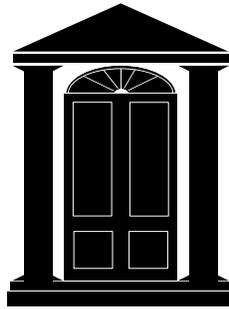


**Threshold Program
Student Handbook
2015-2016**





The Student Handbook contains information, that will be very useful while you're here at Lesley. During Orientation you'll find out how to make the best use of the handbook.

Remember to bring this Hand Book with you to all your information meetings. After Orientation, keep it handy for future reference.

Have a terrific year!

The Threshold Staff and Faculty

This handbook is a guide to important information about the Threshold Program. Although we have attempted to ensure that the material contained in the handbook is accurate and complete at the time of this printing, the contents are subject to change at any time. Lesley University reserves the right to unilaterally and without prior notice add, withdraw, or revise any course offering, program, location, policy or requirement or service described in the handbook. Students are responsible for acquainting themselves with all program and university policies, requirements, rules and regulations referred to in this handbook.

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IMPORTANT PHONE NUMBERS

On-Campus Phone Numbers

Threshold Office617-349-8181

Threshold Director of Resident Life

Susanne Carter, Wilbur HouseOffice: 617-349-8163/Duty Cell: 617-599-9023

Threshold Graduate Resident Assistants (on call based on rotation schedule)

Carla Andre, Kris House.....Duty Cell: 617-599-9023

Catherine Michaud, Kris House.....Duty Cell: 617-599-9023

Joseph Katz, Wilbur House.....Duty Cell: 617-599-9023

Student Health Services617-349-8222

Student Disability Services617-349-8464

Campus Security

Public Safety Main Campus617-349-8888

Public Safety University Hall.....617-349-8390

Other Important Numbers

Lesley University Switchboard.....617-868-9600

Financial Aid Office.....617-349-8710

Student Accounts.....617-349-8760

Lost and Found (Main Campus Security Office).....617-349-8888

Off-Campus Phone Numbers

Cambridge Police, Fire, or Ambulance911

Gallagher Koster Insurance Agency (Student Accident and Sickness Plan)

800-401-6068

Poison Control Center.....617-232-2120

Samaritans Hotline.....617-247-0200

Rape Crisis Hotline.....617-492-RAPE

Where to go for help

- With a problem in the dorm: The GRA on duty. Susanne is available during office hours.
- With a problem in class:..... Your instructor
- With Internship:..... Your Advisor
- With any other problem:..... Your mentor

Mentor not available?

The doors to Jim and Helen's offices are always open.

THRESHOLD PROGRAM CORE VALUES

At the Threshold Program, we support your efforts to become independent and fulfill your potential at school, work, home, and in the community. We believe you will best accomplish this by living by the core values of the Threshold Program:

CHARACTER

- Being honest.
- Being tolerant of people's differences.
- Being respectful of yourself, other people, and property.
- Being caring towards others.

RESPONSIBILITY

- Making an effort to do your best at all times, at school, work, home, and in your community.
- Taking responsibility for your actions and their consequences.

SELF-ESTEEM

- Build self-esteem by learning new skills and taking on challenges.

SELF-DETERMINATION

- Learning from your experiences.
- Using your skills to make good decisions and solve your problems.
- Understanding your strengths and challenges.
- Taking initiative and advocating for yourself.

COMMUNITY

- Developing your interests and being actively involved in your residence hall, on campus and in your town.
-

Community Standards of Conduct

Purpose: To identify behavioral standards for all members of the Lesley University community.

Scope: This policy applies to all members of the Lesley University community, including faculty, adjunct faculty, staff, students, vendors, contractors, consultants, guests, and visitors.

Policy Statement: Lesley University respects the dignity of every individual and expects members of the Lesley University community to:

- Exercise behavior that is respectful to self, others, and property;
- Conduct themselves in a manner compatible with the University's mission as an educational institution;
- Understand that behavior that creates an intimidating, disruptive, or hostile environment for any member of the University community or in any activity related to Lesley, either on or off campus, violates the Community Standards of Conduct;
- Know that any illegal activity or any conduct underlying an investigation, arrest, or indictment, regardless of the outcome of any criminal investigation or prosecution, or other legal proceeding, and regardless of whether it occurred on or off campus, violates the Community Standards of Conduct;
- Know that conduct, either on or off campus, that adversely affects or has the potential to adversely affect, the University or members of the University community, violates the Community Standards of Conduct;
- Refrain from injuring, threatening to injure, or taking action that might injure another person one. A few examples of such unacceptable behavior include:
 - Verbally abusive behavior;
 - Intimidation through direct or implied threats;
 - Throwing objects, whether or not a person is the direct target;
 - Physically touching another person in an intimidating, malicious, or harassing manner, including hitting, poking, kicking, pinching, grabbing and pushing;
 - Physically intimidating others including such acts as obscene gestures, shouting, fist shaking, and/or blocking egress; and
 - Conducting a series of acts over a period of time and making threats with the intent to place a person in fear of death or bodily injury (i.e. stalking).
- Refrain from damaging or threatening to damage another's property;

- Avoid any activity that poses a significant risk to the health or safety of any member of the University’s community or a member of the public; and
- Comply with applicable University policies, rules, and regulations. Examples of University policies include:
 - Discrimination, Harassment, and Sexual Violence Policy
 - Unequal Consensual Relationship Policy
 - Student Alcohol and Illegal Drug Use Policy

Each member of the University community is responsible for understanding and complying with all University policies, rules, and regulations applicable to him or her, and for upholding these Community Standards of Conduct.

Reporting: It is the obligation of the members of the Lesley University community to report violations of these Standards to one of the people listed below. Any reported violation will be promptly investigated.

Investigation and Sanctions: The University will investigate all good faith reports of violations of these Community Standards of Conduct. The University’s investigations and sanctions will proceed even if the persons involved are on leave from or not currently engaged with the University. Depending on the circumstances, the University may take immediate, interim action pending the conclusion of an investigation. The University may immediately remove anyone from the campus or from any University-sponsored event if the person’s behavior is disrupting any classroom or educational environment, work environment, or any University-sponsored event, is threatening to the health or safety of any person, or may damage property. The University, at its discretion, may also remove someone from campus or prohibit someone from attending a University-sponsored event during the course of an investigation.

In the event of alleged unlawful behavior, or as deemed necessary in any emergency situation, the University may notify the Lesley University Office of Public Safety and the appropriate law enforcement agency.

The University may suspend, dismiss, or otherwise discipline any member of the Lesley University community for violations of the Community Standards of Conduct. Dismissal may occur even on a first offense, depending on its severity.

Report suspected violations of the Community Standards of Conduct to any of the following people:

Dr. Barbara J. Addison Reid
 Director of Equal Opportunity and Inclusion/Title IX Coordinator
 Office of the President
 29 Everett Street
 Cambridge MA 02138
 617 349-8507
 Email: baddison@lesley.edu
 Email: equalopportunity@lesley.edu

Ms. Marylou Batt
Vice President of Administration
29 Everett Street
Cambridge MA 02138
617 349-8564
Email: mbatt@lesley.edu

Ms. Jane Joyce
Director of Human Resources
29 Everett Street
Cambridge MA 02138
617 349-8785
Email: ajoyce5@lesley.edu

Dr. Nathaniel Mays
Dean of Student Life and Academic Development
29 Everett Street
Cambridge MA 02138
617 349-8539
Email: nmays@lesley.edu

You may also contact Public Safety at:

AIB Boston Campus: 617-585-6666
Doble Campus and Brattle Campus: 617-349-8888
University Hall: 617-349-8390

You may also choose to contact local law enforcement by calling 911. **In the case of an emergency, please CALL THE POLICE at 911.**

This policy is not intended to create a contract between the University and any person or organization. The University reserves the right to amend or revoke this policy at any time without notice.

Revised July 7, 2014

Community Standards of Conduct – What you need to know:

- Periodic workshops will be conducted to ensure that students have a clear a full understanding of the rules, regulations, and Standards of Conduct. Trainings are mandatory.
- Students are expected conduct themselves in a respectful, responsible and kind manner to themselves and others.
- Inappropriate words or actions will not be tolerated and there will be consequences for such misconduct.
- If someone is accused of not following the standards of conduct the Director will lead an investigation. Students and or their families may appeal the Director’s decision by contacting the Provosts office (*See Student Life Conduct Procedure*).
- These standards apply to behavior on and off campus. This means not just on campus, in the dorms but anywhere within community.

RESIDENCE LIFE REGULATIONS

General Philosophy of Residence Life

The residence hall environment is one of a learning community. We value the learning that takes place both inside and outside the classroom. As a result, the Community Advisors work with the residents and Community Council members to sponsor programs and workshops within the residence halls. The Residence Life program is designed to support, extend and complement academic life by encouraging students to learn from one another and to cultivate an environment that is intellectually stimulating and fun.

When living together in the residence halls, all residents and staff members must work together to create a feeling of community. Members of the community share in defining expectations for all members of the group and assume responsibility for meeting these expectations. The residential community is strengthened by its diversity of people and ideas, and by the open exchange of diverse views. We encourage each person who is a member of the University community to continue developing skills and attitudes necessary to be positive and productive members of society. Developing these skills and attitudes involves the commitment to appreciate, value, and celebrate human diversity.

Residence Life policies were developed to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of fellow residents. All residents accept the responsibility involved with living in a community situation and should make an effort to be aware of how their actions affect their neighbors and roommates. The residence halls provide an opportunity to continue developing valuable life skills.

Threshold Residence Life staff consists of a live-in Director of Residence Life and Student Services and three Graduate Residence Assistants (GRA's) who rotate nightly and weekend on-call hours to support Threshold students.

Resident Life staff are available for guidance, and to facilitate the process of creating a student-centered community that is healthy, supportive, and most importantly, safe. The Director of Residence Life and Students Services is Matt Alden and the three GRA's are Carla Andre, Yadira Rivera, and Ricardo Junquera.

Residence Hall Regulations

Census

Lesley University is required to submit resident student occupancy data to the United States and City of Cambridge Census Bureaus. The document may include: students' names, residence hall addresses, students' date of birth and student directory information. If a student has any questions about this, they should contact the Associate Dean in the Residence Life Office.

Curfew

First year students will abide by a 10:00pm curfew until Family and Friends weekend. At that time Residence Life staff will determine if the mandatory curfew is still necessary. While there is no formal curfew for Threshold students after Family and Friends weekend, it is recommended that all students be in the dorm at 10:00 pm on weekdays and 11:00pm on weekends. Threshold does not conduct bed checks, and students are responsible for informing Residence Life staff of their whereabouts if they leave campus for the night and/or weekend. Threshold reserves the right

to determine if mandatory curfews are necessary for individuals or groups of students to ensure safety.

Damage

Students are financially responsible for loss of or damage to University property caused by them or their guest(s). Rooms are inspected at check-in and checkout periods. If any damage is found, the student will be billed for replacement or repair costs.

When damages are found in common areas in the residence halls, all students in the hall are charged on a shared-cost basis if the individual responsible cannot be identified. Students are also responsible for cleaning their own rooms before moving out. If extra cleaning is needed, they will be charged accordingly. Use of tape, tacks or nails on the walls is discouraged. Door decorations (nonflammable) should be removable without damage to the door surface.

Electrical Appliances, Candles, and Incense

Students may use computers, hairdryers, stereos, and curling irons in residence hall rooms. Televisions, radios, and stereos are allowed as long as they do not disturb other residents. Students are always encouraged to use headphones.

Appliances with an open flame or exposed heating coils are not permitted. Therefore, toasters, ovens, hot plates, electric cookware, immersion coils, Bunsen burners, candles, incense, fire-crackers, space heaters, sunlamps, etc. are not allowed in residence halls. Students may have a small refrigerator (2' x 2') provided it does not overload electrical circuits. No more than two appliances may be plugged into a duplex wall plug at one time. The University discourages the use of microwave ovens in individual rooms.

Due to the safety risk resulting from the intense heat produced by the bulbs, halogen lamps are not allowed in the residence halls. However, we do encourage you to bring multi-head lamps and/or desk lamps that use standard light bulbs.

Any electrical equipment that students bring into a residence hall must bear the Underwriters Laboratories (UL) seal of approval. Lesley University reserves the right to remove such equipment as measures of safety and sanitation require. Lesley University reserves the right to require students to remove from their room appliances that are determined to overload electrical circuits.

Emergencies

Resident staff members live in the residence halls and will respond to certain emergency situations. The resident staff conducts hall meetings at the beginning of each semester to highlight emergency procedures. Students with disabilities should work with Disability Services to develop an emergency plan.

Fire Drills

Fire drills are held periodically in all residence halls. Students are required to evacuate to designated safety areas each time the fire alarm sounds. Designated areas and evaluation procedures will be reviewed in individual living groups by the Community Advisors.

Fire Safety

In the event of fire, sound the nearest fire alarm and contact the hall CA or RD. Intentional misuse of any University fire-safety equipment is prohibited. All students must promptly vacate any residence hall when a fire alarm is sounded. Intentionally delaying, obstructing, or resisting any University personnel or firefighter in the performance of his or her duty is prohibited. Tapestries

and other materials may not be hung from the ceilings or sprinkler pipes. Smoke detectors may not be covered, tampered with or removed from any residence hall. Candles and other paraphernalia are not permitted in University housing.

Food Service Advisory Committee

Students serve on the Food Service Advisory Committee and meet regularly with the Director of Food Services and the Associate Director or designee. This committee provides students with a forum to discuss services and make suggestions pertaining to dining on campus.

Furnishings and Storage

Each room is furnished with a single bed, mattress, desk, chair, ceiling light, dresser, window shades, and wardrobe or closet space. For safety reasons, beds may not be elevated beyond their functional capacity. Students may not move provided furniture outside of their room nor substitute their own furniture without permission from the Associate Director.

Common areas use: residents may not store personal belongings in common areas. However, the Office of Residence Life can provide a list of storage facilities in the area upon request. The University does not provide storage space for student belongings during the summer months.

The lounge furniture is available for student use in the lounges and common areas only. Students may not remove furniture from these areas, as it would not be available for the majority of students.

Guest Policy

Students are responsible for the conduct of their guests in the residence halls and on campus. Students may have an overnight guest for no more than three consecutive nights. A resident who shares a room with another student is expected to reach an agreement with the roommate regarding overnight visitors. Out of respect for roommates and the community, extended overnight visits are not permitted. An overnight guest is defined as anyone staying in a particular room or hall who is not assigned to that space.

Guests may not sleep in lounges or common rooms. Students must personally greet and escort their guests at all times in the residence halls.

A Lesley student who is restricted, suspended, or dismissed from a residence hall may not be present in a residence hall until that restriction ends. Students hosting guests or Lesley students who have been subject to residence hall restrictions, suspension, or dismissal are in violation of the Community Standards of Conduct and subject to sanctioning, including fines.

Holiday Decorations

The State Fire Marshal prohibits the use of any live Christmas trees on University property. If artificial trees are to be used, certification must be available indicating that they are fire retardant or flame proof, and lights must bear an Underwriters Laboratories (UL) label. Burning of Hanukkah or any other candles for any religious holiday or holy day is prohibited in residence halls. A separate facility will be arranged for this purpose.

Housing Policy

The Lesley University Housing Policy can be found on the Residence Life Policy section of the Residence Life web page at: <http://www.lesley.edu/services/residence-life/policies.html>

Illegal Drugs Use Policy (*Please see Conduct Policies, Procedures, and Sanctions*) Illegal drugs are prohibited. For more information regarding the University Illegal Drugs Use Policy, refer to the Conduct Policies, Procedures and Sanctions section of this handbook.

Incident Reports

Students are expected to abide by the policies and procedures of the University and to respect the rights of others in their community living situations. The residence staff, students, or any University employee may write reports to document the circumstances surrounding a specific situation or incident that may violate the Community Standards of Conduct or other University policies. All reports are filed with the Director of Student Life and Academic Development.

Keys/Access Cards

Residence hall keys/access cards may not be duplicated or loaned to any other person, resident or nonresident. Students are required to pay a refundable deposit when they receive a residence hall key. If a student loses his/her key, or access card, she/he must pay a replacement fee when the new one is issued or during the time of billing.

Laundry Facilities

For your convenience, coin-operated and debit/credit card washing machines and clothes dryers are located in most residence halls and houses.

Lock-Outs/Safety

Students are urged to lock her/his room door at all times and carry their keys/ID access cards with them. Students may never lend their keys/access ID cards to any other person, resident or nonresident. If a student forgets to carry the key/access ID card and must be let into his/her room, she/he may be subject to a fine. Contact the Community Advisor, the residence staff member on duty or the Public Safety Office for assistance. All lost cards and keys should be reported immediately, or no later than 24 hours after the discovery, to the Public Safety and Residence Life Office staff.

Openings and Closings

The Office of Residence Life sends notices to all resident students about the opening and closing of the residence halls. When the halls close, Residence Hall staff checks the rooms after students leave for vacation to ensure that proper safety and Public Safety measures have been taken. Lesley vacations occur during Thanksgiving, December-January, March, and summer. For specific dates, refer to the academic calendar on line or in this handbook. Students found in the halls during unauthorized times will be in violation of the Community Standards of Conduct and will be subject to a fine and/or additional sanctions.

If a resident's request for an early arrival or late departure date from the residence halls can be accommodated, they will be assessed an additional fee. All requests must be approved prior to the resident's arrival or departure.

Pets

Pets are not permitted in the residence halls at any time.

Residence Hall Contract

All resident students are required to sign a contract that is binding for the entire academic year, or that portion of the academic year remaining at the time of occupancy. The contract remains in effect if a student withdraws or takes a leave of absence and re-enrolls/reinstates within the same academic year. The residence halls are governed by a set of standards that respect students' individual freedom, privacy, and responsibility for making personal choices. A copy of the contract is available in the Office of Residence Life.

Residence Hall Environment

Students are responsible for cleaning their own room and supplying their own cleaning tools and materials. A limited number of vacuums are available from Residence Staff members. Students are responsible for maintaining a clean, healthy environment throughout the building.

Residential Alcohol Policy (*Please see Conduct Policies, Procedures and Sanctions*) Students of legal age may consume alcohol in resident rooms in the residence halls provided the host of the room is of legal drinking age. Students who choose to consume alcohol are expected to do so in a responsible manner, respecting the rights of other Lesley University students and community members. Host students are responsible for the conduct of their guests, who must also comply with University rules and regulations. Kegs, beer balls, etc. are not permitted in any University Housing. Empty or decorative alcohol containers are also not permitted in University housing. A strong smell of alcohol in the residence hall room of an underage student will constitute a violation of the University's alcohol policy. If there is significant suspicion that the Alcohol Policy has been violated in a resident's room, the student may be requested to open their refrigerator or cooler for the Residence Life and Public Safety staff. If a student refuses to open their refrigerator or cooler, the Residence Life and Public Safety staff will be authorized to open them.

Responsibility for Personal Property

Each student is encouraged to purchase individual homeowner's insurance to insure coverage of personal property due to loss or damage of personal property due to fire, smoke or water damage of any kind, mildew, or theft. The University is not responsible for any student's personal property. Students may not install wall shelves, or move or overload any existing shelves. Electrical outlets may not be overloaded with three-prong adapters.

Right of Entry and Search

The Residence Life staff will respect the privacy of student rooms. However, the University staff, including Community Advisors, reserve the right to enter a student's room to provide for the health, safety and general well-being of the University community and its property.

Examples of occasions when the University might enter a student's room include:

- To ensure maintenance and general repair within the room.
- To address an emergency or health risk.
- To ensure the room is vacant during fire drills.
- To provide for the health and safety of all residents.

Students may not put extra locks on their doors.

Room Changes

All requests for room changes must be approved by the Residence Hall staff person(s) involved and the Director of Residence Life prior to residents moving. Any student moving without approval will be subject to a fine and other sanctions as determined by the Director.

Room Lottery & Room Assignments

Returning students, who meet the requirements for living on campus, and who desire to live on campus during the following academic year, participate in a lottery to select a room. For guaranteed housing information, please refer to the Housing Policy on the Residence Life web page at: <http://www.lesley.edu/services/residence-life/policies.html>. More details about the Room Selection process and deadlines will be available at the beginning of the spring semester.

Roommates

Students may discover that residence hall life is quite different from home life. In our residence halls, students live with people from many backgrounds and with varied personalities. In most situations with roommates, communication is the critical ingredient needed to make the relationship with your roommate work. The Residence Life staff recognizes that some roommate situations will not work out. If a student experiences difficulties with his/her roommate, a staff member will assist him/her. She/he should talk with their Community Advisor, who will help mediate the situation and may look into possible alternatives. Students should remember that it is important to include their roommates in discussing any issue that may become a problem.

Room Painting

If a student's room needs painting, the Community Advisor can submit a request to the Associate Director. Paint and labor are provided by the University. Resident students may not paint their rooms.

Smoking Policy (*Please see Conduct Policies, Procedures, and Sanctions*) In compliance with state law, and in keeping with recognized public health concerns, all indoor campus space at Lesley University is designated as non-smoking. This means that smoking is not permitted in any residence building, classroom, lounge, meeting room, seminar room, library, office, dining area, or the auditorium. Smoking is not permitted on residence hall porches and balconies. If there is a scent of cigarettes or marijuana strong enough to suggest that someone has been smoking in any University room or building, this would constitute a violation of the University's smoking policy.

Solicitation

No solicitation is permitted within the residence halls without proper written permission from the Office of Residence Life.

Statement of Priority Housing

Lesley University encourages students to live on campus. In the event that the request for housing exceeds our capacity, we will award housing based on the receipt of a housing deposit and the following criteria: full-time incoming first year students, full-time reinstated students, change of status students (commuter to resident student). Accessibility to public transportation will also be considered in determining priority housing. The University reserves the right to waive criteria in individual cases as determined by the Associate Director.

Telephones

We are aware that most students have cell phones, however, telephone jacks are provided in each room for those who wish to install a landline telephone. Students are solely responsible for installation of the telephone and payment of any charges they may incur.

Termination

The University reserves the right to terminate the residence hall contract for breach of the agreement by the student, or for violation of the University's policies and Community Standards of Conduct, or if the student is deemed a threat to his/herself or the Lesley community, or if the student is determined to be disruptive. In such instances, the student will not be eligible for a refund. Students are encouraged to carefully read all University publications that outline these policies and procedures.

Vacation Periods

Threshold residence halls are closed when the University is closed during all University vacation periods. Residents will not have access to halls during these vacation periods.

Weapons (*Please see Conduct Policies, Procedures, and Sanctions*) No weapons (guns, knives, mace, pepper spray and/or explosive material, etc.) of any kind are allowed in the residence halls. Please refer to the Conduct Policies, Procedures and Sanctions section of this handbook.

Residence Hall Regulations – *What you need to know*

- It is recommended that you are in your dormitory by 10:00pm on week-nights and 11:00 pm on weekends
- You must honor the 24 hour noise consideration rule. This means that no students should hear music, TV, or computer noise coming from your room and refrain from yelling or shouting within the residence halls.
- It is recommended for telling a Residence Life staff if you leave campus for the night or weekend
- You are responsible for any damages in your room. If a staff can't figure out which student caused the damage, both students will split the cost.
- You are only allowed 1 small refrigerator and a microwave PER ROOM.
- Candles or anything with a flame is strictly prohibited.
- You will call the Threshold duty phone in the case of an emergency between the hours of 7:00 pm and 7:00 am on weekdays or at anytime during the weekend. During business hours you may call the Threshold office or Lesley Public Safety.
- You are expected to follow all directions in the event of a fire drill. Directions will be given at the beginning of each semester and revisited as needed.
- If you have food allergies you should contact the Resident Director immediately.
- You will have a bed, dresser, desk, chair, and a closet. There is no additional storage available to you.
- No illegal drugs are allowed
- Drinking Alcohol is not permitted in the Threshold dormitories
- You may only smoke in designated areas.

(Continued on next page)

Residence Hall Regulations – *What you need to know Continued*

- You are responsible for all of your own personal possessions and must keep track of them.
- Roommate changes are not permitted without permission from the Resident Director.
- You are not allowed to have pets (even a fish)
- No weapons are allowed (guns, knives, mace, pepper spray or explosives)

Alcohol and Illegal Drugs Policy

Lesley University is committed to encouraging and facilitating responsible student decision-making. The University recognizes that responsible decision-making concerning alcohol and illegal drugs use is crucial to the health and safety of students and the educational mission of the institution. The University requires all students to abide by federal and state laws concerning alcohol and illegal drugs use.

State and federal laws prohibit the possession, use, or sale of drugs for non-medical purposes, as well as the inducement of others to use, possess or sell drugs for non-medical purposes. It is also unlawful for persons under 21 years of age to purchase or consume alcoholic beverages in Massachusetts. Violations of any law relating to controlled substances or alcohol are prohibited on the Lesley University campus and will neither be tolerated nor ignored.

The following statements on illegal drugs and alcohol are designed to address the University's concern about substance use and abuse, and to ensure Lesley's compliance with the Drug Free Schools and Communities Act.

Alcohol

Alcohol is not permitted in Threshold dormitories, public areas on campus, including, but not limited to, balconies, corridors, bathrooms, common rooms, parking lots, and University buildings or facilities, except at University-sanctioned events or as described in the Residential Alcohol Policy. A strong smell of alcohol in the residence hall room of students will constitute a violation of Threshold's alcohol policy.

If there is a significant suspicion that the Alcohol Policy has been violated the student may be requested to open the refrigerator or a cooler for the Residence Life and Public Safety staff. If a student refuses to open the refrigerator or cooler, the Residence Life and Public Safety staff will be authorized to open the refrigerator or cooler.

University-sanctioned events where alcohol will be served must be registered with the Director of Student Life and Academic Development and must comply with University guidelines.

Specific Alcohol Policy Guidelines

- Individuals of legal drinking age, who wish to consume alcohol off campus at a licensed establishment may do so. Should they return to campus in an inebriated state however, there will be consequences including possible dismissal from Lesley University.
- **Students in Transition Year:** Alcoholic beverages may be consumed in the apartments of individuals of legal drinking age, provided that the host student(s)—that is, the resident(s) of the apartment where the alcohol is being consumed -- is (are) of age. In cases where one

of the residents is of legal drinking age and the other is not, and alcohol is present, the resident that is of legal drinking age is responsible for making certain that the person who is not of legal drinking age does not consume alcohol.

Illegal Drugs Federal and state laws make the non-medical use, possession, or distribution of drugs illegal. Possession, distribution, or use of illegal drugs or drug paraphernalia also renders a student liable to disciplinary action by the University, including, but not limited to, confiscation of materials, fine, dismissal, or referral to local police authorities.

Health Risks Substance abuse is harmful to your health. The effects of using illegal drugs include, but are not limited to: anxiety, depression, insomnia, hallucinations, hyperactivity, loss of appetite, convulsions, coma, and possible death. Alcohol consumption can also result in changes in behavior, including impaired judgment and coordination, aggressiveness, depression, and memory loss. Repeated use of alcohol can lead to dependence and damage to vital organs. The University will make available its counseling resources to help students involved with substance abuse.

Education & Treatment The University recognizes that alcoholism, drug addiction, and substance abuse may require professional counseling, assistance, or treatment. Students with problems with alcohol or substance abuse are encouraged to make use of the University's resources or other resources. The following resources are available at the University to address alcohol and drug related issues: the Counseling Center in Doble Hall, 3rd floor or by phone at 617. 349. 8545 or Student Health Services located in the lower level of Mackenzie Hall, below the McKenna Student Center or by phone at 617. 349. 8222. Counseling will be kept confidential to the extent confidentiality is consistent with the University's obligations to the student or others.

Legal Sanctions Delivery of alcoholic beverages to persons under 21 years of age may be punishable with a fine of up to \$2,000 and six months imprisonment, or both. Anyone who misrepresents his/her age, or falsifies an identification to obtain alcoholic beverages, is punishable by a fine of \$300. First conviction of driving under the influence of alcohol has a penalty of a \$500 - \$5,000 fine, a one-year revocation of driver's license, up to two and a half years in prison, and mandatory alcohol rehabilitation.

Criminal penalties for the illicit use of controlled substances vary with the type of drug. Penalties may range from fines or suspended sentences and parole, to a minimum of ten years imprisonment for first offenders. Penalties for the manufacture and distribution of drugs, or possession of a large quantity of drugs, are more severe. Lesley University cannot and will not

Illegal Drug and Alcohol Policy - What you need to know

- If you have an alcohol or drug problem Threshold will help find and support treatment
- Illegal drugs (any drug that is not prescribed by a doctor) is forbidden
- If you are caught with illegal drugs you may be fined, Threshold may contact the police, and/or you may be asked to leave Threshold
- Drinking alcohol in the dormitories is not permitted.
- If you are caught drinking or you are found to be supplying alcohol to a minor you may be fined, your parents may be contacted, you may have to go to alcohol education class and/or you may be asked to leave Threshold.
- Lesley University complies with all state and federal laws concerning alcohol and illegal drugs

Prohibition of Weapons Policy

Possession of any weapon is prohibited on University property or at University sponsored events. This prohibition applies to students, employees, and visitors to the University, including those conducting business on University property.

Definitions

For the purposes of this policy, the following non-exhaustive definitions apply:

Weapons:

- Any device used for, or which has the appearance of being used for, shooting bullets, pellets, arrows, flares, or other projectiles, whether loaded or unloaded.
- Examples include rifles, shotguns, handguns, air guns, paint guns, dart guns, stun guns, tasers, flare guns, recurve and compound bows, and crossbows.
- Explosive devices, including firecrackers or black powder.
- Any device designed or traditionally used to cause harm, including knives and other bladed devices, staves, mace, pepper spray and nunchucks.
- All toy guns and other simulated weapons are covered by this policy.

University property:

Any real property owned or leased by the University, including without limitation the Doble campus, Porter campus, LUCAD Boston campus, and Brattle campus, and off-campus sites used by the University.

Any University-owned or University-leased vehicle.

University Event:

- Any event sponsored in whole or in part by Lesley University, whether on or off Lesley University property, including without limitation class field trips and athletic competitions.

Possession:

- Keeping or storing any of the proscribed items on one's person, in one's dorm room or office, or anywhere else on Lesley property, including in one's vehicle if the vehicle is parked on University property.

Exemptions

Local and federal law enforcement, and the Department of Public Safety, are exempted from this policy if carrying weapons in the capacity of their duties as law enforcement officials. All visitors must obtain prior written approval to carry weapons from the Lesley University Department of Public Safety; such approval shall be at the complete and total discretion of the University.

Pocket knives, i.e. Swiss Army knives, are permitted.

Violations

- Students found in possession of prohibited weapons may face any disciplinary action up to and including expulsion from Lesley University.
- Employees found in possession of prohibited weapons may face any disciplinary action up to and including termination.
- Visitors found in possession of prohibited weapons will be required to leave the University property or event, and may be prohibited from entering University property or attending future University events.

Anyone who sees or otherwise becomes aware of a violation of this policy is required to contact the Lesley University Department of Public Safety.

Weapon Policy - What you need to know:

- No guns, knives, bullets, sling shots, or explosives are allowed in the dorms or anywhere else on campus
- Toy guns or other fake weapons are not allowed on campus
- If you are found with any of these, a staff will take them from you and alert Threshold administration
- If you are found with a weapon Threshold has the right to decide appropriate disciplinary action

Smoking Policy

In acknowledgement of the serious health consequences of smoking, both for smokers and those exposed to second-hand smoke, Lesley University is committed to fostering ways to assist members of its community to choose steps to create and maintain healthy lifestyle choices. Members who choose to smoke are encouraged to quit and smoking cessation assistance is available through the Student Health Service and Human Resources.

In compliance with state and local law (Massachusetts General Law Chapter 270,s22), and in keeping with recognized public health concerns, all enclosed spaces at Lesley University are smoke free, including but not limited to: classrooms, work spaces, dining areas, auditoriums, elevators, stairways, restrooms, lounges, and Lesley vehicles and shuttles. Lesley University policy also prohibits smoking in all student residential facilities (dorms).

In consideration of members of the University community and its neighbors, Lesley prohibits smoking throughout its campus, including the entire Brattle Campus (smoke free), with the exception of designated smoking areas on each of its campuses (Doble Campus, Porter Campus, AIB) each of which is located in a manner that prevents migration of smoke into indoor spaces, minimizes conflict between smokers and non-smokers, and maintains a welcoming character of Campus gateways.

This Policy is intended to be self-enforcing and applies to all employees, students, clients, consultants, vendors, contractors, and visitors. Cooperation, mutual respect, and sensitivity on the part of everyone are required for the successful implementation of the Policy.

Members of the Lesley community who are found to be in violation of the University's Smoking

Policy, either through their own actions or the actions of their guests, will be dealt with in accordance to the handbook that governs their conduct on campus (Faculty/Staff and Student Handbooks) and can be issued a sanction that could include, but is not limited to, a warning, requirement to take a tobacco education program, or a fine.

If there is a scent of cigarettes or marijuana strong enough to suggest that someone has been smoking in any University room or building, it would constitute a violation of the Smoking Policy.

The retail sale of or commercial distribution of tobacco and tobacco products is not permitted on Lesley-owned properties. Funding, donations, giveaways and other remuneration for Lesley events and activities by the manufacturers, distributors or sellers of tobacco and tobacco products are prohibited.

Smoking Policy - What you need to know:

- Smoking is bad for your health. If you smoke Threshold will support you while you quit
- You may only smoke in designated smoking spots on campus
- Smoking inside any Lesley building is forbidden
- If you smoke in spots that are not designated smoking areas you are subject to a fine

Hazing Policy

Hazing is a crime under Massachusetts law, MGL c.269, ss 17, 18, and 19 and will not be tolerated by Lesley University.

Whoever knows that another person is the victim of hazing, and is at the scene of such hazing, shall, to the extent that such person can do so without danger or peril to herself or others, report such crime to an appropriate law enforcement official, the Director of Student Life and Academic Development, or the Captain of Public Safety, as soon as reasonably practicable.

If any organization or individual is found to have engaged in hazing, the organization or individual may be sanctioned and the relationship between the University and the individual/ organization may be severed.

Massachusetts Hazing Statute 269:17 HAZING ORGANIZING OR PARTICIPATING; HAZING DEFINED. Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18 FAILURE TO REPORT HAZING. Section 18.

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

269:19 ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS. Section 19.

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of

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

Hazing Policy - What you need to know:

- Hazing is against the law
- Hazing is when you cause physical or mental harm to another student intentionally
- Hazing is illegal and you can be fined and What you need to know if you are caught doing it
- If you know of someone that is being hazed, you must report it
- Threshold will report all cases of hazing to law enforcement and the Board of Education

Discrimination, Harassment, and Sexual Violence Policy

Purpose: To define, prevent, and respond to discrimination and harassment, including sexual violence.

Scope: Lesley University Community

Policy Statement: Lesley University respects the dignity of every individual and expects students, employees (faculty, adjunct faculty, and staff), vendors, vendor employees, and guests to respect each other. The University's Community Standards of Conduct (<http://www.lesley.edu/policies/community-standards-of-conduct/>) describes the University's general expectations of conduct.

This Policy addresses the University's aim to provide an environment that is free of discrimination and harassment, including sexual harassment and sexual violence. Discrimination and harassment are unlawful, undermine the basic principles of the Lesley community, and are strictly prohibited.

Lesley forbids discriminatory or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws.

Discrimination on the basis of sex is unlawful under several federal and state laws, including Title IV and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Massachusetts General Laws, Chapter 151B, §4, Massachusetts General Laws Chapter 151C, §2, and Massachusetts General Laws, Chapter 214, §1C, and is strictly prohibited by Lesley.

Sexual harassment, including sexual violence, is a form of sex discrimination that is illegal under federal and Massachusetts laws. Sexual harassment, sexual violence, domestic violence, dating violence, or stalking committed by students or employees, whether on or off campus, or by any individual on Lesley's

campus or within its programs or activities, violates this policy. State and federal laws also provide criminal penalties for those convicted of acts of sexual violence.

Through this policy, Lesley intends to provide broader protections from discrimination and harassment than are afforded by state or federal laws. Accordingly, Lesley may take disciplinary or corrective actions pursuant to this policy for discriminatory or harassing misconduct which does not rise to the level of a violation of law.

Definitions: Discrimination, Harassment, Sexual Harassment, and Sexual Violence

Discrimination is defined as treating an individual differently in the terms or conditions of his or her employment or education on the basis of his or her race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws.

Harassment is defined as verbal, physical, or other conduct such as threats, physical force, slurs, bullying, cyber bullying, stalking, discriminatory treatment, or other conduct directed toward an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws, that has the purpose or effect of:

- Causing a reasonable person to feel humiliated or intimidated;
- Impeding or interfering with academic status, academic performance, education, work status, or work performance;
- Creating an intimidating, offensive, or hostile environment in the residential hall, learning environments such as the classroom, work environment, or cyber environment;
- Interfering with an individual's participation in the University community; and/or
- Causing a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Sexual harassment is a form of harassment defined as unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's academic advancement, employment, or participation in Lesley's programs or activities;
- Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual, or decisions affecting such individual's participation in Lesley's programs or activities; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, education, or participation in Lesley's programs or activities, or of creating an intimidating, hostile, or offensive environment in which to learn or work.

Sexual harassment may occur regardless of the intention of the person engaging in the conduct. Sexual harassment may occur regardless of whether the individuals involved are of the same or a different sex.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which may, depending upon the circumstances, constitute sexual harassment:

- Sexual advances – whether they involve physical touching or not.
- Requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threats concerning an individual's admission, advancement, academic decisions, grades, job benefits, evaluations and reviews, salary, promotions, health and welfare benefits or continued employment.
- Unwelcome jokes, verbal abuse, comments, conduct, or innuendo of a sexual nature.
- Use of sexual epithets, verbal or written references to sexual conduct, gossip regarding an individual's sex life, or comments concerning an individual's body, sexual activity, deficiencies, or prowess.
- Displaying sexual objects, pictures, or cartoons.
- Offensive, suggestive, or obscene letters, notes, emails, and invitations of a sexual nature.
- Leering, patting, grabbing, pinching, and brushing against the body, sexual gestures, or suggestive or insulting comments.
- Inquiries into an individual's sexual activities.
- Assault or coerced sexual acts.

Romantic or sexual relationships between individuals who are also in employment, academic, or professional relationships are inherently problematic, and in some cases are prohibited. Romantic or sexual relationships between students and employees (including faculty) are prohibited. For detailed information, please refer to Lesley University's [Unequal Consensual Relationships Policy](#).

Sexual violence is a form of sexual harassment.

Sexual violence means having sexual contact with someone who does not consent to the sexual contact.

Consent means a verbal, affirmative, explicit, voluntary, mutual agreement to have sexual contact. Consent means verbally agreeing to a request without any coercion, force, fear, or intimidation.

Silence or lack of resistance does not constitute consent. Consent can be revoked at any time; a person can change her or his mind about continuing with the sexual contact.

Consent can never be given by someone who is

- under the age of 16
- drunk, drugged, unconscious, asleep, or incapacitated for any other reason

It is against the law and against University policy to have sexual contact with someone who does not give her or his consent or who is incapable of giving consent.

Massachusetts law states: “Whoever has sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury and if either such sexual intercourse or unnatural sexual intercourse results in or is committed with acts resulting in serious bodily injury, or is committed by a joint enterprise, or is committed during the commission or attempted commission of an offense...shall be punished by imprisonment in the state prison for life or for any term of years.”

Sexual violence may occur regardless of the intention of the person engaging in the conduct. Sexual violence may occur regardless of whether the individuals involved are of the same or a different sex.

While it is not possible to list all circumstances that may constitute sexual violence, the following are some examples of conduct which may constitute sexual violence:

- Unwanted physical touching
- Sexual assault (the threat of violence)
- Sexual battery (physical violence such as bruising or forceful detainment)
- Sexual coercion (harassment, bullying, or coercion of a sexual nature)
- Rape or coerced sexual acts (non-consensual penetration of any kind)

Sexual violence includes stalking, domestic violence, and dating violence:

- Stalking means engaging in conduct directed at a specific person that would cause a reasonable person to
 - fear for his or her safety or the safety of others; or
 - suffer substantial emotional distress.
- Domestic violence means violence committed by
 - a current or former spouse or intimate partner of the victim,
 - a person with whom the victim shares a child in common,
 - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - a person similarly situated to a spouse of the victim under state domestic or family violence laws, or
 - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and
 - the frequency of interaction between the persons involved in the relationship.

As used in this policy, the term sexual violence is broader than the statutory definitions for the crimes of sexual assault, sexual battery, sexual coercion, and rape, which are also prohibited by this policy. Consequently, a person found not guilty of a crime of sexual violence, such as rape, could still be found to have violated Lesley's policy against sexual violence.

Reporting an Incident

Who can submit a complaint and against whom may a complaint be submitted?

A discrimination or harassment complaint may be submitted by any employee (including any faculty member) and any student under Lesley's [Complaint Resolution Procedures](#). Reports of discrimination or harassment may be submitted by others, including a student's parents or a third party. A complaint may be filed against anyone – employee against employee, student against student, student against faculty, employee against a person outside the University, or student against a person outside the University.

Report incidents of discrimination, harassment, sexual harassment, or sexual violence to any one of the following people:

Dr. Barbara J. Addison Reid
Director of Equal Opportunity and Inclusion/Title IX Coordinator
Office of the President
29 Everett Street
Cambridge MA 02138
617.349.8507
Email: baddison@lesley.edu
Email: equalopportunity@lesley.edu

Ms. Jane Joyce
Director of Human Resources
29 Everett Street
Cambridge MA 02138
617.349.8785
Email: ajoyce5@lesley.edu

Dr. Nathaniel Mays
Dean of Student Life and Academic Development
29 Everett Street
Cambridge MA 02138
617.349.8539
Email: nmays@lesley.edu

Ms. Marylou Batt
Vice President of Administration
29 Everett Street
Cambridge MA 02138
617 349-8564
Email: mbatt@lesley.edu

Reports of discrimination, harassment, sexual harassment, or sexual violence may also be made to:

- Lesley University Public Safety Department – 617.349.8888
- Cambridge Police Department – 911
- Boston Police Department – 911

All members of the Lesley University who experience or witness an incident of sexual harassment, sexual violence, domestic violence, dating violence, or stalking are encouraged to report such incident.

Lesley University encourages everyone to report discrimination and harassment immediately; delayed reporting may diminish the University's ability to investigate and respond effectively to the report.

Lesley University will assist complainants in notifying law enforcement authorities if they choose. Complainants have the right not to notify law enforcement authorities. All complainants will receive written notification of their rights under Lesley University policy. Preserving evidence of domestic violence, dating violence, sexual assault, or stalking may be important to future criminal, civil, or disciplinary proceedings.

Support Services

In addition to the four persons noted above, the University offers a variety of support services and other resources to students and employees:

- Student Counseling Center – 617.349.8545
- Student Health Center - 617.349.8222
- Disability Services for Students - 617.349.8572
- Residence Life – 617.349.8585
- Employee Assistance Program - 1.800.538.3543 or www.cignabehavioral.com/CGI
- Lesley University Public Safety Department – 617.349.8888
- Cambridge Police Department – 911
- Boston Police Department – 911

Other support services and resources in the Cambridge and Boston area include:

- Boston Area Rape Crisis Center – 800.841.8371 (24 hours a day, seven days a week) or <http://www.barcc.org/>
- Cambridge Hospital – 617.665.1429 or <http://www.challiance.org/Services/EmergencyServices.aspx>
- Beth Israel Deaconess Hospital – 617-667-7000 or <http://bidmc.org/Centers-and-Departments/Departments/Emergency-Medicine/Services.aspx>
- Fenway Health Violence Recovery Program for lesbian, gay, bisexual, and transgender survivors - 617.927.6250 or <http://www.fenwayhealth.org>

Manager Responsibility

Any **manager** who **witnesses** an incident or **receives** a complaint of discrimination or harassment **must** immediately contact any of the University officers listed above.

Accordingly, a manager's failure to report discrimination or harassment may warrant disciplinary action, up to and including dismissal from employment at the University. A manager's failure to report may also lead to personal liability under law.

Student and Employee Responsibility

Everyone at Lesley University has the responsibility to ensure that our environment is free from discrimination and harassment. We expect members of our community to avoid any behavior that could reasonably be interpreted as discriminatory or harassing, and to report any observations of discrimination or harassment.

Any **student** who **witnesses** discrimination or harassment **must** immediately contact any of the University officers listed above or any member of the office of Residential Life, coaches, athletic director, or any member of the Dean of Student Life and Academic Development staff.

Any student who believes that he or she has been subject to discrimination or harassment should contact any of the University officers listed above or any member of the office of Residential Life, coaches, athletic director, or any member of the Dean of Student Life and Academic Development staff.

Any **employee** who **witnesses** an incident or **receives** a complaint of discrimination or harassment **must** immediately contact any of the University officers listed above or anyone in a managerial position e.g., Chair, Division Director, Deans, Supervisor, Manager, Department Head, Director, or Vice President.

Any employee who has been subject to discrimination or harassment should contact any of the University officers listed above or anyone in a managerial position e.g., Chair, Division Director, Deans, Supervisor, Manager, Department Head, Director, or Vice President.

Investigation of Complaints, Interim Measures, and Corrective Action

Investigations

When Lesley receives a complaint, it is obligated by law to investigate the matter, and will promptly, thoroughly, and impartially investigate complaints in a fair and expeditious manner. Lesley investigates to determine what occurred and then takes appropriate steps to resolve the situation. For detailed information on the procedure, please refer to Lesley University's [Complaint Resolution Procedures](#).

The University will investigate all incidents occurring on Lesley University property. Further, the University will investigate all incidents involving University sponsored programs or University vehicles regardless of whether the incidents occur on University property.

With respect to complaints of sexual harassment, sexual discrimination, sexual violence, domestic violence, dating violence, and stalking, persons who have received relevant annual training will investigate the complaints, make findings, and determine sanctions, if any.

An investigation by the University of a complaint of sexual discrimination, harassment, or violence is different from any police or government investigation, and a police or government investigation does not relieve the University of its independent Title IX obligation to investigate the conduct. University investigations and disciplinary actions are also different from police and government investigations, and such investigations may not relieve the University of its obligations and authority under this and other policies to investigate the conduct. The University takes steps to prevent the recurrence of any discrimination or harassment and to correct its effects on the complainant and others, as appropriate.

At the discretion of the investigator and as set forth in the [Complaint Resolution Procedures](#), the complainant and the accused may have an advisor present during his or her interview, but neither may have legal counsel present. Both the complainant and the accused will receive simultaneous, written notice of the findings of the investigation, appeal procedures, and the results of any appeal.

Interim Measures

As described in more detail in the [Complaint Resolution Procedures](#), the University may decide to take interim safety measures during an investigation, such as involuntary removal and no-contact orders, or to take other restorative and preventative measures, such as education, training, monitoring, counseling, etc.

Corrective Actions

If the University determines that one of its policies was violated, the University may impose sanctions including no-contact orders, suspension, or dismissal from the University, in addition to criminal sanctions pursued by the state and law enforcement. Sanctions are determined according to a preponderance of the evidence standard. In addition, the University cooperates and collaborates in the enforcement of protective orders, no-contact orders, restraining orders, or similar orders issued by a criminal or civil court.

Where possible, the University will assist persons complaining of domestic violence, dating violence, sexual assault, or stalking by separating the parties. Where possible and warranted, the University will also seek to change academic, living, transportation, and work situations at the complainant's request. Such accommodations are available regardless of the complainant's choice to report the crime to University officials or law enforcement.

Duty of Good Faith

Lesley University prohibits any member of the Lesley community from knowingly or recklessly bringing a false complaint against another member of the Lesley community. Any such action can lead to disciplinary action, up to and including dismissal from the University or dismissal from employment with the University.

Protection against Retaliation

Retaliation is unlawful. Lesley University does not permit retaliation against any individual who makes a report pursuant to this policy or who cooperates in the investigation of such reports.

Any student found to be engaging in retaliation will be subject to disciplinary action, up to and including dismissal from Lesley University.

Any employee found to be engaging in retaliation will be subject to disciplinary action, up to and including dismissal from employment at Lesley University.

Confidentiality

Reasonable efforts are to be made to protect the privacy and confidentiality of all parties during the investigation without compromising the thoroughness of the investigation or fairness to the parties, and consistent with and subject to the University's need to investigate the complaint and/or implement any disciplinary action. Lesley will take reasonable steps to investigate and respond to the complaint consistent with a complainant's request for confidentiality or request not to pursue an investigation. If a complainant insists that his/her name or other identifiable information not be disclosed to the alleged perpetrator, Lesley will inform the complainant that Lesley's ability to respond may be limited.

State and Federal Remedies: Students and employees are encouraged to report claims internally. However, individuals may choose to file a complaint with the government agencies set forth below.

- **Massachusetts Commission Against Discrimination (MCAD)**
One Ashburton Place, Room 601, Boston MA 02108
617.727.3990
- **The United States Equal Employment Opportunity Commission (EEOC)**
One Congress Street, Room 1001, Boston MA 02114
617.565.3200
- **Office of Civil Rights ("OCR") - Boston Office**
US Department of Education, 9th Floor, 5 Post Office Square, Boston, MA, 02109-3921

As noted earlier in the policy, you may also contact the police.

Please note that the timing and conditions of the University's investigation may be affected by external factors beyond its control, including lawsuits and investigations by law enforcement agencies.

Lesley University is an equal opportunity, affirmative action educator and employer. The foregoing Discrimination, Harassment, and Sexual Violence Policy is not intended to create a contract between Lesley and its students, employees or other persons. Lesley reserves the right to amend or revoke its policies at any time without notice.

Joseph B. Moore
President

Approved by: The President

History:

Issued –	1987
Revised –	June 1, 2009
Revised –	November 18, 2010
Revised –	May 17, 2012
Revised –	August 23, 2013
Revised –	February 27, 2014
Revised –	July 7, 2014
Revised -	October 1, 2014

Responsible Official: Director of Equal Opportunity and Inclusion / Title IX Coordinator

What you need to know about Discrimination:

- Discrimination is against the law
- You may not treat someone in an unkind or inappropriate manner because you feel they are different from you
- You may not be unkind to someone of a different race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation or their gender identity.
- If you feel you have been discriminated against or witnessed discrimination you must report it to Threshold Staff immediately
- There are serious consequences for being involved of acts of discrimination including suspension, expulsion, and/or the police getting involved.

What you need to know about harassment:

- Harassment is against the law
- Harassment is intentionally verbally or physically harming someone based on race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws.
- Making someone feel uncomfortable around issues of sexuality is not acceptable behavior and may be considered sexual harassment.
- Harassment is not tolerated at Lesley University and there are serious consequences if you are found guilty of harassing someone such as, but not limited to, suspension, expulsion and/or police involvement.
- If you feel you have been harassed, or have seen harassment take place you must report it to Threshold staff immediately.

What you need to know about sexual violence:

- Consent means saying yes to engaging in sexual behavior
- Consent also means that you said yes without being bullied, or made to feel threatened in any way
- Remaining silent to a request or action by another to have sex is not consent
- Consent can be taken away at any time. This means you can change your mind and decide you no longer want to participate in sexual behavior
- Sexual violence is illegal and if you are found guilty of engaging in sexually violent behavior legal charges may be filed
- Sexual violence is engaging in sexual behaviors with someone who does not want to or is unable to agree with what is happening
- If you have been a victim or sexual violence while attending Lesley University or have witnessed sexual violence while you are a student here, you must report it to Threshold Staff
- If you are found to have engaged in sexual misconduct (i.e. sexual activity without the other person's permission/consent), there will be consequences including possible dismissal from Lesley University

What you need to know about reporting discrimination, harassment, or sexual violence:

- You must report if you have been a victim of, or have witnessed discrimination, harassment, or sexual violence to Threshold Administration
- Lesley University investigates all reports of discrimination, harassment, or sexual violence
- If someone reports that you engaged in discrimination, harassment, or sexual violence you or anyone associated with you are not allowed to retaliate or seek revenge against them
- If you make a report we will do our best to make sure that your name and the information you give us stays confidential

Unequal Consensual Relationships Policy

Purpose: To prevent actual or apparent favoritism, bias, coercion, exploitation, conflicts of interest, and other problems arising from romantic or sexual relationships(a) between Lesley students and Lesley employees and (b) between members of the Lesley University community who are in supervisory relationships.

Scope: Lesley University Community

Policy Statement: Because of the inherent risk of impropriety or harm, Lesley University prohibits romantic or sexual relationships between students and employees (including faculty). This includes relationships that occur when the University is not in session or the employee or student is on leave. Examples include, but are not limited to, relationships between:

1. Faculty and student
2. Adjunct faculty and student

3. *Teaching assistant and student*

Lesley also prohibits romantic or sexual relationships between members of the Lesley community when one of those individuals has an advisory, supervisory, or managerial responsibility over the other (collectively, “supervisory relationships,” defined below).

Definition of Supervisory Relationship:

For the purpose of this policy, a “supervisory relationship” is defined broadly. “Supervisor” in a supervisory relationship is defined as the individual who has an educational, advisory, or managerial responsibility over the other. Supervisory relationships include, but are not limited to,

- 1. manager and report, direct or indirect*
- 2. faculty member and faculty member*
- 3. adviser and advisee*
- 4. counselor or health professional and patient*
- 5. coach and student athlete*
- 6. student resident and individuals who supervise the student living environment*
- 7. student and individuals who participate with students on trips and excursions*
- 8. contractor and student*
- 9. contract employee and student*
- 10. vendor and student*
- 11. purchaser and vendor*

These examples are illustrative and not exclusive. Supervisory relationships may be formal or informal.

Pre-Existing Relationships: If an individual with a pre-existing romantic or sexual relationship joins the Lesley community, and one of the people in the relationship is a student, each person must notify his or her Dean or Vice President immediately. The Dean or Vice President, in consultation with the Director of Equal Opportunity and Inclusion/Title IX Coordinator (the “Director”), will take steps the Dean or Vice President and the Director deem necessary or desirable to minimize the impact on the student’s educational experience at Lesley. The steps can range from no action, to the recusal of the employee or faculty member from matters involving the student, to changes in the employee’s or faculty member’s job requirements, teaching, advising, service, or other duties. Failure to comply with this disclosure requirement is a violation of this policy and grounds for appropriate corrective action, up to and including dismissal from employment with the University.

New employees with pre-existing relationships with current employees should notify the Director of Human Resources and refer to Section 3.15 of the Employee Handbook:

https://intranet.lesley.edu/uploadedFiles/Intra/Human_Resources/Documents/Employee%20Handbook%20draft%2010%201%2012%20%28STG%20edits%29.pdf

Report an Incident to any one of these Lesley University officers:

*Dr. Barbara J. Addison Reid
Director of Equal Opportunity and Inclusion/Title IX Coordinator*

Office of the President
29 Everett Street

Cambridge MA 02138
617 349-8507
Email: baddison@lesley.edu
Email: equalopportunity@lesley.edu

Ms. Jane Joyce
Director of Human Resources
29 Everett Street
Cambridge MA 02138
617 349-8785
Email: ajoyce5@lesley.edu

Dr. Nathaniel Mays
Dean of Student Life and Academic Development
29 Everett Street
Cambridge MA 02138
617 349-8539
Email: nmays@lesley.edu

These officers were selected to provide all members of the Lesley community with the opportunity to initiate a complaint in a place in which they feel comfortable doing so. If the complaint is against one of these officers, the complaint may be initiated with one of the other officers.

**For the full complaint resolution procedure, please refer to the University Policies web page:
<http://www.lesley.edu/policies/>**

Unequal Consensual Relationships Policy- What you need to know

- Lesley University prohibits romantic or sexual relationships between employees and students.
- Relationships between students and staff, students and faculty or students and internship supervisors should never be romantic or sexual in nature.
- If you are made to feel uncomfortable or feel that someone in an authoritative position is making an inappropriate request, comment or action towards you of a personal and/or sexual nature you should and must report it to the Threshold Administration.

ACCEPTABLE USE POLICY

The Acceptable Use Policy consists of the following sections:

- A. Purpose and Scope
- B. University Business Only
- C. Applicable Policies and Laws
- D. Authorized Access
- E. Data Security, Confidentiality, Access, and Retention
- F. Network and System Integrity
- G. No Warranty/No Liability
- H. Social Media
- I. Email Messages
- J. Questions; Reporting Violations

- A. **Purpose and Scope:** The purpose of this Acceptable Use Policy is to describe the permitted use of the digital environment at Lesley University. For purposes of this Policy, the “digital environment” includes, but is not limited to, the use of products, services, and resources such as computers, tablets, computer networks, the Internet, third party products and services made available by the University to the Lesley community, online services of the University, databases, software, and electronic communication (e.g., electronic mail, telephones, smart phones, cell phones, social media, voice mail, scanned images, and faxes). This policy applies to personal and University-owned devices, equipment, networks, and the like that are used in the Lesley community.

This Acceptable Use Policy applies to any user of the University's digital environment, whether initiated from a computer located on or off-campus. This Policy applies equally to current and former faculty, students, staff, alumni/ae, contractors, and invited guests who utilize the Lesley digital environment.

Lesley University is committed to active learning, scholarly research, critical inquiry, and diverse forms of artistic practice, and values freedom of expression and an open exchange of ideas and information. To preserve that freedom, the community relies on the integrity and responsible, ethical, and legal use of University resources by each of its members and guests. The availability and use of the digital environment at Lesley are essential for studying, research, instruction, and administration; they also come with the obligation to use the digital environment in accordance with University policies and applicable laws.

Use of the digital environment is a privilege and this privilege can be revoked by the University at any time. Violations of this Policy may result in sanctions including revocation of access to University email and dismissal from the University.

- B. **University Business Only:** The digital environment must be used by members of the Lesley community solely for the purpose of their role at Lesley University. While the University permits limited personal use of the digital environment, that limited use may not consume significant resources or interfere with the user's job or responsibilities.

Lesley University reserves the right to prioritize and limit digital resources (i.e. wireless, network, and Internet bandwidth) for personal use if that usage supersedes or impedes the University's ability to provide these resources for legitimate University business purposes.

Those using the Lesley digital environment do not have a right of privacy in communications, data use, or equipment use of University resources. Lesley University reserves the right to investigate, limit, stop, retain, and copy any use of technology and the Lesley digital environment in the Lesley community, with or without the prior consent of the user, as reasonably necessary or desirable for enforcing University policies and applicable laws, and for health and safety reasons.

Users are prohibited from deleting emails or data, or tampering with Lesley's digital environment, with the intent to hinder University operations or to hide important information.

Use of the University's technology resources is strictly prohibited for commercial activities, personal gain, and non-University private business or fundraising. This includes soliciting, promoting, selling, marketing, or advertising products, services, or organizations, or selling University resources.

When creating and sending messages through the Lesley digital and network environment, users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University unless appropriately authorized to do so.

- C. **Applicable Policies and Laws:** Despite the unique attributes of the digital environment, all Lesley policies which apply elsewhere in the Lesley community, including but not limited to the terms of all handbooks and catalogues, apply in full force to use of the digital environment. Most university-wide policies can be found on the internet at <http://www.lesley.edu/policies/> or on the intranet at <http://intranet.lesley.edu/>.

A few of the Massachusetts and federal laws that are applicable to the use of the digital environment at Lesley University and that present particular concerns in the digital environment are identified here; note that the laws of other jurisdictions may apply in certain cases as well:

Political Advocacy

It is illegal for individual employees to use University resources to engage in political advocacy in election campaigns. This includes, but is not limited to, the use of Lesley email accounts. For questions about the appropriate use of University resources, please contact Lesley's General Counsel at legal@lesley.edu.

This provision does not apply to political activities related to on-campus student government, including the conduct of student elections, or student club activities and sponsored events conducted with prior approval of the University. It does not apply to individual student activities which constitute free speech. Such activities must comply with all other provisions of this Policy, including the section on digital and network communications, when using University resources.

Harassment and Stalking

Harassment and stalking of others using the digital environment is prohibited under Massachusetts General Laws Ch. 265, Sections 43 and 43A, other applicable laws, and University policies.

Defamation

The use of the University digital environment to defame another person is prohibited. Under Massachusetts state law, defamation of a person is illegal. Defamation is the "publication" of a false statement of fact that harms another person's reputation. A defamatory statement is "published" whenever it is communicated to a third person; this includes email message and social media.

Invasion of Privacy

The use of the University digital environment to invade another's privacy is prohibited. Under Massachusetts state law, invasion of privacy occurs when highly personal information about an individual is disclosed when the person had chosen not to make it public and the public had no legitimate need or reason to know about it. Unlike defamation, invasion of privacy includes true statements. See Massachusetts General Laws Ch. 214, Section 1B.

Obscenity, Pornography, and Sexually Explicit Material

The use of the University digital environment to send, receive, store, stream, or print any pornography, sexually explicit, or obscene material is prohibited. Pornography is the depiction of sexual behavior that is intended to arouse sexual excitement in its audience. All child pornography is explicitly not protected by -and is illegal under - state and federal law. Obscenity is not protected by free speech. Obscenity means material that has no literary, artistic, political, or other socially redeeming value.

Copyright, Fair Use of Copyright Works, and Music/Video Downloads

Copyright law generally gives authors, artists, composers, and other such creators the exclusive right to copy, distribute, modify, and display their works or to authorize other people to do so. These works are protected the moment they are created regardless of whether they are registered with the U.S. Copyright Office or whether they are marked by the symbol ©. File-sharing, duplication and distribution of text, software, or sound recordings, and other actions may violate federal copyright law. This law apply to all forms of information, including digital and network communications, music, and entertainment videos. Please review the University's [Copyright and Fair Use Policy](#) before reproducing or distributing copyrighted works:
<http://www.lesley.edu/policies/copyrighted-works/>

Unauthorized sharing of peer to peer file copyrighted works, including music, pictures, and movies, is a violation of this Acceptable Use Policy. It is also illegal. Violating copyright law is a serious offense. Use of a University computer or personal computer utilizing the University server to illegally download or upload audio, video, or other questionable copyrighted material, including unauthorized peer to peer file-sharing, will constitute a violation of this Policy and will be referred to the Dean of Student Life and Academic Development, the Director of Human Resources, or the Provost. Possible University sanctions include probation, removal from accessing the university network, and disciplinary action. Court and government sanctions may include criminal prosecution and criminal or civil penalties, including but not limited to injunctions and actual and statutory damages.

Trademarks

Unauthorized use of trade secrets and trademarked names or symbols is prohibited. Use of Lesley University's names and symbols must comply with University policy.

D. **Authorized Access:** The following persons are granted access to the Lesley digital environment, subject to this Policy:

1. Core Faculty: Eligible upon acceptance of a contract;
2. Adjunct Faculty and National Faculty: Eligible upon acceptance of a contract;
3. Students: Eligible upon admittance to a degree program;
4. Administrators & Staff: Eligible on date of hire;
5. Alumni/ae;
6. All others and any requests for exceptions to this Policy are subject to the prior written approval of the University's Chief Information Officer.

All employee (faculty and staff) accounts will expire and access will end with the termination of the user's relationship with the University, except that certain former employees may have access to a Lesley email account that does not require employee credentials. Systems administrators may, without additional prior notice, delete computer accounts and files after the termination of a person's qualifying Lesley affiliation.

E. Data Security, Confidentiality, Access, and Retention

Lesley University users are responsible for protecting the confidentiality and appropriate use of institutional data to which they are given access, ensuring the security of the equipment where such information is held or displayed, ensuring the security of any accounts issued in their name, and abiding by related rights of students, faculty, staff, and others concerning the use and release of personal information, as required by state and federal law or existing University policies. Lesley University users must follow the Data Security Policy: <http://www.lesley.edu/policies/data-security/>

In the ordinary course, digital files and information must be retained in accordance with the University's Record Retention Policy. Please review the Record Retention Policy to understand the University's protocols for keeping certain types of records:

<http://intranet.lesley.edu/>

Digital files and information, whether or not created and stored on University resources, may constitute a University record subject to disclosure under federal, state, or local laws, or as a result of an investigation or litigation. In such cases, the University and certain relevant users will be required to store and may not delete certain files, messages, or other records. In some cases, as with paper records of the University, digital files and information must be searched and disclosed to third parties in response to legally issued subpoenas or court orders. In addition, in the event of a University investigation for alleged misconduct, digital files and information such as email messages may be viewed, locked, or copied as needed for the investigation or to prevent destruction and loss of information. On occasion, the actions described in this paragraph may be taken by the University without prior specific notice to the person whose account, files, or equipment are being searched. The University may report evidence of misconduct to the appropriate authorities.

F. Network and System Integrity

All use covered under the scope of this Acceptable Use Policy must comply with state and federal laws, including, but not limited to, the Federal Computer Fraud and Abuse Act, 18 U.S.C. 1030, and other federal law, state law, and University policies.

The University reserves the right to limit access to its resources when policies or laws are violated and to use appropriate means to safeguard its resources, preserve network and system integrity, and ensure continued service delivery at all times. This includes, but is not limited to, monitoring routing information of communications across its network services and transaction records residing on University resources, scanning systems attached to the Lesley network for security problems, disconnecting systems that have become a security hazard, and restricting the material transport across the network or posted on University systems.

Activities and behaviors that threaten the integrity of the computer networks or systems are prohibited on both University-owned and privately-owned equipment operated on or through the University resources. These activities and behaviors include but are not limited to:

- a. Interference with or disruption of computer systems and networks and related services, including but not limited to the propagation of computer worms, viruses, Trojan Horses, malware, and other harmful content;
- b. Intentionally or carelessly performing an act that places an excessive load on a computer or network to the extent that other users may be denied service or the use of digital and network networks or information systems may be disrupted;
- c. Any action that might be harmful to the University digital and network environment, the network, or the data stored on or transported by them or other computers connected to them;
- d. Failure to comply with authorized requests from designated University officials to discontinue activities that threaten the operation or integrity of computers, system or networks;
- e. Negligently or intentionally revealing passwords or otherwise permitting the use by others of University-assigned accounts for computer and network access. Individual password security is the responsibility of each user. The user is responsible for all uses of their accounts, independent of authorization;
- f. Altering or attempting to alter files or systems without authorization;
- g. Unauthorized scanning of ports, computers and networks;
- h. Unauthorized attempts to circumvent data protection schemes or uncover security vulnerabilities;
- i. Attempting to connect to or alter any University computing or network components without authorization or beyond one's level of authorization, including but not limited to bridges, routers, hubs, wiring and connections;
- j. Using campus resources to gain unauthorized access to any computer system and/or using someone else's computer without permission;
- k. Registering a Lesley IP address with any other domain name or registering a Lesley domain name without written authorization from Information Technology.

G. No Liability/ No Warranty

Lesley University is unable to warrant that its digital and network environment is virus-free; that users with Lesley email accounts will not receive unsolicited email; or that all hardware and/or software used to access the digital and network environment will be compatible with the Lesley systems. Use and access to Lesley's digital and network environment does not entitle the user to seek indirect, consequential, special, punitive, peremptory, or similar damages from Lesley University in connection with use and access.

H. Social Media

Blogs, digital media, and social networks, such as Facebook, Twitter, Flickr, YouTube, LinkedIn and iTunes U, offer new and exciting opportunities for Lesley University faculty, staff, students, and alumni to share knowledge, express creativity, and connect with people who have common interests. Social media are being used more and more in teaching and online learning. When participating in social media it is important to always be upfront and honest about who you are and what you represent, use common sense before you post or comment, and respect the values and etiquette of communities you join. And just as in the use of other Lesley-provided technology, users of Lesley's digital and network environments must be aware of the policies and laws that apply to social media, including University policies and federal and state law.

Users should be aware that information posted online or otherwise made available through social and digital media, including pictures and text, may become very difficult to completely remove from the internet or elsewhere even after deleting the material. Also, any pictures and text placed online can become the property of these sites once they are posted or otherwise made available. To help gauge information appropriate to post, users need to consider what information they want available to the world not just now but in the future. Potential employers, scholarship committees, graduate school admissions committees, or even potential roommates often perform "background checks" by searching the web. So, although the material may be legal, it still may ruin potential career or personal prospects.

I. Sending Email Messages:

Lesley University reserves the right to send email to its own users, on an individual and mass basis.

Either the President, a member of the President's Cabinet, or the Director of the Office of Communications must approve in advance any mass email announcement.

J. Questions; Reporting Violations

Please submit any questions about this Acceptable Use Policy or concerns about violations of this Acceptable Use Policy to the University's Chief Information Officer at cio@lesley.edu.

Acceptable Use Policy – what you need to know

- The use of any form of technology to communicate inappropriate messages or graphics is strictly prohibited and could result in immediate loss of technology privileges, suspension and possible expulsion.
- Examples of inappropriate messages or graphics include (but are not limited to): bullying, pornography, or discriminatory images/jokes.
- Lesley's electronic environment includes the use of (but not limited to) computers, phones, tablets, fax machines, and other internet capable electronics
- It is illegal to download music, movies, or other information without permission or paying for them
- You can't take credit for things you have found on the internet

Student Life Conduct Review Procedures

Purpose and Scope These procedures apply to all reports of student misconduct occurring on and off the Lesley University campuses, including but not limited to misconduct in connection with courses, internships and practicum experiences, study away programs, residence halls, and athletics. Student misconduct refers to any behavior by undergraduate or graduate students enrolled at Lesley that may violate any University policy. Examples of University policies include the Community Standards of Conduct, the Acceptable Use Policy, the Alcohol and Illegal Drugs Use Policy, and other conduct policies, which are available here: <http://www.lesley.edu/policies/>, <https://intranet.lesley.edu/student-handbooks/> and <http://www.lesley.edu/student-life/handbooks-and-policies/>. Notwithstanding the foregoing, reports of student violations of the Discrimination, Harassment, Sexual Harassment, and Sexual Violence Policy and the Unequal Consensual Relationships Policy are reviewed under the Complaint Resolution Procedure. Student athletes are also subject to the policies in the Student-Athlete Handbook, which can be found on the Athletics web page: <http://athletics.lesley.edu/information/services/index>.

Lesley University investigates reports of student misconduct in an impartial, prompt, and equitable manner. Reports may be submitted by any member of the University community or the public. All student misconduct reports are investigated by the Dean of Student Life and Academic Development or the Dean's designee. The directors of the following programs serve as the Dean's designee and investigate reports of misconduct by students in their programs: Threshold Program, Young Artist Residency Program, and other non-matriculated student programs.

Reports of misconduct or retaliation may be made to any of the following people:

Dr. Nathaniel Mays
Dean of Student Life and Academic Development
29 Everett Street
Cambridge MA 02138
617 349-8539
Email: nmays@lesley.edu

Dr. Barbara J. Addison Reid
Director of Equal Opportunity and Inclusion/Title IX Coordinator
Office of the President
29 Everett Street
Cambridge MA 02138
617 349-8507
Email: baddison@lesley.edu
Email: equalopportunity@lesley.edu

Ms. Marylou Batt
Vice President of Administration
29 Everett Street
Cambridge MA 02138
617 349-8564
Email: mbatt@lesley.edu

Ms. Jane Joyce
Director of Human Resources
29 Everett Street
Cambridge MA 02138
617 349-8785
Email: ajoyce3@lesley.edu

Public Safety
LUCAD Boston Campus: 617-585-6666
Doble Campus and Brattle Campus: 617-349-8888

Local law enforcement may be contacted by calling 911. Note, however, that contacting law enforcement does not constitute a report to Lesley. To make a report to Lesley, you must contact one of the University representatives identified above.

No Retaliation: Retaliating against anyone for making a student misconduct report or participating in the review process is prohibited and will result in sanctions, up to and including dismissal from the University. All members of the Lesley community are encouraged to report immediately any suspected form of retaliation.

Interim Measures: After receiving a report of student misconduct, the University may apply interim measures to protect the health, safety, and/or other important interests of its community members. Examples include but are not limited to no trespass, no contact, or stay away orders, removal from an athletic team or University program, removal from campus or campus housing, and/or temporary suspension.

Dean's Review Process

The Dean's Review Process seeks to determine whether a student has violated a University conduct policy. The following steps are taken to review and resolve matters:

1. People reporting violations of University policy may be encouraged by the Dean or the Dean's designee to make their report in writing.
2. A student is notified in writing by a message to their University email address meet in person or by phone with the Dean or the Dean's designee. Students are required to attend the meeting or respond to the email message within 72 hours of the meeting notice. If a student does not attend the meeting or respond to the request, the review process continues and a decision may be reached without the student's participation.
3. The Dean or the Dean's designee meets in person or by phone with all persons involved with the incident as part of the investigation. At the discretion of the Dean or the Dean's designee, other persons may participate in the meeting on behalf of the University. The Dean or designee takes notes during the meeting which will be confirmed for accuracy by the student, employee, or other person (with their signature and the date at the end of the meeting; if the participant refuses to sign the notes, a witness will sign to that effect). Neither the student suspected of a violation of University policy, nor any other person interviewed during the Dean's Review Process, may ordinarily be represented or accompanied by anyone at the meeting, within the sole discretion of the Dean or the Dean's designee. Anyone participating in the investigation may also submit their own written account of the incident, either before or within 72 hours after the meeting.
4. The failure of a student to cooperate meaningfully in a review of a report of misconduct may be grounds for discipline, up to and including dismissal from the University.
5. The Dean or the Dean's designee reviews the witness interview notes and written materials submitted by students, employees, or others during the Dean's Review Process, and any related reports from other offices such as Residence Life and Public Safety, to determine if there was a violation of a University conduct policy.
6. The Dean or the Dean's designee determines whether there has been a violation of a University conduct policy. In making a determination, the Dean or designee evaluates whether the alleged misconduct occurred based on the preponderance of the evidence presented. The Dean or the Dean's designee also determines the sanction for any violation of a University conduct policy. (Refer to the section on Sanctions below.) The Dean or the Dean's designee may also refer the matter to another department or administrator in the University for further review.

7. The Dean or the Dean's designee issues a letter to the student(s) who is the subject of the misconduct report, indicating the outcome of the review process. The letter is sent electronically to the student's University email address.
8. The Dean or the Dean's designee may share the determination with others within the University whom the Dean or the designee deems appropriate.

Sanctions

If a policy violation is found, the Dean or the Dean's designee may implement sanctions immediately. The Dean and designee have discretion to impose a variety of sanctions and other actions, including but not limited to those listed here; these are only examples. The list includes behavioral infractions and the range of potential sanctions. When noted, "progressive" refers to sanctions that increase in magnitude (i.e., amount of fine; length of suspension). Fines are increased by increments of \$25 for each subsequent violation. Actual sanctions will reflect an assessment of all the facts and the nature of an offense. Progressive sanctions are not required. It is possible, when a student's actions are particularly dangerous or egregious, for a student to receive any sanction available to the University or to be expelled from the University, even for a first offense.

1. *Physical violence, serious threats, intimidating and/or aggressive behavior, weapons policy violations*
 - a) 1st offense: conduct probation, suspension from University housing and/or classes, counseling, or potential dismissal from University housing and/or the University
 - b) 2nd and subsequent offenses: extended probation, dismissal from University housing and/or the University
2. *Smoking in University housing*
 - a) 1st offense: fine (\$50) and conduct alert
 - b) 2nd and subsequent offenses: progressive fine, conduct probation, suspension from University housing
3. *Fire safety violations*
 - a) 1st offense: fine (\$100), conduct alert, including confiscation of candles and/or incense, etc.
 - b) 2nd and subsequent offenses: progressive fine, conduct probation, suspension from University housing
4. *Tampering with, or damage to, fire safety equipment, failure to vacate*
 - a) 1st offense: fine (\$100), conduct probation, payment of all damages and any fines from fire department, suspension from University housing
 - b) 2nd and subsequent offenses: progressive fine, extended probation, payment of all damages and fines, suspension or dismissal from University housing
5. *Damage to property or removal of University furniture or furnishings*
 - a) Unintentional: conduct alert and payment of all damages
 - b) Intentional or malicious: fine (\$50) and conduct probation, payment of all damages, suspension from University housing
6. *Guests (host students are responsible for their guests' behavior)*
 - a) Fine (\$50), conduct alert, conduct probation, loss of guest privileges for period of time (progressive), suspension from University housing, and exclusion of particular guest from campus.

7. *Alcohol*

Under-age drinking

- a) 1st offense: fine (\$50), mandatory alcohol education program, conduct alert, and/or communication with parents and confiscation of alcohol
- b) 2nd and subsequent offenses: progressive fine, mandatory alcohol education program, conduct probation, referral to counseling, restrictions on guests in residence hall room, restriction on visiting other residents where alcohol is present, possible communication and/or conference with parent(s), suspension from University housing

Irresponsible Use

Use of alcohol (under-age or not) that results in disruptive behaviors will be subject to the under-age drinking sanctions.

8. *Illegal Drugs*

Consistent with the University’s Illegal Drugs Use Policy, possession, distribution, or use of illegal drugs or drug paraphernalia also renders a student liable to disciplinary action by the University, including but not limited to confiscation of materials, dismissal, or referral to local police authorities. Dealing, selling, and/or distributing illegal drugs is cause for immediate removal from University housing pending investigation.

- a) 1st offense: fine (\$75), mandatory drug education program, conduct probation and confiscation of illegal drugs
- b) 2nd and subsequent offenses: progressive fine, mandatory drug education program, counseling, extended probation, suspension or dismissal from University housing and/or the University

9. *Disturbing the peace/hazardous behavior*

- a) 1st offense: fine (\$75) and conduct alert
- b) 2nd and subsequent offenses: progressive fine, conduct probation, or suspension from University housing.

The Dean or the Dean’s designee may also impose any of the following requirements: no trespass, no contact, or stay away orders; mandatory counseling; referral to a support program; suspension and/or dismissal from an athletic team; and prohibition from participating in a study away program.

Student Life Conduct Procedure – What you need to know:

- If Threshold Administration feels your behavior violated Lesley University student conduct policy a review of the instance may take place
- If you have been found guilty of violating any student conduct policy you may be (but not limited to) suspended or expelled from the Threshold program
- You have 30 days to appeal the decision Threshold Administration has made concerning your behavior if you have evidence you were wrongly accused.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In accordance with the provisions of the Family Educational Rights and Privacy Act (Section 438 of the General Education Provisions Act 20 U.S.C. 1232g, commonly referred to as “FERPA” and the “Buckley Amendment”), Lesley University advises students as follows:

In accordance with FERPA, students are notified of the following rights:

1. The right to inspect and review the student’s education records within 45 days of the date Lesley University receives a request for access. In order to request access to a student’s education records, a student should submit a written request to the University Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will either obtain the records or advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights. In order to request an amendment to student education records, a student must write to the University Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

The University will review the request and decide whether to amend the record within a reasonable time after receiving the request. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If the hearing does not change the result, the student may put a statement in the student's education record stating the student's disagreement with the University's decision.

3. The right to consent in writing to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Please see below for more information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lesley University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosure of Information from Education Records without Student Consent:

FERPA regulations permit the disclosure of personally identifiable information from a student's education records without the prior written consent of the student if the disclosure meets certain conditions. Those conditions include, but are not limited to the following:

1. The information is "directory information", as permitted by FERPA and defined by Lesley University. Lesley University defines directory information to mean the following: student name, enrollment status, dates of attendance, major field of study, and degrees and awards received.

For purposes of responding to United States and City of Cambridge census requests only, the University also designates student residence hall addresses and dates of birth as directory information.

Students may request that Lesley University not release directory information to the public by completing a Request to Prevent Disclosure of Directory Information Form available in the Office of the University Registrar.

2. The information is provided to other school officials who have a legitimate educational interest in the information. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Lesley University. A school official is a person employed by Lesley University in an administrative, supervisory, academic, research, or support staff position (including public safety personnel and health staff); a person serving on the board of trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or any faculty member or administrator to whom or to whose office the student has addressed a request, application, or inquiry for which the records are needed to prepare a reply.

A school official also may include a volunteer or contractor outside of Lesley University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of personally

identifiable information from education records, such as an attorney, auditor, collection agent, emergency alert system, or a student volunteering to assist another school official in performing his or her tasks.

3. The information is provided in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount, conditions, or enforcement of terms of such financial aid.
4. The information is provided to officials of another school in which a student seeks or intends to enroll.
5. The information is provided to parents or legal guardians of a student if the student is a dependent for federal tax purposes.
6. The information is relevant to comply with a judicial order or lawfully issued subpoena.
7. The information is provided to accrediting organizations to carry out their accrediting functions.
8. The information is provided to parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance, if the school determines the student committed a disciplinary violation and the student is under the age of 21.
9. The information is provided to the parents or guardians, school officials, government agents, and/or others, as appropriate, in connection with a health or safety emergency.

Military Access to Education Records: Under the Solomon Amendment, Lesley University may not in policy or practice prohibit or prevent the Secretary of Defense and his/her representatives from obtaining, for military recruiting purposes, entry to campus, access to students on campus, or access to directory information, nor may Lesley University institute an anti-ROTC policy. Pursuant to the Solomon Amendment, for the purpose of military recruiting, Lesley University must permit Department of Defense entities to obtain the following student information: name, address, telephone listing, age or year of birth, level of education (e.g., freshman, sophomore, or degree awarded for a recent graduate), and academic major. However, if a student has formally requested that such information be withheld from public disclosure, Lesley University may not provide such information to the Department of Defense entities. See above for the process for requesting that such information be withheld from public disclosure.

F.E.R.P.A – What this means:

- Threshold Administration, Faculty and Staff cannot not discuss issues regarding tuition with students and/or parents.
- There must be a FERPA on file signed by the student in order for parents to access student account

STUDENT EMERGENCY REMOVAL PROTOCOL

Below is the protocol that Lesley University uses when assessing whether a student's health or medical condition requires an emergency removal of the student from the University and/or the University's housing.

Policy

The University uses this protocol when there is reason to believe that the health or medical condition of a student poses an unreasonable risk of substantial harm to the health, safety, or welfare of any member of the University

community, including the student himself/herself. Compliance with this protocol is critical to our ability to maintain a safe and healthy campus community and to ensure that students are treated fairly and respectfully.

The protocol applies to all students equally in a non-discriminatory manner. Decisions will be based on observations of a student's conduct, including communications, and not on any knowledge or belief that a student is an individual with a disability.

This protocol applies only to conduct which the University reasonably believes to pose an unreasonable risk of substantial harm to the health, safety, or welfare of members of the University community. The University will not activate this protocol if it reasonably believes that the risk of harm is increased only slightly, speculative or remote, nor will this protocol apply if the University reasonably believes that the risk can be sufficiently mitigated by a reasonable modification to University policies, practices or procedures, or by the reasonable provision of auxiliary aids or services.

Emergency Removal Protocol

Before removing a student from the University and/or from University housing, it is imperative that the steps outlined below are followed. This protocol does not, however, preclude the University from taking temporary interim steps to address immediate health or safety concerns before or during implementation of the protocol. Reporting. If an individual has reason to believe that a student's conduct poses an unreasonable risk of substantial harm to the health, safety or welfare of any member of the University community, including the student himself/herself, that individual must report the matter to the Dean of Student Life or the Dean's designee ("Dean of Student Life"). In cases of an immediate threat to health or safety, the individual should call 911 and contact Public Safety.

Individualized Assessment. The Dean of Student Life will consult with professionals qualified to interpret evidence regarding the health and safety risks if the student remains at the University and/or in University housing, including the directors of the Counseling Center, Residence Life, Disability Services, and Student Health Services. Outside professionals qualified to interpret evidence regarding the health and safety risks if the student remains at the University and/or in University housing also may be consulted at the Dean of Student Life's discretion.

When consulted, the above professionals will discuss: (i) whether the student should be removed from the University and/or University housing; and (ii) whether the student should be permitted to return to the University and/or University housing if certain conditions are met, and if so, what those conditions are. Alternatively, they will discuss whether the student may remain enrolled and/or in University housing under certain conditions, and if so, what those conditions are. The team will seek out the most current medical advice and objective evidence reasonably available to them at the time. Multiple risk factors will be assessed. Depending on the circumstances, those factors may include nature, duration, severity, probability, as well as actions that may mitigate the risks.

The Dean of Student Life will communicate with the student to notify the student of the concerns raised and the possible University actions, and to give the student an opportunity to respond and provide relevant information. The University will also attempt to contact the student's parents or guardians to provide them with similar notice, unless there is reason to believe that doing so would increase the risk of harm to the student or others. If immediate interim action is necessary, and time does not allow for the consultations described above in paragraphs 2(a) and 2(b), the Dean of Student Life will use reasonable efforts to contact the persons referenced above and other persons to discuss the observed conduct and communications. The consultations described above in paragraphs 2(a) and 2(b) should occur as soon as possible thereafter to complete the assessment and address any remaining issues.

Decision

The dean of student life will make the decision regarding: (i) whether the student will be removed from the university and/or university housing; and (ii) whether the student will be permitted to return to the university and/or university housing if certain conditions are met, and if so, what those conditions are. in the event that the dean of student life determines not to remove the student from the university and/or university housing, the dean may nevertheless impose conditions on the student's continued enrollment at the university and/or use of university housing.

NOTIFICATION OF REMOVAL.

When appropriate, the Dean of Student Life will attempt to telephone the student's parents or guardian at the telephone number on record at the University after the decision is made. Any such communication will be consistent with federal and state law regarding disclosure of student information.

The Dean of Student Life will prepare and send a letter to the student outlining the reason(s) for the student's removal from the University and/or from University housing. If the student is permitted to return, the letter also will include the conditions for the student to return. The letter will include the name and contact information of the person designated to address the student's questions and, if applicable, to coordinate the student's return. The student bears the burden of demonstrating to the Dean of Student Life that he/she has fulfilled all of the conditions for returning to the University and/or University housing, as required by paragraph 6 below.

This letter will be sent via mail and email (if both addresses are known) within two business days of the decision to remove the student from the University and/or from University housing.

The Dean of Student Life will invite the student for a meeting to discuss the decision to remove the student from the University and/or University housing.

Informing academic dean.

The dean of student life will contact the student's academic dean to inform him/her of the decision to remove the student from the university and/or university housing.

Return, if Applicable

The student bears the burden of demonstrating to the dean of student life's satisfaction that he/she has fulfilled all of the conditions for returning to the university and/or university housing that were outlined in the letter described in paragraph 4(b). Once satisfied, the dean of student life will notify the student in writing that he/she can return to the university and/or to university housing, if appropriate housing is available.

Appealing the Removal Decision

A student may appeal the Dean of Student Life's decision described in paragraph 3. Specifically, a student may appeal: (i) the decision of the Dean of Student Life to remove him/her from the University or from University housing; and/or (ii) if applicable, the decision that the student may not return to the University and/or University housing; and/or (iii) if applicable, the conditions for his/her return to (or remaining at) the University and/or University housing. This appeal must be made to the Provost of the University or the Provost's designee within 90 days from the date of the notification letter.

The grounds for an appeal are limited to: (1) information that a procedural error affected the decision; (2) information that a factual error affected the decision; or (3) additional information relevant to the assessment that was not available at the time of the initial investigation.

Although the student has 90 days to appeal, the University recommends that appeals be requested as soon as possible. During an appeal, the removal decision will remain in place. A written response to the appeal will be provided to the student by mail and email (if both addresses are known) within 30 business days of the date an appeal notice is received by the Provost or the Provost's designee.

Filing Discrimination Grievance

A student who believes that he or she has been removed from the University and/or University housing due to unlawful discrimination on the basis of disability may file a grievance pursuant to the Disability Services Policies, the Discrimination, Harassment, and Sexual Violence Policy and the Discrimination and Harassment Complaint Resolution Procedure. Grievances should be filed with the ADA/504 Coordinator (Daniel Newman: 617-349-8572 or dnewman@lesley.edu) or the Office of Equal Opportunity and Inclusion/Title IX Coordinator (Barbara J. Addison Reid: 617-349-8507 or equalopportunity@lesley.edu).

Disciplinary Policies

This Emergency Removal Protocol is not a student disciplinary policy. The protocol works in conjunction with, not in the place of, the University's student discipline related policies, including but not limited to the Community Standards of Conduct, the Alcohol and Illegal Drugs Use Policy, and the Discrimination, Harassment, and Sexual Violence Policy. These policies can be found in the Undergraduate Student Handbook and in the Graduate Academic Catalog/Handbook. Both Handbooks can be found at <http://www.lesley.edu/student-life/handbooks-and-policies/?terms=student%20handbook>. The same conduct or communications for which a student may be removed from the University and/or University housing may also violate other University policies and require separate action by the University. For example, the use of illegal drugs could justify removal from University housing as well as constitute a violation of the Alcohol and Illegal Drugs Use Policy, justifying disciplinary action. Accordingly, a student may be removed from a residential hall and/or from the campus and may also be the subject of a separate student disciplinary or other University proceeding.

This Student Emergency Removal Protocol is not intended to create a contract between Lesley University and its students, employees, or other persons. Lesley reserves the right to amend or revoke this and other policies at any time without notice.

ACADEMIC INTEGRITY POLICY

I. University wide Academic Integrity Policy

The Academic Integrity Policy applies to all graduate, and undergraduate students enrolled at Lesley University in, including but not limited to, courses, practica, seminars, studio courses, field placements and institutes as well as participating in other educational experiences.

Statement of Principles

Academic honesty and integrity are essential to the existence and growth of an academic community. Every member of the Lesley community is responsible for fostering a culture of academic honesty, and for maintaining the integrity and academic reputation of Lesley University.

A commitment to preserving and encouraging high standards of academic honesty may be demonstrated in many ways. At a minimum, each member of the Lesley community is charged with honoring and upholding the University's policies and procedures governing academic integrity as set forth below.

Prohibited Conduct

No Lesley student shall knowingly perform, attempt to perform, or assist another in performing in any act of academic dishonesty. The term "knowingly" means that the student knows that the academic work involved will be submitted for academic credit or advancement. It is still an act of academic dishonesty even if the student is not clear that the particular act was a violation of the University's Academic Integrity Policy. See section VI for examples of academic dishonesty.

Student Responsibility

Students are full members of the academic community and, as such, are obligated to uphold the University's standards for academic integrity. Students should take an active role in encouraging others to respect these standards.

Upon enrollment, each Lesley student is automatically subject to the requirements and standards of the Academic Integrity Policy and each student has a duty to become familiar with it. Ignorance of what constitutes an act of academic dishonesty cannot be used as a defense when facing a charge of academic dishonesty.

Any student who has direct knowledge and/or evidence of academic dishonesty by another student should meet with the faculty member responsible for that course, the Director's designee of the student's School2, or a member of the Committee on Academic Integrity in the student's school.

- **Abuse of Academic Materials:** Intentionally or knowingly destroying, stealing, or making inaccessible library or any academic resource materials, or student work.

Examples of Abuse of Academic Materials : *Stealing or destroying library or reference materials needed for common academic exercises; hiding resource materials so that others may not use them; destroying computer programs or files; stealing, destroying or sabotaging another student's academic work, computer software, computer programs, or experiments.*

- **Cheating:** Use and/or solicitation of use of unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

Examples of Cheating: *Copying from another's paper, or receiving unauthorized assistance, such as texting, during a quiz or examination; copying reports, laboratory work, computer programs or files; soliciting and/or sending a substitute to take an examination; unauthorized collaboration on a take-home exam.*

Complicity/Unauthorized Assistance: Intentionally or knowingly permitting or attempting to permit another to commit an act of academic dishonesty. Giving or receiving assistance in connection with any examination or any other academic work that has not been authorized by a faculty member. **Note:** During examinations, quizzes, lab work and similar activities, students are to assume that any assistance (books, notes, calculators, digital devices, conversations with others) is unauthorized unless a faculty member has specifically authorized it.

Examples of Complicity/Unauthorized Assistance:

- *Knowingly allowing another to see or copy from a student's paper, or through text messaging, during an examination;*
- *giving or receiving answers to an examination scheduled for a later time;*
- *completing academic work for another or allowing another to complete an academic exercise for the student;*
- *collaborating on an academic work knowing that the collaboration is not authorized;*
- *submitting a group assignment or allowing that assignment to be submitted representing that the project is the work of all the members when less than all of the members assisted in its preparation.*

Plagiarism: *Presenting the work of another as one's own (i.e., without proper acknowledgment of the sources.) Plagiarism may occur in verbal, written, or creative production formats.*

It is recognized that appropriation and overt references to other artworks are legitimate practices in contemporary art, and that the generic distinction between such creative strategies and plagiarism can become indeterminate. Therefore, allegations of plagiarism in the studio areas will be evaluated on a case-by-case basis. In case of such a controversy, the decision of the Academic Integrity Committee will be deemed final.

Examples: *Utilizing a commercial writing service; obtaining and submitting papers done by another as one's own work; using facts, figures, graphs, charts or other information without acknowledgement of the source; copying work found on the internet and submitting it as one's own.)*

Sanctions for Academic Dishonesty

All acts of academic dishonesty diminish the integrity of the University and will be addressed accordingly. Lesley reserves the right to impose any sanction for academic dishonesty that, in its discretion, it finds to be fair and appropriate. Sanctions may include, but are not limited to any one of the following or a combination of the following:

- Formal Academic warning/censure/academic alert;
- Forfeiture of student leadership positions, and/or restrictions on participation in University activities;
- Academic probation;
- Suspension;
- Expulsion from the University.

Warning conduct. This action takes formal notice of the student's academic misconduct and provides a formal warning that a further act of academic misconduct will result in far more severe action. Censure shall not be noted in a student's transcript, but shall be noted in files of the Director's office.

In appropriate cases, a student may be allowed to perform community service as part of a sanction imposed under this Policy. In the event that a student accepts a community service alternative, the Director of the student's School shall approve the terms and duration of such service.

Determining Sanctions

The following factors shall be considered when determining the appropriate sanction(s):

- The nature and seriousness of the offense;
- The impact or damage to the University, the School, the program, or to others as result of the misconduct; The student's motivation, state of mind, and class status at the time of the incident;
- The student's prior academic and disciplinary record at the University;
- The student's response, attitude and demeanor after the violation;
- The student's appreciation of the nature and severity of his/her academic dishonesty;
- Any mitigating circumstances;
- The penalties which have been imposed in similar prior cases.

When A Faculty Member Suspects Academic Dishonesty

If a faculty member has reason to believe that a student has engaged in academic dishonesty s/he shall promptly discuss the matter with the student and shall consider whether the student has violated the Policy. The faculty member then has the following options:

- A. If a faculty member determines that no act of academic dishonesty has occurred, the matter shall be considered closed and shall not be reported further.
- B. If the faculty member is unsure as to whether a violation has occurred, s/he shall consult with the Director for review and discussion. In case of cross-school registration the Director's designee must ultimately refer the matter for determination to the Director's designee where the student is enrolled.
- C. If the faculty member is persuaded that an act of academic dishonesty has occurred, s/he shall report in writing his/her findings for his/her conclusion with appropriate supporting materials to the Director for review.

Decision of the Director

The length of suspension, given at the discretion of the Director is dependent upon the severity of action, frequency of occurrence, and extenuating student circumstances. Repeated suspensions increase in their duration, dependent as well upon the above-mentioned factors. The director reserves the right to suspend or expel a student who is determined to non-compliant with the academic demands of the program.

Appeal to the Provost

A student may appeal the decision of the Director if s/he can demonstrate the availability of new information or evidence which is potentially significant and which was not available during the investigation or an issue suggesting possible improper process. Student appeals must be submitted in writing to the Provost within ten (10) days of receipt of the decision of the Director. In consideration of the appeal, the Provost will review all documentation and, as deemed necessary by the Provost, consult with the student, appropriate faculty, and administrators. The Provost will render a decision within ten (10) working days, excluding holidays and Lesley University vacation days. The decision of the Provost is final.

Application of Policies:

The above policies apply to all students enrolled in the Threshold Program, whether on or off the Lesley University Campus, when students are engaging in any education-related activity. This includes, but is not limited to courses, internships, placements, and practicums, whether paid or unpaid, under the supervision or control of Lesley University.

Academic Integrity - What you need to know:

- Do your own work
- Do not copy another student's work
- Do not copy something from the internet and say you wrote it
- Ask for help: Threshold faculty and staff are always willing to assist you or provide you with ideas and or ways to get support or assistance.

II. ACADEMIC EXPECTATIONS AT THRESHOLD

Course Expectations

1. Do your own work
2. Students are expected to attend all classes.
3. Students are expected to be alert and ready to learn.
4. Personal issues should not be brought into class.
5. Homework deadlines must be met.
6. If for any reason a class is missed, students are responsible for getting and completing work per the instructor's deadline.
7. Go to your internship

Homework

It is expected that homework assigned in class will be completed and turned in on time. If you are having difficulty with your work, you should notify your instructor. All of the faculty will be very happy to help you in any way they can. You may meet with faculty by appointment. Another available support is Study Lab (see below); if you feel you need more individual help, you may request a referral for a private tutor.

Academic Warnings/Concerns

If a student does not meet the requirements of the program, an academic warning/concern will be issued to the student and to his/her parent(s)/guardian(s). A warning/concern would be issued for the following reasons: unexcused absences; failure to submit assignments on time; or tardiness to class or to the internship site. A grace period of several weeks will be granted to first year students until they become familiar with the campus and their new surroundings. With the exception of religious holidays, students are expected to follow the university's calendar in regard to holiday schedules. A warning/concern may also be issued if a student fails to attend study lab following the recommendation of Threshold faculty or administration. Variation or exceptions to these expectations are made at the discretion of the Threshold administration.

Mentors

All first- and second-year students will be assigned a mentor who is a member of the Threshold faculty. Your mentor is an advisor whom you will meet with once a week to help you organize your life as a Threshold student and support you as you learn to advocate for yourself as a young adult. Your mentor is there to help you find the right person to support you with:

- Organizing your belongings (such as notebooks, assignment books, and space in your desk and dorm room).
- Problems you might be having with classes (maybe they're too hard, not hard enough).
- Ensure that you are recording and completing homework assignments.
- Planning your school and work days, how to use your time in the best way.
- Planning your free time and weekends.
- Discussing any personal problems you might need to talk about.
- Help you find additional support to meet your needs.

As always, your GRA's are there to help solve dorm problems, and Jim and Helen's doors are always open to you.

3. Watching local news, channels 4, 5, and 7. The bottom of the screen will have a list of school closings.

Each student is responsible for calling her/his supervisor to inform him or her that the university is closed and, therefore, you are not obligated to go to work. You will receive from your vocational advisor your worksite information, including supervisor's name and work telephone number. If you have lost this information, you should do one of the following:

1. Call vocational advisor
2. Call local information (411)
3. Call Threshold office

You must call your supervisor in the morning before you are scheduled to start work. If you do not speak directly with your supervisor, you must leave your name and a message explaining the reason for your call.

IMPORTANT INFORMATION

Identification Cards

You will be provided with a Lesley University identification card during the first week of school. This ID card contains an identification picture, university address, and social security number. Students on the meal plan are required to show their ID cards to pass through the cafeteria line. Replacement cards can be arranged through the Public Safety office. There is a \$25 fee for replacement, (subject to change).

Computer Kiosks

Computer kiosks are situated in various places around campus: at Charlie's, University Hall, etc. They are to be used only for checking and sending e-mail. If you want to explore the Internet, you must use your own personal computer or the computer lab in the library. When using the computer lab or the kiosks, remember that others need to use those computers as well. Be considerate—keep your use time down to a reasonable minimum, and never leave any offensive material behind when you leave (*refer to Acceptable Use Policy for details regarding the use of computer kiosks*).

Mail

All resident students use campus mailboxes. Mail should be checked every day.

Important: All mail including UPS, FedEx and other overnight letters and parcels should always be addressed to you at your own mailbox.

- | |
|--|
| <ul style="list-style-type: none">• <u>This is NOT a Post Office box—it is a mail distribution box at a street address.</u> |
|--|

Your mailing address is:

Your Name

Lesley University Box # _____

38 Mellen St.

Cambridge, MA 02138

Give this address to your family and friends. Mail should never be addressed to you at your residence hall or to the Threshold office.

Packages and Express Mail

Packages and Express Mail are distributed between 9 a.m. and 5 p.m., Monday through Friday at the Package Room located in the basement of the Student Center. You will need your Lesley ID card to identify yourself. If you are unable to pick up your package during regular hours, you may give your package slip and written permission to a friend and she or he may pick it up for you.

Fitness Center

A health and fitness center is available for use by any member of the Lesley community. The center, located on the first floor of Doble Hall, is fully equipped with Nautilus equipment. Group classes and fitness training are offered to students. Guidelines and hours for use are posted.

Bicycles

- There is an outside bicycle rack next to Doble House. Bicycles are not permitted in student rooms, common rooms, or hallways. Bicycles may not be left on campus over the summer months.

Dining Hall Information

The dining hall is located on the lower level of White Hall. Meals include a choice of unlimited amounts of food and beverages.

- **White Hall Dining Commons Meal Schedule**

	Monday-Friday		Saturday & Sunday
Hot Breakfast	7:00 a.m. to 10:00 a.m.	**Continental Breakfast	9:00 a.m. to 10:00 a.m.
Lunch	11:00 a.m. to 2:00 p.m.	Brunch	10:00 a.m. to 2:00 p.m.
Dinner	5:00 p.m. to 7:30 p.m.	Dinner	5:00 p.m. to 7:00 p.m.

The Student Center Cafe (*Charlie's*)

Monday-Friday 8:00 a.m.- 11:00 p.m.
Saturday- Sunday 12:00 p.m.-11:00 p.m.

Porter Café

Monday - Thursday 8:00 a.m.- 8:00 p.m.
Friday 8:00 a.m.- 5:00 p.m.

Brattle Cafe at Washburn

Monday – Friday
Breakfast 7:00 am-10:00 pm
Lunch 11:00am-2:00pm (Monday-Friday)
Dinner 5:00pm-7:30pm (Monday- Thursday)

Please note: A valid Lesley University ID card must be shown to gain access to the service area of the Dining Hall. If you miss mealtime in the dining hall, you may use your card at Charlie's or Porter Cafe. For questions, call the Food Services Office, 617-349-2012 or the Office of Student Affairs, 617-349-8530.

Library

Lesley University's Sherrill Library is located at 99 Brattle Street in Cambridge. Threshold students have access to their collections of resources. For more information about services offered by Sherrill Library and hours of operation please visit:

<http://www.lesley.edu/library/sherrill/>

Shuttles

The Lesley shuttle services all four campus locations according to the schedules at the following link: <http://www.lesley.edu/services/operations/shuttle.html>. There is no shuttle service on weekends, University observed holidays, student breaks or during the summer semester, June through August. This schedule may be reduced to reflect actual ridership. Schedules are posted at Public Safety desk and in bulletin boards in the library.

Student Health Services

The University aims to help you be healthy and physically fit. The health service for resident students is provided by Lesley University Student Health Services located at:

lower level of the Margaret McKenna Student Center

617-349-8222

- You will receive a pamphlet specifically about the health services offered. Also, a special orientation for Threshold students will show you exactly where to go and how to make medical appointments.
- Your own medicine should never be shared with other students.
- If you need to leave the dormitory and return to your family due to illness, you must present a letter from a parent or doctor when you return to the University.

Disability Services for Students

www.lesley.edu/services/disability/index.html

Daniel Newman, Director, Center for Academic Achievement (ADA/504 Coordinator)

Disability Services for Students with Learning Disabilities and Attention Disorders

30 Mellen, Street, Doble Hall, 2nd floor (617)349-8464 Office 212 (617) 349-8324 Fax

Disability Services for Students with Physical, Sensory and Psychiatric Disabilities

11 Mellen Street, 1st floor (617) 349-8194 (617) 349-8558 Fax

(617) 349-8544 (TTY)

IN CASE OF A SEVERE EMERGENCY:

- You should call the Housing staff person on duty.
- If you cannot reach the person on duty, contact security at 617-349-8888.
- If you are not on campus or you are unable to reach someone on duty or public safety call 911 for help.

Refund Policies for On-Campus Courses

The following schedule is used to determine the portion of tuition that will be refunded depending upon the date that a student withdraws from a course or from the University. University policy does not allow retroactive withdrawals or refunds.

Time of Withdrawal*	Refund
Prior to the start of classes	100%
During the 1st week of classes	100%
During the 2nd week of classes	100%
During the 3rd week of classes	50%
During the 4th week of classes	25%
After the end of the 4th week of classes	0%

*** Applies to courses in 14 /15 week semester for fall and spring and 12/13 week semester in the summer.**

For courses with six or fewer class meetings, travel study courses, and conferences there is a 100% refund if the course is dropped prior to the start of classes. Once the class has begun, there is no refund. Classes with six or fewer meetings typically include: weekend intensive classes, seminars, workshops, conferences, and most off-campus cohort courses.

Registration fees are non-refundable

Course fees will not be refunded after the first class meeting.

Residence hall residents who withdraw prior to the 7th week of classes will receive a pro-rated refund.

Actual refund percentage depends on the official date of formal withdrawal.

Students who receive financial aid and withdraw or reduce credit load during the refund period will have an adjustment/reduction in their aid award.

Refund Policy for Online Courses

The following schedule is used to determine the portion of tuition that will be refunded depending upon the date that a student withdraws from a course or from the University. University policy does not allow retroactive withdrawals or refunds.

Time of Withdrawal*	Refund
Prior to the start of classes	100%
During the 1st week of classes	100%
During the 2nd week of classes	50%
During the 3rd week of classes	25%
After the end of the 3rd week of classes	0%

*** Applies to all online course offerings.**

Registration fees are non-refundable.

Course fees will not be refunded after the first class meeting.

Actual refund percentage depends on the official date of formal withdrawal.

Students who receive financial aid and withdraw or reduce credit load during the refund period will have an adjustment/reduction in their aid award.

FUN THINGS TO KNOW:

Student Activities

Student Activities at Lesley University helps to provide a living and learning environment that empowers you to take charge of your college experience and play an active role in your total education. Your academic experience is enhanced through co-curricular offerings including campus wide activities, social events, clubs, and athletics, as well as educational and cultural programming.

Throughout the school year, you will find a wide range of social and educational programs, coordinated by Threshold, the Campus Activities Board (CAB), campus clubs, and the Office of Student Activities. Special events include Family and Friends Weekend, Quad Fest, BINGO, casino nights, movie nights, and a wide variety of other exciting campus events to match every interest. Cambridge and Boston, world-renowned artistic and intellectual centers, offer a great variety of social, cultural, and educational opportunities.

Lesley University students enjoy exploring the surrounding urban environment to discover museums, galleries, concert halls, cafes, and theaters for every taste.

Your student ID card allows free or reduced admission to programs at area colleges and at many of Boston's cultural institutions, including free admission to the Museum of Fine Arts. Lesley's Sherrill Library loans museum passes to students for the Museum of Science, The Children's Museum, and the Harvard Art Museums. Contact the Library's Main Desk up to reserve a pass.

During the academic year, the Lesley community enjoys many programs coordinated by the Office of Student Activities. Everyone in the Lesley community is welcome to attend these events. Use myLesley for the most up-to-date details about what is happening on campus, or sign up to receive the weekly activities e-mail newsletter.

University Clubs and Organizations

Joining a Club or Organization at Lesley University is a great way to meet new people, develop your talents and discover new ones. We encourage students to get involved in their community (clubs are subject to change per academic year).

Examples of Lesley University clubs and organizations:

Amnesty International
Animation Club
Anime Club
BIRD (Believing, Imagining, Realizing Dreams)
Campus Activities Board
Cheerleading Club
Christian Fellowship
Community Service Club
Conscious Kinetics
Commuter Student Organization
Dance Team
Design Club
Disney Club
Environmental Club
Fashion Club
Flag Football
Frankenprov!
Harmogeddon
Hiking Club
Hillel
In Stitches: The Fiber Arts Club
Illustration Club
LAF (Local Acts of Fun)

LEAP (Love & Equality for All People)
Lesley Delivers
Lesley Music Ensemble
Lesley Performing Arts Club
Lesley Public Post
Management Student Association
Meditation Club
Multicultural Club
Page Turners Association
QLEAR (Queer Lesley: Education and Resources)
Rock Climbing Club
Running Club
Sigma Tau Delta
Ski & Snowboard Club
Strides
SAAC (Student Athlete Advisory Committee)
Students for Social Justice
Taking In
Third Wave
Ultimate Frisbee Club
Visual Culture Association

The Student Activities Fair is a great way to learn about all the different opportunities at Lesley University. The Student Activities Fair at the beginning of each semester is a great way to learn about all of the opportunities for becoming involved on campus. If you have any other questions relating to Student Activities, please talk to Matt Alden, Residential Director.

The Bottom Line

THE BASIC DO'S AND DON'TS OF THE THRESHOLD PROGRAM

Must Do's

<u>ACADEMICS</u>	<u>DORMS</u>
<p>Do:</p> <ul style="list-style-type: none"> ✓ Go to all your classes ✓ Go to your internship ✓ Do your homework ✓ If you're sick: <ul style="list-style-type: none"> - Call the Threshold office - Call your worksite ✓ Attend Study Lab if it is on your schedule or a teacher asks you to attend ✓ Respect the professional boundaries between you and staff, faculty and internship supervisors. ✓ Report any instances of discrimination, harassment or sexual violence 	<p>Do:</p> <ul style="list-style-type: none"> ✓ Respect your fellow students, staff, and faculty ✓ Check out with a GRA before leaving for vacations ✓ Let the GRA on duty know when you are leaving for the weekend ✓ Keep your room locked ✓ Follow quiet hours ✓ Be kind and patient with one and other ✓ Have fun and participate in dorm activities.

Can't Do's

<u>ACADEMICS</u>	<u>DORMS/CAMPUS</u>
<p>Do Not:</p> <ul style="list-style-type: none"> ✓ Skip classes ✓ Skip work ✓ Ignore your homework ✓ Copy someone else's work, be it a test and or an assignment ✓ Copy something from a book or the internet and pretend that it was your original thought or idea 	<p>Do Not:</p> <ul style="list-style-type: none"> ✓ Threaten any other student, staff, or faculty member ✓ Physically assault anyone ✓ Harrass anyone ✓ Discriminate against anyone ✓ Have alcohol in the dorms and/or campus ✓ Use illegal drugs ✓ Have overnight visitors Sunday – Thursday ✓ Have overnight guests without your roommate and GRA's permission ✓ Damage any property, on or off campus ✓ Let any stranger into the dorms ✓ Send offensive messages either on the telephone or by e-mail