

Welcome to The New England Institute of Art!

As you continue your educational journey and explore the options available to you, I am confident you will agree that The New England Institute of Art (NEiA) is indeed a place where your creativity will be recognized and cultivated.

At NEiA, we value the professional industries that we represent and seek strong relationships with employers in order to prepare you for entry-level positions in your chosen fields. NEiA offers a variety of bachelor's and associate's degree programs and certificate programs in the creative and applied arts.

NEiA's rich history of delivering quality education for more than fifty years is demonstrated by our many successful alumni working in the creative arts. At NEiA, you will enter an active and engaged learning experience through a hands-on, learner-centered approach that successfully combines teaching business competencies alongside the soft skills in our general education core-curriculum. Before graduating, you will experience what it is truly like to work in your chosen field through a required internship. You can thrive in a creative environment where you learn from artists and industry professionals who will challenge and motivate you to do your best.

Imagine an atmosphere where your ideas are brought to life through your classroom projects and portfolio. You can achieve this with guidance from the faculty and staff of NEiA college community.

Please take time to look through our handbook and explore your options for a creative career. Consider the possibilities and let NEiA support you in achieving your educational and professional goals.

Dr. David Warren President, The New England Institute of Art

Welcome to The New England Institute of Art.

On behalf of the Student Affairs Department, I want to wish you an engaged and successful academic career at NEiA. We hope that you find your experience to be both enriching and rewarding.

Student Affairs is comprised of several offices and services. These include: Residence Life, Student Activities, Involvement & Leadership (SAIL), Student Assistance Services, Disability Services, Judicial Affairs and International Student Services.

The student affairs staff seeks to promote individual student development and enhance NEiA experience for all students—from entering students to our matriculated students - we offer individual support, programs, services, co-curricular opportunities, and student advocacy. Our key areas of focus include campus community and student engagement, student wellness, and critical incident management for personal emergencies.

During your time as a student at college, we encourage you to participate both in and outside of the academic classroom. Get involved in your residence hall communities, student clubs and activities as well as taking advantage of internship and work opportunities in your career field. We hope that your path to graduation is filled with opportunities and involvement.

We encourage you to take advantage of these college experiences and through them to learn, excel, and grow. If you have any questions after reading this handbook, or if you ever need help during your time at college, please feel free to contact any member of the Student Affairs staff. Our offices are located on the first floor of the Student Center.

We are happy to help you. Again, welcome!

Sincerely,

*Michele Tracia*

Michele Tracia

## **MESSAGE FROM THE EXECUTIVE COMMITTEE**

You have come to NEiA with education goals and various skills and talents. We see our role as providing those educational services that help you develop your potential. A New England Institute of Art education is not a process where we hand you skills and knowledge. You must take the responsibility and get involved. Here, you have the opportunity to learn from talented professionals in a hands-on

environment and take a variety of courses that can give you an education grounded in liberal studies. You have the opportunity to make both professional contacts and lifelong friends. On your part it means engaging fully - eyes and mind open.

There is a vibrant energy here, one that fuels a desire to accomplish your goals. You are supported by a close and caring community bound by mutual respect for individuality and creativity. NEiA has a reputation within the business community for graduates who are assets to the companies that employ them. We anticipate that all graduates will contribute to this reputation in a positive way.

We are here to make sure that your experience is the best it can be. Join us, seek us out, and tell us how we can help you achieve your education and career goals.

The New England Institute of Art

Executive Committee

Dr. David Warren, President

Dr. Jane Souza, Dean of Academic Affairs

Ms. Michele Boussy Tracia, Dean of Student Affairs

Mr. Ross Soraci, Director of Administrative & Financial Services

Ms. Linda Roberts, Senior Director of Admissions

Mr. John Lay, Director of Career Services

Mr. Michael Duffy, Director of Human Resources

## **INTRODUCTION**

The purpose of this Student Handbook is to provide students with a comprehensive overview of the policies and procedures of NEiA.

The administration, faculty, and staff of NEiA are uniformly dedicated to helping students achieve academic and employment success in their chosen career fields. The process does not take place in the classroom alone, but requires a coordination of academic and administrative support services.

Although NEiA's administrators regularly exercise flexibility in assisting students, there are standardized policies and procedures. College policies and procedures promote fairness in daily operations and provide stability in the academic programs and support services.

Furthermore, NEiA is governed by a variety of federal and state statutes, standards, rules and regulations. Students should retain this handbook for ongoing reference purposes. Please refer to the Office of the President and or the Student Affairs Department regarding any elements outlined herein that require clarification. This handbook is periodically reviewed and updated as necessary for enhancing operating policies and procedures and/or meeting federal and state legislative changes.

## **ACCREDITATION**

The New England Institute of Art is accredited by the New England Association of Schools and Colleges (NEASC) through its Commission on Institutions of Higher Education (CIHE).

## **LICENSING**

The New England Institute of Art is authorized to award Associate and Bachelor of Science degrees by the Commonwealth of Massachusetts, Board of Education.  
Massachusetts Department of Higher Education  
One Ashburton Place, Room 1401  
Boston, MA 02108-1696  
617.994.6950

## **CHANGES TO POLICY**

NEiA reserves the right to change the policies contained within this Student Handbook from time to time. Notice is not required for a new policy to take effect, however NEiA will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the administration. All students must read this handbook and are responsible for acting in accordance with the policies set forth in the student handbook. The student handbook is also available on the website: [www.artinstitutes.edu/boston](http://www.artinstitutes.edu/boston).

### **Mission**

NEiA builds the foundation for students to become working professionals and thoughtful, engaged citizens using a market-driven educational approach. Through a skills-based curriculum complemented by a strong liberal arts core, students focus on career objectives as they prepare to become future leaders in the ever-growing creative economy.

### **Vision**

NEiA is committed to excellence in arts and communications education that reflects evolving industry needs and technological innovation. NEiA is recognized as a center for professional growth and lifelong learning as it continues to develop educational opportunities. Through its accomplished students, alumni, faculty, and staff, NEiA elevates the disciplines it serves.

### **Values**

The New England Institute of Art values

- exemplary education that promotes professional and personal growth
- accomplished faculty who engage students in the learning process
- dynamic and creative students committed to academics, student life and the community
- technology and facilities driven by an industry-focused curriculum
- student-centered staff who approach problem-solving and service collaboratively
- an environment that fosters self-expression, embraces diversity and inspires mutual respect
- strong connections with local industry enhanced by alumni that lead to broad career opportunities for graduates ethical, efficient and effective business practices

## **COLLEGE ADMINISTRATION**

### **PRESIDENT**

Dr. David Warren

### **ACADEMIC AFFAIRS**

Jane M. Souza Ph.D.

Dean of Academic Affairs

Debra Leahy

Associate Dean of Academic Affairs

Stephanie Warnesky  
Chair, Advertising & Graphic Design

Rob Lehmann  
Chair, Audio & Media Technology, Audio Production

Mary Cardaras  
Chair, Digital Media & Communications

Kathleen Evans  
Chair, Fashion & Retail Management

Vacant  
Chair, General Education

John Gambell  
Chair, Interior Design

Jason Donati  
Chair, Media Arts & Animation and Web Design & Interactive Media

Dr. Rachelle A. Dermer  
Chair, Photography

Laurie White  
Chair, Center for Professional Development

Siham Doughman  
Registrar

Joyce Atkinson  
Director, Academic Achievement Center

Robert Sendras  
Articulation Agreement/Transfer Credit Coordinator

Dr. Mary Ann Tricarico  
Library Director

## **ADMINISTRATION AND FINANCE**

Ross Soraci  
Director of Administrative & Financial Services

Igor Gutsol  
Accounting Supervisor

Anna Kelly  
Director of Student Financial Services

Michael Cardenas  
Assoc. Dir., Student Financial Services

Wing Chan  
Director of Student Accounting

Michelle Maxwell  
Asst. Director of Student Accounting

Stephanie Vincent  
Bookstore Manager

Richard Hadley  
Director of Facilities & Security

## **ADMISSIONS**

Linda Roberts  
Senior Director of Admissions

Conor Donnelly  
Second Director of Admissions

Glen Porter  
Second Director of Admissions

## **CAREER SERVICES**

John Lay  
Director of Career Services

Kristin Casasanto  
Assistant Director of Career Services

Tai Irwin  
Senior Career Advisor

Judy Garrick  
Career Advisor

Karen Huyghue  
Career Advisor

Sandra Orłowski  
Alumni Coordinator

## **HUMAN RESOURCES**

Michael Duffy  
Director of Human Resources

## **PUBLIC RELATIONS**

Fran Berger  
Director of Public Relations

## **STUDENT AFFAIRS**

Michele Boussy Tracia  
Dean of Student Affairs

Brian Burnham  
Director of Residence Life

Nicole Robbins  
Residence Life Coordinator

Amy Sanford  
International Student Advisor

## **TECHNOLOGY DEPARTMENT**

Sayed Khodier  
Director of Technology

Brad Macomber  
Studio Operations Supervisor/West

Matt Bennett  
Studio Operations Supervisor

Marc Graham  
Lab Technician

Mark Nava  
Lab Technician

Amanda Lobdell  
Career Advisor

Arwa Hinnawi  
Human Resources Assistant

## **INSTITUTIONAL EFFECTIVENESS**

Jeremy Goodman  
Director of Institutional Effectiveness

Steven Ciesielski  
Assistant Dean of Student Affairs

Chris Thompson  
Residence Life Coordinator

Kimberly Hildebrand  
S.A.i.L. Center Coordinator

Matthew Vialva  
Disability & Student Support Coord.

Matt Chan  
Studio Operations Manager

Doug Cowell  
Studio Operations Supervisor

Paul Kelley, III  
Print Service/Portal Coordinator

Trevor Edmonds  
Lab Technician

# **INSERT STUDENT CODE OF CONDUCT DIVIDER**

## **STUDENT CODE OF CONDUCT**

### **SECTION I. GUIDING PRINCIPLES.**

NEiA recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of NEiA community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, NEiA provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

## **SECTION II. SCOPE.**

This Student Conduct Policy applies to all students and student organizations at NEiA.

## **SECTION III. REACH**

The Student Conduct Policy shall apply to student conduct that occurs on College premises including online platforms, at College-sponsored activities, student organization sponsored events or in College Housing. At the discretion of the Chief Conduct Officer (Dean or Director of Student Affairs, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President of NEiA), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

## **SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP.**

Students are both members of NEiA community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of NEiA and to other individuals who make up the community. By enforcing its Student Conduct Policy, NEiA neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, NEiA will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

## **SECTION V. DISCIPLINARY OFFENSES.**

**The offenses listed below are given as examples only. NEiA may sanction other conduct not specifically included on this list. Regulatory Compliance**

### **1. Scholastic Dishonesty**

- a) Plagiarism
- b) Cheating on assignments or examinations
- c) Engaging in unauthorized collaboration on academic work
- d) Taking, acquiring or using test materials without faculty permission
- e) Submitting false or incomplete records of academic achievement;
- f) Altering, forging or misusing a College academic record;
- g) Fabricating or falsifying data, research procedures, or data analysis;
- h) Deceiving NEiA and/or its officials.

### **2. Illegal or Unauthorized Possession or Use of Weapons**

- a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or at college sponsored functions, except where possession is required by law.

### **3. Sexual Assault or Nonconsensual Contact**

- a) Any form of unwanted sexual attention or unwanted sexual contact

### **4. Threatening, Violent or Aggressive Conduct**

- a) Assault, battery, or any other form of physical abuse of a student or college employee
- b) Fighting or physical altercation
- c) Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
  
- d) Any conduct that threatens the health or safety of another individual one's own self or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student

## **5. Theft, Property Damage and Vandalism**

- a) Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
- b) Extortion
- c) Setting fires, tampering with fire safety and/or fire fighting equipment

## **6. Disruptive or Disorderly Conduct**

Disruptive Behavior, such as, Interference with the normal operations of NEiA (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)

- a) Disruptive Classroom Conduct, such as,
  - i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or **Regulatory Compliance**
  - ii. Use of cell phones and pagers during scheduled classroom times
- b) Disorderly Conduct, such as,
  - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials
  - ii. Breach of peace on college property or at any college-sponsored or supervised program
  - iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of NEiA and/or its reputation

## **7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol**

- a. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by NEiA.
- b. Being under the influence of illegal or controlled substances on college property, or at any college function
- c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by NEiA.
- d. Being under the influence of alcohol on college property or at any college function is also prohibited

## **8. Verbal Assault, Defamation and Harassment**

- a. Verbal abuse of a student or college employee
- b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
- c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

## **9. Hazing**

- a. Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending NEiA.

## **10. Falsification Regulatory Compliance**

- a. Willfully providing college officials with false, misleading or incomplete information
- b. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

## **11. Abuse of NEiA disciplinary system, including but not limited to:**

- a) Failure to obey the summons of a disciplinary body or college official
- b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
- c) Disruption or interference with the orderly conduct of a disciplinary proceeding
- d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
- e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
- f) Failure to comply with the sanction(s) imposed under the student conduct policy
- g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system

## **12. Unauthorized Use or Misuse of College Facilities**

- a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

## **13. Violation of Federal or State Laws**

- a) Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions

## **14. Insubordination**

- a) Persistent or gross acts of willful disobedience or defiance toward college personnel
- b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
- c) Failure to exit during fire drill,
- d) Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties

## **15. Violations of College Rules**

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
- b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats

## **Regulatory Compliance**

- c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area
- d) Any violation of the student housing license agreement, rules and regulations and/or NEiA-sponsored housing student handbook
- e) Any violation of the institutions policies on the responsible use of technology including but not limited to
  - I. The theft or abuse of computer, email, Internet or Intranet resources
  - II. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
  - III. Unauthorized transfer of a file
  - IV. Unauthorized downloading of copyrighted materials in violation of law
  - V. Unauthorized use of another individual's identification and/or password

- VI. Use of computing facilities to interfere with the work of another student, faculty member, or school official
- VII. Use of computing facilities to send obscene or abusive messages
- VIII. Use of computing facilities to interfere with normal operation of the school's computing system

f) Failure to satisfy school financial obligations

**The above list is illustrative only, and NEiA may sanction other conduct not specifically included on this list.**

## **SECTION VI. SANCTIONS.**

NEiA may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). NEiA reserves the right to immediately impose the most severe sanction if circumstances merit. Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. Expulsion: The student will be expelled from NEiA immediately. The student will not be permitted to continue his or her studies at NEiA and may not return to NEiA or to college-sponsored housing or activities at any time or for any reason.
7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

## **SECTION VII. DISCIPLINARY PROCEDURES:**

### **Complaint**

Any member of NEiA community may file a complaint against any student for misconduct or for otherwise being in violation of The New England Institute of Art policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless NEiA determines that the circumstances do not warrant disclosure of some or all of the facts.

### **Search of Student's Property**

Students have no expectation of privacy in their personal property while on campus.

NEiA reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

### **Notification and Determination of violations that warrant Disciplinary Meeting**

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
2. The Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
  - a. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of NEiA policies on the basis of the information available, and impose sanctions for such violations.

### **Notification and Determination of violations that warrant Disciplinary Hearing**

*In some cases, involving serious violations, the Chief Conduct Officer or delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.*

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.

6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
  - a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
  - b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

### **Disciplinary Panel**

A Disciplinary Panel may consist of members of NEiA Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

### **Administrative Interim Suspension**

Students may be administratively suspended on an interim basis when:

- (1) serious allegations are being investigated
- (2) serious allegations are pending before a disciplinary panel
- (3) in advance of a disciplinary panel hearing; or
- (4) when a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

### **SECTION VIII. APPEAL PROCEDURES.**

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to NEiA policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision

- The student must write a letter of appeal in the student's own words, addressed to the President of NEiA or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to [school name] policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

## **DISCIPLINARY RECORDS**

Any sanction with the exception of an interim sanction will be entered on the student's academic record unless this provision is waived by the Assistant Dean of Student Affairs or the President. NEiA Registrar will be notified of all sanctions involving termination, suspension, or changes of grades, credit, honors or the awarding of a certificate or degree.

## **GENERAL STUDENT COMPLAINT PROCEDURE**

If you have a complaint or problem, you are encouraged to follow the Student Complaint Procedure.

1. Discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If the complaint has not been fully addressed, a written account should be submitted to Dean of Student Affairs or designee if related to non-academic issues or to the Dean of Academic Affairs or designee for academic issues. The written account should indicate your name, phone number, and ID# and the steps you have taken to remedy the situation.
3. The appropriate New England Institute of Art staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the Dean of Academic Affairs or their designee will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
4. If the results are unsatisfactory, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. A sum-

mary of the steps you have taken to remedy the situation and indicate why the results are not satisfactory. The results of the appeal will be available within ten class days from the date the appeal is received.

If those results are unsatisfactory you may send a written copy of the complaint to:

Commonwealth of Massachusetts  
Board of Higher Education  
One Ashburton Place, Room 1401  
Boston, MA 02108-1696

or:

New England Association of Schools and Colleges  
209 Burlington Road  
Bedford MA 01730-1433 Please refer to the school's Arbitration Policy for additional information regarding disputes or claims.

## **STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

NEiA does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic markers or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: The Assistant Dean of Student Affairs or designee who can be reached at (617) 582-4492.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether NEiA non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Assistant Dean of Student Affairs or designee who can be reached at (617) 582-4492 and for academic matters with the Dean of Academic Affairs or designee who can be reached at (617) 582-4431. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Assistant Dean/Dean of Student Affairs or Dean of Academic Affairs.
2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Assistant Dean/Dean of Student Affairs or Dean of Academic Affairs.
3. The Assistant Dean/Dean of Student Affairs or Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
4. The Assistant Dean/Dean of Student Affairs or Dean of Academic Affairs will determine whether a violation of NEiA non-discrimination policy has occurred. The

Assistant Dean/Dean of Student Affairs or Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Assistant Dean/Dean of Student Affairs or Dean of Academic Affairs determines that the policy has been violated, the Assistant Dean/Dean of Student Affairs or Dean of Academic Affairs will also recommend corrective action.

5. The decision of the Assistant Dean/Dean of Student Affairs or Dean of Academic Affairs may be appealed by petitioning the President's Office of NEiA. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Assistant Dean/Dean of Student Affairs or Dean of Academic Affairs. The President, or his/her designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedure.

If a student does not feel that NEiA has adequately addressed a grievance, the student may consider contacting the accrediting commission. The student may direct his/her complaint or concern in writing to the New England Association of Schools and Colleges, 209 Burlington Road, Bedford MA 01730-1433 or to the Commonwealth of Massachusetts, Board of Higher Education, One Ashburton Place, Room 1401, Boston, MA 02108-1696

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at <http://www.ed.gov/ocr>.

## **INSERT ADMINSTARION AND FINANCIAL SERVICES DIVIDER**

### **ADMINISTRATION AND FINANCIAL SERVICES**

#### **INFORMATION/COMMUNICATION**

##### **WEB SITE**

NEiA's website is <http://www.artinstitutes.edu/boston>

Check out our website for information about NEiA and upcoming events.

##### **STUDENT PORTAL**

MyAiCampus.com is the student portal. It was created to streamline educational needs, information and services for our students. On this site, which serves as a service center, students have the access and convenience to obtain information to academic services, student affairs, financial aid, student accounts, events, information, and much more convenience.

The portal provides students with immediate value and convenience; students get most information they need underneath one umbrella with one single sign-on to access content. Students have the opportunity to register for classes, view academic records, view class schedules and grades, pay a bill, and much more.

To access this new portal, log onto [www.MyAiCampus.com](http://www.MyAiCampus.com) and create an account. *All students are required to create an account.*

## **THE NEW ENGLAND INSTITUTE OF ART SCHOOL CLOSING INFORMATION**

From time to time, due to inclement weather, NEiA may need to be closed or have classes delayed. Please review the following to be aware of how to access official information on school closing or delays.

All information will be listed under **The New England Institute of Art**.

The outgoing message on the main switchboard will reflect the school closing information.

A pop up on the front page of our web site will appear with the information. The pop-up box only appears once per log-in, so, if you do not see it, please double-check the QUICK LINK "College Reminder and Weather Info" in the third column on the first page of the website.

The following television/radio stations and websites will broadcast our school closing information:

**WHDH-TV (Channel 7)**

**WBZ-TV (Channel 4)**

**WCVB-TV (Channel 5)**

**WBZ 1020 News/Radio**

**<http://closings.whdh.com/signup>\***

**<http://www.thebostonchannel.com/closings/> \***

**\*Students can visit these websites to sign up to receive text messages on their cell phone directly from the news station as to the latest school closing information.**

## **EMERGENCY ALERT NOTIFICATION SYSTEM**

In the case of emergency or some other urgent situation that requires rapid wide-scale notification of The Art Institute community, NEiA participates in an emergency notification alert program known as AlertFind. Students, faculty, and staff are strongly encouraged to sign up for the complementary service. In the event of a non-weather related closing (with the exception of severe and immediate life threatening weather conditions such as approaching hurricane), an alert can be sent via voice message to home, cell, or other PDA device, personal and school email accounts, and text messages to PDA devices. To Sign-up Go To: <https://dalaf.messageone.com>

1. Use your Art Institute user id - same as your complete AI email address (example: daf314@stu.aii.edu).
2. Do NOT write anything in the password box.
3. Click "Forgot your password?" or login instructions can be obtained through the Department of Student Affairs or by logging on to NEiA's homepage.

## **DRUG-FREE WORKPLACE AND COLLEGE**

The use of illegal drugs and the abuse of alcohol on the premises of NEiA or in facilities controlled by NEiA are prohibited by College regulations and are incompatible with NEiA's goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

### **Effects of Drugs and Alcohol**

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted

diseases, including HIV/AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of NEiA and the requirements of state and federal law, NEiA has adopted this program to ensure a drug-free learning environment and workplace and to prevent the use of controlled substances and the abuse of alcohol.

### Health Risks Associated with the Use of Alcohol

#### Short Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

#### Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males--testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

### Health Risks Associated with the Use of Drugs

#### Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

#### Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

#### Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)

- Can be lethal when combined with alcohol

### Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

### Intravenous Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

### Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

### Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense “*downs*” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

### Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, and death

### Sanctions

#### The New England Institute of Art Sanctions

NEiA in all of its actions seeks to uphold local, state and federal laws. Students who are determined to be under the influence of alcohol or illegal drugs will be asked to leave the premises immediately and insofar as permitted by these laws, NEiA will apply sanctions that could lead to a student being suspended or dismissed for violation of the Student Code of Conduct. Students may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student’s expense, if necessary.

### State and Federal Sanctions

#### Massachusetts Alcohol Laws

It is illegal for any person under the age of 21 to purchase, attempt to purchase, or possess alcohol. A minor who purchases, attempts to purchase, or possesses alcohol shall be punished by a fine of \$300 and a 180-day suspension of his or her driver’s license.

#### Massachusetts Drug Laws

1. A person who knowingly causes, induces, or abets a person under the age of eighteen to distribute or dispense any controlled substance or to accept, deliver, or possess money used or intended for procurement, manufacture, distribution...of any controlled substance shall be punished by five (5) to fifteen (15) years in state prison and a fine of \$1,000 to \$100,000. Minimum five (5) years imprisonment is mandatory. (Refer to chapter 94C, section 32K of Massachusetts General Law.)
2. Trafficking and sale to minors carry much stiffer penalties in terms of imprisonment

and fines (Massachusetts General Law, chapter 94C, section 32E & F). The penalties for possession of the substances outlined in Massachusetts General Law, chapter 94C, section 34 are punishable by one (1) year or less of imprisonment or by a fine of not more than \$1,000 or both. Possession of heroin is punishable by two (2) years or less in a house of correction or by a fine of not more than \$2,000 or both for the first offense. Possession of more than one (1) ounce of marijuana or a Class E substance is punishable by not more than six (6) months in a house of correction or a \$500 fine or both. Possession of one (1) ounce or less of marijuana is punishable by a civil penalty of \$100 and forfeiture of the marijuana.

3. The following charts outline the first offense state and federal penalties for possession with intent to manufacture, sell, dispense, or distribute a controlled substance.

Drug Class*	Penalty
A	Imprisonment in state prison for not more than ten (10) years or in a house of correction for not more than two and one half (2 1/2) years or a fine of \$1,000 - \$10,000 or both.
B	Same as Class A
C	Imprisonment in state prison for not more than five (5) years or in a house of correction for not more than two and one half (2 1/2) years or a fine of \$500 - \$5,000 or both.
D	Imprisonment in a house of correction for not more than two (2) years or a fine of \$500 - \$5,000 or both.
E	Imprisonment in a house of correction for not more than nine (9) months or a fine of \$250 - \$2,500 or both.

\*(Refer to M.G.L. chapter 94C, section 31 for a description of drug classes.)

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both

Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both.

After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if

the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

### Convictions for Drug-Related Offenses

Any student convicted of any drug-related criminal statute must notify the Dean of Students, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and Massachusetts Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and NEiA need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

### Danger Signals Indicating a Drug or Alcohol Problem

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

### Student Assistance Program

If you observe any of these changes in yourself or another student, you are encouraged to talk with the Coordinator of Student Support and Disabilities.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment.

### Other Resources

There are also organizations that may be contacted for help. The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

Information on emergency and counseling resources via the Student Assistance Program is available from the Coordinator of Student Support and Disabilities. 617-582-4610

There are also local organizations that may be contacted for help.

Alcoholics Anonymous <a href="http://www.alcoholics-anonymous.org">www.alcoholics-anonymous.org</a> 1-617-426-9444
Narcotics Anonymous <a href="http://www.newenglandna.org">www.newenglandna.org</a> 1-866-624-3578
Statewide Drug and Alcohol Info. & Referral

Hotline <a href="http://www.helpline-online.com">www.helpline-online.com</a> 1-800-327-5050
Smart Recovery <a href="http://www.smartrecovery.org">www.smartrecovery.org</a> 1-866-951-5357

## **SMOKING**

NEiA is a non-smoking facility. All New England Institute of Art buildings are non-smoking buildings. No smoking is permitted on the plaza or in any classroom, lab, studio or common area of NEiA.

## **TRANSPORTATION**

### **COMMUTING**

NEiA is accessible by the MBTA, otherwise known as the “T” and by car or bus. Students can take the Green Line “D” Riverside Train to the Brookline Village stop and NEiA is just steps away. Commuter rail and other subway lines connect to the Green Line in downtown Boston. Bus lines 39, 60, 65 and 66 stop at or near NEiA and parking is available in the building for a fee or at meters or other lots in the area. See below for information on the discounted MBTA pass for students.

### **INTRACAMPUS SHUTTLE**

NEiA provides shuttle service between the West Building at 303 Boylston, 138 Harvard St Administrative Offices and the Center Building at 10 Brookline Place West and the Artists’ Village Residence Halls at Pine Manor College.

The hours of operations are:

Monday – Thursday: 7:30AM-11:15PM

Friday & Saturday: 7:30AM – 5:00PM

Sunday: There is no shuttle service.

### **DISCOUNT MBTA PASSES**

All students may purchase a discounted MBTA Pass for the fall and winter semester(s) directly through NEiA. An application and information on deadlines and distribution of passes are available in the Bookstore. Passes may be paid for in cash, credit or check through Student Accounting. Passes may also be financeable through Student Financial Services. Passes for the Fall semester must be purchased by the first week of August, Winter passes must be purchased by the first week of December and Summer passes must be purchased by the first week of May. (Note discounted fares apply only to the fall and winter semesters.)

## **The New England Institute of Art**

The Jeanne Clery Disclosure of Campus Security Policy and

Campus Crime Statistics Act Report

*October 1, 2010*

## **I. INTRODUCTION**

NEiA is providing the following information to all of its employees and students as part of NEiA’s commitment to safety and security and pursuant to the requirements of Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. All reports filed by victims/witnesses to school personnel and reports gathered from the local and state police are compiled annually for inclusion in the crime report by the Office of

Student Services. Once the annual report is completed it is distributed to the NEiA community. A copy of this report will be made available to all Faculty, Staff, and Students. If you have questions about any of the information provided in this report, please contact Mr. Richard Hadley, Director of Facilities and Security at (800) 903-4425, Mr. Ross Soraci, Director of Administrative and Financial Services (800) 903-4425 or Ms. Michele Tracia, Dean of Student Affairs at (800) 903-4425.

## **II. NEiA's SAFETY AND SECURITY POLICIES**

### **A. REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

All crimes, threats of crime, or emergency situations should be reported immediately to a college official. For the purposes of timely, accurate reporting, and to insure appropriate notification of continuing threat of crimes, students and staff are required in all cases where a crime has been committed on or near NEiA to file a report within 24 hours with the Campus Security.

The school has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by Campus Security in a secure location.

Campus staff with security responsibilities includes the Campus Security staff, Director of Technology, Assistant Dean of Student Affairs as well as the Executive Committee, which consists of the President, Dean of Student Affairs, Director of Administrative and Financial Services, Director of Admissions, Dean of Academic Affairs, and Director of Human Resources.

NEiA's fire alarm will sound in the event there is a fire in the facility. Students should become familiar with the building exit points. Emergency preparedness includes knowledge of these items:

1. Participate in regularly scheduled fire drills.
2. Know two ways out.
3. Know how many doorways to the stairwell.
4. Stay low in smoky conditions.
5. Never use elevators during a fire
6. Handicapped individuals move to a stairwell for evacuation by fire department staff, as stairwells are safer environments.
7. Once outside, stay as far away from the building as possible.
8. Keep all driveways clear.
9. Remain quiet and calm.
10. Follow fire drill procedure and evacuation plan as posted throughout the building.

## **B. POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is coordinated by Mr. Richard Hadley, Director of Facilities and Security at (800) 903-4425, ext. 4419. Reports are kept in a secure location in the administrative offices of NEiA. The annual crime report is prepared by gathering campus crime statistics and data from local police and sheriff departments and other relevant information by the Director of Facilities and Security.

## **C. SECURITY AND ACCESS TO CAMPUS FACILITIES**

It is the policy of NEiA that access to all campus facilities and college-sponsored housing is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to school policies and conduct codes. Responsibility for the lawful and appropriate behavior of visitors must be shared by their student or employee host.

## **D. CAMPUS LAW ENFORCEMENT**

Staff with security responsibilities (see II. NEiA Safety and Security Policies) have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. Security personnel do not have the authority to arrest individuals. Campus Security and Studio Operations staff members are on duty during open hours of NEiA. Campus Security Guards are posted at NEiA student entrance, which is the main and only entrance to NEiA during non-business hours. Campus Security Guards regularly perform rounds of NEiA facilities. The housing staff perform evening rounds of NEiA sponsored housing facilities and have the authority to evict unauthorized persons from the housing or notify local authorities of actual or suspected criminal activities, including trespassers. There is a security presence at each of NEiA sponsored housing locations.

state police are not directly involved in the patrolling of the City of Boston and Town of Brookline, and therefore do not have incidents reported directly to them. All reports of criminal activity in the City of Boston and Town of Brookline are filed with the local police. Local police officials also work closely with NEiA to provide a safe environment for our community. Police officials provide NEiA with crime statistics for areas surrounding the campus premises, participate in housing training and in wellness workshops involving rape and city safety issues.

## **E. PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY AND THE PREVENTION OF CRIMES.**

All new NEiA employees and students are instructed on crime awareness and prevention during orientations. Employees are informed about campus security and the prevention of crimes at employee meetings held at least once per year. The employee orientation includes a description of campus security policies and procedures for reporting any criminal activity or emergency. Students are instructed on crime awareness and prevention during orientation at the beginning of each academic semester. In addition, all students are given and should carefully review a copy of the *Student Handbook*, which contains information on drug free campus, campus security, and the NEiA Student Code of Conduct. Students, staff and faculty are also informed of issues of importance to personal safety and crime prevention through wellness programs conducted by Human Resources

Office as well as the Department of Student Affairs. For example, local law enforcement officials present a program on crime prevention and self-defense. Other wellness topics include sexual assault and substance abuse. Administrative staff is informed of campus security procedures and prevention by their supervisors upon hire.

As the school is in an urban area, employees and students are encouraged to be responsible for their own safety, the safety of others in the NEiA community, and to follow a common sense approach to personal safety. Information about sexual assault prevention and safety are available in Student Affairs. NEiA's Coordinator of Student Support & Disabilities is also available to offer support and referral to other counseling services, as well as to provide support and information to the victim of a crime.

NEiA maintains a good relationship with the Brookline and Boston Police and cooperates fully in the event of any incidents. Police are notified immediately in the event of a crime. The local Brookline police precinct is a few blocks from NEiA building. Those staff members with responsibility for campus security provide the local authorities with information on a timely basis of criminal occurrences that take place on NEiA property and the surrounding public areas. When there are crimes that constitute a continuing threat to the NEiA population, NEiA is committed to informing students and staff of the nature of the crime(s), and necessary protective steps that they might take.

In the event NEiA, working with local law enforcement agencies determine that a particular criminal offense continues to be a threat to the campus community, NEiA will notify students and staff through classroom announcements and a memo, which would be distributed to staff's and students' mailboxes or email accounts.

## **F. DRUG AND ALCOHOL POLICIES**

In keeping with Section 120 (a) through (d) of The Higher Education Act of 1965, as amended, which contains the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), all students are provided a NEiA Student Handbook. The handbook includes NEiA's policy regarding the use, possession, or sale of illegal substances and alcohol, and disciplinary actions.

NEiA is a drug free campus and complies with Massachusetts underage drinking and all Federal and state drug laws. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on NEiA property. In addition to prosecution by appropriate civil authorities, students found in violation will be treated as having violated NEiA's Student Code of Conduct, and will be subject to disciplinary action up to and including termination.

NEiA's Coordinator of Student Support and Disabilities provides periodic awareness programs on substance abuse for all students and referrals to students in need of more services. Additionally, students, faculty and staff are required to observe the local, state and federal regulations regarding the possession, use and sale of alcohol. Failure to abide by these regulations, in accordance with the NEiA Student Code of Conduct may result in disciplinary action up to and including termination.

## **G. OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, NEiA does not have any off-campus organizations.

## **H. SEXUAL ASSAULT POLICIES AND THE RIGHTS OF VICTIMS**

As part of NEiA's wellness program, the Student Affairs Department provides programs and information on preventing the occurrence of sexual assault, rape, acquaintance rape and other forcible and nonforcible sex offenses.

Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack. Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risks of pregnancy and venereal disease.
- A medical examination is the only way to ensure you are not injured and could provide valuable evidence should you decide to prosecute.
- Call someone to be with you as you should not be alone.
- Reporting the rape to the police is up to you, but remember that reporting a rape is not the same thing as prosecuting a rape.
- Please call the police and report the rape.

If the victim requests, NEiA personnel will assist in notifying the proper authorities. NEiA's Student Assistance Coordinator is available to assist students with working through the attack and in assisting in identifying off-campus counseling or additional mental health services.

After any campus sexual assaults are reported, the victim of such crimes have the right to request that NEiA personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including the transfer of classes. On-campus disciplinary procedures against students will be in accordance with NEiA's Student Code of Conduct Policy and the Appeals Policies and Procedures that appear in the *Student Handbook*. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding, both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense, and the sanctions that the institution may impose. The sanctions can include expulsion, suspension, and/or mandatory counseling.

The following is the link to the Massachusetts Sex Offender Registry Board:

<http://sorb.chs.state.ma.us/>

**III. CRIME STATISTICS** The following statistics are provided for your information in compliance with the Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning crimes that were reported to campus security officials or local police agencies.

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus, non-campus buildings & property and public

<i>Criminal Offenses</i>	Calendar Year				
	2007			2008	
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*
Robbery	0	0	0	0	0
Aggravated Assault	0	1	0	0	2
Burglary	8	1	0	4	7
Motor Vehicle Theft	0	0	0	0	0
Arson	0	1	0	0	0
Criminal Homicide:					
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses:					
Forcible	0	0	0	0	0

Non-Forcible	0	0	0	0	0
<b>Totals</b>	8	3	0	4	9

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies with evidence that the victim was intentionally selected because of the victim's actual or perceived race, ethnicity, gender, sexual orientation, or disability are listed below, according to type of criminal offense and category of prejudice.

*Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.)*

<i>Hate Crimes</i>	Calendar Year				
	2007			2008	
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*
Robbery	0	0	0	0	0
Agravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Larceny-Theft	0	0	0	0	0
Simple Assault	0	0	0	0	0
Intimidation	0	0	0	0	0

Destruction, Damage, Or Vandalism of Property	0	0	0	0	0
Bodily Injury	0	0	0	0	0
<b>Criminal Homicide:</b>					
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>Sex Offenses:</b>					
Forcible	0	0	0	0	0
Non-Forcible	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0

*Arrests/Persons Referred for Campus Disciplinary Action*

	Calendar Year				
	2007			2008	
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*
<b>Liquor Law Violations:</b>					
Arrests	0	0	0	0	0
Disciplinary Action	0	73	0	0	39
<b>Drug Abuse Violations:</b>					

Arrests	0	0	0	0	0
Disciplinary Action	0	26	0	0	13
Weapons Possessions:	[REDACTED]				
Arrests	0	0	0	0	0
Disciplinary Action	0	0	0	0	2
<b>Totals</b>	0	99	0	0	54

\* Includes school-sponsored housing

\*\*(Public property includes the sidewalks immediately adjacent to the academic buildings and coll

**IV. INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Any member of the public who is at least 18 years of age or older may request sex offender information. The information will be provided to any person who is seeking the information for his/her own protection or for the protection of a child under the age of 18 or for the protection of another person whom the requesting person has responsibility, care, or custody. Information regarding registered sex offenders under section 170101(j)

of the Violent Crime Control and Law Enforcement Act of 1994 may be found at the Brookline Police Department located at 350 Washington Street, Brookline.

#### **V. CAMPUS SAFETY AND EMERGENCY RESPONSE - ALERTFIND**

In the case of emergency or some other urgent situation that requires rapid wide-scale notification of The NEiA community, NEiA will participate in an emergency notification alert program known as AlertFind. Students, faculty, and staff will be strongly encouraged to sign up for the complementary service which will notify students of an urgent message by electronic and cellular communication in whichever manner the recipient chooses. In the event of a non-weather related closing (with the exception of severe and immediate life threatening weather conditions such as an earthquake or fire), an alert can be sent via voice message to home, cell, or other PDA device, personal and school email accounts, and text messages to PDA devices. Sign-up will be done through [www.dalaf.messageone.com](http://www.dalaf.messageone.com) or login instructions will be obtained through the Student Affairs Department or by logging on to NEiA's homepage.

Campus emergency response and evacuation procedures are publicized on an annual basis in the student handbook which is distributed on an annual basis to all faculty, students, and staff. The AlertFind emergency notification system will be tested on an annual basis and emergency evacuation drills are held periodically throughout the year.

#### **IV. EMERGENCY EVACUATION PLAN**

**CRISIS:** A fire, bomb threat, hazardous materials leak, earthquake, or other emergency requires evacuation of the campus buildings.

Stay calm. Stop work immediately. Dress appropriately for a possible extended period of time outdoors.

Follow directions from nearest faculty or staff member for exiting your area Exit building using the posted evacuation routes or nearest stairwells only.

After exiting, immediately head away from the buildings and/or garages. Everyone will meet in their designated locations and will congregate with other members of their department to assure all have left safely. Faculties are to stay with their students.

- 10 BPW/34 Station Street-Meet on Station Street across the Brookline village train stop
- 303 Boylston -Meet at Dunkin Donuts Lot
- 34 Station Street. Meet on Pearl Street by Soup Factory
- 138 Harvard. Meet at Stop and Shop Parking lot

Clear the front entrance to the building by moving away at least 500 feet.

Do not reenter the building or garage until emergency personnel give the "All Clear."

Emergency evacuation routes are posted at all locations on each floor, color-coded by evacuation route and exit. Each area of each building will have a designated person to check that all offices, classrooms, and restrooms are evacuated. They are as follows:

***During Normal Business Hours:***

2nd floor (Administration Area):	Director of HR, Michael Duffy or Senior Manager
2nd floor (Classrooms):	Registrar, Siham Doughman or Senior Manager
Student Center (Student Affairs):	Dean of Student Affairs, Michele Tracia or Senior Manager
Student Center (2 <sup>nd</sup> Floor)	Library Director, Mary Ann Tricarico
UG Level	Bookstore Manager, Stephanie Vincent or Senior Manager
1st floor (Main Building)	Studio. Ops Supervisor, Matt Chan, Richard Hadley or Senior Manager
Plaza area	Rob Lehmann
303 Boylston Street	Dean of Academic Affairs Dr. Jane M. Souza or desig- nated Senior Manager
34 Station Street	Director of Career Services, John Lay

## **EMERGENCY EVACUATION OF DISABLED**

All disabled faculty, staff and students are encouraged to file an emergency status card with the Facilities Manager, Human Resources and/or Student Affairs.

In the event of an emergency, occupants of wheelchairs and other persons whose mobility is impaired should observe the following Emergency Evacuation Plan;

*If you move to the exit and have persons to assist you:*

Physically challenged individuals are to wait at the top of the stairwell for authorized emergency personnel (such as a fireman or police officer) to assist them. A near-by staff or faculty member should wait with this individual and instruct another employee to notify emergency personnel of their whereabouts.

Move to the exit stairwell Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared.

Wait with your assistants for further instructions. The Fire Department will send fire fighters to assist you if evacuation is necessary.

If you are waiting in the exit stairwell and traffic builds from the evacuation of upper floors, re-enter your floor to allow others to pass and the stairwell to clear.

If there are too many individuals to wait on the landing, an area of refuge should be sought on the floor, such as a classroom or an office with a door, window and telephone.

Use the fire survival skills described below.

Assistants should **not** attempt to carry you down the stairs unless conditions in the stairwell become threatening. If conditions deteriorate, the assistants can then perform a carry down the stairs to safer areas.

If you do not have persons to wait with you, or are unable to leave your area, refuge should be sought on the floor. Most appropriate would be a totally enclosed room with a telephone and window. This may be a classroom or an office.

## **INSERT ACADEMIC AFFAIRS DIVIDER PAGE**

### **ACADEMIC AFFAIRS POLICIES AND PROCEDURES**

At NEiA, we strive to provide a student-centered environment conducive to learning. We have created procedures and policies to ensure that all students have a safe, comfortable environment for learning, a support network, and access to services. Please review these policies and procedures and refer any questions to the appropriate department.

#### **ATTENDANCE**

Course work at NEiA is very hands-on and students are expected to attend class on a regular basis. Poor attendance will affect a student's final grade in a class as follows:

**A student with four (4) absences will have their earned academic grade lowered one letter grade (ex: B+ to C+). More than 4 absences will lower their grade to D.**

If a student arrives late or leaves early from class, it is noted in the attendance roster. Four late arrivals/early departures count the same as a full absence. Further, if a student is more than 30 minutes late to a class or leaves more than 30 minutes before the conclusion of a class he or she will be marked with a one-half absence for that class. Two half absences count the same as missing an entire class.

Faculty members may set individual attendance policies that are stricter than the above policy. Their individual course syllabi will provide information on allowed absenteeism and the effects that absenteeism will have on a student's final grade if it is stricter than the standard.

In no case can a student fail a course based on their attendance. Course failure is strictly

based on academic performance.

Students are responsible for making up assignments and communicating with their instructors regarding missing classes. All faculty members have school voice mail and email to help students contact them.

NEiA does not distinguish between excused or unexcused absences.

**A student who misses all of his or her classes for two consecutive weeks will be withdrawn from NEiA.**

## **PROCEDURE FOR TERMINATION APPEAL**

*Please follow these instructions carefully:*

**Any student wishing to appeal an academic termination may do so in writing to the Dean of Academic Affairs.**

- The written appeal must be a letter--an expression of his/her desire to be reinstated and must be submitted to the Academic Achievement Center in paper form, by email to [NEiAAchievement@aii.edu](mailto:NEiAAchievement@aii.edu) or dropped off at the Academic Achievement Center (rm 161) in the Student Center.
- The letter should include the student's **current** phone number, **current** email address, and **STUDENT ID**.
- The written appeal must clearly state the mitigating circumstances that contributed to the termination. Mitigating circumstances are generally events that are outside the student's control and are unavoidable. These may include a death in the immediate family, hospitalization of the student, documented medical problems, or other special circumstances which the student can justify.
- The student should supply a copy of the evidence of the mitigating circumstance when appropriate, such as letters, hospital bills, or other official documentation.
- The student must provide a well-crafted written action plan that demonstrates how his/her actions and circumstances will change in the next semester to enable the student's future academic success.
- A committee convened by the Dean of Academic Affairs will review a student's appeal and action plan and will determine whether the student's circumstances and academic status warrant consideration for reinstatement.
- The committee will make one of three decisions:
  1. accept the appeal
  2. deny the appeal or
  3. schedule a hearing with the student so the committee can obtain further information. In this case the decision will be made at the end of the hearing.
- If a hearing is required, the student will be contacted to set up an appointment.
- If no hearing is required, the student will be notified of the outcome.
- If the student does not have mitigating circumstances, the student may appeal after a 1-year absence from NEiA. In that appeal the student would supply a letter and plan as above, but instead of mitigating circumstances, the student would describe the issues that contributed to his/her academic problems and what measures he/she has taken to improve his or her circumstance. The appeal is then submitted and processed as above.

**If a hearing is required, the student should be thoroughly prepared for the hearing.**

- The student will need to be able to clearly articulate the circumstances that led to the termination and specifically how s/he plans to approach the next semester if reinstated.

- The student should allow sufficient time to arrive. If a student cannot attend at the scheduled time, he/she must reschedule; tardiness to the hearing will result in an automatic cancellation of the hearing.
- The student must come professionally dressed and should be prepared to answer specific questions from the committee, which may include one or more department chairs.

**A student may be granted or denied the appeal immediately. S/he may be asked to do something more and may be required to return for a second phase of the hearing if the evidence is inconclusive.**

**A student whose successful appeal is granted by the committee will be reinstated and if otherwise eligible, may receive financial aid.**

- The student will be placed on academic probation for that semester and must meet all satisfactory academic requirements following readmission.

**After an appeal is granted, the student must meet with the Director of Academic Achievement, Joyce Atkinson, 617-582-4525, to develop an academic improvement plan, sign a probation contract, and register for classes. The student will be assigned an Academic Advisor to meet with regularly.**

## **TRANSCRIPTS**

Official copies of transcripts may be obtained by students and alumni upon written request to the Registrar's Office. Requests must contain the student's signature, authorizing release of this information. All financial and educational obligations must be met in order to obtain transcript copies. A fee will be charged for all copies.

# **ENROLLMENT POLICIES**

## **COURSE LOAD**

A standard course load for associate's and bachelor's degree students is five courses. Any deviation from this course load should be discussed with the student's Department Chair. Students should also consult with Student Financial Services to determine any financial implications.

## **COURSE OVERLOAD**

If a student wishes to enroll in more than five courses, he/she will need to have a Request for a Course Overload Form signed by their Department Chair prior to adding the additional class (es). Only students with a 2.80 cumulative grade point average will be considered for a course overload. Beyond this criterion, their Department Chair may consider their academic history and the nature of the courses that the students have selected before granting or denying a course overload. These forms are available directly from your Department Chair or the Registrar's Office. We recommend that students submit this form during the Registration period so that they secure a space in their course(s) and their course load is taken into consideration in billing and financial aid packaging.

## **COURSE MAXIMUM AND MINIMUM ENROLLMENT**

NEiA reserves the right to cancel classes when enrollment for a course is less than eight students. Class maximums vary per class and are determined by a variety of academic considerations. You may not add a course that has reached its maximum enrollment without a Population Waiver signed by your Department Chair.

## **POPULATION WAIVERS**

If a course has reached its maximum enrollment, you may request to be waived into the class with written permission from the Department Chair of the course. Population Waiver Forms are available in the Registrar's Office or from your Department Chair.

## **PREREQUISITE WAIVERS**

If you wish to take a course without first taking the required prerequisite course, you may request that the faculty member and the Department Chair of the course allow you to do so by signing a Prerequisite Waiver. Allowing a prerequisite to be waived will be at the discretion of the Chair, who will take into consideration a number of factors, including your past academic and/or work experience with the subject matter, as well as your academic standing.

## **ADD/DROP**

From the point of registration through the sixth day of the semester, you are given the option to add and drop courses. The option to add courses is based on space availability and depends on whether you have taken and passed the required prerequisite course(s). You may not take a course if you have received a grade of Incomplete ("I") for the prerequisite course(s). Students will not be permitted to add or drop classes after the sixth day of the semester, and add/drop requests must be made via Add/Drop forms available in the Registrar's Office.

## **COURSE WITHDRAWAL**

Students who are unable to complete a course successfully are responsible for officially withdrawing from the course by the published withdrawal deadline. The deadline is typically two weeks before the end of the semester. Students are required to complete a Withdrawal from a Course Form and submit it to the Registrar's Office. The student's permanent academic record will reflect a grade of "W." Please note students are financially responsible for withdrawn classes. We recommend that students consult with their instructor and/or faculty advisor before withdrawing from a course.

## **WITHDRAWAL FROM NEIA**

Students who wish to withdraw from NEiA must submit a Change of Status form/request in writing to the Registrar. The student is responsible for clearing all financial obligations and obtaining signatures of Admissions, Student Accounting and the Loan Coordinator before an official withdrawal can be processed. Students who withdraw from NEiA will receive grades of "W" that will appear on their academic record. Students dismissed from NEiA for either academic, financial or disciplinary reasons are not considered withdrawals and their academic record will reflect failing grades for the semester. A student who has withdrawn and wishes to be readmitted must apply for re-entry in writing to the Admissions Office.

## **MEDICAL WITHDRAWAL POLICY**

Students who need to withdraw from NEiA for extenuating medical reasons must complete a Change of Status form with their Academic Department Chairperson and the Office of the Registrar. Students wishing to apply for a tuition waiver must complete the tuition waiver request form and provide the required supporting documentation and official letter of request. The necessary forms and instructions can be obtained from the Assistant Dean of Student Affairs. The student request is then reviewed by a committee and a recommendation is made to the Executive Committee. The committee meets on a monthly basis to review requests. If approved, the student will be granted a tuition waiver equal to any payments and/or unpaid balance remaining after withdrawal adjustments, exercisable upon reentry to NEiA. This tuition waiver is not a refund of monies paid or owed, it is a credit towards the next academic semester. NEiA does not refund tuition nor excuse funds owed to NEiA. A tuition waiver request form and supporting documentation must be submitted within the semester in which the student withdraws for medical reasons. If granted, the tuition waiver may only be used for the next consecutive semester. Waivers only apply to tuition. There is no medical waiver for housing.

## **MILITARY LEAVE POLICY**

Students called to active duty (reservists called to active duty) should follow the following process to withdraw from courses and/or NEiA.

- Contact the Office of the Registrar to obtain a Change of Status form and to withdraw from NEiA.
- Provide a copy of your deployment papers or other official correspondence documenting your deployment date and expected length of active duty.
- Students with Perkins Loans should contact the Perkins Loan Coordinator to arrange for forbearance

NEiA will agree to the following:

- NEiA will issue a tuition waiver for all charges for classes you were not able to complete during the semester that you were called to active duty. The tuition waiver will be applied to your account in the semester that you return to NEiA and retake those classes.

Upon your return from active duty in order to re-enter NEiA you will need to do the following:

- Meet with the Assistant Director of Readmissions
- Provide a copy of your military release paperwork.

## **RE-ENTRY TO NEIA**

If a student has withdrawn from NEiA and wishes to return, she/he must submit an application of re-entry to the Assistant Director of Re-Admissions. A student will be readmitted to NEiA if she/he left with satisfactory academic standing, does not owe an outstanding balance and has not defaulted on loans since last attending NEiA. Call (617)582-4427 for more information.

# **STUDENTS RIGHTS AND RESPONSIBILITIES**

## **ACADEMIC FREEDOM POLICY**

All students are encouraged, by faculty, in their free pursuit of learning. In the classroom, students are encouraged to engage in free discussion, inquiry, and expression. Instructors serve as intellectual guides in this pursuit, and respect the confidential aspects of the student/teacher relationship. All instructors evaluate and award credit to students solely on the basis of academic performance and not on opinions or conduct in matters unrelated to academic standards.

## **CHANGE OF ADDRESS**

Students are required to notify NEiA in the event of a change of address by completing a Change of Information form. Forms are available at the Registrar's Office. Failure to notify NEiA of a change of address may result in delays in the handling of pertinent information forwarded to students, including notification of changes to College policies. Students who have not notified NEiA of a change of address are not exempt from the consequences of failing to adhere to policies and procedures.

## **FREEDOM OF ACCESS TO HIGHER EDUCATION**

NEiA is an academic community open to individuals of any age, sex, race, color, creed, religion, national origin, sexual orientation, disability, local or federal law, and does not discriminate in the administration and operations of all programs and activities.

## **ACADEMIC INTEGRITY POLICY**

NEiA defines academic dishonesty as cheating on tests or assignments, and copying or purchasing materials from any outside source, including the thoughts, audio, video and/or graphics files of others without attribution. Guidelines for academic integrity are strictly

enforced. through the use of anti-plagiarism software. Students with questions about how to attribute properly should ask their instructor for guidance and use the MLA Guide that comes in their new student kit.

Plagiarism can occur deliberately, through negligence, or both. Faculty will bring all suspected cases of academic dishonesty to the Department Chair of the course to determine the level of infraction. The faculty member and the Department Chair will make the determination of whether an act of plagiarism is deliberate.

Violations will include but are not limited to the following examples:

### **Cheating**

- The presence of “cheat sheets” during an exam, test, or quiz
- Programming a calculator or other electronic device with information for an exam, test, or quiz
- Writing information on one’s person or clothing
- Unauthorized collaboration with another student to share information in an exam or testing setting, or during completion of a take-home assignment
- Glancing at another student’s paper during an exam, test, or quiz
- Conversations during a testing setting
- Soliciting information regarding an exam or test from another student
- Obtaining an exam prior to its administration

### **Plagiarism**

- Submitting all or portions of a piece of written work using someone’s words or ideas (including material from an internet site, material printed in a book or periodical, or another student’s work) without appropriate or adequate use of quotation marks or citation
- Use of a source in a paper or presentation – using exact words or paraphrase – without citation
- Citation not correct or complete despite acknowledged use of a source
- Paraphrase that is too close to the wording of the original source
- Submitting a paper obtained from a “paper mill”

### **Facilitation of Academic Dishonesty**

- Giving materials such as tests or papers to another student without the instructor’s permission
- Helping another student obtain materials for cheating or plagiarism
- Discussing an exam or test with a student who has yet to take it

### **First Offense:**

Students guilty of negligent plagiarism will:

- fail the paper or assignment
- have a notice of their actions added to their student file
- be required to submit evidence that they have read and understood proper citation methods.

Students guilty of deliberate plagiarism, cheating or facilitation of academic dishonesty will:

- fail the course
- have a notice of their actions added to their student file
- be placed on academic probation for the remainder of their academic career
- be required to take a Plagiarism Workshop.

## **Second Offense:**

All students guilty of a second offense will be dismissed from NEiA.

## **Student Right-to-Appeal:**

The student may request an appeal through the Academic Dean. A faculty appeals committee consisting of three representatives from different departments will review student appeals. This committee will be appointed by the Academic Dean. The faculty member involved may not sit on the committee. The student may be asked to appear at the appeal.

## **POLICY ON COMPUTING ETHICS**

The use of NEiA's computer facilities is a privilege extended in good faith to students, faculty and staff of NEiA. Since misuse by even a few individuals has the potential to be seriously disruptive, the facilities must be used responsibly and ethically by everyone.

- 1) NEiA's computer facilities (computers, printers, networks, software, etc.) may only be used by authorized persons for legitimate purposes related to teaching, course work, research, and administration at NEiA. Examples of misuse, include but are not limited to the use of facilities for private consulting or for unlawful purposes, such as the installation of fraudulently or illegally obtained software.
- 2) The providing of false or misleading information for the purpose of obtaining access to computing resources at NEiA, or the use of college computer facilities to gain unauthorized access to computing facilities of other institutions, organizations or individuals, is prohibited.
- 3) NEiA cannot guarantee the privacy or security of users' computer files or the anonymity of any user. You are responsible for use of your accounts and must take all reasonable precautions, including password maintenance and file protection measures, to prevent unauthorized use of your accounts. You are not permitted to use, access, alter or copy the accounts, passwords, directories, files, programs, or the intellectual property of any other user without that person's consent.
- 4) No one is permitted to use NEiA's computer facilities for inappropriate purposes that needlessly interfere with the work of others. Examples include the playing of practical jokes, the transmission or making accessible of annoying or harassing material, loading software or data from untrustworthy sources onto computer systems, the introduction of computer viruses, and deliberate interference with the work of others.
- 5) You are not permitted to duplicate or distribute copyrighted software or run illegally copied software at NEiA. Proprietary software must not be installed on systems not properly licensed for its use. The unauthorized duplication of software is a criminal offense.
- 6) To protect the integrity of NEiA's computer facilities, you are encouraged to report any violation of these guidelines to MIS.
- 7) The unauthorized or improper use of NEiA's computer facilities, including the failure to comply with the above guidelines, will be treated as a serious offense and may result in disciplinary and/or legal action. In addition, NEiA may require restitution for any use of facilities, which is in violation of these guidelines. Any questions about this policy or the applicability of this policy to a particular situation should be referred to your Department Chairperson.

### Acceptable Use Policy for Networks

Technology is used to support teaching and learning. Networks, including the Internet, allow people to communicate with others through the use of technology. It is the policy of NEiA that all technology used to access the network will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of network

privileges for the user. Remember, the use of the network is a privilege, not an entitlement.

Since network communication is often public, students and staff are responsible for behaving on the network as they do in the classroom. The network is provided for students and faculty to conduct research and communicate with others concerning schoolwork.

Individual users of the network are responsible for their use of the network. The use of the network must be in support of education and research, must be consistent with academic actions of NEiA, and will be under the supervision of NEiA faculty and staff. Use of other organization's networks or computing resources must comply with the rules applicable to that network. Use of the network for any illegal or commercial activities is prohibited.

A responsible network user will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Conform with copyright laws.
- Never reveal personal information about any user, such as address, telephone number, edit card numbers, social security number, etc.
- Neither tamper with the system nor alter, delete or destroy any files or data that are not yours.

A responsible network user must be aware that:

- Use of the network is a privilege, not a right.
- E-mail is not guaranteed to be private.
- Violations of this policy will result in the possible loss of Internet privileges or, where appropriate, disciplinary action.
- Persons issued an account are responsible for its use at all times.

Some appropriate uses of the Internet are:

- Researching classroom projects.
- Communications with other students and educators.
- Researching potential employers.

## **STUDENT EXPRESSION**

As members of NEiA community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. As a student-centered College, the administration maintains an open-door policy and encourages students to address concerns to appropriate staff members.

## **ACADEMIC SUPPORT SERVICES**

The staff and faculty of NEiA are dedicated to supporting and promoting the educational and professional goals of all students and alumni. We are student-centered and encourage all students to utilize the various support services that exist at NEiA.

## **ACADEMIC ADVISING**

Students are assigned a faculty advisor within their major upon entering NEiA. Students are also assigned a freshman advisor who they will meet with a few times in their Freshman Seminar class as well as at registration time. Students are encouraged to meet regularly with their freshman advisor in their first two semesters to review academic progress, proper course selection, and any other questions that may arise. Freshman advisors are

located in the Academic Achievement Center. Faculty advisors are available to answer questions about classes in your major, skill development, career advice and opportunities. Faculty advisors can also assist with course selection during advising and registration weeks and will post office hours. All Department Chairs are also available for academic questions or concerns. The Registrar's Office is another resource for academic information. The Registrar's Office is available to assist in academic matters such as enrollment changes and other aspects detailed in the policies section of this handbook. Students placed on academic probation will be assigned an academic advisor in the Academic Achievement Center to meet with regularly to monitor performance.

### **ACADEMIC ACHIEVEMENT CENTER**

The Academic Achievement Center provides peer tutoring in most subject areas for all students. Students in need of additional support with class material, study strategies and skill development may utilize the services at the Academic Achievement Center at any time to make an appointment with a Peer Tutor. This is a popular resource, so don't delay in making an appointment to improve your study and organizational skills for your most demanding courses. It is also a great way to connect with a peer mentor in your program of study. Students seeking services at the Academic Achievement Center can request assistance by stopping by the Center to complete a tutor request form or speaking with the Academic Achievement Coordinator. Students may also apply to become a peer tutor after having been here a semester by completing an application form in the Center. Maintaining at least a 2.8 cumulative grade point average is required.

### **ACADEMIC SPECIALIST**

An academic specialist is available to work with students who need to build transitional skills in reading, writing or math. A student can sign up for an appointment through the Academic Achievement Center or may be referred by a faculty member. Weekly meetings are suggested for students who may benefit from additional support in these academic areas. The Academic Specialist can also assist students with time management, creating weekly schedules, assessing learning styles and developing study strategies in specific content areas. The academic specialist is located in the Academic Achievement Center and works closely with academic advisors, faculty, Academic Affairs and Student Affairs.

## **INSERT STUDENT AFFAIRS DIVIDER PAGE**

### **STUDENT AFFAIRS DEPARTMENT**

The Student Affairs Department provides students at NEiA outside of the classroom opportunities to augment their academic experience. Student Activities, Involvement & Leadership (SAIL), Counseling Services, International Student Services and Residence Life work in tandem to fulfill this effort. The department actively advocates student success by providing services and direction that encourages personal and social awareness, creativity, and professional development. In order to fulfill its mission, the Student Affairs Department has established the following objectives:

- to provide appropriate school-sponsored housing.

- to provide supportive assistance and resources to students.
- to provide activities and events that enhance social/cultural awareness, community involvement, and active participation of students, faculty and staff in these services.

NEiA is dedicated to the successful completion of both your academic and personal goals. Our purpose is to prepare students to achieve academic and professional goals in order to enhance one's quality of life. We want the NEiA education to be a productive learning experience. Of course, each student must decide to be actively involved and committed to their own learning. All of NEiA employees are ready to support and encourage students in this exciting and demanding endeavor.

## **STUDENT ORGANIZATIONS**

The life of a typical New England Institute of Art student is generally filled with activity both in and out of the classroom. We offer students many opportunities to get involved and have fun by participating in student organizations. All students are welcome to join any organization. The Student Affairs Department is also open to proposals for new organizations and programs. For more information or to get involved, contact the Student Activities, Involvement & Leadership Center Coordinator (SAiL).

## **STUDENT CLUBS & ORGANIZATIONS**

### **POLICIES AND PROCEDURES**

NEiA requires all student organizations to meet the following requirements in order to gain official recognition:

- Be open to all students without regard to race, creed, gender, national origin, political affiliation, age, disability, or sexual orientation.
- Promote and support the academic and professional standards of NEiA's mission.
- Abstain from coercive or misleading methods to recruit and maintain membership.
- Submit a copy of the organization's by-laws/constitution and/or mission statement to the SAiL Center.
- Show proof of interest in club from the student body.
- Show proof of a faculty/staff advisor.

### **ACM/SIGGRAPH STUDENT CHAPTER**

The New England Institute of Art ACM/SIGGRAPH Student Chapter continues the work of ACM SIGGRAPH on a year-round basis via their meetings and other activities. The chapter consists of students from all disciplines or programs who are interested in the advancement of animation, computer graphics and interactive techniques, its related technologies and applications. They gather throughout the year at meetings, site visits, conferences, video screenings, art shows and special events. (Faculty contact: Dept. chair: Jason Donati, [jdonati@aia.edu](mailto:jdonati@aia.edu))

### **AD CLUB**

In 2010, the ad club became theadnet.net. The purpose of theadnet.net is to explore the products, places and practitioners who produce, practice, and place great advertising. Ad club members build relationships and collaborate with students in advertising and other departments, connect to the professional advertising community, and discuss issues relevant to the industry and NEiA. Club activities include project work for clients and creating and producing relevant campus events. All are welcome. The club meets weekly. (Faculty contact: Michael Tucker, [mtucker@aia.edu](mailto:mtucker@aia.edu))

### **ALL INDEPENDENT RADIO - NEIALIVE.COM**

All Independent Radio has been part of the school for over 10 years. Station founder Len Mailloux came up with a way that students could get hands-on training and at the same

time, be heard around the world! All Independent Radio plays an amazing variety of every genre of music, from every continent! The station is located at NEiA, and is run entirely by students. Through the years, management teams have developed that keep the station operating. Students hold positions in programming, news, music, public relations, promotions, production, operations and band relations. These positions give students the chance to see how a radio station is really run. All students, faculty and staff at NEiA are welcome to join the radio station staff as an ON-AIR personality or to work behind the scenes. The goal of the station is to promote amazingly talented artists that are unheard on commercial radio. From east to west, north to south and around the globe we are creating a worldwide fan base for independent artists, as well as a variety of new shows featuring news, sports, comedy, oldies and world music. The general manager and faculty advisor is Larry Miller, with over 50 years of broadcasting experience, combined with over 30 years of teaching at NEiA. AIRadio is a member of IBS, the Intercollegiate Broadcasting System, which has awarded prizes to the station for Best Overall Station (Bronze) and a Golden Mic for best Production. [WWW.NEIALIVE.COM](http://WWW.NEIALIVE.COM) Now available on iTunes and iPhones! (Faculty Contact: Professor Larry Miller, lamiller@aii.edu)

### **AUDIO ENGINEERING SOCIETY STUDENT CHAPTER**

The purpose of the AES is to increase of educational and scientific knowledge in audio engineering, the promotion and advancement of this science and its allied arts in both theoretical and practical applications. The club seeks to expand students' educational opportunities through seminars, field trips and out of school activities such as conferences, etc. The club's aim is to expand students' lifetime career success. For information on the Audio Engineering Society, (Faculty contact Professor John Krivit, jkrivit@aii.edu)

### **THE CHAINRING SECESSION: BIKE CLUB**

The first rule of Bike Club is - you do not talk about Bike Club. The second rule of Bike Club is - you DO NOT talk about Bike Club. Third rule of Bike Club, someone yells Stop!, goes limp, taps out, the ride is over (for that someone). Fourth rule, you must have access to a bike (we sometimes have extra "loaner" bikes – check in with us if you need one). Fifth rule, one group ride on a bi-weekly basis, everyone. Sixth rule, appropriate shirt and shoes pending weather conditions. Seventh rule, rides will go on as long as they have to. And the eighth and final rule, if this is your first ride with Bike Club, you have to ride. Riders of all abilities are welcome. Note: the CSBC is the largest and leading cycle club of the New England Institute of Art and is responsible for greatness.

(Faculty contacts: Professor Thomas J. Gustainis, tgustainis@aii.edu or Dept. Chair Rachelle A. Dermer, rdermer@aii.edu)

### **FASHION N.O.C.S (Noticing Opportunities For Creative Success)**

assists Fashion & Retail Management students various activities to become aware of and involved in the Boston fashion community. Club members will participate in a wide range of industry outreach activities, while at the same time developing a strong fashion presence on the NEiA campus. You can find us on Facebook for our most current meeting times and dates. (Faculty contact: Professor Heidi Lusby, hlusby@aii.edu)

### **GALLERY CLUB**

The Gallery Club's mission is to involve the The New England Institute of Art student population as well as the Greater Boston arts' community in dialog about contemporary art through professional gallery shows of both students' and community members' artwork. The Gallery Club focuses on inspiring and motivating The New England Institute of Art students and building a sense of community among the The New England Institute of Art student body through a shared enthusiasm for contemporary art. The Gallery Club will oversee selection of artwork, will manage the installation and de-installation of exhibitions, will publicize exhibitions and will also host gallery

openings. (Faculty Contact: Professor Sejal Patel, spatel@aii.edu)

## **GLBTA GROUP**

A community at The New England Institute of Art that provides a positive, supportive network comprised of students, faculty and staff that promote and advocate for awareness of issues pertaining to the GLBT community. This group provides a safe space to foster the education and understanding of all GLBT issues, a social network and support for those who need it. (Staff contact: Kimberly Hildebrand, khildebrand@aii.edu)

## **IIDA STUDENT CHAPTER**

The New England Institute of Art IIDA Student Center is a campus collegiate chapter of the International Interior Design Association (IIDA). The IIDA is an international professional organization serving the Interior Design profession. Student Campus Centers aid students in developing successful professional relationships with the design community as well as facilitating the transition from academic life to professional careers. The The New England Institute of Art IIDA Student Center meets monthly organizing guest speakers, networking and volunteering opportunities and special events. Mission Statement: The New England Institute of Art IIDA Student Center is an assemblage of students with a desire to expand the resources and knowledge in the profession of Interior Design beyond the academic realm. By combining our mutual passion for Interior Design into one voice we aim to establish a unity within the community in conjunction with The New England Institute of Art. Through community service and networking with professionals, we will build a foundation for our futures and for those yet to be welcomed. (Faculty contact: Professor David Michael Lieb, dlieb@aii.edu)

## **LENS BASED ARTISTS**

The Photography Club is open to all students enrolled in the photography program or who are interested in photography. The club meets at least once monthly while school is in session. Activities include field trips, guest speakers and critiques, lectures, and exhibitions. The goal of the club is to engage students further in the study and practice of photography. As such, we will be taking on various non-profit projects that require photography, interacting with professionals who will offer outside critique, taking field trips to production and post-production sites as well as gallery locations. Information and calendar can be found at <http://www.lensbasedartists.com> (Faculty contact: Professor Bruce Myren, bmyren@aii.edu)

## **NAKED EAR RECORDS**

Naked Ear Records is The New England Institute of Art's own record label. Naked Ear produced its first CD in August 1996 and has continued to release compilation and single artist recordings. The label is supervised by Audio Production faculty members and the Audio Department Chair. This exciting venture has given students of all majors an opportunity to learn by doing as they manage all aspects of the label. Student interns are selected through an application and interview process and are the managers of each department including promotions, production, marketing and sales. Each release is highlighted by a CD release party. (Faculty contact: Professor Barry Marshall, bmarshall@aii.edu)

## **NAKED EYE VIDEO**

Naked Eye Video (NEV) is NEiA's production company. It is staffed entirely by students and is supervised by a faculty member who is involved in television, theater, music, film and the arts. Naked Eye produces artistic projects such as music videos, documentaries, theatrical productions, and personality profiles. NEV also is involved in corporate work, producing seminars, promotions, PSA's and commercials. Join today and you can build a tape of your work, and have your work be seen, talked about and judged by professionals. (Faculty contact: Chair Mary Cardaras, mcardaras@aii.edu)

## **NAKED TRUTH**

Naked Truth is a literary magazine published twice a year (April and December). The magazine is published in booklet format for College-wide distribution. Students, faculty and staff are invited to submit original works for publication including artwork, cartoons, poetry, short stories, song lyrics, and music reviews. Naked Truth provides members of NEiA community a place to exhibit artistic and written work. Students who volunteer to serve on the editorial board of the magazine also gain a valuable opportunity to be involved in the production of this creative publication. (Faculty contact: Professor David Blair, [dblair.edu](mailto:dblair.edu))

## **AiCE/ NEIA CIVIC ENGAGEMENT CLUB**

The primary goal of the AiCE Club is to provide a structure for students to develop civic responsibility, using communication and program skills through a variety of student-run, hands-on volunteer fund-raising activities in conjunction with the community. These activities will encourage cross-disciplinary engagement and networking both in and outside The New England Institute of Art. All students are welcome to join AiCE Club- membership in AiCE shall not be discriminated against on the basis of age, sex, race, national origin, religion, disability, or sexual preference, and is open to all students in good standing in NEiA. (Contact: AiCE Committee)[www.neiaoutreach.com](http://www.neiaoutreach.com)

## **PHI THETA KAPPA -BETA PI LAMBDA CHAPTER**

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. ([www.ptk.org](http://www.ptk.org))

To be eligible for membership in The New England Institute of Art chapter (Beta Pi Lambda), students must:

- Be enrolled in an associate degree program;
- Have completed at least 12 hours of coursework leading to an associate degree program (part-time students may be eligible);
- Have an overall grade point average of 3.4;
- Adhere to the moral standards of the society

Typically, both part-time and full-time students who have met all of the academic requirements are invited to become members. International students are welcome to become members. They must achieve the required GPA, have accumulated the number of hours required by NEiA to designate full-time status, and possess all rights of citizenship in their native land. For more information about Beta Pi Lambda – or to become a member, please contact the Dean of Student Affairs, Michele Tracia, [mtracia@aii.edu](mailto:mtracia@aii.edu) office at 617-582-4498.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the voice of students on campus. They are the representative body of all students at NEiA. SGA serves as an advocate for the student body in academic, financial, co-curricular matters and extra-curricular matters. It is the responsibility of the SGA to communicate with the faculty and administration of NEiA the opinions and ideas of students, the support student success and work to serve student interests. NEiA encourages and supports student involvement at NEiA through the SGA.

The purpose of the SGA shall be:

1. Provide a forum to discuss student issues
2. To facilitate the exchange of ideas and information among students

3. To act as a liaison between students, faculty and administration
4. To support school clubs and work collaboratively with these organizations
5. To organize student activities and events at NEiA and in the community and to promote same to student body
6. To provide leadership opportunities for students within NEiA
7. To promote school spirit among the student body and create a sense of connectedness with NEiA that will result in student success.

(SGA Advisors: Kim Hildebrand, khildebrand@aii.edu or Laura Franze Ifranze@aii.edu)

## **WEB RAISERS**

The New England Institute of Art's Web Raisers was established in the summer of 2002 with the mission to adopt non-profit organizations and help them establish an on-line presence. In pursuit of this goal, we have worked with both local and international organizations and developed logos and websites. While our primary mission is to provide non-profit organizations with professional looking logos and web sites, it is not our only objective. We also seek experience working in a team environment with real clients. The Web Raisers group consists primarily of Web Design & Interactive Media and Graphic Design students at The New England Institute of Art. (Faculty contact: Professor Melissa Daley, mdaley@aii.edu)

## **THE NEW ENGLAND INSTITUTE OF ART ANTI-HAZING POLICY**

Hazing involving NEiA students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at NEiA. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through NEiA's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located in Student Affairs. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and NEiA community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

## **POSTING NOTICES**

All flyers and signs must be dated approved and stamped by the Coordinator of Student Development. Flyers and signs can only be posted on open bulletin boards. Please do not post notices on those bulletin boards designated for departmental use. "Classified" and "Peer Collaboration" bulletin boards are located in the Student Center. All bulletin boards are routinely cleared of old or inappropriate material.

## **STUDENT PHOTO IDENTIFICATION CARDS**

Student photo identification cards are required when on NEiA premises and must be visible upon your person at all times. All students must comply and show their ID cards

when requested. ID cards are issued during orientation or the first week of classes for all new students. Each semester a student is enrolled, s/he will be issued a semester validation sticker after registering, which should be affixed to the back of the ID Card. Without a valid ID card, students will be unable to enter the facilities during certain hours, access the studios, and sign out library materials. You should not loan your ID card to anyone for any reason, as you will be responsible for its use (loss or damage to books and equipment). If your ID card is lost, report it to Student Affairs to have it replaced. The cost of a re-placement ID card is \$5.00. Students who withdraw from school are required to turn in ID cards to the Registrar. Many businesses offer discounts to students who possess a valid student photo identification card.

## **STUDENT SUPPORT AND DISABILITY SERVICES**

### **MENTAL HEALTH SUPPORT**

The Student Affairs Office is committed to helping all students effectively meet their academic, career and personal goals. Students experiencing difficulty in achieving these goals may find that talking to a counselor can help. The Coordinator of Student Support and Disability (CSSD) is available by appointment to meet with any New England Institute of Art student seeking assistance. Appointments may be scheduled by contacting the CSSD in person, by phone at 617-582-4610. Talking with the CSSD is confidential. In addition to offering students immediate support, the CSSD will also help students get referred to counseling off campus through the Student Assistance Program (SAP).

### **STUDENT ASSISTANCE PROGRAM (SAP)**

Students at NEiA may utilize the Student Assistance Program, a service free of charge to students which provides 24 hour per day, 7 days per week confidential counseling via telephone. The program counselor may refer the student for limited visits with an area network mental health provider or assist the student with locating resources within the local community. For more information on this service contact the Student Affairs department at 617-582-4492. Or students may contact the Student Assistance Program, directly at 1-800-326-6142.

### **THE TOPIC OF SUICIDE**

Any talk of suicide by a friend or loved one should be taken seriously and help should be sought immediately.

### **COLLEGE RESOURCES**

- Coordinator of Student Support and Disabilities located on the Brookline/Center Building: 617-582-4610

### **METRO BOSTON RESOURCES**

- Samaritans of Boston  
Hotline: 617-247-0220 (24/7; befriending service and suicide prevention hotline)

### **NATIONAL RESOURCES**

- The Trevor Project  
Hotline (866)- 488-7386 (GLBT) [www.trevorproject.com](http://www.trevorproject.com)

### *SYMPTOMS*

Depression and thoughts of suicide can impact a person's life in many different ways. Not everyone experiences depression and suicidal tendencies in the same way. Some people may have behavioral changes, while others experience physical changes.

*DEPRESSION AND SUICIDE HAVE MANY COMMON WARNING SIGNS*

*INCLUDING:*

- Sadness or anxiety
- Feelings of guilt, helplessness or hopelessness
- Trouble eating or sleeping
- Withdrawing from friends and/or social activities
- Loss of interest in hobbies, work, school, etc.
- Increased use of alcohol or drugs
- Anger

*SPECIFIC SIGNS OF POTENTIAL SUICIDE INCLUDE:*

- Talking openly about committing suicide
- Talking indirectly about “wanting out” or “ending it all”
- Taking unnecessary or life-threatening risks
- Giving away personal possessions

Depression alone or in combination with aggressive behavior, substance abuse and/or anxiety is found in over half of all suicides. If depression is present, substance abuse, anxiety, impulsivity, rage, hopelessness and desperation may increase the risks of suicide.

*SUICIDE CAN ALSO BE TRIGGERED BY A NUMBER OF THINGS*

*INCLUDING:*

- stressful events, such as a failed exam or failure to get a job
- crises in significant social or family relationships
- interpersonal losses
- changes in body chemistry
- high levels of anger or anxiety

*HOW TO HELP A FRIEND*

If you notice any of the above warning signs in a friend or loved one, you may have reason to be concerned. There are ways that you can be helpful to a friend or loved one who is thinking of taking their own life.

- Be honest and express your concerns. For example, “You seem really down lately; is something bothering you?”
- Ask directly about thoughts of suicide. For example, “Have you thought of hurting yourself?” If suicidal thoughts are expressed it is important to contact the Coordinator of Student Support and Disabilities (617)582-4610 or anyone in Student Affairs at 617-582-4492
- Listen and offer emotional support, understanding and patience.
- Convey the message that depression is real, common and treatable. Suicidal feelings are real and preventable.
- Offer to accompany your friend to see a counselor.

*RESOURCES*

If you or a friend needs help, please contact 9-1-1. The Coordinator of Student Support and Disabilities at the Center Balding at 617-582-4610 and/or one of the resources below are also available for general information. The following organizations may also help, providing additional information about depression and suicide.

If you or someone you know is contemplating suicide:

- go to [www.hopeline.com](http://www.hopeline.com).
- National Mental Health Association [www.nmha.org/index.cfm](http://www.nmha.org/index.cfm)

- National Institute of Mental Health 1-866-615-6464 or [www.nimh.nih.gov](http://www.nimh.nih.gov)
- National Suicide Hope Line 1-800-784-2433 (1-800-SUICIDE)

## **PROCEDURES FOLLOWING SUICIDE THREATS AND ATTEMPTS**

NEiA expects and encourages students to maintain a reasonable concern for their own self-welfare and the welfare of NEiA community. Demonstrated suicidal intent or behavior are risk factors for completed suicide and are a violation of the NEiA Student Code of Conduct. In the event that NEiA has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, NEiA will generally require the student to undergo a mandatory assessment through the Student Assistance Program at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and the student should sign a release of information allowing the mental health professional to communicate with school staff related to the student's safety and well-being.

The purpose of the mandated assessment is to gather information and recommendations about the student's condition, his or her need for psychiatric hospitalization and to provide the student with appropriate psychological and psychiatric referrals. NEiA will ask the mental health professional to share information about what steps NEiA might take to protect the safety of the student and the school community at large. Students with psychological impairments which affect the student's ability to function in the school community (academically, socially or otherwise) may opt for a medical withdrawal or a medical leave of absence. Students who have to be hospitalized due to a suicide attempt and/or suicidal ideation will be placed on interim suspension which will remain in effect until the student provides appropriate documentation from a licensed mental healthcare provider stating that the student can safely return to college and is not believed by the healthcare provider to present a threat to harm himself/herself or others. Notwithstanding, NEiA at its discretion may set restrictions and/or conditions for the student to return to College including receiving outside counseling, signing a safety contract, and restricting or denying College-Sponsored housing accommodations. NEiA cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student's parents or other support person(s) may be contacted by NEiA and informed of the student's condition. The Family Educational Rights and Privacy Act (FERPA) permits school officials to contact parents without the student's consent, "if knowledge of the information is necessary to protect the health and safety of the student or other individuals." If circumstances indicate further harm may come to a student by contacting family members, other options may apply. Failure to adhere to the guidelines outlined herein may result in disciplinary action.

## **DISABILITY SERVICES**

NEiA provides accommodations to qualified students with disabilities. The Disability Services Office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at NEiA.

NEiA is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disability Services office. If you have a concern or complaint in this regard, please contact the Coordinator of Student Support & Disabilities at 617-582-4610. Complaints will be handled in accordance with the school's complaint procedures.

## **INTERNATIONAL STUDENT ADVISING**

All international students enrolled at NEiA are required to attend a mandatory International Student Orientation the start of their first semester on campus. Additionally at the start of each semester each returning international student must stop by and physically register with Student Affairs and meet with the International Student Advisor. The International Student Advisor serves all international students enrolled at NEiA and prospective students. S/he advises students on issues pertaining to their status and assists in their orientation to NEiA and the United States as well as during their stay at NEiA. The International Student Advisor may be contacted by calling 617-582-4495.

## **HEALTH INFORMATION AND REFERRALS**

Boston has long been known for its excellent health care facilities. The Student Affairs Department can help you locate an area facility for your health care needs. The office maintains a referral list of local services including walk-in health centers, mental health clinics, and targeted services for substance abuse, nutrition, and other issues of concern. All referrals are confidential.

## **EMERGENCY MEDICAL INFORMATION FORM**

During the Admissions process, all students are requested to complete and return the Emergency Medical Information Form to their Admissions Coordinator. Any information provided on this form may be relayed to emergency medical personnel in the event of illness in order to facilitate better medical treatment.

## **HEALTH INSURANCE/IMMUNIZATION**

Massachusetts law requires that all students must have health insurance and certain immunizations and provide proof of such insurance and immunization prior to class start. NEiA makes available a health insurance package for any student who needs insurance. For more information on health insurance, please contact the Student Accounting Department on the second floor Administrative area. For more information on immunizations, please contact the Student Affairs Department. **Please be aware that students will not be permitted to attend classes until proof of insurance and required immunizations is received.**

## **STUDENT PHOTO IDENTIFICATION CARDS**

Student photo identification cards are required when on NEiA premises and must be visible upon your person at all times. All students must comply and show their ID cards when requested. ID cards are issued during orientation or the first week of classes for all new students. Each semester a student is enrolled, s/he will be issued a semester validation sticker after registering, which should be affixed to the back of the ID Card. Without a valid ID card, students will be unable to enter the facilities during certain hours, access the studios, and sign out library materials. You should not loan your ID card to anyone for any reason, as you will be responsible for its use (loss or damage to books and equipment). If your ID card is lost, report it to Student Affairs to have it replaced. The cost of a re-placement ID card is \$5.00, payable at Student Accounting. Students who withdraw from school are required to turn in ID cards to the Registrar. Many businesses offer discounts to students who possess a valid student photo identification card.

## **INSERT HOUSING DIVDER PAGE**

### **COLLEGE-SPONSORED HOUSING**

The Residence Life staff will assist students seeking college-sponsored housing. Limited college-sponsored housing is available each semester. Housing styles vary from traditional corridor style residence halls to apartment living. Apartments may range from 2 person studios to 6 person triple bedrooms, and traditional style housing may range from single to quad rooms. Housing is located within the Brookline, Boston, and surrounding areas.

Each residential room is furnished with a bed, desk, desk chair, closet and dresser for each student. All rooms are equipped with an Internet connection, and basic-cable hookup. Coin/card operated laundry facilities are located in all housing.

Apartment style housing includes kitchen facilities. Students are not required to have a meal plan, but a grocery store card plan is available. Students living in traditional style housing are required to have a school sponsored meal plan.

Specific housing options and details will be listed in the Housing License Agreement available to students applying for college-sponsored housing. Please contact the Residence Life Office at 617-582-4631 for more information about availability each semester.

### **ROOM ASSIGNMENTS**

NEiA's acceptance of the Housing Agreement does not guarantee a specific room assignment. Room assignments are primarily based upon the date of application and personal data listed on the agreement.

We are strongly committed to building an exciting and caring community living environment. Community living requires individuals to make some concessions for the good of the community. When you sign your Housing License Agreement accepting the rules and regulations of college-sponsored housing, you are agreeing to your commitment to promoting the well-being of all residents.

In this setting, residents benefit from an environment supportive of personal growth and learning. Community living in college-sponsored housing should be an enjoyable and educational experience, and the rules and regulations help to ensure this. All students living in college-sponsored housing are required to uphold rules and regulations provided in the Housing License Agreement and housing materials as well as the Student Code of Conduct.

#### **Resident Assistant**

Resident Assistants (RAs) are students of NEiA who are members of the Residence Life team, and are responsible for assisting students living in college-sponsored housing. RAs receive training to promote a positive living community in housing through programming, personal contact with residents, role modeling and enforcing rules and regulations. Anyone interested in becoming an RA can contact a Residence Life Coordinator or the Director of Residence Life in the Office of Student Affairs.

### **SPONSORED HOUSING RULES AND REGULATIONS**

All students residing at a sponsored housing facility and their guests must strictly observe the following rules and regulations as well as the Student Code of Conduct outlined in the Student Handbook. These rules and regulations are subject to change by NEiA or by the owner of the complex at any time.

**A. Alcohol:** Alcohol containers and/or the use, possession, or being under the influence of alcoholic beverages is prohibited in and around any sponsored housing facility regardless of age.

**B. Common Areas:** The public halls and stairways of the sponsored housing buildings shall not be obstructed or used for any other purpose than ingress to and egress from the units in the sponsored housing facility and the fire towers and fire escapes shall not be obstructed in any way. No article shall be placed in the halls or on the staircase landings, fire towers, or fire escapes, nor shall anything be hung or shaken from the doors. Residents may store bicycles, skateboards and roller blades in their units. Bicycles may not be locked, chained or fastened in any manner to banisters or guardrails within stairwells. Skateboarding or rollerblading on the housing property is prohibited.

**C. Common Courtesies:** No parties are permitted in sponsored housing facilities (unless sponsored by housing). Radios, TV sets and stereos are to be kept at a moderate level. Music and noise inside a unit must not be heard outside a Unit. Residents may not make or permit disturbing noises in the sponsored housing facility or do or permit anything to be done therein or in a unit that will interfere with the rights, comforts or conveniences of other residents. Residents must treat roommates and the resident staff with courtesy and respect. Courtesy hours are 24 hours a day. NEiA Housing staff or its representatives may request that students lower the volume of their music, ask guests to leave if causing a disturbance or exceeding the maximum number of guests allowed by the guest policy. Residents who bring musical instruments are expected to use them responsibly and keep them at a level which is courteous to other students. Security reports issued because of loud musical instruments could result in the banning of the instrument from the sponsored housing facility. Drum sets and amplified music equipment are not allowed.

**D. Drugs, Narcotics and Drug Paraphernalia:** Use, possessing or being under the influence of marijuana or any narcotic stimulant, or hallucinogenic drug in violation of state and federal law is prohibited in and around all sponsored housing facilities. Drug paraphernalia of any kind is prohibited.

**E. Explosive/Weapons:** Weapons are not permitted. Objects with potential to cause bodily harm to residents are not allowed in the units or any sponsored housing facility. Such objects include, but are not limited to: fireworks, explosives, BB/pellet guns, shot-guns, stun guns, knives, bows and arrows, water guns, paint ball guns, various martial arts weapons and objects deemed threatening in nature by NEiA staff.

**F. Fitness Room:** Students must observe all posted rules. Glassware is not permitted in the fitness area. Guests are permitted to use the fitness areas only with a student (host) present. Should the Student fail to observe the fitness room rules he/she will be denied the privilege of using the fitness room. NEiA assumes no responsibility for any injuries or loss of life that may result from such use.

**G. Fire Evacuation:** Residents must evacuate the building each time there is a fire alarm. Fire exits and fire routes are clearly marked. Failure to comply with evacuation

procedures will result in possible termination of the Housing Agreement and removal from sponsored housing and/or a fine from the Fire Department under City Ordinance.

**H. Fire Hazards:** Students may not have any open flame devices in their units. This includes but is not limited to: Candles, incense, hookahs and flammable liquids are not allowed in school sponsored housing. Electrical appliances such as halogen lamps, space heaters, air conditioners, electric blankets, and immersion heater coils which are extreme fire hazards or appliances that are not suitable for a residence hall environment are not permitted. Toaster ovens, fry pans, and other cooking appliances are allowed only in the private kitchens of apartment style housing. NEiA reserves the right to confiscate and dispose of any appliance deemed hazardous. It is the student's responsibility to check with the Residence Life Office whether or not appliances other than those listed above are allowed. Microwaves are allowed in all residence halls. Thin wire/two prong extension cords are not permitted, students should use power strips with a trip circuit breaker.

**I. Fire Safety Equipment/Security Systems:** Residents may not in any way alter or tamper with existing locks, security systems, procedures or fire safety equipment. Smoke alarms and fire extinguishers are provided in each sponsored housing facility. Tampering with fire extinguishers and fire alarms is prohibited and will result in a fine levied against the Student of \$500.00 and is cause for immediate termination of the Housing License. Disengaging smoke detectors is prohibited. Residents may not install additional locks in the unit. Residents may not prop open any exterior doors.

**J. Furniture:** Furniture must remain in the unit for which it is provided. It may not be moved from one unit to another or placed outside of the unit or sponsored housing building for any reason. Damage or replacement requests regarding furniture should be made to the Residence Life Office.

**K. Guests:** A guest is defined as anyone who is not a resident of that specific unit. All guests must be at least 18 years of age. Guest visiting hours are: 9:00am – 12:00am (midnight). Residents shall be responsible and liable for the conduct of their guests and must remain with their guest at all times. No overnight guests shall be permitted unless approved at least two (2) days in advance by the Dean/Assistant Dean of Student Affairs or Director of Residence Life/Housing or his/her designee. In the event a resident is found to have violated the terms of this paragraph, the resident may face disciplinary action up to and including termination of the Housing Agreement and removal from sponsored housing and/or a fine of \$50.00 per day for each day the infraction occurs. The Residence Life Office reserves the right to deny visiting privileges to anyone at any time, and any guest may be removed from sponsored housing by the Dean/Assistant Dean of Student Affairs, Director of Residence Life/Housing or his/her designee

**L. Inspections:** Staff from NEiA will conduct health and safety inspections during the semester to determine the general condition of the unit and its furniture. Residents may face disciplinary action if the unit continues to be in poor condition after receiving a

warning from the Residence Life Office. Each resident is responsible for keeping the unit clean and well maintained. Residents will be charged to have the unit professionally cleaned, if needed.

**M. Keys/Access Cards:** Each resident is provided with keys/card access for his or her unit, exterior doors, and a mailbox key. Photo ID cards must be carried for entrance into all sponsored housing buildings for identification and registration of guests to your unit. Lost or stolen or broken cards should be reported immediately to the Housing Staff. Residents may not give their keys/cards to anyone at any time or for any reason. If a resident becomes locked out of his or her unit, the staff will admit them to the unit. There will be a charge for this service. Repeated incidents of residents locking themselves out of their unit will result in a charge and/or disciplinary action.

**N. Mail:** Normal mail is delivered to central individual mailboxes located in each sponsored housing building. Tampering with another student's mail is a federal offense and could result in criminal charges as well as termination of the Housing Agreement and removal from sponsored housing.

**O. Maintenance:** The resident shall keep the unit in a good state of preservation and cleanliness. The resident(s) are severally and jointly responsible for the daily care of the unit. Unreported maintenance items could potentially lead to serious property damage. In cases of maintenance emergencies, contact the Housing Staff on-call immediately. In all cases, resident could be financially responsible for the repair of such damages. The Residence Life/Maintenance Staff will inspect all Units on a regular basis. Painting, wall papering or other similar decorating is not permitted in the Units. Nails and tape are not to be used on the walls. Beds must be kept on the bed frames and not elevated by any unsafe means. Furniture must remain intact and should not be removed from the Unit for any reason. All garbage and trash should be removed promptly and deposited in the refuse rooms or waste dumpster provided. Absolutely NO modification can be done to the Unit, furniture or the sponsored housing facility without the prior written consent of NEiA which may be denied for any reason in its sole and absolute discretion. Nothing shall be attached to, or hung from any ceiling (i.e., tapestries, posters, hammocks). Any defacement of property will be immediately assessed and charged to the student's account. In addition, students who vandalize damage and/or misuse property in any way will be subject to disciplinary action.

Upon assuming residency, all residents must sign an official Room Condition Report form. This form is to keep track of the condition of the room and furnishings as well as to document any existing damages. It will also serve as an inventory or count of items in each room. Residents of the room are responsible for all items and by signing the form acknowledge the existing condition of the room and the items in the room. This form will be presented to each occupant at check-in. Inspection and assessment will be completed prior to check-in by the Residence Life Staff and will be reviewed by each resident. It is important that the occupant carefully inspect all items listed. Residents should also review each assessment with the staff person prior to signing. The Room Condition Report form will be a tool for determining any damage, alteration, or change in room upon departure.

**P. Mandatory Orientation/Building Meeting:** NEiA will conduct a mandatory orientation/building meeting for all new residents during the first week of occupancy. Residents who do not attend this session will have their guest privileges revoked until an orientation session is completed and such residents are still responsible for compliance with the rules and regulations.

**Q. Occupancy:** Sponsored housing is a co-educational facility. Each unit in all sponsored housing facilities will house only males or females; not both. When a student's behavior is such that no one wishes to room with that individual, the student will be billed double the amount of the occupancy charge.

**R. Animals and Pets:** The resident may NOT keep animals or pets in the unit or elsewhere in the sponsored housing facility at any time other than *fish* in a 10 gallon or less tank, or allow any animal pet to visit the student, except for assistance animals accompanying disabled individuals, provided such animal has been approved in writing by the Dean or Director of Student Affairs of NEiA or his/her designee. The student in violation will be subject to disciplinary action and will be charged the cost for extermination services, cleaning and any other restoration required by NEiA and/or the owner of the property

**S. Psychological and Personal Crisis:** Students who are incapable of caring for themselves or are a danger to themselves or others may be removed from sponsored housing at the recommendation of NEiA school counselors or a college official representative.

**T. Right of Entry:** NEiA reserves the right to enter student's rooms within a unit for purposes of inspection, improvements, and repairs, to deal with an emergency, to enforce rules and regulations or for any other reasonable purpose. NEiA officials may enter and conduct an authorized search of a student's room for the purpose of investigating suspected violations of regulations. Permission to search is NOT required when contraband to be confiscated is in view of NEiA authority or when NEiA personnel deem it appropriate to the health, safety, or welfare of a member of NEiA community. Entry by College representative may occur at any time, with or without notice. Students understand that in case of a maintenance emergency, abandonment, suspected breach or violation of law, rules or regulations, or when NEiA or its representatives deem it appropriate to the health, safety, or welfare of a member of NEiA community, NEiA Housing Services Staff or its representative may enter the unit without consent or notice, and may conduct an inspection of the contents of the unit, including any student's personal property.

**U. Roof Areas/Restricted Areas:** Only authorized personnel are permitted on roof areas. Students may not enter restricted areas such as roofs, mechanical rooms, telecommunications closets, equipment rooms, and fire escapes/stairwells.

**V. Room Changes:** All room changes must be submitted to the Residence Life Office/Residence Life Coordinator for approval and administration. Failure to follow the

proper procedure will result in re-location of those students and possible disciplinary action.

**W. Safety:** Students are required to lock their Unit doors. Emergency procedures are located on the back of your Unit door. If a student knows of an emergency in the unit or building that requires immediate attention, call the City Police at 9-1-1.

**X. Searches:** NEiA reserves the right for its staff or representatives to search any bag or container brought onto sponsored housing property or into facilities on a random or intermittent basis. Any items violating NEiA policies will be confiscated and residents will face disciplinary action which includes, but is not limited to, termination from housing. In addition, incident reports will document all searches.

**Y. Sexual Harassment & Sexual Assault:** Sexual harassment (unwelcome sexual comments, actions and attitudes) and sexual assault are not tolerated.

**Z. Smoking:** Smoking is NOT permitted within the units, the common areas, or anywhere else in the Complex. Smoking is only permitted 25 feet away from an entrance/window. Trash associated with smoking must be disposed of properly.

**AA. Student Conduct:** Verbal abuse, foul language, insults, physical or psychological threats or intimidation to other students or staff will not be tolerated and may lead to termination from NEiA and/or termination of the Housing License and removal from sponsored housing. Violation of any local ordinances, state or federal statutes or criminal acts may be grounds for immediate termination. Students must comply with all present and future city, county, state and federal laws and regulations, including without limitation, fire and natural disaster evacuation procedures.

**BB. Use of Unit:** The unit is intended for residential use by the resident student(s) assigned to it by NEiA. The unit may not be used by any other persons or for any other purpose, including commercial ventures and solicitation. The use of the unit by any unassigned person without the permission of NEiA is prohibited.

**CC. Window Safety:**

**Windows:** For the safety of students and guests, care should be exercised on or around windows in the units and elsewhere in the building. Students and guests are prohibited from leaning against and/or climbing out of any windows. Residents and guests should NOT sit on the window ledge or on furniture propped up against any window. Residents and guests are not allowed to hang or throw anything out the windows. Students in violation of this policy will be subject to disciplinary action up to and including termination of the Housing License and removal from sponsored housing and/or suspension from NEiA

**DD. Aiding, abetting, or attempting to commit an act or action that violates any Student Conduct Code/Housing rules and regulations.** A student present when a Student Conduct Code/Housing Rules and Regulations is violated may be held responsible even if he or she is not directly involved in the perpetration of the violation. Students who anticipate or

observe a violation of community standards are expected to remove themselves from participation and are encouraged to report the violation. All students are fully responsible for their guest's behavior.

**EE. Check-In and Checkout:** of your unit must be completed through Residence Life Staff. Failure to properly checkout through Residence Life staff may result in a fine of at least \$50.00 for improper checkout. Access to an assigned room is given to students only during regular academic sessions, which require their presence on campus. Students are required to vacate their rooms before the designated closing times. Failure to leave the building at the time of closing during break periods can result in a late checkout charge of \$25.00 per hour for each hour the student is late. Students do not have access to their units during vacation periods when the halls are officially closed. Building styles and locations may have different break requirements which are outline in the housing packet.

### **Discipline Procedure:**

All students are to comply with the reasonable requests of any NEiA official seeking to enforce the rules and regulations of the property and the policies and procedures of NEiA. At the discretion of the Dean/Assistant Dean of Student Affairs or Director of Residence Life/Housing of NEiA or his/her designee, all students assigned to a unit may be disciplined, placed on probation or otherwise be held responsible for any violation of the Housing License Agreement (including these rules and regulations) or for refusing to comply with any reasonable request from a college official. Disciplinary action may entail: a warning, a probation notice, forfeiture of the License Deposit, termination of the Housing Agreement and removal from sponsored housing, termination from NEiA, referral for legal action and/or any such other action as NEiA deems appropriate. NEiA officials may, at their sole discretion, elect not to issue a written warning or a probation notice. A student removed from sponsored housing is not allowed back on the premises for any reason. If such student returns for any reason they will be arrested for trespassing and may be subject to termination from NEiA. In addition to the removal from housing, a student will be liable to NEiA for all costs pertaining to the penalties for breaking this Agreement. A breach of the rules and regulations does entitle NEiA to immediately terminate the Housing License Agreement and remove a student from sponsored housing and may lead to termination from NEiA. If in the judgment of any college official a student is in clear and present danger to himself, others or property he/she will be subject to immediate removal from sponsored housing and may lead to termination from NEiA. Depending on the nature of the infractions, students who violate the rules and regulations may be subjected to further disciplinary action from NEiA up to and including termination. Students have the right to appeal a removal from sponsored housing as per established student conduct guidelines.

## **INSERT CAREER & ALUMNI SERVICES DIVIDER**

### **CAREER SERVICES**

We know that the vast majority of students, upon completion of their program, wish to secure professional employment in their field of study. Therefore, NEiA offers many career-related services designed to guide you during your time as a student and after graduation.

### **INTERNSHIPS**

At NEiA, we believe hands-on experience and internships are an integral part of how our students learn about the industry they plan to enter. Therefore, it is a requirement that all students complete at least 80 or 120 hours of internship experience, depending on the

program, prior to graduation. All students must register for this internship, complete all necessary documentation, and take this internship in conjunction with the Seminar Course. Students are welcome to take additional internships for experience earlier in their academic career as long as those internships are appropriately registered. Please be aware that some degree programs may require additional internships in order to graduate. Please refer to NEiA catalog or your academic advisor for more information. For more information and assistance with acquiring an internship, please contact the Career Services Office.

## **CAREER ADVISING/EMPLOYMENT ASSISTANCE**

Students are assigned a Career Advisor who works with all students in a particular degree program. The Advisor provides career counseling and employment search assistance prior to and after graduation. These services are designed to assist each student with the job search process and identify appropriate employers and positions. Career Advisors are available for all students at any point in their academic career. During your last semester and after graduation, your Career Advisor will guide you and assist you as you search for your first job in your field of study. Some examples of career advising assistance include resume review, interview practice, and an evaluation of career prospects, individual strengths, and job search techniques.

## **CAREER WORKSHOPS**

Career Advisors conduct workshops to assist students with job search skills. These workshops are given in the Seminar Course to prepare students for internships and the eventual job search. Workshop topics covered include resume and cover letter writing, interview techniques and researching the industry among others. For individual assistance, you may schedule an appointment with Career Services at anytime during your college career.

## **STUDENT EMPLOYMENT**

A Student Employment Advisor is available to meet with all currently registered students regarding part time employment opportunities for students. There are a variety of employment opportunities at NEiA and elsewhere in Boston and the surrounding area.

## **CAREER FAIR/CAREER EVENTS**

Each year, Career Services hosts a Career Fair and other career-related networking events for students and alumni. Students and alumni meet industry professionals and participate in panel discussions and seminars pertaining to careers and topics of relevance. Past guest speakers have included representatives from Apple, BOSE, Staples, ESPN, major recording studios and design firms.

## **PORTFOLIO SHOWS**

Graduating students present their work at a public portfolio show held at the end of every semester.

## **ALUMNI SERVICES**

NEiA has a full time Alumni Coordinator who works with graduates of NEiA. The Alumni Coordinator highlights alumni success and helps to establish and maintain a cohesive alumni community. Alumni can take advantage of the system-wide alumni web site, graduate newsletters and events.

# INSERT FACILITIES DIVIDER PAGE

## FACILITIES

NEiA is comprised of various facilities in Brookline and Boston. The following locations serve as administrative, classroom and residential facilities for NEiA.

Center Building 10 Brookline Place West Brookline, MA 02445

West Building 303 Boylston St Brookline MA 02445

Career & Alumni Services 34 Station St Brookline, MA 02445

North Building 138 Harvard St. Brookline, MA 02445

Nora Apartments 1110 Commonwealth Ave. Boston, MA 02115

Artists Village 400 Heath St. Chestnut Hill, MA 02467

## EQUIPMENT AND FACILITIES

Studios and other facilities are designed to provide students with a positive environment for learning. We ask that you please treat the equipment and facilities with respect. In the event of equipment failure, you should fill out a **T**echnology **R**equest **F**orm. Students should not attempt to repair the equipment themselves.

## STUDIO ACCESS

After passing studio access certification requirements, students may access the studios or gear during assigned hours and with appropriate reservations. Studio reservations are made according to an equitable first-come, first-served policy through the Studio Operations Office. A student who is not in good academic, financial, or disciplinary standing may lose his/her ability to use the studios. A thorough explanation of the studio access policy is provided through a handbook that is distributed in classes during the first two weeks of the semester. Any commercial for-profit use of the studios is strictly prohibited.

## STUDIO OPERATIONS STAFF

Anytime during which the studio facilities are available for access, a Studio Operations Staff member will be on duty to assist students with equipment sign-out and general questions.

## LIBRARY

NEiA's Library, at 10 Brookline Place West in the Campus Center, provides students, faculty and staff with a welcoming and comfortable facility for research, study and reading. The Library offers a growing collection of books, periodicals and audio-visual materials for use by NEiA community. Computers are available for access to the Library's electronic resources collection. Library hours are posted both outside the door, on the online catalog, and on NEiA website. The library staff is available to assist students with their information and research needs. website: [www.neialibrary.com](http://www.neialibrary.com)

## THE GALLERY ON THE PLAZA

Our Gallery on the Plaza opened in February 2002 and has played host to student shows, faculty and staff shows, international artwork, rock posters, award-winning advertising campaigns, sculpture, animation, innovative film and video and even "The California Raisins" Claymation characters. Work is displayed on the walls, on video screens, over the speaker system and in lighted display cases. Student work is featured at least twice a year and some shows go on to other venues, such as Boston's Historic South Station, or to other Art Institute locations. Ask your faculty about submitting your work for display in the gallery. Most shows include a reception that is open to the public, so your family

and friends will get to celebrate your accomplishments as well.

**COLLEGE SECURITY AND SAFETY**

The safety of all community members, including students, staff, faculty and visitors is of great importance. It is the policy of NEiA to provide an environment and operate in accordance with all applicable state, federal and local regulations. In accordance with the United States Department of Education’s Student-Right-To-Know and College Security Act, NEiA will provide any interested party with an annual report setting forth our policies on crime prevention issues and providing statistics on a number of specific crimes. This report is distributed to NEiA community annually. In addition to this report, NEiA also provides timely warnings to NEiA community of certain crimes reported that may be considered a threat to students and employees. The Security and Technology Department as well as the Student Affairs Department is committed to promoting and providing a safe environment for NEiA community. Any student seeking information or assistance in the form of counseling or referral can see the Assistant Dean of Student Affairs or

Coordinator of Student Support & Disabilities. The department also maintains information on substance abuse, rape and sexual assault, and other educational and crime prevention information.

Security at 303 Boylston 617-582-4627

Security at 10 Brookline Place, Main desk 617-277 -0907

After 6pm at 10 Brookline Place 617-582-4906

Campus Security Manager (Longwood Security) 617-360-1730 (cell)

**BUILDING SAFETY**

Rollerblading, skateboarding or similar activity is not permitted in any NEiA buildings. Bikes are not to be brought into college buildings or onto the plaza. Bike racks are available in the building garage and outside the Student Center. The possession/storage of any kind of weapon/firearms/explosives, knives or instruments that may cause bodily harm is prohibited on all NEiA property.

**INSERT WHERE TO GO DIVIDER PAGE**

**WHERE TO GO FOR ASSISTANCE**

Absences	Academic Affairs	617-582-4494
Academic Advising	Academic Affairs, Academic Achievement Center	617-582-4457 617-582-4403
Academic Calendar	Registrar’s Office, College Web Page, Student Handbook	617-582-4483
Academic Records	Registrar’s Office	617-582-4483
Academic Standing	Registrar’s Office	617-582-4483
Alumni Services	Career Services Office	617-582-4574
Billing/Student Accounts	Student Accounting	617-582-4465
Books and supplies	Bookstore	617-582-4540
Career Services	Career Services Office	617-582-4420
Change of Address	Registrar’s Office	617-582-4483

Clubs and Organizations	SAiL Center	617-582-4615
Computers for student use	Computer Labs, Library, Student Lounge	617-582-4533
Computer Repair	MIS Office	617-582-4533
Counseling: Personal	Counseling Center	617-582-4477
Disability Services	Student Affairs	617-582-4492
Email/Student Portal	MIS Office	617-582-4533
Equipment Repair	Studio Operations	617-582-4454
Facilities	Facilities - Maintenance	617-582-4419
	Room Space reservation – SAIL Center	617-582-4615
Financial Assistance	Student Financial Services	617-582-4407
Grades	Registrar's Office, Individual Instructor	617-582-4583
Immunization Records	Student Affairs Office	617-582-4492
Accident and Sickness Insurance	Student Accounting	617-582-4465
Housing Information	Office of Residence Life	617-582-4631
Identification Cards	Student Affairs Office	617-582-4492
Internet Access	MIS, Library, Computer Labs	617-582-4533
Internships	Career Services	617-582-4420
Lost and Found	Student Affairs	617-582-4492
The New England Institute of Art Radio	Radio Station Office, Broadcasting Department	617-582-4526
Naked Ear Records	Audio Production Department	617-582-4526
Naked Eye Production	Digital Media & Communications Dept.	617-582-4457
Naked Truth	General Education Department	617-582-4457
Photocopying	Library, Copy Center	617-582-4535
Placement Tests	Academic Achievement Center	617-582-4403
Registration Information	Registrar's Office, Academic Achievement Center	617-582-4583 617-582-4403
Security/Incident Reports	Center Campus Security Desk	617-277-0907
	Center Building After 5pm	617-582-4906
	West Building 303 Boylston St.	617-582-4627
	Security Manager (Longwood)	617-360-1730
Safety Information/Clery Act	Student Affairs Office	617-582-4492
Scholarships and Loans	Financial Assistance Office	617-582-4407
Transportation on Campus	Shuttle	617-360-1731
Studio Access	Studio Operations	617-582-4454
T Pass Discounts	Bookstore	617-582-4540
Transcripts	Registrar's Office	617-582-4583

Transfer Credit Evaluation	Academic Affairs Office	617-582-4570
Transfer Counseling	Academic Affairs Office	617-582-4570
Tuition and Fees	Student Accounting, Student Financial Services	617-582-4465
Tutoring	Academic Achievement Center	617-582-4403
The Web Raisers	Web Design & Interactive Media Depart-	617-582-4457
The Wrap	Student Newsletter – SAIL Center	617-582-4615
Withdrawal Procedures	Registrar’s Office	617-582-4483
www.artinstitutes.edu/bo ston	Public Relations Office	617-582-4442

### **Departmental Email/Website**

Academic Achievement Center	_NEiAAchievement@aii.edu
Career Services	_NEiACareer@aii.edu
Library <a href="http://lib411.aisites.com/">http://lib411.aisites.com/</a>	_NEiALibrary@aii.edu
MIS	_NEiAHelpdesk@aii.edu
Registrar	_NEiARegistrar@aii.edu
Student Financial Service (Financial Aid)	_NEiASFS@aii.edu
Student Affairs	_NEiAStudentAffairs@aii.edu
Student Employment	_NEiAStudentEmployment@aii.edu
Studio Operations	_NEiAOPS@aii.edu
Student Newsletter – The Wrap	_NEiAStudent News@aii.edu
Student Portal	www.MyAiCampus.com

## **THE NEW ENGLAND INSTITUTE OF ART**

### **2010/2011 ACADEMIC CALENDAR**

#### **September 2010**

September 2 (Thurs)	New Students Residence Hall Move-In
September 3 (Fri)	Student Orientation Convocation Begin Clearance Process
September 4, (Sat)	Clearance Process Continues
September 6 (Mon)	Labor Day Continuing Students Residence Hall Move-In
September 7 (Tue)	First day of Fall 2010 classes
September 17 (Fri)	Last day to Add/Drop Fall Session I On-Ground Classes

#### **October 2010**

October 4 (Mon)	First day of Fall 2010 Session I On-Line Classes
October 11 (Mon)	Columbus Day-No classes

October 12(Tue)	Follows a Monday schedule
October 27 (Wed)	First day of Fall II On-ground classes
October 27-Nov 2 (Wed-Tue)	Mid-Term Exams
<b>November 2010</b>	
November 1-12	Advising/Clearance Activities for Winter 2011 Registration
November 2 (Tue)	Last day to Add/Drop Fall II on-ground classes
November 4 (Thu)	Mid-Term Grades due
November 8 to 12 (Mon-Fri)	Advising Events/Freshman Seminar Visits
November 10 (Wed)	Last Day of Fall 2010 Session I On-Line Classes
November 11 (Thur)	First Day of Fall 2010 Session II On-Line Classes
Nov. 15 to Nov. 19 (Mon-Fri)	Winter Semester Priority Registration
November 24 and 26 (Wed-Fri)	Thanksgiving-No classes
<b>December 2010</b>	
December 3 (Fri)	Last day to withdraw from On-ground courses with a "W"
December 17 (Fri)	Last Day of On-Ground Classes Portfolio Day
December 18 (Sat)	Last Day of Fall 2010 Session II On-Line Classes
December 20-21 (Mon-Tues)	Time Reserved for Final Exams- Last week of Semester
December 22(Wed)	All Residence Halls Close for Winter Break

*Residence Halls close 24-Hours after the student's last exam or Dec 21 at 5pm, whichever comes first sets the precedent for the move-out date. Students with night classes on Dec 21 can request late checkout. Request should be submitted at least one week prior to checkout.*

## **Winter Break**

### **January 2011**

January 6 (Thurs)	New Students Residence Hall Move-In Day Faculty Orientation & Professional Development
January 7 (Fri)	New Student Orientation

	New Student Clearance
January 9 (Sun)	Continuing Students Residence Hall Move-In Day
January 10 ( Mon)	First day of winter 2011 classes
	First day of winter 2011 on-line classes
January 17 (Mon)	Martin Luther King Day - No Classes
January 21 (Fri)	Last day to Add/Drop Winter Session I On-Ground Classes

## February 2011

February 16 (Wed)	Winter 2011 On-Line Session I ends
February 17 (Thurs)	First day of Winter 2011 session II On-Line Classes
February 21 (Mon)	President's Day – No Classes
February 22 (Tues)	Follows a Monday Schedule
Feb 23 – Mar 1 (Wed – Tues)	Mid-Term Exams
Feb. 28 – Mar. 18 (Mon-Fri)	Advising/Clearance weeks for Summer 2011 Registration

## March 2011

March 2 (Wed)	First Day of Winter 2011 Session II On-Ground Classes
March 4 (Fri)	Mid-Term Grades Due
March 8 (Tue)	Last Day to Add/Drop Winter II On-Ground Classes
March 14-18 (Mon-Fri)	Summer Session Priority Registration
March 26 (Sat)	Winter 2011 On-Line Session II Ends

## April 2011

April 1 (Fri)	Last day to Withdraw from On-Ground Classes with a "W"
April 15 (Fri)	Portfolio Show/ALL SENIOR GRADES DUE
April 16 & 21 (Sat & Thurs)	Days Reserved to Schedule Finals- (last day of semester 4/21)
April 18 (Mon)	Patriots' Day No Classes
April 20 (Wed)	Follows a Monday Class Schedule
April 22 (Fri)	Housing Move-Out
April 23 (Sat)	Awards/Honors Program and Graduation

*Residence Halls close 24-Hours after the student's last exam or April 21 at 5pm, whichever comes first sets the precedent for the move-out date. Students with night classes on April 21 can request late checkout. Request should be submitted at least one week prior to checkout.*

## Spring Break

## **May 2011**

May 5 (Thurs)	New Students Residence Hall Move In
May 6 (Fri)	New Student Orientation New Student Clearance and Admissions Activities
May 8 (Sun)	Continuing Students Residence Hall Move-In
May 9 (Mon)	First Day of On-Ground Classes
May 12 (Thur)	First Day of Summer 2011 Session I On-Line Classes
May 20 (Fri)	Last Day to Add/Drop Summer 2011 On-Ground Classes
May 30 (Mon)	Memorial Day – No Classes

## **June 2011**

June 18 (Sat)	Summer 2011 Session I On-Line Ends
June 20-24 (Mon-Fri)	Mid-Term Exams
June 27 – July 8 (Mon-Fri)	Advising/Clearance Activities for Fall 2011 Registration
June 28 (Tue)	First Day of On-Ground Session II Classes

## **July 2011**

July 4 (Mon)	Independence Day Holiday – No Classes
July 5 (Tues)	Classes Follow a Monday Schedule Last Day to Add/Drop Summer II On-Ground Classes
July 11-15 (Mon-Fri)	Fall Semester Priority Registration
July 11 (Mon)	First Day of Summer 2011 Session II On-Line Classes

## **August 2011**

August 5 (Fri)	Last Day to Withdraw From On-Ground Classes with “W”
August 12 (Fri)	Portfolio Day
August 16 (Tue)	Last Day of On-Ground Classes

August 17-18 (Wed-Thur)

Day Reserved to Schedule Finals-  
Last week of Semester

August 17 (Wed)

Summer 2011 Session II On-Line Classes End

August 19 (Fri)

Housing Move-Out

*Residence Halls close 24-Hours after the student's last exam or August 18 at 5pm, whichever comes first sets the precedent for the move-out date. Students with night classes on August 18 can request late checkout. Request should be submitted at least one week prior to checkout.*