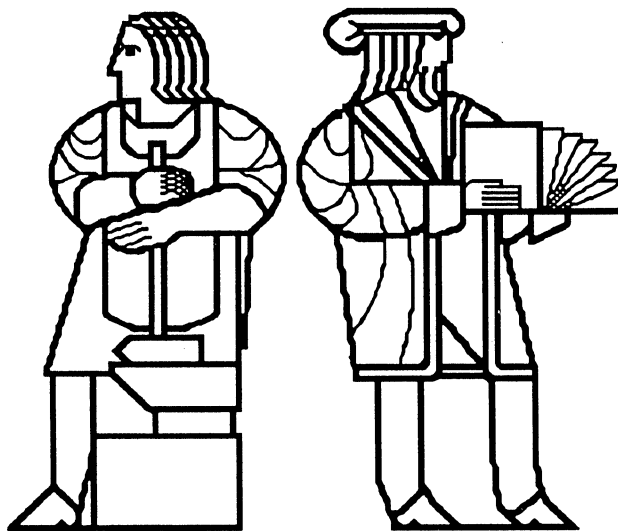


*BASIC REGULATIONS OF
THE INSTITUTE HOUSES*



*Revised
July 1990*

*The Office of the Dean for Student Affairs and
The Housing Department*

TABLE OF CONTENTS

I. INTRODUCTION.....	2
II. MIT POLICIES FOR APPROVED LIVING GROUPS	3
1. General Behavior.....	3
2. Harassment	3
3. Sexual Harassment	3
4. Pornography.....	3
5. Racial Harassment.....	4
6. Gay and Lesbian Harassment	5
7. Hazing	5
8. Alcohol.....	6
9. Drugs.....	6
10. Noise.....	6
11. Assault and Battery	6
12. Obscene or Harassing Telephone Calls	6
13. Firearms.....	7
14. Off-Campus Behavior.....	7
15. Discipline Procedures.....	7
III. RULES AND REGULATIONS FOR ON-CAMPUS HOUSING.....	9
1. Eligibility.....	9
2. Assignments	9
3. Confirmation and Reconfirmation of Assignment.....	11
4. Meal Plan Requirement	11
5. Cancellation Prior to Beginning of Academic Year.....	11
6. Cancellation During Academic Year.....	11
7. Rent Schedule.....	12
8. Prorating Rent.....	12
9. Period of Occupancy	12
10. Check-Out Procedure.....	13
11. Keys.....	13
12. Unauthorized Occupancy.....	13
13. Commercial Use	13
14. Right of Entry.....	13
15. Undergraduate Vacancies	13
16. Undergraduate Crowding	14
17. Health, Safety, and Sanitation.....	14
18. Fire and Safety.....	14
19. Room Furniture.....	14
20. Alterations and Additions.....	15
21. Damage.....	15
22. Responsibility for Personal Property.....	15
23. Dangerous Objects/Chemicals (Biohazard-Radioactive).....	15
24. Motor Vehicles and Parking	15
25. Bicycles.....	16
26. Waterbeds	16
27. Pets.....	16
28. Refrigerators.....	16
29. Changes in Rules and Regulations.....	16

I. INTRODUCTION

The Institute housing system seeks to further the aims of MIT's educational program by providing an environment conducive to academic progress and overall growth and development. Residence in an Institute-approved house is a privilege which carries a responsibility to respect not only the physical facility but also the rights of those who live and work there. It is necessary for each member of a living group to be cooperative with, tolerant, and understanding of others. Further, an actively involved resident can enhance the experience for him/herself and everyone else.

Traditionally, MIT students have accepted considerable responsibility for the establishment and administration of regulations necessary for the general well-being of the residence community. Therefore, many responsibilities are delegated to student governing groups, and each resident of an Institute House is expected to abide by the basic standards established by both the House student governments and Institute officers. Students who do not do so may lose their privilege of residence, and will be considered subject to disciplinary action.

Freshmen are required to live on campus, i.e., in one of the ten Institute Houses or thirty-two recognized fraternities and independent living groups. The Associate Dean for Student Affairs (RCA Section) may grant an exemption from this policy to a freshman in special circumstances upon submission of a petition.

II. MIT POLICIES FOR APPROVED LIVING GROUPS

1. **General Behavior.** All students and their guests are expected to comply with city, state, and federal laws, as well as MIT rules and regulations. All residents are expected to have consideration and respect for fellow residents, as well as for the physical property of the house. Residents are responsible and accountable for their behavior and the actions of their guests. The Office of the Dean for Student Affairs (ODSA, 7-133) strongly discourages behavior which would detract from an atmosphere conducive to academic and personal growth.
2. **Harassment.** Harassment is defined as verbal or physical conduct which has the intent or effect of unreasonably interfering with an individual's or group's educational or work performance at MIT, or creating an intimidating, hostile, or offensive educational or work environment on or off campus. Harassment could include but is not limited to such behavior as "hacking" or "hazing," "showering," "rivering," "pennying," etc.

Any victim of such acts should report them to the House Judicial Committee, the ODSA, the MIT Campus Police (W31-215), his/her Graduate Resident, Advisor, Housemaster or one of the Special Assistants to the President.

3. **Sexual Harassment.** Sexual harassment, whether subtle or blatant, is unacceptable at MIT. As sexual harassment interferes with an individual's growth and well-being in the academic and living environment, it will be addressed with quick and decisive action.

The Institute is committed to the elimination of sexual harassment and assures confidential and thorough handling of any allegations of such behavior. It will be the Institute's aim to protect the rights of all individuals involved and to safeguard the welfare of everyone in the MIT community. Any student who feels he or she has been sexually harassed is encouraged to bring the matter to the attention of the ODSA, his/her Graduate Resident, Housemaster, the Special Assistants to the President, or his/her advisor.

4. **Pornography.** MIT Policy and Procedures (1990), p. 101, 3.14:

It is the policy of MIT that no pornographic films shall be shown in common areas at the Institute, including classrooms, lecture halls, corridors, and common spaces in MIT dormitories. Nothing in this policy is intended to restrict the right of students to show pornographic films in the privacy of their own rooms. Exceptions to this policy will be made for screening done for educational purposes as part of a class or

other organized educational activity, or in connection with disciplinary proceedings under this policy.

Pornography is difficult to define with precision because many factors influence the character of a film. The intent of this policy is to exclude films whose primary theme is to condone the subordination or abuse of any person through the substantial use of sexually explicit material. The following characteristics, especially in combination, define pornography here:

Subjects are

1. presented in a dehumanized manner as sexual objects, things or commodities;
2. presented as sexual objects who enjoy humiliation;
3. presented as experiencing sexual pleasure in being raped;
4. presented as sexual objects tied up, cut, mutilated, bruised, or physically abused in other ways.

Films abusive of women are of particular concern both because of their preponderance, and because the incidents at MIT that have caused the most disruption of student lives have involved material of this type.

Any member of the Institute community may bring a complaint of any violation of this policy in accordance with normal Institute procedures, including recourse to the Office for the Dean for Student Affairs (ODSA) and the Committee on Discipline (COD). If there is doubt about whether or not a film is pornographic, the ODSA and the COD may, in appropriate situations, choose to invite members of the community to give their views on the question of whether it falls within the above definition of pornography. The ODSA or the COD shall then decide in accordance with this policy whether or not a violation has occurred. If the ODSA or the COD finds that a violation has occurred, it shall determine appropriate sanctions as in other cases of misconduct.

Anyone who wishes to show a film, but is uncertain as to its pornographic content, has the option to ask for an advisory opinion in advance from the ODSA.

5. **Racial Harassment.** Racist behavior, whether subtle or blatant, is unacceptable at MIT. As racism and racist behavior interfere with an individual's growth and well-being in the academic and living environment at MIT, they will be addressed with quick and decisive action.

The Institute is committed to the elimination of racism and assures confidential and thorough handling of any allegations of racist behavior. It will be the Institute's aim to protect the rights of all individuals involved and to safeguard the welfare of everyone in the MIT community. Any MIT student who feels racially harassed is encouraged to bring the matter to the attention of the ODSA, his/her Graduate Resident, Housemaster, Advisor or a Special Assistant to the President.

6. **Gay and Lesbian Harassment.** Harassment of gay and lesbian students, whether subtle or blatant, is unacceptable at MIT. As harassment interferes with an individual's growth and well-being in the academic and living environment, it will be addressed with quick and decisive action.

The Institute is committed to the elimination of harassment directed against gay and lesbian students and assures confidential and thorough handling of any allegations of such behavior. It will be the Institute's aim to protect the rights of all individuals involved, and to safeguard the welfare of everyone in the MIT community. Any gay or lesbian MIT student who feels he/she has been harassed is encouraged to bring the matter to the attention of the ODSA, his/her Graduate Resident, Housemaster, Advisor or a Special Assistant to the President.

7. **Hazing.** Chapter 269 of the Massachusetts General Laws prohibits the practice of hazing as follows:

Whoever is a principal organizer or participant in the crime of hazing shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" shall mean any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health or safety of any student or other person.

Whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger to him/herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

MIT considers acts of hazing to be extremely serious offenses to this community and will treat offenders accordingly. Any victim of such acts should report it to the House Judicial Committee, the ODSA, the MIT

Campus Police (W31-215), his/her Graduate Resident, Advisor, Housemaster, or one of the Special Assistants to the President.

8. **Alcohol.** Massachusetts law prohibits anyone under 21 years of age from purchasing or consuming alcoholic beverages, making arrangements with any person to procure alcohol, willfully misrepresenting his/her age or in any way altering, defacing or otherwise falsifying identification offered as proof of age with the intention of buying alcoholic beverages for his/her own use or another's, or knowingly transporting alcoholic beverages or carrying such on his/her person (unless accompanied by parent or legal guardian or doing so in course of employment). The law also prohibits anyone else from procuring alcoholic beverages for a person under 21 years of age who is not his/her child, ward, or spouse.

The cities of Boston and Cambridge have passed ordinances which effectively prohibit kegs from college dormitories, fraternities and independent living groups. As of this year, kegs will be banned from all MIT living groups.

Any student, living group, or organization planning an activity at which alcoholic beverages will be served or consumed should check with the Director of Campus Activities (W20-549) in order to be certain of the responsibilities and potential liability with regard to State law and Institute policies.

9. **Drugs.** The use, sale or possession of any illegal drug(s), including nitrous oxide, is prohibited. Violation could result in arrest by the MIT Campus Police or other law enforcement agency and/or referral to the Faculty Committee on Discipline or the ODSA.
10. **Noise.** The ODSA leaves it up to each Living Group to determine any enforced "quiet hours". However, a resident and/or neighbor has the right to object to noise (especially caused by loud music) which prohibits him or her from studying or sleeping, or which is audible well beyond the student's own room. Refusal to cooperate in lowering such disturbing noise can result in disciplinary action by the House Judicial Committee and/or the ODSA.
11. **Assault and Battery.** Each member of the MIT Community has the right to be free from acts of violence and threats of violence. Acts of physical assault and battery are forbidden, and are subject to either an ODSA or Committee on Discipline hearing and/or civil action.
12. **Obscene or Harassing Telephone Calls.** The placement of an obscene or harassing telephone call is a criminal offence, punishable in the courts to the full extent of the law; it is treated as a serious disciplinary issue at MIT. For anyone receiving such a call, information is available from the Campus Police or the ODSA.

13. **Firearms.** Firearms, air rifles, air pistols, and ammunition are not permitted in any Institute House. Students are required by law to obtain permission from the Chief of the Institute Campus Police to bring firearms on campus. All students are reminded that firearms must be licensed in accordance with the laws of the Commonwealth of Massachusetts. Violators are subject to a one-year mandatory jail sentence and/or a \$1,000 fine. More information on firearms regulations may be obtained from the Campus Police Office.

14. **Off-Campus Behavior.** Students may be subject to the Institute's judicial process for misconduct which occurs off campus in instances where the violation may affect the individual's suitability as a member of the MIT community.

In such cases, the ODSA or its designee will review the nature of the charges and determine whether the matter warrants action or a hearing. If a criminal charge has been filed as a result of the off-campus behavior, campus action may be delayed pending the outcome of criminal proceedings.

15. **Discipline Procedures.** While every effort is made to encourage students to assume responsibility for their own discipline and behavior, any disciplinary action ultimately taken by the ODSA will aim primarily to assist the individual involved to redirect her or her behavior and energies along socially acceptable lines. In carrying out these principles, great emphasis is placed on considering each case individually rather than on attempting to match "penalties" or actions for specific offenses. Because of the individual nature of discipline, emphasis is placed on due process to insure a fair hearing rather than on elaborate codes of law and regulations.

If an MIT student wishes to hold another party/student accountable for actions against him or herself, another individual, or the Institute, there is recourse to formal or informal mediation, to the Institute judicial structure, or to the municipal and state legal systems and their courts. The parties involved may resolve a grievance by mutual consent, or by a combination of any or all avenues of recourse. To decide a course of action, a complainant or potential complainant may wish to consult with a Graduate Resident, Housemaster, the ODSA, a Special Assistant to the President, or an MIT Legal Officer.

Within a residence there exist several options for resolving internal cases:

1. informal resolution among the residents;
2. resolution with the assistance of the Graduate Resident and/or Housemaster;

3. bringing charges against another resident before the House Judicial Board, or the Dormitory Council Judicial Committee;
4. resolution with the assistance of a member of the ODSA;
5. informal or formal investigation by a member of the ODSA;
6. informal or formal mediation by a member of the ODSA;
7. bringing charges against another student before the ODSA;
8. bringing charges against another student before the Committee on Discipline.

Possible sanctions arising from the discipline process include, but are not limited to, written apologies, fines, community service, educational programs, disciplinary probation, removal from an area of a House or from the House entirely, being banned from a living group (*persona non grata*), losing the privilege of residing in MIT-approved housing, and recommendation for suspension or expulsion from MIT. More information about these options is available in the House constitution or charter, from Judicial Boards, from the ODSA, and the Committee on Discipline.

A student may not graduate if involved in an unresolved discipline case in which formal charges have been brought and which is either being heard or about to be heard. Cases sufficiently serious to warrant suspension or expulsion may impede graduation. This judgment of seriousness will be made by the Chair of the Faculty Committee on Discipline after consultation with the Associate Provost and the Associate Dean for Student Affairs (RCA Section). The President will, after the completion of the disciplinary procedure, determine whether a degree should be awarded.

In the event that a case is brought after graduation for actions that occurred before graduation, but were unknown at that time, academic degrees may be withdrawn. The withdrawal may be for a specific period of time after which the degree will be reinstated (appropriate to a judgment equivalent to suspension), or be without limit of time (the equivalent of expulsion).

III. RULES AND REGULATIONS FOR MIT DORMITORIES AND ON-CAMPUS APARTMENTS

1. **Eligibility. (A) Undergraduates:** Only regular undergraduate students are eligible for Institute House residence. Spouses, children or other relatives are not eligible for housing in residences for single undergraduates. A student's eligibility for residence in the Institute Houses terminates at the close of his or her eighth semester registered at MIT (excluding summer terms), or upon graduation or termination of student status at MIT, whichever comes first. Terms at another institution for which a college transfer is granted MIT credit are counted toward those eight terms. Terms on Junior Year Away, Domestic Year Away, and Co-op are also counted toward those eight terms, as are any other terms during which a student is registered at MIT.

An undergraduate who receives his or her degree at the end of the fall term, and who is continuing as a graduate student at MIT for the spring term, may remain in an undergraduate House for the spring term with permission from the ODSA (Room 7-133). A student who has been disqualified or withdrawn, and who is petitioning this decision, should notify the ODSA at once. Students wishing to return to an Institute House after returning from an approved program away must notify the Office of Residence and Campus Activities (W20-549) *before leaving* on such a program in order to file an application for a return to dormitory housing.

Summer Housing: Applications are restricted to (in order of priority):

1. Full-time MIT undergraduates;
2. Graduated seniors;
3. Wellesley undergraduates.

(B) Graduates: Only full-time, regular graduate students are eligible for residence in on-campus housing. Graduate housing includes single and family housing

In the event that an on-campus vacancy is not requested by a regular graduate student, it may be filled by either a regular undergraduate student or "special" graduate student, at the discretion of the Graduate Housing Office. Any student admitted on this basis must vacate at the end of the term of his or her assignment unless his or her status is changed to that of a regular graduate student, or unless he or she receives special permission from the Graduate Housing Office.

2. **Assignments. (A) Undergraduates:** Assignments or reassignments to a House, changes from one House to another, or changes from an Institute House to an off-campus address must be approved by the ODSA. Responsibility for making room assignments and changes in room assignments within an Institute House is delegated to the student

government of that House in consultation with the faculty member in residence and the House Manager. The House Manager must be notified of all assignments or reassignments within that House as they are made.

The ODSA reserves the right to move students within the House at its discretion in order to consolidate or fill vacancies (especially if crowding exists), to meet the demands upon facilities, to reconcile personal problems, to resolve discipline issues, or for similar reasons. The ODSA also reserves the right to make specific assignments in cases which it deems special or extraordinary, such as those involving medical or personal problems, etc. Rooms designated for handicapped students may be assigned for that use by the ODSA whenever they are vacant or at the end of an academic year, should the need arise.

(B) Graduates: *First-Year Students.* All applications are due by May 15 for verification and placement in the lottery held on May 15. Applications subsequently received are filed chronologically at the end of the lottery list. Single graduate student assignments from the waiting list are subject to a nine-month contract (September 1 through June 15) with an option for summer occupancy through August 1. Graduates in family housing receive a two-year contract (September 1 through June 15 of the second year). Contracts are non-renewable. All first-year student residents are eligible to enter the continuing-student lottery for the following year as described below.

Continuing Students. All applications received from continuing students are verified and placed in a lottery held on May 1. All assignments are based on twelve-month contracts (September 1 through August 31). Contracts are renewable for the following year as long as student status is maintained. Renewed contracts run from September 1 through August 31 for subsequent years.

Vacancies Occurring During the Academic Year. All graduate students not currently living on campus may apply for vacancies occurring during the academic year. Applications for them are accepted from September 1. On September 15 a lottery is held to establish a waiting-list for such vacancies. Applications submitted after September 15 are added to the bottom of the list. Contracts offered begin on the date of assignment, end on August 31, and are renewable. These applications will be included in the continuing-student lottery on May 1. Graduate housing assignment information is available from the Graduate Housing Office (E32-118).

Handicapped Students. A non-handicapped student initially assigned to accommodation designated for a handicapped student understands that a transfer to a different space may be required during the contract-period if the space is needed for a handicapped student. Such a transfer would be arranged quickly to avoid inconvenience to the individuals involved. Rent for the new room assigned will be charged from the day of transfer.

3. **Confirmation and Reconfirmation of Assignment.** Students who in the spring are assigned rooms in the Institute Houses for the fall term will receive a confirmation card that must be signed and returned by the announced deadline in order to confirm acceptance of the assignment. Signing the confirmation card means that the student has read this booklet and agrees to abide by its stipulations, is liable for the rent for both fall and spring terms, and agrees to a meal plan for those Houses on mandatory meal plans. A student from whom no card is received will lose his or her assignment. An assignment is not valid until the student returns the confirmation card and receives in return a validated copy. It is the *student's responsibility* to see that this entire process is completed. Students newly assigned to a House must sign these cards as directed by the ODSA (undergraduates) or the Housing Office (graduate students).
4. **Meal Plan Requirement.** Residents of the following Institute Houses will be required to take a meal plan: Baker, MacGregor, McCormick, and 500 Memorial Drive.
5. **Cancellation Prior to Beginning of Academic Year.** A student who has confirmed his or her intent to reside in an Institute House for the following academic year and who wishes to cancel that assignment must notify, in writing, the Residence and Campus Activities Office, Room W20-549 (undergraduates), or the Housing Office, E32-200 (graduate students). Cancellations received after the stated deadline will be subject to a CANCELLATION FEE starting at \$100 and increasing by \$5 per business day up to registration day, to a maximum of \$300. An upperclassman who does not take up a confirmed room assignment by 4:00 PM on Registration Day of the fall term will be charged the maximum cancellation fee and the assignment will be cancelled, unless prior arrangements have been made, in writing, with the House Manager and the Residence and Campus Activities Office (undergraduates) or the Housing Office (graduate students) to occupy the room at a later date. A cancellation fee will be charged for cancellations in the first four weeks of either term in addition to any rent charges which have accrued. Although housing contracts are for the academic year, some students may wish to cancel their assignments prior to the beginning of the spring semester. Permission to do so must be received from the ODSA, (undergraduates) or the Housing Office (graduate students). Cancellations for the spring term must be received by the second Friday before Registration Day. Cancellation fees will be assessed as for the fall term.
6. **Cancellation During Academic Year.** A student residing in the Institute House system for more than the first four weeks of either term will be considered responsible for the rent *for the entire academic term*. Any exception to this policy must be approved by the ODSA (undergraduates) or the Housing Office (graduate students).

7. **Rent Schedule.** The rent schedule reflects rents which are necessary to cover estimated operational expenses for the academic year. Because of fluctuations in energy costs and other operational expenses, prior to the commencement of the second academic term the energy costs incurred for the first term will be reviewed, and new estimates made of such costs for the remainder of the academic year. Rent adjustments, upward or downward, may become necessary. If a rent adjustment is made, each resident will be notified of the exact amount and effective date. If an increase creates financial hardship for any resident, we encourage him or her to contact the Financial Aid Office, Room 5-119, to discuss the matter.

8. **Prorating Rent.** If a student leaves the Institute House system as provided above or is assigned to the system after the start of the term, rent will be prorated. Stays of two weeks or less are charged at the short term rate of \$25 per night. Stays of more than two weeks will be prorated over fifteen weeks of occupancy. For example, a stay of three weeks would result in a charge of one-fifth of the term rate, and so on. No refunds will be made for students who leave during or after the last week of classes or who are removed from housing for disciplinary reasons. For purposes of proration, occupancy is considered to begin when a student moves in, or in the case of residence continuous with a previous term, the day following the last day of occupancy for the previous term.

Summer Housing: Eligible students may apply for the entire ten-week summer session, or the first five-week session. The housing application is a contract which binds the applicant to pay the full rent for the length of stay applied for. There will be no other proration of partial stays.

Rent continues to be charged until a student formally checks out at the House desk and turns in his or her keys.

9. **Period of Occupancy.** Returning residents may occupy their permanently assigned rooms four days before fall term registration day. Residents participating in Residence/Orientation week activities and the like may return earlier only in accordance with the specific procedures which are published by the ODSA each spring. Occupancy ends at 6 p.m. of the day following the last day of the scheduled spring term final examination period for all students except those being graduated, who may continue in residence without charge until noon on the day after commencement. Students desiring to occupy rooms later than these dates may do so only by making prior arrangements with the House Manager.

Fall term period of occupancy ends on January 15. Students leaving school or leaving the Institute House system must vacate their rooms by this date. Any student still in his or her room will be charged a fine and will have all belongings removed from the room.

10. **Check-Out Procedure.** Students are expected to clean their rooms or apartments before leaving and to return the room to a condition ready for occupancy. The student is responsible for having the unit checked, locking the door, returning the keys, and checking out at the desk with the House Manager before leaving. Failure to do so will result in a fine.

Rent continues to be charged until all keys are surrendered to the House Manager.

11. **Keys.** Residents are not permitted to duplicate room, apartment or House keys or to possess a master key. The unauthorized use of any keys may result in disciplinary action as severe as separation from the Institute. The loss of a room or apartment key or front door key is subject to a fine imposed by the House Manager. All keys must be turned in to the House Manager upon check-out.
12. **Unauthorized Occupancy.** An undergraduate or graduate resident may not sublet, transfer, or share his or her room, nor may he or she permit an unassigned person to reside there at any point during the academic year, including summer. A student may not trade places with another person in or out of the Institute House system without the knowledge and approval of the ODSA, the Housing Office, or of the House government in the case of in-House moves. If a resident of an Institute House is discovered at any point to be in violation, the Institute reserves the right to cancel his or her assignment, even if previously confirmed.

Consideration should be given to the rights of roommates at all times. Overnight guests are not allowed for longer than two nights, and sleeping overnight in the public areas of a House (e.g., lounges) is prohibited.

13. **Commercial Use.** Legal restrictions on student residences do not allow the Institute to permit any student residing in an Institute House to conduct a business operation from within a House or to use an Institute House for commercial purposes.
14. **Right of Entry.** The Institute reserves the right to inspect rooms and perform maintenance at reasonable times, and to enter rooms at any time in the case of emergency. Residents are not permitted to change locks or to add private locks or security devices to their rooms or any part of the building. Institute personnel are not to enter a room without knocking. Advance notice will be given to residents, whenever possible, to advise them of scheduled special services (such as window washing).
15. **Undergraduate Vacancies.** As a general rule, students may not occupy doubles as singles, triples as doubles, and so forth. If extra spaces are available, students may so occupy rooms at the Institute's discretion with the understanding that new residents may be assigned to the room at

any time. Attempts to dissuade prospective roommates from moving in may result in suspension from the House or additional rent charges to cover the rent loss.

16. **Undergraduate Crowding.** It is sometimes necessary to “crowd” some rooms designed for fewer occupants. This usually affects only some freshmen during the fall term. The rent for residents living in crowded rooms is reduced accordingly. Once vacancies occur, students in crowded rooms are given priority over uncrowded freshmen in moving to these vacancies, subject to room assignment policies within each House. If one student in a crowd elects to “uncrowd,” then the rent for the students remaining reverts to full rate. Residents will, in fact, be required to “uncrowd” if vacancies exist in their House; voluntary crowding will not be permitted if vacancies exist in the House.
17. **Health, Safety, and Sanitation.** Students are expected to maintain their living areas, including kitchens and bathrooms, in a safe and sanitary condition. Obstructions, fire hazards, and unsanitary conditions can affect not only your comfort and safety but that of other residents as well. Corridor doors that are considered fire doors are not to be “blocked” open. If these standards are not maintained, the House Manager may have the area cleaned. Any special cleaning required to maintain safety and sanitary conditions will be billed to the appropriate residents of the House. In extreme conditions, the Manager may close a kitchen if unsanitary conditions continually prevail. The Cambridge Health Code prohibits cooking in student rooms (including using microwaves, toaster ovens, hot plates, etc.); city inspectors have the authority to close a House for flagrant and continual violations.
18. **Fire and Safety.** Setting fires, tampering with fire fighting equipment, fire alarm systems or smoke detectors, turning in false alarms, making a bomb threat, or refusing to evacuate during a fire alarm are very serious offenses. The use of flammable decorations, including natural evergreens, in any room, corridor, lounge, dining hall, lobby, etc., is prohibited by Massachusetts fire laws. The use of non-flammable decorations must be approved by the House Manager. No objects may be placed in any exit or on fire escapes. Residents are not permitted on the roofs of any House, except in designated areas approved for assembly use.
19. **Room Furniture.** In furnished accommodation, each student is responsible for his or her room furniture. This furniture is to be used only in the space to which it has been assigned. If a student wishes to remove furniture from a room, he or she must first notify the manager and make the necessary arrangements for storage or transfer. Furniture assigned to a House lounge is not to be appropriated for a student’s personal use.

20. **Alterations and Additions.** Alterations to physical conditions of rooms and hallways (including painting, building lofts, etc.) must be approved by the House Manager. Residents are not permitted to alter or add to any part of the building structure, mechanical, or electrical systems.
21. **Damage.** Damage to Institute property in an Institute House is the responsibility of the residents. Each student is responsible for any damage caused by him/herself and by his or her guests. Damage to the entire House or any part thereof will be charged to the appropriate residents of the House. Student government may determine the individuals liable to assessment. Room Condition Inventory forms or Apartment Condition statements must be signed and turned in to the Manager of the House. Failure to do so within two weeks of issuance of the form will result in the manager's assumption of a high standard of the room and furnishings; damage charges will be based on the assumed conditions, which may result in the student's being charged more than he or she would otherwise have been charged.

Extraordinary cleaning or repair costs for room, floor, or door damage will be charged at the end of the academic year, or when a student moves out of the room. Charges outstanding at the close of senior year will preclude graduation.

22. **Responsibility for Personal Property.** The Institute assumes no responsibility for loss or damage to personal property of students or guests. This includes, but is not limited to, loss by fire, theft, water, and malfunction of electrical or mechanical systems. Residents are advised to obtain insurance to cover their personal property.
23. **Dangerous Objects/Chemicals (Biohazard-Radioactive).** The manufacture, storage, or use of dangerous or flammable chemicals, explosives, or ammunition in the Houses is forbidden. Detonation of firecrackers or other explosives and the throwing of missiles of any kind from within the Houses are forbidden. The use of charcoal lighter-fluid and gasoline within a House is forbidden; gasoline engines or any flammable-liquid powered vehicle or device is not permitted within a House.
24. **Motor Vehicles and Parking.** All students who drive or park any motor vehicle on MIT property must register that vehicle each academic year with the Campus Police, or be subject to a fine or towing at the owner's expense. An MIT parking permit is required for any vehicle on MIT property. Parking permits are extremely scarce, and freshmen are ineligible for them. Exceptions to the parking policy for freshmen are occasionally made case by case. On-street parking is limited and subject to towing regulations and emergency bans.

Transfer and upperclass students living on campus may be eligible for parking permits through a dormitory lottery. Since fewer than 200 park-

ing spaces exist on campus, each dorm holds an in-House lottery each fall to allocate them. Do not bring a car to campus until you have secured a parking permit.

Transfer students living off-campus may be eligible for a parking space in the MIT commuter lot. Applications for the limited commuter spaces are accepted in early September.

25. **Bicycles.** Bicycles should not block halls or stairways. Check with the House Manager about bicycle storage facilities within the House.
26. **Waterbeds.** Approval for waterbed installation must be obtained from the House Manager prior to installation.
27. **Pets.** No pets may be kept by residents or guests in an Institute House. The term "pets" includes mammals, birds, and reptiles.
28. **Refrigerators.** Refrigerators may be kept in student rooms and some lounges in the Institute Houses. Refrigerators and their locations must be approved by the House Manager and are subject to inspection for safety and sanitation. Damage caused by a refrigerator will be charged to the owner(s). Refrigerators which use sodium dioxide or ammonia for a refrigerant are not permitted. Refrigerators must be kept in sanitary condition at all times, including vacation periods.
29. **Changes in Rules and Regulations.** The Institute reserves the right to make additions, deletions, or changes to these regulations at any time; any such changes will apply immediately after notification to the student government and posting of this information within each Institute House. These regulations are issued by the ODSA and the Housing Office. The ODSA and the Housing Office shall be their final interpreters.



RECEIVED
91 JUN 21 AM 8:01
OFFICE OF THE CITY MANAGER

OFFICE OF THE PRESIDENT

CAMBRIDGE, MASSACHUSETTS 02139

Robert W. Healy
City Manager
Cambridge City Hall
Cambridge, MA 02139

June 20, 1991

Dear Bob,

I am writing in response to your letter referencing City Council Item No. 1, dated 4/8/91, regarding an institutional code of conduct that would govern the behavior of students who live off-campus.

MIT currently has in place regulations that govern the behavior of students who reside off-campus. All standards of behavior and disciplinary processes that govern student activities are applied similarly to students on and off campus.

These standards are described in MIT's Basic Regulations of the Institute Houses, which I have enclosed for your information. I would direct you specifically to page 7, Section 14, "Off Campus Behavior".

As an integral member of the Cambridge community, MIT expects that its students will conduct themselves in a manner that is both suitable and respectful. In the event that this expectation is not met, MIT will carry out the appropriate review and disciplinary procedures.

MIT believes that the existing policies regarding off-campus student behavior are adequate and that a further code of conduct is not necessary. Please call me if you have further questions about the enclosed handbook.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sarah J. Eusden".

Sarah J. Eusden
Assistant for
Government Relations

HARVARD UNIVERSITY

OFFICE OF GOVERNMENT, COMMUNITY
AND PUBLIC AFFAIRS

2 GARDEN STREET
CAMBRIDGE, MASSACHUSETTS 02138
617-495-4955

August 16, 1991

Mr. Robert W. Healy
City Manager
Cambridge City Hall
795 Cambridge Street
Cambridge, MA 02139

RECEIVED
91 AUG 21 AM 9:24
OFFICE OF THE CITY MANAGER

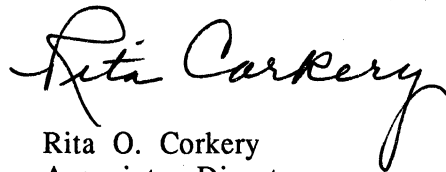
Dear Bob,

In accordance with Councillor William Walsh's order for a written draft of a "Code of Conduct to govern the behaviors of students who live off campus...", we have contacted the Dean of Harvard College, also the graduate schools located in Cambridge, and have requested copies of the academic rules and regulations. We are enclosing excerpts from the student handbooks of Harvard College; Harvard Law School; John F. Kennedy School of Government; Harvard Divinity School; and the Graduate School of Design.

Harvard University expects that its students will conduct themselves in a respectful and suitable manner, and should they not do so, there will be a review of the circumstances and, if necessary, disciplinary processes will be applied.

We at Harvard feel that we have adequate existing policies regarding off-campus student behavior and that a further code of conduct is unnecessary.

Sincerely,



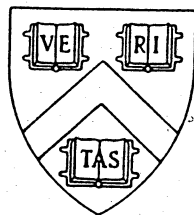
Rita O. Corkery
Associate Director
Community Relations

Enclosure

c.c. Councillor William H. Walsh
John Shattuck

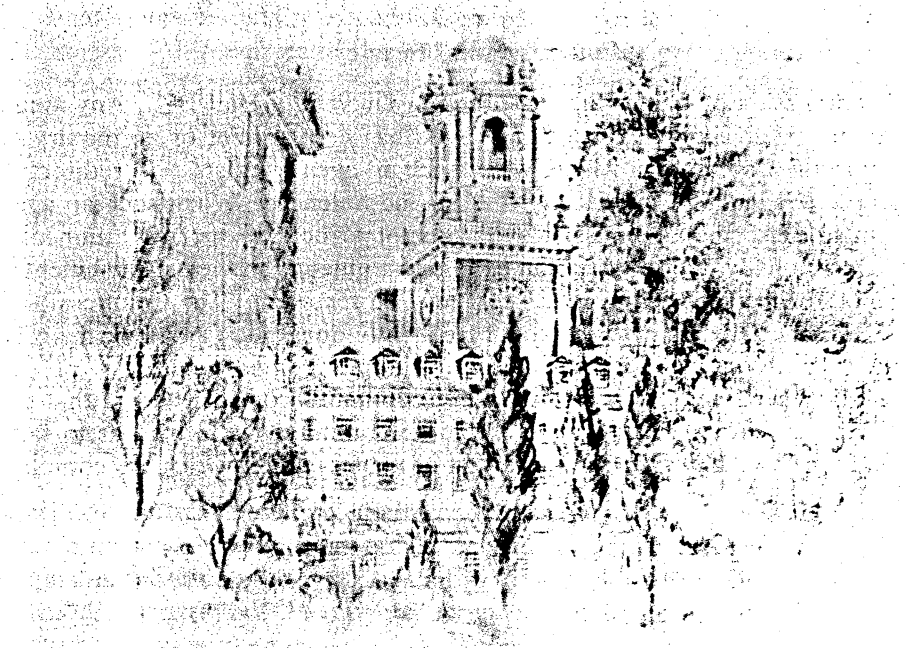
Handbook for Students

Harvard College
1990-1991



Faculty of Arts and Sciences
Official Register of Harvard University

IV. Life in the Harvard Community



Lowell House. Print by W. Harry Smith. (Harvard University Archives)

Lowell House. Print by W. Harry Smith. (Harvard University Archives)

A. General Regulations for Students

(As adopted by the Faculty of Arts and Sciences)

Failure to maintain a satisfactory academic record, neglect of work or requirements, failure to make satisfactory progress toward the degree, violation of the rules of the Colleges or any department of the University, lying to an officer, offenses against law and order, or failure to behave with the maturity and responsibility expected of Harvard and Radcliffe students will be dealt with as the Faculty and the Administrative Board shall determine. Students are expected to be familiar with those parts of *Academic Rules*, chapter II, and *Life in the Harvard Community* that apply to them. Violation will lead to disciplinary action.

Identification and Identification Cards

No student shall refuse to give his or her name to an official of the University. A student shall deliver his or her University identification card to a properly identified officer of the University upon request. It is understood that cards surrendered will be transmitted immediately to the appropriate Allston Burr Senior Tutor or Dean. A student may not allow any other person to use his or her University identification

C. Nonresidential Life

Nonresident Students

While Harvard College is predominantly residential, there are students who live out of College housing.

Nonresident students fall into the following seven categories.

Commuters

Every year Harvard admits to the freshman class a small number of students who select nonresident status. These students are advised in their freshman year by the Freshman Dean's Office and are also members of Dudley House, which sponsors activities and social programs in which they are encouraged to participate.

Commuting freshmen may move into Yard dormitories if vacancies occur. However, they are not permitted to enter the Freshman Lottery for assignment to upper-class residential Houses. Those wishing on-campus housing in their upperclass years should place their names on the space-available waiting list by contacting the College Housing Office, University Hall B-2. (See **Housing Guidelines**, section E.)

Students Moving Off Campus

All students desiring to move out of the College dormitories and Houses must obtain a *Request To Live Off Campus* form from their House Office or the College Housing Office, University Hall B-2, which must be signed by their Master or the Dean of Freshmen. (See **Room and Board Costs**, section D.)

All freshmen admitted as resident students and remaining in residence until the time of the Freshman Lottery must enter the Freshman Lottery to receive a House assignment before requesting approval to live off campus.

Students leaving the residential Houses who will have lived off campus for two complete terms while enrolled may guarantee a room reservation in their previous House of affiliation for fall term by applying at the College Housing Office, University Hall B-2, by March 1. Students whose year of enrollment off campus runs from spring term to spring term may guarantee a room reservation in their previous House of affiliation for second term by applying at the College Housing Office by October 25.

Transfer Students

Students transferring to Harvard from other colleges are not guaranteed housing in the residential Houses. They are, however, assured housing in the apartments referred to as annex housing by meeting the application deadline set by the College Housing Office.

After a term of membership in Dudley House, all transfer students are eligible to enter one lottery for affiliation with a residential House, provided they have two terms remaining in the College. A lottery will take place near the end of each term. Should they elect their assigned affiliation and should their House of assignment have space at any point, they may be offered the chance to move in.

Visiting Undergraduate Students

Those students who are admitted to Harvard as visitors for a term or a year are admitted as nonresidents. Those who wish on-campus housing may place their names on the waiting list by sending a written request to the College Housing Office, University Hall B-2. (See **Housing Guidelines**, section E.)

Previously Resident Students in the Dormitories and Houses Who Have Missed Deadlines

Students who miss deadlines for submission of the Application for Returning Students and room contract are eligible for housing on campus on a space-available basis only. Should they wish, they may place their names on the waiting list by writing to the College Housing Office, University Hall B-2.

Students who will have lived off campus for two complete terms while enrolled may guarantee a room reservation in their House of previous affiliation for fall term by applying at the College Housing Office, University Hall B-2, by March 1. Students whose year of enrollment off campus runs from spring term to spring term may guarantee a room reservation in their previous House of affiliation for a second term by applying at the College Housing Office by October 25. (See **Housing Guidelines**, section E.)

Students Whose Leaves of Absence Extend Beyond Two Years

Students whose leaves of absence extend beyond two years are eligible for housing on campus on a space-available basis only. Should they wish, they may place their names on the waiting list for on-campus housing by writing to the College Housing Office, University Hall B-2. (See **Housing Guidelines**, section E.)

Degree Candidates Registered Solely for the Completion of Requirements, Fifth Year S.B. Candidates, Fifth Year Music Program Students, or Students in Their Ninth Term Who have Previously Lived On Campus in a Residential House for Six Complete Terms

Students in the above groups are eligible for housing on a space-available basis only. Should they wish, they may place their names on the waiting list for on-campus housing by writing to the College Housing Office, University Hall B-2. (See **Housing Guidelines**, section E.)

Married students are ordinarily nonresident.

All nonresident students are expected to behave responsibly, to maintain good order, and to show proper decorum in relationships with the community.

Dudley House

Dudley House serves the needs of most nonresident students, although it has members living in the Co-ops, Apley Court, and annex housing. Dudley House provides regular counseling and advising services, and a program of social, cultural, and intellectual activities similar to those in the residential Houses. Visiting Undergraduates may become socially affiliated with Dudley House by paying the full College

DORMITORY INFORMATION

1990-91

HARVARD
LAW
SCHOOL

DORMITORY INFORMATION

RESIDENT ASSISTANTS

The Resident Assistants (RAs) of the Harvard Law School dormitories welcome you to the Law School. We hope the enclosed information will be useful to you. If we can be of any assistance, if you have any questions or if you just want to talk, drop by our rooms. We look forward to meeting you.

1990 - 1991 Resident Assistants:

Jon Nevett	Ames 118	493-9064
Robin Juni	Ames 201	493-9029
Sarah Leah Whitson	Ames 301	493-9187
Raymond Jasen	Ames 422	493-9156
Roy Edelstein	Story 120	493-9520
Greg Lyons	Story 226	493-9305
Jill Richburg	Story 326	493-9358
Clarissa Klug	Story 426	493-9555
Jan-Michele Lemon	Hastings 231	493-9104
Kevin Jenkins	Hastings 441	493-9107
Tom Samuelian	Wyeth 109	493-9514
Moanica Caston	Wyeth 416	493-9061

STUDENTS WITH DISABILITIES

The Dean of Students Office is the coordinating office for students with disabilities. If you have a permanent or temporary disability, be sure to contact the Dean of Students Office (495-1880).

ENERGY CONSERVATION

Furniture should not be placed around radiators in Graduate Center dorm rooms; doing so prevents air from circulating and heating the room properly. Lights and appliances in rooms should be turned off when not in use, and windows should be closed when the room is left empty.

ESCORT SERVICE

The Harvard University Police Department provides this security service from 7:00 p.m.-2:30 a.m., 7 days per week on a first-call, first-served basis. To participate, call the Escort Service at 495-0400 and tell them your location. An escort will arrive as quickly as possible, but it is a good idea to call well in advance in case they are particularly busy. The service should not be used for short walks (i.e., from Law School dorm to Law School dorm), but rather for long walks especially in the late hours. However, if you are uncomfortable going a short distance alone, feel free to call the Escort Service. For more information, call Lt. Russell at 495-1785.

FIRE SAFETY IN DORMITORIES

A smoke detector has been installed in your dorm room for your protection. The detector utilizes the photoelectric principle of smoke detection, making it sensitive even to smoke generated from incipient (smoldering) fires. When your alarm is activated, it rings only in your room. It is not connected to any fire department notification system. In the event of a fire, please activate the nearest building fire alarm as you leave.

Do not paint the detector unit. Paint or other foreign matter on the cover may prohibit or retard smoke entering the detector.

The detector is connected to a constant source of electricity and uses no batteries. The detector's red light should be on at all times; this indicates that it is functioning properly. If you notice that the light is off, please call Building Operations at 495-5521 immediately.

If your room detector is set off by cigarettes (or another source of smoke other than fire), you can stop the alarm by opening your window and fanning the detector, causing the smoke to dissipate quickly. If your detector continues to sound (whether due to smoke or mechanical problems), DO NOT attempt to stop the alarm by tampering with the unit.

CALL THESE NUMBERS:

Weekdays	495-5521
Nights, Weekends	495-5560

Each dormitory building is also equipped with a separate smoke detection system. Any detector in a stairwell or corridor can initiate the building alarm when a predetermined concentration of smoke reaches it. This alarm sounds like the manually-initiated alarms. This alarm is a signal to evacuate.

For student safety and readiness, fire drills are held in all Law School dorms at least once each year. All students in the dorm at the time of the drill must participate.

GUIDELINES FOR EVACUATION OF LAW SCHOOL DORMS DURING A FIRE ALARM

When a building fire alarm sounds in a dormitory, all occupants of that dorm must evacuate the premises. Occupants of *Hastings* and *Wyeth* Halls must leave the buildings when a fire alarm sounds.

Residents of the Graduate Center dormitories must evacuate the building in which the alarm sounds. They may, however, be allowed to remain inside the complex, depending on where alarms are sounding.

If an alarm sounds in *Story* Hall or *Shaw* Hall, the occupants of the dorm in which the alarm sounds must either leave the building and go outside, or complete a lateral evacuation by passing through two sets of fire doors and going into the adjoining building. If alarms are sounding in both *Story* and *Shaw*, occupants of both buildings must evacuate to the street.

If an alarm sounds in either *Ames* Hall or *Dane* Hall, the occupants of the dorm in which the alarm is signaling must either leave the building and go outside, or complete a lateral evacuation by passing through two sets of fire doors and going into the adjoining building. If alarms sound in both *Ames* and *Dane* Halls, occupants of both buildings must evacuate to the street. Occupants of *Ames* Hall may not evacuate laterally into *Holmes* Hall.

If an alarm sounds in *Holmes* Hall, occupants must either leave the building and go outside, or complete a lateral evacuation by passing through two sets of fire doors and going into *Dane* Hall. Occupants of *Holmes* Hall may not evacuate laterally into *Ames* Hall.

Ames Hall residents must take note of any fire alarms that may sound in *Holmes* Hall, and vice versa. Fire, smoke or just the alarm itself in *Ames* or *Holmes* Hall can necessitate evacuation of the adjoining building.

Questions regarding this information should be directed to the Dormitory Office, Langdell 194, 495-3129.

THE HARK

Harkness Commons (the Hark) serves as a campus center. It contains lounges, the student dining area, the Law School Coop, the Back Bench Pub, the Hark Coffee Shop, restrooms, public telephones, bulletin boards and a ride board, a stamp vending machine and student mailboxes (which you should check daily).

The Harkness Cafeteria and grill is open for breakfast and lunch, Monday - Friday, and for dinner, Monday - Thursday. Meal plan options (chargeable to your term bill) are available at the beginning of the semester. Contact the Director of Food Services at 495-5538 in the Hark for more information.

INFORMATION AND MESSAGES

Official Law School notices, such as assignments for the first day of classes, are posted on bulletin boards in Langdell Hall outside classrooms in Langdell North and in the basement of Pound Hall across from the Distribution Center. Notices are also printed in the *Adviser*, a weekly Law School bulletin. Copies of the *Adviser* are placed each Thursday in strategic spots outside classrooms, in Harkness Commons and at the Langdell Receptionist's desk. Students are responsible for the information printed in the "Announcements" and "Course Announcements" section of the *Adviser* and for what is posted in Langdell and Pound.

Each dormitory floor or entryway also has a bulletin board for activity information, RA notices and Dormitory and Student Affairs (DSAC) notices.

INTRAMURALS

Co-ed intramural teams form at the Law School for football, volleyball, basketball and softball. Watch the dormitory and Hark bulletin boards or contact your DSAC floor representative for details about these DSAC-sponsored sports, and watch the *Adviser* for sports sponsored by other student groups.

KEYS

Keys to dorm rooms are distributed to arriving students by the Student Mail Services Office in Story Hall. If replacement keys are needed during the year, they must be obtained at the Student Mail Services Office. There is a replacement charge of \$10.00 per key.

If you lock yourself out of your room, your RA can let you in. Many dorm room doors lock automatically, so be sure to take your key with you whenever you leave your room. If you lock yourself out more than two times, you will be fined \$5.00 for each subsequent time your RA must open your door for you.

We can only let you into your own room, unless we receive prior permission from the occupant of another room to admit you. We cannot allow others into your room without your consent regarding a specific instance. We cannot relinquish the master keys.

Only in an emergency, if you cannot find your RA, may a nearby RA let you in. If none of the RAs are available during regular business hours, contact the Student Mail Services Office. At night or on weekends and holidays, if no RA is available, call the police dispatcher and ask that the Law School Guard be sent to help you.

Addendum to Dormitory Information, 1990

FIREARMS AND DANGEROUS WEAPONS

The statute (M.G.L. c. 269, §10(J)) has been amended. In addition to prohibiting firearms on campus as noted on Page 6 of the Dormitory Information booklet, the statute now also prohibits the keeping of "any other dangerous weapon" anywhere on campus. Faculty members or administrative officers of the university are required to report any violations.

DORMITORY REGULATIONS

BICYCLES

Bicycles are to be stored at bike racks only. Do not store bicycles in corridors or stairways.

DEFACEMENT AND DAMAGE

No painting or decorating of a permanent nature is permitted in dormitory rooms. Tape and other adhesives which leave permanent marks on painted walls may not be used. Students will be held liable for all damage done to dormitory rooms or furniture and for all other acts that damage or deface the premises.

ELECTRIC WIRING, FIXTURES AND APPLIANCES

Refrigerators using sulfur dioxide or other toxic gases as a refrigerant may not be used in the dorms. Only standard twin cords meeting National Electric Code requirements may be used in dorm rooms. Cords must be mechanically and electrically in good condition. Cords may not be permanently fastened to any part of the dormitory building, nor run through partitions or doorways or under rugs. No electric appliance should be connected to any light fixture socket, and no connecting load is to be taken from any one base or wall plug in excess of 1000 watts.

FIRE

Unprotected open flames of any kind are not permitted in the dorms, except in existing, working fireplaces.

FIREARMS

No firearms may be kept anywhere on campus.

KITCHENS AND COOKING

The preparation of meals is permitted only in the kitchens provided. Cooking appliances, such as hot plates, electric frying pans, small microwave ovens and grille toasters are not permitted in dorm rooms.

Kitchen doors must be kept closed at all times to prevent noise and odors from escaping. Do not let food cook unattended. Students are expected to clean up after themselves and to be sure that all appliances have been turned off. Food should be kept in boxes or bags marked with the student name and/or room number. You should not use another's food or kitchen utensils without his or her permission.

Kitchens which are not kept clean and sanitary may be subject to closure, and/or dirty dishes and cookware may be confiscated.

LOUNGES AND PARTIES

The common rooms in the dormitories are public spaces available for group activities.

Dorm residents who wish to use the lounge areas for a party must inform the Resident Assistant at least two days prior to the party and must post notices in public places on the floor on which the party will take place. Undergraduate students may not be invited to dorm parties in which alcoholic beverages are served. If non-floor residents join the party, the sponsoring persons are responsible for seeing that alcoholic beverages are not served to minors.

All parties held in dormitory lounge areas must end by 11:00 p.m. Sunday through Thursday, and 1:30 a.m. Friday and Saturday. Resident Assistants have the authority to request that sound levels be decreased at parties, and to inform party sponsors when an event must end. RAs are not obliged to make repeated requests and may contact HUPD if necessary.

Sponsoring persons will be responsible for seeing that all dorm rules concerning parties are followed. Floor residents are presumed to be invited unless otherwise notified (i.e. private party).

NOISE

An obligation rests upon each student to conduct her/himself properly at all times. This responsibility applies to individuals and groups. It is expected that students will respect their neighbors' concerns when asked to lower the volume of loud noise.

Students making noise must show due regard for other residents and keep all sound within reasonable limits. Musical instruments, stereo systems, radios or televisions should not be played or used in public places or be audible outside an individual's room after 11:00 p.m. Sunday through Thursday, or after 1:30 a.m. Friday and Saturday or nights prior to school holidays. During reading and examination periods residents should adhere to the 11:00 p.m. deadline every night.

PETS

Pets are not allowed in the dormitories (except seeing-eye dogs).

SILLS AND EMERGENCY EXITS

Emergency fire doors should not be blocked on either side by furniture or other obstructions. Occupants are not allowed to place objects on outside window sills, ledges or fire escapes.

SMOKE DETECTORS

Detector units should not be tampered with, altered or adjusted in any way.

SMOKING

Cambridge, Massachusetts ordinance No. 1046, with some exceptions, provides that no person "shall smoke in any room to which the public is invited or in which the public is permitted" and that no person "shall smoke in any room under the control of a public or private employer which employees normally frequent during the course of employment."

In compliance with this ordinance the Law School has determined that all common areas of the dormitories (kitchens, lounges, halls, stairways, restrooms and laundry rooms) are no-smoking areas. Individuals may smoke in their private rooms, but must keep their doors closed whenever they are smoking or when any smoke remains in the room. In cases where students live in suites and have shared space, the policy established by the original occupants in a given year will prevail, i.e., if a smoker moves into a suite with a non-smoker who wishes that the suite remain a non-smoking one, it will remain so, and vice versa.

VACANCY/TERMINATION

When a student vacates a room he/she is responsible for leaving that room in a respectable condition. There should be no bags of rubbish, no food remains, no clothing, no collection of newspaper and/or no dirt or clutter of any kind left in the room. All personal belongings must be removed from a dorm room upon termination of occupancy. Personal items left in the room will be discarded.

Excessive dirt or clutter left by a student causes extra time, effort and cost to be put into cleaning the room. Students causing such disruption will be charged for the cost of the extra time spent cleaning the vacated rooms.

VISITORS

Residents may not turn their rooms over to others and may not permit others to reside in their rooms with them. Dormitory residents may have visitors without limitation as to hours. Use of dormitory facilities at any hour is subject to the rights and concerns of others. Common standards of decency, discretion and respect for other residents should be maintained by dormitory residents at all times.

WATERBEDS

Waterbeds are not permitted in dormitory rooms.

ENFORCEMENT

Infraction of these dormitory regulations may result in a fine of not more than \$75 for each offense, in suspension from the dormitories, or in other sanctions as deemed appropriate by the Dean of Students and the Dormitory Officer. Dormitory residents will normally be given the opportunity to correct or make-up for infractions prior to the imposition of more stringent sanctions.

Harvard Law School, the Dean of Students and the Dormitory Officer reserve the right to amend these rules as is necessary.

Appendix A: Rights and Responsibilities

The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the University, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.

The rights of members of the University are not fundamentally different from those of other members of society. The University, however, has a special autonomy and reasoned dissent plays a particularly vital part in its existence. All members of the University have the right to press for action on matters of concern by any appropriate means. The University must affirm, assure and protect the rights of its members to organize and join political associations, convene and conduct public meetings, publicly demonstrate and picket in orderly fashion, advocate, and publicize opinion by print, sign, and voice.

The University places special emphasis, as well, upon certain values which are essential to its nature as an academic community. Among these are freedom of speech and academic freedom, freedom from personal force and violence, and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based. Furthermore, although the administrative processes and activities of the University cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the University. Therefore, interference with members of the University in performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the University. Theft or willful destruction of the property of the University or its members must also be considered an unacceptable violation of the rights of individuals or of the community as a whole.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur and to develop processes by which these rights are fully assured. In particular, it is the responsibility of officers of administration and instruction to be alert to the needs of the University community, to give full and fair hearing to reasoned expressions of grievances, and to respond promptly and in good faith to such expressions and to widely-expressed needs for change. In making decisions which concern the community as a whole or any part of the community, officers are expected to consult with those affected by the decisions. Failures to meet these responsibilities may be profoundly damaging to the life of the University. Therefore, the University community has the right to establish orderly procedures consistent with imperatives of academic freedom to assess the policies and assure the responsibility of those whose decisions affect the life of the University.

No violation of the rights of members of the University, nor any failure to meet responsibilities, should be interpreted as justifying any violation of the rights of members of the University. All members of the community—students and officers alike—should uphold the rights and responsibilities expressed in this Statement if the University is to be characterized by mutual respect and trust.

HARVARD LAW SCHOOL
REQUIREMENTS FOR MEETINGS AND FUNCTIONS
AT WHICH ALCOHOL IS SERVED OR SOLD

These guidelines apply to all functions, and in all locations, where alcohol is served or sold at the Law School. These guidelines represent minimum standards. For particular events, the Law School may require additional precautions.

Alcohol will not be served at any time to individuals who are or appear to be intoxicated, or who are underage. Intoxicated individuals will be discouraged from drinking and from driving.

IDENTIFICATION

The minimum drinking age in Massachusetts is 21. To be served or provided an alcoholic beverage at the Law School Pub, an individual must show proof of minimum drinking age by presenting a picture identification. At all other Law School events, an individual may be required to show minimum drinking age.

LIQUOR LICENSE

A special one-day Liquor License must be obtained from the License Commission (Cambridge City Hall) for all events where alcohol is sold, with the exception for Harkness noted below. Procedures for obtaining the license are available from the Scheduling Office, L 194. The Law School's license covers the Law School's sale of beer and wine in Harkness.

BAR MONITORS

Bar monitors oversee events at the Law School where alcohol is available, and are responsible for seeing that underage or intoxicated individuals are not served. Bar monitors are not trained as bartenders but may, if they have appropriate training and experience, also serve as bartenders. Training for bar monitors is held at least once a semester. Notification is through the Adviser.

Bartenders provided by the Law School's food service caterer, Creative Gourmets, can serve as bar monitors.

The circumstances under which bar monitors are required are listed below. These requirements cover any event sponsored by a law school student, student organization, department, or employee on law school property.

1. Sale of Alcohol

A bar monitor is required at any event where alcohol is sold.

2. Closed Events

Bar monitors are not required for "closed events." Closed events are those which are not advertised beyond the organization's membership, which are attended only by the organization's members and guests, and where fewer than 50 people are present. At any closed event, the sponsors of the event are responsible for assuring that no alcohol is served to underage or intoxicated individuals.

3. Open Events

A bar monitor is required for all "open events." Open events are those which are (a) open to the general Law School or University community, or non-Harvard community, or (b) which are advertised to anyone other than the organization's members or (c) which are sponsored by a Law School student, student organization, department or employee and where 50 or more people attend.

4. Dormitory Events

In the dorms, no bar monitor is required for "private parties." Private parties are events held in a single dorm room. However, if a party uses or involves the use of common areas (lounges, kitchens or hallways) and the number attending is greater than 50, a bar monitor is required.

For "open parties", a bar monitor is required. Open parties are those which are (a) open to more than one floor of a dorm, the general Law School or University community, or non-Harvard community, or (b) which are advertised or (c) which are sponsored by a Law School student, student organization, department or employee and where 50 or more people attend. The floor Resident Assistant must be notified in advance that such a party is planned.

POLICE PRESENCE

The Law School requires Harvard University Police presence for student-sponsored events whenever alcohol is served and the number in attendance exceeds 50. Please contact the Scheduling Office, L 194, to make the appropriate arrangements.

FOOD AND NON-ALCOHOLIC BEVERAGES

Food and non-alcoholic beverages must be available at any event where alcohol is served.

JOHN F. KENNEDY SCHOOL OF GOVERNMENT

HARVARD UNIVERSITY

1990-91 HANDBOOK

Academic Calendar

Rules and Regulations
Information and Services

This handbook contains information applicable to the academic year 1990-91. Although every effort is made to insure accuracy of information, the John F. Kennedy School of Government reserves the right to make changes and/or corrections in any information contained herein.

VIII. STUDENT SERVICES AND OTHER INFORMATION

ALCOHOL AND DRUG POLICY

Harvard University promotes the health and well-being of its students and employees through its Health Services and other agencies. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Harvard property or as part of any Harvard activities are violations of University rules as well as the law. Possession, use, or distribution of certain nonprescription drugs, including marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics; procurement or distribution of alcohol if anyone is under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of law and Harvard policy. The University holds its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs, or to serve or consume alcohol. Further, it expects students and employees to create and maintain an environment for learning and working that is safe and healthy and encourages responsible conduct. The use of illicit drugs and the misuse of alcohol are potentially harmful to health. In particular, synthetically produced drugs, which are readily available in the Boston metropolitan area, often have unpredictable emotional and physical side effects which constitute an extreme health hazard. In addition, students are encouraged to weigh the seriousness of potential loss of function that may come from ingesting illicit drugs or too much alcohol. Because of the considerable health hazards involved in drug and alcohol use, administrative, medical and psychiatric help for students having drug problems or difficulty controlling their use of alcohol are available on a confidential basis from the University Health Services. Any member of the University may make use of the Health Services on an emergency basis, day or night.

Attention is directed to the fact that the University is not, and cannot be considered as, a protector or sanctuary from the existing laws of the city, state, or federal government. Students are reminded that there are heavy penalties, including imprisonment, for possession or distribution of illicit drugs and for selling or delivering alcohol to, or procuring alcohol for, someone under 21. There are also serious penalties for anyone under the age of 21 who purchases, attempts to purchase, or arranges to procure alcoholic beverages or to misrepresent his or her age or falsify his or her identification with the intent of purchasing alcohol; anyone, regardless of age, caught falsifying a driver's license, or selling or distributing false IDs; and anyone, regardless of age, who operates a motor vehicle under the influence of alcohol or drugs, or with an open container of alcohol.

*In addition, the City of Cambridge prohibits consumption of alcohol on public property or on property open to the public. All students should become familiar with the pamphlet on drug and alcohol law prepared by the General Counsel to the University, distributed at registration each year. The School may take disciplinary action when cases of this type come to its attention consistent with the legal sanctions for the inappropriate use of drugs and alcohol. Officers of the School may initially respond to the use of illicit drugs, underage possession or consumption of alcohol, serving of alcohol to underage individuals, and overconsumption of alcohol with warning and/or referral to health or counseling services. A pattern of behavior in violation of these rules may lead to disciplinary action by the Committee on Rights and Responsibilities ranging from admonition up to and including expulsion. The Committee will take serious actions, in the probation and requirement to withdraw range, in any case involving the possession in quantity or the sale or distribution of drugs, or when cases of drug and alcohol use involve danger to individuals or to the community at large. The Committee on Rights and Responsibilities will take serious action also in cases in which a student falsifies his or her identification with the intent of obtaining alcohol; ordinarily the response for the production and distribution of false identification cards or driver's licenses is probation or requirement to withdraw.

Medical and psychiatric services are currently available at the University for students who are referred for drugs and/or alcohol related problems.

Services:

1. Inpatient detoxification in Stillman Infirmary.
2. Individual psychotherapy through Mental Health Service.
3. Individual and group educational programs provided by the Health Educator.
4. Referral through the Mental Health Service to rehabilitation and reentry programs, including the following:
 - The Appleton Unit at McLean Hospital
 - The West End Alcohol and Drug Treatment Program at Massachusetts General Hospital
 - The Cambridge Hospital Center for Alcohol and Drug Treatment
 - The North Charles Institute for the Addictions
 - and several others

The members of the Mental Health Service are available at all times on an emergency basis to respond to acute situations where alcohol or drug problems occur.

*As does the City of Boston and the MDC.

DANGEROUS WEAPONS

There is a criminal statute prohibiting persons (other than law enforcement offices) regardless of whether or not they have a license, from carrying a loaded or unloaded firearm or any dangerous weapon in an University building or on the grounds of the University without written authorization of the office in charge of the University. A maximum penalty of \$1,000 fine or one year in jail can be imposed.

STUDENTS WITH DISABILITIES

Students with physical limitations are encouraged to consult with the School's Handicap Officer, who will work closely with any student who requires special consideration. Check with either the Registrar's Office or the Program Office for the name of the individual.

FIRE ALARMS

The School has an occasional fire alarm or fire drill. In case of an alarm, a loud squawking noise will be heard and the fire alarm lights located on each floor will flash. YOU MUST VACATE THE BUILDING. Do not try to take anything with you except your coat and valuables; do not take the elevator in case of an alarm; exit the building through the nearest exit; wait for the fire inspector to approve reentry. Do not be cajoled by friends into staying in the building. Even if you do not actually see flames, fumes from burning materials can quickly spread through the ventilation system and be hazardous to your health.

FORUM USE

Students who wish to use the Forum should consult with the Forum Office Coordinator, 495-1380. The School has had a long tradition of allowing the Forum to be used by students to present information related to specific political points of view. This privilege is available only to recognized KSG student groups. Requests for permission to use the Forum for these purposes should be directed to Marge Lucker, 495-1150.

HAZING PROHIBITION

Hazing in connection with initiation of new members into student organizations is prohibited by state law. Each student has received a copy of this new law in his/her registration packet. Any student failing to comply with the law will be subject to disciplinary action by the School's Committee on RR ranging from admonition up to and including expulsion.

HEALTH SERVICES

All Harvard students are required to subscribe to the University Health Services. You will receive a booklet at registration reviewing the various services provided by the University clinic, Stillman, located at Holyoke Center. Health Services booklets are also available at the Clinic. Be sure to

HARVARD UNIVERSITY
THE DIVINITY SCHOOL

45 FRANCIS AVENUE
CAMBRIDGE, MASSACHUSETTS 02138

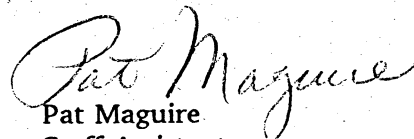
April 30, 1991

Rita Corkery
Community Affairs Office
2 Garden Street

Dear Rita:

Enclosed are the pages from our Student Handbook on
"The Learning Environment and Expected Behavior." Hope this
helps!

Sincerely,


Pat Maguire
Staff Assistant
Dean of Students Office

THE LEARNING ENVIRONMENT AND
EXPECTED BEHAVIOR

The Divinity School community includes persons from a wide variety of backgrounds and cultures, but there exists a common expectation that all members are responsible for maintaining an environment conducive to intellectual freedom, the pursuit of knowledge, and the integrity of each individual member of the community. Such a learning environment depends upon considerate behavior toward all members, respect for one another's privacy, and accurate representation of one's own work.

I. Non-Discrimination Policy

In accordance with this mission and with Harvard University policy, the Divinity School does not discriminate against any person on the basis of gender, race, color, sexual orientation, religious commitment, age, national or ethnic origin, political belief, veteran status, disability in admission to, access to, treatment in, or employment in its programs and activities. Every effort will be made to ensure fairness and consistency in the School's relations with its students, faculty, and staff. Likewise, Harvard Divinity School expects that those with whom it deals will comply with all applicable anti-discrimination laws. Any student, member of the Faculty or staff who feels that he or she has been discriminated against at the School on any of these grounds may raise the issue with an appropriate person or body from HDS, with a representative of the University Office of Human Resources, with the Affirmative Action Officer in the Office of the President or with the U.S. Department of Education, Office for Civil Rights, John W. McCormack Building, Boston, Massachusetts.

II. Existing Policies and Grievance Procedures

Students, faculty and staff are subject to the policies of Harvard University and of the Divinity School that govern the conduct of members of the School as articulated in the University-wide Statement of Rights and Responsibilities passed by the Faculty of Arts and Sciences on April 14, 1970, and included as a postscript to this section. Access to and familiarity with the policies and principles that govern such conduct are a right and a responsibility of every student, member of the Faculty, and staff member. Staff members may find appropriate policies and procedures listed with the HDS Personnel Officer; non-

exempt staff may also consult with representatives of the Harvard Union of Clerical and Technical Workers (HUCTW) about applicable policies and procedures. Faculty members will find policies and procedures appropriate to them listed in the current Student/Faculty Handbook and in the Office of the Associate Dean for Academic Affairs. For students these policies and procedures will be found in the current Student/Faculty Handbook and in the Office of the Dean of Students.

In this discussion of expected behavior and appropriate grievance procedures, however, it should be emphasized that these policies and procedures of the University and the Divinity School are not intended in any way to substitute for or supplant local, state, and federal laws to which all members of the HDS community are subject. For example, Massachusetts law prohibits hazing, "any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person." Persons and organizations involved are subject to punishment by the State in the form of fine or imprisonment. Hazing, as described above, is prohibited by the Divinity School and such behavior by an HDS student and/or organization will be referred to the Administrative Board for appropriate action. Similarly, the Divinity School supports the Harvard University policy in response to the Federal Drug-Free School and Communities Act Amendment of 1989, Public Law 101-226. The substance of the hazing statute and a summary of laws relating to drugs and alcohol will be presented in separate sections of the Handbook and/or in an appendix accompanying the Handbook.

The relatively small size of the Divinity School permits students, officers, and staff considerable flexibility in addressing and resolving matters of personal, academic, or professional concern. The following statement describes set procedures insofar as these have been codified as well as less formal practices generally followed by members of the HDS community.

III. Academic Integrity

The Divinity School seeks to maintain a learning and working environment characterized by academic integrity and fair access to educational resources.

A. Actions that violate academic integrity and fair access include the following:

1. cheating on examinations either by copying the work of others or through the use of unauthorized aids;
2. fraudulent presentation of the work of others (either written or visual) as one's own work (plagiarism);
3. simultaneous or repeated submission without permission of substantially the same work (either written or visual) to more than one course;
4. theft, vandalism or destruction of the work of another student or group of students;
5. theft, vandalism or destruction of any educational resource (including library materials);
6. altering or misrepresentation of academic records;
7. other actions that present a serious threat to the learning and working environment at the Divinity School.

B. Students' Academic Grievance

A student who feels that she or he has been treated unfairly in the academic context normally speaks with (1) the faculty member in question or an appropriate teaching fellow; (2) the Assistant Registrar responsible for the degree program of the student in question; (3) the Associate Dean for Academic Affairs, who in certain cases may attempt to facilitate communication between student and faculty member. Grievances concerning academic matters are ordinarily resolved informally. On rare occasions a student may petition the Committee on Academic Programs for redress of an academic grievance. If common problems seem to arise with some consistency the Committee on Academic Programs will address and attempt to solve them through the adoption of revised policies or faculty legislation. In the case of a dispute over individual course requirements or grading procedures, final determination is ultimately the decision of the instructor of the course alone; once a grade has been submitted to the Registrar, however, the instructor can change it only by vote of the Faculty. In the case of a clerical error, a change may be made only when an instructor brings the matter before the Associate Dean for Academic Affairs.

IV. Personal Privacy, Safety, and Freedom from Harassment

Each student has the right to consider herself or himself free from threat or harm to her or his person while a member of the Divinity School community. Any unwarranted invasion of an individual's person, room or possessions will not be tolerated.

A. Students' Personal Grievance

A student with a grievance, a concern that does not fall within the academic or sexual harassment categories, against any person, whether a member or non-member of the Harvard community, that affects that person's life as a student, may go to any of the administrative officers of the Divinity School. Normally the individual approaches (1) the Dean of Students, one of whose responsibilities is to counsel students on matters of personal concern; (2) the Director of Women's Programs, particularly in matters of gender concern; (3) the Associate Dean for Academic Affairs; (4) the Director of Ministerial Studies. These officers may in certain cases play mediating roles in attempting to resolve sources of conflict. In special cases a student or group of students sharing a common concern may speak with the Dean in the attempt to have an impact on decision-making relating to School policy.

When this grievance involves behavior in either Rockefeller or Divinity Halls, a resident should contact the building proctor and if necessary the Dean of Students. The proctor and the Dean of Students will attempt to resolve the problem within the context of the housing environment if possible. But if the matter seems more serious to either the student or to the Dean of Students, the concern may be presented to the Administrative Board of the Divinity School for its judgment.

Similarly, a student who has attempted to resolve a grievance against another Divinity School student through the informal process of discussing the problem with an appropriate member of the administrative staff (normally the Dean of Students, the Director of Women's Programs, or the Associate Dean for Academic Affairs) and has not been satisfied may request that her or his grievance be placed before the Administrative Board.

B. The Administrative Board

A grievance raised by any member of the HDS community (Faculty, staff or student) against an HDS student may be addressed to the Administrative Board, made up of three members of the Faculty and two students. This step should be taken only when the normal administrative procedures have proven unsuccessful in resolving a problem. The Board convenes at the call of the Dean or the Dean of Students (neither of whom is eligible to serve on the Board) and exercises jurisdiction over all alleged offenses by students including but

not restricted to alleged violations of the University's Statement on Rights and Responsibilities. The Board makes investigation of fact and determines appropriate action, which it recommends to the Dean. If the recommendation is for dismissal or expulsion from the School, or if the case involves a violation of the Statement on Rights and Responsibilities, the Board reports its recommendations to the Faculty, which then acts in accordance with the Eleventh Statute of the University. If the recommendation is for a lesser penalty, the Board reports its findings to the Dean, who is responsible for its implementation.

The following are definitions of sanctions available in proceedings before the Administrative Board:

Expulsion. In accordance with the Eleventh Statute of the University, "Expulsion is the highest academic censure, and is a final separation from the University." The rules of the Faculty require that a recommendation for expulsion be referred to the whole Faculty, and a final vote requires a two-thirds majority.

Dismission. In accordance with the Eleventh Statute of the University, "Dismission closes a student's connection with the University, without necessarily precluding his return." It requires reference to the Faculty, as with Expulsion. Readmission would involve a fresh application for admission.

Withdrawal for a Stated Period. This would differ from Dismission in that when the period of rustication is completed, the student would be entitled to reregister without making a new application for admission.

Warning. The student would be put on notice that, while he or she would not be required to withdraw, a repetition of the offense would provoke the possibility of heavier sanctions. This is presumably appropriate for first offenses. It might be called "Probation," except that that term is more often used in cases of unsatisfactory academic records.

Admonition. The mildest form of censure for a person found guilty of a violation of HDS regulations.

Dismissal of Charges. Appropriate where the charges are not sustained, or found to be without foundation.

V. Sexual Harassment

Sexual harassment may be understood in a number of ways, but the Divinity School adheres to the definition established by the Faculty of Arts and Sciences which pertains to all members of the HDS community:

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact or verbal comments or suggestions, which adversely affects the working or learning environment of an individual.

Sexual harassment in educational institutions is not simply inappropriate behavior; it is against the law. Sexual harassment of students is a violation of Title IX of the 1972 Educational Amendments in that it constitutes differential treatment on the basis of sex. Title IX applies to any educational program or activity which receives Federal funds and protects both employees and students. The law states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance...

In an August 1981 policy memorandum, the Officer for Civil Rights of the U.S. Department of Education reaffirmed its jurisdiction over sexual harassment complaints under Title IX and adopted the following working definition:

Sexual harassment consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protected under Title IX.

Any member of the Divinity School community who believes that she or he has been sexually harassed is encouraged to take specific steps toward redress. Because of the complexity of issues involved in identifying sexual harassment, HDS encourages a two-step approach on the part of any member of the community who feels she or he may have

been harassed (unless physical violence has been involved in which case a different two-step approach should be followed, i.e. getting medical help at the University Health Service if feasible, and then deciding to whom the attack should be reported.)

A. Informal

Individuals are encouraged to speak with an appropriate member of the administrative staff to discuss the nature of the perceived violation. Anyone with an inquiry, complaint or concern is welcome to bring another member of the HDS community to this discussion with an administrator. Students would normally go to the Dean of Students, the Director of Women's Programs, the Associate Dean for Academic Affairs, or the Director of Ministerial Studies. Information will be held in confidence by the administrative officer involved until the initiating individual agrees that a third party or parties should be informed to help facilitate a solution. The mediator will work to ensure that the initiating individual suffers no discrimination or harm as a result of this action and that the rights of any person against whom a complaint is lodged are protected.

Once an inquiry or complaint is brought forward every effort will be made to resolve the problem within a reasonable period of time.

B. Formal

Any student who believes herself or himself to be the object of sexual harassment may choose, either initially or after having sought an informal resolution described above, to bring a complaint through the Divinity School's formal procedures. If the complaint is against a member of the Faculty, a teaching or research assistant, or someone else offering instruction under the aegis of the Divinity School, the student should file a formal complaint in writing to the Associate Dean of Academic Affairs. If the complaint is against a staff member, a formal complaint in writing should be filed with the Dean. If the complaint is against another student, a formal complaint should be filed in writing with the Dean of Students. In any case, prompt reporting is urged as it is often difficult to trace the facts of an incident or incidents long after they have occurred. The Dean of Students will work to ensure that the initiating individual suffers no discrimination or harm as a result of this action and that the rights of any person against whom a complaint is lodged are protected. Ordinarily, complaints must be filed within ninety days of the incident or incidents.

The formal, written complaint should specify the following:

- 1) the full name and address of the person making the complaint;
- 2) the full name and address (if known) of the person or persons against whom the charge is being made;
- 3) a brief statement of the allegation being made with the facts that support that allegation;
- 4) the date or dates of the alleged acts or practices;
- 5) the names and addresses if known of any witnesses to the facts or persons who could provide corroborating evidence.

In the case of a formal complaint being lodged by a student against another student, the Dean of Students will review the case with the student making the complaint to obtain a comprehensive story, determine what policy violation has been alleged, and inform the complainant about the process of the Administrative Board to which the charge will be referred. The Dean of Students will call the Administrative Board into session notifying them within seven days of receiving the formal complaint that the Board will need to set a date to hear the case.

At the same time and within seven days of receiving the formal complaint, the Dean of Students will inform the person or persons against whom the complaint has been made, provide her, him, or them with a copy of the formal complaint, arrange a meeting with the person or persons charged to hear her, his, or their story, inform them of the specific charge being brought, and inform the person or persons charged about the process of the Administrative Board. In case the person or persons charged does or do not choose to meet with the Dean of Students, the Dean of Students shall mail to the person or persons charged, a description of the Administrative Board procedures and a list of possible sanctions, at least ten days before the Administrative Board meets to hear the case.

(Students may inquire at the Office of the Dean of Students for descriptions of the Administrative Board hearing process.)

Following the hearing the Administrative Board will retire to conduct its own deliberations. It will forward its findings and any recommendations for sanctions to the Dean, normally within thirty days of the hearing. The Board's report will be supported by specific findings of fact and conclusions, including, wherever appropriate, a statement of

the reasons for the specific sanction and the principles or policies on which the Board relied in recommending the sanction. The Board will provide both parties an opportunity to review the report to the Dean in the Office of the Dean of Students. Should any part of the report become part of a student's file, that student may receive a copy of such material. After receiving an opportunity to read the Board's report either party will have ten days within which to submit a response to the Dean.

The Board may determine at any point in these procedures that, based upon the information available, insufficient evidence exists to warrant further review or possible sanctions. The Board will notify all concerned parties of this finding and consider the matter closed, except as provided in the instance of an appeal.

Also, should further incidents take place while the case is being heard or should there be serious grounds for concern about further intimidation or harassment by the person against whom the complaint is made, the Dean of Students shall take steps necessary to maintain the personal safety of the persons involved.

A finding of guilty by the Board could result in a warning, a form of censure or probation, or a recommendation to the Faculty of suspension or dismissal from HDS.

The decision and the sanctions of the Administrative Board are subject to appeal to the Dean on the basis of new evidence or significant procedural error. An appeal must be directed in writing to the Dean within thirty days of the Administrative Board's report. In cases where the appeal pertains to a lesser sanction or minor procedural error, the Dean's ruling on the appeal will be made within thirty days and is final. In cases where the appeal pertains to a major sanction, and the result of the Dean's consideration is a recommendation for a change in the sanction, a new vote of the Faculty is required, normally at the next regularly scheduled Faculty meeting. That vote will be final with respect to the case in hand.

All parties will be notified in writing of the disposition of the appeal within thirty days of its resolution.

The Board may, in its discretion and for good cause, alter any deadlines in these procedures.

When the Student's formal complaint is made in writing against a member of the Faculty or staff, the Associate Dean of Academic Affairs or the Dean and the person filing the complaint present the matter to an attorney at the University Office of the General Counsel. The person against whom the complaint is lodged is informed that such action is taking place, that filing a complaint can be done by anyone in the University at his or her own initiative and does not presume guilt or innocence, and that while the complaint is being heard no further action will be taken by the Divinity School with regard to this matter unless new incidents occur. Should further incidents take place while the case is being heard by the Dean, the individual may be transferred, or given a leave of absence until the finding is completed, or re-assigned at the discretion of the individual's superior. In cases where there is basis for concern about further behavior of the sort that elicited the complaint, the individual in question is informed of the nature of the behavior in question. A finding of guilty in a matter of sexual harassment could be grounds for dismissal, for re-assignment to another position, or for warning that another such finding either formally or in an informal administrative investigation would result in dismissal.

Use of the internal procedures outlined above does not foreclose subsequent legal action. Complainants may wish to obtain legal advice as they consider the courses of action open to them. However, the proceedings of the Administrative Board are not those of a court of law and the presence of legal counsel is not permitted during these discussions and hearings.

VI. Officers

a. Any officer who feels that her or his academic or personal freedom has been violated, or that she or he has experienced irregularities in the application of the procedures of the University pertaining to employment, may take the matter directly to the Dean.

b. A grievance raised by any member of the HDS community against an officer may be submitted to a Screening Committee which considers allegations of neglect of duty or grave misconduct under the Third Statute of the University, or alleged violations of the University-wide Statement on Rights and Responsibilities. The Committee is composed of two tenured members and one non-tenured member of the Faculty. Complaints must be submitted in writing and filed with the Chairperson. On receipt of a complaint, the Chairperson convenes the Committee to determine what procedures are appropriate to the case

under review. The Committee may attempt to facilitate settlement informally. Failing that, its responsibilities extend only to a determination whether the complaint is sufficiently serious and justified to warrant a formal hearing by a University Hearing Committee.

VII. Staff

a. Any member of the HDS staff with a professional or personal concern is encouraged to consult with any of the following: the immediate supervisor; the HDS Personnel Officer; the Associate Dean for Finance and Administration; a representative from the University Office of Human Resources; a representative from the University Faculty and Staff Assistance Program. Members of the non-exempt staff represented by HUCTW may consult with representatives of the Union at any time.

b. Problem-solving procedures and other policies involving non-exempt staff will be defined in the contract currently being negotiated between the University and HUCTW.

VIII. University-Wide Statement on Rights and Responsibilities

This statement and the interpretation that follows it, were adopted on an interim basis by the Governing Boards on September 20, 1970.

The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the University, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.

The rights of members of the University are not fundamentally different from those of other members of society. The University, however, has a special autonomy and reasoned dissent plays a particularly vital part in its existence. All members of the University have the right to press for action on matters of concern by any appropriate means. The University must affirm, assure and protect the rights of its members to organize and join political association, convene and conduct public meetings, publicly demonstrate and picket in orderly fashion, advocate and publicize opinion by print, sign, and voice.

The University places special emphasis, as well, upon certain values which are essential to its nature as an academic community. Among these are freedom of speech and academic freedom, freedom from personal force and violence, and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based. Furthermore, although the administrative process and activities of the University cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the University. Therefore, interference with members of the University in performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the University. Theft or willful destruction of the property of the University or its members must also be considered an unacceptable violation of the rights of individuals or of the community as a whole.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur and to develop processes by which these rights are fully assured. In particular, it is the responsibility of officers of administration and instruction to be alert to the needs of the University community; to give full and fair hearing to reasoned expressions of grievances; and to respond promptly and in good faith to such expressions and to widely-expressed needs for change. In making decisions which concern the community as a whole or any part of the community, officers are expected to consult with those affected by the decision. Failures to meet these responsibilities may be profoundly damaging to the life of the University. Therefore, the University community has the right to establish orderly procedures consistent with imperatives of academic freedom to assess the policies and assure the responsibility of those whose decisions affect the life of the University.

No violation of the rights of members of the University, nor any failure to meet responsibilities, should be interpreted as justifying any violation of the rights of members of the University. All members of the community--students and officers alike--should uphold the rights and responsibilities expressed in this Statement if the University is to be characterized by mutual respect and trust.

Interpretation

It is implicit in the language of the Statement on Rights and Responsibilities that intense personal harassment of such a character as

to amount to grave disrespect for the dignity of others be regarded as an unacceptable violation of the personal rights on which the University is based.

University Committee on Rights and Responsibilities

In June 1970, while recognizing that responsibility for student discipline should remain with the Faculties, the University Committee on Governance recommended to the Governing Boards the creation of a University Committee on Rights and Responsibilities "to serve as an advisory body and a forum for the consideration of University-wide policy problems related to discipline and, in certain situations...to coordinate disciplinary actions." The Committee was created in November 1970.

Membership on the committee was to include all faculties, drawn, wherever possible, from the Administrative Boards or such other faculty committees dealing with cases involving rights and responsibilities.

While no final action appears to have been taken regarding the precise composition of the Committee, the University Governance Committee suggested the following model:

Four faculty members from Arts and Sciences and three students (one from Harvard College, one from Radcliffe College and one from the Graduate School of Arts and Sciences) plus two faculty members and one student each from the eight professional schools.

IX. Hazing Regulations

The Divinity School is obliged to bring to the attention of each student the provisions of Massachusetts law prohibiting the practice of hazing in connection with the initiation of students into student groups and organizations. The law applies to both officially recognized and unrecognized groups and to practices conducted on and off campus. A copy of this law follows for your information:

269:17. Hazing Prohibited; Definition; Penalties. [*Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.*]

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not

more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully 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 or any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

269:18. Failure to Report Hazing; Penalty. *[Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]*

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19. Notification by Schools of Hazing Law; Report by Schools; Disciplinary Policy. *[Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]*

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student

organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

X. Harvard University and the Drug Free Schools and Communities Act Amendment of 1989

a) Policy: Harvard University and Harvard Divinity School promote the health and well-being of its students and employees through its Health Services and other agencies. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Harvard property or as a part of any Harvard activities are violations of University rules as well as the law. Possession, use, or distribution of certain non-prescription drugs, including marijuana, amphetamines, heroin, cocaine, and non-prescription synthetics; procurement or distribution of alcohol if anyone is under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of law and Harvard policy. The University holds its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs, or to serve or consume alcohol. Further, it expects students and employees to create and maintain an environment for learning and work that is safe and healthy and encourages responsible conduct. The use of illicit drugs and the misuse of alcohol are potentially harmful to health. In particular, synthetically produced drugs, which are readily available in the Boston metropolitan area, often have unpredictable emotional and physical side effects which constitute an extreme health hazard. In addition, students are encouraged to weigh the seriousness of potential loss of function that may come from ingesting illicit drugs or too much alcohol. Because of the considerable health hazards involved in drug and alcohol use, administrative, medical and psychiatric help for students having drug problems or difficulties controlling their use of alcohol are available on a confidential basis from the Divinity School's Office of the Dean of Students, other officers of the Divinity School, and at the University Health Services. Any member of the University may make use of the Health Services on an emergency basis, day and night.

Attention is directed to the fact that the University is not, and cannot be considered as, a protector or sanctuary from the existing laws of the city, state, or federal government. Students are reminded that there are heavy penalties, including imprisonment, for possession or distribution of illicit drugs and for selling or delivering alcohol to, or procuring alcohol for, someone under 21. There are also serious penalties for anyone under the age of 21 who purchases, attempts to purchase or arranges to procure alcoholic beverages or to misrepresent his or her age or falsify his or her identification with the intent of purchasing alcohol; anyone, regardless of age, caught falsifying a driver's

license, or selling or distributing false IDs; and anyone, regardless of age, who operates a motor vehicle under the influence of alcohol or drugs, or with an open container of alcohol. In addition, the City of Cambridge prohibits consumption of alcohol on public property or on property open to the public. All students should become familiar with the pamphlet on drug and alcohol law prepared by the General Counsel to the University, distributed at registration each year, and available in the Office of the Dean of Students.

The Divinity School may take disciplinary action when cases of this type come to its attention consistent with the legal sanctions for the inappropriate use of drugs and alcohol. Officers of the Divinity School may initially respond to the use of illicit drugs, underage possession or consumption of alcohol, serving of alcohol to underage individuals, and overconsumption of alcohol with warning and/or referral to health or counseling services. A pattern of behavior in violation of these rules may lead to warning by the Dean of Students, admonition by the Administrative Board, warning, and/or requirement to withdraw. The Administrative Board will take serious actions, in the warning and requirement to withdraw range, in any case involving the possession in quantity or the sale or distribution of drugs, or when cases of drug and alcohol use involve danger to individuals or the community at large. The Administrative Board will take serious action also in cases in which a student falsifies his or her identification with the intent of obtaining alcohol; ordinarily the response for the production and distribution of false identification cards or driver's licenses is warning or requirement to withdraw.

When alcohol is served at any Divinity School event, the sponsoring department, individual, or organization will be held responsible for maintaining the laws appropriate for such occasions. Persons wishing to be served alcoholic beverages by the School or its agents must be able to demonstrate proof of minimum drinking age. Non-alcoholic beverages and food must always be available when alcohol is served. The School and its agents will not serve or provide alcoholic beverages to any individuals who are or appear to be intoxicated.

Any student or employee who knowingly makes a false statement about his or her age, who transfers or abuses the University identification card, or who makes alcohol legally obtained from the School available to someone underage is subject to serious disciplinary action, including the possibility of probation or the requirement to withdraw from the School. Because of the considerable health hazards

involved in the use of drugs and the abuse of alcohol, administrative, medical, and psychiatric help for students is available on a confidential basis from the Office of the Dean of Students, other Officers, and the University Health Services.

b) For a description of the applicable legal sanctions under Local, State and Federal laws for the unlawful possession or distribution of illicit drugs and the abuse of alcohol, see "Alcohol and Drug Laws," a pamphlet currently being updated by the Office of the General Counsel. Authors: D. Irvine and C. Hughes. A copy is included in each Handbook.

c) The University's education effort on the health risks associated with the use and the abuse of alcohol is coordinated by the Office of Health Education at the University Health Services. The office has a staff of three, including a Health Educator who specializes in Alcohol and Substance Abuse. She is available to train staff and oversees a peer counseling network of students which conducts workshops. The office also publishes a number of pamphlets of an educational nature and sponsors programs for the whole community.

Student Resources:

Publications

Sobering Facts

Getting Help for Substance Abuse at Harvard and AA, Al-Anon meeting lists - distributed to academic advisors, proctors, School administrators, 1990-91)

When Drinking is a Problem

Getting Help for Substance Abuse at Harvard

The Hazards of Using Cocaine

What Could Happen if You Drink While Taking Any of These Drugs

Do's and Don'ts in the Care of an Intoxicated Person

AA meeting list - Cambridge Area

Al-Anon list - Cambridge Area

Alcohol Awareness Resources

How to Help a Friend with a Drinking Problem (ACHA publication)

Drug Use and Abuse (AMAA publication)

Drug Abuse - Signs and Symptoms

d) In addition, medical and psychiatric services are currently available at the University for students who are referred for drug and/or alcohol related problems.

Services:

1. Inpatient detoxification in Stillman Infirmary
2. Individual psychotherapy through Mental Health Service
3. Individual and group educational programs provided by the Health Educator
4. Referral through the Mental Health Service to rehabilitation and reentry programs, including the following:
 - The Appleton Unit at McLean Hospital
 - The West End Alcohol and Drug Treatment Program at Massachusetts General Hospital
 - The Cambridge Hospital Center for Alcohol and Drug Treatment
 - The North Charles Institute for the Addictions, and several others

The members of the Mental Health Service are available at all times on an emergency basis to respond to acute situations where alcohol or drug problems occur.

When the Student's formal complaint is made in writing against a member of the Faculty or staff, the Associate Dean of Academic Affairs or the Dean and the person filing the complaint present the matter to an attorney at the University Office of the General Counsel. The person against whom the complaint is lodged is informed that such action is taking place, that filing a complaint can be done by anyone in the University at his or her own initiative and does not presume guilt or innocence, and that while the complaint is being heard no further action will be taken by the Divinity School with regard to this matter unless new incidents occur. Should further incidents take place while the case is being heard by the Dean, the individual may be transferred, or given a leave of absence until the finding is completed, or re-assigned at the discretion of the individual's superior. In cases where there is basis for concern about further behavior of the sort that elicited the complaint, the individual in question is informed of the nature of the behavior in question. A finding of guilty in a matter of sexual harassment could be grounds for dismissal, for re-assignment to another position, or for warning that another such finding either formally or in an informal administrative investigation would result in dismissal.

Use of the internal procedures outlined above does not foreclose subsequent legal action. Complainants may wish to obtain legal advice as they consider the courses of action open to them. However, the proceedings of the Administrative Board are not those of a court of law and the presence of legal counsel is not permitted during these discussions and hearings.

VI. Officers

a. Any officer who feels that her or his academic or personal freedom has been violated, or that she or he has experienced irregularities in the application of the procedures of the University pertaining to employment, may take the matter directly to the Dean.

b. A grievance raised by any member of the HDS community against an officer may be submitted to a Screening Committee which considers allegations of neglect of duty or grave misconduct under the Third Statute of the University, or alleged violations of the University-wide Statement on Rights and Responsibilities. The Committee is composed of two tenured members and one non-tenured member of the Faculty. Complaints must be submitted in writing and filed with the Chairperson. On receipt of a complaint, the Chairperson convenes the Committee to determine what procedures are appropriate to the case

under review. The Committee may attempt to facilitate settlement informally. Failing that, its responsibilities extend only to a determination whether the complaint is sufficiently serious and justified to warrant a formal hearing by a University Hearing Committee.

VII. Staff

a. Any member of the HDS staff with a professional or personal concern is encouraged to consult with any of the following: the immediate supervisor; the HDS Personnel Officer; the Associate Dean for Finance and Administration; a representative from the University Office of Human Resources; a representative from the University Faculty and Staff Assistance Program. Members of the non-exempt staff represented by HUCTW may consult with representatives of the Union at any time.

b. Problem-solving procedures and other policies involving non-exempt staff will be defined in the contract currently being negotiated between the University and HUCTW.

VIII. University-Wide Statement on Rights and Responsibilities

This statement and the interpretation that follows it, were adopted on an interim basis by the Governing Boards on September 20, 1970.

The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the University, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.

The rights of members of the University are not fundamentally different from those of other members of society. The University, however, has a special autonomy and reasoned dissent plays a particularly vital part in its existence. All members of the University have the right to press for action on matters of concern by any appropriate means. The University must affirm, assure and protect the rights of its members to organize and join political association, convene and conduct public meetings, publicly demonstrate and picket in orderly fashion, advocate and publicize opinion by print, sign, and voice.

The University places special emphasis, as well, upon certain values which are essential to its nature as an academic community. Among these are freedom of speech and academic freedom, freedom from personal force and violence, and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based. Furthermore, although the administrative process and activities of the University cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the University. Therefore, interference with members of the University in performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the University. Theft or willful destruction of the property of the University or its members must also be considered an unacceptable violation of the rights of individuals or of the community as a whole.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur and to develop processes by which these rights are fully assured. In particular, it is the responsibility of officers of administration and instruction to be alert to the needs of the University community; to give full and fair hearing to reasoned expressions of grievances; and to respond promptly and in good faith to such expressions and to widely-expressed needs for change. In making decisions which concern the community as a whole or any part of the community, officers are expected to consult with those affected by the decision. Failures to meet these responsibilities may be profoundly damaging to the life of the University. Therefore, the University community has the right to establish orderly procedures consistent with imperatives of academic freedom to assess the policies and assure the responsibility of those whose decisions affect the life of the University.

No violation of the rights of members of the University, nor any failure to meet responsibilities, should be interpreted as justifying any violation of the rights of members of the University. All members of the community--students and officers alike--should uphold the rights and responsibilities expressed in this Statement if the University is to be characterized by mutual respect and trust.

Interpretation

It is implicit in the language of the Statement on Rights and Responsibilities that intense personal harassment of such a character as

to amount to grave disrespect for the dignity of others be regarded as an unacceptable violation of the personal rights on which the University is based.

University Committee on Rights and Responsibilities

In June 1970, while recognizing that responsibility for student discipline should remain with the Faculties, the University Committee on Governance recommended to the Governing Boards the creation of a University Committee on Rights and Responsibilities "to serve as an advisory body and a forum for the consideration of University-wide policy problems related to discipline and, in certain situations...to coordinate disciplinary actions." The Committee was created in November 1970.

Membership on the committee was to include all faculties, drawn, wherever possible, from the Administrative Boards or such other faculty committees dealing with cases involving rights and responsibilities.

While no final action appears to have been taken regarding the precise composition of the Committee, the University Governance Committee suggested the following model:

Four faculty members from Arts and Sciences and three students (one from Harvard College, one from Radcliffe College and one from the Graduate School of Arts and Sciences) plus two faculty members and one student each from the eight professional schools.

IX. Hazing Regulations

The Divinity School is obliged to bring to the attention of each student the provisions of Massachusetts law prohibiting the practice of hazing in connection with the initiation of students into student groups and organizations. The law applies to both officially recognized and unrecognized groups and to practices conducted on and off campus. A copy of this law follows for your information:

269:17. Hazing Prohibited; Definition; Penalties. [Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not

more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully 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 or any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

269:18. Failure to Report Hazing; Penalty. *[Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]*

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19. Notification by Schools of Hazing Law; Report by Schools; Disciplinary Policy. *[Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]*

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student

organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

X. Harvard University and the Drug Free Schools and Communities Act Amendment of 1989

a) Policy: Harvard University and Harvard Divinity School promote the health and well-being of its students and employees through its Health Services and other agencies. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Harvard property or as a part of any Harvard activities are violations of University rules as well as the law. Possession, use, or distribution of certain non-prescription drugs, including marijuana, amphetamines, heroin, cocaine, and non-prescription synthetics; procurement or distribution of alcohol if anyone is under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of law and Harvard policy. The University holds its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs, or to serve or consume alcohol. Further, it expects students and employees to create and maintain an environment for learning and work that is safe and healthy and encourages responsible conduct. The use of illicit drugs and the misuse of alcohol are potentially harmful to health. In particular, synthetically produced drugs, which are readily available in the Boston metropolitan area, often have unpredictable emotional and physical side effects which constitute an extreme health hazard. In addition, students are encouraged to weigh the seriousness of potential loss of function that may come from ingesting illicit drugs or too much alcohol. Because of the considerable health hazards involved in drug and alcohol use, administrative, medical and psychiatric help for students having drug problems or difficulties controlling their use of alcohol are available on a confidential basis from the Divinity School's Office of the Dean of Students, other officers of the Divinity School, and at the University Health Services. Any member of the University may make use of the Health Services on an emergency basis, day and night.

Attention is directed to the fact that the University is not, and cannot be considered as, a protector or sanctuary from the existing laws of the city, state, or federal government. Students are reminded that there are heavy penalties, including imprisonment, for possession or distribution of illicit drugs and for selling or delivering alcohol to, or procuring alcohol for, someone under 21. There are also serious penalties for anyone under the age of 21 who purchases, attempts to purchase or arranges to procure alcoholic beverages or to misrepresent his or her age or falsify his or her identification with the intent of purchasing alcohol; anyone, regardless of age, caught falsifying a driver's

license, or selling or distributing false IDs; and anyone, regardless of age, who operates a motor vehicle under the influence of alcohol or drugs, or with an open container of alcohol. In addition, the City of Cambridge prohibits consumption of alcohol on public property or on property open to the public. All students should become familiar with the pamphlet on drug and alcohol law prepared by the General Counsel to the University, distributed at registration each year, and available in the Office of the Dean of Students.

The Divinity School may take disciplinary action when cases of this type come to its attention consistent with the legal sanctions for the inappropriate use of drugs and alcohol. Officers of the Divinity School may initially respond to the use of illicit drugs, underage possession or consumption of alcohol, serving of alcohol to underage individuals, and overconsumption of alcohol with warning and/or referral to health or counseling services. A pattern of behavior in violation of these rules may lead to warning by the Dean of Students, admonition by the Administrative Board, warning, and/or requirement to withdraw. The Administrative Board will take serious actions, in the warning and requirement to withdraw range, in any case involving the possession in quantity or the sale or distribution of drugs, or when cases of drug and alcohol use involve danger to individuals or the community at large. The Administrative Board will take serious action also in cases in which a student falsifies his or her identification with the intent of obtaining alcohol; ordinarily the response for the production and distribution of false identification cards or driver's licenses is warning or requirement to withdraw.

When alcohol is served at any Divinity School event, the sponsoring department, individual, or organization will be held responsible for maintaining the laws appropriate for such occasions. Persons wishing to be served alcoholic beverages by the School or its agents must be able to demonstrate proof of minimum drinking age. Non-alcoholic beverages and food must always be available when alcohol is served. The School and its agents will not serve or provide alcoholic beverages to any individuals who are or appear to be intoxicated.

Any student or employee who knowingly makes a false statement about his or her age, who transfers or abuses the University identification card, or who makes alcohol legally obtained from the School available to someone underage is subject to serious disciplinary action, including the possibility of probation or the requirement to withdraw from the School. Because of the considerable health hazards

involved in the use of drugs and the abuse of alcohol, administrative, medical, and psychiatric help for students is available on a confidential basis from the Office of the Dean of Students, other Officers, and the University Health Services.

b) For a description of the applicable legal sanctions under Local, State and Federal laws for the unlawful possession or distribution of illicit drugs and the abuse of alcohol, see "Alcohol and Drug Laws," a pamphlet currently being updated by the Office of the General Counsel. Authors: D. Irvine and C. Hughes. A copy is included in each Handbook.

c) The University's education effort on the health risks associated with the use and the abuse of alcohol is coordinated by the Office of Health Education at the University Health Services. The office has a staff of three, including a Health Educator who specializes in Alcohol and Substance Abuse. She is available to train staff and oversees a peer counseling network of students which conducts workshops. The office also publishes a number of pamphlets of an educational nature and sponsors programs for the whole community.

Student Resources:

Publications

Sobering Facts

Getting Help for Substance Abuse at Harvard and AA, Al-Anon meeting lists - distributed to academic advisors, proctors, School administrators, 1990-91)

When Drinking is a Problem

Getting Help for Substance Abuse at Harvard

The Hazards of Using Cocaine

What Could Happen if You Drink While Taking Any of These Drugs

Do's and Don'ts in the Care of an Intoxicated Person

AA meeting list - Cambridge Area

Al-Anon list - Cambridge Area

Alcohol Awareness Resources

How to Help a Friend with a Drinking Problem (ACHA publication)

Drug Use and Abuse (AMAA publication)

Drug Abuse - Signs and Symptoms

d) In addition, medical and psychiatric services are currently available at the University for students who are referred for drug and/or alcohol related problems.

Services:

1. Inpatient detoxification in Stillman Infirmary
2. Individual psychotherapy through Mental Health Service
3. Individual and group educational programs provided by the Health Educator
4. Referral through the Mental Health Service to rehabilitation and reentry programs, including the following:
 - The Appleton Unit at McLean Hospital
 - The West End Alcohol and Drug Treatment Program at Massachusetts General Hospital
 - The Cambridge Hospital Center for Alcohol and Drug Treatment
 - The North Charles Institute for the Addictions, and several others

The members of the Mental Health Service are available at all times on an emergency basis to respond to acute situations where alcohol or drug problems occur.

HARVARD UNIVERSITY
GRADUATE SCHOOL OF DESIGN

Office of Student Services
(617) 495-5453
Fax: (617) 495-8949

TO: RITA CORKEY
FROM: PAT ROBERTS
RE: Code of Conduct
DATE: 4/30/91

COMMENTS: _____

Policy on Student Conduct

A free environment for academic pursuits requires reasonable conduct, both in academic and non-academic affairs, by all members of the school. The faculty may impose discipline or penalties on individuals for acts that disrupt or endanger the university community's pursuit of teaching, learning and research in an atmosphere of free inquiry and personal and psychological security. Specific domains considered here include but are not limited to the following list. Disciplinary hearing procedures and sanctions are the same as for academic matters and are listed below.

1. Respect for Others and Their Property

Behavior should be respectful of the rights, privileges and sensibilities of other people and their property, whether members of the academic community or not, and whether university property or not. Intimidating, threatening, or hostile behavior towards others is a violation of this policy, and may subject the offender to school and university sanctions. Likewise, willful destruction, theft, defacement, or unauthorized use of property is unacceptable and may also subject the offender to sanctions.

2. Personal Safety

Willful behavior that endangers the personal safety of others whether others whether members of the Graduate School of Design or not, is a violation of school policies and may subject the offender to sanctions. Riots, violent intimidation or threats, use of weapons, physical assault, and any other acts that endanger the physical or psychological well-being of individual persons are violations of this policy. The faculty may consider sanctions whether civil or criminal penalties are imposed or not.

3. Protests and Demonstrations

Freedom of speech and assembly, including spontaneous and organized protests and demonstrations, is an essential part of both academic life and the culture of the United States. However, protestors and demonstrators are obliged to respect the rights of other individuals, and especially to ensure personal safety for all participants. While peaceful demonstrations are a matter of civil rights, it is a violation of this policy for any member of the Graduate School of Design community to prevent or disrupt university functions such as lectures, seminars, reviews, meetings, or other public events; or administrative, study, design, research, interview, or other nonpublic activities.

Review Procedure for Students

The following review procedure is for possible violations of GSD policy on academic or non-academic matters involving students.

A. Contact Persons

1. Nondiscrimination

A student of the GSD community who believes that any form of prohibited discrimination has occurred should bring this matter forward for review. The following persons (with office and telephone numbers), appointed annually by the dean, have been designated Equal Opportunity Officers to handle inquiries regarding non-discrimination: Director of Human Resources, Sumner room 203, 495-4323; Program Directors: Architecture (Gund 215; 495-4564); Landscape Architecture (Gund 415, 495-4839); Urban Design (Gund 312; 495-2521); Master in Design Studies, Doctor of Design and PhD (Gund 502, 495-2337).

In addition, inquiries concerning the application of non-discrimination policies regarding race, color, national origin, age, sex, or handicap may be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack POCH, Room 222, Post Office Square, Boston, MA 02109-4557.

2. Sexual Harassment

Any GSD student who believes that he or she is subject to, or is aware of, sexual harassment is encouraged to bring the situation to any of the individuals listed below. This should be done as soon as the possible violation, or the most recent incident in a pattern of action occurred. Assistant Dean for Student Services (Gund Hall, Room 419; 495-5453), or the Program Directors listed above.

3. Academic Integrity and Student Conduct

Anyone who has reason to believe that a student has engaged in conduct which violates the school's policies on academic integrity, respect for others and their property, personal safety or protests and demonstrations should report the matter to an appropriate faculty member or program director, or to any officer of the administration.

B. Informal Review

Many possible cases of discrimination or sexual harassment can best be resolved informally. The contacted officer or faculty member will explore with the student the various alternatives for resolving the

matter. These may include, among other possibilities, an informal conference among the student, the subject of the possible violation and one of the individuals listed above. The informal review will normally be completed within 60 days of the initial report of a possible violation to a contact person.

C. Initiation of Complaint

In the event the subject of the possible violation is a student or member of the faculty, the matter will be handled according to the procedures outlined below. If the subject of the possible violation is an officer of the administration or member of the staff, the matter will be handled according to procedures governing staff disciplinary action.

1. Discrimination and Sexual Harassment

If a satisfactory resolution cannot be found through an informal approach, and the student wishes to pursue the matter (or elects not to seek an informal resolution), the student will then confer with the assistant dean for student services. The student will submit a written complaint to the assistant dean for student services within 30 days of this conference. The written complaint will specify the following:

- a) the full name and address of the complainant (the person making the complaint);
- b) the full name and address (if known) of the respondent or respondents (person or persons against whom the charge is made);
- c) a brief statement of the facts that support the allegation of a violation of GSD policy;
- d) the date or dates of the alleged acts or practices.

A copy of the complaint will be mailed or delivered to the respondent and to the Review Board (described below) by the assistant dean for student services within 7 days of the date upon which the formal complaint was filed. The respondent may submit a written reply stating his or her response to the complaint to the Review Board and the assistant dean within 15 days of receipt of the complaint.

2. Academic Matter

When a faculty member, program director or officer of the administration has reason to believe that academic misconduct has occurred, he or she (the complainant) is expected to forward to the assistant dean for student services the charges and a brief statement of the facts that support the allegation within 30 days of the occurrence of the event in question.

A copy of the charges will be mailed or delivered to the respondent and to the Review Board (described below) by the assistant dean for student services within 7 days from the date upon which the charges were filed. The respondent may submit a written reply stating his or her response to the complaint to the Review Board and the assistant dean within 15 days of receipt of the complaint.

D. Review Board

The Review Board will be comprised of six voting members of the Faculty of Design serving staggered three-year terms, of whom one will be designated chair by the dean. Three members of the Review Board will be elected, one from each academic department. The dean will appoint three at-large members and will also appoint an officer of the administration to serve as an ex-officio (non-voting) member of the board. All formal complaints and charges will be reviewed by a panel consisting of at least three faculty members normally selected by the Review Board in advance plus the non-voting member of the board. Either the respondent or complainant may challenge participation by any member of the Review Board reviewing the case in question, by written petition to the assistant dean of student services. For good cause as determined by the dean of the Faculty of Design the challenged board member shall be replaced by the chairman of the board.

E. Review Board Procedures

1. Investigation of Facts

The panel appointed by the Review Board may investigate the facts, or may request that an appropriate member of the university community investigate and report in writing. This process will normally be completed within 30 days of receiving the written statements from the complainant and respondent. Due consideration will be given to the privacy of all involved parties.

The respondent and complainant or their designees will be provided with the opportunity to review the written investigative report in the Office of Student Services (Gund Hall, Room 419; Tel. 495-5453) within 15 days from the date that the panel receives the report.

2. Hearing

The panel may hold a hearing, after notice of at least 10 days to all parties, to consider further whether any violations of institutional policy have occurred. The hearing will be scheduled within 30 days of completion of the investigative report. The hearing will not be

open to the public. Participation will be determined by the panel. The complainant and the respondent may each normally bring an advisor to the hearing. A record of the hearing will be kept by the Office of the Dean for a minimum of three years and will be considered confidential.

The panel will forward its findings and any recommendation for sanctions to the dean. The panel's report will be supported by specific findings of fact and conclusions, including, wherever appropriate, a statement of the reasons for the specific sanction and the principles or policies on which the panel relied in recommending the sanction. The panel's report will normally be completed within 30 days after the conclusion of the hearing.

The panel will provide both parties or their designees with an opportunity to view its written report in the Office of Student Services. Either party may submit a response to the dean within 10 days.

3. Miscellaneous

Upon agreement of the complainant and respondent, the panel may waive any step in these procedures.

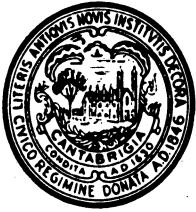
The panel may determine at any point in these procedures that, based on the information available, insufficient evidence exists to warrant further review or possible sanctions. The panel will notify all concerned parties of this finding and consider the matter closed, except as provided in the Appeal section below.

F. Sanctions

In the event that the respondent is a member of the GSD faculty, the panel will forward its findings to the dean for consideration and possible action according to the policies and procedures that govern faculty.

Sanctions for a student may include, but are not limited to, admonition, reprimand, fines, restitutions, probation, mandatory leave of absence, requirements to withdraw, dismissal, or expulsion. If lesser sanctions (e.g., admonition, reprimand, fines, restitution, or probation) are recommended by the panel, the dean will review the panel's recommendations with supporting materials, and take appropriate action. The decision of the dean will be made within 30 days of receipt of the panel's report, and is final, except as provided in the Appeal section below.

102.



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300
FAX. 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

September 16, 1991

To The Honorable, The City Council:

With reference to Awaiting Report Item No. 9, regarding the code of conduct for universities and colleges in Cambridge, please find attached a response from Rita O. Corkery, Associate Director for Community Relations at Harvard University, as well as Sarah J. Eusden, Assistant for Government Relations at M.I.T.

Very truly yours,

Robert W. Healy
City Manager

RWH/mev
attachments

Consent Agenda # 12

5-1000

Awaiting Report Item Number 9, regarding
a code of conduct for universities and
colleges in Cambridge.

In City Council,

Sept. 16, 1991

Placed on file