TELEPHONE DIRECTORY

EMERGENCY NUMBERS
EMERGENCY (617) 731-7777
Campus Safety (617) 731-7192
Fire 911
Police 911

Student Affairs Staff
Dean of Student Affairs and Community Engagement
Jamica Nadina Love
(617) 731-7195
jlove@pmc.edu

Director of Residential Life
and Community Engagement
Lisa Rodriguez
(617) 731-7136
lrodriquez@pmc.edu

Director of International Student Affairs
Steve Donovan
(617) 731-7605
donovanst@pmc.edu

Housing and Student Affairs Operations Manager
Jeanne Rintell
(617) 731-7108
jrintell@pmc.edu

Director of Student Activities and Multicultural Community Engagement
Katherine (Kathy) Martinez
(617) 731-7026
kmartinez@pmc.edu

Athletics Staff
Director of Athletics
John Griffith
(617) 731-7160
griffithjohn@pmc.edu

Head Cross Country Coach
Bill Stargard
(617) 731-7070
StargarW@pmc.edu

Head Soccer Coach/Head Softball Coach
Ashley Bernstein
(617) 731-2380
abernstein@pmc.edu

Sports Information Director/Head Volleyball Coach
Miles Roberts
(617) 731-7676
robertsmiles@pmc.edu
Head Athletic Trainer
Michelle Goodrich
(617) 731-7057
goodrichmichelle@pmc.edu

Campus Safety
Director
Dana Smith
(617) 731-7031
smithdana@pmc.edu
Assistant Director
Barry Dolan
(617) 975-2303
dolanbar@pmc.edu

Health and Wellness
Nurse
Aiasha Ellis
Dear Students,

We hope that this Handbook will help you explore and use the many resources of Pine Manor College. As you take advantage of opportunities and services Pine Manor College has to offer, please remember your responsibility to contribute to the improvement of this living learning community. A key component of our community is reflective and confident leadership. Reflective leaders show forth involvement and concern for our collective well-being. We keep getting better because students care about our College and about one another. Confident leaders are confident not simply in their own individual strength but in the strength of the collective. Please let us benefit from your presence in the Pine Manor College.

PINE MANOR COLLEGE MISSION STATEMENT

Pine Manor College educates and empowers a diverse student body to become accomplished, reflective, and confident leaders – one student at a time.

Student Affairs MISSION

To promote the mission of the College by providing leadership opportunities for students that support their social, emotional, intellectual, spiritual, physical and occupational development in a multicultural context.

We believe that a college education includes a student’s entire experience as a member of the campus community. We value the learning opportunities that students encounter, both inside and outside of the classroom. Our diverse community includes people from a variety of ethnic backgrounds, geographic areas and religious affiliations.

Students are strongly encouraged to participate in a variety of clubs and organizations, campus activities and community service programs.

THE DEAN OF STUDENT AFFAIRS AND COMMUNITY ENGAGEMENT

The Dean of Student Affairs and Community Engagement is responsible for the development and administration of co-curricular programs. Collectively the Office of Residential Life, Student Activities, Multicultural Engagement, Judicial Affairs, Athletics, International Student Services, Health and Wellness and Safety and Security work to enhance your college experience - one student at a time. The Dean works with this staff to develop community, promote multicultural appreciation, encourage holistic wellness, promote civility and self-advocacy.

CLUBS AND ORGANIZATIONS

Please note that all clubs and organizations are open to all members of the PMC community.

ALANA (African American, Latina, Asian, Native American and All)

ALANA plans events that express and showcase our cultural diversity. Students share aspects of their cultural heritage through programs such as a Multicultural Fashion Show, Poetry Slam and Festival Night. Help our community celebrates your heritage, and learns about other cultural traditions by joining ALANA.

Alianza Latina (Latin Alliance)

Committed to social action and outreach, this student organization promotes the education of the Latin and Hispanic culture by sponsoring events and fundraisers to benefit community service efforts (i.e., anti-poverty, natural disasters, etc.) in Latin, Hispanic and Caribbean countries.

BGLAD (Bisexuals, Gays, Lesbians and Allies in Diversity)

Open to all students regardless of sexual orientation, BGLAD works to promote an open and welcoming environment for the PMC lesbian, gay, bisexual, transgendered, and questioning community. BGLAD strives to maintain a continuous and thoughtful dialogue on all issues raised by the PMC community, such as students questioning their sexual orientation or that of friends and family; homophobia; or major news stories. The group meets regularly for support, camaraderie and to plan special events.
Business Club
The Business Club is open to all students interested in gaining hands-on experience in the business world. In the past, students have developed and managed entrepreneurial ventures on campus to raise money for various causes, such as purchasing promotional items for the Business Club and sponsoring a Business Etiquette Dinner on campus.

Campus Activities Board (CAB)
The Campus Activity Board enhances campus life through hosting social events each semester. Some of CAB’s events in past years have included: Speakers, Talent Shows, Casino Night, 80s Parties, Coffee Houses, Karaoke Nights, Bingo, Craft Nights, Late Night Breakfast, Trivia and Game Shows.

Cape Verdean Student Alliance (CVSA)
Cape Verdean students promote their rich culture through this club. The organization’s purpose is to educate the College community about Cape Verdean culture (through lectures and other activities) and to assist Cape Verdeans in Boston and on the islands of Cape Verde. Everyone is welcome.

Community Advisors
The Community Advisor (CA) is a full-time sophomore, junior, or senior who lives in one of the residence halls and serves as a peer counselor, resource and referral person, advocate, authority figure, programmer, administrative assistant, and group leader of 20-30 residents of that hall. The CA also assists with the daily and emergency coverage, planning social and educational programs, and administrative tasks associated with the operation of the entire residence life program.

Community Council
The members of this group consist of students, faculty and staff. The Community Council will work on improving campus wide social programming and the conduct of student behavior.

Commuter Club
This club serves as a resource for our commuter students and enhances their co-curricular learning.

Community Service Committee
This organization is open to students, staff and faculty, and works to establish sustainable relationships with Pine Manor and service organizations in the Boston area. This committee also serves as a resource to help other student organizations and individuals coordinate service projects, and educate the community about volunteer opportunities.

Dance Ensemble
The Dance Ensemble was formed to give the highly creative student body an avenue for presenting their dance skills in performance. Choreography is done by faculty, students, and guest artists in a variety of dance styles, including jazz, modern, ballet, hip-hop, African, and Irish Step Dance.

Diversity Committee
Comprised of students, faculty and staff, this committee serves as a resource to encourage diverse representation in administrative, curricular and co-curricular endeavors. The Diversity Committee funds and supports program initiatives from within the community that focus on diversity and serve to broaden, educate and incorporate all members of the College.

The Education Club
The Education Club is designed to promote positive interaction between Pine Manor students, children, and educators within the wide-ranging Pine Manor community. The club provides resources for students seeking teacher licensure through study groups, conference attendance and mentoring.

The English Club
Students from any field of study may join the English Club. Some of the club’s exciting activities include seeing plays in Boston, attending poetry readings and sharing personal work. If you enjoy literature, poetry or the arts, this club is for you.

Gator Guides
Students serve as ambassadors for the College by contacting prospective students, hosting overnight guests, leading campus tours and assisting with special programs.

H.A.W.A. (Haitian-American Women’s Alliance)
H.A.W.A. educates the PMC community about Haitian culture and history. The group plans cultural and social events to raise awareness about current issues facing the people of Haiti, as well as Haitian-Americans. H.A.W.A. raises money to offer support to such community service projects as shelters and food banks in “Little Haiti” (a Haitian community in Florida).
International Student Club (ISC)
The ISC is a group of students from around the world (including the US) who come together to share their cultures and backgrounds, and to provide support to students who are new to this country. ISC also promotes international awareness to PMC.

Imani Christian Club
The Imani Christian Club gathers together in unity to embrace God in our lives through worship, prayer, study of the Word, and fellowship in love with all. Our goals are – To gather in unity, Fellowship with one another, To Strengthen our faith by the teaching of the word, and to build personal relationships with Jesus Christ.

The Literary Magazine Conifers
Conifers is an annual publication of the writing and artwork of talented students, faculty and staff. Students are involved in the development and production of the magazine.

L.O.V.E.S. (Ladies of Various Ebony Shades)
Our mission is to impact the world through our efforts of promoting individuality, good health, self-control, and success.

Model United Nations
The Model UN course provides a unique opportunity for students to learn about international politics, contemporary world problems, international organizations, negotiation and collaboration. Students participate in the Annual Model United Nations Conference in New York City, where they represent a designated country and its views and perspective. Students experiences the challenges of articulating and working toward solutions to global problems in ways that serve both the particular interests of their country and the common good of the world’s citizens. In addition, participants get the opportunity to interact with United Nations officials.

Pine Log Yearbook
This organization publishes the annual Pine Manor College yearbook, Pine Log. Students are involved in all aspects of the production and publication process.

Pine Manor Newspaper, Gator Gazette
Students work on the exciting and demanding task of producing this newspaper for the College. Staff members develop news stories, take photographs, write articles, design the layout and help distribute the paper.

The Psychology Club
Students interested in Psychology explore how to apply its principles to everyday life through different activities. Students have attended conferences, practiced GRE tests, discussed graduate school, and explored other issues of interest to its members. You do not have to be a Psychology major to join.

Student Health Advisory Board (SHAB)
This student organization is concerned with all aspects of health and wellness. You can gain valuable experience in the areas of leadership, program planning, and peer health education by joining SHAB. There are opportunities to be involved in developing and sponsoring programs addressing issues such as reproductive health, safer sex, alcohol, body image, and stress reduction.

WPMC Radio
This student-run on-campus radio station broadcasts a variety of music. It also broadcasts the news and advertises campus programs. Try your hand at being a WPMC DJ, public service announcement writer or production assistant.

GUIDELINES FOR STUDENT ORGANIZATIONS

How do I start a student organization on campus?
If there is no student organization of interest to you, please speak to the Director of Student Activities & Multicultural Community Engagement PMC, who will meet with you to discuss your ideas. The first step will be for you to find an interested group of Pine Manor College students who will be the founding members of the organization. This group writes a mission statement to define the goal of the proposed organization and explain why this group should be a recognized student organization. The next step is to find a faculty or staff person who agrees to be the advisor to your student organization. After you have completed the steps above you should set up a meeting with the Director of Student Activities & Multicultural Community Engagement PMC to submit your proposal. Your proposal and mission statement will be reviewed and a recommendation to accept or deny the organization will be made. If it is denied, the group can reapply under guidelines set by the Director of Student Activities & Multicultural Community Engagement and/or approving committee.

How does a student organization receive funding?
All recognized and active student organizations may receive funding from the Director of Student Activities & Multicultural Community Engagement. Limited funds are available each year, so it would be in an organization’s best interest to plan ahead, and ask for funds as
Can a student organization hold fundraising events?

All student organizations are encouraged to raise funds for their organization. Any club or organization wishing to fundraise must be active and recognized by the Office of Community and Residence Life. In order to hold a fundraiser, an organization member must file a fundraising request form found in the Office of Community and Residence Life and conform to specific conditions. No more than two student organizations can raise funds at the same time. All monies raised must be deposited into the Community and Residence Life treasury and may be used exclusively by that organization for College-approved activities.

Can a student organization reserve rooms and audiovisual equipment on campus?

A student organization has the right to reserve rooms on campus for the purpose of club meetings or events only. Individual students cannot reserve space for their own use, nor for unrecognized student organizations. Rooms in the Campus Center (excluding the Presidents’ Dining Room and Classrooms STC 101 and 102) and spaces in the residence halls including any of the Commons must be reserved through the Office of Community and Residence Life at communitylife@pmc.edu. All other rooms must be reserved by the organization’s advisor through the Special Events Office at (617) 731-7640.

Audiovisual equipment can be reserved for a student organization, if a member fills out a request form found in the Business Office. When completing an A/V request form, please be sure to indicate the club name and advisor for the organization. Student organizations may not request large-screen video production without prior approval from the Director or Assistant Director of Community and Residence Life.

Posting Policy

Student Organizations are encouraged to publicize their events and club meetings. All publicity must include the name of the sponsoring organization and be approved by the club advisor and the Director or Assistant Director of Community and Residence Life. Please note that unapproved publicity will be removed. Publicity materials cannot be posted on glass windows in any building or on the painted walls in the Campus Center. Please post all materials on bulletin boards, the columns in the Campus Center and the brick walls in the classroom buildings and Residence Halls. All table tents must be placed in the napkin dispensers in the dining hall. Students who wish to publicize their organization event off campus must submit publicity materials to the Director of Media Relations and Publications at least two weeks prior to the event. Publicity represents Pine Manor College and must be in good taste. Any reference to the consumption of alcoholic beverages may not be written or suggested in any form of publicity.

Club/Organization Resources

Student Club/Organization Guides are available in the Office of Community and Residence Life and on the web at:

http://www.pmc.edu/Websites/pmc/Images/student_activities/ClubOrganizationGuide.pdf

Important programming forms may also be found in the Office of Community and Residence Life and on the web at:

http://www.pmc.edu/student-programming-forms

ATHLETICS

ATHLETIC DEPARTMENT

http://www.pmc.edu/athletics

Pine Manor College has varsity teams in soccer, cross-country, volleyball in the fall, basketball in the winter, and softball in the spring. PMC’s varsity sports are designed to promote leadership, teamwork, individual potential, socio-cultural and competitive values. Our varsity teams compete under NCAA Division III guidelines and compete within the Great South Athletic Conference (GSAC). The teams are eligible for post-season tournaments sponsored by the GSAC as well as the National Collegiate Athletic Association (NCAA). Students must carry a minimum of 12 credits per semester and be in good academic standing in order to compete.

Physical Education

In addition to varsity sports, Pine Manor offers physical education credit in self-defense, yoga, and first aid. (See the Pine Manor College academic catalog for a complete listing of physical education courses and other athletic activities.) Physical education credits do not accumulate toward a student’s grade point average.

Intramural

Pine Manor offers leisure sports that include faculty/staff/student games in basketball, volleyball, soccer, softball, and tennis.

Recreational Opportunities
The College has six outdoor tennis courts, two platform tennis courts, a cross-country trail, a soccer field, a softball field and recreational facilities in the gymnasium, which include an athletic training room, and fitness room.

Participation
Participation in athletic activities is voluntary. If a student is injured in the course of such activity, responsibility for payment of expenses incurred in treatment of the injury will be her own, and not that of Pine Manor College.

HEALTH & WELLNESS SERVICES

Aisha Ellis, MS, RN, College Nurse
Web site: http://pmc.edu/wellness-center

Health services are provided by our registered nurse. The nurse is a resource around a variety of health related services. The nurse keeps the health and immunization records for students, supports healthy behaviors that could have a positive impact on the duration of a student’s life and supports students in obtaining good overall health. The nurse can assist a student in making an appointment to be seen at an off-campus clinic or physician’s office. Students are responsible to arrange their own transportation and to provide the proper insurance information to the health care provider.

SERVICES AVAILABLE
- Referral to outside healthcare providers or specialists as needed
- Contraception counseling
- STD (sexually transmitted disease) counseling
- Health and wellness promotion programming
- Crutches and heating pads are available on loan

HEALTH INSURANCE
Massachusetts law requires that all full-time and three-quarter-time college students be covered by health insurance. Whether a student is covered by PMC Health Insurance or another policy, a parent’s policy, a health maintenance organization (HMO) or preferred provider organization (PPO), it is the student’s responsibility to know and understand the terms and limitations of her coverage. A student should carry her insurance ID card at all times. Copies of the Pine Manor College Student Health Insurance brochure are available on the above website, at the Health and Wellness Center and the Bursar’s Office. Documentation of health insurance is a prerequisite for registration.

MEDICAL RECORDS
All students must have a completed Health Report on file with the nurse. Massachusetts law requires that all full-time college students provide documentation of immunity for measles, mumps, rubella, tetanus, diphtheria, pertussis, Hepatitis B, Varicella (Chicken Pox), and meningitis in order to register and attend class. A tuberculin test, within the six months prior to registration, is required for students considered at high risk. Students are responsible for updating their health and immunization form when appropriate.

CONFIDENTIALITY
Student medical records are confidential. No information is released without a student’s written consent, except as required by law or in life-threatening situations. Faculty, administrators and parents do not have access to student medical records.

EMERGENCY AND AFTER-HOURS CARE
- For a serious, potentially life-threatening emergency, call Campus Safety at (617) 731-7777. Campus Safety will arrange transportation by ambulance to a hospital emergency room.
- If you have an urgent health problem several options are listed below.

Please be aware that it is not advisable to go to a hospital emergency room for minor or common illness. Emergency rooms are best used for serious life threatening medical conditions. An emergency room co-payment can be $100.00 or more. You are responsible for all co-payments including co-payments for ambulance service.

Off-Campus Healthcare Options:
New England Baptist Hospital Ambulatory Care- 617-754-5544
For non-emergency conditions
Hours: 7am to 10:30 pm on Weekdays
8am to 8pm on Weekends
This is not a walk in clinic, you need to call and speak to a nurse before going to make sure they can treat your condition. You will be charged an office co-pay (with the school insurance it will cost $20.00)

There are also Minute Clinics in certain CVS pharmacies in some local areas. They will treat common illnesses and minor injuries such as strep throat, rashes, burns. The closest Minute Clinic to PMC is in Cambridge @ 36 White St. Minute Clinics are also located in some of the surrounding areas such as Quincy, Brockton & Natick.

*For students who have the PMC student health insurance
You may call a 24 hour Nurse advice line for confidential advice at 1-800-850-4556, you will need to identify yourself with your insurance ID # which is on your card.

The nurse on call will advise on what is the best way to treat your illness and what type of medical care you may need.

**EMERGENCY ROOMS**

Beth Israel Deaconess Medical Center
Emergency Room: (617) 754-2450
Open 24 hours
Health Information Line: 1-800-667-5356
Physician and Health Care Referral Service.

Brigham & Women’s Hospital
75 Francis Street, Boston, MA
Emergency Room: (617) 732-5636
Open 24 hours
Physicians Referral Line: 1-800-294-9999

Newton-Wellesley Hospital
2000 Washington Street, Newton, MA
Emergency Department: (617) 243-6193
Care Finder: (617) 243-6566

Rape Crisis
Beth Israel Deaconess Medical Center
Center for Violence Prevention and Recovery
617-667-8141
For urgent situations: 617-667-4700 (page # 31389)
Boston Area Rape Crisis Center (BARCC)
(617) 492-RAPE

**-STUDENT ACTIVITIES-**

**-MULTICULTURAL COMMUNITY ENGAGEMENT-**

**-RESIDENCE LIFE-**

Pine Manor College values the kinds of educational opportunities inherent in living in a residential community. We believe that a living community is a rich learning environment. The experience of living in a residence hall with up to 30 other young women, sharing ideas, managing and learning to resolve conflict, advocating for one’s rights while respecting the rights of others, and eventually gaining independence, are all valuable components capable of transforming lives. In addition, we understand the importance of friendships and relationships in the personal development of women. Current research in human development reveals that women learn best in an environment in which they feel accepted and encouraged to share feelings and opinions. Our Community and Residence Life program fosters opportunities for residents to reflect on their own values and beliefs in a supportive atmosphere with a variety of opinions and perspectives. Students are housed in villages comprised of five small buildings or halls, each accommodating no more than 30 women. Members of the Student and Community Engagement staff organize programs and activities in the villages and residence halls to foster the mission and educational outcomes of the institution.
Office of Student and Community Engagement Staff

The Co-Directors of Student and Community Engagement oversee the development and integration of programming with the ultimate goal of engaging each student in programs that meet her needs and support her development. While the Co-Directors work closely to ensure that the Office is maintaining a high level of programs in the areas of residence life, student activities, leadership programs and multicultural programming, each Co-Director has a particular focus, as follows:

Please see Lisa Rodrigues, Co-Director, for questions, concerns or ideas regarding

The Director of Community and Residence Life, Life works closely with the Assistant Director of Community and Residence Life, the Graduate Assistant for Community and Residence Life, and student leaders to identify and address current student interests, issues and concerns. The Director of Community and Residence Life, supervises the Community Advisors (CA) and oversees the campus housing systems and is responsible for developing and implementing all policies and procedures, and facilitates the judicial process. The Director of Community and Residence Life, is a liaison to the Admissions Office, Campus Safety and Environmental Services. Community Advisors (CA’s) serve as liaisons between the Office of Community and Residence Life, and students. Community Advisors (CA’s) assist with resident student concerns and issues; respond to violations of the College policies; provide resources and referrals; coordinate educational and social programming with residents; and serve as role models in academic and personal behavior.

Accessible Housing/Housing Accommodation

We are committed to working with students regarding accessibility and accommodation issues. Students with accessibility or accommodation concerns should contact the Director of Residence Life. Any student with accessibility concerns or special accommodation needs must complete a Housing Accommodation Request Form, available in the Office of Community and Residence Life. The Housing Accommodation Request form must be completed by the student and the student’s primary care provider or other medical professional if applicable. The Housing Accommodation Request Form must be completed each year and returned to the Director of Residence Life.

Behavior

The College reserves the right to terminate a student’s housing if she fails to comply with College policies, and/or violates any law, bylaw or regulation and/or is in violation of the Code of Conduct and/or Statement of Community: including but not limited to excessive noise, destruction or defacement of property, or actions that interfere with the rights of other residents. Any conduct (whether or not specifically listed) that is unacceptable, disruptive, or otherwise interferes with the orderly operation of the College, or which endangers the health and safety of one’s self and/or others will be evaluated in accordance with the College policies, Code of Conduct and/or Statement of Community.

Consolidation

Student room rates are based upon the expectation that each room will maintain full occupancy. If at any time a student is living in a double occupancy room without a roommate the student may be required to participate in the Room Consolidation process. Consolidating students who do not have roommates provides the college with the ability to accommodate more students in a variety of ways. In the event that a student is required to consolidate the Office of Residence Life will contact the student in writing, through college email or letter, with information about the consolidation process. The Office of Community and Residence Life retains the rights to any vacant space within a room and has the option to assign a student to that space without notice. Unoccupied spaces must always be kept clear of obstruction and property and should be ready to accept a roommate at any time. Failure to comply with the consolidation policies may result in disciplinary action or loss of housing privileges.

Fire Safety

Please refer to Campus Policies.

Furniture

Residence hall rooms are furnished by the College with the following: bed frame and standard size (twin) mattress, dresser, desk, desk chair and data jack for each student. In addition each room is equipped with one phone jack and one telephone with on campus calling capabilities. Furniture must stay in the room throughout the entire academic year. The student is responsible for these furnishings throughout the academic year and will be assessed any charges for replacement and/or repair. Lounge and/or common area furniture may not be used in student rooms and may not be moved by students out of the designated lounge and/or common area. If lounge furniture is encountered in a student room the student(s) will be fined $150 and the furniture will be removed. Due to regulations of Fire Code students may not bring their own mattresses; this includes but is not limited to fabric mattresses, air mattresses, etc. If there is a specific reason that necessitates a student bringing her own mattress that student should contact the Director of Residence Life to make appropriate accommodations and ensure compliance with the Fire Code.

Interim Suspension

A student on interim suspension from the residence halls, for reasons including but not limited to a pending judicial hearing, must vacate her room according to the information provided by the Director of Residence Life and/or Office of Student Affairs. The student must return her key and identification card to the Director Residence Life and/or Office of Student Affairs at the time the interim suspension goes into effect.
Inventory

Students will be held responsible for the condition of their rooms and residence halls and will be charged for missing and/or damaged items. Upon check-in all residents should ensure that they receive a Room Condition Report (RCR). The Room Condition Report is an inventory or detailed list of the furnishings within each room and the condition of each item. It is the resident’s responsibility to verify the content of the Room Condition Report and then return it to their Resident Assistant or to the Office of Residence Life. Missing residence hall furniture or equipment from common areas and/or damage charges to common areas are the shared responsibility of all the residents of the hall and/or village.

Keys

A key is issued to each resident upon arrival on campus. This key opens the student’s room door. Keys must be returned to the Office of Residence Life upon any change in residency status. In the event of a room change, keys will be exchanged when a Change of Occupancy Form is approved by the Director of Residence Life. A student may hold both sets of keys for up to 48 hours while she moves into her new room. If a student loses a key or has a key stolen, she should make a report to the Office of Residence Life. The College may charge any lock that has a reported theft or loss of keys. Students will be charged $100.00 for changes to lock cores and $25.00 for each replacement key.

Laundry

Laundry rooms are located in East 3, South 3, and West 3; each is equipped with four washers and five dryers. The laundry facilities are to be used by current resident students only. Uses of the facilities are on a pay-per-use basis and will accept both prepaid card and coin payment at the posted rate. A change machine available for student use is located in the Campus Center and laundry cards may be purchased from the Office of Residence Life. Any difficulties with the laundry should be reported to the Office of Residence Life or emailed to Laundry@pmc.edu. Any student who abuses the laundry system may face suspension of laundry privileges and disciplinary action.

Lockouts

A student who is locked out of her room or residence hall building will need to call Campus Safety (ext. 7192) during the hours of 12 midnight to 6:00 pm, or the Community Advisor on-duty between 6:00 pm and 12 midnight. There is a $10.00 charge for each lockout during the hours of 6:00 am and 12:00 am. A fee of $25.00 for each lock out during the hours of 12:00 am and 6:00 am charge which can be paid in cash or will be billed to the students account. During all school breaks the lockout fee charge is $100.00 and can be paid in cash or billed to your account. Students must present their student ID either prior to or upon gaining access to their room.

Maintenance

If a student should notice that a repair is needed in their room the student should report their concern to their Resident Assistant or to the Office of Residence Life at ResidenceLife@pmc.edu. The students request will then be submitted to Maintenance using the College work order system. Once the request has been submitted to the work order system the Maintenance Department, under the supervision of the Business Office, is responsible for the prioritization and completion of all request.

Nonpayment of Fees

Students who do not pay room and board charges will not be allowed to enter into or remain in College housing. (Note: All resident students are required to purchase the board plan.)

Painting

Students are not permitted to paint their rooms in the residence halls. During the summer months, maintenance personnel will inspect and paint rooms as needed.

Pets

For reasons of health and sanitation animals and pets of any kind are prohibited from the residence halls at all times. The only exceptions to this rule are fish in an aquarium (not to exceed a 15-gallon capacity per room) and service pets. Students who keep pets in their rooms or who have pets “visiting” will face fines and/or disciplinary action. Any animals found in the halls must be removed immediately and turned over to the MSPCA.

Propped Doors

Any exterior residence hall door found propped open will result in a $150.00 fine. Any Commons door found propped will result in a $150.00 fine. All fines will be allocated to the responsible individual(s) if identifiable or will become the shared responsibility of all the residents of the hall and/or village.

Quiet Hours/Courtesy Hours

Every student has the right to study, learn and live in a quiet comfortable community. Therefore reasonable quiet for study, consideration for roommates, neighbors and for those sleeping is expected. Each hall or village establishes its own quiet hours; enforced by the Residence Life staff. When noise outside of a room or common area is audible it may result in disciplinary action. The College endor
Room and roommate assignments for new students are made for the full academic year. The experience of living with a roommate, learning to compromise and discuss issues is a valuable facet of a student’s total educational experience. Students who experience difficulties with roommates are encouraged to work out their differences and come to an agreeable consensus. Resident Assistant, are available to facilitate this process. In the event that circumstances do not warrant an amicable solution, either party may apply for a room change, only after mediation has been attempted, by contacting the Office of Residence Life. The College cannot guarantee that all requests will result in a room change and while the College will make a reasonable effort to accommodate a student’s request, the College reserves the right to refuse a room change. Any unauthorized change(s) in occupancy will carry a fine of $150 and possible further disciplinary action. The College reserves the right to make room and roommate assignments and to terminate the housing contract when there has been a violation. The College may also change room assignments whenever this appears to be in the best interest of the student(s) and/or the College community. There is a “Room Freeze” or moratorium the first three weeks of each semester and following the last day of classes each semester; this means that no room changes will occur during this time.

Room Damage Deposit
All resident students will be charged $250.00 as a damage deposit per academic year. Any assessments for damages to College property will be charged against this deposit. The College reserves the right to charge fees against the damage deposit based on the condition of the room, building and/or village throughout the year and/or at the time of departure. Any unused balance will be credited to the student’s account at the end of the academic year. Any charges in excess of the damage deposit will be billed and due immediately. The College reserves the right to require a student to replenish her damage deposit if it is depleted.

Room Changes
At the end of each April returning students are invited to participate in the residence hall room selection process to determine a student’s room assignment for the upcoming fall semester. Rising seniors are given priority in this process, followed by rising juniors and rising sophomores. Students gather at a specified time, based on randomly assigned lottery numbers, and choose their rooms in order of these numbers. Specialty housing is designated at this time and is included in the available housing options. Information regarding the room selection process is distributed to students each spring.

Single Room Waiting List
The Office of Residence Life maintains a single room waiting list. The single room waiting list begins immediately following Room Selection for each academic year. This list allows the Office of Residence Life to offer single rooms to students on a priority basis as determined by the single room waiting list. Students who have accessibility and/or accommodation needs and who have submitted a completed Housing Accommodation Request Form to the Director of Residence Life may be given priority.

Storage
Students are expected to remove all personal belongings from the campus at the end of the academic year or whenever they are no longer residential students. Storage is not available on campus. Many students use the services of local, private storage companies and make arrangements for pick-up. All items must be removed upon the student’s departure. Students are responsible for removing all personal possessions when they vacate their rooms. Any possessions left in campus housing facilities after the voluntary or involuntary termination of the License Agreement will be considered abandoned and may be discarded by the College and will result in an additional charge for removal. Students may also face disciplinary action which could include loss of housing privileges. The College assumes no responsibility for damage or losses of personal belongings.
Student Property

The College assumes no responsibility for damage or loss of personal belongings. As stated in the Housing Contract:

**Occupant will be responsible for carrying her own personal property insurance. Except as otherwise provided by law, the College shall not be liable for any damage or injury (direct, consequential or otherwise) to any property or any person in, on or about the Living Space, the Residence Hall or any other the College facility.**

Students should insure their property. The safekeeping of student property is solely the responsibility of each individual student, and no reimbursement from the College can be expected for the loss or damage of such property. Student rooms should be locked at all times and valuables secured. Students are urged to confirm coverage under their parents’ homeowners’ insurance policy and to make arrangements for additional coverage if necessary.

Telephones

Each residence hall room is equipped with one phone jack and one telephone. Students will be provided the telephone number for their room from the Office of Residence Life. Students may decide to attach an answering machine or employ the use of their own analog telephone. The telephone provided in each residence hall room must remain in the room and is considered a fixture of the room, loss or damage of the provided telephone will result in a fee for replacement or repair. The telephone may be used to make calls to any extension on campus including other residential rooms and staff/faculty offices, additionally students are able to receive calls from any location off campus, at no cost to the student. In order to make calls outside of campus the use of a calling card or credit card must be employed; students cannot elect to subscribe to an outside telephone service provider. As each student selects their own private calling method for off campus dialing the College will not adjudicate disputes regarding telephone bills. Telephone fraud involving the use of false or stolen credit cards, nonpayment of collect calls, billing to a College number, and other such incidents are illegal and will be subject to disciplinary action; additionally the College will cooperate with the telephone company and/or federal and state authorities. It is a crime under both federal and state laws for anyone to make obscene or harassing phone calls. The College will cooperate with the telephone company and/or federal and state authorities to address such incidents should they occur.

Vacation Housing

The College closes for Thanksgiving, winter, spring, and summer vacations. During some of these periods the College is able to offer the opportunity for vacation housing. In these cases students interested in housing during the vacation period must complete an application, must be financially cleared and be approved by the Director of Community and Residence Life. Special housing may be granted to students completing internships or to those who are a great distance from home. Students allowed to remain on campus during these vacations will be charged, may be housed together in one building without access to their semester rooms, dining services may not be provided and guests are not permitted. All College policies remain in effect during vacation periods, and any additional policies will be distributed to students who are approved for vacation housing.

Withdrawal

A student who withdraws, is suspended, expelled or is otherwise dismissed from the College is required to complete a Change of Occupancy Form, remove her belongings from her residence hall room and return her key and identification card to the Director of Residence Life within 24 hours from the time of withdrawal, suspension or dismissal unless special arrangements have been approved by the Director of Residence Life. A student will be considered a resident student, including but not limited to financial obligations, until a Change of Occupancy Form has been submitted to the Director of Residence Life.

**COMMUTER STUDENTS**

The Commuter Club and the Director of International Student Affairs are all resources designed to assist commuter students. The commuter club works with members to introduce new commuters to the special services available to them and to support and advocate for commuter student issues.

Information for commuter students:

On the first floor of the Campus Center, commuter students are welcome to use the tea pantry, a mini-kitchen, to make coffee, refrigerate bagged lunches, etc.

Lockers are available for commuter students in the basement of the Campus Center. The Office of Student Life issues lockers to students free of charge.

The PMC newsletter and calendar are distributed via e-mail and/or internet. Extra copies are available in the Office of Student Activities Life.

Commuter student mailboxes are located in the Campus Center. Each commuter student is provided with a mailbox. Mailboxes should be checked regularly for official notices and messages from friends, faculty and administrators.

Student employment information is maintained by the Career Services Office and the Financial Aid Office. Listings concerning work in exchange for room and board with local private residents are available through the Office of Student Life. The Office does not screen or
endorse any listing.
If the College is closed because of bad weather, an announcement will be made in the morning on the following: WBZ 1030 AM and Channel 4, WBZ-TV, by 7 a.m.
Commuter students must register their cars for an annual fee. If a commuter student wishes to park her car overnight, she must obtain a temporary overnight permit from Campus Safety.

MULTICULTURAL, SPIRITUAL AND INTERNATIONAL STUDENT SERVICES

Multicultural Services
Pine Manor College acknowledges the various aspects that impacts one’s culture and worldview. The Office of Multicultural Services focuses on culture as it relates to ethnicity/place of origin, gender, disability, sexual orientation and class. The Director of Multicultural Services will work with student groups, provide resources to support other department goals within the college, as well as provide appropriate programming and training during the academic school year.

International Student Services
The International Student Services Office works to provide general guidance and regulatory advising to International Students in maintaining their F-1 Student Status, as defined by the United States Government. This includes working with various on-campus departments to ensure that students are fully aware of their responsibilities and options while living and studying here at Pine Manor College and in the U.S.

International Student Club (ISC)
The ISC at Pine Manor College is a group of international and American students. The International Student Club serves as a connection for new students who may find themselves lonely upon their arrival in the US. It introduces current students to new students. It is one of the many places to make friends with people from other countries or even your own country.

Spiritual Affairs
Pine Manor College provides resources for students wishing to sustain and/or feed their Spiritual Life while pursuing their studies. This occurs by making the Meditation Room available for times of prayer, meditation and quiet time for interested members of the community, providing methods for students to reflect on their spiritual journeys in light of their different faiths backgrounds, as well as acknowledging sacred days during the religious calendar.

To book the Meditation Room, please contact the Student Activities Office via e-mail at: CommunityLife@pmc.edu.

CAMPUS SAFETY

Pine Manor College recognizes that campus safety enhances effective study, work and recreation. Therefore, the College Campus Safety Department provides a wide range of assistance, including: transportation; shuttle service; fire safety and detection; crime prevention; on-campus escort service to students, faculty, staff and visitors; and enforcement of the policies and regulations of the College and the bylaws of the town of Brookline. The Campus Safety Department is responsible for responding to calls for assistance, facilitating the movement of persons and vehicles around the campus, recording criminal activity occurring on campus and reporting this activity to the Brookline Police. Pine Manor College realizes that crime prevention is not the sole responsibility of the Campus Safety Department, but is an ongoing community effort.

In conjunction with the Office of Student Activities, Campus Safety provides educational programming, a regular security activity report and security alerts, when necessary, to members of the PMC community to increase awareness of actual or potential hazards on and off-campus. Detailed information about security policies can be found in the “Safety and Security Information” booklet or on the PMC website.

Shuttle and Escort Services
The Pine Manor College Shuttle Schedule is available online at http://www.pmc.edu/shuttle-schedule
For more shuttle information please call (617) 731-7625.

Non PMC students who wish to ride the shuttle must be accompanied by their student host at all times including driving to and from the College. However, if the shuttle is full only PMC students will be allowed on the shuttle. Children are not allowed to ride on the shuttle bus.

On campus escorts for personal safety are available between the hours of 6:00 pm and 6:00 am by calling (617) 731-7192. Between the hours of 6:00 am and 6:00 pm escorts will be limited to those who have medical conditions.
COMPUTER SERVICES

Computer Labs
There are computer labs available for student use in all academic buildings and the library. Some classroom labs are available to students in a particular course, while others are open to all. There also are general-use PCs located in the Campus Center and in all Village Commons. Visit the Information Commons in the Annenberg Library loft for a list of labs, their locations and hours of operation as well as locations for the use of your laptop computer. The Office of Institutional Technology and the Library conduct workshops for students, faculty and staff throughout the year at no charge.

The Information Commons
The Information Commons in the Annenberg Library loft is a staffed Windows area for use by the entire campus. Policies for use of the Information Commons are available at the Commons service desk.

E-Mail and Internet Access
All students have free Pine Manor College e-mail accounts and access to the Internet through the College network. Faculty will use your Pine Manor e-mail address to communicate with you throughout the year. Your network and e-mail account are activated when you register for classes. An informational brochure is distributed to all new students and is also available in the Information Commons. See the College’s policy on appropriate use of the Internet and e-mail services as well as the College’s Code of Computing Ethics.

Web Space
Each student is provided 25mb of Web space on the College’s public Community Web site at community.pmc.edu. These Web services are activated upon request. Information is available at the Information Commons.

Residence Hall Network Access
All residence halls in are wired for high-speed network connectivity. Through the network you may access e-mail, and other Internet services. You will need an Ethernet cable to connect to the network. More details are available in the Student Guide to Computing provided with your network account details.

ACADEMIC POLICIES—REFER TO ACADEMIC CATALOGUE

PINE MANOR COLLEGE (PMC)

THE DISCIPLINARY PROCESS

PMC STUDENT RESPONSIBILITIES
PMC students have voluntarily chosen to attend and accept the responsibility to honor the rules and regulations of PMC when they submit their application. At that time, they commit to the College’s community guidelines. Upon initial enrollment, they agree to the covenant policies and principles while they are students at PMC.

Within the community setting at PMC, students are expected to share responsibility for each other’s growth, to show care and concern for each other and to hold each other accountable when their actions directly affect the community. It is assumed that the student and the College will honor their responsibilities in good faith. If either party feels the other one is not fulfilling its responsibilities, they are free to terminate the arrangement. The student may withdraw during the academic year, and the College may require the student to terminate attendance at the institution when his/her behavior is incompatible with the College’s policies and expectations.

AMNESTY PROGRAM
The Student Affairs Office is dedicated to providing guidance and support for students who may wrestle with meeting the expectations of the PMC community policies. Some areas students may wrestle with include: drugs or alcohol. Student Affairs encourages students to seek appropriate support for themselves or their peers in areas where meeting the community policies presents a challenge and we urge students to seek medical assistance when faced with an alcohol or other drug-related emergency. In the case of an alcohol or drug related emergency, students should seek emergency medical assistance by calling 617-731-7192. In situations such as these students would not be seen in violation of the community covenant and therefore wouldn’t have any disciplinary action brought against them. This is an established SAO amnesty program.
The Amnesty program provides an opportunity for students who are open to receiving assistance, resources and support while omitting the disciplinary process. In order to take advantage of the amnesty program, the student must request help from the Student Affairs Office (SAO) and agree to comply with the conditions set forth by the SAO. Additionally, in order for medical amnesty to be granted, a student is expected to promptly call for medical assistance in an alcohol or other drug-related emergency. This request must precede any report of a policy violation by the student. Please visit the Student Affairs Office on the 2nd Floor of the Ashby Student Center Room 210 for more information or send an email to kmartinez@pmc.edu.

* Please note that the College can only offer amnesty for their disciplinary proceedings and are unable to intervene in legal proceedings.

**STATEMENT OF COMMUNITY**

*We the PMC Community…*

… are committed to creating a safe, tolerant, respectful, and fun learning environment, knowing that every day may bring new challenges that may not be solved with a simple solution.

… recognize the many differences represented by our individual members and embrace these as essentials components of a vital and collaborative learning community.

… are collectively engaged in a learning process which promotes the growth of all members of the community.

… welcome individual voices while stressing the mindful consideration of others.

In contributing to the creation of the community outlined above, I agree to uphold the following standards:

I will remain aware that my tone and actions, as well as my words, convey messages to others.

I will not assume that other members of the community share my same frame of reference.

I will think before I speak.

I will work to protect against the exploitation of the vulnerabilities of all community members.

I will listen and work to understand the point of view of others, even when I may not agree.

I understand that individual growth requires risk and often leads to misunderstandings and mistakes. I will not hold others responsible for past words and deeds, and I will remain open to the possibility for change.

I will commit to continuously confronting the biases, individual and collective, that affect our interactions with one another.

While recognizing that conflicts are natural, I will commit to working through these differences by: 1) Acknowledging the issue, 2) Asking for help, and 3) Seeking mediation.

I understand that my actions have consequences, and I will endeavor to consider the range of consequences prior to acting. I agree to be held personally accountable for my actions.

I will strive to uphold the conduct outlined above in all spaces on campus.

I recognize that all members of the community, including myself, will inevitably have difficulty meeting these expectations at times. Consequently, I will commit to respectfully challenging others and I will be open to criticisms of my own words

**CODE OF COMMUNITY CONDUCT**

**I. SCOPE AND PURPOSE**

This Code of Community Conduct applies to all students enrolled in any course or program at Pine Manor College, whether on a part-time or full-time basis as degree students or non-degree students. This Code is also applicable to College-sponsored or supervised activities off campus where students are serving as representatives of the College and to off-campus conduct by students which, in the
judgment of the Dean of Student Affairs and Community Engagement, may affect the interests or bear upon the reputation of the College.

Consistent with the College’s mission, the purpose of the Code is to:

1. Establish standards of personal conduct.
2. Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons.
3. Recognize that students are adults and as such their relationship with the College community should reflect this.
4. Ensure fair treatment of students without regard to their race, color, national origin, gender, age, handicap, sexual orientation or political or religious beliefs.
5. Recognize that students are members of society and the College community.

The Student Code of Conduct is not intended to create contractual rights for students or to impose limits on the College’s flexibility, as a private institution, to impose or to withhold discipline as the College deems appropriate in its discretion. This Code may be modified at any time during the year or in the future by the Dean of Student Affairs and Community Engagement. Notice of any changes will be circulated in advance of their effective date.

I. OVERVIEW OF DISCIPLINE PROCESS AND SANCTIONS

The established discipline procedures are designed to hold all members accountable not only to themselves, but also to the community. All violations are taken seriously and it is our effort to address all violations while helping each student member in becoming a positive contributor to the values of Pine Manor College.

Students who do not comply with the expectations of the College community are subject to disciplinary action. While it is not possible to list each and every action for which a student may be disciplined, a general overview of unacceptable behaviors has been compiled and appears under the Campus Code of Conduct. The overview is not all inclusive, but is set forth to provide students with an understanding of the nature of their obligations. A student may be subject to disciplinary action for unacceptable behavior or conduct even if it is not specifically listed.

The Director of Student Activities and Multicultural Community Engagement (and/or designees) and/or the Community Council (CC). The Community council consists of faculty, staff and students who are selected by the Dean of Student Affairs and Community Engagement to serve as members. CC members have the responsibility of evaluating incidents to determine if a student’s actions constitute a violation of the College’s policies, principles or regulations. Further, the CC makes a recommendation as to whether a student’s conduct warrants discipline, including the appropriate disciplinary sanctions. Members are responsible for making a recommendation for disciplinary sanction to the CC chair (Director of Student Activities and Multicultural Community Engagement). The CC chair has the responsibility of accepting or declining the council’s recommendation. Members of the CC are selected based on level of interest, application and interview process. Membership terms for the CC are typically 1 full academic year.

Students who are indicted in violating College policies, principles, rules, requirements, or of misconduct will be informed of the nature of the concern(s). The source(s) of information does not need to be disclosed to the student. Generally, the College will provide written notice to students via PMC email address or student campus mailbox, or last known address in reference to the incident and the day and time of the disciplinary meeting.

Students have the opportunity to provide a response or explanation of the alleged incident before a disciplinary meeting is held and can do so by promptly scheduling a meeting with, and/or by submitting a written statement to, the Director of Student Activities and Multicultural Community Engagement. The student may request that a disciplinary meeting be waived and take any sanction that may be assigned to her/him. However, the College, through the Director of Student Activities and Multicultural Community Engagement (or designee) will, in its sole discretion, determines if a scheduled disciplinary hearing will take place.

Even if a student does not take the opportunity to provide a response, the College will proceed to address the situation, including holding a disciplinary meeting if, in its sole discretion, it determines to do so, and imposing any appropriate disciplinary action. Additional sanctions may be imposed for a student’s absence. In addition, failure to appear at a meeting can be taken into account when deciding sanctions.

Sanctions may include, but are not limited to; community service, educational programming, counseling, fines, loss of privileges, disciplinary probation, suspension, or an immediate dismissal. The College will determine what disciplinary action is appropriate based upon the particular facts and circumstances of each situation it reviews. A student’s disciplinary history will be considered at the discretion of the disciplinary officials.
Students who are involved in disciplinary matters must realize that the rules, formalities and standards which apply to court proceedings do not apply to the College’s handling of disciplinary matters. In addition, the College reserves the right to modify the College policy, the Administrative disciplinary process, the CC disciplinary process or any other provision contained herein, at any time, as it deems appropriate.

II. COMMUNITY COUNCIL (CC)

Purpose
The Community Council (CC) exists in order to aid students and the community in upholding community standards. The CC’s core values consist of three areas: Truth, Accountability & Compassion.

Council on Community Responsibility
The Director of Student Activities and Multicultural Community Engagement (or his/her designee) may exercise her/his discretion to bring a student situation before the CC in order to determine if the summoned student violated the community policies and to determine an appropriate disciplinary action. (There are times when the CC is on sabbatical, i.e. summer session, breaks. During these times the Director of Student Activities and Multicultural Community Engagement may exercise her/his discretion to bring a student through the Administrative meeting or other designated meeting offices). The CC is chaired by the Director of Student Activities and Multicultural Community Engagement (or designee).

When the CC addresses a possible violation of community standards by a student, that student will be informed of the nature of such violation and be summoned to a meeting of the CC. A student who wishes to provide a response or explanation of the conduct at issue before the CC meeting is held may promptly schedule a meeting with the Director of Student Activities and Multicultural Community Engagement (or designee). Even if the student does not do so, the College will proceed to address the situation with the scheduled meeting of the CC.

Similarly, if a student chooses not to attend the CC meeting the CC Chair will proceed to present information regarding the incident without the student’s input. CC members have the responsibility of evaluating incidents to determine if a student’s actions constitute a violation of the College’s policies, principles or regulations. Further, the CC makes a recommendation as to whether a student’s conduct warrants discipline, including the appropriate disciplinary sanctions. Members are responsible for making a recommendation for disciplinary sanction to the CC chair (Director of Student Activities and Multicultural Community Engagement). The CC chair has the responsibility of accepting or declining the council’s recommendation. Additional sanctions may be imposed for a student’s absence. The summoned student will be informed of any disciplinary sanction(s).

Composition of the CC (Generally)
Director of Student Activities and Multicultural Community Engagement -CC Chair
Faculty Member/Administrative Faculty
Student Member
Staff Member

Types of Incidents Addressed by the CC (Generally)
Level Two Incidents (Major Infractions of Community Covenant)

CC Meeting Structure
During a CC meeting, the summoned student will meet with the CC. The CC Chair (Director of Student Activities and Multicultural Community Engagement) will provide information regarding the basis of the disciplinary summons. The summoned student may then state his/her rationale and is expected to answer any questions presented to him/her honestly and clearly. The CC members will open a dialogue with the summoned student by asking questions related to the incident and his/her understanding of community standards and college policy. The CC may ask the Chair to admit a witness who has direct knowledge of the case, and approval will be granted by the Chair based on the Chair’s judgment as to the relevance of a witness’s information.

If a member of the CC is unable to attend the meeting and/or to continue participation in the meeting, the meeting may continue.

The summoned student may have an advisor accompany him/her to the CC meeting. The advisor must be a member of the Pine Manor College (PMC) community. However, an advisor cannot be a Residential Life staff, student, or family member. In addition, since this is not a legal proceeding the advisor cannot be a lawyer. The advisor may consult with the student, but is not allowed to speak on her/his behalf. The advisor may not prepare the student’s statement before the meeting. If the summoned student wants to have an advisor appear with her/him, the student must inform the CC Chair of the name of the advisor 48 business hours in advance of the CC meeting.

The CC will make a determination as to whether the summoned student violated the Community Covenant. The CC takes great precautions to ensure the confidentiality of all involved parties.
ROLE OF THE CC CHAIR (DIRECTOR OF STUDENT ACTIVITIES AND MULTICULTURAL COMMUNITY ENGAGEMENT)
The Chair shall oversee the meeting and is responsible for ensuring the orderly conduct of the meeting and consistent sanctioning process. The Chair shall have no vote unless there is a tie within the council members.

CC General Meeting Guidelines
- Set the tone and go over the agenda for the meeting
- Presentation of allegation by the chairperson
- Presentation by student (generally no more than 10 minutes, excluding questions)
- Questioning and response of student
- Deliberation and decision (student not present)
- Written and/or verbal notification of decision

ADMINISTRATIVE MEETING
Purpose
The Administrative disciplinary meeting is designed to aid students and the community in upholding community standards. This meeting helps students to process their decision-making in light of upholding community standards.

Composition of the Administrative Meeting (Generally)
Director of Student Activities and Multicultural Community Engagement (or designee)
Student Development Disciplinary Officer (or designee)

Types of Incidents Addressed by the Administrative Meeting (Generally)
Level One Incidents (Minor Infractions of Community Covenant)

Administrative Meeting Structure
During an Administrative Meeting, the summoned student meets with the Director of Student Activities and Multicultural Community Engagement and a Disciplinary Officer (or designee). These meetings are designed to be educational, redemptive and reprimanding if need be. The Director of Student Activities and Multicultural Community Engagement and Disciplinary Officer (or designees) communicates the information that forms the basis of the disciplinary summons, i.e. reviews the incident report. The Director of Student Activities and Multicultural Community Engagement and Disciplinary Officer (or designees) will open a dialogue with the summoned student by asking questions related to the incident and his/her understanding of community standards, Covenant and college policy.

The Director of Student Activities and Multicultural Community Engagement and Disciplinary Officer (or designees) will determine whether the summoned student violated the community policy.

If a student chooses not to attend the Administrative Meeting, information will be presented by a member of the Student Development Office. The Director of Student Activities and Multicultural Community Engagement and Disciplinary Officer (or designees) will recommend one or more disciplinary sanction(s). The Director of Student Activities and Multicultural Community Engagement has the responsibility of accepting or declining the recommendation. Additional sanctions may be imposed for a student’s absence. The summoned student will be informed of the outcome and any disciplinary sanction(s).

APPEALS PROCESS
A student may appeal a decision(s) rendered in the Disciplinary System only if new significant information not available at the time of the original decision has been identified that would significantly influence the situation. The Appeals Council may examine precedent cases that have addressed similar issue(s) to your case.

Students wishing to appeal the disciplinary action may submit an appeals letter to the Director of Student Activities and Multicultural Community Engagement within 72 business hours of learning the decision, but no later than 3 days after the decision is sent to the student. Students may be required to comply with the sanctions while the appeal is pending. The College reserves the right to implement sanctions immediately.

The Appeals Council may request a meeting with the student if deemed necessary. If the appeal is denied, the original decision by the Administrative meeting, CC or other designated meeting offices shall become final. If the Board rules in favor of the student’s appeal, the Board may make its own determination (including a modification of sanctions) and/or refer the case back to the CC with a written explanation of the Board’s instruction on how to proceed. Once the Appeals Council has made a determination, the decision is final, and all disciplinary action will be carried out. The Board’s decision shall be mailed to the appealing student.

Composition of the Board of Appeals (Generally)
VP for Student Development or designee (Chair)
One Resident Director, rotation basis
One Staff Member
One Faculty Member

Board of Appeals General Meeting Guidelines
• Set the tone and go over the agenda for the meeting
• Presentation of grounds for appeal
• Presentation of allegation by the chairperson
• Presentation by student (if requested)
• Questioning and response of student (if requested by board)
• Deliberation and decision (student not present)
• Written and/or verbal notification of decision

III. SANCTIONS
The following minimum responses are general sanction guidelines the College may impose. These sanctions may be combined with other sanctions and may be altered at the sole discretion of the College, based upon the facts and circumstances of each situation.
Failure to complete sanctions may result in additional disciplinary consequences such as but not limited to suspensions. Sanctions need to be completed regardless of a student’s status, i.e. suspended students are responsible for completing assigned sanctions. For a student to remain in good-standing with the College all sanctions must be completed. Students who leave the College without fulfilling their sanction guidelines will be classified as “not in good-standing” and this classification may be mentioned to future recruiters or employers who perform background checks or references on behalf of former students, with proper release form.

The following is a general explanation of sanction language. The sanctions listed below are at the discretion of the College.

No Action - A determination that a student not be disciplined or sanctioned. This determination may be made after an initial investigation of an allegation of a Code violation by the Director of Community and Residence Life or by the Community Council following a hearing.

Mediation - An allegation of a Code violation is resolved through discussions between the involved parties without submitting the allegation to the Student Conduct Board. The Director of Community and Residence Life at his/her discretion must approve mediation.

Disciplinary Probation – Students placed on disciplinary probation will have a period of time designated to them during which any additional violations of College policy may result in additional sanctions, including but not limited to, suspension from the College.

Restitution - An option that may be imposed upon a student found to have violated the Code to pay for damage caused to property or to perform a specified public service. (The failure to comply in a timely matter with a restitution sanction shall constitute an additional violation of the code.)

Fines – Students may have fines levied upon them ranging in amounts from $15.00 to $1000, usually not exceeding $1000.

Posture of Approval- A person was willingly in the presence of any Community Covenant infraction and or knew of this infraction taking place and did not make the appropriate attempt(s) to leave, change the situation, inform appropriate college officials (Student Development staff or College Security) or express any meaningful amount of disapproval.

Educational Programming Sanctions – Students may be required to attend an educational program or workshop series and meet with a counselor or staff person.

Loss of Privileges – Students may have their opportunity to take part in some or all campus activities and/or their access to specific buildings abridged for a specific period of time or permanently. This includes student leadership positions.

Community Service – Students may be required to do various community service projects, for example; research a specific topic, design and create bulletin boards, work with residential life staff or facilities, dining hall etc. on a program or project, and/or participate in some other form of community-based service which is educational in intent, as determined by the College.

Suspension from the College – Students suspended from the College will not be able to pursue course work and will not be considered to be in “good standing” during the time of suspension. Depending on length of suspension, after the designated period of suspension, students may apply to be re-instated to the College (and if allowed to return may be required to be on disciplinary probation status).

Expulsion - A student is dismissed or required to withdraw from the College on a permanent basis and denied access to degree work as a result of a Code violation. In the event of expulsion, the matter may be appealed within three business days.

Provisions for Interim Suspension

When a student is considered by the Dean of Student Affairs and Community Engagement to be a threat to either person(s) (includ-
ing the individual herself), property, or the orderly functioning of the College, the Dean of Student Affairs may immediately suspend her from either the residence hall, the College or both. The Dean of Student Affairs will meet with the student(s) to inform her about the suspension. The Dean of Student Affairs will inform her that the Dean of Student Affairs may be contacting her parents to inform them about the suspension. The Dean of Student Affairs will encourage the student(s) to call her parents before the Dean of Student Affairs does so.

This interim suspension will remain in effect until the Dean of Student Affairs determines at his/her discretion that the threat no longer exists or until the Community Council process (including any request for reconsideration) is completed, whichever is sooner. The interim suspension will be reviewed after three business days. The Dean of Student Affairs may also impose conditions short of suspension to address a particular situation. An interim suspension may be converted to a permanent suspension or expulsion, or may be modified, for example, to permit a student to attend classes. The Dean of Student Affairs may determine to suspend or to impose conditions at her sole discretion.

THE FAILURE TO COMPLY WITH DISCIPLINARY SANCTIONS FROM THE COMMUNITY COUNCIL WILL RESULT IN ADDITIONAL SANCTIONS INCLUDING SUSPENSION.

Delegation of Authority

The Council Chair, Dean of Student Affairs or Judicial Officer may, in her/his discretion, delegate all or part of her/his authority and responsibility under the above Sections to another College official.

DISCIPLINARY SANCTIONS

The following are guides for sanctions to be imposed for violations of the Standards of Conduct. They may be imparted from in the College’s discretion. They are in addition to sanctions for any other violations of College policies or regulations.

Of Age Drunkenness/Above Legal Limit

- A first violation of alcohol policies will result in a minimum of an alcohol education intervention and reflection paper on “The Alcohol Policy and the PMC community.”
- A second violation of alcohol policies will result in a minimum of a $100 fine, an alcohol education intervention, disciplinary probation and suspension from holding leadership roles in any student organization for the duration of one-full semester and loss of privileges to consume alcohol on campus.
- A third violation of alcohol policies will result in a minimum of a $150 fine, and suspension from the College for a minimum of one full semester.

Underage Possession or consuming alcohol

- A first violation of alcohol policies will result in a minimum of a $100 fine, an alcohol education intervention, disciplinary probation. and suspension from holding leadership roles in any student organization for the duration of one-full semester.
- A second violation of alcohol policies will result in a minimum of a $150 fine, an alcohol education intervention, disciplinary probation and suspension from holding leadership roles in any student organization for the duration of one-full semester.
- A third violation of alcohol policies will result in a minimum of a $200 fine, and suspension from the College for a minimum of one full semester.

Acts of Emotional Harm

- A first violation will result in disciplinary probation, $150 fine and community service.
- A second violation will result in suspension from the College for at least one full semester.
- A third violation will result in dismissal from the College.

Acts of Physical Harm

- Suspension from the College
- Dismissal from the College

Possession and/or consumption of illegal drugs or drug paraphernalia

- A first violation of possession or consumption will result in a minimum of a $150 fine, and Drug education intervention and reflection paper on “The Drug Policy and the PMC community”.
- A second violation of possession or consumption will result in a minimum of a $200 fine, Drug education intervention, disciplinary probation and suspension from holding leadership roles in any student organization for the duration of one-full semester.
• A third violation of possession or consumption will result in a minimum of a $250 fine and suspension from the College for a minimum of one full semester.

Selling and/or providing (sharing) illegal drugs or drug paraphernalia

• Penalties up to and including dismissal from the College

Arson

• Penalties up to and including dismissal from the College

The above list is not exhaustive. Rather, any conduct (whether or not specifically listed above) that is disruptive, unacceptable, or otherwise interferes with the orderly operation of the College and its campus, or which endangers the health and safety of one’s self and/or others will be evaluated in light of the college’s principles and policies, and the student who engages in such conduct will be subject to disciplinary action and sanctions, as determined by the College in its sole discretion. Indecent, inappropriate or disorderly conduct and/or failure to comply with the directions or requests of college officials acting in the regular performance of their duties, is not compatible with the college’s function as an educational institution. The College may establish additional policies, rules and regulations to encourage support and develop its community and its principles.

Level One- Minor infractions of community covenants/college policies

“Unauthorized Community Interactions”

1.1 No person shall permit others to use his/her College identification. This includes, but is not limited to, signing in to an event or residence hall for another person or using a meal card or room key for the purpose of improperly gaining access to a campus area, event, or equipment.

1.2 No person shall refuse to provide his/her name and show appropriate identification to a College staff member performing his/her duty, upon request.

1.3 No person shall have unauthorized use or occupancy of College facilities nor shall any person refuse to vacate a College facility when directed to do so by an authorized College official.

“Disrupting Community”

2.1 No person shall exhibit conduct that creates undue noise or interrupts the College community. This includes, but is not limited to, violating quiet and/or courtesy hours by unauthorized playing of musical instruments, radios, televisions, or games. Playing of loud music is not conducive to quality community living.

2.2 No person shall interfere with the safe or clean environment of themselves or others.

2.3 No person shall keep animals of any kind in the residence halls or suites except for fish (in maximum of 10 gallon aquariums). For health, safety, and sanitation reasons, no animals of any kind are allowed in the residence halls.

2.4 No person shall commit actions that intentionally or unintentionally endanger the student, the College community, or the academic process. This includes, but is not limited to, pranks or horseplay.

2.5 No person shall throw anything into or out of a window or on or off of a roof of any campus building. Also, no person shall throw anything at a building, window, or door.

2.6 No person shall take up temporary or permanent residence in any public or community area (i.e., lounges, parlors, or other common areas).

2.7 No person shall host a visitor in the residence hall or room or any other on campus area without registering their guest. Visitors to the college and its residence halls, whether friends, family members or non-resident students, are the responsibility of the resident student whom they are visiting. All visitors must be escorted by the PMC student they are visiting at all times and students are responsible for knowing college rules and relaying relevant information to their guests. Please refer to the section entitled “guest policy” for more information.

2.8 No person shall speak or shout profanity or vulgar language or use such language in any way that can be deemed harassing to another individual.
Level Two- Major infractions of community covenants/college policies

“Community Civility”

3.1 No person shall harass, abuse, harm, or threaten to harm another person or another person’s property via any form of communication including, but not limited to verbal, text messaging or on-line postings. This shall include, but not be limited to, threats, violent acts, abuse, or harassment based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, religion, or disability.

3.2 No person shall initiate, or participate in, hazing or any other type of initiation rite. Pine Manor College supports and abides by the Commonwealth of Massachusetts which has established a law (Chapter 269, Section 17-19) naming hazing a crime punishable by a fine of up to $1,000 and/or imprisonment for up to 100 days. The text of the law (section 17 et seq. of Chapter 269 Massachusetts General Laws, Crimes Against Public Peace) is included here so that each member of this community may understand the definition of “hazing” and the consequences of organizing, participating in, or observing such hazing behavior and activities. Persons observing such activity should report the violation immediately to Security or a member of the Student Development Staff. “Section 17 et seq. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than $3,000 or by imprisonment in a house of correction for not more than one year, or both by such fine and imprisonment.” The term “hazing,” as used in this section and in section 18 and 19 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 of forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.” Failure of a witness to report knowledge of an incident of hazing to appropriate law enforcement officials may lead to a fine of up to $1,000. Pine Manor College will cooperate with state or local authorities in the investigation of hazing incidents and/or the prosecution of violators.

3.3 No person shall display any symbols that can be deemed harassing to another individual anywhere on campus. This includes, but is not limited to: symbols supportive of hate crimes, intolerance, or threats.

3.4 No person shall display deliberately hurtful behavior to someone including but not limited to: physical aggression or verbal abuse. Often bullying includes one or more of the following: intimidation, exclusion, rumor-spreading, name-calling, anonymous messages, damage to or theft of personal property.

“AOD-Alcohol and Other Drugs”

4.1 No underage person (less than 21 years of age) shall use, manufacture, sell, barter, trade, distribute, or be in possession of alcohol. In all alcohol related incidents a breathalyzer may be used to assure personal and community safety. Again, PMC employs the use of a breathalyzer for personal and community safety and the College may take further action to ensure the safety of its students by requiring a breathalyzer or medical evaluation. Refusal of breathalyzer qualifies as an admission of policy violation.

4.2 No person shall use, manufacture, sell, barter, trade, distribute or be in possession of a controlled substance (including illegal drugs, drugs prescribed to another individual, etc.). The College may take action to ensure the safety of its students by requiring a medical evaluation.

4.3 No person of any age shall be dangerously intoxicated, the signs of which would include, but not be limited to, a diminished ability to walk or stand, vomiting, or passing out.

4.4 No person shall sell, deliver, furnish, or otherwise provide alcohol to persons under the age of 21.

“Acts of Dishonesty”

5.1 No person shall engage in lying, deception, or other types of dishonesty. This includes, but is not limited to; signing documents for another, misleading a College official, filing false reports, falsification of College documents, fraudulent behavior, theft and/or bribery.

“Community Safety”

6.1 No person shall possess, use, manufacture, distribute, or sell any weapons. This includes, but is not limited to, firearms, air guns, B.B. guns, paintball guns, pellet guns, knives with blades longer than two inches.

6.2 No person shall be in possession of any unregistered pepper spray or defensive aerosol.

6.3 No person shall circulate or initiate a report or warning known to be false concerning an impending bombing, fire, or other emergency or catastrophe.

6.4 No person shall set any unauthorized fires on College property nor possess, use, manufacture, distribute, or sell any fire producing agents, explosives, and/or incendiary devices. This includes, but is not limited to, candles, fireworks, and firecrackers.
6.5 No person shall interfere in any way with emergency services or procedures, nor fail to conform to established safety regulations.

6.6 No person shall tamper with fire equipment nor use such equipment for other than the prevention or control of a fire. Fire equipment shall include, but not be limited to, thermal or smoke detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses, smoke alarms, panels and any other emergency equipment.

6.7 No person shall tamper with, destroy, deface, vandalize, or steal the property of the College or another person.

6.8 No person shall use an unauthorized lock on, or block access to, a door or window in a campus area, including but not limited to; an office, lounge, residence hall or suite.

6.9 No person shall interfere with an inquiry involving College policy or safety matters (including hiding a policy violation), and no person shall neglect to observe the request of College officials acting in the regular performance of their duties.

The above list is not exhaustive. Rather, any conduct (whether or not specifically listed above) that is disruptive, unacceptable, or otherwise interferes with the orderly operation of the College and its campus, or which endangers the health and safety of one’s self and/or others will be evaluated in light of the college’s principles and policies, and the student who engages in such conduct will be subject to disciplinary action and sanctions, as determined by the College in its sole discretion. Indecent, inappropriate or disorderly conduct and/or failure to comply with the directions or requests of college officials acting in the regular performance of their duties, is not compatible with the college’s function as an educational institution. The College may establish additional policies, rules and regulations to encourage support and develop its community and its principles.

DRUG AND ALCOHOL AWARENESS POLICY AND PROGRAM

The College is committed to creating and maintaining a campus environment that is free of illicit drug use and where all laws relating to alcohol are observed. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 and other relevant state and federal laws, the College has developed the following Drug and Alcohol Awareness Policy and Program. This policy will be distributed annually to all students, faculty and staff. The College will review its program every two years to determine its effectiveness; to implement needed changes; and to ensure that disciplinary sanctions are consistently enforced.

STANDARDS OF CONDUCT

All students who are 21 or older who choose to drink are required to do so responsibly. The College will make an ongoing effort to educate students about responsible drinking from a health, safety, and legal standpoint, and students must accept responsibility as follows:

- There shall be no alcoholic beverages delivered to College residence halls by liquor stores or others. Students may not have kegs or beer balls.
- There shall be no alcoholic beverages consumed in public areas of College residence halls or outside of College residence halls except for College-sponsored events.
- Students 21 or older may keep alcohol in their residence hall just as long as it is in reasonable amounts and is used responsibly. If consuming alcohol, the student must keep the door closed and must ensure that any guests (including other students) in the room are 21 or older.
- Guests of students must honor all College policies, including these Standards of Conduct, and it is the responsibility of the student to notify her guests accordingly. If a student or her guests are planning to drink alcohol while on campus, a designated driver should be chosen early in the evening. If guests are too intoxicated to drive, do not let them drive. Plan to send them home in a taxi, take away their car keys, call Campus Safety, or have them sent to Campus Safety.
- PMC employs the use of a breathalyzer for personal and community safety and the College may take further action to ensure the safety of its students by requiring a breathalyzer or medical evaluation. Refusal of breathalyzer qualifies as an admission of policy violation.

Violations of the Standards of Conduct Include but Are not Limited to:

- Possession or consumption of alcohol by an underage individual.
- Purchasing or providing alcohol for minors.
- Irresponsible drinking including provision of alcohol to an underage or intoxicated individual.
- Abusive or destructive behavior related to alcohol, including drinking games and intoxication requiring medical or staff attention.
- Violating residence hall policies relating to alcohol.
• Having an open alcoholic beverage container in an unauthorized location.
• Providing falsified identification to obtain alcohol.
• Having underage guests in a dorm room where alcohol is being consumed.

GOOD SAMARITAN POLICY
If a student voluntarily seeks assistance from a Pine Manor College staff member for an intoxicated individual or herself, and the student voluntarily seeking assistance has violated the College’s alcohol policies, any sanctions that could be imposed will be reviewed in such light, taking into account the totality of the circumstances.

If a student seeks help when she is in need of intervention for possible alcohol or drug abuse, any sanctions that could be imposed will be reviewed in light of her commitment to help herself, taking into account the totality of the circumstances.

LOCAL, STATE, AND FEDERAL SANCTIONS
The sale, distribution, use or possession of illicit drugs and alcohol (to or by individuals under the age of 21) violates local, state and federal law. Conviction may result in fines and imprisonment, and may result in suspension or expulsion from the College, dismissal from College employment or other sanctions. A felony drug or alcohol conviction may bar an individual from entering certain fields of employment.

SUMMARY OF MASSACHUSETTS DRUG AND ALCOHOL LAWS
This summary of the Massachusetts laws relating to alcohol and drug use should serve as a reference guide for Pine Manor College personnel and students. The legal drinking age in Massachusetts is 21.

PURCHASING ALCOHOL
By persons under 21 years of age: a person under 21 years of age may not purchase alcohol, nor may that person be in possession of alcohol in a public place. A person may not lie about his or her age to purchase alcohol, or present false identification, or make arrangements with someone of legal age to buy alcohol for her. Punishment for violation of this section is mandatory license suspension for three months. (See Massachusetts General Laws, Chapter 138, Section 6, 34A.)

For persons under 21 years of age: A person over 21 years of age may not buy alcohol for a person under 21 years of age, unless their relationship is that of parent and child. Punishment for violation of this section is a fine of $1,000 or imprisonment for not more than six months, or both. (See M.G.L., Ch.138, Section 34.)

In light of this provision, Pine Manor College is prohibited from providing alcohol to persons under 21 years of age at College-sponsored events. Thus, proof of age will be required at these events.

SERVING ALCOHOL
To persons under 21 years of age: Any person, with or without a license to serve alcohol, may not serve someone who is under 21 years of age. Violation of this section may result in a fine of $1,000 or six months imprisonment, or both. (See M.G.L., Ch. 138, Section 34.)

A licensed person who serves someone under 21 may be held civilly liable for injuries that are caused by the person under 21. (See M. G. L., Ch. 138, Section 34.)

To intoxicated persons: Any person licensed to serve alcohol may not serve intoxicated persons. To do so may result in civil liability for injuries caused by the intoxicated person. (See M.G.L., Ch. 138, Section 69.)

By unlicensed persons: It is unlawful for unlicensed persons to serve alcohol to persons under age.

ALCOHOL AND/OR DRUGS AND DRIVING
Transporting alcohol: It is unlawful for a person under 21 years of age to knowingly drive a car with alcohol in it or carry alcohol on her or his person unless accompanied by a parent. Conviction is punishable by mandatory suspension of driver’s license for three months. (See M. G. L., Ch. 138, Section 34C.)

Operating a vehicle under the influence of alcohol or other drugs: If arrested, the driver will be detained by the police and read his or her rights. The vehicle will be towed and the driver taken in a police cruiser to the police station for a Breathalyzer test. Refusal to take this test will result in automatic suspension of license for up to 13 months. If the Breathalyzer test registers over .05 but below .08, the driver will not be held, but there will be a presumption of driving under the influence.

If the test registers .08 or over, the driver will be held, and there will be a presumption of driving under the influence. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant having a Breathalyzer of .08 or above is immediately suspended for up to 13 months.

For persons under 21 years of age, there will be a presumption of driving under the influence if the test registers over .02. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant will immediately be suspended for
180 days. Drivers under 21 refusing or failing a Breathalyzer must complete an alcohol education program, regardless of the outcome of their criminal case, or suffer a 180-day license loss.

In addition, the law mandates a $100 fine dedicated to the Trust Fund for Head Injury Treatment Services; allows out-of-state convictions to be used to calculate repeat offenses; and allows a court to look back ten years to calculate repeat offenses.

A first offense carries with it either a jail sentence of not more than two-and-one-half years, a fine of $500 to $5,000, and suspension of license for one year; or probation with mandatory participation in an alcohol education program paid for by defendant and suspension of license for 45 to 90 days (21 days for drivers under 21).

A second offense carries with it either a jail sentence of a minimum of 30 days to two-and one-half years, a fine of $600 to $10,000, and two-year license suspension; or two years’ probation, a 14-day confinement in an alcohol treatment program paid for by the defendant, and suspension of license for two years.

A third offense carries a mandatory, minimum 150-day to five-year jail sentence (felony status), which may be served in a correctional facility designed for alcohol treatment programs; a fine of $1,000 to $15,000, and suspension of license for eight years.

A fourth offense carries a mandatory, minimum one- to five-year jail sentence (felony status), a fine of $1,500 to $25,000, and suspension of license for ten years.

A fifth offense carries a mandatory, minimum two- to five-year jail sentence (felony status), a fine of $2,000 to $50,000, and revocation of license for life.

**HOMICIDE BY MOTOR VEHICLE**

Anyone who operates a motor vehicle while under the influence of intoxicating liquor and who operates that vehicle recklessly or negligently so as to endanger and who, by any such operation, causes death shall be punished by imprisonment at the state prison for not less than two-and-one-half or more than ten years and fined not more than $5,000, or jailed for not less than one year or more than two-and-one-half years and fined not more than $5,000. Suspended sentences and probation are prohibited.

**DRUGS**

Drug abuse is a serious legal and medical problem, and all members of the College community should be encouraged to seek assistance for themselves or others from the appropriate College services, such as the Office of Student Life or the Health and Wellness Center.

Massachusetts General Laws, Chapter 94C, prohibits the unlawful manufacture, possession, distribution, dispensation, or use of controlled substances. If a person is arrested and charged by the state with violations of these laws, in accordance with the schedule of crimes (classes of felonies and misdemeanors) and related penalties, they will be indicted, tried, or convicted. The majority of Massachusetts drug laws are felonies. In some cases, it is illegal to knowingly be in a place where someone is keeping certain drugs or be in the company of someone who is in possession of certain drugs.

**SHARING OR SELLING PRESCRIPTION DRUGS**

Students who are found to be sharing, selling, or trading prescription medications, or abusing or misusing their own prescription medications will be subject to sanctions ranging from Disciplinary Probation to suspension or expulsion from the College.

**SUMMARIES OF THREE DRUG ENFORCEMENT LAWS**

An Act Providing for Drug-Free Schools

Effective July 11, 1989, anyone convicted of dealing drugs within 1,000 feet of an elementary, vocational, or secondary school will face a mandatory two-year prison sentence. It will not matter whether the dealer knew he or she was near a school, whether it is a public or private school, or whether the school is in session. The law pertains to drug distributors, manufacturers, or persons possessing a controlled substance with the intent to distribute it. A fine of up to $10,000 may also be imposed but not in lieu of the two years of imprisonment.

An Act Providing for Suspension of a License to Operate a Motor Vehicle upon Conviction of Violation of the Controlled Substance Act

This law provides that a conviction of any drug offense shall result in the loss of the right to drive for a period of up to five years. A minor who does not yet have a driver’s license at the time of his or her conviction can lose the right to obtain a license until reaching age 21.

An Act Further Regulating the Misuse of Driver’s Licenses and Identification Cards

This law makes a broad spectrum of activities related to false identification cards or licenses punishable by a fine or imprisonment. These activities include, but are not limited to, making, using, or carrying a false identification card or license; using the cards or license of another; and furnishing false information in obtaining a card or license. In addition, a conviction on any of these charges will result in an automatic one-year suspension of the license to drive.

**HEALTH RISKS ASSOCIATED WITH ALCOHOL AND OTHER DRUG ABUSE**

Given the academic, social and other pressures inherent in college life, many students seek relief from stress through use of alcohol or other drugs. Habits of substance use formed in college often lay the groundwork for future addictions.
EFFECTS OF ALCOHOL ABUSE
The following section describes some of the effects and potential consequences of alcohol and other drug use.

Alcohol is a depressant drug that slows the nervous system. Its physical effects include:
- increased heart rate
- loss of muscle control, leading to slurred speech and poor coordination
- hangover, fatigue, nausea, headache
- blackouts (memory loss)
- unconsciousness

Mental effects include:
- impaired judgment (of space and time)
- poor concentration, impaired thinking and reasoning processes
- loss of inhibitions and exaggerated feelings of anger, fear, anxiety

Potential consequences of alcohol abuse include:
- alcoholism
- damage to brain cells
- blackouts (memory loss)
- poor concentration
- death (as a result of accidents or alcohol poisoning)

Special problems associated with alcohol abuse include:
- social conflicts
- accidents and injuries
- vandalism
- sexual assault and violence
- increased risk of contracting sexually transmitted diseases, including HIV
- drinking and driving

Drinking and driving kills or seriously injures thousands of drivers and pedestrians each year, most of them young people. Even small amounts of alcohol can be deadly when mixed with driving.

Trouble with the law—vandalism, violence, or serious crime—can result from the impaired judgment stemming from alcohol abuse. The consequences can include arrest, a police record, and possibly a prison sentence for offenders, as well as suspension or expulsion from the College.

Family problems can cause or be compounded by alcohol abuse. There are over 30 million people who have grown up in families with alcohol related problems, with approximately 12 to 15 percent of college students with this background. There is increased vulnerability without intervention that results in a four times greater risk in becoming alcoholic.

MIXING ALCOHOL AND OTHER DRUGS
The combination of two drugs can have unexpected, dangerous results. One can intensify the effect of another, and a combination can produce totally different effects than either drug taken alone. Even a simple cold remedy taken with alcohol may be dangerous.

Depressants taken in combination, such as a mixture of alcohol and barbiturates, are very dangerous—they can cause coma and death.

Sharing needles with someone who is infected with the HIV virus (human immunodeficiency virus) can result in the transmission of HIV, possibly causing AIDS.

Those students concerned about their own substance use or worried about a friend can seek assistance with complete confidentiality at the Health and Wellness Center or Counseling Services.

KEY ISSUES FOR WOMEN
Women feel the effects of alcohol more quickly and stay intoxicated longer than do men, due to physiological differences. Women are more likely to get drunk faster when they are premenstrual due to hormonal level changes during the menstrual cycle. Due to these physiological differences, the definition of binge drinking for women is four or more drinks (rather than five or more for men) in one sitting in the past two weeks.

Studies show that 75 percent of men and at least 55 percent of women involved in a sexual assault had been drinking or taking drugs before the attack.
Women who drink during pregnancy may give birth to babies with fetal alcohol syndrome or fetal alcohol effects, a pattern of irreversible abnormalities that include mental retardation, prenatal and postnatal growth deficiencies, and joint defects. These abnormalities can occur with as little as two drinks per day.

Sixty percent of college women who acquired a sexually transmitted disease including AIDS, had been drinking at the time of infection.

Two thirds of all legal drug prescriptions in the United States are written for women. An estimated 2 million women have taken drugs daily for a year or more.

Ninety percent of alcoholic women were physically or sexually abused as children.

Among college women, there is a strong link between dieting and eating disorders and problem drinking.

Alcohol Poisoning—A Medical Emergency

Passing out doesn’t mean sleeping it off! How can you tell if someone is about to become a victim of alcohol poisoning?

And if they are, what can you do to help?

**SIGNS AND SYMPTOMS:**

- Unconscious or semi-consciousness.
- Slow respiration (breaths) of eight or fewer per minute or lapses between breaths of more than eight seconds.
- Cold, clammy, pale or bluish skin. In the event of alcohol poisoning, these signs and symptoms will most likely be accompanied by a strong odor of alcohol. While these are obvious signs of alcohol poisoning, the list is certainly not all-inclusive.

**APPROPRIATE ACTION:**

- If you encounter a person who exhibits one or more of the signs and symptoms, do what you would do in any medical emergency—CALL Campus Safety at (617) 731-7777. Campus Safety will contact appropriate emergency personnel.
- While waiting for emergency transport, gently turn the intoxicated person on his/her side and maintain that position by placing a pillow in the small of the person’s back. This is important to prevent aspiration (choking) should the person vomit. Stay with the person until medical help arrives. If a person appears to be “sleeping it off,” it is important to realize that even though a person may be semi-conscious, alcohol already in the stomach may continue to enter the bloodstream and circulate throughout the body. The person’s life may still be in danger. If you are having difficulty in determining whether an individual is acutely intoxicated, contact Campus Safety immediately. You cannot afford to guess.

**COUNSELING AND TREATMENT**

The College encourages any student, faculty or staff member who may have problems or may know of someone else who has a problem with the use of illicit drugs or abuse of alcohol to seek professional counseling and/or treatment. The College Nurse can assist you in finding these types of supports.

Off-campus counseling and treatment resources are available for students and employees. A list of certain counseling, treatment, rehabilitation and reentry programs available to students and employees is set forth in a document entitled “Counseling, Treatment, Rehabilitation and Reentry Programs,” which is available upon request from the Registrar.

**FIRE CODE AND REGULATIONS**

The College must enforce Town of Brookline fire codes and pass periodic inspections in order to retain its residential hall license. For these reasons, the following policy has been adopted.

- Smoking in all College buildings is prohibited.
- The following items are prohibited: halogen lamps, lava lamps, extension cords, multi-outlet adapters, space heaters, holiday string and ropes lights, candles with or without wicks, open flames, incense, irons and all cooking appliances (except for microwaves).
- Microwaves and 4-cubic-foot refrigerators are permitted and, like all heavy drawing devices, must be plugged directly into the wall outlet. When in use, they cannot be kept in the closet.
- A fuse and surge-protected power strip may be used. It must be plugged directly into the wall, and each piece of equipment must be plugged directly into the power strip. No more than one strip may be plugged into each dual wall outlet.
- Personal heat-producing items (hairdryers, curling irons, etc.) must be plugged directly into the wall outlet and unplugged when not in use.
- Placing combustible materials (mattresses, bedding, laundry, trash, paper, posters, tapestries, etc.) over or adjacent to electrical cords or outlets is prohibited.
- Closets may not be used as kitchen/entertainment centers.
- To avoid “spaghetti” wiring and/or pinched wires, all excess cord must be neatly coiled. There can be no wires running across the floor or under throw rugs.
• Decorations of any kind cannot be affixed to the ceiling.
• Tapestries and other fabrics are allowed on walls only, provided they are stretched over wooden frames (such as those used to stretch canvas).
• Heat vents/radiators in rooms, hallways and doorways must be kept clear of obstructions (boxes, furniture, etc.).
• Students may not bring their own mattresses; this includes but is not limited to fabric mattresses, air mattresses, etc. If there is a specific reason that necessitates a student bringing her own mattress that student should contact the Director of Community and Residence Life to make appropriate accommodations and ensure compliance with the Fire Code.
• Fire regulations prohibit the tampering with ANY fire equipment. If the smoke detector in a student’s room is found to be tampered with in any way, a $250.00 fine will be imposed and/or an immediate suspension from the residence hall will result to the resident(s) of the room. Please report any issues with the smoke detector immediately to Residence Life.

Representatives from the College may inspect rooms without notice to verify that students are adhering to this policy. Additionally, representatives from the Town of Brookline may periodically inspect any room without notice to insure that the necessary safety precautions are being followed. Students found to be in violation of this policy may be cited, fined and have their property confiscated. Please remember that this policy is being implemented for the safety and well-being of the entire community.

GUEST POLICY

Visitors to the college and its residence halls, whether friends, family members or non-resident students, are the responsibility of the resident student whom they are visiting. All visitors must be escorted by the PMC student they are visiting at all times, and must follow all college rules. Students are responsible for knowing college rules and relaying relevant information to their guests.

All guests are expected to enter and register at the front Campus Safety Booth by presenting their current driver’s license, passport, or state issued ID. It is the responsibility of the student to announce their guest(s) to Campus Safety online prior to the arrival of their guest(s). A nonresident is not allowed to enter a village until the student he/she is visiting is present for escort. Each resident student is responsible for completing the “Announce Your Guest(s)” form online. Students must register their guest before 12:00 midnight. Students will not be able to register their guest online or at the front booth between 12:00 midnight and 10:00 am. Guests that are registered online before 12:00 midnight will be allowed to visit their student host. Students cannot call campus safety over the telephone to give permission for a guest to be let on campus.

Students are responsible for signing in all guests (the term “guest” for residence hall policy includes nonresident PMC students) with Campus Safety each day their guest is on campus. Each student can sign in a maximum of two guests. On specific days when student organizations sponsor dances, , parties, etc., the guest limit will be one guest per student. If a student signs in another student’s guest under her own name, the student who signed in the guest assumes responsibility for the guests’ behavior and must accompany the guest at all times. A student on social probation cannot sign in guests, nor can she have other students sign in her guest(s).

Each student is allowed to have a guest a maximum of two overnights per seven day period (Weds thru Tues), provided she has her roommates’ consent, and the arrangement respects the rights of all students involved. Overnight guests are considered anyone staying in the villages at any time between 11:00 p.m. and 10:00 a.m. who is not a PMC resident. Overnight guest staying consecutive days must be signed in again the following day or he/she is in violation of the visitor policy.

All guests must be pre-registered and must check in with campus safety at the front booth. The guest(s) will be issued a guest badge that they must have on their person at all times while they are on campus and readily available for PMC officials upon request. It is the responsibility of the student to make sure that their guest(s) have registered properly with Campus Safety and that their guest(s) have their guest badge on their person at all times while on campus. Guests must present their guest badge when requested to do so by Campus Safety or another PMC official. Failure to do so may result in the loss of guest privileges for the student host and may also subject the student to action within the judicial system. In addition, the guest may be escorted off campus if not properly registered. If a student wishes to have an overnight guest for more than two nights in a seven day period she will need written permission from the Director of Community and Residence Life. All guests are subject to the approval of the Vice President of Student Services, Director of Community and Residence Life and/or the Director of Campus Safety. Overnight guests must be 18 years of age or older.

VEHICLE/ACCESS TO PMC

1. It is the responsibility of all Student(s) entering the campus to register their guest(s) with Campus Safety at all times. All students, parents and visitors are required to come to a complete stop at the front booth and must present their current Pine Manor College Identification Card, driver’s license, passport or state issued ID before being admitted to campus. The driver of the vehicle must
have a current valid driver’s license in their possession in order to drive on campus. Campus Safety retains the right to deny access to any guest. The officer will scan each I.D. and enter the date, time, and destination. Caution: the gate at the front booth comes down automatically after each vehicle passes through.

II. Students guests must park their vehicle in the Guest Parking Lot. All guests will be issued a guest badge that they must have on their person while on campus.

III. All pick-ups and drop-offs must be done at the front booth

NOTE: It is the responsibility of each student in the vehicle to ensure that any guest in the vehicle is properly signed in with Campus Safety. Students are reminded that it is also their responsibility to monitor the activity and conduct of their guest(s) at all times while they are on campus. All guests are required to park in the Guest Parking Lot and must properly display a valid parking pass on the dashboard. Any vehicle in violation is subject to being ticketed and / or towed at the owner’s expense. Tickets that are issued to a guest that are not paid in 3 business days will become the responsibility of the student host and if remain unpaid will be billed to the student’s account.

PARKING

Campus Safety sets forth the traffic and parking regulations for Pine Manor College, which have been implemented in the interest, safety and convenience of every member of the community, as well as of visitors. These regulations are in effect 24 hours a day, except as noted, and apply to all students, faculty, staff and visitors. It is the responsibility of each vehicle operator to know and comply with these regulations. Special parking regulations will be posted during snow emergencies.

REGISTRATION OF VEHICLES

1. Vehicles operated/parked on the campus must be registered with Campus Safety and display a valid parking decal or pass at all times. Changes must be reported immediately to the Director of Campus Safety.

2. Parking decals can be purchased at the Campus Safety Department in the Ashby Campus Center. The annual fee for resident student parking decals is $180.00 and $120.00 for commuters. This fee is payable by cash, check, charge or can be billed to the students account during the first week the vehicle is on campus. We require that you bring your driver’s license and vehicle registration with you when registering your vehicle.

3. When purchasing a decal, the vehicle must be registered to either the student or a family member.

4. All vehicles on campus must be currently registered through the Registry of Motor Vehicles and properly display their inspection sticker and plate(s). In addition all vehicles must be insured and be fully operable.

5. Resident and commuter students who do not purchase a decal but wish to park their vehicle on campus must purchase a daily temporary parking pass for $5.00 each day. Students may only purchase a total of 10 daily passes per semester. Students bringing any vehicle on campus for more than 10 days per semester must purchase a decal.

6. Any vehicle that does not display a decal or pass may be ticketed or towed at the vehicle owner’s expense.

7. Fraudulent registration or the display of a stolen, altered or counterfeit decal or pass is grounds for disciplinary action. Cases will be referred to the proper College authority, and parking privileges may be revoked or denied. Registrants will also be required to pay the appropriate parking fee.

8. All out of state residents must fill out an out of state form that will be submitted to the town of Brookline and they will receive a decal that must be affixed to their windshield at no additional charge.

9. In the event you need another decal due to any reason, the old decal must be returned or a $ 10.00 replacement fee will be assessed.

GENERAL PARKING INFORMATION

All parking on campus is by permit only. This applies to visitors to the College, as well as members of the College community.

Parking is on a first-come, first-served basis. The issuance of a parking permit does not guarantee the registrant a space. The issuance of any parking permit is at the discretion of the Director of Campus Safety or her/his designee.

RESIDENT STUDENT PARKING

All resident student vehicles will display a blue parking decal and will park in a specifically designated student parking lot. These areas are reserved for resident student vehicles only.

COMMUTER STUDENT PARKING

Vehicles displaying a red commuter student decal may park in the marked spaces in the Ellsworth Hall parking lot or in the commuter student parking area behind the Dane Science Building between 7:00am to 11:00 pm daily.

RESERVED 15 MINUTE STUDENT PARKING ONLY

Only students are allowed to use parking spaces that are marked “Reserved Parking for Students Only 15 Minutes”. Students’ vehicles that are parked in these spaces for more than 15 minutes will be ticketed and / or towed at the owner’s expense.
VISITOR PARKING
All visitors to the residence halls must properly display a guest parking pass on the dashboard of their vehicle so that it may be easily read from outside of the vehicle. The Guest Parking Lot for all visitors to the residence halls is to the rear of the Southwest lot by the tennis courts. It is the responsibility of the student host to ensure that their guest(s) park in the guest parking lot.

Monday through Friday, all overnight visitors’ vehicles are to be removed by 10:00 a.m. unless an emergency guest pass is requested due to emergency conditions. Approval of this emergency guest pass must be obtained from the Dean of Student Affairs and issued by the Director of Campus Safety and displayed on the vehicle.

It is the responsibility of all students to ensure that their guests are in compliance with all traffic and parking regulations. The college reserves the right to have unregistered vehicles towed from campus at the owner’s expense.

DRIVING REGULATIONS
The maximum speed limit on College roads or in parking lots is 10 mph. This limit is in effect 24 hours a day throughout the year. The operation of a motor vehicle is prohibited on any lawn, unpaved area, sidewalk or village courtyard area, except as specifically authorized. In addition to any regulations contained herein the provision of the motor vehicle laws of the Commonwealth of Massachusetts also apply.

GENERAL PARKING REGULATIONS
Failure to comply with the directive, signal or request of Campus Safety personnel may result in the ticketing or towing of the operator’s vehicle. Please pay parking violations within three business days or it will be billed to the student’s account. Any questions or concerns with the violation should be directed to the Director of Campus Safety within this 3 day period. Appeals forms are available at the Campus Safety Operations Office and at the Front Booth. Campus parking is a privilege not a right and may be revoked at the discretion of the Director of Campus Safety.

HAZING/RITES OF INITIATION
PMC defines hazing as “any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person’s willingness to participate. This does not include activities such as a rookie carrying the balls, team parties with community games, or going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises.”

Hazing, as defined above, is strictly prohibited at PMC and is unlawful in the Commonwealth of Massachusetts (269:17, 18). Any PMC student-athlete found to have taken part in hazing and/or failing to report a known incident of hazing will be dropped from the roster of her athletic team for the remainder of the playing season, and may be subject to the College’s judicial process.

Pine Manor hazing policy will be in accordance with the laws of the Commonwealth of Massachusetts at all times. (See below for the Commonwealth statute on hazing.). Student organizations and individual students found in violation of Massachusetts hazing laws will be subject to disciplinary action.

In accordance with General laws Chapter 536, Section 19, the College has developed the following procedures:

1. At the time of registration, the president of each student group, team, or organization shall receive a copy of the law and will be required to sign a statement acknowledging that he or she has received such copy of the law, that he or she shall distribute a copy of this law to every member, pledge, or applicant for membership of the organization, and that the group, team, or organization understands and agrees to comply with the provisions of this law.

2. This statement will be kept in the group, club, or organization’s permanent file in the Student Affairs Office.

3. The Student Affairs Office will make available to each group, team, or organization as many copies of the law as necessary both when the group, team, or organization registers for the year and throughout the year as necessary to ensure that the organization can comply with its responsibilities as outlined in Section 19 of the law.

GENERAL LAWS OF MASSACHUSETTS
Chapter 269: Section 17. Hazing; organizing or participating; hazing defined.
Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. (Amended by 1987, 665.)

Chapter 269: Section 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. (Amended by 1987, 665.)

Chapter 269: Section 19. Copy of secs. 17—19; issuance to students and student groups, teams, and organizations; report.

Section 19. Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such 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, organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution, an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary 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.

Chapter 269: Section 19. Copy of secs. 17—19; issuance to students and student groups, teams, and organizations; report.

Section 19. Each institution of secondary education and each public or private institution of postsecondary 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 communicating 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. (Amended by 1987, 665.)

INTERNATIONAL STUDENTS

Immigration Rules and Regulations

The following is a brief description of immigration rules and regulations. Please consult the International Student Handbook for a more comprehensive resource regarding immigration concerns. The Director of International Student Affairs is available for you if you have questions or concerns.

IMMIGRATION INFORMATION

Perhaps one of the most difficult facets of being an international student is keeping up with immigration regulations and procedures. Understanding immigration might be difficult at first, but with patience, and regular contact with the International Student Advisor, you will eventually feel more comfortable. As a citizen from a different country studying in the United States, it is important that you read everything carefully and familiarize yourself with the information below. Remember, maintaining your legal status is your responsibility at all times. By signing your I-20 form, you indicate that you have read and understand all of the rules and regulations of your F-1 visa status. You will be held responsible for these rules while you are in the US. Your immigration paperwork is one of the most important sets of documents you have while you are here studying and traveling. Make sure all documents are in a safe and secure place at all times.

To make sure that you understand and are aware of the purpose of each of the documents in your possession, the following section contains a brief description of your documents. The Director of International Student Affairs must be allowed to copy these documents.
in order to comply with the US Citizenship and Immigration Services (USCIS) regulations. Be sure to present your documents (i.e., I-94 card, passport, F-1 visa, Form I-20) to the Director of International Student Affairs upon your arrival to PMC, even if you are a returning student.

IMMIGRATION DOCUMENTS

Passport
A passport is a travel document issued by your country of citizenship or residence. It states your identity and nationality and shows the date of issuance as well as the date of expiration. Your passport allows you to enter designated countries and a return to your country.

When you are in the U.S, you must make sure that your passport remains valid six months into the future. If your passport is about to expire, contact the country’s consular office or embassy in the U.S. to apply for an extension or a new passport. If you lose your passport, contact your consular office or embassy immediately to replace it.

F-1 Visa
A visa is a stamp in your passport that permits someone to enter to the United States. The type of visa you applied for and received at the US embassy or consulate defines what you are allowed to do while in the U.S. An F-1 student visa may be granted to someone who is considered to be a full-time student seeking temporary entry in order to study. Each visa states the visa number, location and date of issuance, visa type (F-1 students, B-2 tourist, etc.), the number of entries into the US permitted with that particular visa (most are multiple entry visas), and the expiration date.

Your visa may expire while you are in the US. It is used only to enter the country. If, however, you are leaving the US, and your visa has expired, you must contact the consulate or embassy in your country of origin in order to request another F-1 visa. It is not possible to apply for a new visa in the US.

If you are academically suspended from Pine Manor College, you will fall out of F-1 student status and your visa, as your I-20 becomes invalid. You may not remain within the United States if you are not pursuing a full course of study at Pine Manor College or another institution.

I-94 Arrival/Departure Record
The I-94 is a very important document and should be kept in a very safe place along with your passport. I-94 document is given to all nonresident aliens entering the United States. I-94 is divided into three portions: Instructions, arrival record, and departure record. At the port of entry arrival record is kept by BCIS; departure record is returned to the student and usually stapled into the passport.

The I-94 verifies your permission to remain in the US until a given date. The I-94 card shows the date and location of your entry into the US, the visa type under which you are admitted to the country, and the date you are expected to leave the US.

Most students entering the US with the F-1 visa will find the notation “F-1 D/S” on the I-94. D/S permits an individual to remain in the US to complete his or her program within the dates on the I-20.

When you leave the US, you will surrender the Departure Record portion that is stapled in your passport (never remove this yourself). A new I-94 will be issued when you return to the US. If you lose this card (I-94), you will need to apply for a replacement. Make sure you contact the Director of International Student Affairs as soon as possible to pick up the necessary forms and discuss the application procedure if you need to replace the I-94. The process is one that can take between four to six weeks. This card is absolutely necessary for departure from the United States, i.e., holiday, winter and spring breaks.

I-20 Certificate of Eligibility for Non-Immigrant (F-1) Student Status—For Academic and Language Students
An I-20 can be issued by Pine Manor College to student applicants who meet admission and financial requirements. The I-20 from Pine Manor College enables students to apply for an F-1 visa and allows entrance to the U.S.

You are always responsible for maintaining your status and to keep your I-20 valid at all times. Do not let it expire or lose it. Your I-20 must be signed once a year by Designated School Officials at Pine Manor College.

Make sure to sign the I-20 and it is very important that all information on the I-20 is typed correctly. Check to see if your name is spelled correctly, your birth date, country of birth, citizenship, and sponsor in section 8 is accurate and that your major is noted in section 5. If you change majors while you are enrolled, you must get a new I-20 to reflect this change. The date typed in section 5 as your completion date must always be in the future. If you notice that your date of completion is about to expire, see the Director of International Student Affairs to find out if you are eligible for an extension of stay or whether you must apply to USCIS to be reinstated to student status.

I-20 TRANSFER PROCEDURES
Students currently residing in the United States who are authorized to attend another institution or English language program on an F-1 visa may wish to transfer to Pine Manor College and you must follow the procedures outlined below:
1. Complete all Pine Manor College transfer admissions procedures.
2. If accepted to Pine Manor College, notify your current institution that you intend to transfer to Pine Manor College.
3. Ask the Director of International Student Affairs at your current institution to complete the bottom portion of the Transfer Verification Form and mail it to the International Student Office at Pine Manor College.

4. Director of International Student Affairs at your current school must enter into SEVIS your intend to transfer to Pine Manor College and the “transfer release date.”

5. Pine Manor College will issue a new I-20 for you until after “Transfer Release Date” entered into SEVIS by your current school as well as until Pine Manor College International Student Office has the following documents from you:
   - Completed Transfer Verification Form
   - A copy of your unexpired passport
   - A copy of your I-94 Arrival/Departure Record
   - Copies of previous I-20s issued to you by other institutions.

6. If all documents are in order, the Director of International Student Affairs will process your transfer by endorsing page 1 of your PMC I-20. The Director of International Student Affairs will return the I-20 to you. This becomes your current, valid I-20; keep it together with all your previous I-20s. The advisor will notify the Bureau of Citizenship and Immigration (BCIS) of your transfer to Pine Manor College through SEVIS.

7. You must report to the International Student Office at Pine Manor College no later than 15 days after the start date on your Pine Manor College I-20 and request that we complete the transfer process. Failure to report to our office within this time period is a violation of your nonimmigrant status. Bring new PMC I-20 and passport with you.

VIOLATION OF STATUS AND REINSTATEMENT TO F-1 STATUS

Reinstatement is the procedure followed in order to regain documented F-1 student status once you have lost your student status (considered to be out of status).

Falling out of status can occur in a number of ways including, but not limited to: dropping below 12 credits, not enrolling for a semester but remaining in the US, working without authorization, failing to complete the transfer or program extension procedures in time and expiration of documents (I-20, I-94). Please note that the status violation must have resulted from circumstances beyond the student’s control, such as injury, illness, natural disaster or neglect of the International Student Advisor.

To be reinstated to student status, you will need to make an appointment with the International Student Advisor, bringing with you the documentation you have concerning your current status in the United States. If you have worked off campus without authorization and/or if you have been out of status for more than five months, you are ineligible for reinstatement.

For reinstatement, you will need to complete an application, which will be sent to USCIS for adjudication. While your application is being processed by USCIS, you may continue your full time studies, however your privileges and benefits as an F-1 student will be suspended at PMC and at any school to which you might transfer until you are reinstated. That means you are not eligible for any type of off-campus employment, a school transfer or change of academic level notification procedure to BCIS, or an extension of time to complete your academic level. If USCIS rejects your application for reinstatement, you will be given a set date to leave the US. For this reason, it is very important that you maintain your F-1 status.

CHANGE OF VISA STATUS

If you are in the U.S. on a non-immigrant visa status other than F-1 and plan to enroll in Pine Manor College, you must contact to the International Student Advisor. Please make sure to bring all the immigration documents to the Director of International Student Affairs to figure out whether or not you are eligible to change your non-immigrant visa status to F-1.

If you are eligible to change your non-immigrant status to F-1, there are two ways of changing from one non-immigrant visa type to F-1 visa status if you are currently in the U.S.:

One method is to obtain an I-20 from PMC, travel outside the US, and apply for an F-1 visa stamp at a US embassy or consulate in your home country. Then you may re-enter the US using the F-1 visa and supporting documents (I-20, acceptance letter from PMC, financial documentation). Upon successful reentry, you will be in F-1 status.

The second method is to apply to US Citizenship and Immigration Services to change your status while remaining in the US. The application must be completed by you and the International Student Advisor. The application process should be started as soon as possible after your acceptance. The application is mailed to USCIS for a decision and USCIS will take about two months to review your application.

TRAVEL OUTSIDE THE UNITED STATES

When you travel outside the US, you must have the Director of International Student Affairs sign the back of your I-20 in order to reenter the US. This signature indicates to USCIS that you are in legal F-1 student status with the school that issued the I-20. In order to receive a signature, you must be registered as a full time student if leaving during a semester or pre-registered for the next semester with intent to return to PMC if leaving at the end of the semester.
Required Documents for to reenter into the US:

- A Valid Passport at least 6 months into the future.
- I-94 card
- A Valid Visa
- SEVIS I-20 with recent signature
- All previous Forms of I-20 (to show your history).
- Evidence of financial support documentation.
- Proof of course registration
- Official transcript from PMC (optional)
- If you are on OPT, a valid Employment Authorization Card.
- If you are on OPT, signature from the Director of International Student Affairs and a letter from your employer stating that you have the job, the job description and the dates of employment (which will need to match your EAD!). (If you are near the end of your OPT, it is not likely that you will be allowed to re-enter the US for this purpose.)

Required Documents in your return to Pine Manor College for international student registration:

- Passport
- F-1 visa
- I-20 Form
- I-94 card
- Bank statement and verification of financial support form

**SEXUAL ASSAULT**

The Office of Student Life, Campus Safety Office, Community and Residential Life staff and Health and Counseling Services work together to provide support for victims of sexual assault and relationship violence and to promote awareness. Programs include presentations for first-year students discussing relationships and sexuality, a workshop for resident students defining abusive and healthy relationships, and training for residence life and Campus Safety staff members about working with victims of sexual assault and relationship violence. Students who are victims of an on-campus sexual assault or incident of relationship violence are encouraged to contact the Campus Safety Department for immediate assistance. Students who are victims off-campus are encouraged to contact the Brookline Police Department, other local law enforcement authorities or the Office of Student Life for assistance. The Office of Student Life and the Campus Safety Department are available to assist victims in notifying law enforcement authorities if a student seeks their assistance. Law enforcement authorities and College staff will assist a victim of sexual assault in getting medical care, counseling and other appropriate assistance. Victims of sexual assault and relationship violence are not required to pursue formal criminal complaints or College disciplinary proceedings. However, College policy requires College officials who learn about an incident to urge the victim to report it to law enforcement authorities.

Among the options available to a student who is a victim of sexual assault or relationship violence are on- and off-campus mental health services, immediate relocation to a different residence hall (for students living in on-campus housing), and changes to a victim’s academic schedule, if such changes are reasonably available. The Student Life staff are available to assist victims with their academic concerns following an assault.

Students accused of rape, acquaintance rape or other sex offenses (forcible or non-forcible) are subject to interim suspension and disciplinary action in accordance with the Student Code of Conduct contained in the Student Handbook, whether or not criminal charges have been filed or are being pursued by the alleged victim, and without regard to the pendency of such criminal proceedings. A student found to have committed a sexual assault is subject to disciplinary sanctions, including, but not limited to, loss of College housing and suspension or expulsion from the College. Both the alleged victim and alleged assailant are entitled to the same opportunities to have others (with the exception of an attorney) present during an on-campus disciplinary proceeding and to be informed of the outcome of any campus disciplinary proceeding that involves an allegation of sexual assault. Students can obtain assistance and support following an assault from the sources listed on the back of this brochure.
SEXUAL HARASSMENT POLICY

A. Statement of Philosophy

Pine Manor College is committed to providing an environment that is free of discrimination and all forms of harassment or coercion that impede the academic freedom, security or well-being of any member of our community. The College respects the dignity and worth of all members of the PMC community, and sexual harassment of students, staff and faculty is unacceptable conduct that will not be tolerated. Furthermore, any discriminatory actions, words, or comments based on an individual’s sex, race, ethnicity, sexual orientation, age or religion will not be tolerated.

It is the policy of Pine Manor College that no member of the College community (faculty/students/staff) may sexually harass another. Sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of PMC, and is strictly prohibited.

B. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: “sexual harassment” means sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as basis for employment decisions; or
2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or conduct to physical contact. At times, the offender may be unaware that his or her conduct is offensive or harassing to others. Examples of conduct that could be considered sexual harassment include:

1. persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching;
2. sexually suggestive jokes or gestures directed toward another or sexually oriented or degrading comments about another;
3. preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial or threat of denial of employment benefits or advancement for refusal to consent to sexual advances;
4. the open display of sexually oriented pictures, posters, or other material offensive to others; and
5. retaliation against an individual for reporting or complaining about sexually harassing conduct.

All employees are encouraged to express displeasure at any conduct that might be sexually harassing, to tell the individual engaging in the conduct that it is unwelcome, to report that conduct, and to use the complaint procedure set forth in this policy.

Such behaviors may interfere with an individual’s performance, create an intimidating environment, or indicate discriminatory hostility.

C. Individuals Covered Under the Policy

This Policy covers all members of the College community, including faculty, staff and students. The College will not tolerate sexual harassment engaged in by nonemployees or people attending official or unofficial College functions.

If anyone is the victim of sexual harassment by a nonemployee or visitor, he or she should call the Campus Safety Department, which may escort the individual off campus and/or take any further appropriate action. You may also bring the matter to the attention of the College pursuant to the procedures set forth in this policy. If any person’s behavior is illegal (e.g., disturbance of the peace, vandalism, sexual assault, etc.), he or she is subject to arrest. The best way to reduce sexual harassment is for all members of the community to make it clear that such behavior is not acceptable at PMC. The College encourages reporting all incidents of harassment regardless of who the offender may be, in accordance with section D below.

D. Complaints of Harassment

If any College employee or student believes that he or she has been subjected to sexual harassment or other unlawful harassment, he or she is encouraged to clearly and promptly notify the offender that his or her conduct is unwelcome. The employee or student also has the right to file a complaint with the College. This may be done orally or in writing.

If a staff or faculty member of the College has a complaint of harassment, it should be brought to the attention of either the Director of Human Resources at (617) 731-7143, Vice President for Finance and Administration at (617) 731-7098 or the Dean of the College at (617) 731-7106.
If a student has a complaint of harassment, it may be brought to the attention of the Vice President for Student Services at (617) 731-7195. A student may also bring the complaint to either the Director of Community and Residence Life at (617) 731-7136, or the Dean of the College at (617) 731-7106.

In many cases, attempts to resolve complaints of harassment can be accomplished through conciliation, mediation, and other informal means, and the results of such attempts shall be reduced to writing.

However, pursuing such informal means is not a prerequisite to the formal procedures set forth herein.

All persons receiving complaints will refer them to the Director of Human Resources or other appropriate individual.

E. Investigation of Formal Complaints

1. Confidentiality

Any allegation of harassment brought to the attention of the College will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances, although it cannot be guaranteed.

2. Investigation by Investigators

Complaints will be investigated by the Director of Human Resources, unless the College determines another person should be the investigator. The College may appoint a person or persons not employed by the College to conduct the investigation.

3. Investigation Process

The investigation process shall ascertain all facts in connection with the alleged incident and may include discussions with all involved parties, identification and questioning of witnesses and other appropriate actions. When the investigation is completed, the College will, to the extent appropriate, inform the reporting individual and the person alleged to have committed the conduct, of the results of that investigation.

4. Protection Against Retaliation

The College will not retaliate against any individual who makes a report of harassment, nor permit any employee or student to do so. Retaliation is a very serious violation of this policy and should be reported immediately. Any individual found to have retaliated against an individual for reporting sexual or other unlawful harassment, or against anyone participating in the investigation of a complaint, will be subject to appropriate disciplinary procedures as described below.

5. Resolving the Complaint

If it is determined that inappropriate conduct has occurred, the College will act promptly and take measures to end the harassment, and if appropriate, the College may require counseling or may impose disciplinary action. Such disciplinary action may include, but not be limited to, withholding of a promotion, written reprimand, reassignment, suspension without pay, termination, or dismissal from the College.

F. Agencies to Contact

The state and federal agencies empowered to enforce anti-discrimination laws, including those prohibiting sexual harassment, are set forth below together with their addresses and telephone numbers:

State Agency:
The Massachusetts Commission Against Discrimination (MCAD)

Boston Office: 1 Ashburton Place
Room 610
Boston, MA 02108
617-727-3990

Springfield Office: 424 Dwight Street
Room 220
Springfield, MA 01103
413-739-2145

One Congress Street, 10th Floor
Boston, MA 02114
617-565-3200

Questions About Sexual Harassment Policy

Any questions regarding this policy should be directed to the Director of Human Resources at (617) 731-7143.
STUDENTS AT RISK

The College reserves the right to remove a student from a residence hall if College officials (the Vice President for Student Services or her designee) have reason to believe that the individual is psychologically, emotionally or physically at risk to herself or to others. The student may be allowed to return only after written evaluation by a licensed psychologist/psychiatrist and consultation with the Vice President for Student Services (and/or her designee). In some cases of risk, serious emotional crisis or incidents of alcohol overdose, substance abuse, bulimia, anorexia, emotional breakdown or other similar behavior, a student may be required to agree to and uphold a behavioral contract in order to continue to live in the residence halls and/or continue being a PMC student. The terms of this contract might include the maintenance of a regular relationship with a professional counselor and/or participation in a program designated by a psychiatrist, physician or any combination of helping professionals.

WOMEN OF PROMISE CENTER FOR ENGAGEMENT & SUCCESS

The following areas make up our center:

ATRIUM

The open area that leads into the Campus Commons is called the Atrium. In this area, you will find tables and chairs, a seating area with skylights, advertisements for campus events on a special board and an ATM. A stop in this area should be a daily one for students to pick up mail.

CAMPUS CENTER COMMONS

The Campus Commons is a place to watch coffeehouse performers or gather with friends. The soft seating found in the room makes it the perfect place for an afternoon of reading or relaxing. There are such amenities as a television, laundry card and coin machines, vending machines, and campus computers. The room is available by reservation for community events.

COMMUTER LOCKERS

Commuter students may reserve a locker in the locker area in the lower level of the campus center. Lockers may be reserved through the Office of Student Life.

COMMUTER STUDENT LOUNGE

This lounge provides a comfortable place specifically for commuters to relax between classes and meet friends. With lots of bright light and comfortable seating, the lounge is situated in the heart of the Campus Center to help forge a connection between commuters, the Student Life staff and the community.

DINING SERVICES

The RFoC, Real Food on Campus Residential Restaurant is the place to satisfy all of your cravings. Meet your friends or colleagues for breakfast, lunch or dinner at our comfortable all-you-care-to-enjoy location. Our expertly trained chefs are continuously creating new great tastes as they come along. We feature traditional American cuisine, international fare, ethnic foods, special themed meals, healthy lifestyle stations, as well as numerous vegan and vegetarian options. As a part of our commitment to health and wellness we offer nutritional information on all of our menu items. The Dining Room is open weekdays for continuous dining, with hot entrées served during peak meal times. On the weekends and holidays brunch and dinner are served. There is a wide variety of choices to satisfy your palate, including an extensive salad bar which features locally grown seasonal produce, a deli bar, a soup and bread station, a pizza and pasta bar, hot home-style entrées, an action station with daily specials prepared in front of you by one of our professional chefs, and desserts to satisfy everyone’s sweet tooth. Weekly features include “make your own” stations with choices such as a taco bar, pasta sauté, wok bar and sundae bar. Monthly theme meals are developed in conjunction with the Student Life Office to offer the community a special and entertaining dining experience. No food or china is permitted to leave the residential restaurant at any time. Students that abuse this policy will be subject to disciplinary action. If you are unable to attend a meal you have the option to order a boxed meal in advance. Our professional staff is available at any time to assist with special dietary restrictions or answer your questions. Please visit www.pmc.campusdish.com for more information and to view the online menus.

Residential Restaurant Hours

Monday–Thursday 7:30 am–7:30 pm
Friday 8:00 am – 7:00 pm
Saturday and Sunday
Brunch: 11 am – 1 pm
Dinner: 5:00 pm – 6:30 pm

Having a friend visit? No problem, guest rates are as follows:
Breakfast $5.25
Lunch $6.50
Dinner $7.50
Brunch $6.50

PM Late Night & Café 400
The PM Late Night and Café 400 are the places you can use your Declining Balance Dollars (DBDs) for comfort food in a fun and relaxed atmosphere, such as soups, salads, sandwiches, coffee, sweets and much more. Having the option to dine in or take it to go makes getting what you want convenient. Log on to www.pmc.campusdish.com to view the menu, and print a copy to keep it handy for when you need it!

PM Late Night Hours:
Monday - Friday 8 pm – 11 pm
Closed Holidays
Cafe 400 Hours:
Monday – Thursday 9:30 am – 3 pm
Friday 9:30 am – 2:30 pm
Closed Holidays

MAIL SERVICES
All PMC students are required to have an on-campus mailbox located on the ground level of the Campus Center. Communication regarding academic, student life and general college information is provided through on-campus mailings to student mailboxes. For The mail room processes, sorts and distributes all external incoming mail. From the hours of 9:00 am to 2:00 p.m., students may access packages through the mail office located behind the mailboxes. The outgoing mailbox is located in front of the Annenberg Library. New students will have their assigned mailbox information distributed during Fall Orientation. Students will keep their mailboxes for the duration of their time at Pine Manor College.

MEDITATION ROOM
The Meditation Room is available to the community for the purpose of exploring spiritual development, contemplative thought, meditation, prayer and other activities that quiet the mind and nourish the soul. With a high ceiling, large windows, comfortable seating and fireplace, the room has an atmosphere of peaceful resonance, where community members may choose to conduct and attend services, meditate and seek comfort and sanctuary in times of crisis. The room is neither a chapel, nor is it “just another meeting room.” This nonsectarian, nondenominational room is reserved for the expression and exploration of various spiritual perspectives. To reserve this room, please contact the Office of Community and Residence Life at CommunityLife@pmc.edu.

ROOM RESERVATION POLICY
To reserve the Presidents’ Dining Room, call the Special Events Office at (617) 731-7640. To reserve space in the Campus Center (with the exception of the Presidents’ Dining Room, STC 101, and STC 102), the Meditation Room, Student Life Conference Room, and space in the Residence Halls including any of the Commons please contact the Director of Community and Residence Life at CommunityLife@pmc.edu.

ADDITIONAL CAMPUS CENTERS

ENGLISH LANGUAGE INSTITUTE
Pine Manor College English Language Institute (ELI) offers coeducational English language classes for students who wish to improve their English Language proficiency for academic, professional, or personal purposes. English programs offered include: Intensive, Semi-Intensive, University Preparation, Professional Studies (which enables students to audit PMC courses and take English classes), and a
Summer Program which combines English study with on and off campus educational, social, and cultural activities and excursions. Grammar, Reading/Writing, Speaking/Listening, TOEFL preparation, and Pronunciation are subjects that are covered in the various programs. Weekly start dates with flexible duration from 2-50 weeks are offered. Please review our website at www.pmc.edu/eli for more details and student testimonials about the program. For more information, please contact pmc_eli@pmc.edu or call 617-731-7145.

LEARNING RESOURCE CENTER

The Brown Learning Resource Center (LRC) is an academic support center open to all students. Professional tutors offer individual tutoring in writing, mathematics, biology, reading, study skills and time management. Call for an appointment, or stop by the Center located in the Annenberg Communications Center, opposite the Library.

The LRC also provides guidance, academic skills assistance and test-taking and other academic accommodations for students with documented disabilities. Students with disabilities who wish academic accommodations must meet with the LRC Director. Students are advised that they must also submit appropriate documentation of their disability from a certified professional to the LRC Director to support their request for academic accommodations.

LIBRARY

The Annenberg Library offers a comfortable and inviting environment for study and research. Open 75 hours per week during the regular academic year, library facilities include: The Learning Commons; the Class of 1912/Rauch Instructional Materials Room, containing curriculum materials and instructional aids in support of teacher certification; the Moncrief Special Collections Room; group study and conference rooms; and a 24 hour study space.

The Library currently holds over 65,000 volumes, and subscribes to a wide array of journals and periodicals in a variety of formats, including print, microform and electronic full text. The Library’s extensive collection of print and electronic sources fully supports the curriculum of Pine Manor College. Electronic resources include LexisNexis Academic, Ebscohost, CountryWatch, Gale Info-trac and many others. The Reference staff provides both individual and group instruction to assist students with both their assignments and the development of good research and study skills. Librarians work closely with Faculty to develop innovative instructional programs that support of classroom activities. Reference librarians are always available to provide assistance in the use of Library resources.

The Learning Commons is the center for information discovery, teaching and learning. Located in the Library Loft, the LC consists of approximately thirteen personal computers providing access to the Internet, the online library catalog, electronic databases, image editing tools, e-mail, and office productivity software such as Microsoft Word, Excel and Powerpoint. It is staffed by the Information Literacy Librarian who is skilled in answering both research and software instruction questions. The website for the Learning Commons can be found on the Library web page.

The Library is a member of the Minuteman Library Network (MLN), a consortium of 35 public and 7 college libraries. Pine Manor ID card holders enjoy borrowing privileges at each MLN institution. MLN membership provides the Pine Manor community with access to a wide range of resources. The shared web-based catalog offers an easy interface for finding current information on the location of over 6 million items, including books, periodical, and audiovisual materials. Materials borrowed from other MLN libraries are delivered to Annenberg on a daily basis and may be picked up at the Library’s Circulation Desk.

The Library is also a member of OCLC, an international network of libraries though which it is possible to request materials not held by MLN. Requests to borrow materials may be placed via Annenberg Library’s Interlibrary Loan office.

The Annenberg Library and Communications Center also houses the Hess Art Gallery, the Brown Learning Resource Center, WPMC (a student-run radio station), a video studio, and the Kresge Lecture Hall. Please contact the Library at (617) 731-7081 for more information about any Library service, or visit the Library webpage at http://pmc.edu/library

STUDY ABROAD AND OFF-CAMPUS

Pine Manor College encourages students to expand their education by spending a year, a semester, or a summer in an off-campus or study abroad experience. Study abroad provides students with cultural enrichment, personal development, and intellectual challenge. Students may enroll directly in a foreign university or in American college.

Pine Manor College, along with 70 other colleges and universities, participates in the Washington Semester Program at American University. This program offers intensive experience through course work, seminars, research projects and internships with committees, agencies and interest groups in Washington, DC. Students concentrate in one of the following areas: Foreign Policy, Journalism, Economic Policy, Justice, Arts and Humanities, American Studies, Art and Architecture, and American National Government and Politics. Students interested in off-campus or study abroad should contact the Career Services & Experiential Learning Center (617) 731-7154 for further information.
REGISTRAR
The Office of the Registrar is responsible for registration and records. Information about course offerings, schedules, adding and dropping courses, final exams, grades, transcripts, transfer credit, addresses, leaves of absence and withdrawals is located here. Students anticipating graduation must inform this office at least two semesters prior to graduation in order to receive a degree audit. The Registrar certifies that students have completed degree requirements.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
In accordance with Section 504 of the Rehabilitation Act of 1973, PMC is committed to providing reasonable accommodations to students with documented disabilities. Students with disabilities who wish to request academic accommodations must meet with the Director of the Learning Resource Center. Students are advised that they must also submit appropriate documentation of their disability from a certified professional to request academic accommodations. New students seeking accommodations should meet with the Director of the Learning Resource Center during the Orientation period. Continuing students should consult with the Director at the beginning of each semester to determine the appropriate accommodations for that semester.

COLLEGE CLOSING, CLASS CANCELLATION OR DELAYED OPENINGS
When weather conditions lead to class cancellation or delayed openings, announcements will be made on WBZ Radio 1030 AM and Channel 4, WBZ-TV. The decision to cancel classes for the day will be made early enough to be on the 7:00 am news. This decision is reached by the Vice President for Finance and Administration, upon consultation with other key administrators. Students should not contact the administration nor assume classes are canceled in advance of the official announcement.

ACADEMIC CATALOG
The Academic Catalog is an important resource describing programs of study and related academic policies and procedures. All students are responsible for knowing the information contained in the catalog, including applicable dates, regulations and policies. The catalog is distributed to all students by the Registrar’s Office and is available online.

COMPUTER CODE OF ETHICS
The Computer Code of Ethics frames ethical and responsible use of Pine Manor College’s technology resources including computers, campus network, e-mail and information services, and connections to the Internet from College-owned or student-owned computers. In defining proper use of our technology resources, the code protects both the individual user and the College from legal actions and associated liabilities. The cooperation and full participation of all members of the PMC community is required to maintain the openness and flexibility in computing, which is part of the Pine Manor College educational experience. It is essential that all community members understand and abide by these guidelines. Individuals who violate these guidelines may be referred to the College’s disciplinary process and subject to possible civil or criminal liability. In addition, violations may result in suspension of network privileges.

These principles comprise the Pine Manor College Computer Policy and Code of Ethics:
1. Most computer software and other intellectual property are protected by copyrights and/or patents. As such, these products may not be downloaded, duplicated, shared or distributed without the express permission of the manufacturer, distributor, or artist. It is illegal to download, share or make copies without permission. Just as the College pays for the rights to all software used on College-owned machines and music broadcast via WPMC radio, it expects users to purchase software and music for their personal use. Failure to do so can expose both users and the College to legal actions by the owner of the rights to the software or content in use.
2. Computer viruses and similar programs deliberately degrade system or network performance and capabilities, and destroy or misuse data, software and hardware. The intentional introduction of these types of programs into the PMC computing environment is an act of vandalism and is a violation of the law. Members of the community must guard against such acts and immediately report any knowledge of them to College authorities.
3. Security or similar “hacking” software or hardware tools can allow unauthorized, illegal access to resources, degrade system or network performance and capabilities, and destroy or misuse data, software and hardware. The installation or use of such tools on College-owned or student-owned computers, or the introduction of such tools or activities into the College network or across it to the Internet is not allowed. Members of the community must immediately report such activities to College authorities. Those engaging in these activities will be subjected to the College’s disciplinary process and subject possible civil or criminal liability.
4. As an academic community, Pine Manor thrives on the free and open exchange of information. Members of the Pine Manor com-
munity must consider others when employing telephone or computer technology and guard against language, statements, images or sound files that might be viewed as obscene or offensive to those with whom they wish to communicate. Violation of this guideline may result in loss of network privileges.

5. The computer facilities and services at Pine Manor College are to be used by students, faculty and staff in pursuit of the College’s educational mission. They are not to be used for commercial and non-Pine Manor-related activities without express permission.

6. It is the obligation of users of the College’s computing facilities to protect those information resources and assets that are their direct responsibility. This means respecting the privacy of other users and protecting one’s own privacy. Security passwords, files and computer output are all considered private property and may not be copied or inspected by any other user without the express permission of their creator/owner. In addition, any unapproved access to or alteration of official College records (e.g., transcripts) is forbidden.

Users may be held responsible if a computer system violation takes place using their password or computer.

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (frequently referred to as FERPA or the Buckley Amendment) is a federal law that requires the College to maintain the confidentiality of student educational records and is intended to be a safeguard against unauthorized release of information contained in student education records. This act applies to all enrolled students, former students and alumnae. It does not apply to students seeking admission.

Under the provisions of the act, it is the right of the student to inspect and to review without charge her educational records. Educational records are defined as records regarding a student that are maintained by the College. Not included in this definition are:

- Confidential letters of recommendation written before January 1, 1975.
- Campus safety records.
- Financial records submitted to the College by the parent(s) of a student.
- Those parts of education records that reveal confidential information about another student.
- Records created by a member of the faculty or an academic or administrative official of the College for his/her private use.
- Records to which a student has waived her right to access.
- Alumnae records compiled from information after the student has graduated.

Records for each student are maintained in the Registrar’s office located in the Ferry Administration Building. The records in the Registrar’s office include applications, transcripts, transfer credit evaluations, correspondence, grade reports, forms completed by the student, etc.

To inspect or review her records, a student must submit a written request to the Registrar’s office. The request will be honored within 45 days of receipt. If requested, copies of a student’s record are available to the student for a fee to cover the cost of duplicating. The College has the right to deny a student a copy of the following records:

- An original transcript for any student for which a financial “hold” exists (a “hold” is imposed if the student fails to pay term bills, fees or fines).
- A copy of an original transcript from another institution.

Within the PMC community, academic and administrative officials, including personnel of the Registrar’s office, are permitted access to student educational records. It is the responsibility of the Registrar’s office to keep a log that verifies the name of each person other than academic and administrative officials who have viewed the record, the reason and the date of access. Students have the right to see this log.

A student’s records are not accessible to parties outside the College without written authorization from the student. Exceptions include:

- Officials of institutions to which students seek to enroll or have enrolled.
- Persons or organizations providing students financial aid.
- Accrediting agencies carrying out their accreditation function.
- Parents of students who declare the student a “dependent for federal income tax purposes.”
- Persons acting in compliance with a judicial order.
- Persons acting in an emergency in order to protect the health or safety of students or other persons.
- Federal and state educational officials acting pursuant to their official duties.
• Organizations conducting educational testing research.
• Alleged victims of any crimes of violence who seek from the College the results of any disciplinary proceedings conducted by the College against the alleged perpetrators of such crimes with respect to such crimes.

Upon request, a student has the right to receive an interpretation of her education records from the Registrar’s office. A student who believes that her educational records contain information that is inaccurate or misleading or otherwise violates the privacy or other rights may contest the information in question by submitting a written request to the Registrar. If the correction or clarification is not made, the student has the right to a hearing before the Dean of the College. The student also has the right to place in her records a statement disputing or clarifying the records.

A student has the right to waive her right of confidentiality and any and all restrictions on access to her education records. The College may request a student to waive her right to access to her education records, but the student may not be required to do so.

Under FERPA, the College may publish a student’s Directory Information, which may include name, name of parent(s)/guardian(s), telephone number, dates of attendance, degrees earned, dates of degrees, awards/honors/scholarships, major, sports and activities, height and weight of members of athletic teams, adviser, concentrations, and computer user name.

The College may disclose any of those items without prior written consent unless notified in writing to the contrary. Students wishing to withhold the disclosure of any aspects of the “Directory Information” must file a “Request to Prevent Disclosure of Directory Information” form with the Registrar’s office.

If the College should fail to comply with any of the requirements of the Family Educational Rights and Privacy Act or the regulations there under, the student may submit a written complaint to the Family Policy and Regulations Office, U.S. Department of Education, Washington, DC 20202.

http://www.pmc.edu/Websites/pmc/Files/Content/526883/ferpa_waiver.pdf

LEAVE AND WITHDRAWAL POLICIES

LEAVE OF ABSENCE
A student in good academic standing may take a leave of absence from the College for a maximum of two consecutive semesters by completing a leave of absence form available in the Registrar’s Office. All leaves of absence must be approved in advance by the appropriate College offices. Students taking a leave of absence, who have received long-term loans, must consult their local lender for information about repayment obligations. Students receiving financial aid through Pine Manor College must consult the Office of Financial Aid (see Financial Aid). Students who have been on a leave of absence wishing to return to the College must write a letter of request to the Registrar’s Office, and must be in good financial standing in order to be re-admitted to the College.

Students are reminded that PMC grants and scholarships may be applied only to study at the College. These funds cannot be used for study abroad, study in Washington, DC, study at any other college in the U.S., or in any off-campus program. International students must consult the Director of International Student Affairs about visa status and eligibility for the I-20 during a leave of absence.

Each student is responsible for obtaining the advance approval of the Registrar to receive credit for courses taken while on leave. The student is also responsible for discussing these courses with her faculty advisor to determine whether these courses will apply toward their degree.

A student who wishes to retain her status as a matriculated student, but who does not take any courses during a semester, must pay a continuous registration fee of $100. This fee entitles her to access the library and computer resources of the College during her leave of absence and ensures she will receive all registration materials and information for the following term. When she returns to the College, $50 will be credited to her next tuition bill.

WITHDRAWAL FROM THE COLLEGE
Students who wish to withdraw from the College must schedule an exit interview with a designated College official. Information regarding the withdrawal process is available in the Registrar’s office.

A student who withdraws voluntarily from the College may apply in writing to the Registrar for re-admission. A student who has withdrawn for medical and/or psychological reasons will not be considered for re-admission until a letter from her physician and/or psychiatrist is received by the Office of Student Life. Students who withdraw due to academic suspension must apply to the Academic Review Board for re-admission.

Students who are accepted for re-admission and return to the College after an absence of more than one calendar year must follow the major requirements of the Catalog of the year of reentry.
COMMONWEALTH OF MASSACHUSETTS JURY SERVICE

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, “Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the time and, therefore, eligible to serve as a juror in Massachusetts.”

It is not unusual for students residing in Middlesex County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community.

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Students may be required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please consult the Student’s Guide to Jury Duty brochure or contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner’s website at www.massjury.com.

ADMINISTRATIVE DEPARTMENTS

ADMISSIONS

The Admissions staff facilitates the enrollment of new students to Pine Manor College. PMC students are invited to assist the Admissions Office in attracting new students to the College by referring friends and relatives or by participating in Admissions activities, including our Ambassador program. Please see our Campus Visits coordinators for more information.

ALUMNAE RELATIONS

The Alumnae Relations Office’s purpose is to maintain strong connections and facilitate communication between the College and its diverse community of more than 10,000 alumnae. Alumnae Relations begins building relationships with current students through programs and events that bring together alumnae and students. The office coordinates events nationally, as well as on-campus events such as class reunions, and manages a network of alumnae volunteers. The office works closely with Admissions to involve alumnae in recruiting new students from around the country to Pine Manor, and with Career Services to offer current students alumnae advice and guidance on career options as well as post-graduate educational opportunities. Alumnae Relations also provides news and story ideas for Pine Manor’s alumnae magazine, the Bulletin, as well as for the College’s Web site. Development and Alumnae Relations coordinate many of their activities to encourage financial support from all former PMC students as well.

FINANCE AND ADMINISTRATION

The primary function of the Office of Finance and Administration, under the direction of the Vice President Finance, Business and Facilities is to oversee and maintain the financial and administrative functions of the College. This office, in a supportive role, provides relevant and pertinent financial information and includes the Finance and Accounting Department managed by the College Controller, and the Student Accounts Department, and the Accounts Payable and Purchasing Departments. The Student Accounts Department, in the person of the College Bursar, is responsible for the preparation of all student billings, including student tuition, housing and fees. The Purchasing Department, in the person of the Business Manager, is responsible for the procurement of all goods and services rendered at the College.

DEVELOPMENT: ANNUAL GIVING AND MAJOR GIFTS PROGRAM

The Development Office is responsible for planning, coordinating and executing the College’s fundraising programs. Through the Annual Giving Program, alumnae, trustees, parents, faculty, staff and other friends contribute gifts that support the College’s operating costs and supplement the costs of a Pine Manor education that are not fully covered by tuition. Students are invited to participate in Annual Giving activities such as phonathons, and the senior class traditionally presents a class gift to the College at Commencement.
The College also conducts Major Gifts and Planned Giving Programs to secure bequests and to raise large gifts and foundation grants for financial aid, academic programs, student life, athletics, the arts, the library, and special building projects.

**HOUSEKEEPING SERVICES**

The College contracts with an independent outside firm to provide housekeeping services and this company is responsible for the interior cleaning of campus facilities, including cleaning floors (except in resident rooms), removal of trash and recycling from appropriate receptacles, and cleaning bathrooms (except in resident rooms). The company makes every effort possible to assign the responsibility of cleaning resident bathroom areas to women on its staff during the academic year. Both men and women on staff are responsible for cleaning services for common areas in the residence halls. All inquiries related to such services should be directed to Community Advisors if they relate to halls or villages and to the Office of Community and Residence Life; or for emergency maintenance service, to the Business Manager in the Office of Finance and Administration.

**FINANCIAL AID**

The Financial Aid Office provides support and guidance to PMC students and their families to determine their individual financial aid eligibility. More than ninety percent of PMC students receive financial aid. A process called verification is sometimes required by the federal government. This means that for these students randomly selected, the government requires additional information before making funds available. We encourage families to read all information received from this office carefully, and follow through by submitting all required documents. We offer and encourage financial counseling to help students and their families in determining their best individual payment option. Although the financial aid office has an open door policy, there are certain times during the academic year that it is recommended you set up an appointment with a financial aid administrator. Special workshops such as how to apply for special scholarships are offered and are strongly recommended that students attend.

**GROUNDS**

The Grounds Department handles the maintenance of all exterior campus facilities. Resident students should see their Community Advisor regarding issues of hall or village grounds. Students should direct other grounds-related issues to the Office of Community and Residence Life and/or the Business Manager in the Office of Finance and Administration.

**HUMAN RESOURCES**

The Human Resources Office plans and coordinates programs and policies related to the College’s employees. Responsibilities include maintaining personnel files and employment records, providing leadership in recruiting and retention, wage and salary programs, employee relations, performance evaluations, staff benefits and ensuring compliance with all federal and state laws and regulations relating to Human Resources. Job opportunities can be found on the Pine Manor College Web site and are posted throughout the Ferry Administration Building.

**INSTITUTIONAL TECHNOLOGY**

The Office of Institutional Technology (IT) serves the computing, classroom presentation and special events media needs of the Pine Manor College community. The Office supports several functional areas, including administrative and academic computing, classroom and computer labs, and technical training. A brochure outlining IT services is available in the Information Commons.

**MAINTENANCE**

The Maintenance Office handles the interior repair of campus facilities. If you are a residential student and have a request for house or Commons maintenance, see your Community Advisor. All other student requests or concerns regarding maintenance issues should be directed to the Office of Community and Residence Life; or, for emergency maintenance service, to the Business Manager in the Office of Finance and Administration.
MEDIA RELATIONS AND PUBLICATIONS
This office serves as the information source for PMC’s external communications through major publications, such as the alumnae magazine, the Bulletin, the College view book and the College’s Academic Catalog. The office disseminates press releases on PMC events and initiatives to the media, and produces brochures, reports and advertisements for the College. The office also hires photographers for special campus events and provides graphic design support, including the College Web Site, for the campus community.

PRESIDENT’S OFFICE
The President of the College, through her leadership with the community, is directly responsible for advancing the mission and goals of the College, the direction and coordination of all aspects of planning for the College, the formation and implementation of College-wide policies, and encouragement of communication among all College constituencies. The President’s Office is supported by the Executive Vice President for Planning and Operations and the Administrative Assistant to the President. The President is also supported by the Board of Trustees, a legal entity of volunteer members with responsibilities for the governance of the College as a corporation. Together, the President and the Board of Trustees work to define the College’s mission, establish long-range plans and ensure strong academic and curricular programs, as well as sound financial management.

SPECIAL EVENTS AND CONFERENCES
The Special Events Office is responsible for booking all outside events held on College property, including weddings, bar/bat mitzvahs, special occasion parties and barbeques. The office is also responsible for reserving rooms for College events and meetings. All rooms are covered in this system except those in the Campus Center (which are handled by the Office of Community and Residence Life). The Presidents’ Dining Room, located in the Campus Center is covered by Special Events.