

LESLEY UNIVERSITY
UNDERGRADUATE STUDENT HANDBOOK 2012-2013

Dear Lesley University Students:

Welcome to a new academic year at Lesley University.

We have been preparing for your arrival and I want to assure you that you have a role to play in making your time at the University fun, safe, and rewarding. Please take a moment to read through the Handbook, especially the student conduct and other policies sections, as you are responsible for knowing the content contained in it. We have made important policy changes that you should know about. My hope is that you will read the policy sections carefully as any violations could have an impact on your academic pursuits at and beyond Lesley.

Staff in the Division of Student Life and Academic Development, as well as faculty and staff throughout the University, are ready to provide support, and serve as resources, to help ensure your academic success and social happiness. Don't be shy about contacting us with questions, concerns, or thoughts that you have about life at Lesley. Have a great year and most importantly, make good and responsible choices.

Sincerely,



*Nathaniel G. Mays
Dean of Student Life and Academic Development*

LESLEY UNIVERSITY STUDENT HANDBOOK and PLANNER

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This handbook contains academic and social policies and procedures as well as information about student life at Lesley University. Students are responsible for knowing the information contained in this handbook and for the content of any revisions or additions distributed by the Division of Student Life and Academic Development. This handbook and the individual policies and procedures contained in this handbook are not intended to create a contract between the University and any person or organization. The University reserves the right to amend or revoke this handbook at any time without notice. The current version of this handbook is posted on the University website. This book is published by the Division of Student Life and Academic Development.

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LESLEY UNIVERSITY STUDENT CONDUCT POLICIES, PROCEDURES & SANCTIONS

The policies of Lesley University are applicable to all students enrolled at Lesley whether they are on or off the University campuses. This includes, but is not limited to courses, internships, placements, and practicum experiences, whether paid or unpaid, under the supervision or control of Lesley University.

ALCOHOL AND ILLEGAL DRUGS USE 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 The University seeks to establish an environment in which students of legal drinking age who choose to drink alcohol do so responsibly and those who choose to abstain from drinking do so without penalty or pressure from their peers.

The legal drinking age in Massachusetts is 21. Lesley University expects the observance of all Massachusetts laws and regulations governing the sale, purchase, distribution, and serving of alcoholic beverages by all members of its community on the Lesley University campus and in its residence halls, as well as at off-campus functions supported by or sponsored by Lesley University. All members of the Lesley University community are expected to abide by the Massachusetts laws and Lesley University policies. Violators are subject to disciplinary action by the University, including but not limited to confiscation of materials, fine, dismissal, or referral to local police authorities.

In compliance with the laws of Massachusetts, students under the age of 21 may not possess or consume alcohol. Alcohol is not permitted in 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 an underage student will constitute a violation of the University's alcohol policy.

If there is a significant suspicion that the Alcohol Policy has been violated in a resident's room, 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 Dean of Student Life and Academic Development and must comply with University guidelines.

Organizations or groups that violate this Alcohol and Illegal Drugs Use Policy may be subject to sanctions by the University.

Specific Alcohol Policy Guidelines

- Alcoholic beverages may be consumed in residence hall rooms by individuals of legal drinking age, provided that the host student(s)—that is, the resident(s) of the room 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.
- Alcoholic beverages may be served at University sponsored functions, either on or off campus, where the majority of attendees are expected to be individuals under the age of twenty-one, within the following guidelines:
 - Recognized student groups that intend to serve alcohol at University sponsored or supported functions, either on or off campus, must register the event with the Office of Student Activities and gain prior approval from the Dean of Student Life or designee. Other groups should contact the Dean of Student Life for approval.
 - Student groups sponsoring an event are responsible for insuring that all city, state, federal, and campus regulations concerning the use of alcohol are observed.
 - A bartender must be hired to serve all alcoholic beverages at any University sponsored event. Individuals may be required to show proper identification before being served. Sponsors of the event accept responsibility for:
 - a) Identifying all persons not of drinking age and insuring that these individuals are not served. Non-alcoholic beverages should be available as well as readily available food.
 - b) Insuring that alcohol is not served to any person who is intoxicated.
 - c) The consumption of alcoholic beverages is only permitted within the approved area designated for the event.
 - No event shall include any form of drinking contest in its activities or promotion.
 - Advertisement of any University event where alcoholic beverages are served shall note the availability of non-alcoholic beverages as prominently as alcohol. Alcohol may not be used as an inducement to participate in a campus event.

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 protect students from arrest or prosecution if they illegally use, possess or sell alcohol or drugs.

WEAPONS POLICY

Possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed to harm or incapacitate are prohibited on campus. "Weapons" are defined as, but not limited to rifles, pistols, BB or pellet guns, any paintball guns or paintball paraphernalia, stun guns, chemical weapons, knives (with the exception of innocuous pocket knives), slingshots, bows and arrows, and martial arts weapons. All toy guns and other simulated weapons are covered by this policy, and are not permitted on campus.

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.

DISTURBING THE PEACE/HAZARDOUS BEHAVIOR

Loud and disruptive behaviors, both inside and outside of the residence halls are not permitted. Students who engage in behaviors that prevent other residential students or University neighbors from being able to reasonably enjoy the quiet of their residence will be subject to appropriate sanction(s). Skateboarding and other disruptive gatherings are not permitted and should not happen in driveways, on sidewalks, or in parking lots that are adjacent to residential buildings after 8:00 p.m. The University is located within a residential community and students' behavior should not disrupt other members of our community.

Fire Safety In the event of fire, sound the nearest fire alarm and contact Public Safety, the Community Advisor, or Resident Director. Intentional misuse of any University fire-safety equipment is prohibited. All students must promptly vacate any University space 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.

Screen Removal For safety reasons students may not remove screens from the windows in the residence halls. Students will be subject to a fine and other sanctions as deemed appropriate.

Windows, Balconies, and Rooftops For safety reasons, students are not permitted on roofs of University buildings or residence halls at any time. Students are not permitted on the White Hall balconies. Any student found on the roof of any University building will be in violation of the Community of Standards and will be fined and will be sanctioned accordingly. The student will also be held liable for the cost of repair in the event of any damage.

Throwing or dropping objects from windows or balconies from any campus building potentially endangers the lives and safety of our community and is not allowed. Windows and balconies may not be used in points of entrance or egress.

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 Dean 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 acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its 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 seventeen and eighteen, and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of 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

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 a direct and immediate threat to the health or safety 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 threats which the University reasonably believes to pose a significant risk to health or safety. 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 threat can be eliminated 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.

1. **Reporting.** If an individual has reason to believe that a student poses a direct and immediate threat to the health or safety of any member of the University community, that individual must report the matter to the Dean of Student Life or the Dean's designee ("Dean of Student Life").
2. **Individualized Assessment.**
 - (a) 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 Service (collectively, the "Directors"). 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.

- (b) If immediate interim action is necessary, and time does not allow for the consultation described above in paragraph 2(a), the Dean of Student Life will use reasonable efforts to contact the Directors and other staff members to discuss the observed conduct and communications. The consultation described above in paragraph 2(a) should occur as soon as possible thereafter to complete the assessment and address any remaining issues.

3. **Decision.** The Dean of Student Life will make the decision regarding: (1) whether the student will be removed from the University and/or University housing; and (2) 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.
4. **Notification of Removal.**
 - (a) 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.
 - (b) 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.
 - (c) 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.
5. **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.
6. **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 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 an unlawful discrimination may file a grievance pursuant to the Discrimination, Harassment, Sexual Harassment, and Sexual Violence Policy. This grievance should be filed with the Dean of Student Life. If, however, the grievance is against the Dean of Student Life, the grievance should be filed with the Director of Human Resources.

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, Sexual Harassment, and Sexual Violence Policy. These policies can be found in the Undergraduate Student Handbook and in the Graduate and Adult Baccalaureate Programs Academic Catalog/Handbook. Both Handbooks can be found at http://www.lesley.edu/services/student_affairs/policies_general.html. 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.

GUEST POLICY

Students are responsible for the conduct of their guests both on-campus and within the residence halls. Guests are expected to respect and comply with all rules and regulations while on University property. At all times, Lesley University students are responsible for the conduct and activity of their guests, including any damage caused to University property and any other violations of the Community Standards of Conduct. 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. Additional expectations of guest and host behavior can be found in the residence life section on page 44.

STUDENT LIFE CONDUCT PROCEDURE

The Student Life Conduct Procedure has two components: A Dean's Hearing Process and the Administrative Hearing Board. Each element is described below.

Dean's Hearing Process: Misconduct, conduct of a violent nature, disturbance of neighbors, the use of illegal drugs or weapons, and violations of the alcohol policy are addressed by the Dean of Student Life or designee ("hearing officer"). Referrals can come from any member of the University community, Public Safety, or law enforcement officials. The Dean can investigate the complaint or incident or refer the case to a designee or to the Administrative Hearing Board (AHB). As a result of the Dean's Hearing Process, a student may be sanctioned for the misconduct and may be placed on conduct alert, conduct probation, or be suspended or dismissed from University housing and/or the University.

The Dean's Hearing Process includes the following procedures:

1. A student will be notified in writing by a message to their University email address of a hearing meeting with the Dean of Student Life or 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, a hearing may be held and a decision made in her/his absence.

2. The Dean or hearing officer will meet with all students involved with the incident, as part of the investigation to discuss their involvement with the incident. The Dean or hearing officer will take notes during the meeting which will be confirmed for accuracy by the student (with their signature and the date at the end of the meeting). The student may not be represented by anyone at the meeting.
3. The Dean or hearing officer will review the notes from all students involved with the incident and any related reports from Residence Life and/or Public Safety to determine if there was a violation of University policy.
4. The Dean or hearing officer will issue a letter to the student(s) involved in the incident indicating the outcome of the hearing process. The letters will be sent electronically to the student's University email address.
5. All records will be kept in the Dean of Student Life office. The University maintains the right to amend these procedures at any time and will post changes on the web.

If the case is referred to the AHB, additional or different sanctions may be recommended to the Dean by the AHB.

Administrative Hearing Board (AHB): In very serious or repeated cases of misconduct, including, but not limited to, illegal drugs or weapons, violence, disturbance of neighbors, and/or violations of the University alcohol policy, the Dean may refer the case to the Administrative Hearing Board. The Administrative Hearing Board is comprised of three members of the University community (faculty, staff and/or students) selected by the Dean of Student Life. The Dean shall notify the student in writing that he/she has requested a hearing of the Administrative Hearing Board. Included in the notice shall be a brief statement of the conduct at issue. The Board reviews all pertinent information, interviews the student and any witnesses requested by the student, and interviews others, as it deems necessary. After reviewing a case, the Board reports its findings to the Dean of Student Life and recommends a sanction if appropriate. Sanctions can include, but are not limited to, verbal warning, referral to a support program, community service, or suspension or dismissal from University housing and/or the University.

ADMINISTRATIVE HEARING BOARD PROCEDURES

An Administrative Hearing Board (AHB) is convened at the request and discretion of the Dean of Student Life and Academic Development (Dean) or designee.

The AHB operates according to the following procedures:

1. A student will be notified in writing, along with a statement of alleged misconduct, within three (3) business days of the Dean's decision to convene the AHB.
2. The Dean will schedule a hearing of the AHB members, the accused student, and the accuser, to be held within two (2) weeks of notification of the Dean's decision to refer to the Board. The Dean will confirm the date and time of the hearing in writing to all involved parties.
3. During the hearing, the student will be able to respond to the alleged violation. This includes presenting witnesses in support of his/her position, as well as being able to question the individual(s) bringing the complaint and any witnesses being presented. Prior to the meeting, the student will inform the AHB of the names of all witnesses being presented. The student may not be represented at the hearing by anyone, including family, acting as legal counsel or a support. A student may have a member of the Lesley community in the hearing for moral support. The AHB may limit the number of witnesses and the length of their testimony when appropriate, to avoid unreasonable prolonging of the hearing. If a student does not appear for the scheduled hearing, the proceedings will occur in her/his absence. All participants will conduct all proceedings in a respectful manner.

4. The AHB may request witnesses at the hearing. The AHB will inform the student prior to the meeting of the names of all witnesses being presented at the hearing. The AHB will have the opportunity to question the individual(s) bringing the complaint, the accused, as well as all witnesses being presented.

5. Upon completion of all questioning, the accused student and accuser will be asked to leave the room and the AHB will consider all evidence presented. After carefully reviewing the facts of the case, the AHB will come to a decision. At the time the AHB has reached a decision, the accused student and accuser will be asked to return to the room to hear the AHB's decision. This decision will reflect that the student is either responsible or not responsible for the alleged violation.

6. Upon reaching a decision, the meeting of the AHB will be concluded. All non-AHB members are excused from the room and the AHB determines, if appropriate, a recommended sanction to be presented to the Dean.

7. The Dean reviews the recommended sanction and, after accepting or adjusting the sanction, schedules a meeting with the student to discuss the sanction, to take place within two (2) business days of the hearing. During the meeting, the Dean provides the student with a letter explaining the sanction. The Dean also explains the appeals option available to the student. In the event that a meeting between the Dean and student cannot be scheduled, the Dean will explain the sanction in a letter sent to the student within four (4) business days of the hearing.

8. A student has three (3) business days from the date of the meeting to file an appeal with the Dean of Student Life. Appeals shall be in writing and shall set forth the grounds for the appeal. Any student who elected not to appear at a hearing shall waive the right to appeal. Appeals may only be based on assertions that process was not appropriately followed, that sanctions imposed were grossly inappropriate, or on the basis of new information not presented or considered by the Board.

9. All records will be kept in the Office of the Dean of Student Life and Academic Development. Any procedural question that arises in connection with a hearing and which is not covered specifically in these procedures will be resolved by the members of the AHB or by the Dean of Student Life and Academic Development. The University maintains the right to amend this policy at any time and will post changes on the web.

APPEALS

A student may appeal the decision of a hearing officer to the Dean of Student Life up to 90 days from the date of notification. Upon hearing the appeal, the Dean's decision is final.

When the Dean of Student Life is the primary hearing officer, a student may appeal the decision to the Provost of the University or the Provost's designee up to 90 days from the date of notification. The grounds for an appeal are limited to (1) evidence that a procedural error has affected the decision; (2) the student has information relevant to the case that was not available at the time of the initial investigation; or (3) there was a factual error that affected the decision. Although the student has 90 days to appeal, the University recommends that appeals be requested as soon as possible. From the date an appeal notice is received by the Dean of Student Life or the Provost of the University or designee, there will be a formal written response to the appeal within 30 business days.

The University reserves the right to make revisions to these procedures and will publish any changes on the University's website. Students will be notified of any changes by Lesley email.

RETENTION OF DISCIPLINARY RECORDS

All records of meetings of the Dean's Hearing Process and the Administrative Hearing Board shall be held in the office of the Dean of Student Life. If a student requires information concerning possible disciplinary actions, she/he should contact the Dean of Student Life and Academic Development.

SANCTIONS

The following are sanctions for behavior that violates the University's Community Standards of Conduct or any other conduct policies. University processes will be followed and the complexity of each situation will be considered when sanctioning behavior. These sanctions are only examples. Actual sanctions will reflect an assessment of all the facts and the nature of an offense. 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.

Students are expected to fully cooperate with any University investigations. Students are also expected to respond to all forms of communication from the Dean of Student Life, Residence Life, or their designee, within seventy-two hours. These include but are not limited to: University email, mail, or telephone call. If a student does not respond to University communication, a hearing may be held and a decision made in his/her absence. The University reserves the right to remove students from University housing and/or suspend students from classes pending an investigation. The following 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 \$25 for each subsequent violation.

- 1. Physical violence, serious threats, intimidating and/or aggressive behavior, weapons violations**
 - a. 1st offense: fine (\$50) and 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: progressive fine, 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 (\$50), 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 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 (\$50), 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 (\$50) and conduct alert
- b. 2nd and subsequent offenses: progressive fine, conduct probation or suspension from University housing.

10. Criminal Behavior

Lesley University is committed to providing support and/or assistance to any member of the Lesley community who has become a victim of a crime on Lesley property. Lesley will encourage any victim of a crime to promptly report the incident to the local police department. Lesley community members who have become a victim of or become aware of a crime should report the offense to Public Safety. Examples include: sex crimes (other than sexual harassment), aggravated assault, robbery, larceny, hate crimes, vandalism, threatening/harassing, stalking, hostile intruder.

UNIVERSITY POLICIES

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, either on or off campus, violates the Community Standards of Conduct;
- Refrain from injuring or threatening to injure any one;
- 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, Sexual Harassment, and Sexual Violence Policy
 - Unequal Consensual Relationship Policy
 - Student Alcohol and Illegal Drugs 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.

Sanctions: 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. Such discipline, suspension or dismissal does not affect the student's financial obligation to the University for tuition, residence fees, or other indebtedness.

Report suspected violations of the Community Standards of Conduct 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. 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

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.

DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE POLICY

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

Scope: Lesley University Community

Policy Statement: Lesley University respects the dignity of every individual and expects employees (faculty, adjunct faculty, staff, and contract employee) and students to respect all

colleagues, students, vendors, and guests. The University aims to provide an environment that is free of discrimination and harassment, including sexual harassment and sexual violence. Unlawful discrimination and harassment are not tolerated.

Unlawful discrimination and harassment undermine the basic principles of the Lesley community. Accordingly, Lesley forbids discriminating 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 violence is a form of sexual harassment. Sexual violence 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.

Definition of 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 or physical conduct such as bullying, 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:

- Humiliating or intimidating an individual;
- 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; and/or
- Interfering with an individual's participation in the University community.

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 an employment, academic, or professional relationships are inherently problematic, and in some cases are prohibited. For detailed information, please refer to Lesley University's [Unequal Consensual Relationships Policy](#).

Sexual violence is a form of sexual harassment defined as sexual contact that occurs without the effective consent of an individual involved. Effective consent cannot be given by minors, those who are incapacitated as a result of drugs or alcohol, or those who are incapacitated or unconscious. An individual may also be unable to give consent due to an intellectual or other disability.

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

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 is 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.

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

A discrimination or harassment complaint may be submitted by any employee, any student, his or her parent, or a third party may file a complaint under Lesley's Complaint Resolution Procedures. 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.

Reporting an Incident:

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

Any student who witnesses discrimination or harassment must immediately contact any of the University officers listed below 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 below 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 discrimination or harassment must immediately contact any of the University officers listed below or anyone in a managerial position, e.g., Chair, Division Director, Dean, 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 below or anyone in a managerial position, e.g., Chair, Division Director, Dean, Supervisor, Manager, Department Head, Director, or Vice President.

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: www.equalopportunity@lesley.edu

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

If the complaint is against one of the three designated University officers listed in this policy, the complaint may be initiated with one of the other officers listed.

Reports of discrimination and harassment may also be made to:
Lesley University Public Safety Department: 617 349-8888.

Reports of sexual violence may also be made to: **Cambridge Police: 911.**

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.

Manager Responsibility:

Any manager who witnesses 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.

Employees and Students 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 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:

When Lesley receives a complaint, we are obligated by law to investigate the matter, and we will promptly, thoroughly, and impartially investigate complaints in a fair and expeditious manner. For detailed information on the procedure, please refer to Lesley University's **Complaint Resolution Procedures**: <http://www.lesley.edu/policies.html>

All academic, educational extracurricular, athletic and other programs held in Lesley facilities, on a bus or in a van, in a class or training program sponsored by Lesley at another location or elsewhere requires Lesley to respond regardless of whether the sexual harassment or sexual violence occurs on or off school grounds or inside or outside Lesley's educational programs or activities.

Lesley must process a complaint promptly, thoroughly, and impartially. Lesley must investigate to determine what occurred and then take appropriate steps to resolve the situation. A Title IX

investigation is different from any law enforcement investigation and a law enforcement investigation does not relieve the school of its independent Title IX obligation 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.

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

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.

Lesley may weigh the request for confidentiality against the seriousness of the alleged harassment; the complainant's age; whether there have been other complaints about the same alleged harasser; and the alleged harasser's rights to receive information about the allegations. Lesley will inform the complainant if it cannot ensure confidentiality.

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

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.

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

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

UNEQUAL CONSENSUAL RELATIONSHIPS POLICY

Purpose: To prevent actual or apparent favoritism, bias, coercion, exploitation, conflicts of interest and other problems arising from unequal consensual romantic or sexual relationships between Lesley employees and/or students who are also in supervisory relationships as defined by this policy.

Scope: Lesley University Community

Policy Statement: Because of the inherent risk of impropriety or harm, Lesley University prohibits unequal consensual romantic or sexual relationships between employees and students. Lesley also prohibits unequal consensual romantic or sexual relationships between employees when one of those individual 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. faculty and student
4. adjunct faculty member and student
5. teaching assistant and student
6. adviser and advisee
7. counselor or health professional and patient
8. coach and student athlete
9. student resident and individuals who supervise the student living environment
10. student and individuals who participate with students on trips and excursions
11. contractor and student
12. contract employee and student
13. vendor and student
14. purchaser and vendor

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

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@leslev.edu
Email: www.equalopportunity@leslev.edu

Ms. Jane Joyce
Director of Human Resources
29 Everett Street
Cambridge MA 02138
617 349-8785
Email: a3joyce3@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 the three designated University Officers listed in this policy, the complaint may be initiated with one of the other officers.

Manager Responsibility:

Any manager who receives a complaint or otherwise learns of a relationship prohibited by this policy must immediately contact one of the three University officers listed above.

A manager's failure to promptly report a relationship prohibited by this policy 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.

Employee and Student Responsibility:

Everyone at Lesley University has the responsibility to assure that romantic or sexual relationships between individuals in unequal positions are not common practice in our environment so that everyone feels safe. In these kinds of relationships there are potential conflicts of interest, exploitation, favoritism, and bias. Furthermore, the relationship may be less consensual and perceived in a different way by each of the parties to it, especially in retrospect.

Lesley University expects members of our community to avoid any behavior that could reasonably be interpreted as a violation of this policy and to immediately report any suspected violations.

Employees have additional responsibilities. In situations where two employees in a direct reporting line become romantically or sexually involved, both parties are required to disclose their relationship to the Director of Human Resources. One of the individuals will be required to move to a different supervisory line within thirty (30) days of the disclosure. 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.

Reporting a Violation of this Policy:

Reports of a violation of this policy should be submitted verbally or in writing and can be made to anyone in a managerial position, e.g. Chair, Deans, Division Director, Department Head, Director, or Vice President, or specifically to one of the University officers listed above.

Investigation of Complaints:

Lesley University will promptly and fairly investigate all reports of relationships that may violate this policy and will do so in accordance with [Lesley University's Complaint Resolution Procedures](http://www.lesley.edu/policies.html) at <http://www.lesley.edu/policies.html>

Protection Against Retaliation:

Lesley strictly prohibits any form of retaliation against a student or employee who in good faith submits a report of a possible violation of this policy or who cooperates in the investigation of a report.

Confidentiality:

Reasonable efforts are made to protect the privacy and confidences 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

Corrective Action:

Every report of a violation of this policy will be investigated and corrective action will be taken where appropriate. Any such action can lead to disciplinary action, up to and including dismissal from the University educational programs or dismissal from employment with the University.

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.

Lesley University is an equal opportunity, affirmative action educator and employer. The foregoing Unequal Consensual Relationship Policy is designed to enhance access to and understanding of Lesley's policies and is not intended to create a contract between Lesley and its employees or other persons. Lesley reserves the right to amend or revoke its policies at any time without notice.

COMPLAINT RESOLUTION PROCEDURE

Purpose: The University believes employees and students are entitled to fair and non-discriminatory treatment, a fair and non-discriminatory place to work and study, and prompt consideration and resolution of any complaint. The University encourages effective communication to informally resolve complaints and supports a formal complaint resolution process as well.

The Discrimination, Harassment, Sexual Harassment, and Sexual Violence Policy and the Unequal Consensual Relationships Policy utilize the complaint resolution procedure.

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

ACADEMIC INTEGRITY STATEMENT

Academic freedom is essential in institutions of higher education. It is the freedom to engage in teaching, research, scholarship, or other creative work as the basis for expanding knowledge, promulgating research findings, and teaching and learning in an atmosphere of free inquiry and expression.

The rights of faculty and students to academic freedom carry with them duties and responsibilities. Faculty and students are entitled to freedom of inquiry and discussion in teaching and learning, to freedom of investigation in research, and to freedom of publication regarding research, scholarship, and creative work. Since discussing different points of view is an essential aspect of free academic inquiry and teaching, it is appropriate for faculty to incorporate both their knowledge and beliefs into their teaching. Concomitant with these freedoms must be a commitment to accuracy and integrity.

Faculty members are private citizens, professionals, and members of an educational institution. Faculty, recognizing that the public may judge an institution by their utterances, should indicate when they are speaking as official representatives of the University.

ACADEMIC INTEGRITY

The Academic Integrity Policy ¹ 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.

I. 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.

II. 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.

III. Visiting Students

The Lesley University Academic Integrity Policy applies to students from other institutions enrolled at Lesley University in, including but not limited to, courses, practica, seminars, field placements and institutes as well as participating in other educational experiences. When a visiting student is found to have violated Lesley's Academic Integrity Policy, Lesley may notify the student's permanent institution.

IV. 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.

¹ The Lesley University Integrity Policy is based on similar policies that were used at other schools, including, but not limited to, The University of Georgia, the University of North Carolina at Charlotte, James Madison University, and the University of Scranton.

Students are responsible for learning how to document sources and what constitutes plagiarism. Lesley faculty and the staff of the Center for Academic Achievement can provide help in understanding acceptable models for academic research. When in doubt about the proper use of source material, students are expected to seek guidance. Students should also seek assistance by using the library pathway tutorial at <http://mail.lesley.edu:81/searchpath/>.

Every student should keep notes, rough drafts, sketches, and a copy of each finished paper. If a student wishes to submit one piece of work for more than one course, s/he must request and receive written permission to do so from all instructors in the courses involved.

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 Dean's designee of the student's School², or a member of the Committee on Academic Integrity in the student's school.

V. Faculty Responsibility

Lesley faculty are responsible for setting academic standards, for awarding academic credit, and for conferring degrees when those standards are met. Inherent in these responsibilities is a duty to preserve and transmit the values of academic integrity through example in their own academic pursuits and through the learning environment that faculty create for students. The University expects that its faculty will instill a respect for academic integrity and will take measures to discourage academic dishonesty. (**See Advice to Faculty at the end of this Policy.**)

All faculty members are expected to follow the policies stated in this Policy when academic dishonesty is suspected. Every member of the Lesley faculty must ensure that student work submitted to them for academic credit is authentic as well as consistent with established academic standards. The conferring of a grade in a student's work includes judgment by the faculty member that the student's work is free from academic dishonesty. Grades may be adversely affected by academic dishonesty.

Faculty are strongly encouraged to talk with their immediate supervisor and/or Dean's designee responsible for implementation of the policy whenever they have questions about a student's work or the terms of this Policy.

VI. Examples of Acts of Academic Dishonesty

Academic dishonesty comes in many forms. Academic dishonesty includes, but is not limited to, taking or attempting to take any of the following actions. The following list is not meant to be exhaustive and a student may be charged and found guilty of violating the University's Academic Integrity Policy for an offense not enumerated below.

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

² the term "School" refers to the following academic units: The College of Liberal Arts and Professional Studies, the Art Institute of Boston, the Graduate School of Arts and Social Sciences, and the Graduate School of Education.

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: 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.

- **Fabrication and Falsification:** Falsification is a matter of altering information; fabrication is a matter of inventing or counterfeiting information for use in any academic exercise.
Examples: Inventing or altering data or research results; fabricating research processes to make it appear that the results of one process are actually the results of several processes; false citation of a source; falsifying attendance records in class or at practicum or internship sites for the student at issue or someone else; having another falsify attendance records on a student's behalf; falsifying material relating to course resignation or grades; falsification; forgery, or misrepresentation of academic records or documents including admissions materials, transcripts and/or practicum or internship documentation; communication of false or misleading statements to obtain an academic advantage or to avoid academic penalty.
- **Lying/Tampering/Theft:** Giving false information in connection with the performance of any academic work or in connection with any proceeding under this Policy.
Example: Giving false reasons (in advance or after the fact) for failure to complete academic work or to attend an examination; altering academic work after it has been submitted and seeking a re-grading as if it were original work submitted; damaging computer equipment or programs in order to prevent the evaluation of academic work; giving false information or testimony in connection with an investigation or hearing under this Policy; any unauthorized removal or inspection of material related to academic work (exams, grade records, forms, data, answers) from a faculty member's office or computer.
- **Multiple Submissions:** The submission of substantial portions of the same academic work (including oral reports) for credit more than once without prior written authorization.
Examples: Submitting the same paper for credit in two courses without both instructors' prior permission; making minor revisions in a paper or report (including oral presentations) and submitting it again as if it were new work.
- **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.)

VII. 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 warning/censure/academic alert;
- Reduced grade including a failing grade for the assignment;
- Reduced grade including a failing grade for the entire course;
- Forfeiture of student leadership positions, and/or restrictions on participation in University activities;
- Academic probation;
- Suspension;
- Expulsion from the University.

Warning or censure consists of a written reprimand for violation of acceptable standards of academic 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 Dean'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 Dean of the student's School shall approve the terms and duration of such service.

Note: When the sanction of a lowered or failing grade is imposed, this grade **may not be grieved through the School's grade grievance procedure.**

VIII. 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.

IX. 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 Dean's designee responsible for such matters or with his or her immediate supervisor for review and discussion. In case of cross-school registration the Dean's designee must ultimately refer the matter for determination to the Dean'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 and, on a separate sheet, a list of possible witnesses promptly to the Dean's designee responsible for such matters at his/her School for review and possible referral to the Committee in Academic Integrity. In case of cross-school registration the Dean's designee must ultimately refer the matter for determination to the Dean's designee where the student is enrolled.

X. Referral to Dean's Designee and Faculty Co-Chair of Committee on Academic Integrity

Upon receipt of a report or allegation of academic dishonesty from a faculty member, the Dean's designee and the faculty chair/co-chair of the Committee on Academic Integrity of the student's School shall inform the student in writing of the allegations against him/her and refer him/her to the appropriate sections of the written Academic Integrity Policy that have been violated. The student may meet in person, by telephone or otherwise with the Dean's designee and/or faculty chair/co-chair to review the nature of the allegation and supporting materials, and to afford the student an opportunity to respond to the allegations.

If the student admits culpability or otherwise does not contest the allegation of academic dishonesty, the Dean's designee and faculty co-chair may decline to refer the matter for hearing by the School's Committee on Academic Integrity and may recommend an appropriate sanction upon the student to the Dean. The Dean's designee shall report the recommendation and disposition of the matter to the School's Committee on Academic Integrity for purposes of maintaining a record of the incident.

If the student denies the charge that s/he has violated the Policy, the Dean's designee and faculty co-chair shall request from the student a written response to the allegations with any relevant support for the student's position and, on a separate sheet, a list of possible witnesses. The response shall be submitted by the student within an appropriate timeframe determined by the Dean's designee. The Dean's designee and faculty co-chair shall then send the written statements, from both the student and faculty member, to the School's Committee on Academic Integrity referring the matter for hearing in accordance with the policies and procedures set forth below.

XI. Off-Campus Students

It is expected that the process described herein shall be followed whenever an allegation of academic dishonesty is raised. However, from time to time, when an allegation of academic dishonesty is raised in an off-campus program, it may be necessary to employ alternative means and timelines to ensure a full and fair review and adjudication of the allegation. The decision to employ alternative means shall be made by the Dean's designee and faculty co-chair.

XII. Referral to Committee on Academic Integrity

Each school shall have in place a Committee on Academic Integrity that is responsible for holding hearings into allegations of academic dishonesty consistent with these policies and procedures. Each school's committee shall be composed of no less than three and no more than five members. The majority of committee members shall be from the faculty. At least one shall be a representative of the Dean's Office. Each school will determine committee terms in line with their school governance. Terms shall be staggered. Student representation and voting privileges on the school-based committee shall be at the discretion of each school.

Each committee member shall have one vote. The presence of two members in the case of a committee comprised of three members and three members in all other cases shall constitute a quorum. A majority vote will be required for any decision.

XIII. Notice to Student

The Committee on Academic Integrity shall give at least five (5) days' notice to a student of the committee's intent to hold a hearing on a report of academic dishonesty. Notice shall be provided in writing and shall include a summary of the allegation(s), the date and time of the hearing, a copy of the policy and hearing procedures, and notification of the student's right to bring a member of the Lesley community as an advisor/supporter.

Prior to the hearing date, the student may be asked by the Dean's designee to meet in order to obtain additional information about the allegation(s). The meeting may take place in person, by telephone, or otherwise.

No student shall be permitted to withdraw from a course in which he/she has been charged with an act of academic dishonesty until the case has been investigated and resolved.

XIV. Continued Enrollment Pending Resolution

A student may continue to attend class and to participate in University activities pending administrative resolution of a misconduct charge. However, while a question of academic misconduct is under investigation, a student may not graduate or receive a transcript without prior written approval of the Dean.

XV. The Nature of Academic Disciplinary Hearings

The hearing process used by each school's Committee on Academic Integrity is intended to provide participants with a timely, fair, and orderly system for investigating and resolving allegations of academic dishonesty.

Committee hearings shall be fact-finding in nature, and the focus shall be to investigate the culpability of the accused student. The committee will consider information and arguments presented, make findings of fact, determine whether the student did engage in academic dishonesty, and, if so, recommend sanctions.

Committee hearings are not adversarial contests to be "won" or "lost" through clever tactics or technical formalities. A school's hearing process is not intended to mirror external court/judicial proceedings.

XVI. Conduct of the Hearings

Timing: The committee shall make all reasonable effort to hold its hearing within thirty (30) working days from the date the report of academic dishonesty is referred to it for investigation and disposition. Allegations made at the end of the spring semester and during the summer semester may be investigated and reviewed by the committee within the first two months of the following fall semester.

Evidence: Formal rules of evidence do not apply in committee hearings. Committee members may consider as evidence any supporting materials that, in their discretion, contribute to their objectives of discovering the truth and resolving the allegation of dishonesty. Committee members may also exclude evidence that, in their discretion, is repetitious, irrelevant, or not of value to their deliberation. The faculty member alleging academic dishonesty is responsible for presenting materials supporting the allegations. The accused student is responsible for presenting any materials s/he may have in support of his/her defense.

Appearance before Committee: The accused student, affected faculty member, and witnesses who are members of the Lesley community are expected to meet with the committee in person unless compliance would result in significant and unavoidable personal hardship. If necessary, the accused student, affected faculty member, and witnesses may meet with the committee by telephone or by other methods deemed appropriate by the committee.

Witnesses: In conjunction with their initial written statements regarding the allegations, the accused student and the affected faculty member shall submit a list of names of witnesses that committee members may question to obtain evidence. The committee shall interview the witnesses it deems relevant. Witnesses are expected to give truthful testimony. During the hearing, committee members shall summarize the witnesses' statements for the affected faculty and the accused student and provide each with an opportunity to respond to the statements made by the witnesses.

Confidentiality: Committee hearings are closed to the public, and all present at the hearing shall consider the information presented as confidential.

Assistance: Students may not be accompanied by an attorney in the hearing but they may be accompanied by an administrator or faculty member from the Lesley community to advise them. The role of the Lesley representative is limited to conferring with and advising the student. The advisor is not permitted to argue, make statements, or question witnesses. The committee or student may request the participation of members of the Center for Academic Achievement, the Office of Disability Services, the Office of Information Technology, or other such offices as appropriate.

Rendering a Decision: The committee may take any investigatory action that it deems appropriate. The committee shall deliberate in private and shall render a decision by majority vote. The committee shall only render a decision that a violation has occurred if it is satisfied that a violation has been shown by clear and convincing evidence.

The Committee's Report: Upon conclusion of its deliberations, the committee shall prepare a written report with clerical assistance from the dean's office. The report shall contain a summary of the allegation(s) of academic dishonesty, the student's response, the committee's findings (including its evaluation of the credibility of the student and witnesses), the evidence that supports its findings and its recommendation for sanctions if the allegation is credited. The report will be forwarded to the school Dean within two (2) weeks of the final hearing. A copy of the report shall be shared with the student and referring faculty member.

Failure to Appear: If the accused student fails to appear after proper notice, the committee may reach its conclusion and set an appropriate sanction on the basis of the evidence that is before it. A student who fails to appear at the hearing either in person, by telephone, or otherwise may not appeal the decision(s) of or the sanction(s) imposed by the committee unless there was an extreme emergency that caused their failure to appear.

Record Keeping: Committee records shall be maintained for seven (7) years by the school's Office of the Dean. A copy of the committee's report shall be placed in the permanent file of every student who is found guilty of academic misconduct.

XVII. Decision of the Dean

The school Dean (or Dean's designee and faculty co-chair in the case of a student who admits culpability) shall review all reports and recommendations of the committee and the documentation upon which the recommendations are based. If the student disagrees with the recommendations and believes that there is additional information that was not available to the committee and therefore not considered by it, s/he may submit this information in writing to the Dean within five (5) days of receipt of the recommendations. The Dean will notify the student and the committee in writing of a decision within fifteen (15) working days, excluding holidays and Lesley University vacation days.

XVIII. Appeal to the Provost

The decision of the Dean is final within the school. A student may appeal the decision of the Dean 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 Dean. 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.

XIX. Lesley University Advisory Group on Academic Integrity

Every five years the Lesley university-wide Academic Advisory Committee (AAC) will assemble a sub-committee – the advisory group for academic integrity. This group will monitor the implementation of this policy in all schools, educate the Lesley community about academic integrity, recommend changes to the policy, and develop measures to prevent academic dishonesty at Lesley University.

The group will be composed of the co-chairs from each school-based academic integrity committee and a representative from the Office of the Provost.

XX. Advice to Faculty Members

Failures in the area of academic honesty strike at the heart of what is important and essential to a university community: the pursuit of knowledge and truth. Each Lesley University faculty member regardless of employment status should adhere to the spirit as well as to the letter of this policy. Such adherence includes instituting measures for preventing violations of the University's Academic Integrity Policy and pursuing perceived violations as part of their role in assessing students.

1. At the beginning of every course, faculty members should articulate their expectations pertaining to academic integrity. A clear statement that reinforces the value of academic integrity should be included in every course syllabus.
2. Faculty should remind students to acquaint themselves with this policy and to familiarize themselves with the proper ways to cite sources.
3. Faculty should provide written guidelines for written work where appropriate, and identify resources to help students comply with these standards.
4. Where appropriate, faculty should clarify in advance what specific forms of work or collaboration are allowed.
5. Faculty should take steps to ensure equal access for all students to course materials.
6. Faculty should keep examinations in secure locations. All waste copies of examinations should be destroyed and student employees (with the exception of Teaching Assistants) should not be asked to prepare or handle examinations.

Academic Integrity Policy for Visiting Students

When a visiting student has been accused of an alleged violation of cheating or plagiarism, the student must adhere to the formal procedures established by the appropriate school-based Academic Integrity Policy.

Prior to notification of the visiting student's permanent institution by the school-based Dean, the following procedures for cheating and plagiarism must be adhered to:

1. The faculty member must immediately meet with the student concerning the suspected instance of cheating or plagiarism. This meeting affords the student the opportunity to refute allegations through the presentation of notes, rough drafts, depth of understanding of the material in question, or other convincing materials.
2. If the faculty member concludes that cheating has occurred, the faculty member shall meet with the Dean or his/her designee. As a consultant and advisor, the Dean or his/her designee and faculty review the policy procedures and the case with all supporting documents.
3. After meeting with the Dean or his/her designee, the faculty member must send a written report to the committee describing the case with supporting documents and the grade given for the course.
4. The hearing process commences in accordance with the policies and procedures set forth in the school-based policy. The Dean or his/her designee notifies the student in writing of the possibility of their permanent institution receiving notification of the committee's findings, recommendations, and Dean's decision.
5. Upon completion of the school-based hearing, the committee sends forth its investigatory process, findings, and recommendation(s) regarding the notification to the permanent institution to the Dean.
6. The Dean informs the student, faculty, school-based committee, and Lesley University Academic Integrity Committee of her/his decision. The Dean, if deemed appropriate, notifies the permanent institution.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

In accordance with the provisions of the Family Education Rights and Privacy Act (Section 438 of the General Education Provisions Act 20.USC 1232g, commonly referred to as the "Buckley Amendment"), Lesley University has adopted the following regulations to protect the privacy rights of its students.

Disclosure of Information from Records

Lesley University shall consider as "DIRECTORY INFORMATION" subject to public disclosure the following items: name, enrollment status, dates of attendance, major, minor, degrees, graduation honors, academic honors, awards received, and graduation date. All other student information will not be released to students, parents, or outside agencies unless accompanied by a written release of information from the student.

Students may request that "directory" information not be released to any person by completing a Request to Prevent Disclosure of Directory Information Form available in the Office of the University Registrar. No office maintaining an education record of a student will disclose any non-directory information from that record to anyone other than the student himself/herself without the written consent of the student, except as provided below:

1. The records of a student will be disclosed without his/her written consent to any academic and administrative offices within the University who have legitimate educational interest in the information. "Legitimate educational interest" means the demonstrated need to know by those persons who act in the student's educational interest. This includes the following persons and their professional and clerical staffs acting under their instructions: academic deans, the Registrar, Student Accounts, Director of Financial Aid, President and Vice Presidents, Dean of Student Life, Academic Status Committee members, Center for Academic Achievement, faculty advisor, Career Resource Center, department director, or any faculty member or administrator to whom or to whose office the student has addressed an educational request, application, or inquiry for which the records are needed to prepare a reply.
2. The records of a student will be disclosed without his/her written consent to federal and state government agencies and officials as required by law.
3. The records of a student will be disclosed without his/her written consent to any agency to which the student has applied for or from which s/he has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.
4. The records of a student will be disclosed without his/her written consent to certain educational agencies and institutions, as permitted by law.
5. The University reserves the right to furnish to parents or legal guardians of financially dependent students any information relating to academic status.
6. The records of a student will be disclosed without his/her written consent to comply with a judicial order or subpoena.
7. The records of a student will be disclosed without his/her written consent in a health or safety emergency, as provided by the law.

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 day Lesley University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

3. 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.
4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In addition, Lesley University may, at times, disclose directory information without a student's consent. Directory information includes: student name, major field or study, and degrees and awards received. If a student does not want these items to be released to the public, he or she must notify the Office of the University Registrar in writing prior to October first.

NOTE: Students should be aware that the definition of directory information differs between FERPA and the Solomon Amendment as described below:

Under the Solomon Amendment, Lesley University may not in policy or practice prohibit or prevent the Secretary of Defense from obtaining, for military recruiting purposes, entry to campus, access to students on campus, access to directory information on students or have an anti-ROTC policy. According to the Solomon Amendment, Lesley University must provide the military with access to information including name, address, telephone listing, date and place of birth, level of education, academic major, degrees received and the educational institution in which the student was most recently enrolled, unless a student has formally requested that such information be withheld from third parties.

LESLEY UNIVERSITY ACCEPTABLE USE POLICY

ACCEPTABLE USE POLICY

Lesley provides members of its community with access to a wide range of information and electronic services. Lesley's electronic environment includes the use of computers, tablets, computer networks, the Internet, online services of the University, and electronic communication (i.e., electronic mail, telephone, smart phones, cell phones, social media, voice mail, scanned images and faxes). These services are essential for research, instruction, and administration.

Lesley University values freedom of expression and an open exchange of ideas and information. Lesley acknowledges that there is a delicate balance between freedom of expression and respect for the rights of fellow members of the Lesley community. All Universities activities are governed by the Community Standards of Conduct. Essentially, Lesley's Acceptable Use Policy (AUP) requires all users to maintain reasonable standards of professional and personal respect and courtesy. Members

of the Lesley community are provided with broad access to the University's electronic environment. The electronic environment, by its very nature, allows users to engage in the system with near anonymity. These characteristics of the Lesley electronic environment demand responsible use by all of Lesley's users.

Despite the unique attributes of the electronic environment, all Lesley policies which apply elsewhere in the Lesley community, including the terms of all handbooks and catalogues, apply in full force to use of the electronic environment. Specifically, all Lesley harassment and discrimination policies, the Family Educational Rights and Privacy Act of 1974, and the Lesley Community Standards of Conduct are applicable to all forms of contact within the electronic environment.

Access to and usage of Lesley provided technology is a public trust and certain expectations, responsibilities, and requirements are inherent in this trust. The purpose of the AUP is to address those aspects of the electronic environment which are specific to computer use, electronic communication, and computer networks. The AUP applies equally to faculty, students, staff, contractors, and invited guests who utilize Lesley technology on and off campus.

Scope

Lesley University's Acceptable Use Policy applies to any user of the University's technology resources, whether initiated from a computer located on or off-campus. This includes any computer and information system or resource, including means of access, networks and the data residing thereon. This policy applies to the use of all Information Technology resources whether centrally- or locally-administered. Administrators of individual or dedicated University resources may enact additional policies specific to those resources provided they do not conflict with the provisions of this and other official policies and laws. Users are subject to both the provisions of this policy and any policies specific to the individual systems they use.

Eligibility: access to the services, accounts, and facilities that comprise the Lesley's digital and network environment is granted to users the following users:

Contracted Faculty: Eligible upon acceptance of a contract.

Adjunct Faculty: Eligible upon acceptance of a contract.

Students: Eligible upon admittance to a degree program.

Administrators & Staff: Eligible upon hiring.

The Lesley University Acceptable Use Policy can be found here in its entirety:

http://www.lesley.edu/hr/employee_handbook/2/acceptable_use.html

Copyright Infringement Policy (non-academic: audio/video)

Violating copyright law is a serious offense. Infringements to copyright laws will be referred to the Dean of Student Life and Academic Development. 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, actual and statutory damages.

Student Life and Academic Development Resources

Division of Student Life and Academic Development

www.lesley.edu/student.html

11 Mellen Street

(617) 349-8530

(617) 349-8558 Fax

Nathaniel Mays

Dean of Student Life and Academic Development

The Division of Student Life and Academic Development (SLAD), located at 11 Mellen Street, is responsible for monitoring the overall quality of life for undergraduate and graduate students at Lesley University. The Division provides a range of services and programs to support the academic, career, and personal development of all students. SLAD includes the following areas: Athletics, Career Resource Center, Center for Academic Achievement and Disability Services, Community Service, Counseling Center, International Student Services, Multicultural Student Services, Residence Life, Student Activities, Orientation, Student Health Service (undergraduate), and Student Immunizations. In addition, SLAD oversees the Graduate and Adult Student Advisory Council, the UNITY Gospel Choir, the University Hall Art Exhibits, Spiritual Life Resources, and a MBTA discounted Semester Pass Program for travel on the greater Boston public transportation system. The Dean of Student Life and staff are also responsible for administering the policies that govern student conduct as well as investigating claims of harassment and discrimination between students. For more information, call 617.349.8530 or visit the SLAD web site at www.lesley.edu/student.html.

Athletics

www.lesley.edu/athletics

47 Oxford Street

(617) 349-8498

(617) 349-8640 Fax

Jennifer Benway

Director of Athletics

The athletic program at Lesley University is maintained as an integral component of student life. Student-athletes are provided an environment which encourages development of their athletic skills, in addition to qualities of leadership, discipline, and sportsmanship. The athletic program at Lesley University consists of intercollegiate sports, intramural sports, recreational activities, and a wellness program. Lesley University is a Division III member of the National Collegiate Athletic Association (NCAA) and a charter member of the New England Collegiate Conference (NECC). The fourteen intercollegiate sports in which we compete, under the auspices of the NCAA are:

Men's Baseball

Men's Basketball

Men's Cross-Country

Men's Tennis

Men's Soccer

Men's Volleyball

Men's Track

Women's Basketball

Women's Cross-Country

Women's Soccer

Women's Softball

Women's Tennis

Women's Volleyball

Women's Track

Participation in varsity sports is open to all full-time undergraduate students. To be eligible for participation on any of the varsity teams, a student must maintain a minimum cumulative grade point average of 2.0.

Intramural and recreational activities include basketball, swimming, tennis, volleyball, yoga and Zumba.

The wellness program offers a variety of activities and services in a conscious and deliberate approach to help students move toward a healthier state of well-being. These include yoga classes and Nautilus instruction. These programs are open to all Lesley University students.

Fitness Center

Members of the University community can stay fit by frequenting the Fitness Center located on the main Lesley campus. Students can reduce stress while building agility, stamina and strength, by using the Universal equipment, treadmills, and the other cardiovascular equipment. Guidelines and hours are posted in the Center, with other information relevant to health and wellness. Students with disabilities who need accommodation should contact Disability Services.

Tennis Court

The tennis court is located on Wendell Street, behind the Plant Operations building.

The use of the tennis court is restricted to members of the University community, their guests, and members of the Agassiz neighborhood community. Sign-up sheets for reserving time on the tennis court are maintained at the Public Safety Office. Anyone reserving the tennis court must show a current Lesley ID, a driver's license or other identification proving he or she is affiliated with Lesley or the Agassiz neighborhood community. At least one member of any group playing tennis must be able to show proper identification as outlined above, or the group may be requested to leave the tennis court. Reservations for playing times are restricted to one-hour periods only, starting on the hour.

All athletic programs are overseen by the Athletic Director.

Career Resource Center

www.lesley.edu/crc	crcjobs@lesley.edu
Doble Hall, 4th floor	(617) 349-8550
	(617) 349-8486 Fax

Alice Diamond	Associate Dean for Career and Community Service
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The Career Resource Center (CRC) supports students and alumni in reaching their career goals. Career counselors meet with students to discuss choice of major, career options, internships, summer jobs, post-graduate employment, and graduate school decisions. Students are encouraged to meet with a career counselor early in their years at Lesley. Both scheduled appointments and drop-in hours are available. In addition to providing career counseling, the CRC offers workshops on job search topics and panels featuring Lesley alumni and employers. The Career Resource Library has employer directories, and books on career options, occupational outlook and salary information. Some of the resources circulate to current students.

Students are encouraged to use *Lesley Career Connection* (LCC), an online, one-stop resource, to explore professional positions, off-campus student employment and summer opportunities, CRC career events, job fairs, and the employer directory. The Alumni Career Network, also available on LCC, offers students an opportunity to learn from Lesley alumni; students can ask alumni questions about their career path, current position, or geographic area. To register for LCC, students can log into myLesley, click on My Services on the top bar, and then locate the *Lesley Career Connection* box. This link will take students to a short profile and then to their LCC homepage. Questions should be addressed to lcc@lesley.edu.

The CRC web page, www.lesley.edu/crc, includes the Career Web Sites Collection and online handouts. The Career Resource Center is located in Doble Hall, 4th floor, and can be reached by phone at 617.349.8550 or by email at crcjobs@lesley.edu.

Center for Academic Achievement

www.lesley.edu/caa	(617) 349-8459
Doble Hall, Suite 220	(617) 349-8324 Fax

Daniel Newman	Director, Center for Academic Achievement (ADA/504 Coordinator)
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The Center for Academic Achievement encourages students to take advantage of its academic support services. The Center's professional staff includes faculty who specialize in writing, reading, research methods, and learning differences (LD/ADD). The staff also includes over 40 peer tutors from graduate and undergraduate programs. The Center provides assistance with writing, reading, math, library research, study skills, organizational skills, and content across many fields. Students

work on specific course requirements such as papers, projects, presentations, and exam preparation. Students work with tutors and professional staff as they exchange ideas, make use of feedback, and develop new skills. Additionally, selected tutors work with students to prepare for the Communications and Literacy subtests of the Massachusetts Test for Educator Licensure (MTEL).

Tutoring on-campus is available to all students currently enrolled in classes in Lesley's degree-granting programs. Tutorials are offered on a by-appointment basis during daytime, evening, and weekend hours. To find out more about the Center's services, call 617.349.8459 or stop by the Center for Academic Achievement, 30 Mellen Street, Doble Hall, Suite 220.

All students enrolled in off-campus, low residency and on-line degree granting programs may access online tutorial services. Students can consult the submission guidelines from the Center's services page.

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)

Specific Information about the Rights and Responsibilities of Students with Disabilities

Lesley University is committed to the full participation of all students in its programs. In addition to this long-standing Lesley philosophy, students with disabilities have specific legal rights. Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) Amendments Act of 2008 are civil rights laws enacted to protect otherwise qualified individuals with disabilities from discrimination on the basis of their disabilities. The provisions of both laws apply to Lesley University. The following is a summary of Lesley's policy and procedures for students with disabilities seeking services under Section 504 and the ADA Amendments Act.

An essential component of both laws is the right of the otherwise qualified individual to reasonable accommodation. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of her or his disability to the appropriate disability administrator and a request for a reasonable accommodation.

A. Services for Students with Disabilities

Who is eligible to receive disability support services?

- All qualified students with documented disabilities are eligible for accommodations and support services. It is the student's responsibility to initiate the accommodation process. Support services and reasonable accommodations are available, but not necessarily limited, to students with physical, medical, psychological, cognitive (learning), and/or environmental issues.

What are the responsibilities of students for obtaining disability support services and reasonable accommodations?

- To initiate the process in a timely manner. Students must follow the Lesley University accommodation timelines. For example, sign language interpreters for a semester long course normally require four weeks to arrange. Classroom changes and Accommodation Letters may take up to ten days. It is recommended that students initiate the process no later than the beginning of the course(s).
- To provide appropriate documentation of the disability. The student has the responsibility of providing the Disability Services administrators (see below) with relevant documentation of her or his disability from a qualified physician or clinician who diagnoses the disabilities and

sets forth recommended accommodations. Student information is kept confidential and is not disclosed to anyone without the student's consent.

- To disclose his/her disability to the appropriate Disability Services administrator (see below).
- To renew the request for services every semester.
- To meet with faculty to present the letter of accommodation
- To keep track of academic progress and to communicate with appropriate individuals about medical absences, requests for an incomplete grade, course withdrawals, and academic status as soon as these situations arise.

What type of services can students with disabilities expect to receive?

Support services and reasonable accommodations are determined on an individual basis by the Disability Services administrators. The specific service or accommodation depends on

- (1) the student's particular needs as identified in the documentation submitted,
- (2) the type of curriculum and program of study,
- (3) communication with the faculty member
- (4) the timeliness of the request.

Please Note: Only the accommodations and disability support services that do not alter the academic standards and essential requirements of any program of study are considered.

B. Disability Services Administrators

Documentation should be presented to the appropriate contact person listed below.

Daniel Newman, Director of the Center for Academic Achievement, serves as the ADA/504 coordinator for students and supervises the two areas listed below. Any questions or concerns regarding ADA/504 accommodations for either of these service areas can be directed to Daniel Newman.

Students attending classes in Cambridge and Boston:

Learning Disabilities and Attention Disorders

Maureen K. Riley, Director, LD/ADD Academic Support Program,
Center for Academic Achievement, 30 Mellen Street, Doble Hall, 2nd floor, Office 212
617.349.8464 • Fax: 617.349.8324

Physical, Sensory, and Psychiatric Disorders

Laura J. Patey, Director of Access Services for Students with Disabilities
11 Mellen Street, 1st floor
617.349.8194 • Fax: 617.349.8558 • TTY: 617.349.8544

Students attending classes in Off-campus programs:

Learning Disabilities and Attention Disorders

Daniel Newman, Director, Center for Academic Achievement,
(ADA/504 Coordinator)
30 Mellen Street, Doble Hall, 2nd floor
617.349.8572 • Fax: 617.349.8324

Physical, Sensory, and Psychiatric Disorders

Laura J. Patey, Director of Access Services for Students with Disabilities
11 Mellen Street, 1st floor
617.349.8194 • Fax: 617.349.8558 • TTY: 617.349.8544

C. If You Believe You Have Been Discriminated Against or Harassed on the Basis of Disability

Any student who believes that she or he has been discriminated against or harassed on the basis of disability should contact the Dean of Student Life and Academic Development. The formal procedures (set forth in the Policy Against Unlawful Discrimination and Harassment section) also apply to complaints of unlawful discrimination or harassment based on disability. Nothing contained in the Policy against Unlawful Discrimination and Harassment is intended to deny Lesley University students the right to pursue other avenues of recourse. If students believe that they have experienced, or are experiencing, unlawful discrimination or harassment at Lesley University or at any Lesley University-sponsored activity or event, they have the right to pursue other avenues of

Appointments can be made by calling 617.349.8545 or by coming to the offices directly. If no one is available to assist you, please leave a message in the designated box on the door of the office. During summer and vacation times, the Center is open on a limited basis. For more information, please call 617 349-8545, or visit our website at www.lesley.edu/centers/counseling.

In case of emergency, please contact the Public Safety Office at 617.349.8888, call 911, or go to the nearest hospital emergency room.

International Student Services

www.lesley.edu/services/student_affairs/iss.html iss@lesley.edu
11 Mellen Street (617) 349-8542
(617) 349-8606 Fax

Janie Bess Director of International Student Services

The International Student Services (ISS) Office provides advice on immigration, personal, cross-cultural, and academic matters to all international undergraduate and graduate students at Lesley University. The Director of ISS serves as the resource and primary advisor for immigration matters on campus.

Before classes begin, ISS hosts several mandatory International Student orientations - for incoming international undergraduate and graduate students. During these programs, students are informed of their obligations to maintain their legal immigration status while studying at Lesley University. During the academic year, ISS sponsors programs designed to build connections amongst international and American students and to help introduce students to various aspects of American culture.

For further information, please contact the International Student Services Office, located at 11 Mellen Street, Cambridge, MA 02138. Emails may be sent to iss@lesley.edu or calls may be made to 617.349.8542.

Multicultural and Student Life Services

bcollins@lesley.edu
11 Mellen Street (617) 349-8543
(617) 349-8558 Fax

Boris Collins Coordinator of Multicultural and Student Life Services

The Coordinator of Multicultural and Student Life Services, along with the University faculty and administration, is committed to the development and implementation of programs and services to enhance the academic, cultural, and social experience for Lesley's diverse student community. Various programs are planned throughout the year to promote a campus climate where students representing diverse cultural, racial, and ethnic communities interact in a dynamic and collaborative way while maintaining and valuing their differences.

The Coordinator of Multicultural and Student Life Services is located at 11 Mellen Street, Cambridge, MA 02138. For more information, call 617.349.8543.

Residence Life

www.lesley.edu/services/student_affairs/rl_index.htm
9 Mellen Street (617) 349-8585
(617) 349-8558 Fax

Nancy M. Galvin Associate Dean and Director of Residence Life

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.

Residence Halls

Students live in traditional style residence halls, Victorian houses, and suite-style living on the Doble and Brattle campuses. Most residence halls feature common lounge and meeting areas, kitchenettes, televisions, and laundry facilities. Some of the buildings have elevators and are accessible for the physically challenged.

Residence Staff

The residence halls are managed by a professional staff. The Resident Directors (RDs) and Assistant Director of Residence Life live on campus and serve as resources for students and student staff. These professional staff members supervise student Community Advisors (CAs). One Community Advisor lives in each residence hall and strives to establish a true sense of community in the hall. She/he is the catalyst for many of the activities that are planned in that residence hall. In addition, each Community Advisor serves resident students as a peer counselor, mediator, peer advisor, and a general resource.

Census

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

Community Councils

The residence hall Community Council collaborates with the Community Advisors to establish the norms and expectations by which the community agrees to live. In addition, the Community Council may collaborate with the Community Advisors to sponsor social programs within the residence halls. They strive to promote a sense of community in their halls where people respect each other and have fun.

Damage *(Please see Conduct Policies, Procedures, and Sanctions)*

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 check-out 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, firecrackers, 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 Dean 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 Dean.

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 Dean 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 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.

Residence Life Advisory Board

The Advisory Board members from each hall meet with the Associate Dean to discuss quality of life issues for resident students. They advise the Associate Dean and make recommendations for changes and improvements to residence life, in order to maintain a quality experience for students.

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 place additional locks on their doors.

Room Changes

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

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 Dean. 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.

Special Interest Housing

The designated Special Interest Halls provide opportunities for students who share common interests to live and learn together, sponsor programs and commit to sharing their interests with the community. Refer to our web page for more information.

Students may request to live with others sharing a special interest, within the limits of the University's policy of class representation in most residence halls. Proposals for special interest living for the following fall need to be submitted to the Associate Dean or designee before February 10. The proposals are evaluated on the basis of the contributions that the group might offer to the campus community.

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 Dean.

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

Lesley residence halls are closed when the University is closed during the Thanksgiving and December-January holiday periods. Residents will not have access to halls during these vacation periods. International students who are in need of housing during Thanksgiving recess should contact the Office of Residence Life. Lesley residence halls will remain open during the March vacation period although no meals are provided as the board plan is not in effect at that time.

Resident students who register for the January mini-semester may be eligible to live on campus for a fee. January residents may not host overnight guests, including other Lesley students who have not registered and received approval from the Residence Life Office. Information about the January term housing options will be distributed to residents during the first semester.

Weapons (*Please see Conduct Policies, Procedures, and Sanctions*)

No weapons (guns, knives, 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.

Student Activities

www.lesley.edu/services/student_activities

47 Oxford Street (617) 349-8565
(617) 349-8640 Fax

Amanda Mereau Director of 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. All students are encouraged and supported to take on leadership roles across campus and develop skills in leadership, communication and collaboration. The Office of Student Activities is here to support your undergraduate experience by providing you with a wide range of resources to assist you as you develop personally and professionally over your time at Lesley University.

Activities and Special Events

Throughout the school year, you will find a wide range of social and educational programs, coordinated by 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. Undergraduate students are eligible to purchase reduced priced tickets to our "Explore Your City" series at the McKenna Student Center Information Desk. Look for a list of events and schedule of sale dates to be published at the beginning of each semester. 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.

Student Spaces on Campus

The Margaret McKenna Student Center

The McKenna Student Center on the Doble Campus features a spacious, attractive lounge and an eating area. The Center is open to students, faculty, and staff. In addition to the Cafe, the Student Center also houses a lounge space, wireless internet access, a digital display screen to publicize campus-wide information, and a large screen TV located on the Mezzanine Level. This space has movable furniture, plays host to a variety of programs and is the hub of activity for the Cambridge Campus. The Info Desk located within the McKenna Student Center will offer event information, ticket sales, and other student services.

University Hall Student Center

Located on the third floor of the University Hall Building at 1815 Mass. Avenue, the area includes the University Hall Student Center Coffee Shop, a quiet reading area, and a spacious seating area with both lounge and dining furniture.

700 Beacon Student Lounge

A central space for students on the Boston Campus is the Lounge on the third floor of 700 Beacon, with informal seating and tables for eating and working between classes.

Sources for Student Information

Undergraduate Student Handbook

The Undergraduate Student Handbook is published annually by the Division of Student Life. It provides students with information about student life, co-curricular resources, and University policies.

Student Activities Weekly E-mail Newsletter

The Office of Student Activities produces a weekly e-mail newsletter that includes a calendar of what's happening at Lesley University each week of the semester. It highlights events in Student Activities, Athletics, Community Services, and from Clubs and Organizations on campus.

Career Focus Newsletter

The Career Focus newsletter is published by the Career Resource Center (CRC) and distributed to the Lesley community during the academic year between September and May. The newsletter contains information on CRC workshops and events, CRC library resources, career-related opportunities in the area, and local job fairs.

Connections Newsletter

The Office of Community Service e-newsletter, Connections, offers a glimpse into the lives of students engaged in the Cambridge community by sharing interviews, volunteer opportunities, and reflections from our program participants. Published several times a semester, Connections features information about events and connect to articles written by both students and staff.

Lesley Public Post

The Lesley Public Post (lesleypublicpost.com) is a student run online news blog providing the campus community with campus news, features, op-eds, articles, and commentaries. Students who want to become involved in the Public Post can register at the Fall/Spring Student Activities Fair.

Lesley Today

Lesley Today is a monthly electronic publication for students, faculty, and staff, reporting the news of Lesley people and events. Lesley Today is compiled and distributed by the Office of Public Affairs. Students are welcome to give input to Lesley Today.

Taking-In

Photography majors produce an annual photography book titled Taking-In. It includes submissions from photography majors.

Commonthought

Commonthought is the University literary magazine published each year by students. Students, faculty, staff, and administrators have an opportunity to submit written items for possible inclusion in the magazine. Submission and publication dates are publicized each year.

Undergraduate Student Government

The Undergraduate Student Government (USG) is the representative governing body of Lesley University students. The USG works with the University administration to address issues directly affecting students of Lesley University. USG officers are elected to one-year terms and serve as liaisons to academic committees, ad hoc committees and advisory groups that deal with a wide range of issues in the greater university community. USG is advised by the Director of Student Activities.

USG encourages student participation in its ongoing efforts to enhance the quality of the undergraduate student experience through its Committees. If you are interested in becoming involved in a USG Committee please visit the Office of Student Activities or refer to the USG Constitution.

USG Committees

All undergraduate students can serve on a USG Committee. Joining a committee allows you to have direct input on the various issues that affect our community. In addition to the various committees that work on issues related to Student Life, there is a Student Allocations Committee that serves to allocate funding to the various Student Clubs and Organizations on campus.

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 all Lesley University students to get involved in their community. If you don't see a club you are interested in below, drop by the Office of Student Activities to learn how to start a new club or organization.

Amnesty International	LAF (Local Acts of Fun)
Animation Club	LEAP (Love & Equality for All People)
Anime Club	Lesley Delivers
BIRD (Believing, Imagining, Realizing Dreams)	Lesley Music Ensemble
Campus Activities Board	Lesley Performing Arts Club
Cheerleading Club	Lesley Public Post
Christian Fellowship	Management Student Association
Community Service Club	Meditation Club
Conscious Kinetics	Multicultural Club
Commuter Student Organization	Page Turners Association
Dance Team	QLEAR (Queer Lesley: Education and Resources)
Design Club	Rock Climbing Club
Disney Club	Running Club
Environmental Club	Sigma Tau Delta
Fashion Club	Ski & Snowboard Club
Flag Football	Strides
Frankenprov!	SAAC (Student Athlete Advisory Committee)
Harmogeddon	Students for Social Justice
Hiking Club	Taking In
Hillel	Third Wave
In Stitches: The Fiber Arts Club	Ultimate Frisbee Club
Illustration Club	Visual Culture Association

Frequently Asked Student Activities Questions:

1) How do I start a new club or organization on campus?

All undergraduate students are welcome to start new clubs and organizations on campus. To begin the process you must visit the Office of Student Activities and pick up a New Club Information Packet. This packet will provide valuable information on the steps you need to complete in order for your club to be recognized by USG.

2) How do I reserve a space on campus?

To reserve space for events of Lesley University student groups, clubs and organizations, students must complete an event registration form available in the Office of Student Activities. These requests must be approved by club or organizations' advisor in the Office of Student Activities.

3) How do I publicize my event on campus?

If your club or organization would like to post information to the digital screens in the Student Center or Fitness Center, please contact your Office of Student Activities advisor for specific details. Bulletin boards and kiosks are also very effective ways to communicate with the campus community. Clubs and organizations should direct requests for bulletin board space to their advisor in the Office of Student Activities. Notices and bulletins should not be posted on painted walls, or on windows and glass doors, since this creates a dangerous visual obstruction. All postings must have the approval stamp from the Office of Student Activities. Stop by the Office of Student Activities to receive approval. In publicizing student events, students are asked to act responsibly as reliable members of

the College community. Posted notices are expected to be in keeping with the spirit of the Lesley University mission statement and to conform to Lesley's alcohol policy.

4) I want to get involved but I am not sure how.

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 send an email to studentactivities@lesley.edu, call (617) 349-8565, or drop by our office. We are more than happy to help you in any way that we can.

Student Health Service

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

McKenna Student Center, Lower Level (617) 349-8222
(617) 349-8225 Fax

Barbara Inskeep, R.N., M.S.N.

Director of Student Health Service

Our mission is to advance the health of our students in order to support their academic success and social growth at Lesley University. We are committed to primary prevention of illness, easy and equal access to services for all residential students, and to our role as advocates for a healthy campus community. Medical care is confidential, except as required by law, and records may only be released with the student's written permission.

The Lesley University Student Health Service (SHS) offers basic primary health care services to all full-time undergraduate students of Lesley University, including Threshold. Enrollment in the SHS is automatic for undergraduate students living in University housing. SHS enrollment is optional for full-time undergraduate students living off-campus by completing the contract for optional service in the SHS and paying the non-refundable Student Health Service fee before the third week of each semester.

SHS Health Forms include the certificate of immunization which is required by law for all full-time students and all students studying on a visa. Forms are available in your admissions "Welcome" packet, on our web site or by calling the SHS. Completion of the certificate of immunization is required before your arrival on campus. See below for detailed requirements.

The Student Health Service is located in the lower level of the Margaret McKenna Student Center on the Cambridge Doble campus. Service is confidential and includes professional services by nurse practitioners and a part-time supervising physician for illnesses, minor injuries and accidents, annual free "flu shots" and women's and men's health care. A psychiatric clinical nurse specialist is also available for psychopharmacology by referral from the SHS and the University Counselors for students who are also being followed in the LU Counseling Center.

The cost of laboratory tests (performed by Quest Diagnostics) and prescriptions ordered by SHS are the responsibility of the student and his or her health insurance. It does not matter what type of health insurance you have to use the SHS, but health insurance is required by law for all three-quarter or full-time students. A plan is available through the Student Accounts Office if you do not have other coverage.

Appointments are available by calling 617.349-8222 between 8:30 a.m. and 7:00 p.m. Monday and Tuesday and from 8:30 am to 4:30 pm Wednesday through Friday during the academic year (September through mid-May.) There are same day appointments reserved at the start of each day for urgent needs. For on-going medical conditions requiring prolonged follow-up, referral to local medical specialists can be arranged and the SHS can help coordinate specialist care.

Emergency care and urgent after-hours problems are handled by local hospital emergency rooms and/or walk-in clinics, depending on the nature and severity of the concern. Students should have a working knowledge of their health insurance in order to utilize resources appropriately and should

also have a copy of their insurance ID card with them at school. In a life-threatening emergency at any time, dial "911" to activate the emergency response system, and then call Public Safety at 617.349-8888 for assistance. Mount Auburn Hospital (617-492-3500) is located just 1.4 miles from campus. Cambridge Hospital (617-665-1000) is also located 1.5 miles from campus.

The Student Health Service also serves as a campus resource for health education and health counseling. Common topics include nutrition, weight issues, eating disorders, stress management, exercise, sleep, contraception, intimacy and personal safety. **Smoking cessation** appointments are offered and encouraged. Group discussions or presentations can be arranged by meeting with the Director of SHS or the nurse practitioner.

Immunization Requirements

The Massachusetts Department of Public Health requires a certificate of immunization for students attending college in the Commonwealth. The following immunizations are required by law for all full-time students and for all students attending the University while on a visa:

- 1) Two (2) doses of MMR (measles, mumps, rubella) vaccine given at least one month apart beginning at, or after, 12 months of age; OR a dated positive laboratory blood test for all 3 diseases.
- 2) A booster of **Tdap** (REQUIRED) within the last ten years.
- 3) Varicella/Chicken pox - you must provide one of the following:
 - Healthcare provider diagnosed disease with date, OR
 - **2 doses** of Varicella vaccine at least 4 weeks apart; OR
 - a dated positive laboratory blood test.
- 4) Three (3) doses of Hepatitis B vaccine OR a dated positive laboratory blood test.
- 5) The Meningitis vaccine is required for all newly enrolled resident students living on campus. The vaccination \must be **within the last five years** and you must provide one of the following:
 - The date that you received the vaccine, signed by a nurse or physician, OR
 - A signed waiver form stating that you have read the risks and choose not to receive this vaccine. The waiver form is available at:
www.lesley.edu/services/student_health/index.html.

Please note that a history of having had any of the above diseases, except chicken pox, does not serve as proof of immunity. Students may be exempt from these requirements only for medical or true religious reasons.

All Lesley University undergraduate and Threshold students must submit a Certificate of Immunizations form, available at www.lesley.edu/services/student_health/index.html, signed by a physician or nurse (not a parent) BEFORE YOUR ARRIVAL ON CAMPUS. Undergraduate students should return their form to Student Health Service, 29 Everett Street, Cambridge, MA 02138, fax: 617.349.8225, phone: 617.349.8222. Failure to complete the immunization requirements will cause an "immunization hold" on your student account which will prevent registration for future semesters.

Student Life and Academic Development Staff Directory

Office of Student Life and Academic Development

617-349-8530

Nathaniel G. Mays, Dean of Student Life and Academic Development	617-349-8592
Anne-Marie Kenney, Assistant Dean of Student Life	617-349-8538
Wendy Whiteaker, Executive Assistant to the Dean and Ombudsperson for Students	
Abeeda Husain, Office Manager	617-349-8534
Athletics	
Jennifer Benway, Director of Athletics	617-349-8536
Aaron Bouyea, Assistant Athletic Director, Head Softball Coach	617-349-8609
Ryan McCarthy, Sports Information Director	617-349-8627
Erin Cicone, Head Athletic Trainer	617-349-8976
Paul Vasconcelos, Head Coach for Men's Soccer, Women's Soccer, and Men's Tennis	617-868-9600 x2321
Career Resource Center	617-349-8550
Alice Diamond, Associate Dean for Career and Community Service	
Alison Angell, Senior Associate Director	
Francis Alix, Associate Director	
Jane Maguire, Career Services Assistant	
Center for Academic Achievement	617-349-8459
Daniel Newman, Director of the Center for Academic Achievement (ADA/504 Coordinator)	617-349-8572
TBA, Associate Director	617-349-8460
Maureen Riley, Director of Academic LD/ADD Services	617-349-8464
Kim Johnson, Learning Specialist	617-349-8462
Laura Patey, Director of Access Services for Students with Disabilities	617-349-8194
Holly Aldrich, Disability Access Specialist	617-349-8655
Anhar Mulla, Online Tutoring Manager	
April Lacey, Office Coordinator	617-349-8459
Community Service	617-349-8567
Dan Flynn, Director of Community Service	
Sarah Chafe, Community Engagement/MACC AmeriCorps*VISTA	617-349-8196
Counseling Center	617-349-8545
Magi McKinnies, Director of the Counseling Center	
Cynthia Jirak, Associate Director	
Mark Redmond, Counselor	
Sharon Harrington-Hope, Coordinator of Alcohol and Other Drugs Education, Counselor	
Anney Barrett, Administrative Assistant	
International Student Services	617-349-8542
Janie Bess, Director of International Student Services	
Multicultural and Student Life Services	617-349-8543
Boris Collins, Coordinator of Multicultural and Student Life Services	
Residence Life	617-349-8585
Nancy M. Galvin, Associate Dean, Director of Residence Life	
Tejal Patel, Assistant Director	
Christina Colasanto, Resident Director	
Mike McCarthy, Resident Director	
Rosedelma Seraphin, Resident Director	
Student Activities	617-349-8565
Amanda Mereau, Director of Student Activities	617-349-8540

Mike Fox, Coordinator of Performing Arts Activities
Ashley Young, Coordinator of Student Activities Services

617-349-8604
617-349-8537

Student Health Service

Barbara Inskeep, Director of Student Health Service
Jo-Ann Fortier, Nurse Practitioner
Maura Galligan, Nurse Practitioner
Jennifer Garshman, MD, Supervising Physician
Abbie Rosenberg, RN, MS, Psychiatric Clinical Nurse Specialist
Virginia Delani, Administrative Assistant

617-349-8222
617-349-8942
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***Updated June 2012**

THE ART INSTITUTE OF BOSTON

Welcome to The Art Institute of Boston at Lesley University. On behalf of the faculty and staff of the University, it is my pleasure to welcome back our returning students and to extend a special greeting to our new first year and transfer students. It is a privilege to welcome our newcomers to AIB, a remarkable art college devoted to high student achievement and leadership in arts careers. Our dedicated faculty and staff are honored to serve you in providing a professional education in the visual arts, and supporting that education through a variety of academic and co-curricular programs and opportunities available to you. As a vital part of Lesley University, we offer our students a wide range of programs and services both here in Boston and at Lesley's campus in Cambridge.

This Student Handbook is your guide to student life at The Art Institute of Boston and Lesley. As a member of our community, it is your responsibility to become familiar with its contents and to conduct yourself in accordance with these policies. Please note that policies are continuously under review; we will inform you of any changes as they occur. This handbook is an important resource, describing the activities, programs, and special events available to all AIB students. AIB also provides a growing list of opportunities to enhance your experience through study abroad and, as a member of the Association of Independent Colleges of Art and Design (AICAD), AIB can offer special mobility programs and a New York City studio program. For study abroad opportunities, contact the Undergraduate Study Abroad Coordinator at lcexchange@lesley.edu. For more information about AICAD opportunities, please contact the Director of Academic Advising at AIB.

At AIB and Lesley, we pride ourselves in having a student-centered community of faculty and staff who will encourage and support your artistic, academic, personal, and professional growth. As members of this community, you are empowered to contribute to the quality of student life and to help the college serve you better. Your suggestions are welcome and your input valued. I urge you to take advantage of this time in your life to develop new friendships and accept the challenge to learn and grow as an artist and a person within our community.

I look forward to meeting each of you and watching you explore the art and education resources AIB and Lesley University offer. We are all excited to share with you the extraordinary learning environment that AIB provides, and will work with you to realize your goals and achieve great success during your studies here.

Sincerely,
Stan Trecker
Dean, The Art Institute of Boston at Lesley University

AIB Mission Statement

As one of the four schools of Lesley University, the unique mission of The Art Institute of Boston is to provide a comprehensive art education that develops in its students the aesthetic awareness, professional creativity and productivity, perceptual, conceptual, and expressive abilities, communication skills, and human values and perspective necessary for careers in the visual arts.

We accomplish this mission through the following objectives:

Nurturing the creative process through a balanced and flexible curriculum that integrates the liberal arts with intensive, professionally oriented programs and culminates in the granting of degrees in the areas of Design, Fine Arts, Illustration, Animation, Photography and Art History; providing a rigorous course of study in an intimate learning environment that is highly attuned to the needs of individual students, producing graduates who have been schooled to respond to the circumstances of today's world with a genuine understanding of the great traditions of visual language and expression; maintaining a valuable resource for our multicultural, urban setting through the contributions of our faculty and by means of exhibitions, public lectures, and other programs.

Academic Policies

Please note that academic policies are always under review. This handbook contains some policies that are University-wide, applying to students in all schools of Lesley University including AIB; it also contains some policies that are unique to AIB alone, necessarily tailored to the character of our school. Students who take advantage of cross-registration opportunities among the Lesley schools are advised that the school to which a student has been admitted determines the overall academic policy that applies to the student's education; however, for any course taken in another Lesley school, the policy of that school applies for that particular course. Policies published in this handbook may change during the current academic year and updated information will be provided.

Academic and Artistic Freedom Policy for Students

AIB supports an atmosphere of academic and artistic freedom in all artistic and scholastic endeavors, and believes that the suppression of free speech or artistic expression is unacceptable where educational inquiry is encouraged. Within such an educational framework, no idea or expression can be forbidden unless it is in violation of federal, state, or local laws. Individual statements and philosophies expressed by students in their work, whether displayed on campus or in the community, should be taken as the statements and philosophies of individuals, not as AIB sanctioned ideas. In the same spirit, The Art Institute of Boston encourages an attitude of respect toward all student work, and will take disciplinary action against theft or violation of student artwork or projects.

Academic Progress

To be in good academic standing and to receive federal and state financial aid, students must be making satisfactory academic progress in their course of study. Progress is reviewed each semester by the Academic Affairs Office and the Financial Aid Office.

Degree Completion: Full-time students have 6 years to complete Degree programs. Part-time students must take 6 credits per semester and complete their programs in no more than 10 years. Part-time students who are degree candidates must earn a minimum of 12 credits per year to maintain good academic standing (fall, winter, spring and summer terms). They are held to the same academic progress policies as full-time students in order to be in good standing.

Qualitative Measurement: Students must maintain a minimum of a 2.0 grade point average (GPA) for their first year (through 30 credits earned). By the end of the first semester of their second year they must have a minimum of a 2.3 GPA and maintain that minimum level through graduation.

Quantitative Measurement: Students must also make minimum progress toward their educational objectives each semester they are enrolled. The University determines this based on the number of credits attempted and the number of credits completed or earned. Any 'I' (incomplete), 'W' (withdrawal), or 'F' (failure) is not a completion. Specifically, full-time students must complete 75% of

their total credit hours attempted. For example, students attempting 18 credit hours must complete at least 13.5 credit hours to maintain satisfactory academic progress.

Academic Level: Students must accumulate a minimum of 30 credits prior to entrance to the second year; 60 prior to entrance to the third year; and 90 credits prior to entrance to the senior year.

Academic Status and Actions

Dean's List: Full-time students in a degree program who earn an overall grade point average (GPA) of 3.5 or better any given semester are placed on the Dean's List. A Dean's List is posted at appropriate times and a Dean's List Letter is sent to students each semester they are on the Dean's List.

Graduation Honors

To graduate with honors, a student must have completed at least 60 credits in residence at the college and achieved the following cumulative grade point average:

Cum laude 3.4

Magna cum laude 3.6

Summa cum laude 3.8

Other awards and recognition, such as department awards, are presented at the graduation ceremony.

Academic Alert: An academic alert is issued to students who do not fulfill the semester or cumulative grade point average (GPA) requirement for satisfactory progress at the close of a given semester or do not meet the requirement for percentage of credits successfully completed. Students who do not meet the standards detailed above in any given semester will be placed on Academic Alert and will receive a notice by mail outlining the academic policies. Students who are improving, but whose cumulative grade point average in the a second or subsequent semesters remains below the standard for satisfactory progress will remain on Alert status until that average indicates satisfactory progress.

Academic Probation: Students are placed on Academic Probation if they do not fulfill the semester or cumulative grade point average (GPA) requirement for satisfactory progress at the close of a given semester or do not meet the requirement for percentage of credits successfully completed for a second semester in a row. (A student who was on Academic Alert who improves their semester GPA to an acceptable standard of progress, but whose cumulative GPA remains below the standard will remain on Academic Alert until their cumulative GPA reaches an acceptable standard. Similarly, a student who is on Probation, and improves their semester GPA to an acceptable standard or progress, but whose cumulative GPA remains below the standard will remain on Probation until their cumulative GPA reaches an acceptable standard.)

Dismissal: Students who do not fulfill the semester or cumulative grade point average (GPA) requirement for satisfactory progress at the close of a given semester or do not meet the requirement for percentage of credits successfully completed for a third semester in a row will be dismissed from the University. They will receive a notice of dismissal by registered mail, with a letter outlining the academic policies and procedures for possible reinstatement. Note: in addition to the standards of academic progress listed above, first semester students who earn a semester grade point average (GPA) below 1.0 are subject to immediate suspension or dismissal.

Appealing an Academic Action: If a student placed on Academic Alert, Probation, or Dismissal has had extenuating external circumstances such as illness or serious family emergency that adversely affected her/his ability to successfully perform academically, s/he may submit a petition to the AIB Academic Policies Committee in order to request a change in the status of that action. The Policies committee meets at the beginning of each semester, so in order for a successful appeal to take effect in an upcoming semester it must be submitted by August 15 for the fall semester, or by January 15 for the spring semester. The appeal letter should be a formal communication addressed to the AIB Academic Policies Committee, should contain a complete explanation of the extenuating

circumstances, and be accompanied by any helpful evidence (such as a doctors note or other independent verification of circumstances).

Appeals for Reinstatement After Dismissal: A student placed on Academic Dismissal may apply for reinstatement after a minimum of one semester away from AIB (and more usually after a full year). Procedure and deadlines are similar to those outlined in the Appeals process described above, with an emphasis on what circumstances have changed that will allow the student to now make satisfactory academic progress. Procedures are detailed in the letter sent to the student when they are placed on Dismissal.

Academic Support While on Alert or Probation: Students on Academic Alert and Academic Probation should consider adjusting their course loads and limiting their involvement in co-curricular activities until they have maintained satisfactory standards. Appropriate use of The Art Institute's academic and personal support services should be made, including AIB's Academic Advising Office and the University's Center for Academic Achievement.

Students may raise their GPA and qualify for removal from Alert or Probation in several ways:

- By satisfactorily repeating failed courses at AIB which automatically raises a GPA.
- By satisfactorily completing other courses taken at AIB regular or summer semesters.
- By completing work and receiving satisfactory grades in courses that have been graded incomplete.

Note that courses taken at other schools and used as transfer credits do not affect GPA at all, regardless of the grade received.

Attendance Policy

At the beginning of each term, faculty members will give their students a written attendance policy (as part of their syllabus). Instructors may lower grades for excessive absences. An attendance requirement, if prescribed by the instructor, becomes a course requirement. Students have the right to petition grievances about the justifiability of an instructor's attendance policy. If you plan to petition an attendance grievance, do so as soon as possible. If illness, accident or similar problem makes it impossible to attend classes for three or more class meetings, notify the Office of Academic Advising so that your instructors may be informed. In these emergency cases you should work closely with the Office of Academic Advising so they can help you maintain satisfactory academic progress, or negotiate an administrative or medical withdrawal from courses you are unable to complete.

Course Drop/Add/Withdrawal

Once the semester has begun and the "web registration period" has ended, a class is not officially added or dropped until the student signs a Course Add/Drop/Withdrawal Form and returns it to the Office of the University for processing. Official Course Add/Drop/Withdrawal Forms are available in the magazine rack by room 214. *Ceasing to attend classes does not constitute a drop and a student who does not drop a course must be given a grade.* Forms to add a class must be completed and turned in by the end of the second week of classes. Drop forms must be received by the end of the second week of classes or a 'W' (withdraw) will appear on the transcript. Students may not withdraw from standard, on-campus classes during the last five class meetings. Off-campus and online students may not withdraw from a course during the last three weeks of a term.

Cumulative Credits and Averages

Cumulative (CUM) Credits Taken: The total number of credits attempted. This includes courses you are currently enrolled in and credits transferred from other colleges.

Cumulative (CUM) Credits Earned: The total number of courses you have successfully completed—earning a "D-" or better. This includes transfer credits. Failing grades, withdrawals and course exemptions are not included in this figure and the credits do not go toward your program.

Cumulative (CUM) Credits for Cumulative Average: This is the number of credits earned at AIB to be used in calculating your Cumulative Grade Point Average.

Cumulative (CUM) Grade Point Average (GPA): The CUM GPA is calculated each semester by dividing the number of CUM credits attempted in all semesters at the College into the total number of quality points earned in all semesters at the College.

Full- and Part-Time Study

Full-time: 12 credits or more (to a maximum of 18 credits) per semester

Part-time: 1–11.5 credits per semester

Grading

You will be graded in all your courses and grades are posted to your transcript (to be viewed online) at the end of each semester. Grade points and various other designations are assigned as follows:

<i>A = 4.0</i>	<i>C+ = 2.3</i>	<i>F = 0.0</i>	<i>I = Incomplete</i>
<i>A- = 3.7</i>	<i>C = 2.0</i>	<i>R = 0.0 (repeated course)</i>	<i>P = Pass</i>
<i>B+ = 3.3</i>	<i>C- = 1.7</i>	<i>W = Withdrawal</i>	<i>AU = Audit (no cr.)</i>
<i>B = 3.0</i>	<i>D+ = 1.3</i>	<i>AW = Administrative Withdrawal</i>	<i>NA = Never Attended</i>
<i>B- = 2.7</i>	<i>D = 1.0</i>	<i>TR = Transfer Credit</i>	
<i>D- = .5</i>	<i>WV = Waiver of a requirement (no credit applied)</i>		

Failed classes must be repeated if necessary to fulfill program requirements. The highest grade in a repeated course will be used in calculating your cumulative grade point average. You will not receive credit for failed classes.

Auditing Classes: Students who wish to audit classes (no grade/no credit) may do so with the following stipulations: Students may change their status from credit to audit only within the first two weeks of the semester. Students who wish to change from audit to credit must do so only within the first two weeks of the semester and must pay the balance of the tuition cost at that time. Classes taken as audits may not be applied toward degree or certificate requirements.

Incompletes: An incomplete grade may be given to students that did not satisfy all academic requirements for a course due to extenuating circumstances such as illness or personal problems. While a request for an incomplete grade should be initiated by the student, it is assigned at the discretion of the instructor. It is the student's responsibility to contact the instructor to determine the work required to complete the course. A Contract for Completion of Incomplete Coursework must be submitted to the instructor by the student prior to the end of the semester of the course considered. Once the course work has been completed, the instructor submits the final grade by filling out a Grade Change Form obtained from the Office of the University Registrar. Incomplete grade may not be given as a substitute for a failing grade. (NOTE: A student's financial aid package may be affected by one or more incompletes; see "Quantitative Measurement" under "Standards of Academic Progress.")

Grades changes for any Incompletes are due at the end of the semester following the semester the incomplete was given. For example:

- Incompletes given in the Fall are due at the end of Spring Semester.
- Incompletes given in the Spring are due at the end of Fall Semester.
- Incompletes given in the summer are due at the end of Fall Semester.

A grade of "F" is automatically given if a grade is not turned in by the end of the designated period.

Instructors may accept late work only if, in their judgment, there are acceptable reasons to justify such a delay. If a final examination is missed because of student inaction, as opposed to cancellation of class or instructor inaction, the instructor may allow a makeup if, in the judgment of the instructor, successful completion of the final examination could earn the student a passing grade.

Grade Changes: Grade changes may only be made by the instructor of record for any particular course. To alter the final grade of a student, instructors must complete a Grade Change Form available from the Office of the University Registrar. In the case of changing from an incomplete to a grade, if the instructor of record has left AIB permanently or for an extended period of time and is

unavailable, the department chairperson has the authority to change a grade using the Grade Change Form, with the approval of the Senior Associate Dean. In all cases, original instructor must be consulted, if at all possible, before the change is made.

Grade Grievance Procedure: Any student wishing to file a grievance on a grade must follow the procedure outlined below:

The student must first contact the grading professor in writing by email, clearly outlining the basis for their grievance. This is necessary to indicate that the professor has had a chance to listen to the grievance and respond. The student must save the email communication with the professor.

If the student encounters difficulty in contacting or communicating with the professor:

The student should contact their academic advisor to assist them in this communication. If the professor is also the student's advisor, the student should contact AIB's Director of Academic Advising for assistance. The advisor or Director of Advising will review the student's grievance, contact the professor and attempt to resolve the dispute.

If the student and professor are unable to resolve the grievance:

The Department Chair is notified in writing by the student wishing to pursue the grievance. The Chair considers any evidence submitted and communicates with the student and professor in order to resolve the dispute. If the professor is also the Chair, the student will proceed directly to the next step.

If the student is unhappy with the Chair's resolve:

The Dean will create a three-member Grade Grievance Panel to have final resolution on a per-case basis. Each panel will consist of one core member of the department involved in the grievance, one member of the Academic Policies Committee (who will ensure that proper procedures have been followed), and one faculty member selected by the student filing the grievance. The panel will consider all evidence submitted by the professor and student before reaching their resolution. The decision of the Grade Grievance Panel is final and cannot be appealed.

Graduation

All AIB students planning to graduate must have their academic standing reviewed by the Director of Academic Advising prior to beginning their senior year. If a student has student loans, s/he must also complete an exit interview with the Director or Assistant Director of Financial Aid.

Students must also earn a minimum cumulative GPA of a 2.3 or higher in order to graduate. Any student with a GPA below 2.3 will not be allowed to graduate and must continue to complete courses at AIB until the GPA is raised. Transfer credits do not count toward the 2.3 standard. Only classes taken at AIB are factored into a student's GPA.

In order to participate in May Commencement Exercises, students must complete all degree requirements of their programs and fulfill all financial obligations to the University. Only those students who have successfully completed all the requirements of their academic program and have passed their senior jury/critiques will receive their diploma. To participate in Commencement Exercises, students must file Intent to Graduate Form with the Office of the University Registrar and submitted an RSVP to the Commencement Office

Students with up to 6 credits outstanding, and those with other limited and special circumstances student may petition the Dean of the School for approval to participate in Commencement with "March Only" status. "March Only" indicates that the student may march in the Commencement Exercises but the diploma will not be awarded and the degree will not be conferred until all academic requirements and financial obligations are met.

Leave of Absence

Students who have completed at least one semester at AIB may apply for a leave of absence through the Academic Advising Office in suite 201.

Returning within 3 semesters, or after attending another college: Students who wish to resume studies at AIB after a leave of absence and have attended within the previous 3 semesters, must meet with the Director of Admission and the Director of Academic Advising to determine re-admittance criteria, or if a reapplication is necessary.

Re-admittance criteria include assessment of prior academic or disciplinary problems, performance while attending other colleges, and available space in the department and/or courses in which the student intends to enroll. Students may be required to submit a new application, essay, portfolio, interview, and/or other supporting documents at the discretion of the Director of Admission to be considered for re-admittance. If determined by the Director of Admission and Director of Academic Advising that the student had no prior academic or disciplinary issues that could affect their ability to succeed at AIB, and if there is adequate space in their department and required courses, the student would then register directly with no additional application or requirement for re-admittance. Academic program requirements in effect at the time the student left will still need to be met.

Returning after 4 or more semesters: Students who wish to return to AIB after 4 or more semesters must re-apply through the Office of Admission.

Leave of Absence Policy for Financial Aid Recipients Financial aid recipients granted a leave of absence for more than 60 days will enter their grace period for any Federal Stafford, Federal Perkins, or Massachusetts No Interest Loan. The grace period will begin as of the last day that the student was enrolled in classes on at least a half-time basis (6 credits). If your grace period expires while you are still on leave, you will enter repayment on the loan(s) and will be required to make payments until such time as you return to The Art Institute. If you are experiencing difficulty in repaying your loan, you may contact your lender to discuss deferment/forbearance options until you return to school. Once you return to school, on at least a half-time basis, you may request an "in-school deferment" from your lender. Once your in-school deferment is approved by your lender repayment will cease and the government will begin paying the interest on your subsidized loans again on your loan approved. Students are encouraged to speak with a financial aid counselor prior to taking a leave of absence to discuss this in detail.

Transfer Credits

AIB accepts up to 66 transfer credits from accredited institutions where grades of "C" or better have been earned. Please note that grades given for courses transferred from other colleges are not calculated in the GPA at AIB, and therefore cannot be used to raise a student's GPA. Also note that course credits are only applied to specific program requirements if the transfer course material is equivalent to the required course, or course area (in the case of distribution requirements) as the requirement at AIB. Students should check *in advance* with the Director of Academic Advising and/or with their Department Chair if they want to be certain a transfer course they are contemplating will actually cover an AIB program requirement.

Students must get permission from their department chair to replace any core program courses (specific required courses in the major areas).

To obtain credit for courses taken at another school while at AIB, students must send official (sealed) transcripts to the attention of the Director of Academic Advising at AIB.

Withdrawal from AIB

Students who wish to withdraw from the college you must report to the Director of Academic Advising for an exit interview. Resident students who wish to withdraw must also notify the Lesley University Housing Office, Financial Aid and Student Accounts regarding any outstanding balances. Students are considered in attendance until they officially withdraw from the College by making a written notification to the AIB Registrar's Office in Suite 202. For Financial Aid purposes, the Federal Government considers student withdrawn on the date of the last attendance of class. Notifying the instructor or ceasing to attend class does not constitute official withdrawal. The withdrawal procedure cannot be over-emphasized. Students who do not formally withdraw will receive all F grades for enrolled courses, which will result in a change of status for the following semester. Failure to properly

withdraw may result in AIB's giving incomplete or misleading academic transcripts and/or recommendations.

Medical Withdrawal: Students forced to withdraw from all their courses in a given semester for medical reasons may be eligible to receive pro-rated adjustment of tuition for the term in which they are registered, if they have acquired a tuition refund plan for this purpose. A tuition refund plan is offered through AWG Dewar, Inc. This plan covers students who are forced to withdraw from the College for medical reasons at any time during the semester. Students may enroll in this plan prior to the opening date of the semester. Call AWG Dewar at (781) 380-8770 for more information.

Facilities Policies and Information

Artists' Materials and Safety

In the course of their work, students need to be aware that they may encounter materials and chemicals that can be harmful if not handled with care. Many academic departments have specific rules and guidelines about the use of potentially toxic materials. Students should check with faculty or department chairpersons regarding proper usage of all materials and specific guidelines are posted in various work areas. Note: for or any paints, solvents, or toxic materials you use over and above those provided by the school, you must provide Material Safety Data Sheets (MSDS) to the AIB Operations Supervisor at 601 Newbury Street. Speak with the Operations Supervisor if you have any questions about materials you are using.

Bike Racks

There are bike racks in the front of the 700 Beacon St. building for student use. Under no circumstances may bicycles be brought into the school.

Building Access and Hours

The access to both AIB buildings at 700 Beacon St. and 601 Newbury St. is controlled by an ID card swipe system during certain hours. You must have a valid ID card in order to gain entry to the buildings during those hours. Buildings are open during normal business hours (9 am to 5 pm, Monday - Friday). Buildings are available to students with card access from 7:30 am to 11:30 pm. Students may not remain in the buildings past closing time. (Each semester, several specific nights are scheduled as "overnights," where students may sign up for special permission to remain in studios and work areas all night in order to complete projects. Information on this program is emailed to students during the semester.) Building hours vary during holidays and are posted and announced to students via email.

Building Maintenance

Keeping the Art Institute's buildings clean is a tremendous challenge for a school of our size. For this reason we ask for the cooperation of every member of the AIB community in keeping litter under control. Food and drinks are not permitted in lecture rooms or studios. Single-stream recycling containers for paper, plastic, and aluminum are located throughout the school. Please rinse all containers of food and drink before depositing in the recycling bins.

Fire Drills or Fire Emergency

Fire drills are held in accordance with Fire Department regulations. The Fire Emergency Plan directs people in the front half of the buildings to exit through the front exits, and those in the rear half of the buildings to exit at the rear of the buildings. Do not use the elevators. Instructors are expected to close all windows and doors in their areas and help maintain a smooth and orderly flow of traffic out of the buildings. ***Do not remain in the buildings when the fire alarm sounds.***

Installations

Students must obtain permission from their current course faculty and the AIB Operations Supervisor before installing any artwork in any AIB facility, regardless of how "temporary" the installation.

You must submit a written plan to the Operations Supervisor that includes:

- Description of the project and materials to be used.
- Any necessary building alterations

- Proposed location, installation and de-installation dates
- Sketch (as needed)

Basic rules governing installations include:

- No candles, open flames, fire, or combustion of any kind
- No blocking of corridors, public circulation, or emergency exits
- No dead animals, unless prepared by a taxidermist or museum specialist
- No volatile chemicals or aromas
- No excessive noise (noise which disturbs classes, or creates a problem in the work environment)

The space must be returned to its original condition by the agreed upon de-installation date (i.e. materials removed, walls painted/patched, etc.).

Locker Policy

Lockers are available on a first come-first served basis in both 700 Beacon Street and 601 Newbury Street. To claim a locker, simply put a lock on it. Students may only one locker at a time, and do so with the understanding that AIB retains ownership of the locker and has the right to open and inspect lockers in certain situations (emergency situations or at the request of law enforcement, for example). At the end of the academic year, all locks will be removed from lockers and the contents cleared out. AIB is not responsible for personal items left in the lockers after the school year ends, after withdrawal, or after graduation.

Student Storage

Student work & supplies left unattended in any classroom, studio, or common area during the academic year may be discarded without prior notice. Approved storage areas include lockers, painting racks, and storage shelves & flat files designated by your instructor. Items stored outside of the approved storage areas are done so at your own risk and responsibility.

Parking

There is no student parking available at AIB. There are several garages and parking lots located in or near Kenmore Square. Street parking is an option, although you must “feed the meter” and move your car every two hours to avoid a ticket. Fenway Park is in Kenmore Square; therefore, parking is difficult on the nights and days of Red Sox home baseball games. When parking on the street, do not leave valuables in your car.

Pets and Radios

Animals, except service animals, are not permitted on University premises for any reason. Radios, walkmans, and other sound equipment may not be played in the studios during class hours without the instructor’s consent.

Theft and Property Damage

AIB cannot assume responsibility for the theft of student property. Unfortunately, theft occurs every year, so we strongly advise you not to leave your personal belongings unattended even if it is only for a few minutes. This is especially true for purses, laptops, cameras, and other electronics. Anyone caught stealing, aiding or abetting in a theft, or knowingly possessing stolen property will be expelled. Theft or damage to the work of another student will also result in expulsion. Finally, students damaging school property must assume the financial obligation of that damage and may be subject to other penalties as well. All thefts must be reported to the guard immediately. The school is not responsible for lost personal articles or works of art.

Senior Studio Space/Fine Arts Department

Studio space is provided to full-time seniors in the Fine Arts Department and on a space available basis to other students upon special request. The Chair of the Fine Arts Department governs who will be allowed a space and where it will be. Space is granted only to the person assigned and cannot be transferred to friends or other students. Students are responsible for cleaning their area at the end of the agreement according to the standards directed by the Chair of Fine Arts. Use of the space ends one week following the close of the academic year in May, or upon graduation or withdrawal of the

student. Abuse of the space will result in the termination of the student's privileges and may carry additional penalties. ***You may not remain in your studio space after regular school hours***

Visiting Classes and Other AIB Facilities

Access to The Art Institute, beyond the public gallery (Main Gallery), is limited to current students, faculty, and staff, unless the visitor is on official business or accompanied by authorized personnel. If you wish to have a visitor in class, you must first obtain your instructor's permission. Non-students are not allowed beyond the Main Gallery without a pass or official guide. Visiting students in other classes is not permitted, but you may visit a class for observation by obtaining the instructor's permission.

General Policies and Information

Class Cancellations

In the event of class cancellation by a faculty member a notice will be posted on the classroom door as soon as notification is received. If your instructor is delayed for class and a Class Cancellation Sign is not posted on the classroom door, students are requested to wait 1/2 hour before leaving the classroom.

Course Prerequisites

If a student does not have the necessary prerequisite for a course in which s/he wishes to register, s/he must obtain permission from the chairperson of the appropriate department or from the instructor teaching the course. Prerequisite Waiver Forms must be completed by the student and be approved before the student will be allowed to register for the course.

Critiques

Students in every major participate in classroom critiques on a regular basis throughout their studies at AIB. Students have numerous opportunities to present their work to faculty members and, on occasion, to other art professionals in their fields for an intensive evaluation. In the midst of his/her professional development, each student benefits from a clear assessment of the strengths and weaknesses of his/her work, as well as valuable concrete directions and recommendations for growth. Students must pass their senior critiques as a requirement for graduation

Critique Week

At the end of each spring semester, all students (except those graduating that spring or participating in Senior Juries or Junior Photo Juries) are required to participate in a formal Critique Week evaluation. Critique week is scheduled following exam week and after Senior Juries. Students display work from all studio classes taken during the academic year and meet with a panel of faculty to discuss their work. Critiques are open to the entire AIB community.

Students sign up for critique week in the middle of spring semester (at about the same time they sign up for fall classes). Participation in critique week is required (except as noted above, or for students who have taken less than 6 credits of studio courses), and students should be careful to note the schedule as published in the academic calendar.

Declaring Your Major

Many students declare their major when they enter AIB, but all students who intend to major in Animation, Art History, Fine Arts, Design or Illustration should declare their major program by the end of fall semester of their Foundation year. Foundation students should state their choice of major when registering for spring semester classes. Decisions made in then may be altered during the change period in the first two weeks of classes in the following semester. Students who change their major program of study after this point are required to fulfill all requirements of the new major in effect at the time of the transfer. Contact the Academic Advising Office for assistance with changes in major. (Note: students and their advisors should be sure to check that the correct major is listed on a student's transcript, especially if that student has changed their intentions at any time since applying to AIB.)

Email

All students are assigned a Lesley University email address and are responsible for checking this address frequently for important University, school, and course information. If preferred, students can set their University email to forward to another address that they check more frequently.

Final Exams

Liberal Arts and Art History finals are scheduled by the Office of the University Registrar for both fall and spring semesters. In fall, exams are scheduled for the last week of the semester; in spring, they are scheduled in the week before Critique Week. An exam schedule is posted online at least 3 weeks prior to the exam week.

Faculty Mail

AIB does not release the telephone numbers or addresses of faculty members unless the faculty member allows it. Many faculty provide an email address on their syllabus, in which case this is the best way to contact them in between classes. Another way to contact an instructor is to leave a note in his/her faculty mailbox explaining how to get in touch with you. Faculty mailboxes are located on the second floor of the 700 Beacon St. building. The academic advisors in Suite 201 can also assist you in locating a faculty member, or in sending a message to them.

I.D. Cards

All students of the Art Institute of Boston at Lesley University are required to possess a student identification card. The Lesley Card is the official identification card of Lesley University. Issued to all members of our community, it is required for identification and card access control to essential campus services. It also offers a convenient CashLynx account for making purchases on and off campus. Please visit www.lesleycard.com for complete information on services offered.

Student identifications are issued during Orientation for incoming students, and at specified times during the first two weeks of each semester for returning students. This identification is valid for the current academic year only. Both the 700 Beacon St. and 601 Newbury St. locations utilize a card swipe system for entry. ID cards are essential for gaining access to AIB facilities during designated hours. The identification also allows students certain privileges, such as use of the cross-campus shuttle, access to library and computer facilities on Lesley's Cambridge campus, and reduced admission to Boston's Museum of Fine Arts. Lost identification cards must be immediately reported to the Lesley Public Safety Office on the Cambridge campus (617) 349-8888). The cost for a replacement I.D. is \$25.

Independent Study

Independent studies offer an opportunity to explore a topic not available through the current course offerings or to explore a subject in greater depth than is possible in a regular course. When appropriate, an on-campus course offering may be completed as an independent study under the individual guidance of a faculty member. If an independent study course is desired, the student is responsible for planning the project, obtaining approval of the appropriate Department Chair, and arranging for supervision by a particular faculty member.

To earn credit for an Independent Study:

1. Pick up an Independent Study Proposal Form outside of Suite 201.
2. Develop a proposal or plan for the Independent Study working with a faculty member or Department Chair.
3. Gain permission from an instructor who is a faculty member at AIB. At this time, credits, course level, project standards and meeting dates should be discussed.
4. Submit a copy of that proposal, signed by the Department Chair to the Office of the University Registrar. *You must receive the signature of the Chair that represents the department of the faculty you are studying with. For example, if you are a Fine Arts major doing an independent study with an Illustration faculty, you must obtain the Illustration Chair's signature.*
5. Students who wish to complete an independent study with Lesley faculty must follow instructions and policies printed in the Lesley College Academic Catalog.

6. All independent studies must be registered by the semester “add/drop” deadline, which is typically two weeks after the start of the semester.

Credit allocation is determined by the institutional standard that requires each credit to represent 3 hours of productive work per week. A three-credit project would require 9 hours of work per week in a 15 week semester, or a total of 135 hours per semester. The credit assigned is not automatic; it is based on the project design and the work that you have completed

Mid-Semester Evaluations

Faculty are encouraged, but not required, to provide written mid-semester evaluations for their students. One copy of the evaluation is mailed to the student, one is retained in the student’s school file, and the remaining copy goes to the student’s faculty advisor. Students who receive mid-semester evaluations indicating poor progress or risk of failing a course should discuss their evaluation with their faculty advisor, department chairperson, or the AIB Academic Advising Office. Faculty may also provide progress reports to students at any time during the semester, and students who are not sure of their progress should request an evaluation or discuss their work with their faculty.

Program (Major) Requirements and Course Loads

Students are responsible for knowing what courses are required in their academic program and for meeting all other academic requirements. In order to graduate in four years for the BFA students must carry the number of credit hours each semester listed on their program requirement sheet. Faculty advisors are available to assist in understanding all requirements, and students may also seek assistance from the AIB Office of Academic Advising in suite 201 at 700 Beacon Street.

Taking Fewer Credits Than Curriculum Specifies: Students are encouraged to take only the number of courses they feel they can manage while making satisfactory academic progress. Students who take fewer credits during the regular semester can make up the equivalent courses during summer sessions (if available) in order to graduate in the specified time frame. It is allowable to take longer than four years to graduate, although normal tuition is charged for any extra semesters or credits taken.

Maximum Course Load: Full-time students may take a maximum of 18 credits each semester. Students taking a course overload that is more than 18 credits will be assessed for the cost of the additional credit.

Study Abroad and Study Away at Lesley University

Lesley University offers students the opportunity to participate in a number of Lesley-affiliated and non-Lesley affiliated programs of off-campus study.

To help facilitate these experiences, the University has an advisor for study abroad and domestic undergraduate off-campus programs, who works closely with AIB and LC students, faculty advisors, and academic deans. A list of available programs is detailed at www.lesley.edu/services/study_abroad/index.html.

In addition to these long-term programs, Lesley University professors lead travel courses throughout the academic calendar. More information on these courses can be found on the International Study Programs page at <http://lesley.edu/about/international/main.html>.

Contact Information:

Location: The Office of Study Abroad / Study Away Advising is on the first floor of the Lesley University Undergraduate Advising Center, located at 37 Mellen Street on the Lesley Cambridge campus. Phone: (617) 868-9600 x2306, E-mail: lcexchange@lesley.edu. For more information about the AICAD mobility program, contact the Director of Academic Advising at AIB.

Use of Student Work by the School

The Art Institute of Boston at Lesley University reserves the right to use and/or reproduce images (photographs, video, digital and any other media) of any student artwork produced while studying at

AIB, for promotional purposes and marketing materials including (but not limited to) catalogs, websites, promotional videos or digital presentations.

Academic Support and Studio Resources

Academic Advising

The Academic Advising Center at AIB (suite 201 at 700 Beacon Street) coordinates all advising efforts and provides full advising resources to all incoming freshmen, as well as to any student needing assistance. Students are assigned a faculty advisor prior to the beginning of their sophomore year, and are required to meet with their faculty advisor at least once a semester.

Faculty Advisors: As some of Boston's finest artists, our Faculty Advisors act as career resources, introducing students to the local and extended arts community and helping them develop a clear vision of the professional artists they plan to become. They provide support and guidance in many areas of student life, and act as role models and mentors, sharing their wisdom and experience with students they advise. Advisors are available for discussions on professional development and will help students in their planning process to set up a structure with concrete goals. Our Advisors are excellent intellectual and visual resources, helping their students process an understanding of the historic, philosophical, and cultural contexts that influence art and society. Faculty Advisors also serve as student advocates and liaisons to the administration. They can intervene when a student is having a problem and refer him/her to the appropriate services within the AIB support system. Students are required to obtain their advisor's signature on registration forms prior to the fall and spring registrations. Students can contact the Director of Academic Advising at AIB with any questions or concerns.

AIB Library

The Art Institute of Boston Library maintains a focused collection, specializing in the fields of fine arts, art history, illustration, design, and photography. Library staff members have expertise in the arts. We help students find visual and written materials to support their studio work and academic research needs. Our collection of more than 11,000 books is focused on modern and contemporary art and design themes. The library has subscriptions to more than 80 current art journals and provides online access to scholarly articles through full text art databases. Videos and a special collection of rare artists' books are available for use in the library.

The AIB Library Visual Resources Collection contains 35mm slides and high quality digital images, which support the art history curriculum. We participate in ARTstor, a digital library of nearly one million images in the areas of art, architecture, the humanities, and social sciences.

Access to the library's digital collections of images, scholarly articles and e-books is available online. Print book collections can be searched, requested, and renewed online. Library staff create research guides for art related topics in order to highlight the best resources available.

Lesley librarians help students by telephone, email and instant messaging, in the library, in classes, and online. They teach students to search for high-quality resources, integrate them into their assignments, and cite them properly to avoid plagiarism.

Lesley University Library Privileges: For research in all disciplines, students and faculty have access to the main Lesley University Sherrill Library located on Brattle Street in Cambridge, MA. Lesley's library collections feature online e-books, journals, videos, and images, as well as physical collections of books, journals, videos, DVD's, and teaching resources. The Library Media Center, located in University Hall, offers videos, media equipment and services to faculty and staff. People may borrow videos and DVDs; digital cameras and camcorders; audio recorders, transcribers, and editing equipment. Media professionals teach students to plan and create multimedia projects and incorporate them into their assignments. Staff also collaborates with eLearning and Instructional Support (eLIS) to support faculty in developing teaching and learning resources for online instruction.

Research Beyond Lesley: Students needing books and articles not available in our collections may request copies through our Interlibrary Loan service. Where electronic delivery is possible, students

may receive article links by email in a few days. Physical books often require 2-3 weeks for delivery to the AIB Library. Lesley's participation in consortia and library networks grants students borrowing privileges at 15 other libraries in the Boston area. Students may request materials from thousands of libraries in Massachusetts and around the country. Student borrowing privileges include Boston art libraries at the Massachusetts College of Art and Design and the School of the Museum of Fine Arts.

Visit the Lesley University Library website at <http://www.lesley.edu/library>.

AIB Galleries

Main Gallery (700 Beacon Street): AIB sponsors a full program of exhibitions throughout the year in our large exhibition space. Major exhibitions of contemporary work by established and emerging artists from throughout the United States and abroad are presented here, including contributions from AIB alumni and faculty.

Student Lounge: The Student Lounge, located on the third floor at 700 Beacon St., exhibits student artwork.

Gallery South: Gallery South, located in the Photography Department in the basement at 700 Beacon St., exhibits student artwork, including a series of two-person exhibitions. The gallery is managed by students and faculty in the Photography Department.

601 Newbury Street Gallery: The 601 Newbury Street Gallery exhibits student artwork and is managed by a faculty member who serves as the coordinator for student exhibition space.

The AIB Gallery at Porter Exchange: AIB has a commercial art gallery on Lesley's Cambridge campus in the Porter Exchange building. This is a multi-functional gallery exhibiting the work of professional artists, faculty and staff artists, and student art works, all of which is for sale. The gallery takes a 30% commission on all sales.

AIB Studios & Labs

Computer Labs: Our computer labs are designed to meet the needs of artists who use the computer as a creative tool in the development and production of their ideas. The labs are equipped with state-of-the-art Apple computers loaded with diverse graphic and web software. Students have access to large format printers, CD/DVD writers, scanners, graphics tablets, and other devices. AIB follows industry trends and upgrades hardware and software accordingly.

Animation Lab: Our Animation Lab provides students with facilities that support a variety of animation techniques from 2-D hand drawn, computer animation, and stop-motion animation, as well as experimental animation and film. Equipment includes: digital frame by frame animation stands; sixteen animation drawing stations; digital video camcorders, portable FireWire hard drives, video projector, monitors, tripods, lighting sets, and blue screen; 14 Mac Pro computers, batch scanning, Wacom graphics tablets, CD/DVD burners, and a variety of graphics and animation software such as: AfterEffects, Maya, Photoshop, Premiere, Final Cut, Flash, Painter, Frame Thief, and Toon Boom.

Photography Darkrooms: The photography department offers its students professionally equipped darkrooms for black and white and color processing; a 30" state-of-the-art color print processor; a separate, dedicated alternative processes darkroom; and large studios with strobe and tungsten lighting. We also provide a range of digital DSLR cameras, 8X10, 4X5, and 2 1/4 format film cameras and lenses, as well as studio lighting and grip equipment and all chemistry for required darkroom work. Students are expected to provide their own 35mm camera equipment as well as all film, paper, specialty chemistry and other consumable supplies.

Printmaking Studios: The Printmaking Studios are fully equipped for intaglio, relief, monotype, and lithographic printing. The studios include five presses, three acid baths, a plate cutter, an excellent aquatint box, large hot plates, a grinding sink and a library of over 30 litho stones. Large glass covered tables provide work and inking space, and a state-of-the-art ventilation system keeps the air fresh and fumeless.

3-D Studios: The sculpture facilities consist of a number of well-equipped studios for working in a variety of media. The wood shop has a variety of hand and power tools including, a table saw, band saw, and a drill press. The adjoining 3-D room offers space for mixed media assemblage. The ceramics studio includes electric and kick wheels for wheel throwing, a slab roller, clay extruder, and several large tables for hand building. Facilities also include a well-ventilated glaze lab and kiln rooms. There are three kilns; two electric and one gas. A large, well-lit space is provided for figure sculpture and an additional room is used for casting and mold-making.

Career Resources

Each student works closely with their faculty advisor, who is an important resource for developing a dialogue on professional development issues, setting career goals, and formulating plans to achieve them. Throughout the course of their academic careers, students are expected to pay close attention to quality in the execution of their work, preparing them for the high standards of the professional art world. Senior studio classes and required senior juries or portfolio reviews provide capstone experiences in each major. Each major department also offers professional development or professional practices classes that are specific to the students' area of study. Required liberal arts courses help students develop the communication skills which will be essential to their emergence as professional artists presenting their work to prospective clients. These courses also help develop the humanistic perspective to pursue work on a conceptual level—a skill that is crucial for all creative professionals.

The Career Resource Center, located at 30 Mellen Street (Doble Hall, 4th floor) on the Cambridge campus, maintains job listings, provides career counseling, and runs workshops on topics such as resume and cover letter preparation, interview techniques, and career research. Staff from the Career Resource give workshops in AIB courses, and visit the AIB Boston campus regularly during the semester to be available for individual appointments with students. (Telephone: 617 349-8550; web: lesley.edu/crc)

Internships: Internships are required for all majors. Students register for their internship as a regular course (in order to gain credit) and then gain approval from their department internship coordinator for any particular internship opportunity or placement. Appropriate internship opportunities are available from academic department chairpersons or internship coordinators. Other opportunities are also listed in the Artists' Resource Center or with the Career Resource Center. For further information contact the Chair of your academic department or the faculty designated as the internship coordinator for your department.

COLLEGE OF LIBERAL ARTS AND PROFESSIONAL STUDIES

The Dean of the College of Liberal Arts and Professional Studies is the academic leader of the College. As a member of the Provost's Leadership Team, chaired by the Provost, the Dean of College of Liberal Arts and Professional Studies serves as a member of the University's academic leadership team which includes the Deans of the Art Institute of Boston, the Graduate School of Arts and Social Sciences, and the Graduate School of Education. The Dean is also a member of the President's Cabinet. Within the College the Dean chairs the Leadership Team and oversees all aspects of academic governance. The Office of the Dean is the administrative center of College of Liberal Arts and Professional Studies and oversees faculty hiring and evaluation and reviews academic programs, among other endeavors.

Academic Advisement

All students are provided with an educational passport that allows them to move beyond traditional classroom experiences to take advantage of the diversity of opportunities available throughout the University. Critical to student participation in any offerings at the University is careful and thoughtful academic advising that begins when a student enrolls in the first semester. Once the advising process starts, students and faculty begin development of an advising relationship that continues throughout the student's educational experience in the College of Liberal Arts and Professional Studies.

The Academic Advising Center

All first year students are advised by professional advisors in the Center for Undergraduate Academic Advising. During this first year, students learn about the choices and opportunities available to them through the University, gain understanding of the curriculum, and identify academic areas of interest. Upon declaring a major, students are assigned to a faculty advisor in their chosen area of study.

Faculty advisors help students with course selection in their major and provide advice and mentoring on other matters relating to their educational and campus experience, including:

- Exploration of academic options available at Lesley, including choice of majors, specializations, and minors;
- Exploration of course options available within programs, as well as general electives available outside the academic area of interest;
- Taking responsibility for their learning to achieve academic and professional goals;
- Building strong and trusting relationships to ensure effective communication between advisors and students, and extending to academic support resources of the University;
- Understanding how co-curricular activities contribute to the academic experience;
- Assessing life and career goals;
- Pursuing experiential opportunities such as internships, field placement, study abroad, service-learning, independent study, and other forms of learning outside the traditional classroom.

Students should meet regularly with their faculty advisors to seek advice about how to successfully meet the requirements of their degree program. The final responsibility for fulfilling these requirements rests with the student. Students should utilize the services and resources of the Center for Undergraduate Academic Advising to maximize the advising support available from the professional advisors in the Center.

Advisee's Statement of Role and Responsibilities

As members of a diverse College community, students recognize that they are committed to the process of lifelong learning and strive to work with their advisors in this process.

The advisee-advisor relationship is based on a philosophy of shared responsibility. Ultimate responsibility for satisfying college and professional requirements rests with the student.

- Students will familiarize themselves with the College of Liberal Arts and Professional Studies Catalog and the Student Handbook. Advisees are also responsible for becoming knowledgeable about the College of Liberal Arts and Professional Studies academic policies and procedures and for monitoring their academic progress towards completion of college and professional requirements.
- Students will adhere to College deadlines regarding registration information and materials; drop/add forms, pass/fail forms, and the like.
- Students are responsible for making and keeping appointments with their advisors in a timely manner, as well as updating their advisors on their academic progress.
- Students will take their advisors' suggestions into consideration in order to make informed decisions regarding academic planning.
- Students will utilize various on-campus support systems including the Career Resource Center, Counseling Center, and Access Services, as well as the services of the Center for Academic Achievement.
- Advisees recognize that advisors can provide support and guidance to students in transition to college life for developing skills to accomplish their personal, academic, and professional goals.

Advisor's Role and Responsibilities

Faculty advisors view academic advising as integral to the College's educational philosophy of being responsive to the needs of students.

The advisor-advisee relationship is based on a philosophy of shared responsibility. Ultimate responsibility for satisfying college and professional requirements and goals rests, however, with the advisee. Together with the advisee, the advisor helps a student to:

- Plan the overall academic program and select courses for registration;
- Interpret academic policies and programs;
- Monitor academic progress;
- Obtain current information related to college and professional requirements;
- Increase awareness of support services in the Career Resource Center, Counseling Center, Residence Life, Access Services, Spiritual Life, and the Center for Academic Achievement.

Student-Athlete Academic Support

Students who represent the University in intercollegiate competition are assisted with transitions to the campus and balancing athletics with college academic life. Lesley University Athletics is committed to ensuring that student-athletes meet University and NCAA standards while working on academic requirements for degree completion. Through the professional academic advisor for student-athletes, who is located in the Center for Undergraduate Academic Advising, located at 37 Mellen Street, and with the collaborative assistance of faculty advisors and the Dean's offices of the College of Liberal Arts and Professional Studies and the Art Institute of Boston, student-athletes are encouraged to excel in the classroom. Student-athletes are encouraged to utilize tutoring and academic support services provided by the Center for Academic Achievement, which is located on the second floor in Doble Hall.

Declaration of Major

College of Liberal Arts and Professional Studies students may select a major upon entry, and must declare a major upon completion of three semesters of full-time study, or 42 credits. Students choosing to major in Education must declare their major by the end of the second semester of their freshman year and/or 30 credits. Students enrolled in the Three-Year degree must declare a major immediately upon submitting the intent-to-enroll form.

Junior Audit

During the second semester of the junior year, each student is audited by a representative in the Office of the University Registrar to ensure that the official records at the Registrar's Office are complete and accurate. Using the information received during the audit, each junior should meet with his/her faculty advisor to plan an appropriate schedule for the fall and spring semesters of his/her senior year. It is the student's responsibility to schedule this appointment with his/her faculty advisor. Failure to do so may result in an error in course selection which could adversely affect a student's graduation date.

Grading Information

Grades are issued at the end of each semester according to the following system:

A= Excellent	B= Good	C= Fair
D= Poor	F= Failing	W= Withdrawal
AW= Administrative Withdrawal	NA= Never Attended	I= Incomplete
P= C- or better (under Pass/Fail option)	F= D+ or better (under Pass/Fail option)	

Fail (F)

If a required course is failed, the course must be repeated or an equivalent one taken. No credit accrued with a grade of "F". If a student repeats the course both grades will be recorded on the permanent record, but only the second will be used to compute the cumulative average.

Pass (P)

This grade applies only to courses which are offered on a Pass/Fail basis and to courses in which the student elects the Pass/Fail option. To earn the grade of "Pass" on the Pass/Fail option, a student must earn the equivalent letter grade of a C- or better. A grade of D or less will be awarded a grade of "Fail".

Incomplete (I):

In exceptional cases, where an unanticipated event beyond one's control interferes with a student's completion of course requirements, a letter grade of "I" (Incomplete) may be given to a student at the instructor's discretion. A student may not have more than two Incompletes at one time. Student and instructor must complete and sign an Incomplete Contract. Responsibility for completion of work rests with the student. The deadline for completion is the end of the following semester. Contracted work not completed by that time is recorded as "I/F" (Failing).

Grade Grievance Policy

The College of Liberal Arts and Professional Studies is committed to delivering quality academic services, including fair grading to all students. The College recognizes that day-to-day problems affecting students in their classes will normally be resolved between the student and the instructor. Such matters shall not be deemed grievances. The College of Liberal Arts and Professional Studies has a Grade Grievance Policy which provides students with a mechanism to appeal grades which they believe constitute an unfair or incorrect application of the grading policy as outlined by a faculty member in his or her syllabus, or are the result of perceived lack of requested reasonable accommodation for a documented disability. If a student has a concern regarding reasonable accommodations for his/her disability(ies) she/he also may consult the Disability Services for Students section of this handbook. This grievance procedure will be instituted only after the student has made attempts to resolve the issue through informal discussion with the faculty member, but still believes the grading outcome to be unacceptable. In the event that the student has made every reasonable effort to contact the faculty member for an informal discussion of the grade, either in person or on the telephone, but has been unable to do so, then the student may proceed to the

procedure levels as outlined in the Grade Grievance Policy which is available in the College of Liberal Arts and Professional Studies Catalog.

Class Attendance & Cancellation Policies

Class Attendance Policy

Students are expected to attend classes. Daily records of student attendance are kept at the discretion of the individual instructor. However, enrollment in a course carries with it an implied, mutual agreement between instructor and student: both agree to come to class prepared and to be active participants in the teaching-learning process. Thus, penalties for student absences or tardiness will also be at the discretion of the individual instructor. Moreover, if excessive absence or tardiness does occur, responsibility for an explanation rests with the individual student. The instructor is not obligated to grant requests for make-up or supplementary work regardless of the reason for the absence or tardiness. Therefore, students should know the individual instructor's policy on attendance at the beginning of the course. Lesley University Student Health Services does not provide students with routine "sick notes" for brief absences from class due to illness or fatigue. In the event of an anticipated absence of one week or longer, or in the unusual case of a communicable disease which necessitates class absence for public health issues, Student Health Services will notify the Director of Academic Advising, who will then notify the student's professors and faculty advisor of the absence(s). If written documentation is required to complete this process, the Student Health Service may provide that to the student upon return to classes.

Assessment Policy

Absences from examinations are excused only in cases of severe illness, death in the immediate family, or occasions of equal exigency and make-up exams or work are granted at the discretion of the individual faculty member.

Absence Notices

The Director of Academic Advising will send email communications to the appropriate teaching faculty of any student who will miss classes due to a serious health or family emergency. Students must contact the Director of Academic Advising to request that the notice be sent. This notice is sent strictly as an information service and as a courtesy. It does not excuse students from their class obligations. In certain cases, documentation may be required.

Students must make individual arrangements with their faculty regarding course-work missed during their absence.

If a student has been ill for a period of time, a letter from the attending physician may be required for verification of illness. Students should send such letters to the Director of Academic Advising, located in the Academic Advising Center. Copies are forwarded to faculty members upon request.

Cancellation of Classes Due to Weather Conditions

Classes may be canceled due to severe weather or especially dangerous conditions. You should expect that the College of Liberal Arts and Professional Studies will generally be kept open, even when local schools and institutions are closed.

The Provost's Office and the Vice President of Administration make the decision to cancel College of Liberal Arts and Professional Studies classes. If classes are canceled before the school day begins, an announcement will be made on radio and/or television stations: WBZ (1030 AM), WHDH (850 AM), WRKO (680 AM), WBMX (98.5 FM), WCRB (102.5 FM), WBZ-TV, Channel 4, WHDH-TV, Channel 7 and WCVB-TV, Channel 5. If classes are canceled during the day, announcements will be made on the radio and/or television stations listed above and in the classes meeting at the time. They also will be posted in appropriate locations on campus. For class cancellation and/or College closing during inclement weather or during a holiday, dial (617) 868-9600 and listen to recorded information or check the website.

Religious Observance

Students who are unable, because of their religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such

examination, study or work requirement. As a result of absence due to religious observance, students shall have the opportunity to make up the examination, study or work requirement which they have missed provided, however, that such makeup examination or work shall not create an unreasonable burden upon the College. The College will not charge any fee for providing students the opportunity to make up examinations or work. No adverse or prejudicial effects shall result to students who avail themselves of the provisions of this policy. Students should discuss such planned absences with their professor(s) in advance of their absence and negotiate any necessary make-up work.

Academic Dismissal/Withdrawal from the College/Leave of Absence Policies

Academic Dismissal

The College reserves the right to suspend or dismiss at any time any student who, in the opinion of the College authorities, does not maintain any one of the stated degree requirements. The Academic Review Committee can recommend academic dismissal to the Dean of the College of Liberal Arts and Professional Studies if the student meets any of the following conditions:

- *remains on academic probation for two (2) consecutive semesters;*
- *earns a GPA of 1.0 or less during the first semester of study;*
- *does not demonstrate the ability to meet degree requirements, including the internship/student teaching requirement of the major.*

If a student is dismissed, his/her financial obligation to the College is governed by the financial regulations.

Appeal Policy

If a student wishes to contest a decision made by the Academic Review Committee, she/he must follow the procedures outlined in the Appeal Policy and must initiate the procedure within five working days of notification of dismissal. Copies of the Appeal Policy are available from the Dean of the College.

Reinstatement Policy

A student who has withdrawn or been dismissed from the College of Liberal Arts and Professional Studies may apply for reinstatement by submitting a written request to the Deans of the College of Liberal Arts and Professional Studies or the Art Institute of Boston. The request should explain fully why reinstatement is justified. It should be sent in sufficient time to enable the appropriate Dean to review and act upon the request before the beginning of the semester for which the student is requesting admission.

Withdrawal from the College

A student planning to withdraw from the College must make an appointment with the Director of Academic Advising for an exit interview and complete a Change of Status form. The students must also meet with Financial Aid and the Student Accounts Office for verification of records and clearance of financial obligations. A resident student is expected to vacate his/her room within 48 hours of the effective date of withdrawal. She/he must also make an appointment with his/her Resident Assistant to complete the check-out procedure. (See College policy on withdrawal from courses in the College of Liberal Arts and Professional Studies Catalog.)

Administrative Withdrawal Policy

The College reserves the right to administratively withdraw, with prior notice, any student who does not meet the stated financial requirements of Lesley University. The administrative withdrawal procedure is explained fully in the College of Liberal Arts and Professional Studies Academic Catalog. If student conduct in class rises to a level where it interferes with the ability of the faculty member to teach, the Dean of the College of Liberal Arts and Professional Studies reserves the right to administratively withdraw, with prior written notice, any student who interferes with the teaching/learning process.

Leave of Absence Policy

A Leave of Absence may be granted for up to two consecutive semesters with the following stipulations:

- At the end of the specified period of time, the student must either ask for an extension or plan to return to the University in order to complete his/her academic degree program.
- The student must be in good academic standing at the time leave is granted.
- The student must receive clearance from the Student Accounts Office and if she/he is receiving financial aid, the Financial Aid Office at the time the leave is granted.

In order to be granted a Leave of Absence, the student must complete a Change of Status Form, available in the Academic Advising Center. She/he must arrange to meet with the Director of Academic Advising. A student on a Leave of Absence remains a degree candidate but does not retain the privileges of a registered student, which include utilization of the library, residence hall accommodations and financial aid.

At the time a student wishes to reenter the College of Liberal Arts and Professional Studies she/he must call or send a letter of intent to the Director of Academic Advising who will process the change of status form and arrange for distribution to the appropriate offices. Once the change of status is processed, the student should contact the Director of Academic Advising to arrange for registration. Upon return, additional coursework may be necessary if program requirements have changed during the period of leave. A student's financial aid status and residence status may be affected by a leave.

If a student does not return within the time period approved and does not request an extension of the Leave of Absence, she/he will be withdrawn officially from the College.

Leave of Absence & Financial Aid

Financial Aid recipients granted a leave of absence for more than 60 days will enter their grace period for any Stafford, Perkins, or Massachusetts No Interest Loan. The grace period will begin as of the last day that the student was enrolled in classes on at least a half time basis (6 credits).

If your grace period expires while you are still on leave, you will enter repayment on the loan(s) and will be required to make payments until such time as you return to Lesley. If you are experiencing difficulty in repaying your loan, you may contact your lender to discuss hardship/forbearance options until you return to school. Once you return to school, on at least a half time basis, you may request an 'in-school deferment' from your lender. Repayment will cease and the government will begin paying the interest again on your loan. Students are encouraged to speak with a Financial Aid Counselor prior to taking a leave of absence to discuss this in detail.

Class Standing

Definition

First-year students are Lesley students who have earned fewer than 30 credits that count toward the baccalaureate degree. Sophomores are students with between 30 and 59 earned credits. Juniors have earned at least 60 credits. To achieve senior class standing, students must have earned 90 credits.

Dean's List

Dean's List Honors are awarded to full-time students who complete at least 12 credits and attain a semester average of 3.6 or better. Further details are specified in the College of Liberal Arts and Professional Studies Academic Catalog.

Latin Honors

To graduate with honors, a student must have completed at least 60 credits in residence at the College and must have achieved the following cumulative grade point average:

Cum Laude 3.4

Magna Cum Laude 3.6

Summa Cum Laude 3.8

UNIVERSITY RESOURCES

The Lesley University Bookstore

University Hall, 1815 Massachusetts Avenue, 1st Floor
(617) 349- 8875 Fax (617) 441-4015
Lee-Ann Lanzillo, *Bookstore Manager*

The Bookstore, located in the Porter Exchange Building, provides a diverse selection of merchandise, including Textbooks, School Supplies, Dorm Products, School Spirit Clothing and Emblematic Giftware. Textbook buyback throughout the year with PEAK BUYBACK times in May and December. Extended store hours at the beginning of each semester and Special Event Weekends.

Regular store hours are:

Monday–Thursday10:00 a.m.–7:00 p.m.
Friday10:00 a.m.–4:00 p.m.
Saturday12:00 p.m.–5:00 p.m.

Dining Services—Bon Appetit

Lesley Commons Dining Hall
Ed Fogarty, *General Manager* (617) 349-8380

Bon Appetit at Lesley University
Lesley Commons Dining Hall
General Manager Ext. 8380
Catering Director Ext. 8219
Executive Chef Ext. 8379

Welcome Back! Bon Appetit is happy to be the onsite food service provider on campus. We look forward to serving you and your guests this year. We will be happy to meet with you to discuss your dining needs.

Meals for resident students are served in the Lesley Commons Dining Hall and Brattle Café. Students must bring their meal cards to every meal.

Dining Hall Meal Schedule

Weekdays

Hot Breakfast7:00 a.m.- 10:00 a.m.
Lunch 11:00 a.m.- 2:00 p.m.
Dinner 5:00 p.m.- 7:30 p.m.

Saturdays and Sundays

Weekend Brunch 10:00 a.m.- 2:00 p.m.
Dinner 4:30 p.m.- 7:00 p.m.

Student Center Café

Monday–Friday8:00 a.m.- 11:00 p.m.
Saturday 12:00 p.m.- 11:00 p.m.
Sunday 12:00 p.m.- 11:00 p.m.

University Hall Café

Monday–Thursday8:00 a.m.- 8:30 p.m.
Friday 8:00 a.m.- 5:00 p.m.

AIB Café

Monday–Thursday8:00 a.m.- 6:00 p.m.
Friday8:00 a.m.- 2:00 p.m.

Brattle Campus

Brattle Café Washburn Hall

Hot Breakfast:

Monday-Friday7:00 a.m.- 10:00 a.m.

Lunch:

Monday-Friday11:00 a.m.- 2:00 p.m.

Dinner:

Monday-Thursday5:00 p.m.- 7:30 p.m.

Saturday and Sunday Brunch.....10:00 a.m. - 3:00 p.m.

The Student Center Café, Porter Exchange Coffee Shop offers Express Sandwiches, Salads, Soups and assorted hot and cold beverages. AIB will offer Express Salads and Sandwiches as well as hot and cold beverages

Meal Equivalency

Resident students have an alternative dining option. A student may use their meal card at the Student Center Café, Porter Exchange Coffee Shop, or at AIB, under the meal equivalency program.

Options for each meal period will be posted at each location, and will be deducted as a meal swipe. Anything above the meal equivalency must be paid in cash or dining dollars.

Dining Hall Carry-Out Guidelines

White Hall and Brattle Café

Students who have a class or work schedule during a scheduled meal may request a “take-out” container to take food from the Dining Hall to the class or work location. On the day that students have an off campus field placement, they may make arrangements for a box lunch or breakfast. These orders must be placed one day prior to pick-up. Students who are ill and unable to leave their room may have another student bring them a meal. In this case, the student picking up the meal will need to present the ill student’s meal card.

Dining Hall Policies

After finishing meals, tables should be cleared and trays taken to the dish room window.

Students may not remove food, utensils, dishes or glassware from the Dining Hall. A student who violates this rule will be subject to disciplinary action. In the event of special requests, please contact the General Manager.

For health and safety reasons, the following regulations apply:

- The kitchen may not be entered without permission.
- Pets are not allowed in the Dining Hall.
- Diners are expected to wear appropriate dress at all times. Sleepwear is not appropriate in the Dining Hall. Shoes or sandals are to be worn at all times.
- Shirts and shoes are required per the health department.
- Smoking is not permitted in the Dining Hall, or the Porter Exchange Coffee Shop.

Drinking or serving of alcoholic beverages is prohibited in the Dining Hall and other public common areas, except with special permission from the Dean of Student Life. If alcohol is served for a special event, the guidelines of the University Alcohol Policy must be followed. Violations of this policy will be cause for disciplinary action.

Catering

In addition to the Board Plan for resident students, Student Center Café and the Porter Exchange Coffee Shop, Bon Appetit provides on campus catering. Please call (617) 349-8219 for Catering Services.

Lesley University Library

Administrative Offices	(617) 349-8840
Library Hours line	(617) 349-8873
Sherrill Library Circulation Desk.....	(617) 349-8850
Sherrill Library Reference Desk	(617) 349-8872
Kresge Library Media Center.....	(617) 349-8860
AIB Library Reference/Circulation Desk	(617) 585-6670
University Archives.....	(617) 349-8573
Library Website	www.lesley.edu/library

Lesley University Library serves all students of Lesley University – whether off-campus or on-campus – from the main Sherrill Library on the Brattle Campus in Cambridge, MA, the Kresge Library Media Center at University Hall, and the Art Institute of Boston Library. The Library develops resources and services to support our students in undergraduate and graduate programs in the arts, sciences, humanities, social sciences and education. The Sherrill Library is a joint library for Lesley and Episcopal Divinity School. The collections of both institutions are available to members of both communities.

Whether coming to the library via the Web or in person, students and faculty will find professional staff ready to help find high-quality resources, integrate them into their assignments, and cite them properly to avoid plagiarism. Media specialists help people create multi-media projects and make effective use of audio and visual material in their work. Lesley librarians help students and faculty by telephone, email and instant messaging, in the library or in classes, on campus or online.

Lesley's library collections feature online e-books, journals, videos, and images, as well as physical collections of books, journals, videos, DVD's, teaching resources, and E-Readers. Students needing books and articles not available in our collections may request copies through our Interlibrary Loan (ILL) service. Where electronic delivery is possible, students may receive article links by email in a few days. Physical books often require 2-3 weeks for delivery to the Library. Students must pick up ILL books at either the Sherrill or AIB Library. Thanks to Lesley's participation in consortia and library networks, students have borrowing privileges at 18 other libraries in the Boston area, and may request materials from thousands of libraries in Massachusetts and around the country.

The Kresge Library Media Center, located in University Hall 3-070, provides reference, planning and media production services. Students may borrow videos and DVDs; digital cameras and camcorders; audio recorders, transcribers, and editing equipment. Media professionals teach students to plan and create multimedia projects and incorporate them into their assignments and collaborate with eLearning and Instructional Support (eLIS) to assist faculty in developing teaching and learning resources for online instruction.

The Art Institute of Boston Library is located on the first floor of the Art Institute of Boston at Lesley University adjacent to the AIB gallery at 700 Beacon Street in Boston. The AIB Library maintains a focused collection, specializing in the fields of fine art, art history, illustration, design, and photography. The AIB Library supports students' academic and visual research needs. The print collection of more than 10,000 books, dvds, and videos is focused on modern and contemporary art and design themes. The Library has subscriptions to more than 80 current art journals and provides online access to scholarly articles through our full text art databases. A special collection of rare and artists' books are available for use in the library. The Visual Resources Collection contains high quality digital images, which are made available online and participates in the ARTstor project, a digital library of nearly one million images in the areas of art, architecture, the humanities, and social sciences.

The Lesley University Archives, located in the Sherrill Library, collects, preserves, and organizes Lesley University's historical documents and makes them available for research by students, faculty,

staff, alumni, and the public. Records and materials collected by the Lesley University Archives include university publications; photographs, negatives, and slides; audio and visual materials; selected alumni papers; the papers of former members of the faculty and administration; and memorabilia. A professional archivist is available to assist people in archival research by appointment (617-349-8573 or 1-800-999-1959 x8573). A list of collections and selected historical images is available online at <http://www.lesley.edu/about/archive/index.html>.

For more information, students may visit the library web site at <http://www.lesley.edu/library> or our admissions page at http://research.lesley.edu/library_admissions.

Campus Mail & Copy Services

29 Everett St. (617) 349-8790 or 8980
McKenna Student Center, Lower Level
Chi Tran, Mailroom Manager

Student Mail

All mail for commuting students is sent directly to the home address or local area address that is on file with the Office of the University Registrar. Changes or updates to address information must be filed in writing through the Office of the University Registrar. Additional information regarding campus activities and general announcements will be posted throughout campus.

All resident students are assigned campus mailboxes. For students residing on the Doble campus, the mailboxes are located outside the Mail & Copy Center located in the lower level of the McKenna Student Center (near Student Health Service) For students residing on the Brattle campus, the mail boxes are located in Lawrence Hall) . Mail for individual students may be dropped at the Mail & Copy Center. Resident students will receive a new mailbox and lock combination annually at the start of the academic year. Resident students receive their mailbox combinations from their residence hall staff during check-in at the beginning of each semester. Because administrative offices send students information through the intercampus mail system, it is imperative that all resident students check their campus mailboxes daily. Students who need accommodations to access mailboxes should contact Disability Services.

Mail sent through the United States Postal Service to resident students should be addressed as follows:

Student Name
Lesley University
38 Mellen St. + Box #
Cambridge, MA 02138

As a courtesy, the University will accept Express Mail, Special Delivery, Certified, Registered or Insured Mail only at the University Mail Copy Center. Students will be notified through campus mail upon its arrival. If you are expecting this type of mail, you may check with the mailroom after 1:00 p.m. on the day it is due to arrive. The University will not accept responsibility for the loss or damage of this mail.

Comments, complaints, questions and/or suggestions about student mail policies and the operation of the Mail & Copy Center, should be directed to the Director of Campus Services.

All policies pertaining to student mail are established and supervised by the Office of Residence Life with UGL Unicco Operations Office and not by any outside mail distribution service.

Package slips will be placed in student's mail box when there is a package for them. Packages will be held for pick up at the Mail & Copy Center. Package Hours of operations will be Mon-Fri from 1PM-3PM and 4PM-6PM. There is no SATURDAY delivery. Be prepared to present your Lesley ID card + package slips when picking up a package.

*NOTE – if student cannot pick up their package during those times, there are overnight package boxes to accommodate their schedule. Student must e-mail the mailroom at mailroom@lesley.edu to request this service. Once the request is made, the mailroom staff will place a number key for that specific overnight package box. Please give 2-3 business days for this request. Size limitation applies.

*NOTE – if there is an urgent package please notify the mailroom in advance. For example: medical reason or it needs to be refrigerated. If for medical purposes, please notify Student Health Services as well.

Students who leave campus for any reason during the academic year must fill out a change of address card, which may be obtained at the mailroom. The U.S. Post Office does not forward College addressed mail.

Procedures for Mailbox Delivery

Any class, club or organization may place announcements or memos in the student mailboxes by following these procedures:

1. Notices properly addressed with student's name, graduation year, and mailbox number may be deposited in the mail collection box in the Mail & Copy Center.
2. Memos for all students or bulk mailings (e.g., to all members of a particular class) must be brought to the Mail & Copy Center.
3. Only Mailroom staff members and assigned work-study students may be in the Mail & Copy Center when mail is being distributed.

The student mail clerk's first responsibility is to distribute the U.S. Postal Service mail. When there is an abundance of U.S. mail, the clerk may not be able to do any additional distribution. Allow at least three days for notices to be delivered.

Copy Services

Hours of operation: Monday through Friday, 8:00 am - 6:00 pm.

Location: McKenna Student Center, Lower Level (near Student Health Service)

The Mail & Copy Center is equipped with state of the art TOSHIBA + Xerox copy equipment for high speed, high quality black and white and full color copies. In addition to the Center, numerous TOSHIBA multi-function machines exist on campus at office and public service locations. UGL Unicco is responsible for maintaining these machines. If you have a problem with a machine in your area, contact the Copy Center directly at 617.349.8980, or by e-mail to document@lesley.edu.

The Mail & Copy Center at Lesley University **only** accepts the Lesley Card "CashLynx" payment option for Lesley students, faculty and staff on all Copy Center Services. This service is now open to students who can use their CashLynx access cards to purchase copies and professionally finished documents.

Services

- Black and White Printing/ Copying
- Color Printing/Copying
- GBC Comb Binding and Tape Binding
- 3 Hole punching/ stapling
- Cutting and Folding
- Large Format Posters and Mounting
- Scan to Email
- Computer Disc, CD and DVD Masters and Duplication
- Fax sending now available - \$1.00/page
- Full Service Shipping now available
- Purchase stamps and envelopes for letters
- Free FedEx shipping supply's for packages (limited quantity per person)

Copy Center Retail Pricing – Lesley Card CashLynx Accounts

Product Description Price Per - INCLUDES PAPER

8 ½ x 11 20lb copies / duplex prints (2-sides):	6 cents for 2-sides
8 ½ x 11 20lb copies / single sided prints	5 cents
8 ½ x 14 20lb copies	6 cents
11x17 B&W copies	10 cents
Color 8.5x11 (letter) Copies	25 cents
Color 8.5x14 (legal) Copies	30 cents
Color 11x17 Copies / 60 cents	

Other Copy Center Services:

Scan to PDF	10 cents
Tabs (Alpha / Numeric)	30 cents
Binds (GBC) \$2.50; Binds (Velo)	\$2.50
Document Numbering (applied) Manual Bates Label	5 cents
Oversize B&W -up to 36" wide any manageable length	\$1.50 Sq. Ft.
Bond color Large Format Print	\$11.00 Sq. Ft
Semi-gloss color Large Format print	\$13.00 Sq. Ft
Banner color large format print	\$15 Sq. Ft.
Mounting	\$5.00 Sq. Ft.
Fax	\$1.00/page

Campus Safety and Parking

Lesley University is located in the midst of a busy urban area; therefore, you are advised to be aware of your safety at all times and to use caution appropriate to daily life in a city. You are encouraged to travel in groups outside the campus, particularly after dark. The Residence Life Staff conducts seminars on safety issues and encourages you to attend.

Campus Safety

34 Mellen St. Ext. 8888

The Public Safety Office provides Public Safety coverage to the Lesley community 24 hours a day, all year. Students should feel free to call upon their services at any time. The Public Safety officers patrol the campus grounds, check and lock buildings, oversee the parking lot and maintain close contact with the residence halls and other University facilities. Students are encouraged to become familiar with the location and telephone number of Public Safety.

- Doble Campus..... (617) 349-8888**
- University Hall..... (617) 349-8390**
- Art Institute of Boston (AIB)..... (617) 585-6666/6667**
- Brattle Campus..... (617) 871-6029**

Emergency Response Procedures

Emergencies are often unpredictable. The best strategy in coping with emergency situations is good advance preparation. For information on Lesley's emergency plan visit: http://www.lesley.edu/security/emergency_plan.html it is important to be aware of how to react, whom to call, and what various resources can be mobilized in an emergency.

In most cases, **call 911** first, then the Lesley Public Safety Office at **(617) 349-8888** in all cases of emergency. Lesley Public Safety officers will be able to mobilize or support, other needed resources, such as police, fire and medical.

Emergency Medical Services

Call 9-1-1 under the following circumstances, then Public Safety:

- Unconscious Person(s), and or not breathing
- Seizure
- Bad fall
- Broken bones
- Severe laceration

In cases of a medical emergency, including accidents, hospitalization and or the death of a student, it is imperative to notify Public Safety. Public Safety will then make the appropriate notifications to Student and Residential Life Offices or contacts depending on the time.

Reminder: If a student calls for emergency services directly, Public Safety must still be notified. Public Safety will be able to open all appropriate doors and direct emergency personnel, as well as provide basic medical assistance.

Emergency Alert System (E.A.S)

Lesley University is subscribed to an Emergency Alert System. The service, powered by Send Word Now (SWN) allows Public Safety to send on campus emergency alerts to students, faculty and staff simultaneously via all familiar communications methods such as email, text messaging, SMS, and phone (cell, Blackberry, PDA, pager, etc.). **Public Safety strongly encourages all students to participate in this important campus safety program.** To register your personal emergency contact information, opt-in at: <https://www.lesley.edu/lois/menu?type=P&pid=CORE-XWECOS05>
<<https://www.lesley.edu/lois/menu?type=P&pid=CORE-XWECOS05>>

Safe Escort Service

The Public Safety Office provides Escort Service for students within the boundaries of the Lesley campus. Upon the request, a Public Safety officer will arrive at the student's location and escort them to their destination within the Lesley campus boundaries. For assistance, call the Public Safety Office at (617) 349-8888.

Lost and Found

Lost articles should be turned into the Public Safety Office at 34 Mellen Street, which is open 24 hours a day. Items not picked up within the first two weeks of the following semester will be donated to charity or discarded. Items not picked up within two weeks of completion of the spring semester will be donated to charity or discarded.

Bicycle Storage

Bicycles are not permitted in student rooms, common rooms, or hallways. There are outdoor bicycle racks on Brattle Campus located on the north-side of 99-4 Brattle/Lawrence Hall, on the south-side of 99-1 Brattle/Wright Hall, and at 2-4 St. John's/Kidder, and on Doble Campus located on the north-side of 34 Mellen/Wolfard, eastern-side of 30 Mellen/Doble, and on the southeast corner of 30 Mellen. Any bicycles left on campus after June 1st will be donated to the LUGLY Bike Share Program for re-use. For more information regarding additional bike rack locations or the LUGLY Program, please visit the Lesley Green Initiative website. It is highly recommended that you register your bicycle with Public Safety in order to give you a better chance at recovering a lost or stolen bicycle. Please find the registration form on the Public Safety website. Motorcycles, mopeds, or any other motorized bicycles are not permitted in any University buildings and are not allowed to use the bike racks.

Parking

Resident Students

Resident students are **NOT** permitted to park on Lesley property.

Commuting Student Parking

Undergraduate students who commute may request a parking application from the Office of Public Safety. Limited day parking spaces are available during the fall and spring terms. Student day permits will be awarded based upon the distance of the student's commute, availability of public transportation and class schedule.

Undergraduate commuter students must submit a completed parking application for a daytime permit within the first full week of each semester. Students must attach a copy of their class schedule. The approval list of commuter parkers will be posted outside the Public Safety Office.

Students requesting commuter parking should contact Nicole O'Leary, Captain of Public Safety at noleary@lesley.edu or (617) 349-8901.

Visitor Parking

All student visitors' vehicles must be registered with Public Safety. Visitors must purchase the appropriate permit to park: \$10 per day, \$20 per weekend, \$45 Monday-Friday, \$60 per 7 day week, or monthly \$150 effective 7/1/2012. Visitor permits are available at the Public Safety Office, located on the Doble campus. Visitor parking is provided through Public Safety in Lot B or Lot C.

Parking Enforcement

The University enforces a monetary fine system for violations of the parking policy. Any vehicle without the appropriate permit will be cited and a fine will be charged. Vehicles with unpaid citations are subject to being towed at the owner's expense.

Questions regarding parking should be directed to Nicole O'Leary, Captain of Public Safety at ext. 8901. Additional information regarding the University parking policies can be found on the Lesley web site at http://www.lesley.edu/security/parking/parking_permits.html.

Lesley University Identification Card Policy

33 ½ Mellen ST (Lot C behind 35 Mellen St.) (617)349-8825

All students are required to maintain a current Lesley identification card. Students must be actively enrolled in the current academic year in order to receive a Lesley ID. To obtain an ID, students must present a copy of their class registration and accepted photo identification (i.e. driver's license, or passport). Students who do not have a copy of their current class registration will be verified in the Lesley's Colleague information program. If not active in the Colleague system, students must contact the registrar's office for assistance.

Public Safety and the Lesley Card Office are responsible for the generation, maintenance and control of the Lesley identification and the card access control system. Community members are responsible to maintain a current Lesley ID while at Lesley and to ***immediately report any lost or stolen identification to Public Safety 617-349-8888 or email PublicSafety@lesley.edu***. Replacement ID's are available at the Lesley University Public Safety Office (34 Mellen Street) 24 hours a day and 7 days a week. Replacement ID card fee is \$25.00 Effective July 01, 2011(subject to change).

Contact the Lesley Card Staff at LesleyCard@lesley.edu or 617-349-8825 regarding ID Card policy or operational questions or concerns, including card access issues. After hours or in an emergency please contact Public Safety at 617-349-8888. Questions about the ID policy and procedures should be forwarded by email to PublicSafety@lesley.edu or contact the Campus Services Assistant Director, Director of Public Safety, or Director of Campus Services. For more information please visit:

<http://www.lesley.edu/security/identification.htm> or <http://lesley.edu/administration/lesleycard/index.html>

The Lesley Card also provides students with access to meal plans and to CashLynx. CashLynx is a prepaid spending account on your Lesley Card offering a safe and convenient way to make purchases on and off campus, including the Lesley bookstore, dining hall and cafes, copiers, vending machines and more than 50 restaurants and service providers in Cambridge, Back Bay and Fenway neighborhoods. For more information please visit: <http://www.lesleycard.com>

Student Accounts Office

University Hall, 1815 Massachusetts Ave., 3rd Flr.
(617) 349-8760

Heather Clang, *Director*
Dawn Medina, *Associate Director*
Juliet Lee, *Assistant Director*

Payment Information

Notification of tuition bills will be sent to your Lesley email address on a monthly basis. To view your bill, you can log onto your LOIS (Lesley Online Information System) account at www.lesley.edu/LOIS. Tuition and fee charges can be paid online with an American Express, Discover, MasterCard or VISA credit card. Checks should be made payable to Lesley University. Please include the student's full name and Lesley ID Number on the check(s) to ensure proper application to the student account. Please allow at least ten business days for payments mailed to the University to avoid monthly late payment fees. It is the student's responsibility to ensure payments are made by the payment due date for each semester to avoid late payment fees. In order to be in good standing at Lesley, you must meet your financial obligations with the Student Accounts Office by the due dates of August 15 (fall semester), January 15 (spring semester) and May 15 (summer semester).

The student is responsible for updating their contact information and email address with the Student Accounts Office.

Students who have not met their financial obligations to the University will not be allowed to register for additional courses until the balance is paid in full. Grades, transcripts, and diplomas will be withheld from students whose accounts show overdue balances. Students experiencing financial difficulties should contact the Student Accounts Office to review the payment options available. If the unpaid balance is turned over to a collection agency, the student will be required to pay all reasonable collection costs incurred while trying to collect the balance owed, including reasonable attorney's fees to the extent permitted by law. All student accounts turned over for further collection activity will be reported to all major credit bureaus.

Pending financial aid amounts shown on the student's account statement are anticipated funds not actual credits. Further action may be required on the student's part for these anticipated funds to be disbursed onto the student account. Pending awarded financial aid is deducted from the balance on the first ebill each semester. Please note that loan amounts may be a percentage less than the pending award amount noted on the student account statement. It is the responsibility of the student to check with the Office of Financial Aid to ensure that all required documentation is complete. Incomplete documentation or missing signatures will prevent aid and/or loan disbursements to the student account. While the Student Accounts Office staff are happy to assist with determining tuition balances and arranging payment plans, it is the student's responsibility to make sure the balance is paid in full by the determined due dates.

Confidentiality

The Student Accounts Office communicates with the student directly. If a student would like the Student Accounts Office to speak with his/her parent(s), grandparent(s), aunt, uncle, or others, this information must be communicated to the Student Accounts Office in writing. Student account information will not be provided to individuals who are not granted this permission.

Payment Plans

To help students and their families manage the cost of education, the University has made arrangements with Tuition Management Systems (TMS) to offer interest free monthly payment options. The payment plan offers a flexible payment option that divides tuition and fees into monthly payments that are due to TMS by the 15th of the month. There are several plans that may fit the student's needs. Each plan requires a non-refundable enrollment fee due to TMS with the first payment. Students can submit their payment plan application by calling TMS directly at 800.722.4867 or online at www.afford.com/lesley. All payment plan options must be completed one month prior to the student's graduation date. Contact the Student Accounts Office at 617. 349.8760 or via the web at www.lesley.edu/studentaccount for further information.

Tuition Insurance Plan

Lesley University takes the cost of higher education seriously. There are situations in which a student suffers a serious illness or accident and has to withdraw before the semester is completed. In many instances, this means not only the loss of time invested in studies, but also a financial loss of the

semester's cost.

We are pleased to offer tuition insurance through the **Tuition Refund Plan** at AWG Dewar, Inc. that will help minimize the financial loss. This elective insurance plan provides coverage for tuition, room, and board charges for the academic year. Please note that students are automatically enrolled in this insurance program unless they submit a waiver of benefits. This waiver is available via the student's LOIS account.

The University's refund policy provides a partial refund of tuition through the fourth week of classes. There is also a prorated withdrawal policy through the seventh week of classes for room and board (see www.lesley.edu/studentaccounts for refund policy information). The tuition insurance plan offers a 100% refund (60% for psychological/emotional withdrawals) of tuition in the event of a complete withdrawal under the terms of the plan. **If you elect to waive this coverage, you will be subject to the University's refund policies.** Refunds for students receiving Title IV financial aid will be calculated in accordance with federal guidelines.

To facilitate enrollment in the program, students will be automatically billed for the premium cost. ***If you do not want the coverage, you must waive the insurance online at www.lesley.edu/lois. Once waived, the full year cost, which is charged in the fall semester only, will be credited (removed) from your student account. You must waive this charge by August 15, 2012 if you do not wish to protect your tuition payments.***

Additional Information

Please refer to the College of Liberal Arts and Professional Studies Catalog for additional information regarding student accounts policies, procedures, and deadlines.

Tuition Refunds

Overpayments, scholarship credits, adjustments, and financial aid payments may result in a credit balance on the student account. If an account indicates a credit balance, it will be refunded to the student. Federal Stafford Loan and private loan payments resulting in a credit balance will be refunded within 10–14 days of the date that the credit appears on the student account. Credits resulting from a Federal Parent PLUS Loan will be refunded to the parent listed as the borrower.

All student account refund checks will be mailed to the mailing address indicated on your student account. If you need to update your mailing address, email the Student Accounts Office at studentaccounts@lesley.edu.

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

Time of Formal Withdrawals Refund

Prior to the start of classes.....	100%
During the 1 st 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%

A week is based on the first official day of classes determined by the University, not class meeting. For courses with fewer than five class meetings, there is a 100% refund prior to the start of classes. Once the course has begun, there is no refund.

Actual percentage will depend on the official date of formal withdrawal.

Registration fees are non-refundable.

Course fee(s) will not be refunded after the first class meeting.

Resident students who withdraw prior to the seventh week of classes will receive a prorated refund on the portion of the board that is not used.

Please refer to the College of Liberal Arts and Professional Studies Catalog for additional information regarding tuition refunds.

Please see the Student Health Services section for the Health Services Fee refund policy.

Student Health Insurance Requirement

Massachusetts state law requires all students enrolled at least full or three quarter time have adequate health insurance coverage. To read the details on this law and health insurance requirements, go to www.state.ma.us/dhcfp. Students who meet the above stipulation will be automatically enrolled in a student health insurance plan (SHIP) for coverage effective September 1, 2012- August 31, 2013 serviced by Gallagher Koster Insurance.

Your student account bill will include the charge for student health insurance. This charge can be waived provided you (the student) are covered by insurance of a comparable plan. Comparable plan information can be found at www.lesley.edu/studentaccounts. Waivers can be completed online using your LOIS account at www.lesley.edu/lois beginning July 15, 2012 for the 2012-2013 academic year.

Course credits taken at any school under a *Consortium Agreement*, does not count towards a student's total credit load for automatic enrollment in the student health insurance plan.

Students can waive the Student Accident and Sickness Insurance Plan (health insurance) if currently enrolled in a health insurance plan of comparable coverage. *Please note that Lesley reserves the right to reenroll you in the Gallagher Koster student health insurance plan if it is determined that the plan you indicated on your waiver form is not deemed comparable coverage. The student health insurance charge will be reassessed to your student account and payment will be due immediately.*

Comparable coverage means that your current insurance plan provides access to local doctors and other health care providers in the Cambridge area, diagnostic testing, lab and x-ray services, prescription drugs, mental health services, inpatient and outpatient hospital services, urgent care and emergency services. Out-of-state Medicaid programs, Commonwealth Care, and insurance plans not covered in Massachusetts are not comparable coverage.

Policy must be in effect from September 1, 2012 to August 31, 2013. The deadline to waive annual coverage is August 15, 2012 to avoid late payment fees. The deadline to waive spring coverage is January 15, 2013 to avoid late payment fees.

Online Waiver Process

To waive the Student Accident and Sickness Insurance Plan (health insurance) for the 2012-2013 policy year, log onto: www.lesley.edu/LOIS, click on "Health Insurance" located under "Financial Information". To waive the insurance, have your current health insurance identification (ID) card ready as you will need this information in order to waive the Lesley University insurance charge. Once you complete the waiver information, you will receive a confirmation email which you should retain for your records.

If You Need Insurance

If you need to enroll in the student insurance, it is highly recommended that you accept the Insurance online. Do not rely on the automatic insurance enrollment process alone. Identification cards, claim payments, and prescription reimbursements may be delayed if the online Insurance Enrollment Form is not submitted by the posted deadlines. If you need to accept the insurance, enter "A" for accept. You will receive an email confirming your acceptance. Gallagher Koster will mail your new insurance card to you.

Avoid Paying for Insurance You Do Not Need

Complete the online waiver form by the deadline date! Failure to complete the online Insurance Waiver Form by a student, whose academic status is full or three-quarter-time will result in the student being automatically enrolled and billed for the student insurance. If a student withdraws after the add/drop period, their insurance will not be cancelled as Lesley University will already be billed for the fall semester at that point. If a withdrawn student wishes to waive the insurance, they must contact Gallagher Koster Insurance Agency directly at 800.457.5599 and submit a petition to waive. A petition is not a guarantee that the waiver will be approved.

Late Waivers

Lesley University is not responsible for any waivers that are late. Failure to complete the online waiver by the due date will subject the student to automatic insurance enrollment. Once the due date has passed, the student must file a petition with Gallagher Koster Insurance Agency in order to have the insurance

charge waived. Please note that a petition is not a guarantee that Gallagher Koster will approve a waiver. Gallagher Koster petitions can be found at gallagherkoster.com.

Office of Financial Aid (Student Financial Services)

University Hall, 1815 Massachusetts Avenue, 3rd Floor
(617) 349- 8581

Scott Jewell, Director of Student Financial Services

The Lesley University Financial Aid Office is a centralized student support service available to both undergraduate and graduate students. The Financial Aid Office assists students seeking financial aid consideration; coordinates various sources of funding at the federal, state, and institutional levels; and administers and develops programs of student financial assistance including several on-campus student employment programs.

The Financial Aid Office is committed to helping students and their families receive the financial assistance for which they are eligible. The philosophy of student aid is to provide access and choice to students who without such assistance would not otherwise be able to attend Lesley University. The purpose of the Financial Aid Office is to help students and their families finance their education at Lesley University. Students are expected to contribute from their assets and earnings, including appropriate borrowing against future earnings and their families are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information.

Financial aid consists of demonstrated need-based grant aid, self-help aid, and, in some cases, merit-based scholarships. Awards are made to students in the form demonstrated need-based grants and merit scholarships, employment opportunities, and educational loans. Demonstrated need-based grant aid is aid that does not need to be repaid and is meant to assist in paying educational costs. The sources of this funding could come from Lesley University, the student's state of residence and/or the federal government. Self-help aid takes the form of loans (which must be repaid) and federally subsidized employment (work study) which pays students wages for hours worked at acquired jobs which can be either on or off campus.

Students are first considered for federal and/or state demonstrated need-based grant eligibility and then for self-help aid in the form of loans and employment. Students are then considered for Lesley University funded, demonstrated need-based grant aid as determined by remaining need, availability of funds, and eligibility for the funds. Merit-based scholarships are awarded under special circumstances and are not linked to financial need. A description of all federal, state and institutional financial assistance programs available to students can be found at www.Lesley.edu/financial under "Types of Aid".

How to Apply for Financial Aid Consideration

The Free Application for Federal Student Aid (FAFSA) is required of all applicants for financial aid consideration. It is submitted directly to a federal processing center by utilizing the www.fafsa.gov website. You must indicate "Lesley University, 29 Everett Street, Cambridge, MA" and the Title IV School Code "002160" on the application. Students and (if determined necessary by the U.S. Department of Education) parents should complete the entire FAFSA application. Lesley University will receive this information electronically from the U.S. Department of Education within three to five business days after completion.

Priority FAFSA Filing Dates

The College of Liberal Arts and Professional Studies

<u>Starting semester</u>	<u>Priority Filing Date</u>
September New Students	February 15
January New Students	November 1
Currently Attending Students	April 1

ART INSTITUTE OF BOSTON

<u>Starting semester</u>	<u>Priority Filing Date</u>
September New Students	February 15
January New Students	November 1
Currently Attending Students	April 1

The Lesley University Financial Aid Office encourages all students to apply for financial aid consideration even if the date of the application is past the above-listed priority dates. The Lesley University Financial Aid Office encourages all students to apply for financial aid consideration even if the date of the application is past the above-listed priority dates. The most basic eligibility requirements to receive need-based financial aid consideration are that you must:

- Be a U.S. citizen or an eligible noncitizen (as defined by the U.S. Department of Education),
- have a valid Social Security number,
- register (if you haven't already) with the Selective Service, if you're a male between the ages of 18 and 25,
- maintain satisfactory academic progress as defined by the College of Liberal Arts and Professional Studies,
- demonstrate financial need (except for certain loans),
- be accepted by the College of Liberal Arts and Professional Studies Admissions Office for enrollment as a regular student working toward a degree or certificate in an eligible academic program,
- certify that you are not in default on a federal student loan and do not owe money on a federal student grant,
- and certify that you will use federal student aid only for educational purposes.

The Financial Aid Office will make every attempt to complete the application review process in a timely manner when the FAFSA application is filed prior to the above filing dates. The Financial Aid Office will notify students about their financial aid eligibility as well if the U.S. Department of Education mandates that other materials (such as copies of citizenship documentation, federal tax return transcripts or other corroborating documentation) are required to be supplied to the Financial Aid Office before an official award announcement can be made.

In applying for financial assistance, a student is considered for any and all types of federal, state, and institutional aid programs for which they may qualify. A financial aid package is designed for each student and is mailed to the student in the form of a financial aid award letter. All financial aid is to be used to help the student defray the costs of tuition, fees, room and board, and other educationally related expenses incurred during the academic year. In order to receive financial aid consideration, a student must intend to be registered at least half-time (6 credits) per semester. The only exception is the Federal Pell Grant, which offers limited grant consideration to students enrolled at less than half time status. A description of the application process and a listing of applicable forms can be found at www.Lesley.edu/financial under "application process + forms"

How Financial Aid Eligibility is Determined

Financial aid is awarded based on financial need as determined by the Lesley University Financial Aid Office. Financial need is the difference between Lesley University's projected educational costs for an academic year and the Estimated Family Contribution number (Educational Expense Budget - Family Contribution = Financial Need) as determined by the completion of the U.S. Department of Education's Free Application for Federal Student Aid (FAFSA) application each academic year. Projected direct expense information can be found at www.Lesley.edu/services/bursar under "Tuition and Fees" and indirect expenses can be found included with the mailed financial aid award letter.

Disbursement of Financial Aid

Financial aid is disbursed twice a year; at the beginning of the fall semester and at the beginning of the spring semester approximately one week after the close of Drop/Add period. All financial aid, including student loans, will be applied as a credit to the student's billing account after registration is verified for that semester. Regarding the disbursement of student loans, all loans must be accepted by the student on the LOIS network portal at www.lesley.edu/LOIS, all promissory notes must be signed and initial entrance counseling completed for loan funds to be disbursed. Information about the completing the Federal Direct Loan process can be found on the Financial Aid Office website at www.Lesley.edu/financial under "Completing Your Stafford Loan Process". Federal Perkins loans and MA No Interest Loan promissory notes and entrance counseling information and directions are e-mailed directly to award eligible students and must be completed prior to disbursement. Once all financial aid is posted to the account, any remaining credit balance will be refunded to the student within ten business days by the Student Accounts Office.

Changes to enrollment status may impact eligibility of students receiving financial aid, causing a reduction or cancellation of their financial aid award. Half-time enrollment is required for the Direct Loan program. A

student is not eligible to receive Direct Loan funds as a less-than-half-time student. It is the student's responsibility to apply for the Federal Direct Loan(s) and to complete all necessary paperwork in a timely manner.

Employment

Employment programs offer students the opportunity to work part time and earn a paycheck every two weeks. All on-campus student employment is listed through the Financial Aid Office. Students may obtain general conditions and terms applicable as well as a listing of available positions on the Financial Aid Office website at www.Lesley.edu/financial under "Student Employment".

Federal Work Study Program (FWSP): This need-based, federally subsidized program provides part time employment on campus or at nearby off-campus non-profit community service sites for eligible students. Eligibility is announced in a student's financial aid award letter and instructions regarding employment opportunity are emailed to the student in August and January. Eligible students are encouraged to choose jobs which meet their interests, relate to their course of study, and fit in with available free time. Earnings through FWSP are taxable income.

Lesley Works Program (LWP): Students who have not applied for financial aid or who did not receive Federal Work Study consideration are still eligible to obtain on-campus employment at Lesley through the Lesley Works program. Instructions regarding employment opportunities are e-mailed in August and January. Earnings through the LWP are taxable.

Students may also wish to contact the Career Resource Center on the fourth floor of 23 Mellen Street or at 617-349-8550 where a listing of off-campus employment opportunities can be found.

Outside Scholarships

Outside scholarships (scholarships awarded from non-Lesley University sources) are an important resource. When a student receives an outside scholarship, please forward photocopies of the official, non-Lesley notification letter and or the scholarship check to: Lesley University Financial Aid Office ATTN: Outside Scholarships, 29 Everett Street, Cambridge MA 02138.

To search for outside scholarships opportunities please go to www.Lesley.edu/financial under "Scholarship Search".

Financial Aid & Study Abroad

If you are considering a study abroad component as part of your academic experience at Lesley, it's important to consider the financial implications of such a decision. Lesley University offers a variety of study abroad programs around the globe.

Although the College of Liberal Arts and Professional Studies grants and scholarships are not available for use during your time abroad, there is Federal, State and private funding that may be used to pay for your abroad costs. The Financial Aid Office can help you determine which options may be best for you and assist you with the required paperwork. As a participant in an affiliated study abroad program you will only be charged the tuition of the host program; and not the tuition of the College of Liberal Arts and Professional Studies. In many cases, although not all, study abroad programs charge less than American Universities. For more information please refer to http://www.lesley.edu/services/study_abroad/index.html

Financial Aid & Academic Progress Policy

Students receiving financial aid of any type are required to make satisfactory academic progress toward their degree. "Satisfactory Academic Progress" is defined by federal regulations of the U.S. Department of Education as "proceeding in a positive manner toward fulfilling degree requirements". Academic progress is measured using qualitative (GPA) standards, quantitative (credit completion rate) standards and students are eligible for financial aid consideration through their first 180 attempted credits of their 120 credit degree program. According to these federal guidelines, the College of Liberal Arts and Professional Studies and Art Institute of Boston students must maintain satisfactory academic progress as defined in their College Catalog. Students are reviewed on an annual basis in June with regard to their continued eligibility for federal, state and Lesley University sponsored financial aid for the following year.

Students are eligible for financial aid consideration through their first 180 attempted credits of a 120 credit degree program. The following are considered when evaluating a student's satisfactory academic progress:

- Withdrawals, incompletes, and failures ("W", "I", and "F" grades) are considered attempted but not earned hours.

- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned hours.
- Accepted Transfer credits are included in the credit completion rate and maximum time frame calculations, but not the GPA.

Students are reviewed on an annual basis with regard to their continued eligibility for federal, state and Lesley University sponsored financial aid. Students who are not making satisfactory academic progress are allowed to appeal based on unusual circumstances. Appeals and supporting documentation should be made using the academic appeals form provided by the Financial Aid Office. Please note that appeals will not be approved more than one time during their enrollment at Lesley University nor can an appeal be approved unless it can be calculated by the Financial Aid Office that the student could meet the SAP standards after the first semester of the appeal. Examples of unusual circumstances can be, but are not limited to, documented health problems and family emergencies and a student must document the reason for the progress issue and what has changed to allow the student to regain academic progress. If an appeal is granted, the student must be making progress standards as measured in the results of the first semester after the appeal has been granted. At the student's request, the Financial Aid Office will review the academic status of a student who had their appeal denied or who did not appeal their academic status at the end of an academic semester to determine if the academic record now reaches the qualitative and quantitative standards listed above.

Title IV Refund Policy

Lesley University has a Financial Aid Refund Policy for students receiving financial aid who withdraw completely from an academic semester or stop attending all of their semester classes from Lesley University and who have been awarded financial aid. These students may have an adjustment/reduction in their semester financial aid award according to calculations mandated by federal regulations and policy. Students considering withdrawing from an academic semester should meet with a representative of the Financial Aid Office to discuss how the decision will impact your finances and to discuss the completion of the Exit Interview process found at www.Lesley.edu/financial under "Stafford Loan Process".

Students who withdraw completely from an academic semester and who have been awarded financial aid may have their financial aid awards adjusted according to calculations mandated by federal and state regulations and policy. The Federal Return of Funds regulations requires that the Financial Aid Office calculate the amount of financial aid that must be returned to the federal government and other agencies and the amount that can be retained to pay Lesley University billable charges. Students who are considering withdrawing are encouraged to contact the Financial Aid Office at 617.349.8581 for more details.

The calculation of the return of Title IV Funds is determined by the date that the student withdraws, which is:

- The date the student began Lesley University's withdrawal process;
- The date the student officially notified the institution of intent to withdraw;
- The midpoint of the enrollment period for a student who leaves without notifying the institution (an unofficial withdrawal);
- The student's last date of attendance at a documented academically related activity.

Title IV aid and all other aid is earned during the time a student is attending Lesley University. The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester, up to the 60% point. Return of Title IV funds is no longer necessary after that point. If the student withdraws from all courses after the 60% point in the semester, Title IV aid is viewed as 100% earned. However, if a student completely withdraws prior to that 60% point, the student may owe back part of his/her financial aid if the Financial Aid Office determines the student has received an amount larger than the earned amount. The refund policy for state financial aid is the same as the federal policy. A copy of the worksheet used for this calculation can be requested from the Lesley University Financial Aid Office.

The term "Title IV Funds" includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct PLUS Parent Loan
- Federal Perkins Loan
- Federal TEACH Grant

In accordance with federal regulations, financial aid funds are returned and allocated in the following order:

1. Direct Unsubsidized Stafford Loan
2. Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Direct Parent PLUS Loan
5. Federal Pell Grant
6. Federal SEOG Program
7. Other Title IV programs (i.e. Federal TEACH Grant)
8. Other state, private, and institutional aid
9. The student

Lesley University will also return any funds necessary to Title IV programs upon completing the calculation. The student's responsibilities in regard to the return of Title IV funds include repaying to the Title IV or state programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds Calculation. The procedures and policies listed above supersede those published previously and are subject to change. Please contact the Financial Aid Office if you have any questions about this policy.

Leave of Absence Policy

A leave of absence is a process designed to allow students to interrupt their academic program for a limited period of time without requiring the student to reapply for admission to the University. During the period of the leave, the student is considered to be on active status with the University.

Students considering taking a leave of absence should meet with a representative of the Financial Aid Office to discuss how the decision will impact your finances and to discuss the completion of the Exit Interview process found at www.Lesley.edu/financial under "Stafford Loan Process". Students who are on a leave of absence may enter into their grace period for any Federal Direct Stafford Loan, Federal Perkins Loan, Massachusetts No Interest Loan or privately-sponsored alternative educational loan that they may have previously borrowed. If the student qualifies, the grace period will begin as of the last day that the student was enrolled in classes on at least a half-time basis (6 credits). If the grace period expires while on a leave of absence, the student will enter the repayment of the loan(s) and will be required to make payments until such time as a return to Lesley as at least a half time student. If the student is experiencing difficulty in repayment of educational loan(s), the student should contact their lender to discuss deferment/ forbearance options until the return to school. Upon return to school, on at least a halftime basis, the student may request an "in-school deferment" from your lender. Repayment will cease and the government will begin paying the interest again on your loan once the deferment is approved.

Questions:

Our mailing address is:
Office of Financial Aid
Lesley University
29 Everett Street
Cambridge, MA 02138-2790

Our office location is:
University Hall, Floor 3, Room 3-001
1815 Massachusetts Avenue
Cambridge, MA.

Our phone/fax/e-mail is:
(p) 1-800-999-1959, ext. 8581
(f) 617-349-8667
e-mail: FINAID@LESLEY.EDU

Our office hours are:
Monday through Thursday, 9 AM to 6 PM
Friday, 10 AM to 5 PM

University Registrar

Office of the University Registrar
University Hall, 1815 Massachusetts Avenue, 3rd Floor
registrar@lesley.edu
(617) 349-8740

Melissa Janot, University Registrar
Adrienne Zonderman, Senior Associate Registrar
Christy Salinas, Associate Registrar for Records

The Office of the University Registrar provides services related to student course registration and records. This office processes and records course registrations, grades, graduation audits, "Requirements Completed Transcripts," and transcripts as well as supports web registration and web grading. The Office of the University Registrar maintains permanent academic student records for both currently enrolled and past attendees of Lesley University. Other services provided by the office include enrollment verification and records maintenance, including: leave of absence, withdrawal, program change, and name/address change requests.

Hours of Operation:

Monday–Thursday9:00 a.m.–6:00 p.m.
Friday.....10:00 a.m.–5:00 p.m.

Lesley's Online Information Service (LOIS)
www.lesley.edu/lois

LOIS is a secure online service designed to provide students with access to their Lesley University administrative and program information day and night via the web. LOIS provides current students and applicants access to a select set of inquiry functions.

Examples of LOIS services include:

Register for Classes: Search and register for campus based or online classes during the scheduled WebReg period listed on the academic calendar.

My Class Schedule: Display schedule by semester or term, including dates, times, rooms, etc.

My Profile: Displays address information, advisor name and contact information, and program of study.

Grades: View grades and grade point average by semester; request an official grade mailer.

Transcripts: View an unofficial transcript online or request an official transcript to be sent to the recipient(s) of your choice.

Check Financial Holds: Find out if you have a financial (student account, library, or parking) hold on your account before registering.

My Documents: Find out what application materials the Admissions and Financial Aid Offices have received.

Financial Aid Information: View financial aid status and award letters.

Student Account Profile: Pay and view billing statement.

Health Insurance: Waive or accept the student health insurance plan.

Test Summary: Review scores for admissions and placement tests.

Declaration of Intent to Graduate: File application for graduation; update diploma name and mailing address.

Commencement RSVP: Notify the Commencement Office of participation in the May ceremony.

Email Address: Forward Lesley email to another email address.

User Name & Password: View user name or reset password.

Current Course Information: Check the availability of courses by semester or term in "real-time" before registering. The feature displays the courses, room locations, faculty, availability, capacity, etc. for course sections matching the criteria chosen. No login required for this feature.

Important Note: LOIS Accounts are created on a rolling basis after receipt of an enrollment deposit. Students will receive notification including user name, temporary password and instructions for getting started. For help with LOIS, please call the LOIS support line at 617.349.8600.

ADDRESS AND NAME CHANGES

It is each student's responsibility to notify the Registrar's Office of any change of name or address, so we can reach each registered student.

- Make address changes online: log on to www.my.lesley.edu; choose "my account preferences;" click Edit Personal Information (address changes made via myLesley will not be displayed immediately, as updates are made manually by the Office of the University Registrar).
- Address changes may also be made by email to registrar@lesley.edu, or in a letter, or on the Change of Name and Address form (www.lesley.edu/services/registrar/content/change.pdf) and faxed to 617.349.8717, or by phone at 617.349.8740.

All name changes must be requested in a paper letter or on the Change of Name and Address form (www.lesley.edu/services/registrar/content/change.pdf). Email requests are not accepted. A name change request must be accompanied by legal documentation, such as a court order or marriage license. The name change will be reflected on the student record, and a reference to the former name will be maintained for search purposes only.

TRANSCRIPT REQUESTS

Students wishing to have copies of their Lesley University transcripts released to themselves or to other parties may order official copies via their online information service account (www.lesley.edu/lois), by completing a Transcript Request Form (www.lesley.edu/services/registrar/content/trans_req.pdf), or by sending a written request to the Office of the University Registrar. The Family Educational Rights and Privacy Act (FERPA), protecting student record confidentiality, requires written permission to release this information. Telephone or email requests are not accepted. If submitting a written request to the Office of the University Registrar, students must submit the following: Lesley student I.D. number or social security number, dates of attendance and/or graduation date, name while attending Lesley University, signature, and fee.

Standard processing time is 2-3 business days, plus mailing time. The transcript fee is \$5 per copy; checks should be made payable to Lesley University. There is no charge for unofficial transcripts. Transcripts are not released for students having financial indebtedness to the university, including fines for overdue library materials or outstanding parking fines.

COURSE DESCRIPTIONS REQUESTS

Students needing copies of Lesley course descriptions must submit a written request to the Office of the University Registrar including the course number(s), title(s), and the semester/year the course(s) was taken. The course description fee is \$5 per request; checks should be made payable to Lesley University. Please allow 3-5 business days, plus mailing time, for processing.

LATIN HONORS AT GRADUATION

Latin Honors for official transcripts, diplomas, and reader cards at the May Commencement Ceremony are based off of the final semester cumulative G.P.A. standings. However, the Commencement Programs are printed before May degree candidate's final semester grades have been received from the faculty. Therefore the Latin Honor status for the Commencement Program is determined based on 60 residency credits and the cumulative grade point average at the end of the last Fall or penultimate semester.

To graduate with honors a student must have met the residency requirement outlined above and must have achieved the following minimum cumulative grade point average:

Cum Laude	3.4
Magna Cum Laude	3.6
Summa Cum Laude	3.8

Graduation is not automatic. You must file your Intent to Graduate via LOIS: www.lesley.edu/lois by the deadline stated for the conferral. Only undergraduate students receiving degrees will be recognized for Latin Honors. All degree requirements must be fulfilled to be recognized for Latin Honors.

Information Technology

815 Somerville Ave, 2nd Floor

800.999.1959 ext. 8770
617.349.8770
ut@lesley.edu
www.lesley.edu/ut
<http://lesley.edu/ut/help>

Information Technology is Lesley's central information technology organization. Our mission is to support the use of technology to strengthen the academic experience. We provide an array of services and facilities including wireless network access, myLesley, LOIS and email accounts, and labs and classrooms outfitted with audio/visual equipment and computers.

Electronic Environment Policy

Lesley's electronic environment includes the use of computers, computer networks, the Internet, and electronic communication (i.e. electronic mail, telephone, voice mail and faxes). These services are essential for research, instruction, and administration.

The purpose of the Lesley Electronic Environment Policy is to address those aspects of the electronic environment that are specific to computer use, electronic communication, and computer networks. The Electronic Environment Policy applies equally to users who access the system on- and off-campus.

For the complete text of the Electronic Environment Policy, please visit the Lesley web site at http://www.lesley.edu/ut/support/e_policy.html

myLesley **<http://my.lesley.edu>**

The myLesley online environment is your window to Lesley University and the information, services, and news that is most important to you.

Using a web browser, students can view course- and community-specific announcements, discussions, and content; download syllabi; contact your course instructors and community leaders; read University headlines; find program and course information; and access LOIS, Lesley Email, and Library databases.

To access myLesley, open a web browser and go to <http://my.lesley.edu> and enter your Lesley user name and password.

If you need assistance, the myLesley support center is open 24 hours a day, 7 days a week and is accessible both by phone and online. Call myLesley support toll free at 888-myLesley or click on the Help button (question mark icon) at the top center of any myLesley page.

Lesley's Online Information Service (LOIS)

<http://www.lesley.edu/lois>

LOIS is an online service designed to provide access to Lesley University's administrative information via the web. For more information about the services available to you in LOIS, please visit the University Registrar's section of this handbook.

You can access LOIS through myLesley or directly. From the "welcome" page of myLesley (<http://my.lesley.edu>), locate the "Lesley Hotlinks" dropdown box, select "LOIS" from the options and then click on "Go!". Enter your Lesley username and password when prompted. You can also log in by going directly to the LOIS website at <http://www.lesley.edu/lois>.

For additional information about LOIS accounts, see our website at <http://www.lesley.edu/ut>

If you have any problems logging into LOIS, please call Information Technology at 800.999.1959 ext. 8770, or 617.349.8770. For all other help with LOIS, please call our LOIS support line at 617.349.8600 or 800.999.1959 x8600.

Lesley Email Accounts

<http://www.lesley.edu/email>

Lesley automatically issues web-based email accounts to all degree seeking students.

You can access Lesley email through myLesley or directly. From the "welcome" page of myLesley (<http://my.lesley.edu>), locate the Email Services drop-down box, select "Lesley U." from the options and then click on "Go!". Enter your Lesley username and password when prompted. You can also access email directly by going to <http://www.lesley.edu/email>.

Students have the ability to forward their Lesley email to another email account by logging into LOIS (<http://www.lesley.edu/lois>) and selecting "Forward Lesley Email to Another Address", which is under the Personal Preferences heading.

For additional information on email accounts, see our website at <http://www.lesley.edu/ut>.

Help Center-Self Service On-line Database

Visit the self-service Help Center for quick answers on common support issues. The Help Center can be accessed from the UT home page www.lesley.edu/ut or directly at <http://lesley.edu/ut/help/>. The UT online help center is a self-help resource which allows the Lesley community to search for answers, and find step-by-step directions for common technology questions. The Help Center will provide you information by categories as well as the ability to search for all help articles related to a specific topic.

Purchasing a Computer

Students can purchase Windows and Macintosh computers, printers, scanners, software, and other computer equipment at discounted educational pricing through our relationships with vendors.

The most recent information on pricing and ordering may be found under the My Services tab in myLesley.

Residence Hall Internet Access

Every student living on campus is provided with one high speed internet port in their room, and may register one computer on the Lesley network. Residential students can also download a copy of [Symantec Anti-Virus](#) from their room on campus, free of charge. For further information on Residence Networking at Lesley, please visit our website at <http://www.lesley.edu/ut/network/reshall.html>

Residence Hall Phone Service

Each bedroom on campus is equipped so that at least one phone can be installed should you so choose. When setting up your phone, look for a jack with either a green "Phone" sticker or icon (this will not always be near the internet port in your room.) Phone service is provided directly by [Verizon](#), and students should contact them when setting up service and billing.

Please Note: Do not purchase a Verizon maintenance contract. In a true residential environment, this would be necessary if anything went wrong with the wiring in your house that Verizon did not own. Here on campus, Information Technology is solely responsible for maintaining the wiring in your building, up to and including the phone jack in your room. Since Verizon is not authorized to perform the maintenance they are selling you, such a contract is unnecessary.

In a case where Verizon says your phone is connected but there is no dial tone, please contact Information Technology at 617.349.8770. We will work with you to determine if the problem is related to Verizon, the University, or your telephone equipment.

Computer Labs & Classrooms Cambridge Campus

Information Technology maintains several computer labs, computer classrooms, and audio/visual classrooms on the Cambridge campuses. All computer labs & digital classrooms provide Internet access, black & white printing, and basic scanning equipment. Digital meeting & lecture spaces provide ceiling mounted data projectors, DVD/VHS players, and laptop projection capabilities.

University Hall, located at 1815 Massachusetts Ave, contains a variety of digitally equipped meeting & lecture spaces. In addition, the Reading Room (UNIV-3-069) and a general purpose Training Room (UNIV-3-084) are publically accessible computer labs equipped with Dual-Boot Apple iMac Computers that provide users the choice of using Mac OS X or Windows.

Located at Lesley University's Doble Campus are several digitally equipped meeting spaces as well as several computing facilities including the Doble digital classrooms, DOBL-309, DOBL-413, & DOBL-415; the Doble Information Commons; and the Molly Lichter Block 24-hour Computer Lab. The Wolfard digital classrooms include WOLF-203 & WOLF-204.

The Doble Campus computing facilities come equipped with Dual-Boot Apple iMac Computers that provide users the choice of using Mac OS X or Windows. The Doble Computing facilities provide community access to graphic & web design software. Color printing is available in the Doble Info Commons.

Entry to some labs and classrooms requires an up-to-date Lesley I.D. card. Printing requires a Lesley username and password as well as an activated CashLynx/LesleyCard or pre-paid copy-card.

Boston Campus

Art Institute of Boston (AIB) Academic Computing has digital studios located in both 700 Beacon St. and 601 Newbury St. buildings in Boston. These facilities are equipped with Macintosh computers running the latest operating system. There are 3 general access/teaching classrooms, 1 digital printing classroom and 1 video/animation computer classroom. Outside of classrooms there are laser printers available via wireless printing. All labs have fundamental design, web, and video programs. There is access to duplex printing, wide format digital printing, digital drawing tablets, film and flatbed scanners, and a film recorder. Each building has a lockup and support staff that is available during lab hours. All AIB computer facilities are also available to Lesley students for use in their coursework. For hours or more information, please contact AIB Academic Computing Technology by phone at 617.585.6663.

Wireless Internet Access

Wireless internet access is available for all Lesley students in many common areas and most classrooms on both the Cambridge and Boston campuses. This includes (but is not limited to) Sherrill Library, the Student Center, and University Hall. For a complete list of locations and instructions on how to connect to the wireless network, please see our website at <http://www.lesley.edu/wireless>.

WORK OPPORTUNITIES

On-Campus Student Employment

Financial Aid Office Ext. 8581
University Hall

1815 Mass. Avenue, 3rd Flr.

http://lesley.edu/services/financial_aid/student_employment/index.html

Employment programs offer students the opportunity to work part time and earn a paycheck every two weeks. Pay scales vary according to job classifications and are listed with the job postings.

Federal Work Study Program (FWSP): Students who applied for financial aid consideration may have been awarded Federal Work Study as part of their financial aid award – please check your financial aid award letter or go to the LOIS website to confirm your eligibility. This program provides part time employment on campus or at nearby off-campus sites for eligible students. Students are given the opportunity to choose jobs which meet their interests, relate to their course of study, and fit in with available free time. Earnings through FWSP are taxable income.

Lesley Works Program (LWP): Students who have not applied for aid or who did not receive Federal Work Study are still eligible to obtain on-campus employment at Lesley. Job listings can be found on the Financial Aid Office website listed above. Earnings through the LWP are taxable.

International Student Services Ext. 8542 11 Mellen Street

International Students: On-Campus Employment

International students on F-1 visas may work on campus up to 20 hours a week during the school year and on campus full time during the summer and vacations. Contact the Financial Aid Office to obtain the paperwork necessary to complete for on-campus employment.

Off-Campus Employment

**Career Resource Center
Off-Campus Student Employment
Doble Hall., 4th Flr., Ext. 8550
www.lesley.edu/crc**

Part-time, off-campus student employment listings, summer opportunities and professional job listings are included in *Lesley Career Connection* (LCC), an online, one-stop resource for Lesley University students and alumni. For information on how to register, go to www.lesley.edu/crc and click on *Lesley Career Connection*. Questions? lcc@lesley.edu

**International Student Services Ext 8542
11 Mellen St.**

International Students: Off-Campus Employment

International students on F-1 visas may be eligible for some types of off-campus employment. Prior authorization from the U.S. Citizenship and Immigration Services is required. International students are not permitted to work off campus without first contacting the Director of International Student Services and obtaining the proper work authorization. Contact the Director of International Student Services for more information at (617) 349-8542.

CAMPUS DIRECTORY

CAMPUS AND COMMUNITY DIRECTORIES

CAMPUS DIRECTORY

Academic Standing	
Office of the University Registrar	(617) 349-8740
Academic Year Calendar	
Office of the University Registrar	(617) 349-8740
Activities, Clubs, & Organizations	
Office of Student Activities	(617) 349-8565
Address Changes	
Office of the University Registrar	(617) 349-8740
Admissions Information	
The College of Liberal Arts and Professional Studies Admissions.....	(617) 349-8800
The Art Institute of Boston Admissions	(617) 585-6710
Alumni Relations	
Alumni Relations Office	(617) 349-8622
Athletics	
Athletics Office	(617) 349-8498
Audio-Visual Equipment	
Kresge Center, Library.....	(617) 349-8860
Billing	
Student Accounts Office	(617) 349-8760
Books	
Lesley Bookstore	(617) 349-8875
Buildings & Grounds	
Physical Plant	(617) 349-8880
Career Development	
Career Resource Center.....	(617) 349-8550
Change In Class Schedule	
Office of the University Registrar	(617) 349-8740
Computer Resources	
Information Technology	(617) 349-8770
Copy Center	
Doble Campus/Lower level, McKenna Student Center.....	(617) 349-8980
Course Schedule	
Office of the University Registrar	(617) 349-8740
Counseling Services	
Counseling Center	(617) 349-8545

Dean of Student Life.....	(617) 349-8530
Dining Services—Bon Appetit White Hall	(617) 349-8380
Disability Services Learning Disabilities and ADD, Maureen Riley	(617) 349-8464
Physical, Sensory, & Psychiatric Disabilities, Laura Patey	(617) 349-8194
	TTY:(617) 349-8544
Employment Financial Aid Office	(617) 349-8581
Faculty The College of Liberal Arts and Professional Studies Dean's Office	(617) 349-8903
The Art Institute of Boston Dean's Office.....	(617) 585-6652
Fees & Payments Student Accounts Office	(617) 349-8760
Financial Aid Financial Aid Office	(617) 349-8581
Gifts to the University Advancement Office	(617) 349-8628
Graduate Study at Lesley Graduate School of Arts and Social Sciences.....	(617) 349-8467
Graduate School of Education	(617) 349-8393
Graduation Requirements	Academic Advisor
Office of the University Registrar.....	(617) 349-8740
Independent Study	Academic Advisor
Insurance (Student Health).....	(617) 349-8760
International Student Services.....	(617) 349-8542
Keys Office of Residence Life	(617) 349-8585
Kresge Center, University Hall.....	(617) 349-8860
Learning Disabilities Center for Academic Achievement.....	(617) 349-8464
Library Administrative Office	(617) 349-8841
Library, AIB 700 Beacon St.	(617) 585-6670
Library, Sherrill.....	(617) 349-8850
Lost And Found Parking/Public Safety Office.....	(617) 349-8888
Mail Mailroom, Lower Level, McKenna Student Center.....	(617) 349-8790
Maintenance Problems C.A.'s in Residence Halls Residence Life	(617) 349-8585
Math Tutorials Center for Academic Achievement.....	(617) 349-8459
Ombudsperson for Students.....	(617) 349-8538
Package Pick-Up Mailroom, Lower Level, McKenna Student Center.....	(617) 349-8790

Parking Parking/Public Safety Office.....	(617) 349-8888
Payment for University Bills Student Accounts Office	(617) 349-8760
Police Parking/Public Safety Office.....	(617) 349-8888
Reading Tutorials Center for Academic Achievement.....	(617) 349-8459
Registration Office of the University Registrar	(617) 349-8740
Residence Life.....	(617) 349-8585
Room Selection Office of Residence Life	(617) 349-8585
Scholarships Financial Aid Office	(617) 349-8710
Public Safety Office Parking/Public Safety Office.....	(617) 349-8888
Student Activities Office of Student Activities.....	(617) 349-8565
Student Government Association Office of Student Activities, Student Center, 1st Flr.	(617) 349-8470
Student Health Student Health Service	(617) 349-8222
Study Strategies/Tutorial Center for Academic Achievement.....	(617) 349-8459
Summer Employment Career Resource Center.....	(617) 349-8550
Switchboard	(617) 868-9600, ext. 0
Tennis Courts Parking/Public Safety Office.....	(617) 349-8888
Textbooks The Lesley Bookstore	(617) 349-8875
Thefts Parking/Public Safety Office.....	(617) 349-8888
Transfer Credit Office of the University Registrar	(617) 349-8740
Transcript Requests Office of the University Registrar	(617) 349-8740
Tutorial Help Academic Advisor and/or Center for Academic Achievement... ..	(617) 349-8459
Withdrawal from Courses Academic Advisor and Office of the University Registrar	(617) 349-8740
Writing Skills Tutorials Center for Academic Achievement.....	(617) 349-8459
EMERGENCY & HOTLINE TELEPHONE DIRECTORY Emergency (Off-campus).....	(617) 491-4444

Emergency (On-campus).....	8888
College Switchboard	(617) 868-9600, ext. 0
Cambridge Police	911
Cambridge Fire Dept.....	911
Ambulance	911
Local Directory Assistance	411
Long Distance Directory Assistance	411

Hotlines/Information

Advana HIV/STD Testing-next day results.....	(866) 337-5858
AIDS Action Committee.....	(617) 437-6200
AIDS Information General Number	(800) 235-2331
Teen AIDS Hotline.....	(800) 234-8336
Al-Anon/Alateen	(508) 366-0556
Alcohol and Drug Hotline (Adcare Hospital).....	(800) 252-6465
Alcoholics Anonymous	(617) 426-9444
MEDA/multiservice Eating Disorder Association.....	(617) 855-3410
Battered Women Hotline	(617) 661-7203
Bridge Over Troubled Waters	(617) 423-9575
Gay/Lesbian Helpline (Fenway Community Health).....	(617) 267-9001
Massachusetts Drug & Alcohol	(617) 445-1500
Planned Parenthood	(800) 682-9218
Poison Information Center	(617) 232-2120
Rape Crisis Center.....	(617) 492-8306
Suicide Crisis Center, Inc (Hope line Network).....	(800) 827-7571

COMMUNITY RESOURCES

Campus life at Lesley is greatly enhanced by the richness of Cambridge and Boston. Students enjoy moving back and forth between the close-knit campus community and the exciting worlds of Cambridge and Boston. This directory is designed to provide you with information on some of the many resources that surround Lesley University. The city is Cambridge unless otherwise noted.

Local Information

MBTA.....	http://www.mbta.com
Boston.com	http://www.boston.com
Searchboston.com.....	http://www.searchboston.com
Logan Airport Travel Information.....	(800) 23-LOGAN
Transit Police.....	(617) 222-1212

Transportation

Taxis

Cambridge Checker Cab	(617) 497-9000
Cambridge Taxi Co.....	(617) 547-3000
Ambassador and Yellow Cab.....	(617) 492-1100

Trains

Amtrak	(800) 872-7245
MBTA.....	(617) 722-5123
MBTA Commuter Rail	(617) 722-3200

Buses

Bolt Bus.....	(877) 265-8287
Mega Bus.....	(877) 462-6342
Greyhound	(800) 231-2222
MBTA Schedules and Comments.....	(800) 392-6100
MBTA and Commuter Rail Customer Support.....	(617) 222-3200

Bed & Breakfast and Guest Houses (more listed at www.lesley.edu/hotel)

Boston

John Jeffries House	(617) 367-1866
14 Embankment Rd.	

Newbury Guest House	(617) 437-7666
261 Newbury St.	

Cambridge

A Bed & Breakfast	(617) 868-7082
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1657 Cambridge St.

Cambridge House Bed & Breakfast.....(617) 491-6300
2218 Mass Ave.

Mary Prentiss Inn.....(617) 661-2929
6 Prentiss St.

Concerts & Events

Boston

Bank of America Pavilion.....(617) 728-1600
Berklee Performance Center and The Red Room.....(617) 266-7455
Boston Conservatory(617) 536-6340
The House of Blues.....(888) 693-2583
The Orpheum.....(617) 482-0106
Symphony Hall(617) 266-1492
The Wang Center /Citi Performing Arts Center.....(617) 482-9393

Outside of Boston

Gillette Stadium(508) 543-3900
Comcast Center(508) 339-2333

Ticket Agents

Boston

Bostix.....(617) 723-5181
(Tickets half price day of show; cash and travelers checks only)
Ticket Master(617) 931-2000

Copying and Faxing

FedEx.....(888) 430-4531
Harvard Square, 1 Mifflin Place
FlashPrint.....(617) 500-0876
Harvard Square, 99 Mt. Auburn
Gnomon Copy(617) 491-1111
Harvard Square, 1308 Mass. Ave.
Staples Copy and Print Center.....(800) 333-3330
Harvard Square, 50 JFK Street

Hair Salons

About Hair(617) 868-8213
1 Arrow St.
Hair Cutery.....(617) 576-3920
1 Eliot Sq.
Judy Jetson Inc.(617) 354-2628
1765 Mass. Ave.
Payara.....(617)497-9300
104 Mt. Auburn Street.
Salon 2323.....(617) 354-6807
2323 Mass. Ave.
Tocco Classico Hair Salon (Caucasian and African-American)(617) 497-5585
1638 Mass. Ave.
Toni's Hair (Caucasian and African-American).....(617) 407-8830
179 Green Street, Boston

Postal Services (ALL: 1-800-ask-USPS)

Harvard Square

125 Mt. Auburn St.(617) 876-6483
Hours: Monday–Friday.....7:30 a.m.–6:30 p.m.
Saturday.....7:30 a.m.–3:00 p.m.

Porter Square

1953 Mass. Ave.....(617) 876-6295
Hours: Monday–Friday.....7:30 a.m.–7:00 p.m.
Saturday.....7:30 a.m.–2:00 p.m.

U.S. Postal Service Mailbox

Corner of Mellen St. and Oxford St.
Pick-up Times: Monday–Friday.....9:30 a.m. and 4:30 p.m.
Saturday.....9:30 a.m.
Holidays2:30 p.m.

Recreation Resources

Department of Conservation and Recreation

Dr. Paul Dudley White Charles River Bike Path(617) 626-1250

(17.7 miles of bike circuit)

Mystic Reservation Bike Path.....(617) 727-5380

(3.5 mile loop that runs from Wellington Bridge in Somerville to Everett)

Swimming

War Memorial Pool(617) 349-6279

Located at Cambridge Rindge & Latin H.S.

Food Delivery-On-Campus

Diningin.com.....(617) 278- 2121

Domino's(617) 629-2929

Half Shell(617) 876-9596

Harvard House(617) 864-8090

Mixmenu.com.....(617) 871-1144

Nightowldeliveries.com.....(617) 292-7695

Regal 24hr. Café and Pizzeria.....(617) 822-2500

Wok n' Roll.....(617) 497-8638

Shopping

Boston

Newbury St. League(617) 267-2224

Newbury St., one block from the Hynes.

More than 200 shops, restaurants, and outdoor cafes, art galleries, and salons, found nestled in the brick bay fronts of 19th century town houses.

Copley Place(617) 369- 5000

100 Huntington Ave.

100 exceptional shops, 13 restaurants, a cinema, and 2 hotels.

Faneuil Hall Market Place(617) 523-1300

150 Specialty shops, 22 restaurants and 160 years of history. Live entertainment.

Cambridge

Harvard Square

A multitude of shops, restaurants and live entertainment. Including: The Harvard Coop, The Gap, Express, Structure, and many more.

Porter Square Arcade Shopping Mall

One Porter Square

Shops include Pier 1 Imports, Blockbuster Video, Pizzeria Uno.

Porter Square Shopping Center

White St.

Stores include CVS, Tags Hardware Store, City Video, Frame King Express, Gentle Dental Center, Panera Bread, Dunkin Donuts, Healthworks, and Star Market.

Cambridge Side Galleria.....(617) 621-8666

100 Cambridge Side Place

Shop at over 100 stores, which include: Filene's, Sears, J. Crew, Borders, Best Buy, The Limited, The Gap, Ann Taylor, Express, and much more. Also includes a food gallery with a variety of eateries.

WORSHIP PLACES

African Methodist Episcopal

St. Paul A.M.E. (617) 661-1110

85 Bishop Allen Dr.

(Predominantly African-American; all are welcome.)

Armenian Apostolic

Holy Trinity..... (617) 354-0632

145 Brattle St.

Baptist

American Baptist Church

Old Cambridge Baptist..... (617) 864-9275
1151 Mass. Ave.
(Welcomes Gays, Lesbians, Bisexuals & Transgendered Persons)

Southern Baptist Convention
Hope Fellowship Church..... (617) 868-3261
16 Beech St.

Buddhist

Non-denominational

Harvard Buddhist Community – email hbcasangha@gmail.com to be added to their weekly mailing.
(Welcomes Lesley students)

Theravadin

Cambridge Insight Meditation Center..... (617) 441-9038
331 Broadway

Zen

Cambridge Zen Center (617) 576-3229
199 Auburn St.

Christian Scientist

First Church of Christ Scientist..... (617) 876-7843
13 Waterhouse St.
Reading Room..... (617) 876-7843
23 Church St.

Eastern (Greek) Orthodox

Saints Constantine and Helen (617) 876-3601
14 Magazine St.

Episcopal / Anglican

Christ Church..... (617) 876-0200
Zero Garden St.
Chapel of the Society of St. John the Evangelist..... (617) 876-3037
980 Memorial Drive
(‘high church’ liturgy, welcomes students)
St. Bartholomew’s..... (617) 354-8582
239 Harvard St.
(Many families of Caribbean Island heritage; all are welcome)
The Crossing (meets at St. Paul’s Cathedral) (617) 482-4826 x318
138 Tremont St., Boston
(Dynamic and eclectic worship, large proportion of young adults)

Hindu

Ramakrishna Vedanta Society..... (617) 536-5320
58 Deerfield St., Boston

Sri Lakshmi Temple..... (508) 881-5575
117 Waverly St., Ashland

Islamic

Islamic Society of Boston (Cambridge) (617) 876-3546
204 Prospect St.

Jewish

Harvard Hillel..... (617) 495-4695
52 Mount Auburn
(Welcomes Lesley Students)

Reformed

Congregation Eitz Chayim (617) 497-7626
136 Magazine St.
(Fully inclusive)

Conservative

Temple Beth Shalom (617) 864-6388
8 Tremont St.

Korean

First Korean Church..... 35 Magazine St.	(617) 491-1474
Lutheran	
University Lutheran (E.L.C.A.) 66 Winthrop St.	(617) 876-3256
Mennonite	
Mennonite Congregation of Boston..... Meets at Harvard-Epworth United Methodist Church 1555 Mass. Ave.	(617) 868-7784
Metropolitan Community Churches	
Metropolitan Community Church of Boston..... Meets at Old West Church 131 Cambridge St., Boston (Queer-centric Christian worship)	(617) 973-0404
Presbyterian	
First United Presbyterian 1418 Cambridge St. (Inman Square)	(617) 354-3151
Protestant, non-denominational	
Memorial Church at Harvard University..... One Harvard Yard in Harvard Square	(617) 495-5508
Roman Catholic	
St. Paul Church 29 Mount Auburn St.	(617) 491-8400
St. John the Evangelist 2254 Mass. Ave.	(617) 547-4880
Society of Friends (Quaker)	
Friends Meeting at Cambridge..... 5 Longfellow Park (Welcomes Gays, Lesbians, Bisexuals, and Transgendered People)	(617) 876-6883
Swedenborgian	
Swedenborg Chapel 50 Quincy St.	(617) 864-4552
The Church of Jesus Christ of Latter Day Saints (Mormon)	
Cambridge First Ward..... 65 Binney St.	(617) 517-6196
Boston Massachusetts Temple 86 Frontage Rd., Belmont	(617) 993-9993
Unitarian Universalist	
First Parish Cambridge 3 Church St. (Welcomes Gays, Lesbians, Bisexuals, and Transgendered Persons)	(617) 876-7772
United Church of Christ (Congregational)	
First Church in Cambridge 11 Garden St. (Welcomes Gays, Lesbians, Bisexuals & Transgendered Persons).	(617) 547-2724
<i>UCC and Disciples of Christ</i>	
Hope Central Church..... 85 Seaverns Ave., Jamaica Plain (Radical welcome, social justice ministries)	(617) 522-0600
United Methodist	
Harvard-Epworth United Methodist 1555 Mass. Ave.	(617) 354-0837
<i>Korean United Methodist</i>	
Grace Vision United Methodist..... 56 Magazine St.	(617) 864-1123

Humanist

Humanist Community Project..... (617) 495-5968
Harvard University, Chaplaincy office at the Memorial Church, One Harvard Yard

This handbook was prepared on the basis of the best information available at the time of publication. All information such as statements of monetary charges, athletic schedules, event dates and policies and procedures may be subject to change without notice.