



*2018-2019
Student Calendar
& Handbook*

*New England
Conservatory of Music*

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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ACADEMIC CALENDAR

FALL 2018

Saturday, August 25	Residence Hall opens for all new students
Sunday, August 26	Orientation begins for all new students
Tuesday, August 28-	Master's Music Theory Competency Examination
Wednesday, August 29	
Friday, August 31	Registration for new students
Sunday, September 2	Residence Hall opens for returning students
Monday, September 3	Labor Day (holiday)
Tuesday, September 4	<i>First day of instruction at Tufts University</i> Special Student applications
Wednesday, September 5	Convocation First day of fall term instruction at NEC
Wednesday, September 5 - Friday, September 14	Time period to add or drop courses
Monday, September 17	First day to withdraw from courses
Monday, October 1 - Tuesday, November 20	Academic Advising & Registration for Spring 2019
Monday, October 8	Columbus Day (holiday)
Tuesday, November 20	Intent to graduate deadline for December 2018 graduates Last day to withdraw from courses
Wednesday, November 21 - Sunday, November 25	Thanksgiving Holiday
Monday, December 10	<i>Last day of instruction at Tufts University</i>
Friday, December 14	Last day of instruction at NEC
Monday, December 17 - Wednesday, December 19	Examination Period
Thursday, December 20	Residence Hall closes (12:00 Noon)



SPRING 2019

Saturday, January 12

Residence Hall opens (12:00 Noon)

Monday, January 14

First day of spring term instruction at NEC

Orientation for new students

Special student application

Master's Music Theory Competency Examination

Time period to add or drop courses

Monday, January 14 -

Tuesday, January 22

First day of instruction at Tufts University

Wednesday, January 16

Monday, January 21

Martin Luther King Day (holiday)

Monday, January 28

First day to withdraw from courses

Friday, February 15-

Tuesday, February 19

President's Day Recess

(no classes held Friday -Tuesday)

Friday, February 22

Intent to graduate deadline for May 2019 graduates

Saturday, March 16 -

Sunday, March 24

NEC and Tufts Spring Vacation

Monday, March 25 -

Wednesday, May 1

Academic Advising and Registration for Fall 2019

Wednesday, April 3

Alternate Class Day: Follow Monday Schedule

Thursday, April 18*

Possible Alternate Snow Day Schedule (only if needed)*

Friday, April 19

Last day to withdraw from courses

Monday, April 29

Last day of instruction at Tufts University

Thursday, May 2

Last day of instruction at NEC

Monday, May 6 -

Wednesday, May 8

Final Examination period

Thursday, May 9 -

Sunday, May 12

Pre-promotional period

Monday, May 13 -

Friday, May 17

Promotional evaluations

Saturday, May 18

Commencement concert

Sunday, May 19

NEC and Tufts Commencement

Monday, May 20

Residence Hall Closes (12:00 Noon)

Monday, May 27

Memorial Day (holiday)

*** Possible Snow Day replacement schedule; to be determined before March 15, 2019.**



NEC ADMINISTRATION AND STUDENT SERVICES

ADMISSIONS AND FINANCIAL AID – 617-585-1101

Dean of Admissions and Financial Aid: Alex Powell

Associate Dean for Financial Aid: Lauren Urbanek

Associate Director of Admissions: Nick Gleason

Assistant Director of Admissions: Maya Jacobs

Assistant Director of Financial Aid: Maria Currie

Admissions Counselor: Zach Schwartz

Financial Aid Counselor: Emily Cox

Campus Visit Coordinator: Julia Ferragamo

Admissions and Financial Aid work to help all NEC degree and diploma students from initial interest in the school on through application, admission, enrollment, graduation, and beyond. Admissions staff are responsible for managing the recruitment, application, and audition processes. Financial Aid is committed to providing students with information needed to make informed decisions about financing an NEC education. In addition to coordinating all scholarship and loan awards, Financial Aid oversees on-campus student employment programs.

AUDIO/VISUAL – 617-585-1275

Director: Lisa Nigris

The Audio/Visual Services department records and/or provides sound reinforcement for most NEC events. These recordings are stored for archival purposes in Firestone Library. AVS is also responsible for audio and video equipment used in classrooms and concert halls. Students may contract the AVS department to record recitals or studio sessions (audio only); provide sound reinforcement for recitals, or, under limited circumstances, to duplicate NEC concerts in our archives.

BUILDING OPERATIONS– 617-585-1180

Director of Facilities and Operations: Chris Hayden

Assistant Director of Facilities and Operations: David Vaz

Building Operations is responsible for property management, construction, and the upkeep, maintenance and management of NEC's buildings and grounds and other outsourced services. Work orders can be submitted through the NEC website. Building Operations is also where students obtain **Studio Keys and IDs (Penguin Passes)** and is located on the first floor of the 33 Gainsborough building.

BUSINESS OFFICE – 617-585-1221

Controller: Kristina Martin

Assistant Controller: Hojae Lee

College Receivable Accountant: Maria Montiel

The Business Office supervises all payroll payment activities, including payment of refund checks. Students should direct all billing questions to this office.

CHAMBER MUSIC OFFICE – 617-585-1343

Chair: Merry Peckham

Program Administrator: Elizabeth Van Voorhis

The Chamber Music Office responds to issues, questions or inquiries about Chamber Music, supervises policy, and coordinates chamber music auditions, performance classes, master classes and recitals.

CHORUS OFFICE – 617-585-1340

Administrator: Sally Millar

The Chorus Office responds to issues, questions, or inquiries about NEC college-level choral ensembles; supervises attendance; maintains the Chorus Library; and coordinates chorus and soloist auditions.

COMMUNITY PERFORMANCES AND PARTNERSHIPS – 617-585-1243

Director: Tanya Maggi

The Community Performances and Partnerships Program at New England Conservatory offers students the opportunity to perform and teach at over 125 partnering organizations throughout the greater Boston community, including schools, community centers, senior facilities, hospitals, museums, historic landmarks, and other cultural institutions. The program is designed to provide undergraduate and graduate students with community engagement skills that are integral to a career in music in the 21st century, and training is provided through workshops, master classes with guest educators, and on-going feedback and evaluation of all programs. The program is open to individual students and ensembles in all disciplines, and performances and teaching visits take place throughout the school year. Students can volunteer to participate at any time, and those who are interested in a more intensive experience may apply for a variety of paid Community Performances and Partnerships Program Fellowships. To learn more, contact us or visit www.necmusic.edu/cppp.

COMPUTER LAB – 617-585-1360

Computer Lab Supervisor: Emily Morrissette

The Student Computer Lab at NEC is managed by the Information Technology Services department and employs friendly and helpful student workers to assist with everyday troubleshooting and technical support. The Lab is open the full academic year and offers general services such as internet access, printing, scanning, and audio and video editing. The Lab's PC and Apple computers offer many the most frequently used software titles; i.e. the Microsoft Office suite, Finale, Sibelius, etc. and are available on a first come, first served basis. Room hours are posted in the hallway outside the Lab. Students are responsible for saving all files to external media/storage devices as unclaimed files are deleted during regularly scheduled maintenance.

CONCERT HALLS – 617-585-1268

Director of Concerts and Events: Bob Winters

Scheduling Manager: Corinne King

Concert Halls oversees scheduling and use of all NEC hall space for rehearsals, recitals, concerts, and special events. The Scheduling Manager sets dates and assigns halls for student recitals and concerts. Please visit the Concert Halls office to set up recital dates. Fall semester recitals required for graduation may be scheduled starting in the spring of the previous academic year and continue through mid-semester. Spring semester required recitals will be booked during the Fall semester. Recital scheduling date and procedure announcements will be sent out via NEC email. Students must have a copy of their registration in hand to book a required recital. Programs for required recitals only are prepared by Sally Millar (Chorus Office).

COLLEGIATE PRESS & MAILROOM CENTER – 617-585-1195

Manager: Karl Schwendenman

The Copy & Mailroom Center is responsible for providing copy/print services, office supplies, and mailroom services to the NEC Community. The Center can also be used to obtain copyright clearances, on-campus student mailboxes, and copy access codes. Located at 295 Huntington Avenue – Room 207; Location change to be announced.

COUNSELING CENTER – 617-585-1398

Director: Squire T. Paige, LMHC

The Center offers counseling support and assistance to students on a walk-in, continuing, or emergency basis. The Counseling Center provides confidential advice and discussion for students who wish to address compelling personal issues in their lives. (See Health Services for more information.)

DINING HALL: THE GREEN ROOM CAFÉ – 617-585-1289

Located on the first floor of the SLPC building, The Green Room Café offers Starbucks Freshly Brewed Coffee, a selection of hot entrees, soups, and sandwiches, a full salad bar, delicious pastries and plenty of snacks to fulfill your cravings throughout the day. The dining hall also houses a Convenience Area where students can purchase bottled soda, chips, ice cream, toiletries, and household items. All residents participate in the NEC meal plan. Each resident receives a pre-determined amount of dining points for each semester. To purchase items from dining hall, residents present their student ID which contains a barcode that is linked to their declining balance. Each time a purchase is made, the total is deducted from the balance. Meal plan balances carry over from the fall semester, into the spring semester, however, at the end of the academic year all remaining dining dollars are void. Commuter students, faculty and staff may also dine at The Green Room Café and pay with cash, credit, or Cold Cash, which works just like the resident meal plans and may be purchased separately. The Green Room Café has an extensive catering program for student meetings, recitals and other functions. To learn more or to purchase Cold Cash please visit the NEC website.

ENTREPRENEURIAL MUSICIANSHIP DEPARTMENT – 617-585-1108

Director, Entrepreneurial Musicianship: TBD

Assistant Director, Entrepreneurial Musicianship: Anna-Christina “Annie” Phillips

Program Manager, Entrepreneurial Musicianship: Andrew “Drew” Worden

The Entrepreneurial Musicianship Department teaches valuable skills needed to build a life in music, and provides opportunities to use these skills. EM sponsors a variety of extra-learning opportunities throughout the school year via workshops and performance-based activities; facilitates the Entrepreneurial Grants and Entrepreneurial Advising initiatives; matches students with organizations for a variety of internship and fellowship experiences; assists with applications for scholarships, grants, competitions, teaching, and job listings; and schedules on-campus auditions for summer festivals. The Department offers a library of continually growing information (both in print and online), and provides on-on-one advising with EM staff and connections to our network of 150+ Entrepreneurial Advisors.

EM MUSIC REFERRAL SERVICE – 617-585-1170

Program Manager, Entrepreneurial Musicianship: Andrew “Drew” Worden

The EM Music Referral Service provides NEC students with access to opportunities in music, both for professional development and financial assistance. The MRS has also integrated its performance opportunity listings with Bridge, the online database of over 3200+ opportunities in music (available 24/7 at necmusic.edu/Bridge). The MRS receives over 1000 requests for musicians each year, offering a great way to make money and gain valuable experience as an active gigging musician. All current NEC students are eligible to use this service; to accept paid opportunities referred through the MRS, conservatory students must register at the MRS Office, which is open from 9am to 5pm, in Room 226, St. Botolph. Managed by the EM Program Manager, the MRS office also has year-round work study employment opportunities for current students. The MRS takes no commission for referrals.

FINANCE OFFICE – 617-585-1209

Chief Financial Officer: TBA

HEALTH AND COUNSELING CENTER – 617-585-1284

FAX: 617-585-1208

Medical Director: Eileen Reale, MD

Director Health Services/Nurse Practitioner: Leah McKinnon-Howe, DNP, ANP-BC

Psychiatrist: Fernando Rodriguez-Villa, MD

Nurse Practitioner: Lisa H. Howe, MS, ANP-BC

Nurse Practitioner: Kristin Cahill, MS, FNP-BC

Office Coordinator: Monica Powtak, BA

NEC Health and Counseling Services is staffed by physicians and advanced practice nurse practitioners who provide primary care and urgent medical services on the NEC campus. All full-time students are required to enroll and pay the associated fee. The Center is located at 241 St. Botolph Street, Room 112.

INFORMATION TECHNOLOGY SERVICES – 617-585-1235

Director: Charles Membrino

Manager: Jenna Spears

Email: itshelp@necmusic.edu

The Information Technology Services department provides leadership, management, and delivery of technology services in support of the Conservatory's academic and administrative goals. The department works to keep NEC's technology current, secure and reliable while seeking ways to improve efficiency. The department manages the Conservatory's internal telephone and data infrastructure; Internet service; the campus web portal; data center; databases; wired and wireless (WIFI) services; user access and provides Help Desk support services to all academic and administrative departments.

INSTITUTIONAL ADVANCEMENT – 617-585-1155

Vice President of Institutional Advancement: Kathleen Kelly

Director of Advancement (Board Relations and Engagement): Shannon Cuff

Director of Advancement Operations: Kelly Gallagher

Director of Individual Giving: Allison Boehret

Institutional Advancement is responsible for all fundraising for New England Conservatory, including the College, the Preparatory School, and the School of Continuing Education. All fundraising activity for NEC initiatives must go through Institutional Advancement. These initiatives include the Annual Fund campaign, academic program-related fundraising, endowed scholarships, and special projects. Engagement focuses on involving all alumni, parents, and friends of NEC in the life of the Conservatory in order to build mutually beneficial relationships between these constituencies and NEC and to drive institutional sustainability.

INSTRUMENT LIBRARY – 617-585-1265

Instrument Librarian: Benjamin Honeycutt

The Instrument Library signs out school instruments to performing organizations and music education majors taking minor instrument classes. It is also responsible for the school's percussion equipment. If your instrument is being repaired and you need an instrument to practice on, contact this office.

LIBRARY – 617-585-1250

Director: Alan Karass

For detailed information about both libraries, consult the library webpage at <http://www.necmusic.edu/library>

The NEC Library contains 100,000 volumes of music and books and subscribes to over 300 journals, newsletters and newspapers, many available online in full-text. Electronic database subscriptions include Grove Music Online, Music Index, ProQuest Dissertations and Theses, RILM and the Boston Globe full-text since 1980. A number of audio and video streaming services are also available, including Kanopy, Medici.tv, and Naxos Video Library.

The Library's AV collection contains 80,000 recordings on CD, LP, DVD, DAT and VHS, and several thousand digitized audio files; playback equipment is available for all of these formats. The Library also subscribes to Naxos and DRAM streaming collections. Due to copyright law restrictions, duplicating of audio/visual materials is not permitted.

Performance Library – 617-585-1258

Performance Librarian: Ashton Bush

Instrumental parts for large ensembles are distributed through the Performance Library.

OFFICE OF THE PROVOST AND DEAN OF THE COLLEGE– 617-585-1305

Provost and Dean of the College: Tom Novak

College Administrative Manager: Ching Yeo

Dean of Academic Affairs & Administration: Alison Garner

Associate Dean for Artistic Administration: Hank Mou

Office Coordinator: Juliana Jordan

OFFICE OF STUDENT SERVICES - 617-585-1310

Dean of Students: Nick Tatar

Senior Associate Dean of Students: Rebecca Teeters

Assistant Dean of Campus Life: Ashlee Carter

Academic and International Advisor: Davey Harrison

Academic and International Advisor: Laura Messina

Academic Advisor and Chair of DMA Program: Tom Handel

Resident Director: Perry Doherty

Office Coordinator: TBA

The Dean's Office oversees students' academic programs, administers student services, and coordinates academic counseling, extra-curricular, and disciplinary matters. The Dean of Students oversees Health and Counseling Services, chairs the Academic Review committee, and participates in the Disciplinary Appellate Committee. The Associate Dean supervises the Academic and International Advisors. Both the Dean and the Associate Dean meet with students for advice on academic issues and to solve conflicts between teachers and fellow students. Academic Advisors provide academic counseling, plan programs of study, and maintain student registration and immigration records; they also work with students on registration, course changes, evaluation of transfer, maintaining visa status, and oversee international student advising and programming.

Registrar's Office – 617-585-1310

Registrar and Director of Institutional Research: Robert Winkley

Associate Registrar: Alexander Wolniak

The Registrar's Office is responsible for student academic and personal information and for keeping and sending out (on request) transcripts for students and alumni. Any verification of student status can be signed and sealed by this office.

ORCHESTRA OFFICE – 617-585-1338

Director Large Ensemble Administration: Margie Apfelbaum

The Orchestra Office responds to issues, questions, or inquiries about NEC Orchestras; administers attendance policy, including time-off requests; keeps records for instrumental ensembles; and coordinates ensemble auditions.

PREPARATORY SCHOOL – 617-585-1130

Associate Dean and Director: Rebecca Bogers

Director of Administration: Jos van der Linde

The Preparatory School provides training and performance opportunities for children and pre-college students through activities offered during the academic year as well as the summer months. During the academic year, NEC Prep classes, ensembles, and studio instruction occur primarily on Saturdays with additional activity on weekday afternoons and evenings.

PRESIDENT'S OFFICE – 617-585-1200

NEC is conducting a search for a new President. Our Interim President is Tom Novak, Provost and Dean of the College.

PUBLIC SAFETY DEPARTMENT – 617-599-9965 (24-HOURS EMERGENCY) 617-585-1187 (NON-EMERGENCY)

NEC's Public Safety Department maintains a daily crime log records, by the date the incident was reported to us, all crimes and other serious incidents that occur on campus, on or in a no campus building or property, on public property, or within the patrol jurisdiction of the NEC Public Safety Department. The daily crime log is open for public inspection at the NEC's Public Safety Office located in the SLPC.

Our process for maintain and making the Daily Crime log available complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. We reserve the right to exclude crime report information from the log if posting the information jeopardizes an on-going investigation, cause suspect to flee or evade detention or could result in the destruction of evidence relating to the crime.

RESIDENCE LIFE – 617-585-1294

Resident Director: Perry Doherty

Assistant Dean of Campus Life: Ashlee Carter

The NEC Residence Hall houses approximately 257 students in traditional double rooms, with a limited number of singles, and suites. Cafeteria meal service is located on the ground floor in the Green Room Café. Please see the Residence Life section for further information. The **Residence Life staff** is responsible for responding to the needs of the students living in the Residence Hall, offering educational and social programming and facilitating the personal development of residents. The **Student Housing and Activities Center (The SHAC)** is located on the first floor of the SLPC.

SCHOOL OF CONTINUING EDUCATION – 617-585-1130

Associate Dean: Julian Couture

The School of Continuing Education provides training and performance opportunities for adults, through activities offered during the academic year as well as the summer months. The School of Continuing Education offers professional certificate programs for musicians who are seeking additional specialized training, or amateurs who wish to explore their interests.

STUDENT ACTIVITIES – 617-585-1320

Assistant Dean of Campus Life: Ashlee Carter

Located on the first floor of the SLPC, the **Student Housing and Activities Center (The SHAC)** is responsible for operating student clubs and organizations, educational and social programming, and NEC's student newspaper, The Penguin. The SHAC also responds to general non-academic student interests and governs the usage of the Howard Student Lounge.

THE WRITING CENTER – 617-585-1322

SLPC Room 303 Email: writing@necmusic.edu

Director and Tutor: Suzanne Hegland 617-585-1313 suzanne.hegland@necmusic.edu

Tutor: Patrick Keppel 617-585-1322 patrick.keppel@necmusic.edu

Tutor: Tracy Strauss 617-585-1300 tracy.strauss@necmusic.edu

Tutor: Daphne Strassmann 617-585-1300 daphne.strassmann@necmusic.edu

The Writing Center offers free individual consultations to all members of the NEC community. In one-on-one sessions, students, faculty, or staff may discuss and work on any writing task, whether course- or career-related, at any stage of the writing process. The Writing Center is located in the Library of the SLPC in Room 310 and is staffed by professional writers and teachers of writing at NEC who are skilled in working with the needs of international students, as well as those with documented disability issues. Evening hours are staffed by trained graduate students. Appointments may be scheduled by dropping by the Center during posted hours, emailing the Center at writing@necmusic.edu or by contacting one of the tutors directly.



SAFETY AND WELLNESS

Safety: Please be cautious when traveling through the city of Boston. Travel as much as possible in groups, rather than alone; travel during the day, rather than at night. If you have to travel at night, keep to well-lit, busy streets; carry as little money as possible.

Security. The Conservatory has public safety officers stationed 7 days per week, 24 hours per day, at entrances to Jordan Hall and the Residence Hall, as well as during specific hours in the 241 St. Botolph Street building and the 33 Gainsborough Street building. These officers are required to grant access only to authorized people, including faculty, staff, students, and their guests. They are also required to ask all persons access any NEC building for proper, up-to-date NEC identification. We expect your polite cooperation.

Students who need safety and security assistance, whether to report a theft, to alert an officer to the presence of a suspicious person, or to seek emergency assistance, should find the main officer at the entrance of the Student Life and Performance Center or contact the public safety supervisor at 617-599-9965.

Public safety officers ask students and all persons entering NEC buildings for proper ID in order to provide protection for the NEC community. Students who fail to cooperate with ID requests from public safety officers face disciplinary action.

All visitors are required to sign in and leave a form of identification (driver's license, student ID, etc.) at the public safety desk. If the visitor is the guest of an NEC student, that student must be present when the visitor signs in to confirm that he/she is the student's guest.

FIRE PROTECTION:

In the event of a fire alarm or any other order that the premises be vacated, all persons, including students, faculty, and administration, must exit the premises immediately. This policy is to ensure the safety and wellbeing of all people in the event of an actual emergency. It is the Conservatory's policy to treat all alarms as if there is an actual emergency. Any student who fails to vacate the premises immediately shall be subject to disciplinary action.

NEC supports the promotion of fire safety awareness and protection. As such,

- Fire drills will be held periodically (in accordance with state regulations). Students failing to participate in a fire drill will face disciplinary action.
- Any student found tampering with fire equipment or blocking fire doors will face disciplinary action and may be fined.

Fire equipment should be used only during fire emergencies.

WEAPONS POLICY

Possession or use of any knives larger than 2.5 inches/6.0 centimeters (with the exception of knives that are intended to be used for the purpose of cooking or reed making), firearms, explosive agents (including fireworks), mace and/or pepper spray or any other items which are used, intended for use, or for use as a weapon is not permitted in any Conservatory building.

FIRE AND FIRE ALARM REGULATIONS

All persons including students, faculty, and administration must exit the premises immediately in the event of a fire alarm or any other order that the premises be vacated. This policy is based on the compelling need to ensure the safety and wellbeing of all people in the event of an actual emergency. Therefore, it is the Conservatory's policy to treat all alarms as if there is an actual emergency. Any student who fails to vacate the premises immediately may be subject to disciplinary action up to and including expulsion. When a fire alarm within any conservatory building sounds, students, faculty, and staff must leave the building immediately (see specific instructions for the residence hall under "safety and security" elsewhere in this handbook).

Tampering with fire extinguishers, emergency signs, fire protection equipment, or fire exits is a violation of both state and Conservatory regulations. Students who inflict malicious damage on equipment (including pull-boxes, hoses, smoke alarms, heat sensors, signs, or fire extinguishers) will be liable to fines and disciplinary action.

EMERGENCY PROTOCOLS

Communications: Emergency information is transmitted via NEC's Emergency Notification System (ENS) in multiple outlets: the NEC website, NEC email, NEC's social media channels (e.g., Facebook and Twitter), and text message. Please be sure to keep your contact information current at all times, and to check any or all of the sources listed above during an emergency.

Evacuation Procedures: If you are in an NEC building when an alarm goes off, please proceed to the nearest exit and evacuate to Northeastern University's Matthews Arena parking lot on St. Botolph Street. This location is to be used for all NEC campus buildings.

Lockdown Procedures: In the event of a power outage or catastrophic event, you are required to shelter in place and await further instructions. This directive applies to all NEC buildings, including the Residence Hall, dining commons, administrative offices, library, classrooms, rehearsal spaces, practice rooms and studios. Such action ensures your safety and the safety of others.

Medical and Psychiatric Emergencies: Report all medical and psychiatric emergencies occurring **ON-CAMPUS** to the closest public safety access station. (You may dial the last 4-digits if calling from an NEC phone).

Student Life and Performance Center: 617-585-1255

Jordan Hall: 617-585-1290

241 St. Botolph: 617-585-1241

33 Gainsborough St.: 617-585-1333

Report all medical and psychiatric emergencies occurring OFF-CAMPUS to local emergency services by dialing 911.

HEALTH AND COUNSELING CENTER

NEC's Health and Counseling Center, provides timely, comprehensive, and student centered care to full and part-time graduate and undergraduate students. We are here to help you optimize your physical and emotional health while you are studying at NEC. We encourage you to take advantage of the health services that we offer and to visit when you are ill, injured, stressed or experiencing a mental health issue. All full-time students are required to enroll in the Health and Counseling Center and pay the Health Center fee.. Medical Services are billed to the student's health insurance plan, without additional "out of pocket" fees at the time of the visit. Counseling services are offered to students at no charge.

Counseling Center

The Counseling Center is staffed by mental health professionals skilled at addressing a wide range of concerns including anxiety, depression, relationship dynamics, self-esteem issues and substance abuse. Scheduled and walk-in appointments are available throughout the academic year. Our staff psychiatrist is available for psychopharmacologic care and consultation. Call 617-585-1398 with any questions or to schedule an appointment.

Health Center

The Health Center staff is comprised of a board certified physician/medical director, and board certified advanced practice nurse practitioners, who provide a broad range of confidential primary and urgent care services on-site, including:

- Well care (routine physical examination, screening tests, immunizations)
- Evaluation and treatment of acute injuries and illnesses
- Evaluation and treatment of chronic illness
- Performance injury screening
- Student advocacy, including expedited referral and coordination of care with specialists and health care institutions

The Health & Counseling Staff are collectively familiar with the special needs of students and musicians and have complementary areas of expertise in internal medicine, college health, mind/body medicine and the stress response, musculoskeletal overuse injuries, vocal problems and performing arts medicine. Please call 617-585-1284 with any questions or to schedule an appointment.

All services provided at the Health & Counseling Center are strictly confidential.

Emergency and After Hours Care

Afterhours (evenings and weekends) care for non-life threatening health problems is available at a number of different urgent care centers in the area, which are posted on the health center website.

Emergency care is available at several major academic teaching hospitals within a 1-3 mile radius of NEC including Beth Israel Deaconess Medical Center, Brigham and Women's Hospital, Children's Hospital Boston, Boston Medical Center, Tufts Medical Center, and Massachusetts General Hospital.

Health Report

Prior to registration, all incoming U.S. and international resident students must:

- Complete and submit a Student Health Report that includes documentation of previous immunization history and/or proof of immunity against certain infectious diseases, as required by Massachusetts state law (*to be reviewed and signed by a healthcare provider*)
- Comply with college and state-mandated vaccinations
- Provide proof of health insurance

In addition to completing the paper version of the Student Health Report, students will be required to:

- register as a user on the NEC Student Health Portal with their NEC issued Student ID number
- upload the completed paper version of the form signed by a health care provider to the Student Health Portal

A \$150 fee will be charged for late or incomplete Student Health Report submissions. Please contact the Health Center at 617-585-1284 for more information.

Students under the age of 18, upon arrival to NEC, must have a parent or legal guardian complete and sign the Consent for Treatment Section found on the first page of the Student Health Report.

Health Insurance

The Commonwealth of Massachusetts requires all students to have insurance that covers hospitalization and specialists' care. All full time students will automatically be enrolled in NEC's Student Health Insurance Plan annually. NEC's plan, administered by Gallagher Insurance Agency, provides benefits for a 12-month period that meets or exceeds all requirements. Any student who demonstrates comparable insurance coverage may waive NEC's plan. For information about NEC's student health insurance plan, the on-line waiver process, and questions about insurance requirements, goes to www.gallagherstudent.com/NEC. NEC mails a full description of coverage to all students and will enroll all students who have not waived the school plan by August 11, 2018. For further information, students may contact the Business Office at 617-585-1221. Students who have paid the insurance premium and who take a leave of absence from NEC will be covered through the remainder of the coverage period (see Leave of Absence Policy).

AT RISK STUDENTS

An "at risk student" may be defined as any student who displays behaviors that may interfere with a student's ability to be successful at NEC. This can include a student who is a direct threat to themselves or to others, and includes, but is not limited to, a student with homicidal or suicidal thoughts or behaviors..

The New England Conservatory Health and Counseling Center follows federal and state guidelines to maintain the confidentiality of medical information. Under some circumstances it may become necessary for the NEC Administration and the Health and Counseling Center professional staff to share certain information on a "need to know basis only" when a student is found to be "at risk."

Procedure:

1. If a student is found to be "at risk" by a member of the NEC Health and Counseling Center professional staff, the Dean of Students, Associate Dean of Students or the Assistant Dean of Campus Life, the student will be informed regarding the concerns around their safety and wellbeing.
2. These concerns will be communicated to the appropriate members of the administrative team (NEC Health and Counseling Service professional staff, the Dean of Students, Associate Dean of Students or the Assistant Dean of Campus Life) so that an appropriate course of action can be determined. When determining the plan of action, the team will take into account the circumstances and needs of the student and the severity of the problem.
3. A student's "at risk" status will be communicated to the student in writing via email and/or in-person via a meeting with the Dean or Associate Dean of Students.
4. If a student is deemed "at risk", NEC has the right to notify parents when appropriate. This will be communicated with the student as well.
5. In certain circumstances, students may be placed on an Administrative Medical Leave of Absence.

BEHAVIORAL INTERVENTION TEAM (BIT)

The Behavioral Intervention Team (BIT) is an interdepartmental working group that receives and responds to concerns about individual students. The Team exists to support students and the wider Conservatory community. The Team receives, collects, assesses, and tracks “red flags” over time, to detect patterns, and when appropriate, act upon information regarding students of concern.

Any member of the Conservatory community may refer or relay information regarding a student of concern to the Team. The Team will develop an action plan based upon information available. The action plan may range from maintaining a confidential file to intervening with the student. The majority of plans connect a student with resources and assistance to address the concerning behavior with the goal of helping the student to succeed in their program at NEC.

The Behavioral Intervention Team includes:

Nick Tatar, Dean of Students and Chair

Squire T. Paige, Director of Counseling

Rebecca Teeters, Senior Associate Dean of Students

Ashlee Carter, Assistant Dean of Campus Life

Leah McKinnon-Howe, Director of Health Services

Perry Doherty, Resident Director

EMOTIONAL SUPPORT/ASSISTANCE ANIMAL POLICY

New England Conservatory’s Office of Student Services is responsible for coordinating the Conservatory’s compliance with Title III of the American’s with Disabilities Act (ADA) of 1990, as amended, and the Rehabilitation Act of 1973, as amended. The Americans with Disabilities Act prohibits discrimination on the basis of a disability. ADA compliance is an essential component of the Conservatory’s Policies on Equal Opportunity and Non-Discrimination in Employment and Equal Opportunity and Non-Discrimination in Education. New England Conservatory seeks to accommodate persons with disabilities through the Office of Student Services. As part of the Conservatory’s commitment to accommodate persons with disabilities, particularly persons who need the assistance of service animals, the Office of Student Services has developed the following guidelines to address service and assistance animal requests and usage on New England Conservatory’s campus.

Different provisions govern the use of “service animals” and “assistance or emotional support animals,” depending on the context in which the accommodation is needed. The term “service animal” and the guidelines outlined in more detail below are based upon the provisions outlined in the U.S. Department of Justice’s revised regulations for implementing the ADA for Title II and Title III (for State and Local Governments and Title III requirements for Places of Public Accommodation). These rules govern the availability of a “service animal” as an accommodation in public spaces on campus. For more details on DOJ’s guidance on service animals, please refer to: http://www.ada.gov/service_animals_2010.htm.

The term “assistance animal” (or Emotional Support Animal/ESA) and the guidelines are based upon the Fair Housing Act (“FHA”). These provisions apply only to students who live in the residence hall. In the context of housing, disabled persons may request a reasonable accommodation for assistance animals in addition to dogs, including emotional support animals under the Fair Housing Act or Section 504 of the Rehabilitation Act.

Definitions

Service Animals: The ADA defines service animals as “dogs that are individually trained to do work or perform tasks for people with disabilities.” According to ADA, to qualify as a Service Dog, the dog 1) must be specifically trained to perform certain tasks; natural dog behaviors do not qualify; 2) must mitigate the person’s disability; 3) must be needed by that specific handler. The law obligates state and local governments and any places that are open to the public to permit service animals to accompany people with disabilities anywhere members of the public are allowed to go.

Psychiatric Service Dogs: Psychiatric Service Dogs (PSDs) are dogs that have been trained to perform tasks that assist individuals with psychological disabilities to detect the onset of psychiatric episodes and lessen their effects. Tasks performed by PSDs may include reminding the handler to take prescribed medication, providing safety checks or room searches, turning on lights for persons with Post Traumatic Stress, interrupting self-mutilation by persons with dissociative identity disorders, and keeping disoriented individuals from danger.

Emotional Support Animals: Emotional Support Animals (ESAs), sometimes referred to as “comfort animals,” or “companion animals,” are animals whose presence alone has a positive effect on an individual with a disability. ESAs are not trained to perform a task or service. ESAs are not considered service animals under the ADA or Massachusetts law regarding service animals. This means ESAs are not permitted to go anywhere the public is allowed to go under the definition of “service animal.”

Responsibility of Persons with Service Dogs or Emotional Support/ Assistance Animals

1. The animal must never be on NEC’s campus without being attended and under the control of the handler with the exception of within the resident’s room in the residence hall. This means the animal must be on a leash or in a carrier or cage. The owner is liable for all actions of the animal and should be in total control and restraint of the animal at all times.
2. The owner must clean up all messes immediately. Any waste material, including litter, should be placed in a plastic bag and disposed of in an outside trash receptacle, such as the dumpster next to Jordan Hall. Indoor trashcans should not be used for this purpose.
3. The animal must be properly cared for and nourished.
4. The animal must not be unduly disruptive or pose an immediate threat to others. The Dean of Students, or her/his designee, shall be responsible for making such determinations about an animal’s conduct within the Residence Hall and on other Conservatory property. If a decision is made that an animal has been unduly disruptive or poses an immediate threat to others, the animal must be removed immediately. The owner may appeal the decision within 2 business days. The appeal shall be in writing and delivered, as appropriate, to the Provost, or her/his designee. A decision on the appeal will be made within three business days of receipt of the appeal and will be final.
5. In the event that the Dean of Students, or her/his designee, determines that an animal should be removed from campus, including the Residence Hall, for disruptive behavior, provided the decision is not based on the animal posing an immediate threat or being unduly disruptive (see 4 above), the owner shall be given written notice to remove the animal within 48 hours. The owner will have 24 hours to respond. The response, if any, will be reviewed and a final decision made within the initial 48 hour period. The decision of the Dean of Students, or her/his designee, shall be final.
6. All liability for the actions of the animal (bites, scratches, running away, etc.) are the responsibility of the owner. The Conservatory encourages owners to consider appropriate liability insurance.
7. The owner is responsible for taking all reasonable precautions to protect the property of the Conservatory and its residents.
8. If the owner takes vacation or has extended leave (more than 24 hours), the animal must be removed from the Residence Hall.
9. If the owner resides in the Residence Hall, the owner will notify the Resident Director if the animal escapes.
10. Necessary precautions should be made for Building Operations and other Conservatory personnel to enter the residence hall room when the owner is not present. The animal must be caged or crated, or removed from the room, during the time that personnel are in the room. The Conservatory is not liable if the animal escapes during one of these visits.
11. The owner of an approved animal in the residence hall will provide to both the Dean of Students and the Resident Director, the emergency contact information of an individual who will be on call to care for the animal in the event the owner is unable to care for the animal.
12. Owners of animals are solely responsible for any damage to Conservatory property caused by the animal. This shall include, after the owner vacates the premises, any cleaning outside that is routinely done for any room. Cleaning services outside those routinely performed may include, but are not limited to, steam cleaning of all carpets and drapes, and abatement for fleas or other pests and odors. If furniture requires replacing, that also shall be the responsibility of the owner. Any such fees will be posted to the owner’s individual student account and/or deducted from the student’s housing deposit.

For more information please see www.necmusic.edu/college-student-services.

RULES AND REGULATIONS

(For the most up to date information about these policies, please consult the NEC website)

STUDENT ID AND VISITOR POLICY

NEC Identification Cards: You MUST carry a valid NEC ID card at all times. You must present your NEC ID card to the guard at the front security station upon entering any NEC building. You are prohibited from lending your card to another person. Misuse of NEC ID cards will result in disciplinary action. Students who refuse to show a valid NEC ID card upon request by any member of the Conservatory staff or faculty, including security guards and student guards, are subject to disciplinary action.

ANTI-BULLYING POLICY

The state of Massachusetts defines bullying as “the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.” New England Conservatory will not tolerate bullying in any form. Students who believe they have been or are being bullied should report the incident to the Dean of Students or Associate Dean of Students.

RETALIATION

Retaliation for making good faith reports of student misconduct or for participating, cooperating, or being associated with an investigation or student conduct process, is prohibited. Anyone who believes he or she has been the target of prohibited retaliation should immediately contact the Dean of Students. Any person found to have engaged in prohibited retaliation shall be subject to disciplinary action.

UNLAWFUL DISCRIMINATION OR HARASSMENT

It is the policy of the Conservatory to maintain a work and academic environment that is free of sexual harassment and discriminatory actions based on race, color, gender, gender identity, age, sexual orientation, religion, ethnic or national origin, physical or mental disability, genetic information, veterans’ status, membership in uniformed services, or any other protected status. Unlawful employment discrimination and sexual harassment by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clientele, and contractors will not be tolerated.

Further, any retaliation against an individual who has complained about sexual harassment or unlawful discrimination, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment or unlawful discrimination, is similarly unlawful and will not be tolerated.

The Conservatory will investigate complaints of violation of this policy. Persons who violate this policy will be subject to disciplinary action up to and including termination of employment, suspension, and/ or expulsion.

NEW ENGLAND CONSERVATORY’S POLICY ON SEXUAL MISCONDUCT AND SEXUAL- OR GENDER-BASED DISCRIMINATION AND HARASSMENT

New England Conservatory is committed to providing a safe environment where all students can reach their artistic, academic and personal potential. We comply with all state and federal guidelines relating to sexual misconduct and sexual- or gender-based discrimination or harassment, including Title IX of the Higher Education Amendment Act (1972) and the Campus Sexual Violence Elimination Act (2013).

NEC’s policies are resources are located on our website at www.necmusic.edu/title-ix

ACADEMIC INTEGRITY

Academic Dishonesty: Academic dishonesty is claiming the work of others as your own. Examples include copying from another student, using facts, ideas, words or phrases from an un-cited source, or relying on hidden notes during an examination. Please note that while at times it may be acceptable to re-use your own work from a prior course to build upon your research, you may only do so with permission of the instructor.

Plagiarism: All NEC students are required to conform to strict ethical standards. The following list of instances of plagiarism is taken from the MLA Handbook:

- you took notes that did not distinguish summary and paraphrase from quotation and then you presented wording from the notes as if it were all your own.
- while browsing the Web, you copied text and pasted it into your paper without quotation marks or without citing the source.
- you presented facts without saying where you found them.
- you repeated or paraphrased someone's wording without acknowledgement.
- you took someone's unique or particularly apt phrase without acknowledgement.
- you paraphrased someone's argument or presented someone's line of thought without acknowledgement.
- you bought or otherwise acquired a research paper and handed in part or all of it as your own.

The MLA handbook advises the following practices to avoid plagiarism:

- making a list of the writers and viewpoints you discovered in your research and using this list to double-check the presentation of material in your paper.
- keeping the following three categories distinct in your notes: your ideas, your summaries of others' material, and exact wording you copy.
- identifying the sources of all material you borrow—exact wording, paraphrases, ideas, arguments, and facts.
- checking with your instructor when you are uncertain about your use of sources

Also, please note that translating directly from a non-English source without citation is also considered plagiarism.

A confirmed case of plagiarism may lead to both academic and disciplinary consequences. The professor will decide the academic consequence: the Conservatory recommends a failing grade on the paper and in the class.

Every suspected case of plagiarism is reported to the Dean or Associate Dean of Students. The Dean or Associate Dean will make a decision about disciplinary consequences. In addition, the Dean or Associate Dean may choose to convene a meeting of the Student Disciplinary Committee (see *Disciplinary Codes and Procedures*) to review the evidence and determine appropriate consequences, ranging from exoneration to expulsion.

SMOKING

Smoking is prohibited on the Conservatory campus. The Massachusetts clean indoor air act of 1988 requires that smoking be prohibited at private colleges within the commonwealth except in designated areas. Committed to providing a safe and healthy environment for all members of its community, New England Conservatory fully complies with the act. NEC prohibits smoking in all indoor spaces, including entrance foyers and within 25 feet of all buildings. This provision also applies to e-cigarettes.

DESTRUCTION OR THEFT OF PROPERTY

Students share in responsibility for the upkeep of buildings and equipment. Any student who damages or defaces school property or the property of others will be liable for damages and subject to disciplinary action.

FREE SPEECH

New England Conservatory considers freedom of inquiry and discussion essential to education. Thus, NEC recognizes the rights of all students to engage in discussion, to exchange thoughts and opinions, and to speak, write, or publish freely on all subjects as guaranteed in our state and national constitutions. In discharging these rights, students must also recognize their responsibilities; consequently, the Conservatory expects orderly and dignified expression.

POLITICAL DEMONSTRATIONS

Demonstrations that do not interfere with the operation of the Conservatory, people's freedom of movement, individual civil rights, or Conservatory property are permitted. The Conservatory cannot tolerate demonstration or activities that exceed any of these parameters; students involved may be liable to disciplinary action.

GAMBLING

Wagering, lotteries, betting pools, card playing for money or property, and other forms of gambling are prohibited under Massachusetts law, except as provided through state-licensed facilities. Any student engaging in any form of illegal gambling on the NEC campus will be subject to disciplinary action.

ALCOHOL POLICY

In Massachusetts, the legal drinking age is 21. Underage drinking, or providing alcohol to a minor, is illegal. The Conservatory requires its students to follow all state laws and regulations on alcohol, including those governing sale, purchase, or serving of alcoholic beverages. Those who violate state law or school policy will face disciplinary action, including the possibility of suspension or expulsion. In addition, we expect students of legal age to recognize the responsibilities of choosing to drink; disruptive, noisy, or belligerent behavior violates the school's expectations. NEC reserves the right to confiscate alcoholic beverages and containers whenever NEC's alcohol policy is violated. Students who live in the Residence Hall are also held to the Alcohol and Alcohol Paraphernalia Residence Hall policy.

DRUG POLICY

Under the 1988 Anti-Drug Abuse law, the Conservatory is required to provide a drug-free environment; NEC does not condone possession, use, sale, or distribution of illegal drugs. Students who participate in such activities face disciplinary action. The Conservatory also prohibits drug paraphernalia (including bongos, clips, pipes and other items) from its premises. These items are subject to confiscation; students using them are liable to disciplinary action, including the possibility of suspension or expulsion. Therefore, the use, possession, or cultivation of marijuana for medical or recreational purposes is not permitted on Conservatory property.

Students should also recognize that, in addition to Conservatory sanctions, students face potential loss of financial aid for any violation of the 1988 Act. The Department of Education has announced that all Title IV student aid (including Pell Grant) recipients are required to certify that their benefits have not been suspended or terminated due to a drug conviction. Institutions finding out that students are convicted of drug offenses during periods of enrollment covered by Pell Grants must report the miscertification and withhold further Title IV payments.

In addition, under Federal Law, notice may be provided to the parents of students under age 21 who violate the Conservatory's Drug and Alcohol Policies

HAZING POLICY

The Commonwealth of Massachusetts passed anti-hazing legislature in December 1987, making it a crime punishable by state law:

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

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 other, 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.

Issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

New England Conservatory will not tolerate hazing of any kind; its discipline committee will review any such activity – or any failure to report such activity – according to procedures outlined under the disciplinary code above.

BICYCLE REGISTRATION

Registration is required of all students parking bicycles in the racks in front of Jordan Hall. Registration stickers are free and can be picked up in the Building Operations office at 33 Gainsborough St. Please note that stickers are non-transferable. A new bicycle requires a new registration.

Bicycle racks can be found at both the Gainsborough Street entrance of the Jordan Hall building and at the front of the 255 St Botolph Street building (the Student Life and Performance Center).

The City of Boston has prohibited bicycles from being locked to the wrought iron fencing along St. Botolph Street, Gainsborough Street, and Huntington Avenue. Any bicycle locked to these locations will be removed at the owner's expense. NEC is not responsible for damaged or stolen bicycles.

Please note: **due to reports of fires and the potential for serious injury, hover boards are banned from campus.**

COMMUNICATION

Student Addresses and Telephone Numbers: The Conservatory does not give out student addresses or telephone numbers, except as published in its *Student Directory* and in accordance with the Conservatory's FERPA policy. However, we are required by state, federal and local authorities to maintain an accurate listing of students' addresses, so it is important that you keep the Office of Student Services informed and up-to-date regarding your current local (academic year), permanent (family) and summer addresses (with corresponding telephone numbers). Students with text-enabled cell phones are also required to update their cell phone numbers, so that important information from our Emergency Notification System can be transmitted via both NEC email and text messages.

The school can maintain up to five different addresses for you: local, permanent, billing, parent, and temporary/summer. During the academic year, we send all written correspondence to your local address; during the summer, to your permanent address. We will always send your tuition and fees bills to the billing address you have given us.

Faculty Messages and Mail: If you need to contact a teacher, you may do so either by emailing them or by placing a note in their faculty mailbox located on the first floor of Jordan Hall near the entrance. Should you need the home address or telephone number of a teacher, you may ask for it at the Provost and Dean of the College's Office. Please remember: teachers sometimes ask that we not release their telephone numbers; we respect teacher privacy and will not release information about faculty without their permission.

Snow Days: Be prepared for inclement weather, especially in the winter months. In the past the Conservatory has been forced to cancel school. Closings or delays are posted on the NEC website; in addition, emails will be sent to students at their NEC email addresses and text messages sent via the cell phone of record in the ENS.

Information: In addition to email, NEC communicates with the community through the below means:

1. *Bulletin Boards:* Each department and ensemble has a bulletin board where teachers post information on meetings, auditions, or concerts. Each approved student organization also has an assigned bulletin board. Make it a point to find bulletin boards that pertain to your interests. The Office of Student Services Bulletin Board, located along the second floor corridor of the St. Botolph Building, will display information on advising and registration, exam schedules, student activities, health services and so on. If you wish to advertise a non-recital event, please visit the Student Activities Center to get your poster approved. See Bulletin Board and Advertising Policies below.
2. *Mailboxes:* As a student, you have your own mailbox. Resident students have their Conservatory and U.S. mail delivered to their boxes in the Residence Hall lobby; non-residents have boxes in the basement of the Main Building, where they receive their in-house mail. U.S. Mail will not deliver to Main Building boxes, so you cannot use the Conservatory as your mailing address unless you live in the Residence Hall. All mail must be addressed in English to insure proper delivery. **Students are expected to check their mailboxes regularly, and they are responsible for reading and understanding all notices delivered to their mailboxes.**

NEC POSTER POLICY

At NEC we recognize that posters are an important way to share events and recitals within our community. Our poster policy is designed to satisfy the needs of our students, allowing our campus to reflect the character of our students, and our commitment to providing a community that is free of discrimination, harassment, and bullying. This includes, but is not limited to, discrimination or harassment based on sex, race, color, gender, age, sexual orientation, gender identity, religion, ethnic or national origin, physical or mental disability, veterans' status, and membership in uniformed services. Posters that may be construed as creating a hostile environment for any member of our community - including college, continuing education and preparatory students, as well as members of the public who may attend our concerts - will be immediately removed. Repeated violations of the poster policy will lead to disciplinary action.

Locations of posters must also adhere to the guidelines prescribed to us by the Boston Fire Marshall. Posters and flyers advertising NEC events and concerts, including those by NEC recognized organizations and clubs, student recitals and on- and off-campus concerts may be posted on campus only in dedicated areas. Posters may not obscure other posters and must be appropriate for public viewing.

- Dedicated Posting Areas include: bulletin boards in the Jordan Hall, St. Botolph, 33 Gainsborough and SLPC buildings that are labeled for this purpose, Posters placed in non-designated areas will be taken down.
- Departmental Locked Bulletin boards are maintained by the Department Head. Postings for these boards must be contained behind the glass. Posters on the outside of the glass will be taken down.
- Postings within the Residence Hall are managed and approved by the Office of Student Services and/or the Residence Director. To post within the Residence Hall, bring 8 copies of your poster to OSS for approval and posting. All unapproved posters, including those placed in the elevator, will be taken down.
- Any flyers created by a recognized Club or Organization must be approved by a staff member in the Office of Student Services prior to being hung up. Approved posters will be stamped. Any posters found without an approval stamp, will be taken down.

Questions about poster locations may be directed to the Building Operations Office (buildingoperations@necmusic.edu). Questions about content should be directed to the Office of Student Services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

New England Conservatory complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under any applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. NEC is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records in person. NEC may charge a fee for copies.
- Parents or eligible students have the right to request that NEC correct records which they believe to be inaccurate or misleading. If NEC decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if NEC still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- New England Conservatory must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 1. School officials with legitimate educational interest;
 2. Other schools to which a student is transferring;
 3. Specified officials for audit or evaluation purposes;
 4. Appropriate parties in connection with financial aid to a student;
 5. Organizations conducting certain studies for or on behalf of the school;
 6. Accrediting organizations;
 7. To the parent or parents of a student who claim the student as a dependent for income tax purposes. NEC may require a copy of that portion of a parent's income tax return that shows the student to be a dependent.
 8. To comply with a judicial order or lawfully issued subpoena;
 9. Appropriate officials in cases of health and safety emergencies; and
 10. State and local authorities, within a juvenile justice system, pursuant to specific State law.



DIRECTORY INFORMATION:

NEC designates the following items as Directory Information. NEC may disclose any of these items without the student's prior written consent, unless notified in writing to the contrary by October 1st of each year. (Students may notify NEC after October 1st, however NEC can not guarantee that the Directory Information will be excluded from the Student Directory.)

List of Directory Information

name

local address

local telephone number

permanent address

NEC e-mail address

month and date of birth

program and degree

major(s)

class year

minor(s)

concentration(s)

participation in officially recognized activities including concerts, TOS, etc.

awards, prizes and honors earned in connection with officially recognized activities

dates of attendance

enrollment status

degree(s) earned and degree dates

graduation honors

anticipated degrees and anticipated degree dates

studio instructor's name(s)

awards, honors, and prizes received outside NEC that are related to a student's musical career

information provided by the student to the Office of Public Relations

most recent previous school attended

A complete copy of the FERPA Policy is available on the NEC Website and in the Registrar's Office.

STUDENT TECHNOLOGY INFORMATION:

General Student Technology Information:

- Students are not required to purchase computers for their NEC work.
- NEC does not sell computers or software.
- All College student receive an NEC account and email address automatically (details are below).
- NEC Wifi is available throughout NEC's new Student Life and Performance Center building. Students seeking Comcast Xfinity services (streaming tv and email) must do so through NEC's Wifi services. Students are responsible for their own Comcast accounts.
- Students are authorized to use public area and Computer Lab (SBG11) computers and NEC WiFi only.
- General use computers are available within the Computer Lab, room SBG11.

NEC Account and Password Information:

- All College students are issued an NEC account and password automatically. Details are available in the Office of Student Services (SB 224).
- Never share your account or password information with anyone.
- Students are *strongly* encouraged to change their initial passwords. Account passwords can be changed at any time by logging into web mail (see link below) clicking on "options" and choosing "change password".
- Students are responsible for all use of their accounts and information contained within.

NEC email information:

- All College students are provided with an NEC email account using the firstname.lastname@necmusic.edu format.
- **To access your NEC email remotely, go to <https://mail.necmusic.edu>**

Campus portal

- Additional departmental specific information, web forms, and links to other resources are available on the campus portal available at [https://my.necmusic.edu/](https://my.necmusic.edu)

NEC's Emergency Notification System:

- Student Cell phone information is collected during orientation and registration events.
- All student's NEC email addresses and cell phone numbers are automatically enrolled within the Campus Emergency Notification System.
- All students are required to update the Office of Student Services with any cell phone telephone number changes and/or updates during the academic year.

NEC Wireless Service (WIFI):

- The Campus Wireless is available for College students with an active account.
- Campus WIFI is available throughout campus including the Student Life and Performance Center, the Student Lounge in Jordan Hall, the SB 3rd floor classrooms and the 2nd and 3rd floor of the Jordan Hall building. For information on wireless access, please go to the Office of Student Services (SB 224).
- Wireless Internet access is a shared resource, so use only your fair share of computing resources. Inhibiting or interfering with the use of the network and services by others is prohibited.
- Students are allowed to use their personal mobile devices to connect to the campus wireless access service, only. Regrettably, voice controlled personal assistants, such as Amazon's Echo/Dot, do not work directly with the NEC wifi system and must be connected to a mobile phone or tablet via a personal internet hotspot or sharing connection.
- Non-NEC students must use the NECWIFIGUEST service, only. Any unauthorized use of the wireless service is strictly prohibited.
- To connect to NEC WIFI:
 - SSID= NECSTUDENTS
 - Username = firstname.lastname
 - Password = your NEC account password

RESPONSIBLE AND ETHICAL TECHNOLOGY USE POLICY:

Reception of this handbook implies acceptance and adherence to this policy

Many users share the computing facilities at New England Conservatory. These facilities are shared and must be used responsibly by everyone. All students are therefore required to exercise responsible, ethical and legal behavior when using the Conservatory's computing facilities and services. The following list, though not exhaustive, provides some guidelines for responsible and ethical behavior:

- Abide by all applicable laws. Do not violate any Federal, State, local law or ordinance.
- Use only computers, computer accounts, and computer files for which you have been authorized. Unauthorized technology resource access is strictly prohibited.
- Use technology resources for Conservatory related work, only.
- Do not engage in unlawful, malicious or disruptive activities.
- Do not view or distribute obscene, pornographic, profane, or sexually oriented material.
- Do not violate laws, rules and regulations prohibiting sexual harassment.
- Do not encourage the use of controlled substances for criminal or illegal purposes.
- Do not create or distribute messages containing defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.
- Do not deliberately obtain, create or distribute incendiary statements to incite violence or promote the use of weapons in the execution of a crime.

- Do not send or post information that is defamatory to the Conservatory, its products/services, colleagues, employees, students and/or customers.
- Do not obtain, share or exchange confidential, proprietary information, trade secrets, or any other privileged, confidential, sensitive or proprietary information.
- Protect NEC's data and the systems you use. Treat computing resources and data as a valuable Conservatory resource. Do not make unauthorized copies of NEC data.
- Abide by all applicable copyright laws and licenses. Do not download, copy or pirate software and/or electronic files that are copyrighted or without authorization. NEC policies and the law expressly forbid the copying of software that has not been placed in the public domain or distributed as "freeware" or "shareware." Reproduction of copyrighted material is subject to the Copyright laws of the United States (Title 17, U.S.C.). Infringement of copyright may subject persons to fines and penalties.
- The use of any NEC accounts, systems or networks for illegal file sharing, torrenting, etc. is strictly prohibited.
- Take due precaution against the spread of computer viruses. Do not maliciously attempt to propagate viruses; attempt to gain unauthorized access to systems or accounts, applications or other data; intentionally cause congestion, disruption, disablement, alteration, impairment or intentionally jeopardize NEC's networks or systems.
- Do not modify or tamper with network wiring hardware and jacks. Network services and wiring may not be extended beyond the port provided. All IP addresses are the property of NEC. The retransmission or propagation of network services is prohibited without explicit permission. This includes the installation of hubs, switches, wireless equipment and/or any/all personal computer equipment. The NEC network may not be used to provide computer services or Internet access to anyone outside of NEC for any purposes.
- Respect the privacy and personal rights of others. Do not access, attempt to access or copy another user's electronic mail, data, programs, or other files without permission.
- The following activities are specifically prohibited: disclosing your password to others; using somebody else's account to gain access to NEC systems; use of illegal software on any NEC system or network; copying, altering or deleting someone else's files without that person's permission; forging messages; attempting to access accounts, passwords and systems; sending harassing or threatening messages; The sending of unauthorized anonymous messages; the sending of bulk unsolicited messages; reading someone else's files without permission; system attacks; denial of services; and other malicious uses of the network and systems.
- Report any violations. All are encouraged to report any violation of these guidelines by another individual and any information relating to a flaw in or bypass of computing facility security to the Dean of Students and the Information Technology Services department.

Monitoring Disclosure

Use of any NEC-owned technology service (i.e. account, email, wireless service, Internet, etc.) is a privilege granted by the Conservatory if such use does not violate this policy. Accordingly, NEC data and data traffic is not private and NEC reserves the right to monitor and/or access it with or without notice.

All technology services, components and data created or modified remain the property of NEC and are subject to monitoring, inspection and/or evaluation in order to assure technology service integrity; business operations and continuity and compliance with NEC policies and state and federal laws. **Therefore, all users should not have any expectation of privacy when using technology services. Any unauthorized or inappropriate use discovered during such monitoring activities will constitute a violation of this Policy.**

Violations of the Guidelines

Failure to comply with the above Conservatory policy constitutes a violation and may lead to disciplinary action and/or criminal prosecution. Individuals are encouraged to report information concerning instances in which the above guidelines have been or are being violated. In accordance with the established Conservatory practices, policies, and procedures, confirmation of inappropriate use of NEC technology resources may result in termination of access, expulsion from the Conservatory, termination of employment, legal action, or other disciplinary action.

PERFORMANCE AND RECORDING RELEASE POLICY:

All concerts presented by NEC performing groups/organizations as part of NEC's academic concert calendar may be audiotaped, filmed, or videotaped. In addition, NEC may engage in commercial audio recording, film and video projects featuring its performing groups/organizations. NEC reserves all rights to these audio recordings, films or videotapes (known collectively hereafter as "Recordings"), including the right to broadcast, license, assign, and distribute the Recordings and derivatives thereof in all media, for any purpose and without limitation. All NEC students assign to NEC all copyright and other rights in such performances and Recordings, including any proceeds earned from commercial distribution or other use of the Recordings. In addition, a student's name and likeness in the published materials associated with these Recordings may be used by NEC and its agents. NEC is released from any claims arising out of broadcast, commercial distribution and promotion of these recordings.

JORDAN HALL VIDEO AND AUDIO RECORDING POLICY:

NEC students and student ensembles may have opportunities to perform in NEC's Jordan Hall. Jordan Hall concerts are audio recorded by NEC's professional engineering staff and archived in the Blumenthal Family Library. Recordings of required student recitals or NEC student ensembles can be requested through the NEC Audio/Visual Services department. Students presenting unrequired recitals may hire the AVS department to record (audio/video/stream) their recital for a fee.

Students who would like to hire a videographer for NEC ensemble concerts must first seek approval from NEC's College Artistic Manager, Hank Mou, at least 30 days in advance of the concert date. Requests for approval of video recording can be emailed at Hank.Mou@necmusic.edu. Any requests approved for video recording of Jordan Hall concerts will be done so under the following conditions:

- You, or your appointed videographer, will video tape only that portion of the concert in which you are the featured soloist. No other portion of the concert may be recorded.
- The video recording is for your own personal evaluation and archival use. NEC authorizes you to duplicate and submit the recording for audition purposes, if you so desire.
- You will not post the video online on YouTube, your personal website or on any other website. Any desire to post the video in any public domain must be approved by NEC's Marketing & PR department.
- You will not distribute the recording via DVD or as an electronic file for any commercial or non-commercial purpose.

Placement of video cameras will be at the discretion of the House and Stage Managers and will not be allowed to obstruct any aisle, doorway or other means of egress.



PRACTICE ROOM POLICY

Practice Room Use: Conservatory practice rooms are available on a “first-come-first-serve” basis. However, there are a few guidelines that we expect everyone to follow:

- All students practicing in the Jordan Hall building, the 33 Gainsborough building and the 3rd floor of the St. Botolph building are required to place their NEC ID's in a card holder, which are located inside the window of each practice room door.
 - Students may use the rooms for as long as they wish, but they must be present in the rooms to retain their use.
 - Students who leave rooms for more than fifteen (15) minutes lose the use of rooms. Rooms cannot be saved through meals, classes, or other prolonged periods of time.
 - Students are responsible for the condition of the rooms, and, if there is any damage attributable to them, they are responsible for these expenses.
 - Students are responsible for any items left in a practice room. Students cannot save rooms by keeping items in the rooms.
 - **Under no circumstances may students teach in practice rooms or studios.**
- I. **Hours:** The Jordan Hall building is open for practicing seven days a week, Sunday through Saturday, from 7:00 a.m. until 12:00 midnight. The 33 Gainsborough building is open for practicing seven days a week, Sunday through Saturday, from 7:00 a.m. until 11:00 pm. The St. Botolph building is open for practice Monday through Friday, from 7:00 a.m. until 12:00 noon, then again, on a limited basis, from 6:00 p.m. until 11:00 pm; there are Continuing Education classes on weekday evenings in the St. Botolph building, which limits the number of rooms available for evening practicing. The Jordan Hall, 33 Gainsborough and St. Botolph buildings are used almost exclusively by the Preparatory and Continuing Education division until 6:00 p.m. on Saturday. St. Botolph is open for practicing on Sunday from 7:00 a.m. to 10:30 p.m. Occasionally, the St. Botolph building is closed on Holiday weekends.
- II. **Preparatory and Continuing Education:** The Conservatory's Preparatory and Continuing Education division uses the Jordan Hall, 33 Gainsborough and St. Botolph buildings for programming on Saturdays, from 8:00 a.m. until 6:00 p.m. During that time, the Conservatory's College students may use only rooms reserved through the Concert Halls Office and these may only be used for rehearsals, not for individual practicing.
- III. **Types of Practice Rooms:** There are four different kinds of practice rooms
- Open rooms: these rooms are available to anyone, first-come-first-serve.
 - Locked studios: these are reserved for use by the studio instructor and his/her students. The administration requires each instructor to authorize keys or Penguin Pass codes for each of his/her students.
 - Priority rooms: There are a limited number of Piano Priority and Percussion Priority Rooms; these rooms are designated as priority rooms. Priority for these rooms must go to pianists or percussionists, since they pay annual fees for their use. This means that a pianist has priority over a singer or another instrumentalist, even if that singer or instrumentalist has nowhere else to go. Please see “Piano Priority Practice Room Policy for further details.
 - Jazz/CI Ensemble Rooms: There are a limited number of rooms that have a piano, drum set and amplifiers available. These rooms are designated priority rooms for Jazz and CI students or those needing access to a drum set and/or amplifiers for rehearsals only.

PIANO PRIORITY ROOM POLICY

The policies below will be enforced by NEC staff. Students who do not abide by these policies may be asked to leave these rooms.

- Piano Majors who have paid the “Piano Priority fee” are eligible to use these rooms – a sticker indicating access to these rooms should be on the student ID.
- A student ID must be placed, picture side out, in the ID holder on the door window during use of the room.
- Students may leave the room for a maximum of 10 minutes – if a student is gone for longer than 10 minutes, he/she will have to give up the room to another student who is waiting for a practice room.
- Students are not permitted to teach private lessons in these rooms, nor in any room at NEC.
- Students are not permitted to bring drinks and/or food in the room and cannot eat in these rooms – no exceptions.
- Both College and Preparatory School faculty reserve some of these rooms for studio lessons/coachings at various times in the week – these reservations will be indicated on a printed schedule (updated weekly) outside the room.
- The Schools of Preparatory and Continuing Education have priority with these rooms during the day on Saturdays.
- Students whose studio teacher has a locked studio are eligible to receive a copy of the key to the studio for practicing when the studio is not being used – keys can be obtained from the Building Operations department on specific days/times.
- Please do not leave any unattended valuables in the room, even though it is locked – NEC is not responsible for any missing or stolen items.
- Be courteous and respectful to other piano students waiting for rooms.
- For any emergency, please call the main Security number at ext. 1290.

PIANO PRIORITY ROOMS ARE:

- JH208, JH248, JH249, JH250, JH251, JH256, JH259, JH302, JH303, JH305, JH308, JH310, JH312, JH316, JH318, JH322, JH324, JH349, JH351, JH359– all of these rooms may occasionally be reserved for faculty instruction and coaching as well as Piano audition days in February/March, but are otherwise available for practicing
- Piano faculty who do not have a locked studio may reserve these rooms for their studio teaching.



DISCIPLINARY CODES AND PROCEDURES

INTRODUCTION

Within this section you will find information on the scope and administration of the disciplinary code, definitions, rules and regulations, review and hearing procedures, sanctions, and the appeal process. *Please note that any potential violations of the Policy on Sexual Misconduct and Sexual- or Gender-Based Discrimination and Harassment will follow the investigation and adjudication process outlined in accordance with that policy. For additional information, please visit www.necmusic.edu/titleix.*

SECTION 1. SCOPE AND ADMINISTRATION

SCOPE

New England Conservatory is dedicated to fostering a community that is built on mutual respect and the correlation of rights and responsibilities. In order to fulfill this purpose, a Disciplinary Code is necessary. The Code reflects the values of our community. It also defines clear behavioral expectations that help to ensure an orderly educational environment and encourage free inquiry and expression. However, it is important to bear in mind that a Disciplinary Code is normally framed in negative terms—that is, it describes behaviors that are not acceptable. As such, it can only be taken to embody minimum standards of behavior. The Conservatory encourages all students to embrace a commitment to ethical behavior that is positive, open-ended, and reflects and supports our mission.

ADMINISTRATION

The Code also outlines the process for addressing reported violations of the Conservatory rules and regulations. This process is rooted in the fundamental concepts of fairness to, and respect for, each person who participates in it. The goal is to provide a forum for the unbiased pursuit of truth in matters of dispute, and for the creative resolutions of conflicts. Situations in which one or more students have violated the rights of others will involve the application of sanctions. The point of a sanction is not simply deterrence and punishment, but rather the protection of the community and its values. The Disciplinary Code is a resource created by this community, to assist in maintaining a social environment where all our members can flourish, and grow intellectually.

VIOLATION OF LAW AND CONSERVATORY DISCIPLINE

The Conservatory does not protect students from the consequences of violating federal, state or local laws, and public authorities may act independently to investigate and prosecute such violations. Students charged with legal violations committed on- or off-campus will also be subject to NEC disciplinary proceedings. If the Dean of Students determines that the student is a potential threat to the safety or security of individuals, he or she may suspend the student without prejudice to his or her record until the conclusion of the court case.

SECTION 2. DEFINITIONS

1. The term “Conservatory” means New England Conservatory.
2. The term “student” includes all persons taking courses or lessons, for credit or not for credit, at the Conservatory, either full-time, part-time, pursuing undergraduate or graduate degree or diploma programs, or enrolled in any other program. This Disciplinary Code applies to all locations of the Conservatory including programs or activities sponsored off-campus or abroad. The term “student” does not apply to those enrolled only in the Preparatory School or School of Continuing Education.
3. The term “faculty member” means any person employed by the Conservatory to conduct classroom, studio, teaching, or other music activities, or who is otherwise considered by the Conservatory to be a member of its faculty.
4. The term “Conservatory Official” means any person employed by the Conservatory performing assigned administrative or professional responsibilities.
5. The term “member of the Conservatory community” means any person who is a student, faculty member, Conservatory official or any other person employed by the Conservatory. A person’s status in a particular situation shall be determined by the Dean of Students.
6. The term “Conservatory premises” means all land, buildings, facilities or other property in the possession of or owned, used or controlled by the Conservatory as well as any land, buildings, facilities or other property off-campus contracted for use for NEC related events or activities.

7. The term “Student Disciplinary Committee” means those persons who have been authorized by the Dean of Students to determine whether or not a student has violated specific Conservatory regulations, as accused, and to recommend sanctions that may be imposed when a violation has been committed. The Dean of Students, or his/her designee, will be responsible for assigning a Chair to each Student Disciplinary Committee that is determining specific allegations of violations by a Respondent. The Chair has the authority to convene the Student Discipline Committee, consisting of faculty, staff, and student representative(s).
8. The term “Student Conduct Administrator” means a Conservatory official or group authorized to impose sanctions upon any student(s) found to have violated the Disciplinary Code.
9. The term “Appeal Authority” means any person or persons authorized by the Provost and Dean of the College and the Dean of Students to consider an appeal from a decision by a Student Disciplinary Committee or Student Conduct Administrator.
10. The term “Appellate Committee” means a group of persons authorized by the Provost and Dean of the College and the Dean of Students-- consisting of the Provost and Dean of the College, Dean of Students, and one non-studio faculty member--to consider an appeal from a decision by a Student Disciplinary Committee.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Dean of Students is the person designated by the Provost and Dean of the College to be responsible for the administration of the Disciplinary Code.
14. The term “policy” means the written regulations of the Conservatory as found in, but not limited to, the Disciplinary Code, Student Handbook, Residence Hall Agreements, Conservatory policies on the NEC website, and the Academic Catalog.
15. The term “cheating” includes, but is not limited to:
 - a. use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments (this includes, but is not limited to, sites such as CourseHero.com or WriteMyPapers.org);
 - c. the acquisition, without permission, of tests or other academic material belonging to a member of the Conservatory’s faculty or staff;
 - d. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or providing of term papers or other academic materials (see *Academic Integrity Policy*).
17. The term “Complainant” means any person who submits a report alleging that a student violated a Conservatory rule or regulation.
18. The term “Respondent” means any student accused of violating a Conservatory rule or regulation.
19. The term “Advisor” shall refer to any person that a complainant or respondent selects to provide assistance and support during the adjudication of a matter, at any administrative level in the Review process.
20. The term “notification” shall mean providing notice via a student’s Conservatory assigned email account.
21. The term “day” refers to academic days or days when the Conservatory is in normal session for the fall or spring semesters. The only exception to this definition is the Appeal Process. For purposes of that section of the Disciplinary process, “day” refers to calendar days.
22. Preponderance of Evidence: The standard of proof used to determine, if, based on the information gathered in the matter, it is more likely than not that the Respondent violated the Disciplinary Code

SECTION 3. RULES AND REGULATIONS

The following conduct may subject a student to disciplinary action:

1. Any violation of Conservatory rules, regulations, or policies as found in, but no limited to, the Disciplinary Code, Student Handbook, Residence Hall Agreements, Conservatory policies on the NEC website, and the Academic Catalog.
2. Physical abuse—any physical act that threatens, intimidates, harasses, or coerces any person, and/or other conduct which threatens or endangers the health and safety of any person.
3. Verbal abuse—any use of words or sounds that threaten, intimidate, harass, incite violence, or coerce any person, and/or other verbal conduct which threatens the health or safety of any person, including, but not limited to, oral, written, and electronic communication.
4. Any act of academic dishonesty, including cheating, plagiarism, unauthorized collaboration, or knowingly furnishing false information. (see *Academic Integrity*)
5. Any violation of Residence Hall rules and regulations. (see *Residence Hall Policies*)
6. Attempted or actual theft of property of the Conservatory or property of a member of the Conservatory community or other personal or public property, on- or off-campus.
7. Vandalism and/or damage to property of the Conservatory or property of a member of the Conservatory community or other personal or public property, on- or off-campus.
8. Intentional setting of a fire. Actions that create a fire hazard. Misuse or abuse of fire safety equipment, including the setting of false alarms, the misuse of emergency exits, the wrongful discharge of fire extinguishers, or tampering with alarm and/or smoke alarms. Included in this is failure to immediately evacuate a building or area upon the sounding of an alarm. (see *Fire and Fire Alarm policy*)
9. Students are responsible for the actions of their guests. Guests must be in the presence of their host at all times. The student is responsible for advising the guest of all Conservatory policies.
10. Use, possession, manufacturing, or distribution of alcohol beverages (except as expressly permitted by Conservatory regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed or distributed to any person under twenty-one (21) years of age. (see *Alcohol and Other Drug Policy*)
11. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances (i.e. prescription drugs) in violation of local, state, or federal laws. This includes the possession of paraphernalia associated with controlled substances. Paraphernalia includes but is not limited to bongs, hookahs, rolling papers, etc. Although Massachusetts law permits the use of medical and/or recreational marijuana, federal laws prohibit the use, possession, and/or cultivation of marijuana at educational institutions. Federal law also requires any institution of higher education which receives federal funding to have policies prohibiting the use and possession of marijuana on campus. **The use, possession, or cultivation of marijuana for medical and/or recreational purposes is there for not allowed in the Residence Hall or any other Conservatory property.** (see *Alcohol and Other Drug Policy*)
12. Smoking on any Conservatory grounds. NEC is a smoke-free campus and environment. (see *Smoking policy*)
13. Any act of discrimination against another student, teacher, administrator, or Conservatory employee on the basis of race or ethnicity, religion, gender, or sexual orientation.
14. Any conduct that constitutes a crime under law, whether occurring on- or off-campus.
15. Use, possession, or storage of any firearm, explosive, other weapon, fireworks, or dangerous chemicals. This includes, but is not limited to:
 - a. Knives larger than 2.5 inches/6.0 centimeters (with the exception of knives that are intended to be used for the purpose of cooking or reed making)
 - b. Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including, but not limited to, paint balls), regardless of the propellant used.
 - c. Explosives and fireworks, including, but not limited to, firecrackers, cherry bombs, smoke bombs, and similar devices.

- d. Other weapons, objects that could be construed as weapons or that pose a potential hazard to the safety or health of others. Other weapons include, but are not limited to, clubs, chains, brass knuckles, martial arts weapons, and any other object carried or used for the purpose of inflicting or threatening bodily injury or damaging/destroying Conservatory property of the property of others.
 - e. Unauthorized hazardous materials or chemicals.
16. Any violation of the Conservatory's Policy on Sexual Misconduct and Sexual- or Gender-Based Discrimination and Harassment and/or Massachusetts state law related to sexual misconduct. (see *Policy on Sexual Misconduct and Sexual- or Gender-Based Discrimination and Harassment*)
 17. Lying to or bribing a Conservatory official, including faculty, staff, security guards, and students at the Conservatory.
 18. Misuse of any Conservatory equipment, including instruments from the Instrument Library, Residence Hall furnishings, computer terminals, library materials, audio/visual equipment, etc., in a manner that violates the law or the property rights of the Conservatory and/or others.
 19. Unauthorized use of electronics or other devices to make and/or publish an audio or video record of any person without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.
 20. Failure to display an appropriate NEC ID to staff, faculty, staff, or security guards.
 21. Unauthorized use, possession, duplication or use of keys or ID cards to any Conservatory premises, facility, or service.
 22. Disruption or obstruction of academic, musical, or cultural activities at NEC; examples include cell phone interruptions in class, rehearsals, or lessons; excessive noise; or the use of other electronic or mechanical devices that are distracting in a classroom environment.
 23. Hazing, defined as an act which endangers the mental or physical health or safety of an individual, or which destroys or moves public of private property, regardless of intent, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim does not waive responsibility for any participant. Apathy or acquiescence in the presence of hazing are not neutral acts, they are violations of the Code. (see *Hazing Policy*)
 24. Any act of inappropriate access to employment, financial, academic, or other records regarding one's self or others at NEC, whether as a result of "hacking" or direct access, including efforts to alter one's own billing charges, library fines, or other obligations to the Conservatory.
 25. Misrepresentation. This includes, but is not limited to, misuse of purchasing authority, accepting unearned funds, and submitting false time sheets.
 26. Unauthorized use of the name, logo, or seal of New England Conservatory by individuals or groups, or misrepresentation by individuals or groups as authorized spokespersons on behalf of New England Conservatory or any of its offices, departments, or students.
 27. Display on or within public areas of NEC property of any literature, films, pictures, images, advertisements, flyers, websites, or other materials that an average person applying contemporary community standards would find, taken as a whole, appeals to prurient interests, depicts or describes sexual conduct in a patently offensive way, and lacks serious literary, artistic, political, or scientific value.

SECTION 4. REVIEW AND HEARING PROCEDURES

Reporting

Any member of the NEC community may report a violation of the Disciplinary Code to the Dean of Students, who may initiate disciplinary action when he/she has reason to believe a student has violated that code. The report should be submitted as soon as possible after the event takes place to maximize the ability to respond promptly and effectively. Alternatively the Dean of Students may assign the matter to the appropriate Student Conduct Administrator.

Internal Investigations and Procedures

Once the Dean of Students receives a report, he/she may proceed with an informal inquiry into an alleged violation of the Disciplinary Code to try to determine if such a violation has occurred, or to attempt to resolve the matter.

The inquiry may include any student, faculty, or staff deemed appropriate by the Dean of Students. As part of this inquiry, he/she may:

- a. determine that no further disciplinary hearing is required and so resolve the issue.
- b. drop the case if he/she determines that there is insufficient evidence of any alleged violation.
- c. refer the case to a different Student Conduct Administrator.
- d. accept an accused student's petition, admitting to a Disciplinary Code violation and agreeing to sanctions determined by the Dean of Students.
- e. hold the case for a reasonable time (up to four weeks) while seeking more information.
- f. refer the case to the Student Disciplinary Committee for a formal hearing.

In extreme cases in which the Dean of Students determines that there is an imminent risk to the safety of community members or the ongoing functions of NEC and its community, the Dean of Students may suspend or otherwise restrict NEC access for the accused student without prejudice to his or her record until the conclusion of the disciplinary proceeding.

All meetings and hearings associated with any conduct matter will be scheduled to avoid conflict with a Respondent or Complainant's enrolled academic class schedule. This is the only reason that a meeting or hearing may be rescheduled.

Student Disciplinary Committee

The Dean of Students has the authority to convene the Student Disciplinary Committee. The committee consists of the Associate Dean of Students or the Assistant Dean of Campus Life (chair, non-voting), faculty, staff, and student representative(s). A Respondent may challenge any Committee member for cause, which might include such matters as personal involvement, prior bias, or conflict of interest. Challenges for cause must be stated in writing and submitted to the Student Disciplinary Committee Chair no later than 48 hours after the official notice (see below). A simple majority constitutes a Committee quorum. Student Discipline Committee hearings are closed to the public; only the Committee members, the complainant(s), witnesses, the respondent(s), and their advisor(s) (one per student) are permitted to attend. In conducting its sessions, the Student Discipline Committee will follow these provisions:

- a. **Notice:** student(s) will receive written notice of the hearing at least five academic days before the date of that session, unless the Student Disciplinary Committee Chair determines that circumstances warrant a hearing on shorter notice.
- b. **Advisors:** student(s) may ask for an advisor from within the NEC community to help in preparing a response to the charges or in appearing at any hearing. **Advisors are not permitted to address the committee during the hearing.** Attorneys are not permitted, unless related criminal charges are pending in the courts, in which case the student's attorney may be present but may not participate. In addition, any person bringing charges to the Committee may seek the assistance of any member of the Conservatory community.
- c. **Evidence, Testimony, Witnesses:** student(s) have the right to present relevant evidence, testimony, and witnesses; to know the nature and source of any evidence or testimony; and to question any such testimony. The Conservatory expects all participants to respect the confidentiality of its proceedings.
- d. **Committee Procedures:** the Student Disciplinary Committee considers evidence, listens to witnesses, and interprets the disciplinary code. It reaches decisions by a majority vote.
- e. **Decision:** the Student Disciplinary Committee's determination shall be made on the basis of preponderance of the evidence - whether it is more likely than not that the Respondent(s) violated a Conservatory rule or regulation. The Respondent(s) will receive the Committee's decision in writing within five (5) academic days of the completion of the hearing, unless specific circumstances preclude a decision within that time. In the case of violations involving physical violence or threats, notice of findings and sanctions will be received by the Complainant as well. This decision may include any sanction the Committee considers appropriate, including but not limited to: warning, official reprimand, disciplinary probation, suspension, expulsion from the Residence Hall, or expulsion from the Conservatory. This decision will also be sent to the Respondent's studio professor and department chair. (see *Sanctions*)
- f. **Appeals:** parties who wish to appeal the decision of the Disciplinary Committee must follow the procedures outlined in the Appeal Process.

The Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Student Disciplinary Committee Chair, to be appropriate. Such means may also be used in rare circumstances when the Complainant, Respondent, and/or other witnesses are unable to be physically present at the hearing.

In Absentia

If a Respondent, with notice, does not appear before the Student Disciplinary Committee or meet with the designated Student Conduct Administrator as requested, the information in support of the charges shall be presented and considered even if the Respondent is not present. The Student Disciplinary Committee/Student Conduct Administrator will make a decision about responsibility for alleged violation(s) and sanction(s) based upon the information received. Cases decided in absentia may not be appealed.

SECTION 5. SANCTIONS

The following sanctions may be imposed upon any student found to have violated a Conservatory rule or regulation. To determine the sanction or combination of sanctions, the following are considered:

- The severity of the violation
- The Respondent's previous record of disciplinary sanction(s), if any
- The effect of the Respondent's misconduct upon the Conservatory community
- Consistency with previously issued sanction(s) for similar misconduct

Possible Sanctions:

- a. Verbal Warning—A verbal notice to the student that the student is violating or has violated a Conservatory rule or regulation.
- b. Written Warning—A written notice to the student that the student is violating or has violated a Conservatory rule or regulation.
- c. Loss of Privileges—Privileges within the Conservatory community may be restricted or revoked for a specific period of time.
- d. Fines—A dollar amount required to be paid to the Conservatory, appropriate to the level of violation.
- e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Educational/Discretionary Sanctions – Sanctions intended to contribute to the education of the student, the Conservatory community and/or to be a form of social restitution. Examples include but are not limited to:
 - Developmental exercises – requirement to attend, plan and/or participate in a program, workshop or other appropriate activity.
 - Conservatory-mandated service – service assignment for a number of hours or the equivalent that is appropriate to the violation.
 - Educational class – attendance at a class or workshop appropriate to the violation such as an Alcohol/Drug Education class.
 - Administrative Reassignment of Housing – A temporary or permanent relocation of a person's housing assignment in the Residence Hall.
- g. Residence Hall Suspension—Separation of the student from the Residence Hall for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- h. Residence Hall Expulsion—Permanent separation of the student from the Residence Hall.
- i. Disciplinary Probation—a defined period during which additional violations of the Conservatory rules and regulations may lead to further disciplinary action as determined by the Student Conduct Administrator.
- j. Suspension—Separation of the student from the Conservatory for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- k. Expulsion—Permanent separation of the student from the Conservatory without opportunity for readmission.

- I. Revocation of Admission and/or Degree—Admission to or a degree awarded from the Conservatory may be revoked for fraud, misrepresentation, or other violation of any Conservatory rule or regulation in obtaining the degree, or for other serious violations committed by a student prior to the actual start of classes or graduation.
- m. Withholding Degree—The Conservatory may withhold the awarding of a degree otherwise earned until the completion of the process set forth in Disciplinary Code Review process, including the completion of all sanctions imposed, if any, at its sole discretion.

SECTION 6: APPEAL PROCESS

Disciplinary Committee cases

APPEAL REQUIREMENTS:

A decision reached by the Student Disciplinary Committee may be appealed by the Respondent. For cases involving violations of physical violence or threats, the Complainant may also submit an appeal in support or disagreement with the original decision and/or sanction(s) imposed by the committee.

- a written appeal which shall not exceed 1,500 words or 3 pages (appeals that exceed the 1,500 word count will not be considered)
- If the appeal is to express disagreement with the original decision and/or sanction, it must be based upon one or more of the following grounds for appeal:
 - o There was a significant procedural error by the Student Disciplinary Committee.
 - o There was new information to be considered sufficient to alter a decision not brought out in the original hearing because such information and/or facts were not reasonably available at the time of the hearing.
- appeals submitted by third parties, including legal representation, will not be considered.

STEPS FOR APPEAL:

1. Written appeals must be filed with the Disciplinary Committee Chair within five (5) calendar days of notification of the decision. This is the only period for appeal. Should one party decide to appeal and the other does not, the party not appealing does not receive a new five (5) day period.
2. The Disciplinary Committee Chair will have two (2) academic days to determine the validity of the appeal based on the grounds listed in the Appeal Requirements.
3. If the Disciplinary Committee Chair determines the appeal is not valid based on the grounds listed in the Appeal Requirements, the original sanctions of the Disciplinary Committee remains with no further option to appeal.
4. If the Disciplinary Committee Chair determines the appeal is valid, the appeal will be forwarded to the Appellate Committee (consisting of the Provost and Dean of the College, the Dean of Students, and a non-studio faculty member).
5. The sanction(s) imposed as a result of the original hearing shall be in effect until such a time as an appeal is granted and the sanction(s) is charged. Any exception to this shall only be made at the discretion of the Dean of Students.
6. An appeal shall be limited to a review of the approved supporting documents from the hearing or review, along with the written appeal.
7. The Appellate Committee has ten (10) calendar days from receipt of the appeal from the Disciplinary Committee Chair to make a decision. The Appellate Committee may reduce the severity of the sanction, increase the severity of the sanction, or sustain the original sanction. When circumstances warrant, as determined by the Appellate Committee, the case may be referred to a new Student Disciplinary Committee for additional proceedings.
8. The Respondent will then be notified of the Committee's decision by the Dean of Students. For cases involving violations of physical violence or threats, notice of the outcome will be provided to the Complainant as well.
9. The decision of the Appellate Committee is final.

OTHER ADMINISTRATIVELY PROPOSED SANCTIONS

1. Any sanctions given by a single Student Conduct Administrator (without a Student Disciplinary Committee hearing) may also be appealed by either the Respondent or the Complainant and must be filed in within five (5) calendar days of notification of the decision. Such appeals shall be in writing and shall be delivered to the appropriate Appeal Authority outlined in the outcome letter. Appeals submitted by third parties, including legal representation, will not be considered.
2. The appeal shall not exceed 1,500 words or 3 pages. Appeals which exceed 1,500 words will not be considered.
3. The Appeal Authority may reduce the severity of the sanction, increase the severity of the sanction, sustain the original sanction, or refer the case to the Student Disciplinary Committee. The appeal decision is final.

DEPARTMENTAL INFORMATION AND POLICIES

RESIDENCE HALL AND RESIDENTIAL LIFE

IMPORTANT PHONE NUMBERS

Boston Police.....	911
Fire	911
Ambulance.....	911
Residence Hall/SLPC Security	617-5851255
RA on Duty Cell Phone (daily, 7pm-9am).....	617-504-4395
Jordan Hall Security	617-585-1290
St. Botolph Security.....	617-585-1241
Health Center	617-585-1284
Counseling Center.....	617-585-1398
Student Housing and Activities Center (SHAC).....	617-585-1294
The Green Room Café Office:.....	617-585-1289

RESIDENCE HALL STAFF

The Residence Hall staff includes the Resident Director, three Graduate Assistants and six Resident Assistants. Other NEC staff members who work within the Residence Hall include security guards, Building operations staff and cleaning staff.

Each residential floor is staffed with a **Resident Assistant (RA) or Graduate Assistant**. RAs are full-time, live-in undergraduate or graduate students who have been selected for their leadership skills and willingness to help other students. The RAs are available as a resource for general questions including personal and academic concerns. They focus on community building within the hall through regular educational and social programming. RAs are also responsible for enforcing NEC and Residence Hall policies. They are an excellent source of immediate support and referral. An RA is on duty daily from 8pm to 8am. A Graduate Assistant and the Resident Director also participate in an on-call system for additional support. During duty hours, the RA on Duty can be reached on the RA cell phone at (617) 504-4395.

The **Graduate Assistant for Student Activities** is a full-time graduate student who is responsible for planning social programs for the NEC community for students living on and off campus and overseeing the day-to-day operation of the SHAC. The GA for Student Activities *lives in the Residence Hall* and is active in their commitment to the NEC community.

The **Graduate Assistant for Wellness Programs** is a full-time graduate student who is responsible for planning programs to educate on and off campus students about the different aspects of health and wellness. The GA for Wellness *lives in the Residence Hall* and works in collaboration with Residence Life, Student Activities, and the Health & Counseling Center.

The **Graduate Assistant for Residence Life** is a full-time graduate student who is responsible for overseeing the day-to-day operation of residence life related tasks in the SHAC. The GA for Residence Life also serves as the RA for their assigned floor and plans educational and social programs for their residents according to the Residence Life programming model.

The **Resident Director** is a full-time, live-in professional who oversees the day-to-day operation of the Residence Hall, including management of student emergencies and crises and resident meditations, as well as direct supervision of the Residence Life staff.

The **Assistant Dean of Campus Life** is a full-time, professional who oversees all aspects of Residence Life and Student Activities.

Professional security is provided 24 hours a day, 7 days a week, posted at the front entry of the Residence Hall/SLPC providing regulation of entry and emergency response. All residents must present their New England Conservatory ID card with a current Residence Hall sticker to enter the Residence Hall. Guests must be checked in properly by residents at the security desk to enter (see Guests).

RESIDENCE HALL EVACUATION PROCEDURE

In the event of an evacuation, you will hear the alarm: an announcement followed by a pulsating alert tone. When you hear the alarm, please listen for instructions about how to evacuate the building. Exit the building using the nearest stairwell. **Do not use the elevators. Evacuate to the Matthews Arena Parking Lot (subject to change pending construction and/or Northeastern University special events)**, and congregate in a group as far away from the building as possible. Roll call will be taken by the floor RA or another Residence Life staff member. Remain outside until a Residence Life or security staff member provides further instructions. All stairwells are to be used in the event of an emergency evacuation along with the alarmed Emergency doors located at the bottom of each stairwell.

If you will require special assistance during an emergency evacuation, please contact the Resident Director at perry.doherty@necmusic.edu in advance.

RESIDENCE HALL CONDUCT EXPECTATIONS

The policies and procedures of the Residence Hall are designed to create a living environment that is conducive to the mission of New England Conservatory, allows residents to study and practice with unnecessary distraction, and is inclusive while offering opportunities for personal development. Residence Hall staff is responsible for enforcing Conservatory policies within the Residence Hall. Support of and compliance with policies is the responsibility of each member of the NEC community. Violation of Residence Hall policies can lead to disciplinary action. Please refer to **Disciplinary Code and Procedures** for a full description.

RESIDENCE HALL POLICIES

For a full list of the Residence Hall policies, please reference the Housing Contract. All residents are required to submit a signed copy before move-in and are responsible for knowing and understanding all policies and procedures. For any questions or clarifications needed for any Residence Hall policy, please contact the Resident Director.

ALCOHOL & ALCOHOL PARAPHENELIA:

All students are expected to adhere to the NEC **Alcohol Policy**. Students living within the Residence Hall are also responsible for acknowledging and adhering to the below policy provisions:

1. Alcohol is only permitted in the rooms of residents who have been confirmed as 21 or older, who do not live with an underage roommate (official sticker on door to confirm status), and when persons under the age of 21 are not present. Compliance with the following regulations is required:
 - a. In accordance with the law, residents under the age of 21 are prohibited from having alcoholic beverages or containers (including empty containers or paraphernalia) in their rooms, and are also prohibited from being in a room where opened alcoholic beverages are present.
 - b. Residents who are 21 or older and who do not live with a resident who is under the age of 21 may choose to use alcohol responsibly in their room. When alcohol is present, the resident will be held responsible for identifying and removing any person who is not of legal drinking age. Anytime alcohol is open and exposed, the door to the room must remain closed.
3. The consumption of alcoholic beverages in common areas (hallway, lounge, bathroom, etc.) is prohibited, regardless of age.
4. Residents who are 21 or older must have the alcohol concealed in a bag upon entering the building, go directly to their room, and leave it in their room.
5. Alcohol may not be kept hallways, common areas, or in the communal fridge.
6. Students, regardless of age, are prohibited from being disorderly or destructive due to alcohol consumption while in the Residence Hall. Students found to be disorderly will face disciplinary action.

7. Beer kegs, beer bong, or other manufactured and/or handmade alcohol receptacles whose purpose is to aid in the rapid ingestion of alcohol are forbidden in the Residence Hall. This applies to all residents, regardless of age. These items will be confiscated and disciplinary action may apply.
8. Participation in games or activities intended to increase the rate of consumption of alcoholic beverages is prohibited.
9. Alcohol that is present or being consumed in the Residence Hall in violation of the law or Residence Hall rules and regulations will be confiscated and disposed of. Students involved will face disciplinary action.
10. The consumption of alcoholic beverages on the streets of Boston or other public areas is prohibited by law.

DRUGS & DRUG PARAPHENELIA:

Possession, use, and/or sale of any drugs by federal standards in the Residence Hall may result in immediate suspension and/or expulsion from campus housing and/or New England Conservatory. All students are expected to adhere to the **NEC Drug Policy**.

Prescription medication should only be in the possession of the patient to whom it is prescribed for the amount prescribed. The sale to or use of prescription medications for whom the medication is not prescribed may result in suspension and/or expulsion from the Residence Hall and/or New England Conservatory.

Any illegal drug and/or drug paraphernalia is not permitted within the Residence Hall and, upon suspicion and/or sight, may result in an immediate room search and may be subject to NEC Security or Boston Police turnover. Drug paraphernalia is defined as equipment, products and/or materials that are used, intended to use, designed for use, or have come in contact with any type of drug (illegal by federal standards).

GUESTS: Within this scope, "Guests" are defined as anyone who does not currently live in the Residence Hall. Residents must escort and sign in and out all guests. Guests must sign in every time they enter the Residence Hall and sign out every time they leave the Residence Hall. Guests must show and leave a government issued photo ID or a student identification card from a secondary school or higher education institution at the Security Desk in the lobby of the SLPC. All IDs left with Security must have the guests' name written in English. .

Guests under the age of 16 years old may not be signed into the Residence Hall unless their parent or legal guardian is with them and also signed into the Residence Hall. Guests who are 16 to 18 years old must complete the under 18 Guest Form and submit it to the Residence Director via email at perry.doherty@necmusic.edu not less than one [1] week prior to their arrival.

The resident must accompany guests at all times in the building. Guests must observe all policies applicable to full-time residents. The resident is responsible for relaying all policies to the guest and will be responsible for the conduct and behavior of their guests. Residents will be liable for any damage done by their guest(s).

Guests may not be checked into the Residence Hall more than ten [10] nights per month. Guests may also not be checked in for more than three [3] consecutive nights in a row. Guests found to be violating these policies or any other policies will be escorted out of the Residence Hall and may be banned from the NEC Residence Hall and/or further disciplinary action to the host may apply. Maximum occupancy of a double room or suite is eight [8] persons and four [4] persons per single room. Residents who live with a roommate and/or suite mate(s) are strongly encouraged to discuss their plans to host a guest with their roommate and/or suite mates.

HALL SPORTS: Due to the high probability of injury to a bystander or participant and the possibility of damage to the Residence Hall, unsupervised athletic contests, contests of physical skill or strength, and other sports-related activities, either of a traditional or improvised nature, are not permitted in the Residence Hall.

LAUNDRY: Residence Hall laundry facilities are for the use of **NEC residents only**. Any non-resident found using the laundry facilities will be escorted out of the Residence Hall immediately. Clothing and other laundry items that are abandoned will be disposed of.

LOUNGES: Floor lounges are to be kept clear of personal belongings at all times. Any objects left in the floor lounges will be confiscated and disposed of immediately. Conservatory-owned furniture in floor lounges may not be moved onto other floors or into students' rooms. Floor lounges may not be used for sleeping, practicing/instrument playing, or any other activity deemed disruptive to the Residence Hall community.

PETS: Pets of any kind, including fish, are not permitted within the Residence Hall. For information on service and/or emotional support animals on campus, please see the **Emotional Support/Assistance Animal Policy**.

QUIET, COURTESY & PRACTICING HOURS:

Standard Quiet Hours:

Weekday Hours (Sunday evenings - Friday mornings): 10:00pm - 10:00am

Weekend Hours (Friday evenings - Sunday mornings): 11:00pm - 11:00am

Official NEC holidays or emergency closures extend weekend hours.

Practicing (in your room) Hours:

Weekday Hours (Monday-Friday): 10:00am – 9:00pm

Weekend Hours (Saturday and Sunday): 11:00am – 9:00pm

Practicing is defined as any sound created by an instrument, but not exclusive to the voice, reed (including reed making), or percussion instruments.

During these hours, it is the resident's responsibility to maintain an acceptable level of quiet as outlined in the following guidelines:

1. After 9:00pm, practicing, playing and/or use of any instrument in the Residence Hall is not permitted. Room doors must remain closed whilst practicing and/or making instrument noises such as reed making.
2. Rehearsals involving two or more students are not permitted in student rooms.
3. Practicing (see above for definition) in a Residence Hall common space such as a lounge, bathroom, hallway, etc. is never permitted at any time of day, including singing in the shower.
4. Outside of quiet hours noise must not exceed a low muffled sound in an adjacent room. This includes conversations, noises from electronic devices, etc. These standards also apply in common spaces.
5. See Appliances and Electronic Devices for further regulations.

Courtesy Hours:

Outside of quiet hours, residents are expected to respect other residents' reasonable requests for quieter conditions. This includes but is not limited to practicing and rehearsals.

Repeated violations of Quiet, Courtesy and/or Practicing Hours regulations may result in disciplinary action including possible suspension or expulsion from the Residence Hall.

ROOFS, LEDGES, FIRE ESCAPES & WINDOWS: Students are prohibited on rooftops or ledges. Throwing objects from or into windows can be extremely dangerous, both to passersby and property below, and is prohibited in any college building. Disciplinary action may apply.

WEAPONS:

Possession or use of any knives larger than 2.5 inches/6.0 centimeters (with the exception of knives that are intended to be used for the purpose of cooking or reed making), firearms, explosive agents (including fireworks), mace and/or pepper spray or any other items which are used, intended for use, or designed for use as a weapon, are not permitted in the Residence Hall or any Conservatory building. Meat cleavers are not permitted. Suspicion of weapons will result in an immediate room search. Possession of weapons may result in immediate suspension or expulsion from campus housing and/or New England Conservatory. (For additional information, please see Weapons policy.)

STUDENT ACTIVITIES

THE STUDENT HOUSING AND ACTIVITIES CENTER (SHAC)

The Student Housing and Activities Center (SHAC) is located on the first floor of the Student Life and Performance Center. The SHAC is responsible for assisting with supporting resident students, operating student clubs and organizations, student events and benefits, and NEC's student newspaper, The Penguin. The SHAC also responds to general non-academic student interests and governs the usage of the Howard Student Lounge.

MISSION STATEMENT

The Student Housing and Activities Center fosters an active and welcoming campus culture through a variety of student benefits and programming aimed at developing personal and interpersonal growth. We believe that our students are most successful as both musicians and members of contemporary society when they are immersed in an environment that allows them to explore and develop their unique personalities with the support of their peers, staff, and faculty members. Our programming and services contribute to students' well-rounded, positive personal identity so as to build and sustain a diverse and supportive NEC community.

STUDENT BENEFITS

The SHAC also facilitates the following student benefits:

1. *MBTA Semester T-Pass*: Students may purchase their monthly semester T-pass through the Business Office for a savings of 11%. This service must be prepaid at the NEC Business Office by August 1st and January 1st.
2. *Boston Symphony Orchestra College Card*: All NEC students may receive a BSO College Card free of charge. The College Card allows students the opportunity to attend many BSO concerts for free. College Cards can be picked up in the SHAC at the beginning of the fall semester. Only one card will be issued to each student; there is a \$20 replacement fee for lost cards. For more information about the BSO College Card, visit bso.org/collegecard.
3. *Northeastern University Gym Membership*: NEC students may use the NU gym facilities by paying a one-time fee for the entire academic year. Sign-up is available at the beginning of each semester through a link on the SHAC page on the NEC website.
4. *FREE Wellness Classes*: Such as yoga & meditation. Sponsored by Student Activities and offered throughout the academic year.
5. *Museum of Fine Arts and the Isabella Stewart Gardner Museum*: Students may present their valid student ID to both museums to gain FREE entrance. With a valid NEC student ID and **Spaulding Library's admission pass**, \$6 tickets for special MFA exhibitions are available Monday through Friday, from noon to close. These tickets are same day only and are subject to availability. Go to the Spaulding Library to check out an *admission pass*. All *admission passes* may be borrowed for 24 hours; they may not be reserved in advance.
6. *Howard Student Lounge*: The student lounge, located next to Brown Hall is available to all students. The lounge has sofas, computers, and Wi-Fi access.
7. *ZipCar*: Open to everyone within our NEC community who is over the age of 21. No application fee with an annual fee of \$25. You will need to register with your NEC e-mail address. *For more information visit www.zipcar.com/nec.*

For more information about Student Benefits visit our webpage on the NEC website.

CAMPUS PROGRAMS AND EVENTS

The SHAC sponsors a variety of programs and events throughout the academic year. Both on- and off-campus programs allow students the opportunity to participate in social and wellness activities that enhance their experience at NEC and contribute to the active campus culture.

STUDENT CLUBS AND ORGANIZATIONS

NEC Clubs and Organizations celebrate and promote the diversity of our student body. Their goals should be to promote friendship, dialogue, and understanding within our community. Recognized student groups benefit from the resources available in the SHAC including the use of office equipment and supplies, use of campus facilities, advertising support, funding, and recognition on campus. Please contact the Assistant Dean of Campus Life for more information on how to become a recognized student group and/or to find out what groups are already on campus and get involved!

STUDENT SENATE

Student Senate members serve on one of four committees: Undergraduate Curriculum Committee, Graduate Curriculum Committee, Student Affairs Committee and Student Disciplinary Committee

Student Senate Representative responsibilities include serving on his/her respective Committee, and participating in approving Penguin Projects and Student Organizations.

OFF-CAMPUS HOUSING

The SHAC oversees the NEC Off-Campus Housing Facebook Group where NEC students can connect with other students to find roommates or apartments.

BOSTON INFORMATION

Banking: During Orientation, the Conservatory invites bank representatives to introduce their services to new and returning students. But there are a number of banks in the area, and you should consider opening an account with one that, in your opinion, provides convenient and inexpensive services. Please remember that we do not cash students' checks, so you almost certainly need a local account. (Please: use checks and credit cards; do not carry large amounts of cash.)

Bikes: Bicycles are practical, relatively inexpensive, and easy to park. Boston has excellent bike paths along the river. The city of Boston has a large biking population. But be careful: Boston drivers are notoriously dangerous; bike paths are densely populated; and the law requires that you obey traffic laws, whatever your vehicle of choice. (Please: wear a helmet.)

There are bicycle racks available on campus. Bicycles may not be chained or locked to the fence in front of Jordan Hall, on Gainsborough Street. Please do not leave it in a stairwell, hallway, or other passage or emergency exit; as it is against the law.

Books and Music:

Books and scores for all NEC courses may be obtained at Music Espresso

Music Espresso (The Music Store at NEC)

1st floor of the 33 Gainsborough St building.

Boston Music Co.

Cars and Parking: The Conservatory does not offer parking for students. We advise you not to bring a car. The closest available parking is in the Gainsborough Garage, located behind the main building on St. Botolph Street. There are fees associated with parking in this garage. Please note that Gainsborough Garage is not affiliated with NEC, and NEC is not responsible for any theft or damages to your vehicle should you choose to park there.

Concerts: One of the advantages of living in Boston is the number of performances in the area. Major artists perform here at the Conservatory or in Symphony Hall (just down Huntington Avenue). Generous donors often provide a limited number of Boston Symphony Orchestra tickets for the use of Conservatory students. See the Office of Institutional Advancement for more information.

The **Massachusetts Motor Vehicle Law** requires that all out-of-state students, including those who do not bring cars to Massachusetts, sign an acknowledgement that they have been informed of the law.

The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a nonresident driver statement with the local police department in which their school is located.

"It is unlawful for a resident student to fail to file a nonresident driver statement with the police department located in the same city or town as the school or college attended, in accordance with Section 3 of Chapter 90 of the Massachusetts General laws. Failure to file such a statement is punishable by a fine not to exceed \$200."

New England Conservatory, in turn, is required by the Commonwealth to keep a record and provide proof to the state that students have been apprised of the law. Eligible students must formally acknowledge they have been notified of the law by completing an acknowledgement (available in the Office of Student Services) each year they are enrolled at the Conservatory.

Instructions for complying with the law

- All out-of-state students, including those who do not bring cars to Massachusetts, are required to read and sign the acknowledgment form.
- In addition, **students bringing vehicles** into the Commonwealth of Massachusetts are required to download and complete the **Nonresident Driver Statement** from the Massachusetts Registry of Motor Vehicles.
- Deliver form (by mail or in person) to the Registrar in the Office of Student Services.
- The registrar will mail completed forms to the Boston police department and will then provide a state-approved decal to the student. This decal must be prominently displayed in the uppermost center portion of the windshield of the student's vehicle.

INFORMATION FOR INTERNATIONAL STUDENTS

Student Visa Regulations

You should direct all visa questions to your Academic and International Student Advisor.

You MUST report to your Academic and International Student Advisor at the beginning of each and every semester with a copy of the following documentation:

- Valid F-1 visa stamp
- Biographical page of your passport
- I-94 Record (obtained at www.cbp.gov/I94)
- Local (US) address
- Home (foreign) address

In addition, you are responsible for updating your advisor when any of the above information changes, or when you make changes to your academic program within 10 days of the change. Failure to do so could have serious consequences for your eligibility to remain in the United States.

The following summary of visa regulations applies to all international students who are in the United States on F-1 visas.

I. DOCUMENTS

- 1) *Passports:* Your passport, issued by your government, allows you to leave and re-enter your country. Your passport should always be valid at least six months into the future; if necessary you should have it renewed by your country's consulate six months before it expires. You may be able to do this within the United States by mailing your passport to your embassy for processing.
- 2) *F-1 (student) visa stamp:* This visa stamp allows you to travel to the United States. The date stamped on your visa indicates the last day you can **enter** the United States. If the visa stamp expires while you are studying in the United States, you do not have to get a new visa stamp until you leave; however you must have it renewed before you may re-enter the US. You may obtain a visa only outside the United States at an American Embassy or Consulate. To qualify for the F-1 visa stamp you must have an updated I-20 Form from NEC. Canadian students do not have a physical F-1 visa stamp.
- 3) *The I-94 with the "D/S" stamp:* The I-94 Arrival/Departure document is the evidence of registration that you have entered the U.S. as a non-immigrant. You are required by the Immigration and Nationality Act (INA) to carry with you evidence of documentation. Your I-94 should read "F1/DS," which stands for Duration of Status and indicates that you may remain in the U.S. for the duration of your status as an F1 student. You must supply your International Advisor with a copy of this registration. Formerly a white card stapled in your passport, the I-94 is now recorded on an electronic database and frequently stamped in your passport. To verify that you have received an I-94 record and have entered the U.S. in the correct F1 status, please check your passport for the I-94 stamp or obtain a print-out at www.cbp.gov/I94 each and every time you travel internationally.

II. MAINTAINING F-1 VISA STATUS

To remain in legal F-1 status, an international student must:

1. Report to the International Advisor each and every semester.
2. Have a valid passport, valid I-94 record, and valid, unexpired I-20 Form;
3. Be a full-time student during both the fall and spring semesters
4. Make satisfactory academic progress
5. Keep I-20 valid in terms of extensions, changes to personal, financial and program information.
6. Report all changes in local and foreign address within 10 days of change
7. Complete SEVIS transfer procedures when changing schools
8. Abide by F-1 grace period rules
9. Abide by rules requiring disclosure of information and prohibition of criminal activity.
10. Abide by any special requirements, such as Special Registration
11. Not work, either on- or off-campus, unless specifically authorized under the regulations
12. Abide by the aggregate unemployment rules while on post-completion OPT.

III. IMMIGRATION ISSUES

- 1) *Full-time status:* Students must be registered for full-time status during their entire period of study. Exceptions can only be made for medical reasons (with a doctor's written explanation) or during a student's last semester if he/she does not need full-time status to complete degree requirements.
- 2) *Extensions:* All international students are expected to complete their program before the expiration date noted on their I-20. This period is four years for non-transferring undergraduates and two years for non-transferring graduate students. Any student who is unable to complete their program before the expiration of their I-20 must request an extension of stay before the completion date listed on the I-20. Students are eligible for an I-20 extension to complete academic requirements due to documented illness or changes in major or program. Extension requests must be documented by faculty and/or physicians. Requests for extensions may be processed by your International/Academic Advisor.
- 3) *Changing Education Levels:* If you have completed one program of study at NEC and are returning to NEC for a new program, you may change your education level during the grace period following the completion of the first program of study. You must submit updated financial documents and obtain a new I-20 form with the new program. You may remain in the U.S. during the semester break between programs and do not need to travel to renew your F-1 visa if it has expired.
- 4) *Transfer students:* You may remain in the U.S. on an F-1 visa from another school provided that you transfer your visa sponsorship to NEC. To do this, you must have your previous school sign a release and return it to the Office of Student Services within the grace period of your previous institution. After you have completed this process, you will receive a notation on your I-20 form indicating that you have transferred your visa sponsorship. This means that you do NOT have to leave the US to get a new visa.

IV. **Travel outside the United States During your Program:** If you leave the U.S. during your program, make sure you have the following items in your possession to re-enter the U.S.:

1. Your passport valid for at least six months after your return to the U.S.
2. A valid F-1 visa stamp
3. An I-20 Form signed by a Designated School Official in the Office of Student Services
4. Documentation of financial support.

V. **Travel outside the United States while on Optional Practical Training (OPT):** If you leave the U.S. during OPT; you should carry your Employment Authorization Document (EAD) card and employment offer letter in addition to the items listed above.

VI. **Travel outside the U.S. with an expired F-1 visa:** If you are eligible to re-enter the U.S. as a student and your F-1 visa is expired you MUST get it renewed while abroad at a U.S. embassy.

Exception: Travel to Canada, Mexico, or the Caribbean for less than 30 days may qualify for automatic revalidation of your F-1 visa.

1. Please confirm with the country if citizens from your home country are required to obtain a tourist visa;
2. Have a valid passport;
3. Have a valid I-94 record printout from www.cbp.gov/i94;
4. Have your I-20 Form signed by a Designated School Official in Student Services;
5. Have maintained and intend to continue to maintain F1 visa status and reenter the U.S. prior to your program end date;
6. Do not require authorization of temporary admission to the U.S. under section 212(d)(3) of the Act; and
7. Have not applied for a visa while abroad.

If you leave the U.S. it is extremely important that you see your advisor (at least one week prior to departure) since it may take time to prepare your I-20 Form. Students unable to obtain the travel signature prior to leaving the US must have the I-20 Form sent to them in their home country and will be charged for any express mail services.

VII. ON-CAMPUS WORK AUTHORIZATION

International students are allowed to work in certain on-campus positions for a maximum of 20 hours per week. There is no special authorization necessary to work on-campus; however, international students should be aware that they will be responsible to pay state and federal taxes on any money that they earn. Students will be required to obtain a Social Security Number if hired on campus and should visit Student Services for more information.

VIII. OFF-CAMPUS WORK AUTHORIZATION

As an F-1 student, you are not permitted to engage in unauthorized off-campus employment. However, you will be eligible to pursue authorization for off-campus practical training experiences in the field of music. There are two types of Practical Training. Both require authorization by your International Advisor and USCIS PRIOR to the practical training. Practical Training is designed to give students the opportunity to gain meaningful, practical experience that will enrich their academic program. Further details for both Practical Training opportunities are in the Office of Student Services.

- 1) Optional Practical Training (OPT): OPT allows an international student to work in the United States to gain practical experience in their field of study at the Conservatory. This training must be specifically related to a student's studies.

Most students will do a full 12 months of Post Completion (after their program ends) of OPT. However, students may apply for part-time Practical Training during the semester after they have been in status for at least 9 months. Students are eligible for full-time OPT 1) during annual vacation periods if the student is currently enrolled and eligible, and intends to register for the next semester; 2) after completion of all course requirements for the degree (excluding recital or thesis); or 3) after graduation. DHS authorizes Practical Training for a maximum period of 12 months for each advanced degree completed.

Students on post completion OPT may not be unemployed for more than 90 days. Please see the International Student Handbook for a complete explanation of the new Optional Practical Training rules.

- 2) Curricular Practical Training (CPT): CPT allows international students to work off campus as part of their studio work. Students offered performance or teaching opportunities must request CPT authorization through their International Advisor PRIOR to the employment. Forms are available in the Office of Student Services. Students must supply a job offer letter and signed permission from their studio instructor to pursue the work as a part of their studio instruction during the semester or summer breaks. Note that students requesting CPT must have been enrolled in their program for at least one academic year, and that the studio instructor and/or the International Advisor reserve the right to deny CPT authorization based on the nature of the work assignment.

Any work authorization not approved through Practical Training will be granted only as a result of "severe economic hardship". The student must demonstrate that his or her financial circumstances have drastically changed since enrolling at NEC. For information on applying for off-campus work authorization, please see your international student advisor.

IX. REINSTATEMENT OF STATUS

Students who fall out of status by failing to register full-time or failing to extend their I-20 before it expires must apply for reinstatement of status through DHS. Students who need extensions due to academic probation and/or suspension must also apply for reinstatement of status through DHS. Students who fail to maintain their status may be denied re-entry to the US.

Students are eligible for reinstatement if:

- 1) the student intends to pursue a full-time course of study
- 2) the student has not engaged in unauthorized employment
- 3) the student is not deportable
- 4) the circumstances for not completing a program were beyond their control
- 5) the failure to receive reinstatement would result in extreme hardship

NEC SUPPORT SERVICES FOR INTERNATIONAL STUDENTS

International Student Office

241 St. Botolph Street, Office of Student Services, Rm 224

617.585.1310

Rebecca Teeters, Associate Dean of Students

Davey Harrison, Academic and International Student Advisor

Laura Messina, Academic and International Student Advisor

Nick Tatar, Dean of Students

The International Student Office helps NEC's international students with immigration regulations, travel and employment, and sponsors special programs. Members of the International Student Office also organize NEC's International Orientation, and multicultural student activities throughout the year.

