forms.

### *Programs and Services*

The Diversity Center offers a wide range of services and activities to help students grow, connect, and succeed:

- **Facilitating Discussions:** Hosting events that encourage open conversations around important social issues, diversity, and inclusion.
- **DEI Programming:** Workshops and events focused on diversity, equity, and inclusion (DEI) that challenge assumptions and broaden perspectives.
- **One-on-One Advising:** Personalized support for navigating the college experience, particularly for students from underrepresented groups.
- **Dedicated Spaces:** Safe and supportive spaces where students of color and allies can connect, share experiences, and receive support.
- **Resources for First-Generation Students:** A comprehensive support system for first-gen students, from the moment they step on campus to their graduation day.
- **LGBTQIA+ Support:** Affirmative programming and resources designed to support and celebrate LGBTQIA+ students and allies.
- **Faith-Based Programming:** Opportunities for spiritual growth and faith exploration within a diverse community.
- **Training Workshops:** Skill-building workshops focused on topics like bias, microaggressions, and cultural competence.

## Fitness & Recreation

Location: Student Center, 2nd floor  
Email: [kevin.blackmur@curry.edu](mailto: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. Once the waiver is signed, it is good for your duration at Curry College. 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
- Sprint 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 full-time on campus students.

### *Club Sports*

Club Sports programs provide students the opportunity to compete against other local colleges and universities in a varsity sport atmosphere but with a smaller time commitment. Each team has a coach or advisor to help student leaders run the team. Our club sports are open and welcoming to all students interested in joining. We encourage new members to explore and experience the club through an initial trial period to determine if it's the right fit. However, once a student fully commits to the team, they are expected to be a consistent and contributing member, supporting the team's efforts and responsibilities

### *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.

### *Golf Team*

The Curry College Golf Club provides a space where all students interested in the game of golf can play, learn and improve their skills. Playing at a variety of surrounding area clubs, 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 local 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 three times 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 Creek Crossing Farm in Hingham, 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 Tippet brings a wealth of knowledge to this club. The team competes in local competitions. They also hold Annual Kyu grading in Uechi Ryu Karatedo which is not just about moving up in rank, it is about honoring the process of continuous learning. It ensures that students develop at a steady, meaningful pace, building not only skill but also the character, patience, and perseverance that define true martial artists. 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](mailto:healthservices@curry.edu)  
Phone: (617) 333-2182, option 2  
Webpage: [www.curry.edu/healthservices](http://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. The Health Center is staffed by board certified nurse practitioners, a registered nurse, a medical assistant, and a consulting physician. Care at the Health Center is available to all full-time undergraduate students. The Health Center is a confidential resource that provides care for a wide range of medical concerns, which may include:

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

The Health Center is also able to perform simple lab tests on-site and send out additional lab tests, which are processed through Quest Diagnostics.

The Health Center strives to meet the health care needs of students; however, the Health Center 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*

The Health Center 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*

Appointments for the Health Center can be made by calling the Health Center at 617-333-2182, option 2; online through the pyramed portal

<https://curry.studenthealthportal.com/> or from the CCHC website:  
[www.curry.edu/healthservices](http://www.curry.edu/healthservices)

### *TimelyCare*

**TimelyCare** is a comprehensive virtual health and well-being platform designed specifically for students. The app provides 24/7 access to a wide range of mental health and medical care services, including both scheduled appointments and on-demand support through telehealth. With a user-friendly interface and a focus on accessibility, TimelyCare ensures students can easily connect with licensed professionals for counseling, urgent care, and general health needs—anytime, anywhere.

### *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 if you are off campus.**

### *Billing*

Health insurance **will be** billed for services provided in the Health Center. However, students **will not be** responsible for co-payments, co-insurance, or deductibles.

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.

### *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, 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 mandatory College Health 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 complete the onboarding process and 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
- Complete the Curry College Tuberculosis (TB) Screening Form
- Complete the Curry College Insurance Plan Form & 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 Pyramed icon to complete your forms.

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

**Students who fail to comply with MA 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 Center Policies

### Excuse Note Policy

The Health Center 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. The Health Center 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 the 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, the Health Center 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. The Health Center 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>

### Accommodation

Students needing academic accommodation for prolonged illness are referred to the Office of Accessibility Services (OAS) for support. The general email address and website link for OAS are below:

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

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

## International Student Services

Location: King Administration Building Room 111  
Email: Studyabroad@curry.edu  
Phone: (617) 333-2065

The International Student Services (ISS) office at Curry College serves as a dedicated resource for the College's community of international students, supporting them from the moment they are admitted through graduation and beyond. ISS provides guidance on maintaining F-1 visa status, navigating U.S. immigration regulations, and understanding the responsibilities that come with studying in the United States. Acting as the primary liaison between international students and government agencies, the office ensures compliance with all federal requirements while also advocating for students' needs within the Curry community.

In addition to immigration advising, International Student Services offers a wide range of support services to help students thrive academically, socially, and culturally. These include orientation programs tailored to international students, workshops on employment eligibility, and resources for cultural adjustment and community engagement. ISS also assists with on-campus employment processes and referrals to academic or personal support services. By fostering an inclusive and supportive environment, the office helps international students fully engage in campus life, succeed in their studies, and prepare for future opportunities.

### Study Abroad

The Study Abroad office at Curry College provides students with opportunities to expand their education beyond the classroom by immersing themselves in diverse cultures, perspectives, and environments. The office supports students from the initial exploration of program options through their return to campus, offering guidance on academic planning, application processes, and financial considerations. By partnering with a range of international organizations and domestic experiential learning programs, the office helps students find experiences that align with their academic goals and personal interests.

In addition to program advising, the Study Abroad office offers resources and workshops to help students prepare for the academic, cultural, and logistical aspects of their experience. This includes pre-departure orientations, tips for navigating life in a new location, and strategies for maximizing intercultural learning. The office also works closely with faculty to ensure that credits earned abroad or away integrate seamlessly into

students' degree plans. By encouraging exploration and global engagement, the office empowers students to develop cross-cultural competence, adaptability, and a broadened worldview that will serve them long after graduation.

## Public Safety

Location: 940 Brush Hill Road  
Front Gate - dispatch  
EMERGENCY Phone (617) 333-2222  
Non-emergency (617) 333-2232  
Phone:  
Webpage: [www.curry.edu/publicsafety](http://www.curry.edu/publicsafety)

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

### *Emergency Services*

The Public Safety Department is comprised of individuals dedicated to maintaining the safety and security of all community members. Public Safety officers are available 24 hours a day, seven days a week, 365 days a year. The main office is open during normal business hours Monday - Friday, 8:30 am - 4:30 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 there is an active emergency of any kind on campus you can reach Public Safety by dialing extension 2222 (from a hard-wired Curry phone) or by calling (617) 333-2222 on any phone.** Public Safety coordinates the response of area partners such as Milton Police, Milton Fire, and Coastal EMS.

Please be aware that Public Safety gets notified by area partners about incidents on campus, so Public Safety may arrive prior to an area partner even if you did not call PS. For example, calling 9-1-1 for a medical emergency at the Miller Field House; Milton Police Dispatch will receive the call, dispatch Milton Fire and Coastal EMS and notify Public Safety.

All Public Safety personnel are trained in CPR, First Aid, AED, and can administer Narcan and apply tourniquets having received Stop the Bleed training.

**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
  - It is important to use actual names or addresses and not Curry slang
- 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 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 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 replacement may be obtained at the Office of Public Safety during normal business hours. The Public Safety building is located at 940 Brush Hill Road.

For lost IDs, a \$25.00 charge will be applied to their student account.

### *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.

### *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.

### *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 Curry student missing, 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 students registered contact no later than 24 hours after the student is determined to be missing.

### *Safety Escorts*

When staffing permits, Public Safety will provide students with an on-campus safety escort. Please call (617) 333 2222 to speak with the dispatcher and schedule your escort.

### *Campus Shuttle*

The Department of Public Safety operates an on-campus shuttle for students to get around campus. There is a North Side Shuttle and a South Side Shuttle with a center meeting point



at the Student Center. The on-campus shuttle has designated stops and operates on a schedule that is posted; it is not an on-demand shuttle program.

### *Lost and Found*

Public Safety will keep certain lost and found items that are turned into our office or discovered while on duty. Students should be aware that the Student Center also maintains a lost and found and does not communicate with Public Safety.

Clothing items, food, and other items will not be kept as lost and found for hygiene and health and safety reasons.

### *Parking Permits*

All student vehicles must be registered with the Department of Public Safety upon their arrival to campus each semester. Every vehicle on campus must have a valid parking permit displayed in the appropriate location of the vehicle.

Parking permits are available for purchase at the Public Safety Office during normal business hours; we will need to make a copy of your Curry ID, driver's license, registration, and proof of insurance for out-of-state students. The fees for parking permits are as follows: **\$250 residential student, \$125 commuter student, and \$25 per semester or \$50 for the academic year for continuing education.**

Parking permits are valid from August 1st through July 30th and must be always displayed. In the event you are using a different car than the registered vehicle with the permit you must come to the Public Safety Office and receive a temporary permit. A temporary permit will not be granted for a period of more than 7 days; if there is a need for more than 7 days it will be considered on a case-by-case basis.

In the event your car is damaged, or you get a new vehicle, you must scrape off the old permit (small pieces are okay) and bring it to the Public Safety Office to receive your free replacement permit. If you do not have the old permit, you will be charged a fee of \$75 for a replacement permit. Students are allowed **one parking permit and one registered vehicle on campus.** Your parking permit dictates which areas on campus you are allowed to park; not adhering to your designated parking area will result in fines and towing. 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 Enforcement

The Department of Public Safety oversees all parking and traffic enforcement on the Curry College Campus.

During the first two weeks of the fall semester there will be a grace period where students will receive parking warnings to identify and communicate that where they are parked represents a violation. After this grace period ends, students will be subject to monetary fines applied to their student financial accounts and even the towing of their vehicle.

***\*During the grace period the following violations are excluded from warnings; handicap parking without proper placard, blocking fire lane or fire gate, obstructing the flow of traffic.***

The following is a list of parking violations and their accompanying fines:

- Handicap Parking (no visible placard or plate) \$300
- Parking in a Fire Lane/Blocking a Fire Gate \$200
- Failure to Yield to a Pedestrian (Crosswalk) \$200
- Speeding (in excess of campus limit 15 mph) \$175
- Emergency Parking Ban Violation \$100
- Failure to Stop at Stop Sign \$100
- Not in a Defined Parking Space \$75
- Parking in Loading Zone \$50
- No Permit Displayed \$50
- North Campus Parking Only (no North Campus Permit) \$50
- Mid Campus Parking Only (no Mid Campus Permit) \$50
- South Campus Parking Only (no South Campus Permit) \$50
- Parking in Staff/Faculty Parking Space \$50
- Parking in Crosswalk/Upon Sidewalk \$25
- Other \$50

## Parking Ticket Payment & Appeal

Parking tickets are issued and held in the Public Safety Office for a period of (10) days from the date of the citation. A student may appeal their ticket by going to the Public Safety website and following the directions; appeals must be submitted within (10) days from the date of the citation. A student may consult Student Financial Accounts to pay their fines; taking no action will result in the student account automatically being billed after (10) days.

Please note that your student account will reflect the date and time the transaction is posted and does not necessarily reflect the date and time of the violation.

### *Guest & Visitor Parking*

Guests and visitors of a Curry College student must register their vehicle with Public Safety and receive a guest parking permit for the duration of their stay. The student shall be responsible for their guests and or visitors adhering to all parking and traffic regulations while they are on campus. If a guest or visitor receives a citation during their stay, they should follow the same payment and appeals option as a student.

If a guest or visitor fails to pay or appeal their citation, it will be billed to the host student. If a guest or visitor fails to register their vehicle and obtain a guest parking permit, the student may lose their parking privileges on campus.

### *Progressive Discipline*

If a student receives (3) or more citations in one academic semester, they may be referred to the Conduct Office and the student will be advised that they are approaching the "Tow List".

Once a student has received (6) citations in one academic semester, they will be put onto the "Tow List" and their vehicle will be subject to towing upon the next violation. The student will be responsible for all associated fees and costs with towing and storage.

After a vehicle has been towed and a student has received at least (6) citations in one academic semester, their vehicle will remain on the "Tow List" and their vehicle will be towed for every subsequent offense. No student will accrue more than (10) citations in any one academic semester; the parking privileges for that student will be revoked at this time.

### *Tow List*

Each academic semester a Tow List will be established with the Department of Public Safety and our contracted towing company.

Upon receiving their 6<sup>th</sup> citation, the student will be notified that their vehicle has been added to the Tow List, and that on the next violation the vehicle will be towed off campus. The student will be responsible for all fees and costs associated with towing and storing their vehicle. The students will also need to make their own arrangements to retrieve their vehicle.

After having their vehicle towed, a student will remain on the Tow List for the duration of that academic semester. For every subsequent violation, the student's vehicle will be towed, until they have reached their 10<sup>th</sup> and final violation. ***At this time, the students will have their parking privileges revoked for the remainder of the academic year.***

For the purposes of the Tow List it does not matter if the citations are paid or appealed and denied, it is about the volume of citations accrued. Appealed tickets that are overturned will not count towards the overall number.

### Micro Mobility & Scooter Policy

Curry College recognizes the growing use of micro mobility devices, such as electric scooters, bicycles, hoverboards, and skateboards, for transportation across campus. This policy aims to promote safety, ensure accessibility, and regulate the use of these devices in a manner that aligns with the College's commitment to a safe and inclusive environment.

#### 1. Permitted Devices

- Electric or motorized scooter, bicycle, hoverboard, skateboard, one-wheel device, or similar personal transport vehicle.

#### 2. Usage Restrictions

- Micro mobility devices must yield to pedestrians at all times.
- Use of these devices inside buildings, including residence halls, academic buildings, and the Student Center, is strictly prohibited.
- Reckless riding, including excessive speeds, tricks, or stunts, is not allowed.
- Micromobility devices shall not be operated while under the influence of intoxicants.
- Riders must adhere to all local, state, and campus traffic regulations.
- Helmet use is strongly encouraged while operating micromobility devices.

#### 3. Registration Requirement

- All electric scooters, e-bikes, and similar motorized devices must be registered with Curry College Public Safety.
- Registration includes providing proof of ownership, make and model of the device, and a serial number (if applicable).

- **Proof of Ownership Requirement**

To register a micro mobility device with Curry College, students must provide **valid documentation** proving personal ownership. Acceptable documentation includes:

- A receipt or invoice showing the student's name and the device information (make/model/serial number)
- A product registration confirmation from the manufacturer or retailer
- In the case of gifted or secondhand devices, a signed transfer of ownership letter or bill of sale from the prior owner, along with the prior owner's contact information

**Note:** Registering a device that you do not own, or registering on behalf of someone else, is prohibited and may result in conduct action or revocation of device privileges.

- Unregistered motorized micro mobility devices may be subject to removal from campus.

#### 4. Storage & Parking

- Scooters and bikes must be parked in designated racks or storage areas.
- Parking inside buildings, stairwells, or blocking doorways is not permitted.
- Parked micromobility devices must not obstruct accessible pathways, building entrances/exits, driveways, fire safety equipment, or emergency egress paths, and must be parked upright.

## **5. Charging and Battery Safety**

To reduce fire risks, students must adhere to the following guidelines for charging and maintaining their micro mobility devices:

- **Battery Storage & Charging Location:**
  - Charge and store the battery in a safe, cool, and dry location.
  - Do not charge or store near exits or in hallways where they could block emergency egress.
  - Never charge near a bed or in an area where people sleep.
- **Charging Best Practices:**
  - Only use the manufacturer-provided charger—never use third-party or non-certified charging equipment.
  - Do not overcharge the battery. Unplug once the device is fully charged.
  - Never charge overnight or while sleeping—only charge when you are awake and alert.
  - Do not leave the device unattended while charging.
- **Battery Safety & Maintenance:**
  - Stop using the device immediately if the battery shows signs of damage, such as: unusual odors, change in color or shape, leaking or excessive heat
  - Dispose of used batteries properly—never discard them in regular trash.

## **6. Theft Prevention & Security Guidelines**

- Riders should always lock their devices to a secure rack when not in use.
- Keys must never be left in an unattended scooter or e-bike.
- It is highly recommended to use a heavy-duty U-lock or chain lock to secure the device.
- Public Safety is not responsible for stolen or missing devices, but incidents should be reported immediately for documentation.
- Owners are encouraged to record their device's serial number and take photos for reference in case of theft.

## **7. Enforcement & Violations**

- Violations of this policy may result in a warning, confiscation of the device, restitution, or disciplinary action under the Curry College Community Standards & Accountability Process.
- Public Safety has the authority to remove improperly parked or stored devices.
- Unregistered motorized devices may be subject to removal.

### *Liability Notice*

Curry College is not responsible for any loss, theft, damage, or personal injury related to the use, storage, charging, or operation of micro mobility devices.

Curry College assumes no liability for any accidents, injuries, or damages arising from the use of micro mobility devices on campus property. Additionally, any costs associated with lost, stolen, or damaged devices, or any damage caused by a student's use of such a device, shall be the sole responsibility of the owner/operator.

By bringing a micro mobility device to campus, students acknowledge and accept the risks associated with its use and release Curry College from any liability related to their device's operation, storage, or maintenance

### *Weather Emergencies & Snow Day*

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

## Residence Life & Housing

Location: 1016 Brush Hill Road, 1<sup>st</sup> Floor

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

Phone (617) 333-2252

Webpage: <https://www.curry.edu/student-life/living-at-curry>

Instagram @curryrlh

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

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

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

### Welcome

Through the experience of residence hall living, each student has the opportunity to 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 the College's mission to prepare students to engage in active citizenship with a global perspective.

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

- The development of a sense of community within all residences
- Facilitating room and meal plan changes according to established guidelines
- Training students and professional staff to live and work in the residence halls
- Assisting students with interpersonal conflicts

- Working with Buildings and Grounds on daily operation of the residential facilities
- Addressing and enforcing community standards consistent with appropriate behavior
- Facilitating educational and social programs benefitting residents of each residential facility
- Collaborating with other departments to better serve the needs of the community

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

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

### *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 facilitating 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 reserved for full-time (minimum of 12 credit hours per term) undergraduate students and students enrolled in a participating 5th year program. Full time graduate students may receive on-campus housing as space permits. Resident students who remain enrolled at the College but drop below fulltime 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 residential facilities (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 Roommates*

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: Mayflower, North Campus Residence Hall (NCRH), Scholars Hall, and 886 Brush Hill Road. 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 housing 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
- 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 spaces, sanctions resulting from 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. Residents will be notified promptly when a permanent assignment becomes available.

### *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. Residents may want to explore GradGuard as a renters insurance option as noted in the housing application. Students may find more information about renters' insurance at any time by visiting [GradGuard.com/Curry](https://gradguard.com/curry).

### *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 MyCurry portal in the Residence Life section. Residents will be assessed a termination fee as outlined in the Room and Board Agreement which they sign annually as a part of the Housing Application. Residents completing graduation requirements in December, and not continuing studies at Curry College, are not subject to the termination fee.

### *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; the unused set should be available for another student to occupy at any time.

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.

### *Microwaves*

Students are permitted to bring small residential microwaves with a limit of one per room. Microwaves may not exceed 7 cubic feet or 600 watts

### *Air Conditioners*

Students who are placed in buildings without central air conditioning or have approved AC accommodations through the Office of Accessibility Services are able to provide their own window AC units that must be installed by Curry College Buildings and Grounds team for a \$50 installation and removal fee. Students may complete the AC Request Form on the Housing Portal upon move in, once approved by Residence Life Staff. Students must submit a work order via Schooldude for installation.

### *Laundry Equipment*

All residence halls are equipped with washers and dryers. The laundry fee has been incorporated in the housing fee; machines are set to run at no additional charge to residential students. Students must bring their own laundry supplies (detergent, dryer sheets, etc.).

### *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 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/or 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, Curry students who are commuters, or students who are not residents of a specific room or building. In all residence halls, guests must be escorted by their resident host 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 and the behavior of 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/or 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. Guests must register on the Visitor Registration page prior to student hosts requesting a visitor pass.

Students must register guests through the Housing Portal prior to the guests' arrival on campus, and guests must similarly register and be approved by their host. 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. 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.)
- Smoke detectors, fire hazards, egress routes, and similar safety issues
- Other unauthorized hazard items
- Prohibited cooking items

Students found to have policy violations will be documented and referred to the Student Conduct System. In addition, prohibited items will be confiscated and, if not a violation of

law, be made available for students to collect and take home the next time they depart campus.

### 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 but not limited to Residence Life & Housing, Public Safety, 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)
- Any upholstered furniture not provided by the College  
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 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, gasoline, or other flammable and/or toxic material
- 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 prohibited 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 or ID cards 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.

### *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.

Students are not required to remove belongings from rooms or return keys during the noted break periods. ID card access will be deactivated during break periods and students will not be able to access rooms until halls re-open. Students should take with them any valuables, medications, and other items they will need during the break period.

### *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. Each 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 room key(s), 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 secure living environment.

## Spiritual Life

Location: Student Center, 2nd Floor  
Email: [spirituallife@curry.edu](mailto:spirituallife@curry.edu)  
Phone: (617) 333-2217  
Webpage: [www.curry.edu/campus-life/spiritual-life.html](http://www.curry.edu/campus-life/spiritual-life.html)  
X: @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.

### *Our Mission*

The Office of Spiritual Life is dedicated to fostering an inclusive and welcoming space where students of all beliefs and backgrounds can explore questions of faith, identity, purpose, and values. We support each student's journey of self-discovery and spiritual growth through open dialogue, authentic relationships, and meaningful experiences.

### *Interfaith Chapel in the Stu*

The James P. O'Toole Chapel, located on the second floor of the Student Center, provides a welcoming space for worship and prayer services, private and group meditation, spiritual counseling, student religious group meetings, and conversations on various spiritual and social topics. Meditation cushions and Muslim prayer rugs are available for use.

### *Confidential Resource*

The Director of Spiritual Life and College Chaplain serves as a confidential resource for students. Information shared with the Chaplain is kept in strict confidence and will not be disclosed to anyone without the student's explicit permission, except in situations involving imminent risk of harm.

### *Religious Accommodation*

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. Students needing additional religious accommodations or have any questions should contact the Director of Spiritual Life.

## Student Transitions & Family Programs

Location: 1016 Brush Hill Rd, 1st Floor  
Email: [Marissa.lischinsky@curry.edu](mailto:Marissa.lischinsky@curry.edu)  
Phone: (617) 391-5152

Student Transitions and Family Programs collaborates with staff and faculty across campus to coordinate offerings designed to support students as they transition to and through Curry College, from orientation to the first year and beyond. Student Transitions and Family Programs is responsible for maintaining and updating the New Student Checklist, planning and implementing Summer Orientations, Welcome Weekend, Convocation, and other transitional events, and acts as a liaison and resource for families. We strive to provide timely and informative communications and make connections amongst the Curry College community. Feel free to reach out to Student Transitions and Family Programs with any questions or suggestions you have as you navigate your Curry journey.

## Student Center

Location:	Campus Life Suite
Email	studentcenter@curry.edu
Campus Life Phone	(617) 333-2256
Info Desk Phone	(617) 333-2234
Webpage:	<a href="http://www.curry.edu/campus-life/student-center.html">www.curry.edu/campus-life/student-center.html</a>

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 CAB Campus Activities Board (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

## Student Engagement

Location: Student Center, 2nd Floor

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

Phone (617) 333-2256

Webpage: [curry.presence.io](http://curry.presence.io)

Instagram @curry\_ose

The Office of Student Engagement empowers students to get involved through inclusive, student-led programs, services, and events that foster leadership, connection, and a strong sense of community. Whether you're developing your skills, gaining real-world experience, or building meaningful relationships, our goal is to support your growth beyond the classroom. The Student Center is the hub of this involvement—a welcoming space to relax, connect, study, dine, and engage with campus life. Through hands-on opportunities, personalized guidance, and leadership training, we're here to help you thrive and make a lasting impact at Curry College.

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, which can be distributed upon request.*

## **Campus Resources and Academic Success**

### **Accessibility Services**

Location: Learning Commons, Room S-104

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

Phone: (617) 333-2385

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

The Office of Accessibility Services (OAS) 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 differences; hearing, visual, and mobility-related impairments; physical and mental conditions; and certain temporary disabilities, such as recovery from a surgery or a concussion. 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 Accessibility 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 Accessibility Services page located on the Curry College website, or the Office of Accessibility 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 Accessibility Services page on the Curry College website.



## Advising & Academic Success

Location: Learning Commons, Suite 103

Phone: (617) 333-2194

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

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

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

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

Advising & Academic Success can assist with all aspects of the advising process and also serve as a resource for answering academic questions. Aware of the holistic nature of the student's learning experience, Advising & Academic Success works closely with the Office of Student Affairs, the Counseling & Health Centers, and the Center for Career & Experiential Learning 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. 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 notice and concern to develop a plan to return to good academic standing.

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

## Athletics

Location: Student Center

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

Phone: (617) 333-2216

Webpage: [www.curryathletics.com](http://www.curryathletics.com)

The athletic program offers opportunities to all students of the College at the intercollegiate level. Curry is a member of the NCAA Division III, Eastern Collegiate Athletic Conference (ECAC), and The Conference of New England (CNE). 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
- Cheerleading–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
- Track & Field- 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, 2<sup>nd</sup> Floor  
Email: bookstore@curry.edu  
Phone: (617) 333-2322  
Webpage: [www.currycollegeshop.com](http://www.currycollegeshop.com)

### **Hours of Operation:**

Monday - Friday 8:30 am – 4:30 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 \$7.99 for all online orders to your home or held for pickup at the store.

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 your required texts. You then have the option of having your textbooks shipped to your home or held for pick-up at the bookstore. You can also visit the bookstore website directly at [www.currycollegeshop.com](http://www.currycollegeshop.com).

### **Purchase Policy**

Cash, Visa, MasterCard, American Express, Discover, Apple Pay, personal checks, gift cards, financial aid, and Colonel Cash are accepted.

### **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.

## Career & Experiential Learning (CXL)

Location:	Learning Commons, 1 <sup>st</sup> Floor, Suite 103
Email:	<a href="mailto:careerdevelopment@curry.edu">careerdevelopment@curry.edu</a>
Phone:	(617) 333-2195
Webpage:	<a href="https://www.curry.edu/cxl">https://www.curry.edu/cxl</a>
Facebook:	<a href="https://www.facebook.com/CurryCXL">https://www.facebook.com/CurryCXL</a>
Instagram:	<a href="https://www.instagram.com/currycareers/">https://www.instagram.com/currycareers/</a>
X:	curry_cxl

Discover what excites you and gain the skills and experiences you need to thrive — not just in your first job, but throughout your entire professional journey. Whether you're unsure of your major, looking for an internship, applying to grad school, or preparing for job interviews, Career & Experiential Learning (CXL) is your partner every step of the way.

Our personalized approach ensures you're not navigating this journey alone. You'll have access to expert guidance, helpful tools, and real-world opportunities that turn your education into action.

### *What We Offer:*

- **One-on-one career advising** – In-person, virtual, or by phone, get support with career exploration, job/internship searches, resumes, cover letters, LinkedIn, interview prep, and more.
- **Handshake** – Your go-to online platform for job, internship, and on-campus employment postings.
- **Career exploration tools** – Use assessments and resources to clarify your interests, choose a major, and identify potential career paths.
- **Events and workshops** – Connect with professionals, explore industries, and build skills through workshops, career fairs, employer panels, and networking events.
- **Graduate school guidance** – Get help evaluating programs, navigating applications, and writing personal statements.
- **Career Development Resources** – Access the Career & Experiential Learning tab in the MyCurry Portal anytime for helpful resources, event details, and job search tips.
- **The Curry Connector Program** – Make valuable connections with alumni and industry professionals who want to support your success.
- **The Curry Commitment Program** – Designed to support your transition from college to career, this opt-in 4 year career readiness program offers additional career coaching and job search support after graduation, ensuring you're not in it alone — even after you leave campus.

Whether you're just beginning to explore possibilities or ready to take your next big step, we're ready to support you — now and long after graduation.

*To make an appointment with a Career Advisor, please visit:*

<https://curry.joinhandshake.com/edu/appointments>

## 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.

## Human Resources

Location: King Administrative Building, 55 Atherton Street, Ground Level

Email: [hr@curry.edu](mailto: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 Career & Experiential Learning 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 nonwork-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 Career & Experiential Learning (CXL) at (617) 333-2195 or [careerdevelopment@curry.edu](mailto:careerdevelopment@curry.edu).

## Information Technology Services

Location: 79 Atherton Street, 2nd Floor  
Email: support@curry.edu  
Phone: (617) 333- 2911  
Website: support.curry.edu  
Room Reservations Coursedog Reservations (purple dog) on portal

Information Technology Services supports PC and MAC Labs. PC Labs are located on the 3rd floor of the Kennedy Academic Building. The MAC Labs are located in Kennedy and the Hafer Academic Building. Labs are fully equipped with sound and video presentation capabilities. Labs are available for open use for students outside of regularly scheduled classes. Open hours are posted at each location for the semester.

Computer Lab and Classroom Technology Support are available during Fall & Spring Semesters Monday through Friday: 8:00 a.m. - 6:00 p.m.

*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.*

### 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.

### Classroom Technology Overview

All classrooms at Curry College are equipped with video and audio presentation capabilities to enhance teaching and learning experience. Each classroom includes:

- A desktop computer
- A projector and screen
- Speakers
- An HDMI cable with multiple display adapters for laptop connections
- A microphone, a ceiling camera, and a web cam for Zoom and other online conferencing platforms
- Extron Wall panel to switch inputs and control speaker volume



### Information Technology Policies

Our policies are listed in our support portal and can be viewed by navigating to support.curry.edu and clicking on **Browse help articles** or at the following link.

<https://support.curry.edu/support/solutions/folders/19000110184>

## Louis R. Levin Memorial Library

Location: Academic Quadrangle, North Campus  
Phone: (617) 333-2177  
Webpage: <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 12:00 pm – 4:00 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 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  
Email: mailroom@curry.edu  
Webpage: [www.curry.edu/resources-and-services/student-services/post-office.html](http://www.curry.edu/resources-and-services/student-services/post-office.html)

### Hours of Operation:

Monday – Friday 8:30 am – 4:30 pm

During the first week of the semester, Mail Services will be open until 6:00 pm Monday through Thursday. After the first week, operating hours are Monday through Friday 8:30 am to 4:30 pm.

### *Student 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. The mailroom does not accept food or perishable items.

### *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.

### *Picking up packages process?*

Bring your **College ID and the email notification you received from Curry**. Please note that it needs to be the **Curry email notification**. Carriers may send you notice that your package has been delivered, but it takes time for Mail Services to process all the incoming packages. When your package is ready for pickup at the mailroom, you will receive a notification from the Curry package tracking system.

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 the summer recess, Campus Mail Services can only redirect first-class correspondence to the home address on record. Please ensure that you update your address with any periodicals you may be receiving prior to departing from campus for an extended duration.

#### Other Services

- Postage stamps may be purchased at the mailroom service window during regular 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. Cash is accepted form 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.

## Office of The Registrar

Location: 79A Atherton Street

Email: registrar@curry.edu

Phone: (617) 333-2008

Webpage: <https://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.



## Program for the Advancement of Learning (PAL)

Location: Gertrude Webb Learning Center & Main House

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

Phone: (617) 333-2250

The Program for the Advancement of Learning (PAL) is a nationally recognized academic support program designed for students with diagnosed learning differences, executive function challenges, and/or ADHD. As the first college program of its kind in the U.S., PAL has been a leader in the field for over 50 years. The program offers a proactive and supportive learning environment that combines innovative teaching strategies, individualized academic coaching, and cutting-edge assistive technology.

PAL is a fee-based program and requires additional application materials for admission. Each year, approximately 15% to 20% of incoming students are part of the PAL community.

## Student Financial Services

Location: 79C Atherton Street  
Email: [fin-aid@curry.edu](mailto:fin-aid@curry.edu) (Financial Aid)  
[studentaccounts@curry.edu](mailto:studentaccounts@curry.edu) (Student Accounts/billing)  
Phone: (617) 333-2354  
Webpage: [curry.edu/tuitionandfinancialaid](http://curry.edu/tuitionandfinancialaid)  
Office Hours: Monday – Friday: 8:30 am – 4:30 pm

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 Record*

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 a family member by:

- Logging into myCurry
- Clicking on the “myInfo” tab
- Clicking 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 including, 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*

Credit balances that result from disbursements of Federal Title IV funds such as Federal Pell Grants or Federal Loans, we will only retain these credits on your student account to be used against the charges of future semesters of enrollment for the current academic year, 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 the 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:

- Log into myCurry account
- Go to the Finances tab
- Click on the 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, fulltime and part-time students are automatically billed for individual membership in the Curry College sponsored student health insurance plan. Students must pay for the plan unless they show proof of comparable coverage in a U.S. based qualifying student health insurance program. Students may provide such proof of coverage by completing a Student Health Insurance Waiver on-line at <https://www.universityhealthplans.com/Curry>

Waivers received after the published deadline will not be accepted. Waivers must be completed each year the student enrolls for at least 75% of the full-time curriculum. Waivers cannot be carried across academic years.

Please visit <https://www.universityhealthplans.com/Curry> to review coverage information.

*To notify us about errors on your student account*

If you believe your bill contains an error or wish to dispute any item contained on it, describe the nature of your dispute in writing and mail it to:

Curry College  
Attn: Student Accounts  
1071 Blue Hill Avenue  
Milton, MA 02186

or e-mail to: [studentaccounts@curry.edu](mailto:studentaccounts@curry.edu).

Contact us in writing as soon as possible to preserve your rights. We must hear from you in writing no later than 30 days from the time that we sent you the first bill on which the error or problem occurred. **Please provide the following information in your letter:**

- Your name and student ID number
- The dollar amount of the suspected error
- Describe the error in as much detail as you can, explaining why you believe there is an error. After we receive your written notice, we will acknowledge your letter within 7 days. Within 14 days from the receipt of your letter, we will either correct the error, or explain our findings to you

*First Time Financial Aid Applicants or Renewal Applicants for Financial Aid*

You must apply for financial aid each year and continue to demonstrate financial need annually by filing the Free Application for Federal Student Aid (FAFSA). All funds awarded through this office are considered need-based funds and therefore are not automatically renewable.

The FAFSA form is available on the web at [studentaid.gov](http://studentaid.gov) as of October 1 annually. The priority deadline for applying for financial aid is April 15 for the start of the following academic year. You may also need to submit additional documents directly to the Office of Student Financial Services.

Please refer to the Checklists available on the Curry website

<https://www.curry.edu/admission-and-aid/tuition-and-financial-aid/applying-for-aid-andformsfor> a list of documents to be submitted.

**First time financial aid applicants** should follow the instructions for applying for financial aid outlined on the Checklists above.

To review the financial aid funds available and for which you are considered by applying for financial aid please refer to the Curry web:

**Scholarships & Grants:** [curry.edu/scholarshipsandgrants](http://curry.edu/scholarshipsandgrants) (Includes information on assistance available from Federal, State, Institutional and Local/Private Programs)

**Federal Work Study:** [curry.edu/workstudy](http://curry.edu/workstudy)

**Loans:** [curry.edu/loans](http://curry.edu/loans) (Includes information on loans available from federal, state and private sources).

## **Federal Loans**

- o [curry.edu/federalloans](http://curry.edu/federalloans) (Includes information on Initial Loan Counseling for Student Borrowers and Exit Counseling for Student Borrowers)

## **Code of Conduct for Education Loans**

- o <https://www.curry.edu/assets/Documents/Admission-and-Aid/SFS/Code-of-Conduct.pdf>

## **Alternative/Private Education Loans:**

- A. [curry.edu/alternativeloans](http://curry.edu/alternativeloans) (Includes information on Preferred Lender Lists and Preferred Lender Arrangements)

## **Truth in Lending Act (TILA) and Loan Self Certification Form Information:**

- o [curry.edu/financingoptions](http://curry.edu/financingoptions)

**Policies:** Includes Penalties for Drug Law Violations, Withdrawal, Return of Title IV, Refunds, Student's Rights and Responsibilities, use of financial aid for Study Abroad and more. <https://www.curry.edu/admission-and-aid/tuition-and-financial-aid/financial-aid-policies>

## *Satisfactory Academic Progress (SAP) for Financial Aid*

Students must maintain satisfactory academic progress as outlined in the Curry College Course Catalog in order to maintain eligibility for financial aid. You may view the SAP policy online at [curry.edu/SAP](http://curry.edu/SAP) for undergraduate and continuing education students and at [curry.edu/SAPgraduate](http://curry.edu/SAPgraduate) for graduate students.

## *Price of Attendance*

**Traditional Students:** [curry.edu/tuitionandfinancialaid](http://curry.edu/tuitionandfinancialaid)

**Continuing Education:** [curry.edu/tuitionandfinancialaidCE](http://curry.edu/tuitionandfinancialaidCE)

## *Help Resources*

Massachusetts Department of Higher Education Room 1401  
One Ashburton Place Boston, MA 02108-1696  
Phone: (617) 994-6950  
Website: <http://www.mass.edu>

If you have complaints against a post-secondary institution, contact the [state department of higher education](#) for help with resolving the complaint.

Office of Student Financial Assistance 75 Pleasant Street  
Malden, MA 02148

Phone: (617) 391-6070

[mass.edu/osfa/students/forstudents.asp](http://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](http://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.



# SEXUAL MISCONDUCT POLICY

## I. PREAMBLE

Curry College commits itself to providing a community of mutual trust and respect for students, faculty, and staff. Therefore, sexual misconduct will not be tolerated. Such behavior seriously undermines the achievement of Curry's mission and its effectiveness as an educational institution and workplace.

As a community dedicated to the care and respect of all its members, Curry expects every person to play a vital role in the creation and maintenance of an environment free from sexual misconduct. In addition to taking a strong stance against such conduct, a community of care and respect promotes and encourages appropriate attitudes and practices among its members.

The purpose of this policy is to promote an environment free of sexual misconduct by educating the community, vigorously investigating reports of such behavior in a manner that is expeditious and sensitive to the needs and rights of both parties, and taking steps to prevent recurrence and correct any discriminatory effects on members of the college community.

## II. DEFINITIONS

**Complainant:** an individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

**Employee:** any person, whether or not also incidentally a student, who is currently employed by the college but does not include independent contractors. The term employee will also include:

- Applicants for employment;
- Employees currently on paid or unpaid leave, whether administrative leave, sabbatical, or other type of approved leave.

**Reporter:** any person who reports a potential policy violation to the Title IX Coordinator, and can be a person other than the Complainant.

**Respondent:** any individual who has been reported to be the perpetrator of conduct that could constitute a violation of this policy.

**Sexual Misconduct:** Prohibited Conduct that is defined in Section IX of this policy.

**Student:** any individual who has applied for admission, paid a deposit, registered, or entered into any other contractual relationship with Curry College for any form of instruction, whether or not for credit, including those in the undergraduate, graduate, and certificate programs. For purposes of this policy, “student” status begins at the time of such application, payment, registration, or contractual undertaking, even if the student has not yet arrived on campus or commenced instruction, and continues until such time as the student graduates or otherwise completes the relevant program, formally and permanently withdraws, or is dismissed. A student who has taken a leave of absence, is on a medical leave, or has been suspended continues to be considered a “student” for purposes of this policy.

### III. SCOPE

This policy prohibits sexual misconduct committed by a member of the college community. College community members include students, trustees, alumni, faculty, administration, staff, visitors, volunteers, independent contractors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the college.

This policy applies to conduct occurring on Curry College property, or at or within college-sanctioned events or programs that take place off-campus, including study abroad, community-based learning, and internship programs. This policy also applies to off-campus conduct, including the use of technology off-campus, that violates this policy if such conduct may have substantial adverse effect on any member of the Curry College community.

This policy applies to conduct by a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled in a course at Curry College (e.g., during summer or holiday break, or participating in a non-Curry study away program). Moreover, Curry College continues to administer the policy with respect to any such conduct by a student even if the student subsequently graduates, withdraws, takes leave, or is otherwise absent from Curry College, and even if Curry College does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the college.

Curry College also continues to administer the policy with respect to any conduct by an employee if the employee subsequently leaves the college, even if Curry College does not learn of such conduct until after the employee leaves the college.

Any Curry employee who is also taking a class or classes at the college will be considered an employee for the purposes of this policy.

Questions about this policy should be directed to Curry's Director of Title IX and Equity Compliance (office located in the King Administration building, 122):

TitleIX@curry.edu  
617-333-2212

#### **IV. CURRY'S STATEMENT OF COMPLIANCE WITH TITLE IX AND THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013**

Curry College is subject to the provisions of Public Law No. 92-318, Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and the regulations promulgated thereunder (34 C.F.R. Subtitle A, Part 106), which prohibit discrimination on the basis of sex in any education program or activity receiving federal financial assistance. Sexual and gender-based harassment, which includes sexual violence, is a form of sex discrimination. The college will not tolerate any type of sexual harassment, sexual violence, relationship violence, or stalking. Section 304 of the Violence Against Women Reauthorization Act of 2013 prohibits sexual assault, dating violence, domestic violence, and stalking. These behaviors are sometimes a form of sex discrimination or harassment, but will always be resolved under this policy even where not based on sex or gender.

#### **V. EDUCATION**

Education and training are a key component of creating an environment free from sexual misconduct. Curry College is therefore committed to providing effective educational and training programs implementing this policy to all students, faculty, and staff.

This policy is located online, and described in other informational brochures as appropriate. Such

materials are available in the offices of Student Affairs, the Provost, Residence Life, Public Safety, Human Resources, and the Student Health and Counseling centers.

Educational programs on sexual misconduct and this policy will be provided for all new students, including transfer, graduate, post-baccalaureate, continuing education, and certificate program students. Whenever possible, this will occur within the first four weeks of each semester.

Sessions for first-year students will occur during orientation or in other first-year programs. Educational sessions will also be included in Residence Life programs. Training and education about this policy will be provided for all new faculty and staff, and for resident assistants (RAs). Periodic refresher programs will also be provided for all faculty, staff, and RAs. Individuals with specific responsibilities described in this policy will receive additional training as required to fulfill those responsibilities effectively.

The college's programs to prevent dating violence, domestic violence, sexual assault, and stalking are described in more detail in Appendix C to this policy.

## **VI. CLASSROOM MATERIALS AND CONTENT**

Complaints under this policy that classroom materials, projects, or classroom discussions are offensive because they include references to sexual terms are to be evaluated with due regard to principles of academic freedom. Consistent with those principles, course content and teaching methods remain the province of individual faculty members. However, content or methods that focus attention on sexual terms or characteristics not germane to the academic discussion or on sexual characteristics of individual students, faculty, or staff are inappropriate, and may constitute sexual harassment and a violation of this policy.

## **VII. PRIVACY AND CONFIDENTIALITY**

### *A. Privacy*

The college is committed to protecting the privacy of all individuals involved in making a report or complaint under this policy and will make every effort to protect the privacy interests of all such individuals in a manner consistent with the need for a thorough review of the allegations. Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those college employees who “need to know” in order to assist in the active review, investigation, or resolution of the report or complaint. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. Reporters should also be aware that the college may be required to disclose information in response to legal process or when the college's need to protect the safety of others outweighs privacy concerns.

### *B. Confidentiality*

Often a person reporting or otherwise concerned about sexual misconduct wants a discussion to be confidential or off the record. **Confidential discussions may be available from persons who, by law, have special professional status, which at Curry include the College's Chaplain and Director of Diversity, and all staff at within Health Services and the Counseling Center, and the College's Director of Wellness and Violence Prevention.** The level of confidentiality depends on what legal protections are held by the specific persons receiving the information, and should be addressed with them before specific facts are disclosed.

### *C. Other Employees' Reporting Obligations*

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

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

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

## **VIII. EFFECTIVE CONSENT**

Effective consent is informed, knowing and voluntary. The College defines effective consent as mutually understandable words or actions which indicate willingness to participate in mutually agreed-upon sexual activity. Effective Consent cannot be given by minors (in Massachusetts, those not yet sixteen (16) years of age). Effective Consent cannot be given by individuals who have a mental disability that results in their being unable to provide informed, knowing and voluntary consent. Effective Consent cannot be given by those who are unconscious, unaware or otherwise physically helpless. Consent

obtained as a result of physical force, threats, intimidation (implied threats), duress or coercion is not Effective Consent. A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person, and there can be no Effective Consent in such situations. Effective Consent cannot be given by those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary). In addition, incapacitation may result from mental disability, sleep, or involuntary physical restraint, and there can be no Effective Consent in such situations.

#### *A. Force*

Force is the use or threat of physical violence to overcome an individual's freedom of will to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent. Examples of force or a threat of harm include using physical force or a threat, express or implied, that would place a reasonable person in the Complainant's situation in fear of physical harm to themselves or another person.

#### *B. Coercion*

Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion:

1. Threatening to "out" someone based on sexual orientation, gender identity, or gender expression if the person does not engage in sexual activity
2. Threatening to harm oneself if the other party does not engage in the sexual activity
3. Repeatedly pressuring someone to engage in sexual activity after the person has indicated that they do not want to engage in such activity

#### *C. Incapacitation*

Under this policy, a person is considered incapable of giving consent, or "incapacitated," if their judgment is substantially impaired by drugs, alcohol, or some other physical or mental condition. Indications of consent are irrelevant if the person is incapacitated. Engaging in sexual activity with someone who a reasonable person would determine to be incapacitated constitutes sexual misconduct and

violates this policy. Examples of incapacitation include, but are not limited to, being passed out, asleep, unable to communicate, or intoxicated at a level that substantially impairs judgment. Physical indicators of incapacitation may include:

- i. Slurred speech
- ii. Unsteady gait or stumbling
- iii. Vomiting
- iv. Unfocused or bloodshot eyes
- v. Outrageous or unusual behavior
- vi. Expressed memory loss
- vii. Disorientation
- viii. Unresponsiveness

Consumption of drugs or alcohol by the Respondent does not relieve a party of responsibility to obtain ongoing consent.

## IX. PROHIBITED CONDUCT

Prohibited Conduct includes the following:

### A. *Sex Offenses*

Non-consensual physical contact of a sexual nature, including attempted sex offenses. This includes any acts using force or coercion, or using advantage gained by the reporting party's inability (whether temporary or permanent) to make rational, reasonable decisions about sex, of which the responding party was aware or should have been aware. Sex Offenses include:

#### 1. **Sex Offenses, Nonforcible:**

- i. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- ii. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

#### 2. **Sex Offenses, Forcible:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity.

#### 3.

- i. **Sexual Penetration:** any penetration, however slight, with any object or body part, as follows: (a) penetration of the vagina by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

- ii. **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will, in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

## *B. Relationship Violence*

1. **Domestic Violence:** a felony or misdemeanor crime of violence committed:
  - i. by a current or former spouse or intimate partner of the victim;
  - ii. by a person with whom the victim shares a child in common;
  - iii. by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - iv. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - v. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
2. **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, dating violence:

- i. Includes, but is not limited to, sexual or physical abuse or the threat of such abuse; and
- ii. Does not include acts covered under the definition of domestic violence.

## *C. Stalking*

Under Massachusetts law, M.G.L., c. 265, §43, an individual engages in stalking if they:

1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress; and 2) makes a threat with the intent to place the person in imminent fear of death or bodily injury.



#### *D. Complicity*

Complicity means any act that knowingly aids, facilitates, promotes, or encourages another person to commit any other form of conduct prohibited by this policy.

#### *E. Attempting to Commit Prohibited Conduct*

A person attempts to commit Prohibited Conduct if, with the intent to commit such conduct, that person engages in conduct directly tending toward completion of the Prohibited Conduct.

#### *F. Sexual Harassment:*

Sexual harassment and sexual violence are forms of sex discrimination that are illegal under both federal and Massachusetts state law.

Definition: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or an individual's participation in an educational program;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or unreasonably creating a working or educational environment on the Curry campus that a reasonable person would perceive to be intimidating, hostile, or offensive.

Sexual harassment may occur in person or by telephone, email, text messaging, or other electronic means. Such conduct is a violation of this policy and may also be a violation of Curry's Acceptable Use Policy and federal law.

Types of Sexual Harassment:

1. Quid Pro Quo Harassment: Quid pro quo sexual harassment may occur when anyone in an institutional position of power or authority over another uses any academic or supervisory reward (such as withholding appropriate grades, a promotion, or an evaluation) to subject such other person to unwanted sexual attention or to subject such other person to verbal or physical conduct of a sexual nature. Examples of relationships involving institutional positions of power or authority include, but are not limited to, program chair to faculty member, tenured to non-tenured faculty member, teacher or teaching assistant

to student, student leader to student, supervisor to employee, and administrator to staff or student.

2. Hostile Environment Harassment: Sexual harassment may also occur when unwelcome sexual advances, requests for sexual favors, inappropriate displays of sexually suggestive material, and other verbal or physical conduct of a sexual nature unreasonably interfere with an individual's work or academic performance or unreasonably create a campus environment that a reasonable person would perceive to be intimidating, hostile, or offensive. Such conduct may create a hostile environment for individuals other than those at whom the conduct is directed. Hostile environment harassment includes peer harassment, such as student-to-student or colleague-to-colleague.

To constitute a hostile environment, the harassment must be affect the conditions of the reporting party's employment, academic standing, or participation in an educational program or activity, and must create an objectively offensive or abusive environment. A single incident or isolated incidents of offensive sexual conduct or remarks may create a hostile environment but generally do not unless the conduct rises to the level that a reasonable person would perceive the environment to be hostile. Even instances that may not constitute a hostile environment should, however, be addressed, so that they are not repeated.

Examples of conduct prohibited by this policy include, but are not limited to:

1. insults of a sexual nature, including lewd, obscene, or sexually suggestive displays, remarks, or conduct;
2. indecent exposure;
3. unwanted patting, pinching, hugging, or other touching (this may also constitute "fondling");
4. sexist remarks and sexist behavior;
5. unwelcome flirtation, advances, inappropriate social invitations, or unwanted requests for sexual favors;
6. unwanted discussions of sexual matters; and
7. requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threatened punishment.

Such behavior may be expressed in person or by telephone, email, text messaging, or other electronic means.

## *G. Prohibited or Inappropriate Intimate and Sexual Relationships*

### 1. General

- i. Persons in positions of power or authority over others should be aware of and sensitive to the problems that may arise from seemingly consensual relationships with their subordinates. The power differential inherent in such relationships may compromise free choice. Any perceived abuse of authority diminishes trust and respect among members of the college community. For example, others not involved in the relationship may believe they are being treated or evaluated unfairly as a result of the relationship. Claims of sexual harassment may emerge from the subordinate person in the relationship or from third parties. Accordingly, all members of the college community are expected to maintain appropriate professional relations with one another.

### 2. Relationships with Students

- i. Curry College specifically prohibits consensual sexual or physically intimate relationships between faculty and students and between staff and students. Such relationships undermine significant educational goals of the college. Subject to the appropriate approvals, an individual department or office within the college may implement more restrictive policies for its employees, according to the special nature and requirements of their employment.
- ii. There may be occasions when a sexual or physically intimate relationship exists before one or both of the individuals in the relationship becomes a faculty member, staff member, or student, such as to violate the prohibition on consensual relationships with students. In such cases, the faculty or staff member in the pre-existing relationship is required to disclose the relationship promptly to either the provost in the case of faculty, or the director of human resources in the case of staff. With the assistance of the provost or director, and in a manner that causes the least detrimental effect for the student, the faculty or staff member shall take steps to remove themselves from the position of power or authority.

### 3. Relationships between Faculty and Staff

- i. Professional Influence or Authority: An individual may be found to have professional influence or authority over a faculty or staff member when that individual supervises or evaluates performance, or recommends or awards salary, reappointment, or promotion, of the faculty or staff member. The

existence of professional influence or authority is determined on a case-by-case basis.

- ii. Subject to the appropriate approvals, an individual department or office within the college may implement more restrictive policies for its employees, according to the special nature and requirements of their employment.
- iii. When a consensual sexual or physically intimate relationship exists or develops between a faculty or staff member and a member of the faculty or staff over whom the faculty or staff member has professional influence or authority, the person with professional influence or authority shall promptly report the existence of the relationship to either the provost in the case of faculty, or the Vice President of Human Resources in the case of staff. With the assistance of the provost or director, and in a manner that causes the least detrimental effect for the other person, the faculty or staff member shall take steps to remove themselves from the position of power or authority. Because such steps may adversely affect the other person in the relationship, may jeopardize the position at the college of the person with influence or authority, and may inconvenience or cause undue hardship to other members of the college community, both parties should be mindful of the potential consequences before entering into a sexual or physically intimate relationship.
- iv. Discipline: Failure to comply with this policy or to self-report the existence of a relationship as required by this policy is in itself considered sexual misconduct and will be subject to the procedures referenced in this policy.

#### *H. Sexual Exploitation*

Sexual exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another person for their own benefit or for the benefit of anyone other than the person being exploited, and which conduct does not otherwise constitute sexual misconduct under this policy.

Examples of conduct prohibited by this policy include, but are not limited to:

1. non-consensual photographs, video, or audio recording of sexual activity by any electronic device;

2. non-consensual posting or sharing of a consensually made photograph, video, or audio recording of sexual activity;
3. going beyond the boundaries of the consent given, such as by secretly allowing others to watch consensual sex;
4. disrobing another person or exposing oneself without consent;
5. voyeurism, cyberstalking, bullying, or intimidation of a sexual nature;
6. causing another person to become incapacitated by drugs or alcohol with the intent of making that person vulnerable to nonconsensual sexual assault or sexual exploitation; and
7. exposing another person to a sexually transmitted infection without the knowledge and consent of the person exposed.

### *I. Retaliation*

Retaliation occurs when the college or other person intimidates, threatens, coerces, or discriminates against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing relating to a title IX complaint.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under paragraph (J) of this section, provided, however, that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

### *J. Violating a Supportive Measure*

A person violates a supportive measure if the measure is an order by a college official and the person to whom the order applies knowingly violates any of the conditions of the order. One common example of an order by a college official is a “no-contact” order.

## **X. APPLICABILITY OF COMPLAINT PROCEDURES**

### *A. Jurisdiction*

The United States Department of Education’s Title IX Regulations, published on May 19, 2020, 85 FR 30026, mandate that the college use certain procedures in a narrow category of sexual misconduct cases. Reports of Prohibited Conduct under this policy meeting the definitions and jurisdictional requirements of the regulations will follow those procedures—*Procedures for the Resolution of Reports Alleging Sexual Misconduct Conduct Falling Within the Scope of Title IX* (“Title IX Procedures”). The Title IX Procedures describe the nature of complaints that will be considered under those procedures.

Complaints that fall outside of the jurisdiction of the Title IX Procedures will be addressed as follows:

1. All complaints that meet the definition of Prohibited Conduct under the Sexual Misconduct Policy but do not meet the jurisdictional requirements of the Title IX Procedures will be addressed through the *Procedures for the Resolution of Reports Alleging Sexual Misconduct Outside the Scope of Title IX* (“Non-Title IX Procedures”).
2. Complaints that do not meet the definition of Prohibited Conduct under the Sexual Misconduct Policy will be adjudicated through the Student Code of Conduct process (for student Respondents), or an employee or faculty discipline process (for employee and faculty Respondents).

This does not mean that any case is more or less important than another case, but instead a reflection of that fact that federal regulations apply only to a specifically identified set of cases.

### *B. Making a Report vs. Filing a Complaint*

A report is defined as a notification of an incident of a policy violation to the Title IX Coordinator by any reporting person. A report may be accompanied by a request for supportive measures, no further action, and/or to initiate a formal complaint process by filing a complaint. By contrast, the filing of a complaint initiates the college’s formal investigation process.

At the time a report is made, a reporting party does not have to decide whether to file a complaint. The college recognizes that not every individual will be prepared to file a complaint with the college or to law enforcement, and individuals are not expected or required to pursue a specific course of action. Choosing to make a report and deciding how to proceed after making the report can be a process that unfolds over time. To the extent possible, the college will respect an individual’s autonomy in making these important decisions and provide support that will assist each individual in making that

determination. A report may become a formal complaint, initiated by either the reporting party or the college, as more fully described in this policy.

To file a complaint, please contact the Title IX Coordinator. Note: Prompt filing of a complaint of sexual misconduct facilitates a timely resolution of the matter. An individual, such as a former student or former employee, who has left the Curry community, may bring a complaint at any time for alleged behavior that occurred while the individual was a member of the Curry community, although a significant delay in filing a complaint may limit the college's ability to conduct a thorough investigation. Similarly, students and employees may also be held responsible under this policy for conduct that is not discovered until after a degree is awarded or employment has terminated.

### *C. Initial Assessment*

Upon receipt of a report from any person of alleged Prohibited Conduct by any person, the Title IX Coordinator will make an initial assessment of the reported information to (1) determine proper jurisdiction and complaint procedures; and (2) respond to any immediate health or safety concerns raised by the report.

The complaint procedures referenced in this policy may be utilized by any Curry employee or student who believes they have been the victim of sexual misconduct as defined in this policy, if such conduct is committed by a Curry employee or student. It is not available for certain complaints for which other procedures exist, specifically, complaints of discrimination, including gender discrimination, that do not constitute sexual misconduct or harassment. Such complaints shall be addressed under the Nondiscrimination Policy and may not be brought under this policy. They should be reported to the Title IX Coordinator.

The college recognizes, however, that harassment related to an individual's sex, sexual orientation, gender identity, or gender expression can occur in conjunction with conduct related to an individual's race, color, ethnicity, national origin, religion, age, or disability. Targeting individuals because of these characteristics is also a violation of the college's Non-Discrimination Policy. Under these circumstances, the college will address such cases together with allegations under this policy, including allegations related to the targeted individual's race, color, ethnicity, national origin, religion, age, or disability. Coordination of the investigation will not delay the prompt and equitable resolution of a report under this policy.

Except as noted below, the following provisions apply to the resolution of complaints under both Title IX and non-Title IX procedures.

## **XI. PRIVACY OF PROCEEDINGS**

Individuals who participate in a proceeding under this policy may share information that they provide or learn during the process with advisors, family members, and other supporters as the individual participant deems necessary. Note, however, that this does not allow individuals to unreasonably share private information in a manner that has the purpose or effect of harming or embarrassing another individual. Such sharing of information may constitute retaliation, which may result in separate charges under this policy or the Student Code of Conduct.

## **XII. AMNESTY FOR DRUG OR ALCOHOL USE**

Curry College encourages reporting of incidents of sexual misconduct. The college recognizes that a student who has been using drugs or consuming alcohol during or near the time of an incident may be hesitant to make a report or to respond fully during an investigation because of potential consequences under the Code of Conduct for their own behavior. A student involved in informal or formal complaint procedures under this policy, either as reporting party, responding party, or witness, will not be subject to disciplinary action under the college's Code of Conduct for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations were not reasonably likely to place the health or safety of any other person at risk. The college may initiate an educational discussion, or pursue other educational remedies regarding alcohol or other drugs to protect the health and well-being of the student.

## **VIII. CONSULTANTS, ADVISORS, AND LEGAL COUNSEL**

- A. Confidential Consultants: individuals who are concerned about a possible incident of Prohibited Conduct but are unsure of their options and whether or not to report the incident may consult section VII of this policy for information about persons to whom they can speak in confidence. Appendix A also has information regarding sources of support on- and off-campus.
- B. Advisors: Both parties are entitled to be accompanied at any meeting or part of the informal or formal proceedings by an advisor of their choice. This individual may be from inside or outside the Curry community. Parties may choose an attorney as an advisor. Except as may be provided in the Title IX Procedures, advisors may not speak on behalf of the party but may ask to suspend any meetings, interviews, or hearings briefly to provide consultation. Parties may seek assistance from advisors in preparing



written statements. Advisors should consult with the Title IX Coordinator on any questions that arise during the process.

The Title IX Coordinator maintains a list of staff and faculty advisors who have been specifically trained in this policy and process, including available support services related to sexual misconduct, relationship violence, and stalking. This list is available to any party who would prefer to use a trained advisor. Parties who wish to retain an attorney should be aware that the college does not recommend particular attorneys.

#### **XIV. ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES AND SPEAKERS OF LANGUAGE OTHER THAN ENGLISH**

Any individual who, because of a disability, may require special arrangements in order to fully participate in the complaint process should inform the Title IX Coordinator. Upon receiving a request for and documentation of such disability, and in consultation with the college's Director of Accessibility Services, the Title IX Coordinator will arrange appropriate accommodations for such individual.

Individuals for whom English is a second language may request the assistance of an interpreter and/or translator during the process.

#### **XV. CURRY'S OBLIGATION TO ADDRESS ALLEGATIONS**

There may be situations or circumstances when a student or employee is subjected to sexual misconduct but does not wish to come forward or pursue a complaint, or when a person observes such behavior directed at another member of the college community.

Curry College will do all it can to respect the reporting party's wishes, but may proceed to address allegations if and when college administrators become aware of such allegations, especially where the circumstances present a threat of harm or injury to the reporting party or other members of the community. This may include, but is not limited to, the college bringing a complaint under the Title IX Procedures, or serving as Complainant under the Non-Title IX Procedures, and taking appropriate action based on an investigation of the complaint. The college may also impose sanctions or take other remedial action when a person accepts responsibility for violating the policy. Any such action will be documented and such documentation will be maintained by the Title IX Coordinator.

There may be cases when a member of the community is subject to the policies of another entity with respect to conduct that may violate this policy. For example, a student participating in an internship program or a study abroad program may be adjudicated by the host institution for conduct that violates the sexual misconduct policy of that

institution. This would not prevent the college from also addressing the same conduct under this policy if it receives a report or complaint about such conduct.

There may also be cases in which an individual who is not a member of the Curry community (i.e., is not a student or employee) makes a report that a Curry community member has engaged in conduct that would violate this policy if directed toward a community member; e.g., an on-campus vendor of the college may report that a current student or employee has engaged in sexual harassment of the vendor's employee. In such cases, the college may proceed to address allegations if and when college administrators become aware of such allegations, especially where the circumstances present a threat of harm or injury to the reporting party or members of the community. This may include, but is not limited to, the college taking appropriate action, including disciplinary action, based on a formal or informal investigation of the complaint. Any such action will be documented and such documentation will be maintained by the Title IX Coordinator.

Once informal or formal procedures are initiated, the persons charged with investigating or otherwise handling a complaint may consult with the Title IX Coordinator and/or the general counsel of the college at any point during the process.

## **XVI. NON-INVESTIGATORY MEASURES AVAILABLE UNDER THE TITLE IX AND NON-TITLE IX PROCEDURES**

### *A. Supportive Measures*

Complainants (as defined above) who report allegations that could constitute covered sexual misconduct under this policy have the right to receive supportive measures from the college regardless of whether they desire to file a complaint. Supportive measures are non-disciplinary and non-punitive and may not unreasonably burden the Respondent in the absence of a finding of responsibility for conduct prohibited by this policy. The Title IX Coordinator is responsible for the issuance of supportive measures. Any supportive measures put in place will be kept confidential, except to extent that doing so impairs ability of the college to provide the supportive measures. For example, in order to effectuate a housing change, Residence Life staff may be informed of the need to assist with a housing change as directed by the Title IX Coordinator, but will not be provided with any of the details of any complaint.

Supportive measures include, but are not limited to:

1. Counseling
2. Extensions of deadlines or other course-related adjustments

3. Modifications of work or class schedules
4. Campus escort services
5. Restrictions on contact between the parties (no contact orders)
6. Changes in work or housing locations
7. Leaves of absence
8. Increased security and monitoring of certain areas of the campus

The college will document the supportive measures that are provided, as well as those that were requested but not provided, and must also document the reasons why the supportive measures were or were not provided. In the latter case, the college will document the reasons why the denial of a requested supportive measure was not clearly unreasonable in light of known circumstances.

#### *B. Emergency Removal Provisions*

If the college determines that the conduct of a student Respondent, as alleged, poses an immediate threat to the physical health or safety of any student or other individual, the college may instruct that the Respondent be suspended, on an interim basis, from the college, or from specific programs or activities, or be removed from residence halls. Any such assessment will be made on a case-by-case basis by the Associate Dean of Campus Life and Deputy Title IX Coordinator, based on an individualized safety and risk analysis, in consultation with the Office of Public Safety. The decision to do so will be provided to Respondent in writing. The decision to remove a Respondent on an emergency basis shall not be considered as evidence that any determination has been made regarding potential responsibility. Respondent shall have an opportunity to challenge the decision immediately following the removal as follows:

The Respondent may petition the Vice President and Dean of Students (DOS) in writing to review the Associate Dean of Campus Life and Deputy Title IX Coordinator's decision to impose an emergency removal. Respondent may seek review by submitting a letter explaining the reason for their request for review and including any written evidence in support of such request. The materials should be submitted to the Title IX Coordinator, who will forward all materials to the DOS. If the DOS determines that the Title IX Coordinator's decision should be set aside, the DOS will instruct the Title IX Coordinator to vacate the prior decision. At that time, the Title IX Coordinator may impose alternate reasonable and appropriate emergency restrictions or supportive measures. The DOS may, but is not required to, provide the Title IX Coordinator with guidance regarding appropriate alternate emergency restrictions or supportive measures. The DOS will provide a written decision to the parties and the Title IX Coordinator. The decision of the DOS is final; there is no further right to appeal.

### *C. Administrative Leave Provisions*

The college may place a non-student employee on administrative leave, with or without pay, during the pendency of a grievance if it is determined that the employee poses an immediate threat to the physical health or safety of any individual arising from the allegations of the report or complaint. The Vice President of Human Resources or the Provost will consult with the Director of Public Safety to determine whether such leave is advisable and the Vice President or Provost shall make the final decision. Appeals of these decisions shall be handled in the same manner as appeals of sanctions under the Title IX and non-Title IX Procedures.

## **XVII. COMPLAINTS AGAINST PERSONS OUTSIDE THE CURRY COLLEGE COMMUNITY**

Faculty, staff, and students who have experienced policy violations committed by members outside of the Curry College community may be entitled to supportive measures under Title IX, as determined by the Title IX Coordinator.

- A. Complaints against students from other institutions or other campus visitors should be reported to the Title IX Coordinator who will take appropriate action. This may include forwarding the report, with the reporting party's permission, to the responding party's institution for adjudication.
- B. Complaints against employees of entities that do business with Curry should be reported to the Title IX Coordinator, who, in coordination with the campus liaison for the vendor, will investigate the complaint and take appropriate action.
- C. Complaints against individuals at internship sites should be reported to the Title IX Coordinator, who in consultation with the Executive Director for Career and Experiential Learning will investigate the complaint and take appropriate action.
- D. Complaints against individuals at international study sites should be reported to the Title IX Coordinator, who in consultation with the Executive Director for Career and Experiential Learning, will investigate the complaint and take appropriate action.
- E. Complaints by and against alumnae/i should be reported to the Title IX Coordinator, who in consultation with the Vice President of Advancement, will investigate the complaint and take appropriate action.

## **XVIII. COMPLAINTS AGAINST CERTAIN ADMINISTRATORS**

If the president is the subject of a complaint under this policy, the Title IX Coordinator shall inform the Chair of the Board of Trustees, who will oversee the investigation process, which shall be carried out, to the extent practicable, in accordance with the procedures referenced in this policy. A confidential report will be made to the entire Board of Trustees at the conclusion of every investigation of the President. The Board will recommend appropriate corrective and/or disciplinary action.

If a member of the President's Executive Team is the subject of a complaint under this policy, the Title IX Coordinator shall inform the President. A confidential report will be made to the President at the conclusion of every investigation of a member of the Executive Team. The Title IX Coordinator will recommend appropriate corrective and/or disciplinary action.

## **XIX. MISUSE OF POLICY**

The purpose of this policy is to promote and maintain an environment at Curry College that is free from sexual misconduct. Any member of the college community who believes that the member has been subjected to such behavior is encouraged to use the procedures provided in this policy, for the benefit and protection not only of that individual but ultimately of the entire college community. However, fabricated reports of charges of misconduct undermine the purpose and effectiveness of this policy.

Accordingly, as is the case with any Curry policy, persons who knowingly fabricate reports or complaints under this policy may be subject to disciplinary action. Allegations of fabricated complaints must be reported within 90 calendar days of the date of the final written decision. Such allegations may be reported to the Title IX Coordinator, who shall investigate the allegations and refer the individual to the appropriate administrator for disciplinary action, if warranted.

## **XX. INFORMATION CONCERNING REGISTERED SEX OFFENDERS**

The Sex Offender Registry Board promotes public safety by educating and informing the public to prevent further victimization. They register and classify convicted sex offenders according to their risk of re-offense and the degree of danger they pose. The college community is advised that law enforcement agency information provided by the state of Massachusetts concerning registered sex offenders may be obtained at the following web site:

[https://sorb.chs.state.ma.us/sorbpublic/recaptcharEntry.action?\\_p=52NKe1fjeiDNxABtLS](https://sorb.chs.state.ma.us/sorbpublic/recaptcharEntry.action?_p=52NKe1fjeiDNxABtLS)

[O4J0-Q9Jhnn-](#)

[GCPtgS7bCH0l5DZlZj9TgcBm5UYKGfjjhBJ5EsW6UAYWZe2szxxWcnoZaRyVdBJnl392rW2o-uDZY](#). In addition, the Milton Police Department provides Curry's Office of Public Safety with notice of registered child sex offenders who reside in Milton. This information is available for review upon request by all members of the college community.

## XXI. RESPONSIBLE OFFICE

For any questions regarding this policy, please contact the Office of Title IX at [titleIX@curry.edu](mailto:titleIX@curry.edu).

## XXII. HISTORY

The effective date of this policy is July 23, 2025 and it supersedes any and all previous Title IX policies that may have been in effect previously in any written or electronic format.

## APPENDIX A

### RESOURCES AND REPORTING OPTIONS

#### *What To Do After An Assault or Other Policy Offense*

Victims of sexual assault or other policy offense are strongly encouraged to take the following steps soon after the assault:

1. Seek support. Call a friend, family member, or have someone else nearby contact a campus consultant or outside source of support, as described below.
2. Report the assault to Public Safety, at 617-333-2222. Reporting the assault is important for your protection and to pursue any legal remedy related to the assault, such as prosecution, should you decide to do so. Reporting the assault can also help you regain a sense of personal power and control and can help promote the safety of other potential victims.
3. If you feel unsafe, lock the door if possible and call Public Safety at 617-333-2222. Wait for your support person or a Public Safety officer to arrive.
4. If the alleged perpetrator was unknown to you, try to remember any helpful details that may lead to their identification, such as scars or other marks, jewelry, dress, language, approximate height and weight in comparison to your

own, vehicle description, tag number. Write these down as soon as you can, and include the date and time of writing.

5. At this moment, or later, you will need to decide whether to pursue legal remedy. To support legal remedies, do the following:
  - i. Do not disturb the area, room, or vehicle where the assault was committed.
  - ii. Do not bathe, shower, douche, brush your teeth, or eat or drink.
  - iii. Please see below about forensic examinations and preservation of physical evidence.

### *Confidential Support for Students*

On-campus: If you have been sexually assaulted or experienced any other policy violation, you may choose to seek support from other members of the college community, such as fellow students, RAs, or faculty. Be aware that RAs and faculty members are required to disclose information concerning the incident.

Persons who by law can offer a greater level of confidentiality because of their special professional status, such as the college Chaplain, and staff from the Counseling Center and Health Services, may also be required to disclose personally identifiable information in cases that threaten imminent danger to a member of the college community. If you are concerned, please discuss confidentiality with the person to whom you wish to speak before disclosing the assault.

**Elizabeth Helmreich**, Director of Wellness and Violence Prevention, 617-333-2902, [elizabeth.helmreich@curry.edu](mailto:elizabeth.helmreich@curry.edu)

**Marcus Hill**, Chaplain and Director of the Diversity Center, 617-333-2346, [marcus.hill@curry.edu](mailto:marcus.hill@curry.edu)

**[Curry College Counseling Center](#)**

**[Curry College Health Center](#)**

### *Confidential Support for Employees*

AllOne Health EAP is a free and confidential employee assistance program centered on helping employees work through various life challenges that may affect job performance, health, and personal well-being. This program is available to all Curry College employees and their household members, 24 hours a day, 7 days a week, 365 days a year. Your

privacy is protected by federal law, and no one at Curry College will ever know if you use AllOne Health EAP.

To access AllOne Health, call: 800-451-1834 (24/7/365). To access the member portal, please visit <https://mylifeexpert.com/login>, click the Sign Up button to create a free account. To access the site, you must enter the Company Code: curry. Employees can explore thousands of self-help tools and resources including articles, assessments, podcasts, webinars, and resource locators.

### *Off-Campus Support for Students and Employees*

If you have been sexually assaulted, or experienced any other policy violation, you may choose to receive assistance from a non-Curry source. The following resources are available off-campus:

1. [Domestic Violence Ended \(DOVE\)](#), DOVE Hotline: 617-471-1234
2. [A New Day](#), 24/7 Hotline. Trained staff are available to talk and provide resources, 508-588-8255
3. [Rape, Abuse, and Incest National Network](#) includes a 24-hour online chat hotline and a 24-hour phone hotline to access comprehensive services and referrals to local agencies.
4. [LoveisRespect.org](#) includes a 24-hour online chat, text, or phone hotline to access comprehensive services for intimate partner violence and stalking and referrals to local agencies.
5. [1 in 6.org](#) is an organization dedicated to the needs of male victim-survivors of sexual misconduct. Their services include an online chat hotline.

**Contact information for off-campus resources may change, and other resources may become available over time. Curry College will periodically update this list as appropriate.**

### *Counseling*

If you are sexually assaulted or experience any other policy violation, it is important that you talk with a counselor who is trained to assist victims with the emotional and physical



impacts of such conduct. This expertise is available in the Counseling Center, and at many off campus resources.

1. On-campus: Students may receive confidential counseling during work hours, free of charge, from Curry's counselors by contacting the Student Counseling Center:
  - i. Appointments may be made by calling the office at 617-333-2182.
2. If you have been sexually assaulted, or experienced any other policy violation, you may choose to receive assistance from a non-Curry source. The following resources are available off-campus:
  - i. [Domestic Violence Ended \(DOVE\)](#), DOVE Hotline: 617-471-123
  - ii. [A New Day](#), 24/7 Hotline. Trained staff are available to talk and provide resources, 508-588-8255
  - iii. [Rape, Abuse, and Incest National Network](#) includes a 24-hour online chat hotline and a 24-hour phone hotline to access comprehensive services and referrals to local agencies.
  - iv. [LoveisRespect.org](#) includes a 24-hour online chat, text, or phone hotline to access comprehensive services for intimate partner violence and stalking and referrals to local agencies.
  - v. [1 in 6.org](#) is an organization dedicated to the needs of male victim-survivors of sexual misconduct. Their services include an online chat hotline.

### *Medical Attention*

Even if you think you do not have any physical injuries, you are strongly encouraged to have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infection and the possibility of pregnancy resulting from the sexual assault. If you suspect that someone gave you a rape drug, such as Rohypnol ("roofies"), ask the hospital or clinic where you receive medical care to take a urine or blood sample.

You may choose to be seen at Health Center (617-333-2182) for injuries, testing for sexually transmitted infections, emergency contraception, and counseling. Please note that the Health Center does not collect evidence or perform forensic medical exams. The Health Center and the Counseling Center provide medical care and counseling, respectively, for all survivors of sexual assault, regardless of gender. You may prefer to be taken to a local hospital for medical attention:

1. To be examined for injuries
2. To have evidence collected
3. To receive immediate counseling and referral service
4. To receive emergency contraception
5. To be tested and treated for STIs

If you desire transportation to the hospital, please contact Public Safety at 617-333-2222.

If you are a student, please know that the on-call staff will accompany and assist you at the hospital. You will receive full and prompt cooperation from campus personnel in obtaining appropriate medical attention, including providing transportation to the nearest designated hospital.

### *Preservation of Evidence and Forensic Examinations*

If you believe that you may choose to pursue a legal remedy related to a sexual assault at any time in the future, please request that the hospital perform a free Sexual Assault Forensic Examination (SAFE). Agencies vary as to the exact length of time, but physical evidence is most effectively obtained within 48 to 72 hours of a sexual assault, however it can be collected up to 120 hours post-assault.

If you are planning to have a SAFE examination, please preserve all physical evidence of the assault. Please do not bathe, shower, douche, brush your teeth, or eat or drink (this can be done after the examination). If you think you may want to pursue legal remedy related to the assault, it is important to preserve other evidence as well. Please do not wash or throw away any articles of clothing worn during the assault. Please place the items in a paper bag (plastic may break down the evidence), with each separate item in a separate bag if possible.

If you suspect that you have been the victim of a drug-facilitated sexual assault, please proceed immediately to Public Safety.

### *Obtaining Protective Orders*

If you are the victim of relationship violence, you may be entitled to obtain a protective order against your abuser in the state of Massachusetts. A protective order (also known as a “domestic violence protective order,” or “DVPO”) is available for incidents of domestic abuse, which occur when someone you have a specific relationship with (current/former

spouse; cohabitant, which is someone with whom you have had a sexual relationship and lived with for at least 90 days in past year and includes same-sex partners; relative; someone you have a child in common with; or an individual with whom you have had a consensual or nonconsensual sexual relationship within one year before the filing of the petition) commits one of the following offenses against you:

1. Assault
2. An act that places you in fear of immediate serious bodily harm or actually causes you serious bodily harm
3. Attempted or actual rape or sexual offense
4. Stalking
5. False imprisonment, such as holding you somewhere against your will

You may also be eligible for a protective order if you are a “vulnerable adult” (an adult who lacks the physical or mental capacity to provide for their daily needs). Note: If you are NOT eligible for a protective order (because you do not have the specific relationship with the abuser described above), but you have been the victim of abuse and need protection, you may be eligible to file for a peace order. Information about how to file for a protective order or a peace order can be found on the website of the Massachusetts Judiciary system.

Protective orders can require the abuser to stay away from you, leave your home, provide emergency family maintenance to you, and attend counseling. They can be valid for up to one year and can be renewed. Peace orders can provide only a stay away order and require counseling and are effective for up to six months but can be renewed.

## APPENDIX B

### SANCTIONS FOR POLICY VIOLATIONS

#### *A. Faculty*

For faculty violations, sanctions may include a referral to the Provost for determination of employment status-related issues. This referral may result in imposition of a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination or harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or access to campus facilities, reassignment, denial of salary increase or salary decrease, suspension with or without pay, or dismissal.

## *B. Staff*

For violations by employees other than faculty members, sanctions may include a referral to the Vice President for Human Resources, in consultation with a supervisor, for determination of employment status-related issues. This referral may result in imposition of a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination or harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or of access to campus facilities, reassignment or transfer to another department, denial of salary increase or a salary decrease, suspension with or without pay, final written warning, or termination.

## *C. Students*

For student violations, sanctions may include a referral to the Associate Dean of Campus Life and Deputy Title IX Coordinator for determination of student status-related issues. This referral may result in the imposition of a written letter of warning, a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, probation, expulsion from the residence halls and/or from nonacademic campus activities, suspension or expulsion from the college and revocation of a degree. Students found responsible for sexual assault involving intercourse and/or penetration are likely to receive a sanction of suspension or expulsion upon referral for determination of student status related issues.

In determining sanction, the sanctions panel or decisionmaker should consider:

1. the responding party's prior disciplinary history;
2. the nature and violence of the conduct at issue;
3. the impact of the conduct on the reporting party;
4. the impact of the conduct on the community, its members, or its property;
5. whether the responding party is likely to engage in the conduct in the future; and
6. any other mitigating or aggravating circumstances, including the college's community principles. Alcohol and drug use are not considered mitigating circumstances.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by outside authorities.

## APPENDIX C

### PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Education and training are a key component of maintaining an environment free from sexual misconduct, relationship violence, and stalking. Curry College is therefore committed to providing effective educational and training programs implementing its Sexual Misconduct Policy to all students, faculty, and staff. These are programs to prevent dating violence, domestic violence, sexual assault, and stalking. The programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. They also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. Curry programs are designed to provide the following information:

1. a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking;
2. the definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the state of Massachusetts;
3. the definition of “consent,” in reference to sexual activity, in the state of Massachusetts;
4. a description of safe and positive options for bystander intervention;
5. information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and
6. information contained in Curry’s policy regarding disciplinary procedures and procedures to follow if individuals are the victim of a sexual offense, relationship violence, or stalking, and information about the rights of reporting parties and responding parties under the policy, including resources that are available to them.

#### A. *Primary Prevention and Awareness Programs*

1. Primary Prevention Programs: These include programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

2. Awareness Programs: These are community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
3. At Curry, these programs include the following:
  - A. Mandatory online training. Curry's primary prevention and awareness programs include a mandatory online educational program that all staff, faculty, and undergraduate students must take. Employees of the college typically take the course within 30 days of employment, and thereafter as required by the college. When initially implemented, all upper-class and transfer students were required to take the course in order to register for classes. Thereafter, the course is required of all incoming students. The online package also allows for the option of refresher courses that can be assigned to students and employees.
  - B. Orientation program for first-year students. The college's planned programming for first-year orientation includes comprehensive coverage of all information included in this policy, specifically emphasizing consent, bystander intervention, disciplinary policies and procedures, and available on- and off-campus resources.
  - C. Graduate student information program. Graduate students receive the information identified above through the distribution of written materials and through the Curry learning management system.

#### *B. Bystander Intervention Programs*

These programs and trainings offer safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. They include recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Curry provides bystander intervention training through the programming described above and presents special programming on the topic.

### *C. Ongoing Prevention and Awareness Program*

Ongoing prevention and awareness programs include programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the college/university and including information provided in campus education programs, publications and the college website.

Throughout the academic year, Curry provides ongoing prevention and awareness programs that include the same information covered by the college's primary prevention and awareness programs and is provided in the following formats:

1. Ongoing social media campaigns, including a Facebook page and Instagram account
2. Guest speakers for targeted audiences
3. Resource tables and bulletin boards
4. Panel discussions
5. Recognition of violence awareness months (i.e., Domestic Violence Awareness Month—October; Sexual Assault Awareness month—April).
6. Curry's website, which provides comprehensive information regarding all of the information listed above

### *D. Risk Reduction Programs*

These programs present options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. All of the training identified above promotes the reduction of risk on campus.

### *E. Training for Individuals with Specific Responsibilities*

Individuals with specific responsibilities relating to Curry's Sexual Misconduct Policy will receive additional training as required to fulfill those responsibilities effectively. These individuals include the campus Title IX Coordinator, investigators, decision and appeals panel members, advisors, and campus safety officers. This training includes annual training on how to conduct an investigation and the dynamics of sexual misconduct, relationship violence, and stalking. This training is delivered through in- person sessions, attendance at conferences and presentations by experts, and online courses.

Training is also provided to all responsible employees regarding their reporting obligations under Title IX, including their obligation to report incidents of sexual misconduct, relationship violence, and stalking to the Title IX Coordinator and how to handle requests for confidentiality. This training will be provided through in-person information sessions that will be made available to all employees

## APPENDIX D

### RECORDKEEPING

The college will retain records related to incidents processed under this policy in either secure data systems and/or in locked storage areas in the office(s) of the Title IX Coordinator. The college will retain such records for a minimum period of seven (7) years, regardless of case outcome. The college will destroy all case records after the applicable retention period.

Records to be retained include the investigators' report, the final decision, recordings of interviews and hearings, sanction decisions, the appeal decisions, and all supporting documentation, including investigation exhibits. Drafts of any formal documents shall not be retained.

The private notes of investigators, and of decision and appeals panel members, are considered by the college to be sole possession records within the meaning of FERPA and are to be used by such individuals only as a personal memory aid in preparing the investigation report and decisions; are not to be made accessible or revealed to any other person; and shall be maintained by the investigator, hearing officer or panel member in a confidential file for a period of seven years.

In addition, the following record maintenance practices will be followed:

If the person is found responsible, the final decision will be maintained as described below for a period of seven years after the individual's employment has terminated at the college, or the student has ceased attendance at the college.

1. Faculty: The final decision will be kept on file in the Office of the Provost in the faculty member's file.
2. Staff: The final decision will be kept on file in the Office of Human Resources with the personnel file of the employee.



3. Student: The final decision will be kept on file in the Office Community Standards and Accountability with the student's disciplinary file.

If the responding party is found not to have violated the policy, a copy of the decision will be retained in the office of the Title IX Coordinator for seven years.

For more information on procedure please visit:

<https://www.curry.edu/assets/Documents/Student-Life/Title-IX-Procedures.pdf>

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# NON-DISCRIMINATION POLICY

## I. STATEMENT 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, (including traits associated with race such as hair texture, afro hairstyles, and protective hairstyles)
- 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.

## II. DEFINITIONS

**Complainant** means an individual who has been subjected to conduct that could constitute a violation of this policy.

**Employee** means any person, whether or not also incidentally a student, who is currently employed by the college, and does not include independent contractors.

The term employee will also include:

1. Applicants for employment
2. Employees currently on paid or unpaid leave, whether administrative leave, sabbatical, or other type of approved leave

**Reporter** means a person who reports a potential policy violation to the Title IX Coordinator, and can be a person other than the Complainant.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute a violation of this policy.

**Student** means any individual who has applied for admission, paid a deposit, registered, or entered into any other contractual relationship with Curry College for any form of instruction, whether or not for credit, including those in the undergraduate, graduate, and certificate programs. For purposes of this policy, “student” status begins at the time of such application, payment, registration, or contractual undertaking, even if the student has not yet arrived on campus or commenced instruction, and continues until such time as the student graduates or otherwise completes the relevant program, formally and permanently withdraws, or is expelled. A student who has taken a leave of absence, is on a medical leave, or has been suspended continues to be considered a “student” for purposes of this policy.

### III. SCOPE OF POLICY

This policy prohibits discrimination committed by a member of the college community. College community members include students, trustees, alumni, faculty, administration, staff, visitors, volunteers, independent contractors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the college.

This policy applies to conduct occurring on Curry College property, or at or within college-sanctioned events or programs that take place off-campus, including study away, community-based learning, and internship programs. This policy also applies to off-campus conduct, including the use of technology off-campus, that violates this policy if such conduct may have substantial adverse effect on any member of the Curry College community.

This policy applies to conduct by a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled in a course at Curry College (e.g., during summer or holiday break, or participating in a non-Curry study abroad program). Moreover, Curry College continues to administer the policy with respect to any conduct engaged in by the student while a “student” as defined by this policy, even if the student subsequently graduates, withdraws, takes leave, or is otherwise absent from Curry College, and even if Curry College does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the college.

Curry College also continues to administer the policy with respect to any conduct by an employee with respect to any conduct engaged in by the employee while an “employee” as defined in this policy if the employee subsequently leaves the college, even if Curry College does not learn of such conduct until after the employee leaves the college.

Any Curry employee who is also taking a class or classes at the college will be considered an employee for the purposes of this policy.

Complaints of sexual misconduct, relationship violence, or stalking shall be addressed under the Sexual Misconduct Policy, and may not be brought under this policy. Such complaints should be reported to the Title IX Coordinator. The College recognizes, however, that harassment related to an individual’s sex, sexual orientation, gender identity or gender expression can occur in conjunction with conduct related to an individual’s race, color, ethnicity, national origin, religion, age, or disability. Under these circumstances, the College will coordinate the investigation and resolution efforts of such cases under the Sexual Misconduct Policy to address harassing conduct related to the targeted individual’s sex, sexual orientation, gender identity or gender expression together with the conduct related to the targeted individual’s race, color, ethnicity, national origin, religion, age, or disability.

Complaints concerning denials of student requests for accommodations are heard pursuant to the college’s [Student Disability Grievance Policy and Procedure](#).

Questions about this policy should be directed to Curry’s Title IX Coordinator: [TitleIX@curry.edu](mailto:TitleIX@curry.edu).

## **IV. PROHIBITED CONDUCT**

**Discrimination.** Discrimination under this policy is defined as conduct directed at individuals because of their race, color, national origin, ethnicity, sexual orientation, gender identity, religion, sex, marital status, age (except when sex or age is a bona fide qualification), disability (when the person is otherwise qualified) or genetic information that subjects the individual to different treatment so as to adversely affect the individual’s

employment or educational experience at the college. Discrimination includes retaliation against an individual for reporting instances of discrimination or harassment under this policy.

Harassment. Harassment is: (1) unwelcome conduct (2) directed at an individual (3) because of their race, color, national origin, ethnicity, sexual orientation, gender identity, religion, sex, marital status, age (except when sex or age is a bona fide qualification), disability (when the person is otherwise qualified), veteran status, genetic information or other protected status (4) that has the effect of unreasonably interfering with an individual's work or academic performance. Harassment may include, but is not limited to, use of racial, ethnic, or religious, slurs or epithets, or other threatening, intimidating, hostile or abusive conduct directed at a person because of characteristics protected by this policy.

Harassment, however, must include something beyond the mere expression of views, words, symbols or thoughts that some person finds offensive. To constitute a hostile environment, the harassment must be sufficiently severe, pervasive or persistent to unreasonably interfere with a work or learning environment viewed by examining a totality of the circumstances from the standpoint of a reasonable person with the same characteristics as the purported recipient of the harassing conduct.

## **V. EDUCATION**

Education and training are a key component of maintaining an environment free from discrimination and harassment. Curry College is committed to providing effective educational and training programs for students, faculty, and staff about this policy and the issues it addresses.

The College also maintains a Bias Incident Response Team that has within its mandate the provision of educational and supportive measures to address individual bias incidents, as well as the development of programming that fosters a climate of inclusion, equity and respectful discourse.

This policy is included in the Employee Handbook and is also available online.

## **VI. CONFIDENTIALITY AND PRIVACY OF PROCEEDINGS**

Curry College recognizes that confidentiality is important in matters involving complaints of discrimination or harassment. All persons responsible for implementing this policy will respect the confidentiality and privacy of the individuals involved, to the extent reasonably possible. Those individuals reporting, accused of, or otherwise involved in a discrimination

or harassment complaint are also required to keep the matter as confidential as is reasonably possible. Absolute confidentiality may not be maintained in all circumstances, including when the college is required to disclose information in response to legal process or when the college's need to protect the rights of others must outweigh confidentiality concerns.

Often a person reporting or otherwise concerned about discrimination or harassment wants a discussion to be confidential or “off the record.” The level of confidentiality depends on what legal protections are held by the specific persons receiving the information, and should be addressed with them before specific facts are disclosed. Confidential discussions about discrimination or harassment may be available from persons who, by law, have special professional status. At Curry those individuals are the college chaplain, Sexual Violence Prevention Educator, the counselors at the Student Counseling Center and staff in the Student Health Center. All other Curry employees, including faculty, staff, and resident assistants (RAs), are required to report to the college’s Title IX Coordinator incidents of discrimination and harassment of which they become aware.

College employees who wish to engage in confidential discussions about discrimination or harassment may also choose to use Curry’s Employee Assistance Program (EAP), if eligible for that program. Discussions are confidential and are not reported to the college.

Individuals who participate in a proceeding under this policy may share information that they provide or learn during the process with advisors and family members. The sharing of information beyond these parameters may constitute retaliation, which may result in separate charges under this policy or the Student Code of Conduct or employee disciplinary proceedings.

## **VII. COURSE MATERIALS AND CONTENT**

Complaints under this policy that course materials, projects, or classroom discussions are offensive because they discriminate against individuals on an impermissible basis and/or create a hostile environment in the classroom are to be evaluated with due regard to principles of academic freedom. Consistent with those principles, course content and teaching methods remain the province of individual faculty members. However, course content or teaching methods that focus attention on characteristics protected by this policy which are not germane to the academic discussion, or on such characteristics of individual students, faculty, or staff, are inappropriate and may constitute a violation of this policy.

## VIII. ADVISORS

Both parties in the informal resolution process or the formal complaint process of this policy may have an advisor of their choice present throughout those processes. The advisor may not be a practicing attorney and must be a member of the college community (employee or student). The college places restrictions on advisors of both parties regarding the extent of their participation in the investigation process. Advisors may assist a party with understanding the investigation process and preparing for interviews and meetings; attend interviews and meetings with the party; provide emotional support; and otherwise assist, support and provide guidance and advice as the party moves through the process. Advisors may not speak on behalf of the party at any interviews or meetings or through any written documents. Advisors should consult with the Title IX Coordinator about any questions that arise during the process.

## IX. PROCEDURES: GENERAL

Curry College wishes to protect the rights and the integrity of all members of its community. This includes the right of individuals to be free from discrimination and harassment. Any person who feels they have been subjected to discrimination or harassment, as defined in this policy, may choose to initiate either the informal or formal procedures described below. These procedures should be followed in as confidential and sensitive a manner as possible to protect all of the individuals involved.

- A. **Reporting Deadline.** Prompt reporting of a complaint of discrimination or harassment as defined in this policy is strongly encouraged because it facilitates a timely resolution of the matter. However, there may be instances when the person making a complaint is reluctant or unable to report the alleged discrimination or harassment and delayed reporting may result. The Title IX Coordinator is authorized to process a complaint of discrimination or harassment at any time, but delayed reporting may negatively impact the ability of the Title IX Coordinator to conduct a thorough investigation.
- B. **Accommodations for individuals with disabilities and speakers of languages other than English.** Any individual who, because of a disability, may require special arrangements in order to fully participate in the complaint process should inform the Title IX Coordinator. Upon receiving a request for and documentation of such disability, and in consultation with the college's Office of Accessibility Services, the Title IX Coordinator will arrange appropriate accommodations for such individual. Individuals for whom English is a second language may request the assistance of an interpreter and/or translator during the process.
- C. **Curry's Obligation to Address Allegations.** There may be situations or circumstances when a member of the college community is subjected to discrimination or

harassment but does not wish to come forward, pursue a complaint under this policy, or when a person observes discrimination or harassment directed at another member of the college community. Curry College will do all it can to respect the Complainant's wishes, but it may proceed to address allegations of discrimination or harassment if and when the college becomes aware of such allegation, especially where the circumstances present a threat of harm or injury to the Complainant or other members of the community. This may include the college initiating an investigation and taking appropriate action based on an investigation of the complaint. The college may also impose sanctions or take other remedial action when a person self-reports and/or accepts responsibility for violating the policy. Any such action will be documented and such documentation will be maintained by the Title IX Coordinator.

D. **Supportive Measures**

Complainants (as defined above) who report allegations that could constitute covered violations of this policy have the right to receive supportive measures from the college regardless of whether they desire to file a complaint. Supportive measures are non-disciplinary and non-punitive and may not unreasonably burden the Respondent in the absence of a finding of responsibility for conduct prohibited by this policy. The Title IX Coordinator is responsible for the issuance of supportive measures. Any supportive measures put in place will be kept confidential, except to extent that doing so impairs ability of the college to provide the supportive measures. For example, in order to effectuate a housing change, Residence Life staff may be informed of the need to assist with a housing change as directed by the Title IX Coordinator, but will not be provided with any of the details of any complaint.

Supportive measures include, but are not limited to:

1. Counseling
2. Extensions of deadlines or other course-related adjustments
3. Modifications of work or class schedules
4. Campus escort services
5. Restrictions on contact between the parties (no contact orders)
6. Changes in work or housing locations
7. Leaves of absence

The college will document the supportive measures that are provided, as well as those that were requested but not provided, and must also document the reasons why the supportive measures were or were not provided. In the latter case, the college will document the reasons why the denial of a requested supportive measure was not clearly unreasonable in light of known circumstances.

Every effort will be made to grant requests for supportive measures if they are reasonably available, and both parties will be notified in writing of any supportive measures that are



implemented. Supportive measures may become permanent sanctions as an outcome of the informal or formal process.

## **X. FORMAL COMPLAINT PROCEDURE**

### **A. Making a Report Vs. Filing a Complaint**

A report is defined as a notification of an incident of a policy violation to the Title IX Coordinator by any reporting person. A report may be accompanied by a request for supportive measures, no further action, and/or to initiate a formal complaint process by filing a complaint. By contrast, the filing of a complaint initiates the college's formal investigation process.

At the time a report is made, a reporting party does not have to decide whether to file a complaint. The college recognizes that not every individual will be prepared to file a complaint with the college and individuals are not expected or required to pursue a specific course of action. Choosing to make a report and deciding how to proceed after making the report can be a process that unfolds over time. To the extent possible, the college will respect an individual's autonomy in making these important decisions and provide support that will assist each individual in making that determination. A report may become a formal complaint, initiated by either the reporting party or the college, as more fully described in this policy.

To file a complaint, please contact the Title IX Coordinator. Note: Prompt filing of a complaint facilitates a timely resolution of the matter. An individual, such as a former student or former employee who has since left the Curry community, may bring a complaint at any time for alleged behavior that occurred while the individual was a member of the Curry community, although a significant delay in filing a complaint may limit the college's ability to conduct a thorough investigation. Similarly, students and employees may also be found responsible under this policy for conduct that is not discovered until after a degree is awarded or employment has terminated.

### **B. Preliminary Assessment of Report and Provision of Supportive Measures**

Upon receipt of a report describing a potential violation of this policy, the Title IX Coordinator will take the following actions:

The Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint.

The Title IX Coordinator will also offer the Complainant supportive measures designed to restore or preserve equal access to the college's education programs or activities and will consider the Complainant's wishes with respect to these measures.

1. Where the Complainant Seeks Resolution Under These Procedures

In any case where the Complainant reports Prohibited Conduct and requests resolution under these procedures, the Title IX Coordinator will promptly initiate an investigation. This process begins with the Complainant making a signed, written Formal Complaint. A formal complaint must be filed with the Title IX Coordinator, and may be filed in person, by mail, or by electronic mail, addressed to the Title IX Coordinator either directly or using the [online form](#).

2. Where the Complainant Requests That No Formal Complaint Be Pursued Under These Procedures

The college supports any Complainant's decision not to pursue a Formal Complaint under these procedures. Where the Complainant does not wish to pursue a Formal Complaint under these procedures, the college will honor the Complainant's wishes unless doing so would not adequately mitigate the risk of harm to the Complainant or other members of the college community or when doing so materially impacts the college's ability to provide a safe and non-discriminatory environment for all members of the college community, including the Complainant. Upon receipt of new or additional information, the Title IX Coordinator may reconsider the Complainant's request that no Formal Complaint be pursued under these procedures and initiate the resolution process, as explained directly below.

Where the Title IX Coordinator determines that the college cannot honor the Complainant's request that no Formal Complaint be pursued under these procedures, the Title IX Coordinator will promptly initiate the resolution process under these procedures by making a signed, written Formal Complaint on behalf of the college. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or otherwise a party.

The Title IX Coordinator will notify the Complainant that the college intends to proceed with a Formal Complaint and will take immediate action as necessary to protect and assist the Complainant. The Title IX Coordinator will make reasonable efforts to protect the privacy of the Complainant. However, typically, the Complainant's identity would have to be disclosed as part of the college's investigation.

The Complainant is not required to participate in any proceedings that follow but will be treated as the Complainant in the process and will receive all required communications and opportunities to participate in the investigation and adjudication. However, if the Complainant declines to participate in an investigation and/or the adjudicative process under these procedures, the college's ability to investigate meaningfully and respond to a report of Prohibited Conduct may be limited.

Regardless of whether the Complainant chooses to file or participate in a Formal Complaint, the Title IX Coordinator will assist the Complainant with reasonable and available supportive measures, which may include academic, housing, transportation, employment, and other measures. Supportive measures provided to the Complainant may not unreasonably burden the Respondent.

Where no Formal Complaint has been filed and a requested supportive measure impacts the Respondent, the Title IX Coordinator will, with the Complainant's consent, provide Respondent with written notice of the report, which includes, as known, the date, time, and location of the alleged Prohibited Conduct and the underlying factual allegations, including the identity of the Complainant. Therefore, certain supportive measures may not be available if the Complainant wishes to maintain anonymity.

Where the Complainant declines to participate in an investigation, the college's ability to meaningfully investigate and respond to a report may be limited.

#### C. Formal Complaints

The college intends that investigations be completed thoroughly but as promptly as possible.

The timeframe for this process begins with the filing of a Formal Complaint. The process [not including an appeal] will be concluded within a reasonably prompt manner, and no longer than ninety (90) business days [includes Mondays-Fridays, excluding official federal, state and college holidays] after the filing of the Formal Complaint, provided that the process may be extended for a good reason, including but not limited to the absence or illness of a process administrator, such as the investigator or hearing officer, party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

1. Filing a complaint: All formal complaints under this policy may be made in writing or in person by the reporting party. Complaints may be submitted in the following manner:
  - i. [Online](#)
  - ii. To the Title IX Coordinator, available from 8:30 a.m. – 4:30 p.m., Monday through Friday, at 617-333-2212 or in person.
2. Filing of formal complaint by the college: In the absence of a formal complaint, as noted above, the college reserves the right to initiate a complaint.
3. Notice to Complainant: The person making a complaint under this policy is notified in writing that the complaint has been received, who will be investigating the complaint, and what to expect during the investigation process, including a proposed timeline.
4. Notice to Respondent: The person accused of misconduct under this policy is notified in writing and in person (if feasible) of the complaint, who will be investigating the complaint, and what to expect during the investigation process, including a proposed timeline. The Respondent is provided with a copy of the written complaint or summary of a complaint that is made orally to the persons identified above.
5. Cross-complaints: Any cross-complaint filed by a responding party will be addressed in a manner to be determined by the Title IX Coordinator, who shall consider whether the cross-complaint deals with a fact pattern relevant to that alleged by the reporting party and should be considered within the same investigation. The Title IX Coordinator will also consider the timing of the cross-complaint and whether the investigation of the cross-complaint may delay timely resolution of the complaint. Any cross-complaint that is filed in bad faith or is frivolous will be considered retaliation against the reporting party who filed the original complaint, and, in the discretion of the Title IX Coordinator, will be addressed as a separate violation of the policy or of student code of conduct, student grievance procedure, faculty legislation, or staff employment processes, and may subject the responding party to potential sanctions.

D. Informal Resolution of a Formal Complaint

At any time after a Formal Complaint has been filed and at any time in the investigation and decision-making process, the parties may seek to resolve a report of Prohibited Conduct through Informal Resolution, an administrative process.

Participation in an informal resolution process is entirely voluntary; the Title IX Coordinator will neither pressure nor compel either party to participate in the process or to agree to any specific terms. In every case, the Title IX Coordinator has discretion to determine whether the matter is appropriate for Informal Resolution and to determine the appropriate terms.

If the parties agree to participate in an informal resolution process the Title IX Coordinator will:

1. provide to the parties a written notice disclosing
  - i. the allegations;
  - ii. the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
  - iii. that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation process with respect to the formal complaint; and
  - iv. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. obtain the parties' voluntary, written consent to the informal resolution process.

The following additional conditions apply to this process:

- i. Informal resolution will not include face-to-face meetings between the Complainant and the Respondent unless both parties consent to such meetings.
- ii. The parties are strongly encouraged, although not required, to consult with their advisor and any support persons during the entire Informal Resolution process.
- iii. If the process is terminated for any reason, the matter will be resolved pursuant to the Formal Complaint resolution process under these procedures, unless the Complainant chooses not to move forward with the formal complaint. For this reason, the investigator will not participate in the informal resolution process.
- iv. The Title IX Coordinator will oversee the informal resolution process and will have access to all college and investigation records in the matter, including any records or reports prepared during an investigation.

- v. If both parties are satisfied with the Title IX Coordinator's recommendation, the matter will be resolved with a written agreement.
- vi. The Title IX Coordinator will prepare an Informal Resolution agreement. Such terms may include but are not limited to implementation of any sanctions or remedies that could be imposed after a finding of responsibility is reached under these proceedings.
- vii. The Title IX Coordinator will provide each party, separately, with a copy of the proposed agreement for the party to review, sign, and return.
- viii. Once a party has returned the signed agreement to the Title IX Coordinator, the party has two (2) business days to reconsider and withdraw from the agreement by notifying the Title IX Coordinator in person or in writing.
- ix. Within the two (2) business days, if either party withdraws from the agreement, the matter would be returned for resolution of the Formal Complaint.
- x. After the two (2) business days, if neither party withdraws, the terms of the agreement will become effective and the Title IX Coordinator will promptly notify both parties in writing that the agreement is final.
- xi. Once the agreement is effective, the parties may not appeal the agreement. The parties are expected to honor and comply with the terms of the Informal Resolution agreement. Noncompliance may be subject to proceedings under the Campus Code of Conduct or disciplinary procedures for faculty and staff.
- xii. If the process is terminated and the matter resolved pursuant to the Formal Complaint resolution process, neither the Title IX Coordinator nor the parties will disclose to the decision-maker or the Appeal Panel either the fact that the parties had participated in the Informal Resolution process or any information learned during the process.

#### E. Investigation Procedure

1. Investigator: The Title IX Coordinator will assign a single external investigator to conduct an investigation of the complaint. The external investigator will be a neutral party outside of the college, usually an attorney, who is trained and experienced in conducting investigations. The Title IX Coordinator will send a notice of investigation to the Complainant and the Respondent.

The Complainant or the Respondent may submit a written request to the Title IX Coordinator to contest the external investigator, if there are reasonable articulable grounds to suspect bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised within four (4) business days of receipt of the notice of investigation. All objections must be raised

prior to the commencement of the investigation. The Title IX Coordinator will make the determination whether to seek an alternative external investigator.

The college also reserves the right to appoint a single investigator or two investigators from within or outside the college community to conduct the investigation where warranted, as determined in the sole discretion of the Title IX Coordinator, in consultation with the college's legal counsel.

2. Investigation: The Complainant and Respondent shall each be interviewed by the investigator and may have an advisor with them for the meeting. The investigator, in consultation with the Title IX Coordinator, may, in their discretion, tape-record interviews with the consent of the interview subjects. No other individual is permitted to record interviews or other proceedings. Both parties may present documents, the names of witnesses, and suggested specific questions to be posed to the parties or witnesses by the investigator. The Respondent may not be present for the Complainant's interview unless the reporting party consents, and vice versa. Both parties shall have the opportunity to respond to statements made by others. The investigator may also interview other witnesses or consider other evidence as they deem appropriate, subject to the following:
  - i. A party's medical or mental health records are confidential under law. If a party voluntarily decides to share such records with the investigator, the relevant portions of the records will be shared with the opposing party and included in the investigation report.
  - ii. The investigator shall have the discretion to bar the admission of evidence that is deemed to be more prejudicial than probative.
  - iii. Opinions of expert witnesses are not admissible in the investigation. This includes but is not limited to findings prepared by an individual administering a lie detector test to a party or witness.
  - iv. Pattern evidence by a Respondent. Where there is evidence of a pattern or conduct similar in nature by the Respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the determination of responsibility and/or assigning of a sanction. The determination of relevance will be based on an assessment of whether the previous incident was substantially similar to the present allegation or information and indicates a pattern of behavior and substantial conformity with that pattern by the responding party.
3. Review of the Final Investigative Record and Draft Report  
Upon completion of the investigation, a draft report and investigative record will be made available to the parties to inspect and review in hard copy or electronic format. The college is not under an obligation to use any specific

process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The investigative record shall include:

- i. Written summaries or transcripts (but not audio files) of all interviews by the investigator with the parties and any witnesses
- ii. Copies of any documents, electronic records, and media and photographs or descriptions of physical materials collected during the course of the investigation, except those that are excluded pursuant to Section X.E.2, whether or not the investigator intends to rely on such information in the investigative report and whether or not such evidence is inculpatory or exculpatory

The parties will have ten (10) business days to inspect and review the evidence and draft report and submit a written response by email to the investigator. Parties may request a reasonable extension to this deadline.

This response may include:

- i. provision of additional evidence;
- ii. comments about content, including requests for redaction;
- iii. requests for additional meetings with the investigator;
- iv. requests for the investigator to conduct further investigation and/or questioning of additional witnesses; and
- v. any objections to the relevance of certain evidence.

The Title IX Coordinator will provide copies of the parties' written responses, including any additional evidence, to the investigator, and to all parties and their advisors.

The investigator will consider the parties' written responses before completing the Investigative Report.

**The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or responses, or to use such evidence for any purpose unrelated to the procedure. The parties and their advisors agree not to photograph or otherwise copy the evidence.**

The investigator has discretion whether to conduct any additional requested meetings, interviews, or questioning identified in the parties' responses.

4. **Investigator's Report:** In a timely manner, the investigator shall submit a final written report of the investigation to the Title IX Coordinator together with the parties' responses to the draft report, if any. The report shall describe the



investigation and all relevant evidence obtained in it, and shall recommend one of the following findings:

- i. the Respondent is responsible for violating this policy;
- ii. the Respondent is not responsible for violating this policy; or
- iii. there is insufficient information to determine whether the Respondent is responsible for violating this policy.

The written investigation report will summarize the information gathered, synthesize the areas of agreement and disagreement between the parties and any supporting information or accounts, and analyze the relevant facts determined through the investigation, referencing any supporting documentation or statements. The investigation report may include summaries of interviews with the Complainant, the Respondent, third-party witnesses, and any other individuals with relevant information, credibility assessments of the parties and witnesses, photographs of relevant sites or physical evidence, electronic records, and forensic evidence.

The report will provide specific support for the recommended findings based on information obtained during the investigation. The investigator shall arrive at the conclusions based on a preponderance of evidence, meaning whether it is more likely than not that this policy was violated. Sanctions shall not be addressed in the investigator's report.

5. **Response to Investigator's Report:** The parties will have ten (10) business days to inspect and review the evidence and final report and submit a written response to the investigator. Parties may request a reasonable extension to this deadline. The response shall be appended to the final report and provided to the appropriate decision-maker. The parties will also be requested to provide an Impact/Mitigation Statement, to be reviewed by the decision-maker only after a finding of responsibility is made.

#### F. Final Decision on Responsibility and Sanctions

##### 1. Decision-Makers

At the completion of an investigation, the investigator's final report, with the parties' responses, will be provided to the following individuals to determine responsibility and impose sanctions or remedies:

- i. The Provost (where a faculty member is the Respondent)
- ii. The Associate Vice President of Student Affairs (where a student is the Respondent)
- iii. The Vice President for Human Resources (where a non-faculty staff member is the Respondent)

##### 2. Duties of Decision-Maker

Decision-makers may choose, in their discretion, to meet with the parties, individually, or with any witnesses, or the investigator.

Within fifteen (15) business days after receiving the final investigation report, the decision-maker will make one of the following determinations about responsibility using the preponderance of the evidence standard:

- i. the Respondent is responsible for violating this policy;
- ii. the Respondent is not responsible for violating this policy; or
- iii. there is insufficient information to determine whether the Respondent is responsible for violating this policy.

If a Respondent is determined to be responsible for violating the policy, the decision-maker may impose sanctions and/or remedies.

### 3. Written Determination Regarding Responsibility and Sanctions

The written determination regarding responsibility and sanctions will be issued by the Title IX Coordinator simultaneously to all parties through their institution email account, or other reasonable means as necessary. The determination will include:

- i. identification of the allegations potentially constituting Prohibited Conduct
- ii. Findings of fact supporting the determination
- iii. Conclusions regarding which section of this policy, if any, the Respondent has or has not violated
- iv. For each allegation, a statement of, and rationale for, a determination regarding responsibility and any sanctions or remedies imposed
- v. The college's procedures and the permitted reasons for the Complainant and Respondent to appeal (described below in "Appeal")

### G. List of Sanctions. Sanctions may include, but are not limited to:

- 1. For faculty violations: a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination or harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or access to campus facilities, reassignment, denial of salary increase, suspension without pay, or dismissal;

2. For violations by employees other than faculty members: a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination or harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or of access to campus facilities, reassignment or transfer to another department, denial of salary increase, suspension without pay, final written warning, or termination.
3. For student violations: a written letter of warning, a letter of reprimand, mandatory attendance at an educational program on discrimination and harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, probation, suspension or dismissal from the residence halls and/or from nonacademic campus activities, suspension or dismissal from the college, and revocation of a degree.

In determining sanction, the sanctions panel or decisionmaker should consider:

- i. the responding party's prior disciplinary history;
- ii. the nature and violence of the conduct at issue;
- iii. the impact of the conduct on the reporting party;
- iv. the impact of the conduct on the community, its members, or its property;
- v. whether the responding party is likely to engage in the conduct in the future; and
- vi. any other mitigating or aggravating circumstances.

The sanctions described in this policy are not exclusive of and may be in addition to other actions taken or sanctions that may be imposed by outside authorities.

#### H. Appeal of a Finding of Responsibility and Sanctions

Each party may appeal a final determination of responsibility and imposition of sanctions. To appeal, a party must submit their written appeal to the Title IX Coordinator within ten (10) business days of being notified of the decision, indicating the grounds for the appeal. The appealing party may request an extension of time by submitting a request to the Title IX Coordinator explaining the reason(s) for the request. The appellate reviewer will have discretion to grant such a request upon a finding of good cause for the delay. Failure to submit an appeal within the ten (10) business days or any approved extension constitutes waiver of the right to appeal.

All appeals will be heard by one Appellate Reviewer:

1. For Faculty Respondents—the President
2. For Staff Respondents—the President
3. For Student Respondents—the Vice President of Student Affairs

All appeals will be based solely upon the investigative record and final Written Determination Regarding Responsibility and Sanctions. When relevant to a stated ground for appeal, the record may be supplemented on appeal with evidentiary materials excluded or redacted from the investigative record or newly discovered evidence.

Appeals may be brought only upon one or more of the following grounds:

1. Procedural irregularity that affected the outcome of the matter
2. New evidence that was not reasonably available at the time the determination regarding responsibility was made, which could affect the outcome of the matter
3. Sanctions were disproportionate for the violation found

The appealing party commences an appeal by submitting a written statement to the Title IX Coordinator. The appeal statement must set forth:

- i. the determination(s) being appealed;
- ii. the specific ground(s) for the appeal; and  
the facts supporting the grounds.

A copy of the appeal statement will be provided to the other party, who within ten (10) business days may submit a written response to the Title IX Coordinator. The response should address both the specific ground(s) for appeal set forth in the appealing party's statement and the specific facts asserted by the appealing party.

The decision-maker will establish a reasonable schedule for issuing a written decision, typically no later than fifteen (15) business days after receipt of any responses to the appeal.

**The decision will be final and binding on all parties.** Any decision will be based solely upon the investigative record, the final Written Determination, and, in appropriate cases, a showing of new evidence relevant to the ground for appeal. The decision shall include the rationale for the decision. The Appellate Reviewer may affirm the decision of the decision-maker or sustain any of the above-specified grounds for appeal, in which case the Appellate Reviewer may:

1. reverse or modify a finding of responsibility and/or sanction;
2. remand a case to the investigator for clarification or reconsideration consistent with the appeal decision, if doing so would assist with a timely, practicable, and efficient resolution of the case; or
3. remand a case for a new or additional investigation, to either the original investigator or to a new investigator.

The final written determination of the appeal will be issued simultaneously to all parties through their college email account, or other reasonable means as necessary.

#### I. Withholding Degrees

At the discretion of the Vice President of Student Affairs, or their designee, a student may not register for classes, participate in room draw, participate in Commencement, or receive a degree if they have not completed or complied with sanctions imposed under this process, or if an investigation is in process. The college may withhold awarding a degree otherwise earned until the completion of these procedures, including the completion of any sanctions imposed.

#### J. Enforcement of Sanctions

The Title IX Coordinator will be responsible for ensuring that any sanctions imposed are implemented and completed. This may require contacting college employees in a position to enforce or monitor sanctions, such as members of Public Safety, the Director of Residence Life & Housing, or an employment supervisor. In contacting such persons, the Title IX Coordinator will only disclose as much information as is necessary to ensure that the sanctions are enforced or monitored.

#### K. Implementation of Remedies

The Title IX Coordinator will be responsible for implementing any remedies they deem necessary or that are recommended by the decision-maker, and will take into consideration the Impact/Mitigation Statements submitted by the parties in doing so. The Office of Diversity, Equity, and Belonging may be consulted for recommendations concerning proposed remedies, which may include the extension of supportive measures to the Complainant previously put in place, and the implementation of campus-wide education and support measures, if the incident has had an impact on other persons in the community. These remedies shall be designed to provide equal access to the Complainant to the college's programs and activities, and to others who may have been affected by the conduct. A decision to impose remedies is not appealable by either party. The Respondent shall be notified of the implementation of any remedies that affects the Respondent.

The implementation of remedies is not subject to appeal and is final.

## **XI. COMPLAINTS AGAINST PERSONS OUTSIDE THE CURRY COLLEGE COMMUNITY**

Faculty, staff, and students who have experienced policy violations committed by members outside of the Curry College community may be entitled to supportive measures under Title IX, as determined by the Title IX Coordinator.

1. Complaints against students from other institutions or other campus visitors should be reported to the Title IX Coordinator who will take appropriate action. This may include forwarding the report, with the reporting party's permission, to the responding party's institution for adjudication.
2. Complaints against employees of entities that do business with Curry should be reported to the Title IX Coordinator, who, in coordination with the campus liaison for the vendor, will investigate the complaint and take appropriate action.
3. Complaints against individuals at internship sites should be reported to the Title IX Coordinator, who in consultation with the Executive Director of Career & Experiential Learning will investigate the complaint and take appropriate action.
4. Complaints against individuals at international study sites should be reported to the Title IX Coordinator, who in consultation with the Executive Director of Career & Experiential Learning, will investigate the complaint and take appropriate action.
5. Complaints by and against alumnae/i should be reported to the Title IX Coordinator, who in consultation with the Vice President for Institutional Advancement will investigate the complaint and take appropriate action.

## **XII. COMPLAINTS AGAINST CERTAIN ADMINISTRATORS**

If the president is the subject of a complaint under this policy, the Title IX Coordinator shall inform the Chair of the Board of Trustees, who will oversee the investigation process, which shall be carried out, to the extent practicable, in accordance with the procedures referenced in this policy. A confidential report will be made to the entire Board of Trustees at the conclusion of every investigation of the President. The Board will recommend appropriate corrective and/or disciplinary action.

If a member of the President's Executive Team is the subject of a complaint under this policy, the Title IX Coordinator shall inform the President. A confidential report will be made to the President at the conclusion of every investigation of a member of the Executive Team. The Title IX Coordinator will recommend appropriate corrective and/or disciplinary action.

## **XIII. PROTECTION FOR COMPLAINANTS AGAINST RETALIATION**

Threats, intimidation, and retaliation against a complainant for bringing a complaint under this policy, or against any person for participating in the informal or formal process, serving

as a witness, or reporting violations of this policy are violations of this policy and thus may be grounds for disciplinary action. Complaints of retaliation may be addressed within an ongoing formal complaint process, or within a separate complaint proceeding, at the discretion of the Title IX Coordinator.

The college will take steps to protect students and employees from reprisal by the Respondent. Such protection will need to be appropriate to the individual's circumstances. For students, this may include the opportunity to change a residence hall assignment, drop a course, transfer to another section of a course, complete a course independently, have a pass/fail option, have a third party grade the student's work, have another person assigned to write recommendations or references on behalf of the student, have another person assigned as an advisor to the student, or change a work assignment. For employees, such protection may include having a third party conduct the annual evaluation, changing a work assignment of the Complainant or Respondent, or transferring the Complainant or Respondent to another department, if feasible.

#### **XIV. MISUSE OF POLICY**

The purpose of this policy is to promote and maintain an environment at Curry College that is free from discrimination and harassment. Members of the college community who believe that they have been subjected to discrimination or harassment are encouraged to use the procedures provided in this policy, for the benefit and protection not only of those individuals but ultimately of the entire college community. However, fabricated charges of discrimination and harassment undermine the purpose and effectiveness of this policy. Accordingly, as is the case with any Curry policy, persons who knowingly fabricate complaints under this policy may be subject to disciplinary action. Allegations of fabricated charges must be reported within ninety days of the date of the final determination. Such allegations may be reported to the Title IX Coordinator, who shall investigate the allegations and take any appropriate action. The failure of a complaint to result in a finding of discrimination or harassment is not alone evidence that the charges were knowingly false.

#### **APPENDIX A**

##### **RECORDKEEPING**

The college will retain records related to incidents processed under this policy in either secure data systems and/or in locked storage areas in the office(s) of the Title IX Coordinator. The college will retain such records for a minimum period of seven (7) years, regardless of case outcome. The college will destroy all case records after the applicable retention period.

Records to be retained include the investigators' report, the final decision, recordings of interviews and hearings, sanction decisions, the appeal decisions, and all supporting documentation, including investigation exhibits. Drafts of any formal documents shall not be retained.

The private notes of investigators, and of decision and appeals panel members, are considered by the college to be sole possession records within the meaning of FERPA and are to be used by such individuals only as a personal memory aid in preparing the investigation report and decisions; are not to be made accessible or revealed to any other person; and shall be maintained by the investigator, hearing officer or panel member in a confidential file for a period of seven years.

In addition, the following record maintenance practices will be followed:

If the person is found responsible, the final decision will be maintained as described below for a period of seven years after the individual's employment has terminated at the college, or the student has ceased attendance at the college.

1. Faculty: The final decision will be kept on file in the Office of the Provost in the faculty member's file.
2. Staff: The final decision will be kept on file in the Office of Human Resources with the personnel file of the employee.
3. Student: The final decision will be kept on file in the Office Community Standards and Accountability with the student's disciplinary file.

If the responding party is found not to have violated the policy, a copy of the decision will be retained in the office of the Title IX Coordinator for seven years.

For more information on procedure please

visit: <https://www.curry.edu/assets/Documents/Student-Life/Non-Title-IX-Procedures.pdf>

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## Important Phone Numbers

<b>Main Number</b>	(617) 333-0500
<b>Emergency Closing Hotline</b>	(617) 333-2075

## Department Contacts

Accessibility Services (617) 333-2385	Conference Center (617) 333-2249
Advising (617) 333-2194	Copy Center (617) 333-2147
Academic Affairs (617) 333-2233	Counseling Services (617) 333-2182
Academic Success Coordinators (617) 333-2279	Criminal Justice & Sociology (617) 333-2128
Alumni & Parent Relations (617) 333-2121	Institutional Advancement (617) 333-2121
Athletics (617) 333-2216	International Student Services (617) 333-2065
Buildings & Grounds (617) 333-2228	Education (617) 333-2128
Bookstore (617) 333-2322	Emergency Number (617) 333-2222
Center for Global & Career Services (617) 333-2195	Finance (617) 333-2082
Communication (617) 333-2128	Fitness Center (617) 391-5137
Community Standards & Accountability (617) 391-5216	Food Services (617) 333-2318
Community Wellness & Violence Prevention (617) 333-2902	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

Special Events  
(617) 333-2121

Spiritual Life  
(617) 979-3532

Student Affairs  
(617) 333-2289

Student Center  
(617) 333-2234

Student Engagement  
(617) 333-2256

Student Financial Services  
(617) 333-2354

Student Transitions and Family Programs  
(617) 391-5152

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.