



The New England Institute of Art®

2011/2012 Student Handbook

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2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com



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 college. 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 SAIL office also manages the day to day activities in the Student Center, located at 10 Brookline Place West.

The student affairs staff seeks to promote individual student development and enhance the 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. The department seeks to provide leadership development and co-curricular learning opportunities for our students.

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 multidimensional learning opportunities, student activities, college events and student leadership 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, Office Suite 171.

We are happy to help you.

Again, Welcome!

Sincerely,

Michele Boussy Tracia

Michele Boussy Tracia

Dean of Student Affairs

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. Richard Kettner- Polley,
Dean of Academic Affairs

Ms. Michele Boussy Tracia,
Dean of Student Affairs

Mr. Ross Soraci, Director of
Administrative & Financial
Services

Mr. Steven Waltz, Senior
Director of Admissions

Mr. John Lay, Director of
Career Services

Ms. Lauren Rowe, Human
Resources Manager



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). 209 Burlington Rd., Suite 201, Bedford, MA 01730-1433, 781.271.0022.

LICENSING

The New England Institute of Art is authorized to award Associate and Bachelor of Science degrees by the Commonwealth of Massachusetts.

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.

“See [aiprograms.info](#) for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.”

MISSION

The New England Institute of Art educates students from diverse backgrounds and experiences to become working professionals who are thoughtful, engaged citizens. A skills-based curriculum blended with a strong liberal arts core allows students to focus on futures in the creative economy through the fields of media arts, creative business, and design.

VISION

The New England Institute of Art aspires to become the northeast’s leader in its chosen fields. Spurred by planned growth in programs and locations, the college will be recognized as a preeminent center of excellence for professional advancement and personal development. Strategic partnerships with industry and the greater community will lead to new educational and career opportunities for students and alumni.

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



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COLLEGE ADMINISTRATION

PRESIDENT

Dr. David Warren

ACADEMIC AFFAIRS

Dr. Richard Kettner- Polley

Dean of Academic Affairs

Jeremy Goodman

Associate Dean of Academic Affairs

Stephanie Warnesky

Chair, Advertising & Graphic Design

Rob Lehmann

Chair, Audio & Media Technology Audio Production

Christopher McKenzie

Chair, Digital Media & Communications Photography

Sound & Motion Picture Technical Arts

Kathleen Evans

Chair, Fashion & Retail Management

Laurie White

Chair, General Education

John Gambell

Chair, Interior Design

Jason Donati

Chair, Media Arts & Animation Web Design
& Interactive Media

Dawn E. Norris

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

Michael Cardenas

Director of Student Financial Services

Wing Chan

Director of Student Accounting

Stephanie Vincent

Bookstore Manager

ADMISSIONS

Steven Waltz

Senior Director of Admissions

Deborah Arrieta

Director of Admissions



Igor Gutsol

Accounting Supervisor

Michelle Maxwell

Asst. Director of Student Accounting

David Leech

Director of Admissions

CAREER SERVICES

John Lay
Director of Career Services
Judy Garrick
Senior Career Advisor
Annada Lobdell
Career Advisor

Tai Irwin
Senior Career Advisor
Karen Huyghue
Career Advisor

HUMAN RESOURCES

Lauren Rowe
Human Resources Manager

Cara MacDonald
Human Resources Coordinator

STUDENT AFFAIRS

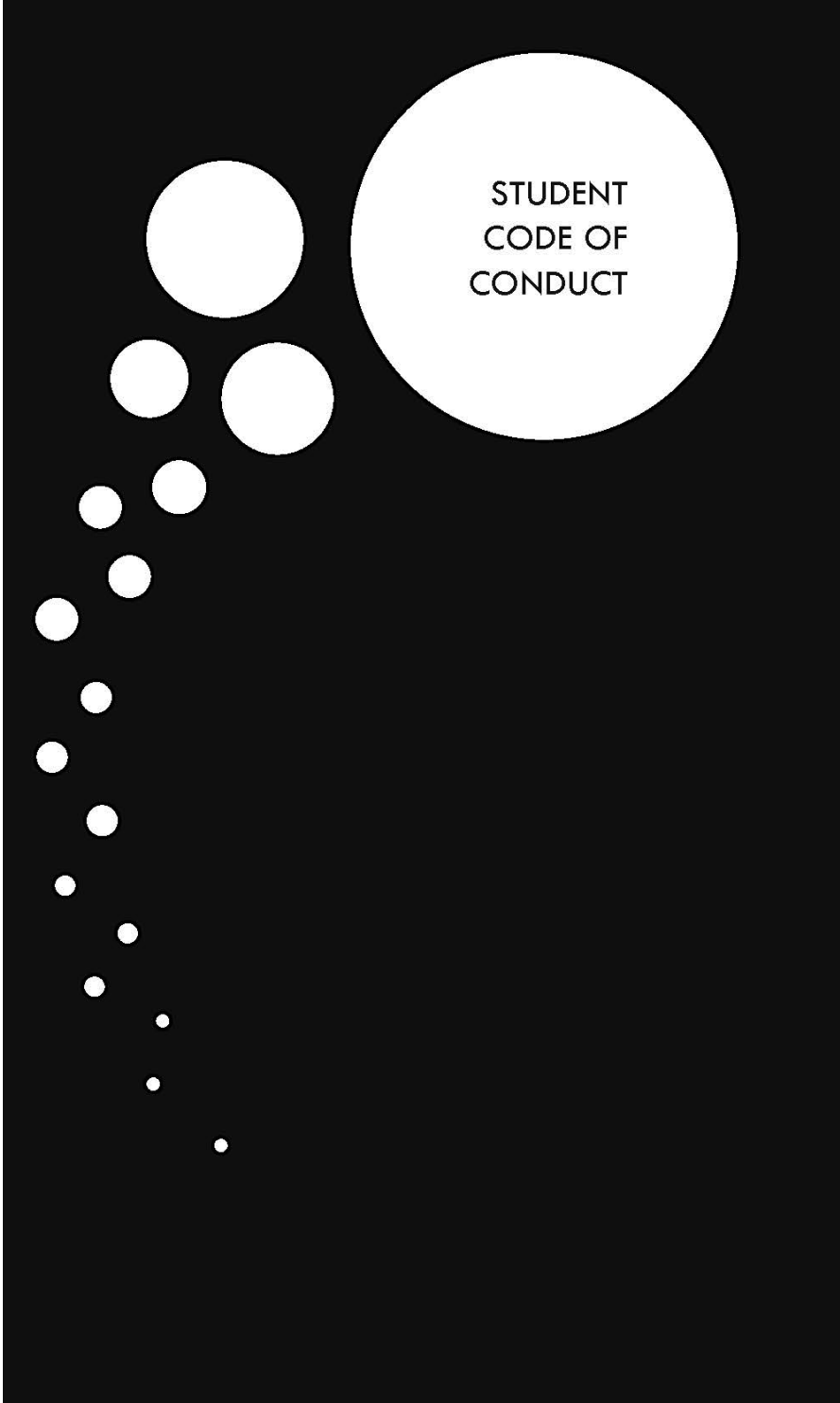
Michele Boussy Tracia
Dean of Student Affairs
Brian Burnham
Director of Residence Life
Nikki Shenefiel
Residence Life Coordinator
Amy Sanford
International Student Advisor

Steven Ciesielski
Assistant Dean of Student Affairs
Kimbery Hildebrand
S.A.i.L. Center Coordinator
Corey Evans
Residence Director (Part Time)
Matthew Vialva
Coordinator of Student Support &
Disability Services

TECHNOLOGY DEPARTMENT

Connie Burke
Campus Technology Manager
Brad Macomber
Studio Operations Supervisor/West
Matt Bennett
Studio Operations Supervisor
Anthony Aube
Studio Ops/AV Engineer
Andrew Lypps
Audio Engineer
Mark Nava
Senior Analyst

Matt Chan
Studio Operations Manager
Doug Cowell
Studio Operations Supervisor
Dwight Edwards
Studio Ops Supervisor /West
Zac Colton
Video Engineer
Paul Kelly
Print Services Coordinator
Trevor Edwards
Desktop Analyst



STUDENT
CODE OF
CONDUCT

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.
 - 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
- 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 a 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 The New England Institute of Art 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 summary 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

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below.

Sexual violence is considered to be a form of sexual harassment, and therefore is also considered a form of sex discrimination. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether The New England Institute of Art Non-Discrimination Policy has been violated. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether discrimination or harassment has occurred

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment 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 or for academic matters with 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.
2. The Assistant Dean of Student Affairs or designee who can be reached at 617-582-4492 or Dean of Academic Affairs or designee who can be reached at 617-582-4431 will investigate the allegations. Both the complainant and the accused will have an opportunity to meet and discuss the allegations with the investigator and may offer any witnesses and other evidence 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. When evaluating complaints of sexual harassment, the Dean of Student Affairs or designee who can be reached at 617-582-4492 or Dean of Academic Affairs or designee who can be reached at 617-582-4431 will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of Dean of Student Affairs or designee who can be reached at 617-582-4492 or Dean of Academic Affairs or designee who can be reached at 617-582-4431 be appealed by either

the complainant or the accused by petitioning the President's Office of The New England Institute of Art. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Dean of Student Affairs or designee who can be reached at 617-582-4492 or Dean of Academic Affairs or designee who can be reached at 617-582-4431. The President, or his/her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.

5. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or the The New England Institute of Art Academic Catalog.

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>.

NON- DISCRIMINATION POLICY

NEiA does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, NEiA will promptly and equitably investigate the claim or complaint. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Lauren Rowe, Human Resources Manager, 617-584-4464.

POLICY CONCERNING SEXUAL VIOLENCE

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by The New England Institute of Art. Complaints of sexual violence should be made to Dean or Assistant Dean of Student Affairs or designee who can be reached at 617-582-4492.

Upon learning of possible sexual violence involving a student, The New England Institute of Art will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If The New England Institute of Art determines that sexual violence may have occurred, The New England Institute of Art will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

The New England Institute of Art will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to Dean or Assistant Dean of Student Affairs or designee.
2. Providing an escort to ensure the alleged victim can move safely between classes and activities
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
4. Providing referral to counseling services or providers
5. Providing academic support services, such as tutoring
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

Disciplinary Actions and Sanctions

On-campus disciplinary procedures against students will be in accordance with The New England Institute of Art's published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only NeiA final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Students who have been subjected to sexual violence are encouraged to review the **No Harassment Policy**, the **Non-Discrimination Policy**, the **Student Grievance Procedure for Internal Complaints of Discrimination and Harassment** and the **Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office).

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.



ADMINISTRATION &
FINANCE

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 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.**

MY CAMPUS ALERT - EMERGENCY NOTIFICATION SYSTEM

In an emergency, NEiA Emergency Notification System will be used to inform members of the NEiA community who have registered for the system. The system can transmit short notifications by email to a designated address, by text message to a cell phone, or by voice message to a designated cell phone or telephone number in the U.S or Canada. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes.

Information regarding registration for My Campus Alert is available on the Student Portal and in the Student Affairs office.

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

Deliriant (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.

Addictions	
Alcoholics Anonymous www.alcoholics-anonymous.org	1-617-426-9444
Narcotics Anonymous www.newenglandna.org	1-866-624-3578
Statewide Drug and Alcohol Info. & Referral Hotline www.helpine-online.com	1-800-327-5050
Smart Recovery www.smartrecovery.org	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, and the Center Building at 10 Brookline Place West and the Artists’ Village Residence Halls at Pine Manor College.

The hours of operations are:

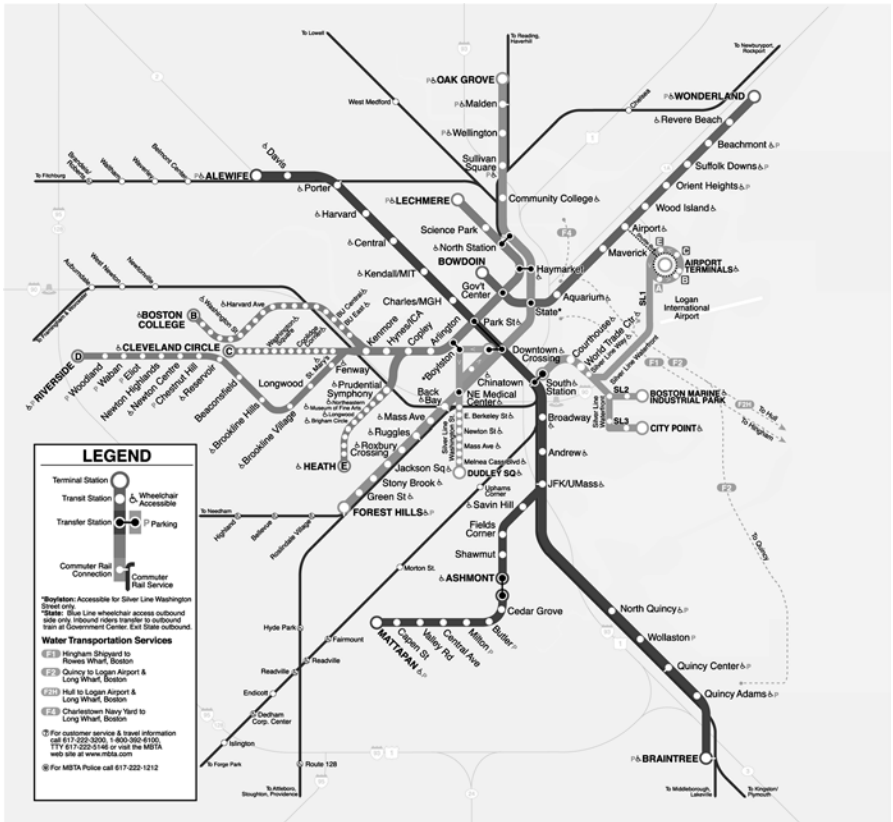
Monday – Thursday: 7:30AM-11:15PM

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, 2011

INTRODUCTION

The New England Institute of Art (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.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The New England Institute of Art's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. The report is distributed to all new students through the Student Handbook and the report is available on the internet. All continuing students and employees receive an email message with the exact web address for the report and in the email message they receive an document attachment containing the report.

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

A. PROCEDURES TO REPORT CRIMES

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 the college 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, Coordinator 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 Career Services, Director of Admissions, Dean of Academic Affairs, and Director of Human Resources.

The College'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. Disabled 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 the college. 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. Students and Employees are issued an official NEiA identification card. This card should be worn on the person, at all times while on the College campus.

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 the college. Campus Security reports to the Director of Administrative and Financial Services and the Studio Operations staff report to the Studio Operations Manager. Campus Security Guards are posted at the college student entrance, which is the main and only entrance to the College during non-business hours. Campus Security Guards regularly perform rounds of the college facilities. The Housing Staff perform evening rounds of the college 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 the college sponsored housing locations.

State Police are not directly involved in the patrolling of the City of Boston and Brookline, and therefore do not have incidents reported directly to them. All reports of criminal activity in the City of Boston and 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 Counselor 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.

The College 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 the college 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 the college 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 the College'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 the college 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 Student Assistance Coordinator provides counseling and 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 and Employee Handbook, may result in disciplinary action up to and including termination.

G. OFF-CAMPUS STUDENT ORGANIZATIONS

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

H. SEXUAL ASSAULT POLICIES AND THE RIGHTS OF VICTIMS

As part of the College'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. 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.

Victim Notification: The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

I. **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.

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

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

J. **ANNUAL CRIME STATISTICS**

The New England Institute of Art

*The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.*

CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offenses	Calendar Year											
	2008				2009				2010			
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	2	0	0	0	0	0	0	0	0	0	0
Burglary/Theft	4	7	0	0	9	0	0	5	0	0	0	0
Motor Vehicle Theft	0	0	0	0	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Homicide:												
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses:												
Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Totals	4	9	0	0	10	0	0	5	0	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, 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									
	2008				2009				2010	
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	6	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction/Damage or vandalism of property	0	0	0	0	1	0	0	0	0	0
Bodily Injury	0	0	0	0	0	0	0	0	0	0
Criminal Homicide:										
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses:										
Forcible	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	7	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and Property*	Public Property**
Liquor Law Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	39	0	0	19	0	0	32	0
Drug Abuse Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	13	0	2	9	0	0	9	0
Weapons Possessions:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	2	0	0	0	0	0	1	0
Totals	0	54	0	2	28	0	0	42	0

* Includes the NEiA college sponsored housing program.

** Public property includes the sidewalks immediately adjacent to the campus

K. CAMPUS SAFETY AND EMERGENCY RESPONSE – Send WoRD Now

My Campus Alert - emergency notification SYSTEM

In an emergency, The New England Institute of Art Emergency Notification System will be used to inform members of The Art Institute community who have registered for the system. The system can transmit short notifications by email to a designated address, by text message to a cell phone, or by voice message to a designated cell phone or telephone number in the U.S or Canada. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes.

Information regarding registration for My Campus Alert is available on the Student Portal and in the Student Affairs office.

L. MISSING PERSON AND NOTIFICATION PROCEDURES

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to the Director of Facilities and Campus Security.

The following administrators may also be contacted:

- President
- Director of Administrative and Financial Services
- Dean of Student Affairs
- Dean of Academic Affairs
- Associate Dean of Academic Affairs
- Assistant Dean of Student Affairs
- Registrar

It is the policy of The New England Institute of Art that the Security office and/or the Student Affairs department will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/ he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Facilities and Security department and/or Student Affairs will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

The Facilities and Security department and/or Student Affairs will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The New England Institute of Art can identify, through the Enrollment or Registration process to designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the Facilities and Security Department and/or Student Affairs. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should Security/Student Affairs not be able to locate a person reported missing within twenty-four (24) hours of the report, Security/Student Affairs would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.

- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Security/Student Affairs will immediately notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing.

For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

M. FIRE EVACUATION POLICY

College Policy on Reporting of Fires: Any member of the community who becomes aware of any active or past fire must notify the Director of Facilities and Security immediately.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or Security Staff. No occupant will re-enter a building until clearance is given by fire and/or the Director of Facilities and Security.

Prohibited Items in School Sponsored Housing:

Items prohibited in the campus houses include, but are not limited to:

- Candles, incense, open flames
- open heating coils
- hookahs
- grills
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings.

Community Responsibilities

Additionally, all members of the school sponsored housing community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Residence Life Department or fire officials during a drill or an actual alarm. In 2009, there were (2) fire drills performed
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Residence Life Department.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

What should I do if I discover a fire?

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.
6. Follow the instructions given by the Residence Life Officials and the City of Boston or Town of Brookline officials.

N. SCHOOL SPONSORED HOUSING FIRE AND SPRINKLER SYSTEMS

The New England Institute of Art

Building	Smoke Detectors	Heat Detectors	Carbon Monoxide Detectors	Sprinkler System
Artists Village Building 1	Battery operated in Rooms. Hardwired outside of rooms.	Heat Sensors in the bathrooms	N/A	N/A
Artists Village Building 2	Battery operated in Rooms. Hardwired outside of rooms.	Heat Sensors in the bathrooms	N/A	
Artists Village Building 3	Battery operated in Rooms. Hardwired outside of rooms.	Heat Sensors in the bathrooms	N/A for rooms. Under West 3 boiler room detectors	
Artists Village Building 4	Battery operated in Rooms. Hardwired outside of rooms.	Heat Sensors in the bathrooms	N/A	
Artists Village Building 5	Battery operated in Rooms. Hardwired outside of rooms.	Heat Sensors in the bathrooms	N/A	
Artists Village Commons Building	Battery operated in Apartment. Hardwired outside of rooms.	N/A	N/A	
Nora’s House Apartments	Hardwired and battery backup in rooms	NA	NA	Yes. In hallways and in rooms

O. EMERGENCY EVACUATION PLAN

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

Stay Calm. Stop work immediately. Dress appropriately for a possible extended period of time outdoors. Follow the nearest faculty or staff member for exiting your area. Exit building using the posted routes or nearest stairwell only. Physically challenged individuals are to wait at the top of the stairwell for authorized personnel (such as a Fireman or Police Office) to assist them. A near-by staff or faculty member should wait with this individual and instruct other employee to notify emergency personnel of their whereabouts. (See “Evacuation of Disabled”) After exiting, immediately head away from the building and/or garages. Everyone will meet in a 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 – Meet on Station Street across the Brookline Village Train Stop
- 303 Boylston – Meet in the Dunkin Donuts parking lot

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

Do not reenter the building or garage until emergency personnel gives the “All Clear”.

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

During Regular Business Hours (8am – 5:30 pm):

2nd Floor (Administrative Area)	HR Manager, Lauren Rowe or Senior Manager
2nd Floor (classrooms)	Registrar, Dawn E. Norris or Senior Manager
Student Center (Student Affairs)	Dean of Student Affairs, Michele Tracia or Senior Manager
Student Center (2nd Floor)	Library Director, Mary Ann Tricarico
UG Level	Bookstore Manager, Stephanie Vincent or Senior Manager
1st Floor (Main Building)	Studio Ops Manger, Matt Chan or Richard Hadley or Senior Manager
Plaza Area	Director Career Service, John Lay
303 Boylston	Dean of Academic Affairs or designated Senior Manager

P. 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 a person to assist you:*

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 other 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 stair to safer areas.

If you do not have a person 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 office.

Q. EMERGENCY NOTIFICATION

Emergency notification and campus communication for The New England Institute of Art is by multiple means for assuring that information in an emergency can be relayed to the school community. The Emergency Notification System and Send Word Now will communicate important information via web site, email, automated telephone voicemail and text messaging.

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President will declare a state of emergency and upon confirmation, notification to the college community shall begin. Verification shall come Campus Safety or member of the Executive Committee or Crisis Management Team.

The President or his/her designate shall determine the content of the notification, that is the nature of the emergency as outlined in the “CRISIS MANAGEMENT PLAN” and what part if not all of the college community should receive notification.

As a general rule there are two types of Emergencies that may result in emergency notification activation:

1. MAJOR EMERGENCY: Any incident which effects the overall operation of the college. Outside Emergency Services will probably be required.
2. DISASTER: Any incident that has occurred and has seriously impaired or halted the operations of the college. Outside Emergency Services will be essential.

CRISIS MANAGEMENT TEAM: (CMT)

President: Dr. David Warren

Senior Director of Admissions: Steven Waltz

Director of Career Services: John Lay

Director of Administration & Finance: Ross Soraci

Dean of Academic Affairs: Dr. Richard Kettner-Polley

Dean of Students: Michele Tracia

Human Resources Manager: Lauren Rowe

The Response Procedures for Emergencies are listed in the school's "CRISIS MANAGEMENT PLAN" for specific types of emergencies. This plan shall be disseminated to the college community via the campus email system on or about the second week of September and also be available in hard copies at Student Affairs and Campus Safety.

TESTING OF THE SYSTEM

Every October NEiA will test the automated ENS and Send Word Now System to cell phones of students and employees and the home phones of employees. These tests will always be announced in advance to the college community and Campus Safety shall document the date and time of the test for school records.

The college will also conduct at least one unannounced building evacuation drill each year. These drills are conducted so as to familiarize students, faculty, staff and visitors with the evacuation procedures, location of exits and meeting locations as outlined in the "CRISIS MANAGEMENT PLAN".



ACADEMIC
AFFAIRS



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 more than three (3) 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.

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.

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 official copies.

ENROLLMENT POLICIES

COURSE LOAD

A standard full-time 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 low. 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 published add/drop deadline, 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 published add/drop deadline for the semester, and add/drop requests must be made via Add/Drop forms available in the Registrar's Office. Add/drop can not be conducted over the telephone.

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 to three 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. Non-attendance does not constitute a withdrawal from a course. If a student ceases to attend a course without completing a withdrawal from the course form, the student will receive a grade of "F" for that course.

WITHDRAWAL FROM NEIA

Students who wish to withdraw from NEiA must submit a Change of Status form or submit the request in writing to the Registrar. The student is responsible for clearing all financial obligations and obtaining signatures of Readmissions, Student Accounting and Student Financial Aid before an official withdrawal can be processed. Students who withdraw or are dismissed from NEiA by the published withdraw deadline will receive grades of “W” that will appear on their academic record. If the withdraw or dismissal occurs after the published withdraw deadline the grade of “WF” will appear on the transcript for all courses. 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 or submit the request in writing with the Registrar’s Office. 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 Registrar’s Office 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)582-4902 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 is available in the library and bookstore.

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.

THE 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 to 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 at NEIA.

ACADEMIC ADVISING

Students are assigned a Freshman Year Advisor when they first enter NEIA and will meet the advisor in freshman seminar class a few times, as well as during advising and registration weeks. 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. The freshman year Academic Advisors are located in the Academic Achievement Center in the Student Center building. In addition, a faculty advisor in each student's major will be assigned to them by their second semester and are available to answer questions about classes in the major, skill development, career advice and opportunities. Full-time faculty can assist with course selection during advising and registration weeks and are available during office hours. All Department Chairs, located in Academic Affairs, are available as well for academic concerns and questions. The Registrar's Office is another resource for academic information located on the second floor of the main building. The Registrar's Office staff 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 regularly and review academic performance. Any student who has an advising question can stop by the Academic Achievement Center and meet with an available Academic Advisor.

ACADEMIC ACHIEVEMENT CENTER & PEER TUTORS

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 at the front desk. Students may also apply to become a peer tutor after having been here a semester by completing an application form in the Center. Maintaining a minimum of a 2.8 cumulative grade point average is required.

ACADEMIC SPECIALISTS

Academic Specialists are available to work with students who need to build transitional skills in reading, writing or math. The Academic Advisors in the Academic Achievement Center are academic specialists who are available by appointment. Some students 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 advisor can also assist students with time management, creating weekly schedules, assessing learning styles and developing study strategies in specific content areas. The advisors work closely with faculty, Academic Affairs and Student Affairs. Referrals will be made to other departments and services as needed.



STUDENT AFFAIRS

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.
- Academic Clubs must have the support and leadership of their Academic department chairperson.
- 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 and its related technologies/applications. They gather throughout the year for meetings, site visits, conferences, video screenings, art shows and special events. Faculty contact: Michael McCarthy, mtmccarthy@aii.edu

AD CLUB

The AiGENCY is the on-campus advertising club. The purpose is to explore the foundations of really 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. The club meets weekly. Students from every department are welcome. Faculty contact: Michael Tucker, mtucker@aii.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. Web-based radio is consistently become the way people experience new music, 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 Ken Cmar, with over 20 years of experience in the music industry, combined with over 10 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: Ken Cmar, kcmar@aii.edu

ALPHA BETA KAPPA

Alpha Beta Kappa is the premiere national honor society for America's private postsecondary schools, institutes, colleges and universities. Alpha Beta Kappa places chapters in institutions which have demonstrated high standards over a period of many years in the education and training of women and men in the numerous fields, trades and occupations essential to modern society. The purpose of the Society is to encourage and recognize superior student academic achievement, character, and leadership To be eligible for membership in The New England Institute of Art chapter, students must:

- Be enrolled in a Bachelor degree program;
- Have completed at least one semester of coursework leading to an Bachelor degree program (part-time students may be eligible);
- Have an overall grade point average of 3.5;
- Maintain an overall grade point average of 3.5
- Complete the Alpha Beta Kappa application by the published deadline
- 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. For more information about Alpha Beta Kappa – or to become a member, please contact the Dean of Student Affairs, Michele Tracia, mtracia@aii.edu office at 617-582-4498.

AUDIO ENGINEERING SOCIETY STUDENT CHAPTER

As the professional society for audio since 1948, the AES serves its global membership by providing educational resources, leadership in the development of new standards and technologies, and forums for the exchange of creative and scientific information. Membership in the AES connects a worldwide organization of over 14,000 audio professionals including recording engineers, researchers, broadcast technicians, acousticians, sound mixers, equipment designers, consultants, DSP engineers, students, educators, technical directors, system installers, mastering engineers and more. The Student Chapter of AES at NEiA hosts a number of events including an annual student summit each fall attended by 400-500 college audio students, educators and professionals from the New England region. Membership in the AES allows students to attend events hosted at other colleges as well as those hosted by the Boston professional chapter of AES. Student membership in AES also allows online readership of the Journal of the Audio Engineering Society and gives substantial discounts for the registration fees for national and international conventions. For information on the Audio Engineering Society, Faculty contact Associate Professor John Krivit at jdk@aes.org

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 have opportunities to participate in a wide range of industry outreach activities, such as Bras for the Cause Boston, Accessory After the Fact, and Simon Malls Fashion NOW (part of Boston Fashion Week). All the time developing a strong and supportive fashion community and. For current meeting dates and times, check out our display case outside room 1028. (Faculty contact: Kathleen J. Evans, Department Chair kevans@aii.edu)

GALLERY CLUB

The Gallery Club's mission is to involve 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 New England Institute of Art student body through a shared enthusiasm for a broad range of artistic endeavors. 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 Kyle Lindholm klindholm@aii.edu or neiagallery303@gmail.com

GLBTA @NEIA

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 Advisor: Kimberly Hildebrand, khildebrand@aii.edu

IMAGINE NATION

Imagine Nation is a club created by and for graphic design students at NEIA who want to go the extra mile in their college career. Events held include monthly professional guest speakers, targeted tutorials, quarterly field trips, networking events, and anything creative we can come up with! This club is a perfect outlet for students who are curious about things that aren't offered in their current classes, or just want to connect and collaborate. Our mission statement: connecting young designers to their dreams and launching them into the professional world. Extending the classroom experience to infuse world, culture, and design into a bold and innovative way. Creating an environment for progressive thought, learning and growth to enhance our overall education. Faculty Advisor: Laura Sauter, lsauter@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) provides extra curricular activities, networking, and screenings for the college. It is staffed entirely by students supervised by a faculty member who is involved in television, theater, music, film and the arts. Naked eye provides production opportunities outside the classroom. It also programs screenings each semester. It assembles a data base of student contacts for help with the assembling of crews and actors. Faculty contact: Chair Christopher Mckenzie: cmckenzie@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, and, sometimes, non-fiction prose. 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. Naked Truth also sponsors a reading series that includes the Naked Truth Visiting Writers Series, faculty readings and student readings, and has co-sponsored the Naked Truth/ PEN New England High School Writing Contest since 2009 Faculty contact: Professor David Blair, dblair@aii.edu

NEIA PHOTOGRAPHY CLUB

The Photography Club is open to all students enrolled in the photography program or who are interested in photography. The club meets weekly while school is in session, though during summer session has been known to meet bi-weekly. Activities include field trips, guest speakers and critiques, lectures, workshops 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.neiaphotoclub.com> (Faculty contact: Professor Dan O'Connor, doconnor@aii.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 activities in conjunction with the community. These civic engagement activities will encourage cross-disciplinary partnerships and networking both in and outside The New England Institute of Art. All students are welcome to join the 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 <http://neiaweb.com/aice/>

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)

- 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 **one semester** of coursework leading to an associate degree program (part-time students may be eligible);
- Have an overall grade point average of 3.5;
- Maintain an overall grade point average of 3.5
- Complete the Phi Theta Kappa application by the published deadline
- 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. For more information about Beta Pi Lambda – or to become a member, please contact the Dean of Student Affairs, Michele Tracia, 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 Advisor: Kim Hildebrand, khildebrand@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

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 close in proximity to where the student resides. For more information on this service contact the Student Affairs department at 617-582-4492. Students may directly contact the Student Assistance Program, at 888-617-3362.

THE PROBLEM OF SUICIDE

- In 1998, suicide was the eighth leading cause of death for all Americans, the third leading cause of death for those aged 15-24, and the second leading killer in the college population.
- These statistics demonstrate the seriousness of suicide, which is often linked to untreated depression. Clinical depression affects more than 19 million adults every year.
- Although women suffer from clinical depression and attempt suicide more than men, men are more likely to complete the act. Any talk of suicide by a friend or loved one should be taken seriously and help should be sought immediately.

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 be 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 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 seemed 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 college counselor, 9-1-1 or the local mental health association.
- 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 college counselor and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

If you or someone you know is contemplating suicide, call 1-800-SUICIDE (1-800-784-2433) or www.hopeline.com.

National Mental Health Association 1-800-969-6642 or www.nmha.org/index.cfm

National Institute of Mental Health 1-800-421-4211 or www.nimh.nih.gov

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The National Mental Health Association (NMHA) 2001 N. Beauregard Street, 12th Floor, Alexandria, VA 22311; 1-800-969-6642 TTY: (800) 433-5959 www.nmha.org/index.cfm

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 the campus 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 the NEiA has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, the School will generally require the student to undergo a mandatory assessment 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 information 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. The School will ask the mental health professional to share information about what steps the School 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, the School at its discretion may set restrictions and/or conditions for

the student to return to School including receiving outside counseling, signing a safety contract, and restricting or denying school-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 the School 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

The New England Institute of Art 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 equal access to services, programs and activities at The New England Institute of Art.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator at Matthew Vialva, 617-582-4610 of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Services in Room 166, telephone number 617-582-4610. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

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 Admissions. **Please be aware that students will not be permitted to attend classes until proof of insurance and required immunizations is received.**



HOUSING

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; Apartment style housing includes kitchen facilities. Apartments may range from 2 person studios to 6 person three bedroom apartment, and traditional style housing may range from single to double 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.

All students are required to have a meal plan as part of the housing costs; a grocery store card plan for the apartment style and a school sponsored meal plan (cafeteria) for the traditional style housing.

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 date of deposit.

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. Knowingly being in the presence of others violating this rule is also prohibited.
- 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 Complex property is prohibited.

- C. Common Courtesies:** Residents must treat roommates and the resident staff with courtesy and respect. Courtesy hours are 24 hours a day.
- 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. No exception will be made for the use of medical marijuana, regardless of whether the Resident has a medical marijuana registry card. Knowingly being in the presence of others violating this rule is also 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, shotguns, stun guns, knives, bows and arrows, water guns, paint ball guns, various martial arts weapons, decorative weapons and objects deemed threatening in nature by the AI staff. Any exceptions to this rule must be approved in writing by the Housing Director.
- 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) business days in advance by the Dean/Assistant Dean of Student Affairs, 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. Noise and Quiet Hours:** 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. The AI 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. Quiet hours are: Sunday – Monday 11pm – 10am and Friday & Saturday 1am – 10am
- R. 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.
- S. 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
- T. 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.
- U. 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.
- V. 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.
- W. 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.
- X. 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.

- Y.** 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.
- Z.** Sexual Harassment & Sexual Assault: Sexual harassment (unwelcome sexual comments, actions and attitudes) and sexual assault are not tolerated.
- AA.** 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.
- BB.** 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.
- CC.** Unused Space in Unit: Any unused or unassigned space in a Unit shall remain vacant and empty. Any storage in or use of such space by a Student in the Unit shall subject such Student to fees in the event AI is delayed in filling such unused or unassigned space with another student due to a Student's wrongful storage in or use of such space.
- DD.** 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.
- FF.** 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
- EE.** 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.
- FF.** **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.



CAREER SERVICES

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.

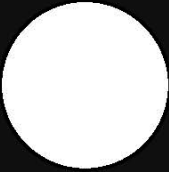
PORTFOLIO SHOWS

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

ALUMNI SERVICES

The Career Services office stays in contact with Alumni and promotes various events, networking, informational etc. Contact your program Career Advisor for more detail. Alumni can also take advantage of the system-wide national alumni web site, graduate newsletters and events.





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

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 Student 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

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 617-212-7918

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.



WHERE TO GO

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	617-582-4402
Academic Records	Registrar's Office	617-582-4402
Academic Standing	Registrar's Office	617-582-4402
Alumni Services	Career Services Office	617-582-4420
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	Student Support/Disability Service Office	617-582-4610
Disability Services	Student Support/Disability Service Office	617-582-4610
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/ Student Portal	617-582-4402
Immunization Records	Admissions/Bookstore	617-582-4474
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 Video	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	617-582-4402 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 (cell)
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	617-582-4402
Transfer Credit Evaluation	Academic Affairs Office	617-582-4616
Transfer Counseling	Academic Affairs Office	617-582-4457
Tuition and Fees	Student Accounting, Student Financial Services	617-582-4465
Tutoring	Academic Achievement Center	617-582-4403
The SAiL Report	Student Newsletter – SAIL Center	617-582-4615
Withdrawal Procedures	Registrar's Office	617-582-4402

DEPARTMENTAL EMAIL/WEBSITE

Academic Achievement Center	_NEiAAchievement@aii.edu
Career Services	_NEiACareer@aii.edu
Library http://lib411.aisites.com/	_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 SAiL Report	_NEiAStudentNews@aii.edu www.neiaweb.com/the_sailreport
Student Portal	www.MyAiCampus.com

THE NEW ENGLAND INSTITUTE OF ART

Academic Year 2011-2012

FALL 2011

SEPTEMBER 2011

September 1, 2011 (Thursday)	New Students Residence Hall Move-In
September 2, 2011 (Friday)	Faculty Development Session Begin Clearance Process Convocation
September 3, 2011 (Saturday)	Student Orientation
September 5, 2011 (Monday)	Clearance Continues Labor Day
September 6, 2011 (Tuesday)	Continuing Student Residence Hall Move-In
September 13, 2011 (Tuesday)	First Day of Session I On-Ground Classes Last Day to Add/Drop Session I Classes

OCTOBER 2011

October 3, 2011 (Monday)	First Day of Fall I On-Line Classes
October 10, 2011 (Monday)	No Classes – College is Open All College Meeting for Staff and Faculty
October 11, 2011 (Tuesday)	Classes follow a Monday schedule
October 23, 2011 (Sunday)	Mid-Start Residence Hall Move-In
October 24 – November 4 (Mon-Friday)	Advising/Clearance Activities for Winter Registration Freshman Seminar Advising Visits
October 19-25 (Wednesday – Tuesday)	Mid-Term Exams
October 26, 2011 (Wednesday)	Mid-Start Fall Session II On-Ground Classes Begin
October 27, 2011 (Thursday)	Mid-Term Grades Due Electronically by 5 pm
October 31, 2011 (Monday)	Last Day to Add/Drop Session II On-Ground Classes

NOVEMBER 2011

November 7 – 11 (Monday-Friday)	Winter Semester Priority Registration Week
November 9, 2011 (Wednesday)	Last Day of Fall I On-Line Classes
November 10, 2011 (Thursday)	First Day of Fall II On-Line Classes
November 22 (Tuesday)	Residence Halls close at 5 pm*
November 23, 2011 (Wednesday)	No Classes – College is Open
November 24, 2011 (Thursday)	Thanksgiving Day – No Classes
November 25, 2011 (Friday)	Thanksgiving Break – No Classes
November 27, 2011 (Sunday)	Residence Halls open at Noon

DECEMBER 2011

December 2, 2011 (Friday)	Last Day to Withdraw from On Ground with a “W”
December 16, 2011 (Friday)	Portfolio Show Residence Halls Close at 5 pm*
December 17, 2011 (Saturday)	Last Day of Fall II On-Line Classes
December 19 & 20 (Monday & Tuesday)	Reserved to Schedule Final Exams/Make-Up Classes
December 20, 2011 (Tuesday)	Last Day of Fall 2011 Semester
December 21, 2011 (Wednesday)	Final Grades Due Electronically by 5 pm

WINTER 2012

JANUARY

January 5, 2012 (Thursday)	New Students Residence Hall Move-in Day Faculty Orientation & Professional Development
January 6, 2012 (Friday)	New Student Orientation New Student Clearance
January 8, 2012 (Sunday)	Continuing Student Residence Hall Move-in Day
January 9, 2012 (Monday)	First Day of Winter I On Ground Classes First Day of Winter I On-Line Classes
January 16, 2012 (Monday)	Martin Luther King, Jr. Day – No Classes
January 17, 2012 (Tuesday)	Last Day to Add/Drop Winter Session I On-Ground Classes

FEBRUARY

February 15, 2012 (Wednesday)	Last Day of Winter I On-Line Classes
February 16, 2012 (Thursday)	First Day of Winter II On-Line Classes
February 21 – February 28 (Tuesday – Tuesday)	Mid-Term Exams
February 24, 2012 (Friday)	Presidents' Day Observed – No Classes
February 26, 2012 (Sunday)	Mid-Start Residence Hall Move-In
February 28, 2012 (Tuesday)	Classes Follow a Friday Schedule (Mid-Term Exam Day for Friday Classes)
February 29, 2012 (Wednesday)	Mid-Start Winter Session II On-Ground Classes Begin
February 27 – March 9 (Monday – Friday)	Advising/Clearance Weeks for Summer 2012 Registration Freshman Seminar Advising Class Visits

MARCH

March 1, 2012 (Thursday)	Mid-Term Grades Due Electronically by 5 pm
March 5, 2012 (Monday)	Last to Add/Drop On-Ground Winter II Session Classes
March 12 – 16 (Monday- Friday)	Summer Session 2012 Priority Registration
March 24, 2012 (Saturday)	Last Day of Winter II On-Line Classes
March 30, 2012 (Friday)	Last Day to Withdraw from On-Ground with a “W”

APRIL

April 6, 2012 (Friday)	Good Friday Holiday – No Classes
April 13, 2012 (Friday)	Portfolio Show Faculty Appreciation Night
April 15, 2012 (Sunday)	All Senior Grades Due Electronically by 5 pm
April 16, 2012 (Monday)	Patriots' Day – No Classes
April 18, 2012 (Wednesday)	Classes follow a Monday Schedule
April 19, 2012 (Thursday)	Classes Follow a Friday Schedule Residence Halls Close at 5 pm*
April 20 (Friday)	Reserved to Schedule Final Exams Last day of Winter 2012 Semester
April 23 (Monday)	All Non-Senior Grades Due Electronically by 5 pm
TBD	Awards/Honors Program and Graduation

SPRING BREAK

SUMMER 2012

MAY

May 3, 2012 (Thursday)	Faculty Orientation & Professional Development New Students Residence Hall Move-In
May 4, 2012 (Friday)	New Student Orientation New Student Clearance
May 6, 2012 (Sunday)	Continuing Students Residence Hall Move-In
May 7, 2012 (Monday)	Summer I First Day of On-Ground Classes
May 10, 2012 (Thursday)	First Day of Summer I On-Line Classes
May 14, 2012 (Monday)	Last Day to Add/Drop Summer I On-Ground Classes
May 28, 2012 (Monday)	Memorial Day - No Classes

JUNE

June 16, 2012 (Saturday)	Last Day of Summer I On-Line Classes
June 19 – 25 (Tuesday – Monday)	Mid-Term Exams
June 24, 2012 (Sunday)	Mid-Start Residence Hall Move In
June 25 – July 6 (Monday – Friday)	Advising/Clearance Activities for Fall 2012 Registration Freshman Seminar Advising Class Visits
June 26, 2012 (Tuesday)	Mid-Start Summer II On-Ground Classes Begin
June 27, 2012 (Wednesday)	Mid-Term Grades Due Electronically by 5 pm
June 29, 2012 (Friday)	Last to Add/Drop Summer II On-Ground Classes

JULY

July 4, 2012 (Wednesday)	Independence Day Holiday – No Classes
July 5, 2012 (Thursday)	College re-opens for regular classes
July 9, 2012 (Monday)	First Day of Summer II On-Line Classes
July 9-13 (Monday-Friday)	Fall Semester 2012 Priority Registration

AUGUST

July 27, 2012 (Friday)	Last Day to Withdraw from On-Ground with “W”
August 10, 2012 (Friday)	Portfolio Show
August 14, 2012 (Tuesday)	Classes Follow a Wednesday Schedule Residence Halls close at 5 pm*
August 15, 2012 (Wednesday)	Last Day of Summer II On-Line Classes
August 15-17 (Wednesday-Friday)	Days Reserved to Schedule Finals
August 17 (Friday)	Last day of the Summer 2012 Semester
August 20, 2012 (Monday)	Final Grades Due Electronically by 5 pm

* In cases where residence halls close at 5 pm, students with night classes, or those scheduled to take exams on the days reserved for exams, can coordinate a late checkout. Requests should be submitted at least one week prior to checkout.