

2022-2023 Student Handbook



Office of Academic and Student Affairs
St. Botolph Building (4), Room 224 – 617-585-1310 – studentservices@necmusic.edu

Mission and Core Values

Mission

New England Conservatory educates and trains musicians of all ages from around the world, drawing on the talent and deep reservoir of experience of our distinguished faculty. We are dedicated to inculcating the highest standards of excellence and nurturing individual artistic sensibility and creative growth. Understanding that music is one of the transcendent expressions of human civilization, NEC aspires to ensure it a central place in contemporary society.

Core Values

We believe that the study of music builds human capacity, elevates the soul, and prepares our students for lives that enhance the public good.

We believe our students must have a supportive and collegial learning environment that maximizes the individual attention they receive from their teachers, and allows them to explore and develop their unique artistic personalities.

We believe in the critical importance of mutual support among faculty that encourages the highest standards of excellence and accommodates innovation, individual teaching philosophies, and a broad range of disciplines. We believe that we have a responsibility to reinforce and expand the position of music in society by educating the next generation of music leaders, incubating new work, and sharing our sublime art with the widest possible audience.

Accreditation

New England Conservatory is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100

Burlington, MA 01803-4514

(781) 425-7785

info@neche.org

Conservatory Academic Policies

Academic Catalog

NEC's [Academic Course Catalog](#), is a resource for academic rules and procedures that, along with this Student Handbook, sets forth basic information and policies governing a student's educational experience and life at NEC. The Academic Catalog contains information about academic programs available at the Conservatory, including detailed information on majors, minors and concentrations, academic achievement, prizes and awards, degree requirements, academic credit, academic standing, and the Academic Review Committee. The Academic Catalog also provides information on leaves, withdrawal, and readmission.

The information set forth in this Student Handbook, as with the information set forth in the Academic Catalog, is subject to change and amendment during the academic year. This may include changes to course offerings, faculty and residence hall assignments, internal processes and procedures, programmatic offerings, and curriculum requirements – where change is necessary in order to comply with evolving laws, regulations, accreditation requirements, and the needs of the NEC community. This Handbook, like the Academic Catalog, is informational and is not a contract.

Grievance Policy

Please refer to the 2022-2023 Academic Catalog for the General Grievance Policy that applies to all academic and/or course related grievance by students except those covered under NEC's Title IX Policy on Sexual Misconduct, Gender-Based Discrimination, Equal Opportunity & Anti-Discrimination Policy, Diversity & Respect Policy, or those arising under any other policy that already includes its own specific appeal or grievance process (e.g. student grade appeals, student FERPA appeal, or student Section 504 grievance appeals.)

Academic Integrity

1. Academic Integrity

Students have an obligation to behave honorably and ethically in carrying out their academic, musical, and personal activities.

2. Academic Dishonesty

Academic dishonesty means you are claiming the work of others as your own. Examples of academic dishonesty include, but are not limited to, (1) copying from another student, (2) using facts, ideas, words or phrases from an un-cited source, or relying on hidden notes or prohibited sources (such as the Web) during an examination. In addition, please note that while at times it may be acceptable to reuse your own work from a prior course to

build upon your research and complete a new project, you may only do so with permission of the instructor. Compositions as well as written work may not be "recycled" from one course to the next for purposes of earning credit.

3. Plagiarism

All NEC students are required to conform to strict ethical standards. Plagiarism is a violation of academic ethics.

Plagiarism is easier to illustrate than to define strictly. The following list of instances of plagiarism is taken from the MLA Handbook and offered as an example of conduct that, at NEC, would constitute a violation of Academic Integrity principles and thus of our disciplinary as well as academic standards:

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

The MLA handbook advises using the following scholarly practices to avoid plagiarism:

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

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

A confirmed case of plagiarism is an extremely serious offense, and it may lead to both academic and disciplinary consequences. The faculty member will decide the academic consequence: the Conservatory recommends a failing grade not just on the paper or project but also in the class itself. In other words, if you are confirmed to have plagiarized on one written project, you will fail not just the assignment but the entire class and earn no credit.

In addition, every suspected case of plagiarism is reported to the Dean of Academic Affairs. The Dean of Academic Affairs will

make a decision about disciplinary consequences using the policies and procedures set forth in the Disciplinary Code and Procedures set forth below. Among other things, the Dean of Academic Affairs may choose to convene a meeting of the Student Disciplinary Committee (see Disciplinary Codes and Procedures) to review the evidence and determine appropriate consequences. These may range from exoneration to expulsion.

Disciplinary Code and Procedures

Within this section you will find information on the scope and administration of the NEC Disciplinary Code, definitions, rules and regulations, review and hearing procedures, sanctions, and the appeal process. These policies articulate conduct expectations, procedures for addressing conduct issues, and procedures for imposing disciplinary code sanctions when violations are substantiated. Please note that any potential violations of the Title IX Sexual Misconduct Policy or Gender-Based Misconduct Policy will follow the investigation and adjudication process outlined in accordance with that policy. For additional information, please visit www.necmusic.edu/titleix.

The Procedures below, including the appeal procedures, are intended to achieve full and fair resolution of concerns about

student conduct. To this end, while the procedures that follow articulate specific timelines and processes for resolution, the Dean of Students and Campus Life or their designee, or other appropriate Conservatory Official, may modify timelines or procedures if deemed necessary and appropriate to ensure full and fair resolution of concerns.

SECTION 1: SCOPE AND ADMINISTRATION

A. Scope and Purpose of Code

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

2. Administration

The Code also outlines the process for addressing reported violations of the Conservatory rules and regulations by students. This process is rooted in the fundamental concepts of fairness to, and respect for, each person who participates in it. The goal is to provide a forum for the unbiased pursuit of truth in matters of dispute, and for the creative resolutions of conflicts. Situations in which one or more students have violated the rights of others will involve the application of sanctions. The point of a sanction is not simply deterrence and punishment, but rather the protection of the community and its values. Certain discipline may also serve as a teachable moment for the students involved, including the student against whom the sanction is assessed.

The Disciplinary Code is a resource created by this community, to assist in maintaining a social environment where all our members can flourish, and grow intellectually.

3. Relationship Between Violation of Law and NEC Discipline Assessed under this Code

The Conservatory does not protect students from the consequences of violating federal, state or local laws, and public authorities may act independently to investigate and prosecute such violations. Students charged with legal violations committed on- or off-campus may and very often will be subject to NEC disciplinary proceedings as well. NEC reserves all rights to

impose discipline where a student's conduct is also a violation of civil or criminal laws. This includes taking interim action that is appropriate under the circumstances. Specifically, if the Dean of Students and Campus Life determines that the student is a potential threat to the safety or security of individuals, they may suspend the student without prejudice to the student's record until the conclusion of the court case.

SECTION 2: DEFINITIONS

- The terms “Conservatory,” or “NEC” mean New England Conservatory.
- The term “student” includes all persons taking courses or lessons, for credit or not for credit, at the Conservatory, either full-time, part-time, pursuing undergraduate or graduate degree or diploma programs, or enrolled in any other program. This Disciplinary Code applies to all locations of the Conservatory including programs or activities sponsored off-campus or abroad. The term “student” does not apply to those enrolled only in the Preparatory School or School of Continuing Education.
- The term “faculty member” means any person employed by the Conservatory to conduct classroom, studio, teaching, or other music activities, or who is otherwise considered by the Conservatory to be a member of its faculty.
- The term “Conservatory Official” means any person employed or engaged by the Conservatory to perform assigned administrative or professional responsibilities.
- The term “member of the Conservatory community” means any person who is a student, faculty member, Conservatory

official, or any other person employed by the Conservatory. A person's status as a member of the Conservatory community in a particular situation shall be determined by the Dean of Students and Campus Life.

- The term "Conservatory premises" means all land, buildings, facilities or other property in the possession of or owned, used or controlled by the Conservatory as well as any land, buildings, facilities or other property off-campus contracted for use for NEC related events or activities.
- The term "Student Disciplinary Committee" means those persons who have been authorized by the Dean of Students and Campus Life to determine whether or not a student has violated specific Conservatory regulations, as accused, and to recommend sanctions that may be imposed when a violation has been committed. The Dean of Students and Campus Life, or their designee, will be responsible for assigning a Chair to each Student Disciplinary Committee that is determining specific allegations of violations by a Respondent. The Chair has the authority to convene the Student Discipline Committee, consisting of faculty, staff, and student representative(s).
- The term "Student Conduct Administrator" means a Conservatory official or external investigator appointed to review reported violations of the Disciplinary Code and impose sanctions upon any student(s) found to have violated the Disciplinary Code.
- The term "Appeal Authority" means any person or persons authorized by the Provost and Dean of the Faculty and/or the Dean of Students and Campus Life to consider an appeal from a decision by a Student Disciplinary Committee or Student Conduct Administrator.

- The term “Appellate Committee” means a group of persons authorized by the Provost and Dean of the Faculty and/or the Dean of Students and Campus Life-- consisting of the Provost and Dean of the Faculty, Dean of Students and Campus Life or a designee, and one non-studio faculty member--to consider an appeal from a decision by a Student Disciplinary Committee.
- The term “shall” is used in the imperative sense.
- The term “may” is used in the permissive sense.
- The Dean of Students and Campus Life is the person designated by the Provost and Dean of the Faculty to be responsible for the administration of the Disciplinary Code.
- The term “policy” means the written regulations of the Conservatory as found in, but not limited to, the Disciplinary Code, Student Handbook, Residence Hall Agreements, Conservatory policies on the NEC website or made available to students through NEC electronic resources such as Google for Education, and the Academic Catalog.
- The term “cheating” includes, but is not limited to:
 - use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments (this includes, but is not limited to, sites such as CourseHero.com or WriteMyPapers.org);
 - the acquisition, without permission, of tests or other academic material belonging to a member of the Conservatory’s faculty or staff;
 - engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

- The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or providing of term papers or other academic materials (see also the Academic Integrity Policy in this Handbook).
- The term “Complainant” means any person who submits a report alleging that a student violated a Conservatory rule or regulation. This may, but need not, be a student; in some circumstances, an employee (staff or faculty), visitors, or even NEC itself may make a report alleging a violation under this Code.
- The term “Respondent” means any student reported to have violated a Conservatory rule or regulation.
- The term “Advisor” shall refer to any person that a Complainant or Respondent selects to provide assistance and support during the adjudication of a matter, at any administrative level in the Review process. Advisors cannot act as a speaking advocate at a meeting or interview. A Conservatory Official may delay or terminate interviews or meetings, remove or dismiss advisors, and/or proceed with the investigation if an Advisor is disruptive or otherwise refuses to comply with the requirements in this Code. An Advisor is subject to the same confidentiality expectations applicable to others in attendance.

Extensions of time, including for the scheduling of interviews or meetings, generally will not be made for any Advisors if they unduly delay the process. An Advisor is not permitted to attend a meeting, interview, or other

proceeding without the party they are advising being present unless they receive the advance approval of the relevant Conservatory Official. NEC reserves the right to take appropriate action in response to any Advisor who disrupts an investigation and/or hearing process or who does not abide by rules and protocols regarding their participation, including, without limitation to protocols identified in this Code.

Any person serving as a party's Advisor is prohibited from publicly disclosing private information learned during this process, including information protected under the Family Educational Rights and Privacy Act ("FERPA") or other state or federal laws. Further, Advisors are expected to maintain the privacy of the Parties and witnesses to the greatest extent possible. If any Advisor is concerned about violating this assurance of privacy to gather evidence, they should raise such concerns with the relevant Conservatory Official immediately so that it can be appropriately addressed to protect the sensitivity of the information without limiting the ability of either party to find and present relevant evidence. The Conservatory will typically address communications to the Parties and not to any Advisor.

- The term "notification" shall mean providing notice via a student's Conservatory assigned email account.
- The term "day" refers to academic days or days when the Conservatory is in normal session for the fall or spring semesters. The only exception to this definition is the Appeal Process. For purposes of that section of the Disciplinary process, "day" refers to calendar days. If a

matter is reviewed during the summer or other period when NEC is not in normal session for the fall or spring semester, “day” shall also refer to calendar days.

- The term “Parties” refers to the Complainant(s) and the Respondent(s). The Parties are referred to individually as a party.
- Preponderance of Evidence: The standard of proof used to determine, if, based on the information gathered in the matter, it is more likely than not that the Respondent violated the Disciplinary Code

SECTION 3: PROHIBITED CONDUCT

The following conduct may subject a student to disciplinary action:

- Any violation of Conservatory rules, regulations, or policies including, but not limited to, rules, regulations, or policies set forth in this Disciplinary Code, other conduct expectations set forth in the Student Handbook, Residence Hall Agreements, Conservatory policies posted on the NEC website or made available to students through NEC electronic resources such as Google for Education, and the Academic Catalog.
- Physical abuse—any physical act that threatens, intimidates, harasses, or coerces any person, and/or other conduct which threatens or endangers the health and safety of any person. This includes, without limitation, conduct prohibited by NEC's anti-hazing and bullying policies.
- Verbal abuse—any use of words or sounds that threaten, intimidate, harass, incite violence, or coerce any person, and/or other verbal conduct which threatens the health or

safety of any person, including, but not limited to, oral, written, and electronic communication. This includes, without limitation, conduct prohibited by NEC's anti-hazing and bullying policies.

- Any act of academic dishonesty, including cheating, plagiarism, unauthorized collaboration, or knowingly furnishing false information. (See Academic Integrity Policy)
- Any violation of Residence Hall rules and regulations. (see Residence Hall Policies)
- Attempted or actual theft of property of the Conservatory or property of a member of the Conservatory community or other personal or public property, on- or off-campus.
- Vandalism and/or damage to property of the Conservatory or property of a member of the Conservatory community or other personal or public property, on- or off-campus.
- Intentional setting of a fire or actions that create a fire hazard. Included within this prohibition is misuse or abuse of fire safety equipment, including the setting of false alarms, the misuse of emergency exits, the wrongful discharge of fire extinguishers, or tampering with alarm and/or smoke alarms. Included in this is failure to immediately evacuate a building or area upon the sounding of an alarm. (see Fire and Fire Alarm policy)
- Any violation of the Guest Policy.
- Use, possession, manufacturing, or distribution of alcohol beverages (except as expressly permitted by Conservatory regulations), or public intoxication. Violation of the alcoholic beverages limitation, including use by, possession or, or distribution of alcohol to any person under twenty-one (21) years of age. (See Alcohol and Other Drug Policy)
- Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances

(i.e. prescription drugs) in violation of local, state, or federal laws. This includes the possession of paraphernalia associated with controlled substances. Paraphernalia includes but is not limited to bongs, hookahs, rolling papers, etc. Although Massachusetts law permits the use of medical and/or recreational marijuana, federal laws prohibit the use, possession, and/or cultivation of marijuana at educational institutions. Federal law also requires any institution of higher education which receives federal funding to have policies prohibiting the use and possession of marijuana on campus. The use, possession, or cultivation of marijuana for medical and/or recreational purposes is therefore not allowed in the Residence Hall or any other Conservatory property. (See Alcohol and Other Drug Policy and Medical Marijuana and Recreational Marijuana policy)

- Smoking on any Conservatory grounds. NEC is a smoke-free campus and environment. (See Smoking policy).
- Any act of discrimination or harassment against another student, teacher, administrator, Conservatory employee, other member of the Conservatory community, or visitor on the basis of sex, race, color, gender, gender identity, age, sexual orientation, religion, ethnic or national origin, physical or mental disability, genetic information, pregnancy veterans' status, membership in uniformed services, or any other legally protected status.
- Retaliation against a person for making a good faith report of student misconduct or for participating, cooperating, or being associated with an investigation or student conduct process.
- Any conduct that constitutes a crime under federal, state, or local law, whether occurring on or off-campus.

- Any violation of the NEC Dangerous Weapons Policy.
- Any violation of the Conservatory's Title IX Sexual Misconduct Policy or Gender-Based Misconduct Policy and/or a violation of Massachusetts state law related to sexual misconduct. (See Title IX Sexual Misconduct Policy and Gender-Based Misconduct Policy, which includes certain investigation and adjudication processes that supersede certain provisions of this Code)
- Lying to or bribing a Conservatory Official, including, without limitation faculty, staff, public safety guards.
- Bribing a student for the purpose of engaging in illegal or dangerous activity, or to engage in any conduct prohibited by this Handbook (such as the Academic Integrity policy).
- Misuse of any Conservatory equipment, including instruments from the Instrument Library, Residence Hall furnishings, computer terminals, information technology equipment, library materials, audio/visual equipment, or any other Conservatory property, in a manner that violates the law or the property rights of the Conservatory and/or others.
- Unauthorized use of electronics or other devices to make and/or publish an audio or video record of any person without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress.
- Unauthorized use, possession, duplication or use of keys or NEC ID cards to any Conservatory premises, facility, or service.
- Disruption or obstruction of academic, musical, or cultural activities at NEC; examples include cell phone interruptions in class, rehearsals, or lessons; excessive noise; or the use of other electronic or mechanical devices that are distracting in a classroom environment.

- Hazing, defined as an act which endangers the mental or physical health or safety of an individual, or which destroys or moves public or private property, regardless of intent, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim does not waive responsibility for any participant. Apathy or acquiescence in the presence of hazing are not neutral acts, they are violations of the Code. (See Anti-Hazing Policy)
- Bullying, defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at an individual that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of NEC. (See Anti-Bullying Policy)
- A failure to comply with NEC's Information Technology Policies and Guidelines, including, without limitation, the Acceptable Use Policy.
- Any act of inappropriate access to employment, financial, academic, confidential or other records regarding one's self or others at NEC, whether as a result of "hacking" or as the result of direct access, including, without limitation efforts to alter one's own billing charges, library fines, or other obligations to the Conservatory.

- Misrepresentation. This includes, but is not limited to, misuse of purchasing authority, accepting unearned funds, and submitting false timesheets.
- Unauthorized use of the name, logo, or seal of the Conservatory by individuals or groups, or misrepresentation by individuals or groups as authorized spokespersons on behalf of the Conservatory or any of its offices, departments, or students.
- Display on or within public areas of NEC property of any literature, films, pictures, images, advertisements, flyers, websites, or other materials that an average person applying contemporary community standards would find, taken as a whole, appeals to prurient interests, depicts or describes sexual conduct in a patently offensive way or constitutes unlawful discrimination and harassment, and lacks serious literary, artistic, political, or scientific value.
- Failure to comply with NEC health and safety policies relating to COVID-19 or other health and safety imperatives, as well as failure to comply with the directives of NEC personnel and law enforcement regarding such policies, regarding other health and safety requirements, or regarding fire and emergency management.
- Failure to comply with the terms of a No Contact Order, No Communication Directive, No Trespass Order, or other official directive of NEC issued by the Office of Academic and Student Affairs, Title IX Coordinator, Director of Public Safety, or other Conservatory Official.

SECTION 4: REVIEW AND HEARING PROCEDURES

A. Reporting

Any member of the NEC community may report a potential violation of the Disciplinary Code or concern about a violation to the Dean of Students and Campus Life, who may then initiate disciplinary action when the Dean has reason to believe a student may have violated the Code. The report should be submitted online through the appropriate form at <https://necmusic.edu/student-care-and-concern> as soon as possible after the event takes place to maximize the ability to respond promptly and effectively. In order to permit the expeditious handling of cases and/or to address matters that might be resolved through mediation, the Dean of Students and Campus Life may delegate responsibilities for mediation or adjudication to Residence Life, other administrators within the Office of Academic and Student Affairs, or to another Conservatory Official.

B. Internal Investigations and Procedures

Once the Dean of Students and Campus Life (all references to the Dean of Students and Campus Life in this section also apply to the Dean's designee) receives a report of an alleged violation of the Disciplinary Code, the Dean will engage in a threshold inquiry to determine if the report, if taken as a true, may constitute a violation of the Disciplinary Code and how it should proceed; depending upon the circumstances, the Dean may attempt to resolve the matter informally without need for investigation, hearing, and formal resolution.

This initial inquiry may include discussions or meetings with any student, faculty, or staff deemed appropriate by the Dean of Students and Campus Life. As part of this inquiry, the Dean may:

- Determine based upon the report that no further disciplinary hearing is required and so resolve the issue informally.
- Decline to take any action upon the report if the Dean determines that there is insufficient evidence of any alleged violation.
- Accept a Respondent's admission of a Disciplinary Code violation and agreement to sanctions as determined by the Dean of Students.
- Keep the report under advisement for a reasonable time (generally up to four weeks, absent extenuating circumstances) while seeking more information.
- Refer the report to an appropriate administrator within the Office of Academic and Student Affairs (who may include, but is not limited, to the Dean) or a trained external investigator for an administrative hearing. This administrator is referred to as the Student Conduct Administrator.
- Refer the report to the Student Disciplinary Committee for a formal hearing.
- Determine that the report raises issues that should be investigated, reviewed, and/or resolved using a different NEC process and refer the report for review and resolution under that process accordingly. In these circumstances, the Dean may refer the matter to another Conservatory Official or to an outside investigator as appropriate based on the nature of the report.

The Dean may adopt appropriate interim measures pending conclusion of the disciplinary proceeding, such as implementing no contact or no communication directives. In cases in which the Dean determines that there is an imminent risk to the safety of community members or the ongoing functions of NEC and its community, the Dean may suspend or otherwise restrict NEC access for the Respondent until the conclusion of the disciplinary proceeding.

Conservatory officials shall endeavor to schedule all meetings and hearings associated with any conduct matter to avoid conflict with a Respondent or Complainant's enrolled academic class schedule. NEC reserves the right to schedule and/or reschedule meetings as deemed necessary at the discretion of the relevant Conservatory official(s) reviewing the matter.

C. Student Disciplinary Committee Process

In the Dean's discretion, the Dean may convene the Student Disciplinary Committee to review a conduct issue. The committee consists of the Dean of Students and Campus Life or designee (chair, non-voting), as well as one faculty, staff, and student representative). A Respondent or Complainant may challenge the participation of any Committee member on the basis of conflict of interest. Challenges based on a conflict of interest must be stated in writing and submitted to the Student Disciplinary Committee Chair (the "Chair") no later than 48 hours

after the official written notice of hearing (see below). The Chair will review the challenge and determine whether to replace the challenged Committee member(s). The decision of the Chair is final.

If a Committee member is replaced, the Parties will receive notice of the identity of the new Committee member and the process of challenging set forth above will repeat until a final Committee is selected.

A simple majority constitutes a Committee quorum. Student Discipline Committee hearings are closed to the public; only the Committee members, the complainant(s), witnesses, the respondent(s), and their advisor(s) (each complainant or respondent may have one advisor) are permitted to attend. In conducting its sessions, the Student Discipline Committee will follow these provisions:

- i. **Notice:** Complainants and Respondents will receive written notice of the hearing at least five academic days before the date of that session, unless the Student Disciplinary Committee Chair determines that circumstances warrant a hearing on shorter or longer notice.
- ii. **Advisors:** The Parties may ask for an advisor from within the NEC community to help in preparing a response to the charges or in appearing at any hearing or identify an advisor

from outside the NEC community. Advisors are subject to the rules set forth in the Definitions section of this Code. Advisors are not permitted to address the committee during the hearing and serve as "silent supporters" to the participants whom they attend in order to support.

iii. ***Information Evidence, Oral Statements to Committee, and Testimony, Proposed Witnesses:*** The Parties have the right to present relevant documents and information, and to propose witnesses for the Committee to hear. The Parties also have the right to know the nature and source of any documents or information provided to the Committee; and to identify to the Committee any concerns about such documents or information. The Committee has the discretion to determine whether witnesses proposed by the Parties will be heard by the Committee. The Conservatory expects all participants to respect the confidentiality of its proceedings, for reasons (among others) of maintenance of confidential student information under federal law.

iv. ***Committee Procedures:*** The Student Disciplinary Committee considers information and documents provided by the Parties; listens to witnesses; and interprets the disciplinary code. It reaches decisions by a majority vote.

The Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of

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

v. **Decision:** The Student Disciplinary Committee's shall reach a determination on the basis of preponderance of the evidence (that is, whether it is more likely than not) whether the Respondent(s) violated the Disciplinary Code, or other Conservatory policy or rule and, if so, the sanctions that will apply. If the Student Disciplinary Committee determines the Respondent is responsible for violating this Policy, they may request from the Dean information on prior sanctioning decisions so that they can apply a consistent sanction in the matter at hand.

The Parties will receive notice of the Committee's decision in writing within five (5) academic days of the completion of the hearing, unless specific circumstances preclude a decision within that time. The decision letter to the

Respondent will include the Committee's determination as to any violation(s) of the Code, as well any sanction the Committee considers appropriate, including but not limited to: warning, official reprimand, disciplinary probation, suspension, expulsion from the Residence Hall, or expulsion from the Conservatory. Depending upon the nature of the allegations and findings, the notice of decision to a Complainant may be redacted and/or the content of what is shared in the notice of decision will be limited to comply with federal law protecting student privacy. In the case of violations involving physical violence or threats, a Complainant will typically receive notice of both findings and sanctions will be received by the Complainant as well. Depending on the circumstances, a notice of the decision may also be sent to the Respondent's studio professor and department chair. (see Sanctions).

vi. ***Appeals***: Parties who wish to appeal the decision of the Disciplinary Committee must follow the procedures outlined in the Appeal Process below.

D. Student Conduct Administrator Review Process

In the Dean's discretion, the Dean may refer a conduct issue to a single administrator within the Office of Academic and Student Life, who may include, without limitation the Dean, or to a trained external investigator (the "Student Conduct Administrator"). A Respondent or Complainant may challenge the designation of

the Student Conduct Administrator on the basis of conflict of interest. Challenges based on a conflict of interest must be stated in writing and submitted to the Dean no later than 48 hours after the official written notice of the designation of the Student Conduct Administrator. The Dean will review the challenge and determine whether to replace the challenged Student Conduct Administrator. The decision of the Dean is final.

If a Student Conduct Administrator is replaced, the Parties will receive notice of the identity of the new Student Conduct Administrator and the process of challenging set forth above will repeat until a final Student Conduct Administrator is selected.

i. **Review Process:** The Student Conduct Administrator will conduct an investigation to review the conduct matter. This investigation will include meetings with the Parties and relevant witnesses; opportunity for the Parties to submit relevant documents and information; and review of any information able to be gathered by the Student Conduct Administrator conducting the review.

The Student Conduct Administrator has the discretion to determine whether witnesses proposed by the Parties will be interviewed. The Conservatory expects all participants to respect the confidentiality of its proceedings, for reasons (among others) of maintenance of confidential student information under federal law.

ii. **Advisors:** The Parties may ask for an advisor from within the NEC community to help in preparing a response to the charges or to accompany them to any meeting with the Student Conduct Administrator. Advisors are subject to the rules set forth in the Definitions section of this Code.

Advisors are not permitted to speak for a Party during a meeting with the Student Conduct Administrator and serve as "silent supporters" to the participants whom they attend in order to support.

iii. **Decision:** The Student Conduct Administrator considers information and documents provided by the Parties; listens to witnesses; and interprets the disciplinary code. Once the Student Conduct Administrator's review is complete, the Student Conduct Administrator shall reach a determination on the basis of preponderance of the evidence (that is, whether it is more likely than not) whether the Respondent(s) violated the Disciplinary Code, or other Conservatory policy or rule and, if so, the sanctions that will apply. If the Student Conduct Administrator determines the Respondent is responsible for violating this Policy, they may request from the Dean (or other appropriate administrator(s) from within NEC if the Dean is the Student Conduct Administrator) information on prior sanctioning decisions so that they can apply a consistent sanction in the matter at hand.

The Parties will receive written notice of the Student Conduct Administrator's decision in writing. The decision letter to the Respondent will include the Student Conduct Administrator's determination as to any violation(s) of the Code, as well any sanction the Student Conduct Administrator considers appropriate, including but not limited to: warning, official reprimand, disciplinary probation, suspension, expulsion from the Residence Hall, or expulsion from the Conservatory. Depending upon the nature of the allegations and findings, the notice of decision to a Complainant may be redacted and/or the content of what is shared in the notice of decision will be limited to comply with federal law protecting student privacy. In the case of violations involving physical violence or threats, a Complainant will typically receive notice of both findings and sanctions will be received by the Complainant as well. Depending on the circumstances, a notice of the decision may also be sent to the Respondent's studio professor and department chair. (see Sanctions).

iv. ***Appeals***: Parties who wish to appeal the decision of the Student Conduct Administrator must follow the procedures outlined in the Appeal Process below.

E. Procedure in Absentia

If any Party, who has been sent notice, does not appear before the Student Disciplinary Committee or meet with the designated

Student Conduct Administrator as requested, the available information and evidence concerning the charges shall be presented and considered even if the Party is not present. The Student Disciplinary Committee/Student Conduct Administrator will make a decision about responsibility for alleged violation(s) and sanction(s) based upon the information received. Cases decided in absentia may not be appealed.

SECTION 5: SANCTIONS

The Conservatory has a range of sanctions of graduated severity to deal with infractions of varying seriousness. Insofar as possible, sanctions should “fit” the offense in a common-sense manner. The following sanctions may be imposed following a Disciplinary Committee and/or Student Conduct Administrator review upon any student found to have violated the Disciplinary Code or other Conservatory policy or rule. Prior violation(s) of the NEC policy by a Respondent will always be considered as aggravating circumstance(s) that could potentially increase sanction(s) for a current policy violation. The number of prior cases and the egregiousness of those past violations will be carefully considered, and prior violations for similar offenses will be viewed as particularly exacerbating. Any Conservatory Official determining a sanction or combination of sanctions, will consider the following:

- The severity of the violation

- The Respondent's previous record of relevant disciplinary sanction(s) policy violations and sanctions, if any
- The effect of the Respondent's misconduct upon the Conservatory community and/or individual community members
- Consistency with previously issued sanction(s) for similar misconduct

Range of Possible Sanctions

The range of sanctions includes (without limitation):

- Verbal Warning—A verbal notice to the student that the student is violating or has violated a Conservatory rule or regulation.
- Written Warning—A written notice to the student that the student is violating or has violated a Conservatory rule or regulation.
- Loss of Privileges— Privileges within the Conservatory community may be restricted or revoked for a specific period of time.
- Fines— A dollar amount required to be paid to the Conservatory, appropriate to the level of violation.
- Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Educational/Discretionary Sanctions – Sanctions intended to contribute to the education of the student, the Conservatory community and/or to be a form of social restitution. Examples include but are not limited to:

- Developmental exercises – requirement to attend, plan and/or participate in a program, workshop or other appropriate activity.
- Conservatory-mandated service – service assignment for a number of hours or the equivalent that is appropriate to the violation.
- Educational class – attendance at a class or workshop appropriate to the violation such as an Alcohol/Drug Education class.
- Administrative Reassignment of Housing – A temporary or permanent relocation of a person's housing assignment in the Residence Hall.
- Residence Hall Suspension—Separation of the student from the Residence Hall for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Residence Hall Expulsion—Permanent separation of the student from the Residence Hall.
- Disciplinary Probation- A defined period during which additional violations of the Disciplinary Code or other Conservatory policies and rules may lead to further disciplinary action as determined by an appropriate Conservatory Official.
- Suspension—Separation of the student from the Conservatory for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Expulsion—Permanent separation of the student from the Conservatory without opportunity for readmission.
- Revocation of Admission and/or Degree—Admission to or a degree awarded from the Conservatory may be revoked for fraud, misrepresentation, or other violation of the

Disciplinary Code, or any Conservatory policy or rule in obtaining the degree, or for other serious violations committed by a student prior to the actual start of classes or graduation.

- Withholding Degree—The Conservatory may withhold the awarding of a degree otherwise earned until the completion of the process set forth in Disciplinary Code Review process, including the completion of all sanctions imposed, if any, at its sole discretion.

SECTION 6: APPEAL PROCESS

A. Appeal of Disciplinary Committee Decision

i. Grounds for Appeal from Committee Decision

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

- A written appeal which shall not exceed 1,500 words or 3 pages (appeals that exceed the 1,500 word count will not be considered).
- If the appeal is to express disagreement with the original decision and/or sanction, it must be based upon one or more of the following grounds for appeal:
 - There was a significant procedural error by the Student Disciplinary Committee.

- There is new information to be considered sufficient to alter a decision not brought out in the original hearing because such information and/or facts were not reasonably available at the time of the hearing.
- The sanction is disproportionate to the conduct violation found.
- Appeals must be drafted and submitted by a party. Appeals submitted by Advisors or other third parties, including legal representation, will not be considered.

ii. Steps for Appeal:

- a) Written appeals must be sent to the Disciplinary Committee Chair within five (5) calendar days of notification of the decision. This is the only period for appeal. Should one party decide to appeal and the other does not, the party not appealing does not receive a new five (5) day period.
- b) The Disciplinary Committee Chair will have two (2) academic or business days to determine whether the appeal falls within any of the permissible grounds listed in the Appeal Requirements above.
- c) If the Disciplinary Committee Chair determines the appeal does not fall within one of the permissible grounds listed in the Appeal Requirements, the original findings and sanctions of the Disciplinary Committee will stand and be imposed as a final decision of NEC.
- d) If the Disciplinary Committee Chair determines the appeal falls within one of the permissible grounds for appeal, the appeal will be forwarded to the Appellate

Committee (consisting of the Provost and Dean of the Faculty, the Dean of Students and Campus Life or designee, and a faculty member; the faculty member selected may be a studio teacher of any party to the report).

- e) The sanction(s) imposed as a result of the original hearing shall be in effect as of the date Respondent(s) received written notice from the Disciplinary Committee until such a time as an appeal is granted and the Respondent is notified by the Appellate Committee that one or more of the sanction(s) is changed. Any exception to this shall only be made at the discretion of the Dean of Students.
- f) An appeal shall be limited to a review of the written record from the Disciplinary Committee hearing and the approved supporting documents from the hearing or review, along with the written appeal. At the Appellate Committee's discretion, the non-appealing party Complainant may be invited to submit a written statement relating to the appeal.
- g) The Appellate Committee has ten (10) calendar days from receipt of the appeal from the Disciplinary Committee Chair to make a decision. The Appellate Committee may uphold the findings and/or sanctions, reverse the finding of responsibility, refer the matter for a new Student Disciplinary Committee hearing for additional proceedings, refer the matter for additional review and/or investigation, reduce the severity of the sanction, increase the severity of the sanction, impose other sanctions, or sustain the original sanction.

- h) The appealing party will be notified of the Committee's decision by the Dean of Students and Campus Life or a designee. For cases involving violations of physical violence or threats of violence, notice of the outcome will typically be provided to the Complainant as well.
- i) The decision of the Appellate Committee is final.

B. Appeals of Administratively Imposed Sanctions

i. Appeal Requirements

Any sanctions imposed by a Student Conduct Administrator (without a Student Disciplinary Committee hearing) may also be appealed by either the Respondent or the Complainant and must be submitted within five (5) calendar days of notification of the decision. Such appeals shall be in writing and shall be delivered to the appropriate Appeal Authority outlined in the outcome letter. The Appeal Authority may be the Dean of Students and Campus Life, Provost and Dean of the College, or other Conservatory Official designated by the Dean of Students and Campus Life. Appeals must be drafted and submitted by a party. Appeals submitted by Advisors or other third parties, including legal representation, will not be considered.

Any such appeal shall not exceed 1,500 words or 3 pages. Appeals which exceed 1,500 words will not be considered.

The Appellate Authority has ten (10) calendar days from receipt of the appeal to make a decision. The Appellate Authority may uphold the findings and/or sanctions, reverse the finding of responsibility, refer the matter for a new Student Disciplinary Committee hearing for additional proceedings, refer the matter for additional review and/or investigation, reduce the severity of the sanction, increase the severity of the sanction, impose other sanctions, or sustain the original sanction.

The appealing party will be notified of the decision by the Appealing Authority. For cases involving violations of physical violence or threats of violence, notice of the outcome will typically be provided to the Complainant as well.

The decision of the Appeal Authority is final.

SECTION 7. SPECIAL SITUATIONS

The Conservatory retains the right to determine, in its sole discretion, if it will address a reported violation of the Disciplinary Code administratively and outside of the processes described in this Handbook when the safety of the Conservatory community is at risk, if there are extenuating circumstances involving the Parties, or if the Dean of Students and Campus Life, in consultation with appropriate administrators, determines it is in the best interest of the Conservatory and/or the Conservatory

community to do so. If the Conservatory alters the process set forth in this Handbook, it will contemporaneously communicate changes to the Parties.

Conservatory Operational Policies Relating to Students

Bicycle Registration

Registration is required of all students parking bicycles in the racks in the pavilion outside of 33 Gainsborough. Please note that stickers are non-transferable and access to the courtyard is only for members of the community with a valid Penguin Pass. A new bicycle requires a new registration from Public Safety.

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

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

Bulletin Boards

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

- *Bulletin Boards:* Each department and ensemble has a bulletin board where teachers post information on meetings, auditions, or concerts. Each approved student organization also has an assigned bulletin board. Make it a point to find bulletin boards that pertain to your interests. The Office of Student Services Bulletin Board, located along the second floor corridor of the St. Botolph Building, will display information on advising and registration, exam schedules, student activities, health services and so on. See Bulletin Board and Advertising Policies below.

Demonstrations

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

Decisions by the Office of Academic and Student Affairs and Public Safety regarding appropriate security for a demonstration or event will be determined by reviewing the following circumstances: nature of the demonstration or event; number of participants; location; type of event; time of the event; admission policy (open or closed); history of previous events; marketing

plan for the event; NEC status of the group; etc. Various levels of security may be required. The security required may include but is not limited to: NEC Staff; Student Club/Organization Advisors; Boston Police Officers; Public Safety; Private Event Security; Bag Searches; Wristbands; and/or Re-admittance Policies. Additional security measures may be required by the Office of Academic and Student Affairs.

New England Conservatory considers freedom of inquiry and discussion essential to education. Thus, NEC recognizes the rights of all students to engage in discussion, to exchange thoughts and opinions, and to speak, write, or publish freely, exercising their rights as citizens. on all subjects as guaranteed in our state and national constitutions.

In discharging these rights, students must also recognize their responsibilities; consequently, the Conservatory expects orderly and dignified expression.

Faculty Messages and Mail

If you need to contact a teacher, you may do so either by emailing them or by placing a note in their faculty mailbox located on the first floor of Jordan Hall in the Faculty Lounge. Should you need the home address or telephone number of a teacher, you may ask for it at the Provost and Dean of the College's Office. Please remember: teachers sometimes ask that we not release their telephone numbers; we respect teacher

privacy and will not release information about faculty without their permission.

Gambling

Students may not gamble, play pyramid games, or sell lottery tickets. Casino or other game events are permitted in designated areas that are approved by city and state laws, as part of properly scheduled events, and in strict accordance with regulations issued by the Office of the Student Services.

Guest Policy for Residence Hall

Students are responsible for the actions of their guests. Guests must be in the presence of their host at all times. The student inviting the guest is responsible for advising the guest of all Conservatory policies; violations of Conservatory policies by a guest may, depending upon the circumstances, also constitute disciplinary violations by the student.

It is required that any student hosting guests in the residence hall will be in residence while their guests are present. It is unacceptable to leave a guest in your room when you leave. A student entertaining guests in the residence hall is responsible for seeing that their guests are aware of relevant residence hall and NEC policies and abide by them, as they will be held responsible for their actions on NEC property. Guests must wait at the security desk until the host student being visited is called down

to escort them upstairs. The host student is also responsible for escorting their guests out of the residence hall when they leave.

All guests are expected to respect the rights of residents and to abide by residence life and NEC policies and regulations. Guests whose behavior is not cooperative and respectful may be required by the Conservatory to leave. Violators of the guest policy will be subject to disciplinary action, if students, or banned from the residence hall, if visitors.

Residents may not lend keys or ID cards to guests.

Each resident has the right and responsibility to ask any unwanted person to leave their room at any time for any reason, even if the unwanted person is the guest of another. The person asked to leave must do so.

NEC reserves the right to update this policy to restrict guests in the residence hall as deemed necessary and appropriate, including as part of COVID-19 safety protocols.

ID Policy

Students **MUST** carry a valid NEC ID card at all times. Students must present their NEC ID card to the guard at the front security station upon entering any NEC building. Students are prohibited from lending their card to another person. Misuse of NEC ID cards will result in disciplinary action. Students who refuse to

show a valid NEC ID card upon request by any member of the Conservatory staff or faculty, including Public Safety guards are subject to disciplinary action.

Motor Vehicles

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

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

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

New England Conservatory, in turn, is required by the Commonwealth to keep a record and provide proof to the state that students have been apprised of the law. Eligible students must formally acknowledge they have been notified of the law.

Instructions for complying with the law

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

Jordan Hall Video and Audio Recording Policy

NEC students and student ensembles may have opportunities to perform in NEC's Jordan Hall. Jordan Hall concerts are audio/video recorded and streamed by NEC professional engineering staff and archived in the Blumenthal Family Library. Recordings of required student recitals or NEC student ensembles are also recorded and streamed. Optional recitals are not supported but may be recorded and streamed using the self-run systems in all halls other than Jordan.

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

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

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

Performance and Recording Policy

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

Photo Release Policy

NEC activities and students are often photographed for use in NEC promotional materials and publicity efforts. These photographs may be used in a publication, print ad, direct-mail piece, electronic media (e.g. video, CDROM, Internet/World-Wide Web) or other form of promotion. NEC students may be asked to sign a Photo Release to permit NEC to use photographs for these purposes. release NEC from liability for

any violation of any personal or proprietary rights in connection with such use.

Poster Policy

At NEC we recognize that posters are an important way to share events, resources, services, and recitals within our community. Our poster policy is designed to satisfy the needs of our students, allowing our campus to reflect the character of our students, and our commitment to providing a community that is free of discrimination, harassment, and bullying. This includes, but is not limited to, discrimination or harassment based on sex, race, color, gender, age, sexual orientation, gender identity, religion, ethnic or national origin, physical or mental disability, veterans' status, and membership in uniformed services. Posters that violate NEC's values, its policies in the Student Handbook or any other policies that apply to members of the NEC community (including the Title IX, Gender-Based Discrimination, or other anti-discrimination policies), or may be construed as creating a hostile environment for any member of our community - including college, continuing education and preparatory students, as well as members of the public who may attend our concerts - will be immediately removed. Students who post material in violation of this Policy are subject to warnings or discipline; repeated violations of the poster policy may merit serious discipline, up to and including expulsion.

Posters must also adhere to the requirements of the Fire Department, Fire Code, and the Boston Fire Marshal.

Posters, flyers, banners, flags, or any other form of messages may not be displayed from sidewalks, windows, trashcans, music stands, or placed on the exterior of a building without permission from the Office of Student Services.

Posters on *Community Bulletin Boards* must be approved by the Office of Academic and Student Affairs prior to being hung up. Approved posters will be stamped by the Office of Academic and Student Affairs. Any posters found without an approval stamp will be taken down.

Dedicated Posting Areas include the *Community Bulletin Boards* on the first floor of Jordan Hall, St. Botolph, 33 Gainsborough, and SLPC buildings that are labeled for this purpose. Posters placed in non-designated areas will be taken down.

Departmental Bulletin Boards are maintained by department chairs. Postings for these boards must be approved by the appropriate department chair and contained behind the glass. Posters on the outside of the glass will be taken down.

Postings within the Residence Hall are managed and approved by the Resident Director. All unapproved posters, including those

placed in the residence hall elevators and stairwells, will be taken down.

Questions about poster locations may be directed to the Building Operations Office (buildingoperations@necmusic.edu). Questions about content should be directed to The Office of Academic and Student Affairs (student.services@necmusic.edu).

Mounting of posters or use of paint on walls, elevators, windows, sidewalks, trees, or other surfaces not intended for posting is prohibited. Posting of notices with adhesives which damage surfaces also is prohibited. The cost of removal of this type of publicity will automatically be charged to the group and/or individuals who posted said publicity.

Preparatory and Continuing Education

The Conservatory's Preparatory School uses Jordan Hall, 33 Gainsborough and St. Botolph buildings for programming on Saturdays, from 8:00 a.m. until 6:00 p.m. During that time, the Conservatory's College students may only use rooms reserved through the Concert Halls Office for rehearsals, not for individual practicing.

Snow Days

Be prepared for inclement weather, especially in the winter months. In the past the Conservatory has been forced to cancel

school. Closings or delays are posted on the NEC website; in addition, emails will be sent to students at their NEC email addresses and text messages sent via the cell phone of record in the ENS.

Standards for Student Organizations

Student clubs and organizations must work to make sure that any member of the community feels welcome and included at their events.

Events held on-campus and off-campus by NEC students or student organizations are expected to be in compliance with all student handbook and other general policies of NEC, including anti-discrimination policies and health and safety policies.

Students or student organizations hosting the event are responsible for ensuring behavior that reflects well upon that community. Event hosts will be held responsible for their guests' safety and actions both on- and off-campus. Failure to comply with NEC policies may result in disciplinary action against the individuals and/or the sponsoring organization, up to and including expulsion of individuals or organizations.

Student organizations wishing to conduct sales or promotional activities must receive prior written authorization from the Office of Academic and Student Affairs.

State Authorization Reciprocity Agreement (SARA)

NEC makes every attempt to resolve student complaints within its academic and administrative departments. Students should first attempt to resolve any concerns by utilizing existing College procedures.

Following acceptance of NEC's application by the Department of Higher Education, NEC students enrolled in online courses or programs may submit a complaint regarding such course or program to the Dean of Academic Affairs using the **Student Complaint Form for Online Classes**. For more information: [**https://necmusic.edu/student-consumer-information**](https://necmusic.edu/student-consumer-information)

- [**Student Complaint Procedure SARA**](#)
- [**Student Complaint Form**](#)

Student Addresses and Telephone Numbers

The Conservatory does not give out student addresses or telephone numbers, except as published in its *Student Directory* and in accordance with the Conservatory's FERPA policy. However, we are required by state, federal and local authorities to maintain an accurate listing of students' addresses, so it is important that you keep the Office of Student Services informed and up-to-date regarding your current local (academic year), permanent (family) and summer addresses (with corresponding telephone numbers). Students with text-enabled

cell phones are also required to update their cell phone numbers, so that important information from our Emergency Notification System can be transmitted via both NEC email and text messages.

The Conservatory may maintain up to five different addresses for you: local, permanent, billing, parent, and temporary /summer. During the academic year, we send all written correspondence to your local address; during the summer, to your permanent address. We will always send information regarding how to access your tuition and fees bills to your NEC email address.

Health & Safety Policies

Alcohol and Drug Policies

A. Alcohol Policy

In Massachusetts, the legal drinking age is 21. Underage drinking, or providing alcohol to a minor, is illegal. The Conservatory requires its students to follow all state laws and regulations on alcohol, including those governing sale, purchase, or serving of alcoholic beverages. Those who violate state law or school policy will face disciplinary action, including the possibility of suspension or expulsion. Student and campus organizations may also face discipline if they violate this policy.

In addition, we expect students of legal age to recognize the responsibilities of choosing to drink; disruptive, noisy, or belligerent behavior violates the school's expectations. NEC reserves the right to confiscate alcoholic beverages and containers whenever NEC's alcohol policy is violated. Students who live in the Residence Hall are also held to the Alcohol and Alcohol Paraphernalia Residence Hall policy.

NEC is committed to observing all Massachusetts state laws, including those that govern the sale, purchase, and serving of alcoholic beverages. These laws cover the purchase of alcohol by and for persons who are under the legal drinking age; the serving of alcohol to persons who are either under the legal drinking age or intoxicated; and the serving of alcohol to persons who operate motor vehicles under the influence of alcohol. These laws cover all NEC activities that take place on or off-campus.

Moreover, because many NEC students are under 21 (including Preparatory School students, who are typically under 18), NEC takes its Drug and Alcohol Policies very seriously.

Alcohol Policy for NEC Events

Individuals sponsoring an event are legally responsible for ensuring that all city, state, federal, and NEC regulations regarding the use of alcohol are observed. All permits must be obtained prior to the event being held. Alcohol may be served at

NEC-sponsored events/functions where the majority of attendees are expected to be over the age of 21 within the following guidelines:

Groups intending to serve alcohol at any NEC-sponsored event, either on- or off-campus, must obtain prior approval from the Director of Public Safety or his designee, or the Dean of Students and Campus Life, depending upon the type of event.

A professional bartender must be hired to serve all alcoholic beverages at an NEC-sponsored event. Individuals may be required to show proper identification before being served.

Sponsors of the event must accept responsibility for identifying all persons who are not of legal drinking age and must ensure that these individuals are not served.

There must be food and non-alcoholic beverages readily available.

Alcohol must not be served to any person who is intoxicated.

Alcoholic beverages may only be consumed within the area designated for the event.

Alcohol may only be served during the time that is allowed for the permitted event.

During such events, all NEC students are expected to uphold both Massachusetts state law and NEC policies. Violations

should be reported immediately to the Director of Public Safety or his designee, or to the Dean of Students. Appropriate administrative action will be taken in cases of violation of these policies.

B. Drug Policy

NEC does not condone possession, use, sale, or distribution of illegal drugs or the misuse of prescribed drugs. Students who participate in such activities face disciplinary action.

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

In addition, consistent with applicable law, notice may be provided to the parents of students under age 21 who violate the Conservatory's Drug and Alcohol Policies. (See NEC's Medical Marijuana and Recreational Marijuana policy below.)

C. Medical Marijuana and Recreational Marijuana

Massachusetts legislation, which is entitled “An Act for the Humanitarian Medical Use of Marijuana,” allows for the controlled use of medical marijuana in the Commonwealth. Thus, Massachusetts citizens may legally obtain a medical marijuana “registration card” from the Massachusetts Department of Public Health. However, Conservatory students, staff and faculty who possess a medical marijuana “registration card” are not permitted to possess and or use any form of marijuana under any circumstances on NEC property or at NEC-sponsored events or activities.

Although Massachusetts law permits the use of medical marijuana and recreational marijuana/cannabis, Federal laws outlined by the Controlled Substances Act (CSA) classify marijuana as a schedule 1 drug, which prohibits the use, possession and/or cultivation of marijuana. Therefore the use, possession, cultivation, or sale of marijuana in any form violates federal law.

As an institution that accepts federal financial aid, NEC must comply with the Drug-Free Communities and Schools Act (DFSCA) (20 U.S.C.1011i; 34 C.F.R part 86) as well as the Drug Free Workplace Act, which requires a drug free campus environment. This means that, although medical and recreational use of marijuana is legal under Massachusetts law under certain circumstances, it cannot be possessed or used on campus. Institutions of higher education, such as NEC, must comply with

the Drug-Free Communities and Schools Act regulations as a condition of receipt of federal funding, such as financial aid. Any student, staff, or faculty member who violates NEC's policies prohibiting the use and/or possession of illicit drugs (including medical marijuana) on NEC's campus or at NEC sponsored events or activities may be subject to disciplinary action. It is extremely important that all members of the NEC community recognize and honor these legal limitations.

D. Drug Free Schools and Communities Act Policy

NEC students must be aware that their behavior with respect to alcoholic beverages is constrained by two sets of rules: Massachusetts state law and the Conservatory's own policies which reflect its concern for the health and well-being of its students.

Persons who violate the Conservatory's policy regarding alcohol or other drugs are subject to appropriate disciplinary action, counseling, probation, suspension, dismissal and referral to proper law enforcement authorities for prosecution.

Massachusetts state law subjects an individual to fines ranging from \$300 to \$1,000, loss of driver's license and/or imprisonment for the following acts:

- Sale or delivery of alcohol to anyone under 21 years of age;

- Possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age; and
- Misrepresentation or falsification of identification in order to purchase alcohol.
- The law further states that anyone who wishes to purchase alcohol must show, upon request, a valid Massachusetts driver's license indicating that he or she is 21 years of age or older.

The Drug Free Schools and Communities Act also requires that a description of health risks associated with drug use and alcohol abuse be distributed to NEC students. Potential health risks resulting from alcohol and drug abuse include but are not limited to the following:

- Aggressive behavior
- Brain damage
- Bronchitis
- Cancer of the esophagus
- Cirrhosis of the liver
- Delirium tremors
- Fluctuating moods and emotions
- Heart attack
- Hepatitis
- Impotency
- Irritability
- Malnutrition
- Meningitis
- Pancreatitis
- Physical dependence
- Pneumonia

- Pregnancy complications
- Relationship problems
- Respiratory arrest
- Sleep problems
- Ulcers

Resources are available to assist NEC students in understanding and dealing with drug and alcohol abuse. The National Institute on Drug Abuse provides a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Contact the Health and Counseling Center for free materials and consultations.

See the policies of this Handbook prohibiting the unlawful use of alcohol and other drugs. See the Disciplinary Code section of this Handbook for the range of possible sanctions.

Anti-Bullying Policy

The state of Massachusetts defines bullying as “the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.” New England Conservatory will

not tolerate bullying in any form. Students who believe they have been or are being bullied should report the incident to the Dean of Students and Campus Life. Bullying, if substantiated, may result in discipline up to, and including, suspension or expulsion.

Policy Against Dangerous Weapons and Fireworks

NEC is committed to providing a safe and secure environment in which to study, research, live, work, and visit. Prohibitions on the possession and use of firearms and other dangerous weapons are essential to that goal, and required by law. This policy applies to all faculty, staff, students, and visitors to campus, and it applies to all activities undertaken on NEC's campus, or in areas that are leased or occupied for NEC activities, with no exceptions.

For purposes of this policy, "firearm" means any pistol, revolver, rifle, smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means, including BB guns, air guns, paintball guns, or other projectile devices.

"Dangerous weapon" means those items which are, by their nature, capable of causing serious injury or death, including but not limited to firearms, knives larger than 2.5 inches/6.0 centimeters (with the exception of knives that are intended to be used for the purpose of cooking or reed making), stilettos, daggers, switch knives, double edge knives, ballistic knives, knives with a detachable blade capable of being propelled,

metallic knuckles, black jacks, blow guns, sling shots, nunchaku, zoobow, kung fu sticks, throwing stars, leather armbands or other clothing that has metallic spikes, points, or studs, clubs, chains, explosives, explosive agents of any kind, fireworks, firecrackers, cherry bombs, smoke bombs, chemical sprays, mace, oleoresin capsicum (pepper spray), tear gas, or other dangerous weapons or articles. Any item, including innocent items when used in a dangerous fashion such as in an assault and battery, may be considered a "dangerous weapon" for purposes of this policy.

NEC prohibits the use, possession or sale of firearms, whether loaded or unloaded, on campus, including in residence hall rooms, by anyone other than police or other law enforcement personnel, even if the person has a legal license or permit to carry the firearm.

NEC also strictly prohibits the use or possession of all other dangerous weapons, including replicas of firearms or other weaponry.

Weapons will be confiscated by the Public Safety. Violators may be subject to removal from campus, termination from employment, and referral for student disciplinary action, including suspension, expulsion, and/or criminal prosecution.

A student who possesses any articles for sporting purposes (for example, bow and arrows) should confer immediately with Public Safety or Residential Life to determine whether such articles are among those prohibited by statute or by NEC policy.

Violations of this policy may also constitute violation of state law. For example, Massachusetts law prohibits anyone from carrying a firearm in any building or any grounds of a college or university campus. Violations of weapons laws are reported under federal and state law. Violations may result in criminal prosecution or disqualification from the ability to obtain a firearm license in the future.

Anti-Hazing Policy

The Commonwealth of Massachusetts passed anti-hazing legislature in December 1987, making it a crime punishable by state law. The Anti-Hazing law provides as follows:

Section 17: Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term 'hazing' as used in this section and in sections eighteen and nineteen, shall mean any conduct or

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

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

Section 18: Failure to report hazing

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

Section 19: Issuance to students and student groups, teams and organizations; report

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

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

and eighteen, and that such group, team or organization understand and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

In short, hazing is a crime, and failure to report it is also a crime. New England Conservatory will not tolerate hazing of any kind; its discipline committee will review any such activity – or any failure to report such activity – according to procedures outlined under the disciplinary code above. NEC also reserves the right to report conduct to law enforcement and will cooperate with law enforcement consistent with applicable law.

Substantiated hazing in violation of the law is also a violation of the NEC Disciplinary Code, subjecting the student to discipline up to and including suspension or expulsion (as well as possible criminal prosecution).

Anti-Smoking Policy

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

CARE Team

The New England Conservatory CARE (Concern, Assessment, Response, Evaluation) Team provides coordinated support for students in distress and addresses concerns about student behavior, academic progress, and personal issues, including mental health concerns. The CARE Team gathers information from personal contact with students, faculty, staff and family members, as well as from reports submitted by members of the community.

The CARE Team is committed to the following:

- Identifying students of concern who are in need of extra support
- Assessing the most appropriate way to intervene and support a student
- Addressing student behaviors that impact our community
- Intervening so a student may achieve academic and personal success
- Balancing the needs of an individual student with the needs of the community

The Academic Catalog defines an "active" student as a person who is enrolled in, registered for, and attending scheduled New England Conservatory activities. All active students are subject to the Disciplinary Code, as well as being subject to the oversight of the CARE team. To explain, the Disciplinary Code prohibits any behavior that infringes upon the safety, property, rights, or privileges of others, or that impedes the educational process. Potential violations of Disciplinary Code will be addressed

through the disciplinary code process, in addition to any response by the CARE Team. In the event a student's status changes from "active" to "inactive," the CARE team will still engage in the process outlined below; however, the objective and outcome might be different than if a student remains on campus.

The CARE team is chaired by the Dean of Students and Campus Life and includes members from Residence Life, Academic Affairs, Health Services, Counseling Services, and Public Safety. CARE team members attend CARE team meetings and have full access to the team's electronic records.

The departments each CARE team member represents are important to the CARE Team's function. If members are unable to attend a meeting, they have designated backups who attend. Many core members keep records in their own departments and may share this information with the team through the Family Educational Rights and Privacy Act's emergency exception clause or when a school official has legitimate educational interest. The Health and Counseling Center also honors state confidentiality laws applicable to their records. Whenever possible, the CARE team will attempt to obtain a release from the student for relevant medical, psychological, and/or health records but, in emergency situations, are authorized to take appropriate action without the need for a release to protect the student and the campus community.

COVID-19 and Other Public Health Requirements

Students, like all who enter the NEC campus during the continuing pandemic, are expected to abide by the COVID-19 safety policies currently in effect in order to provide a safe campus for students, faculty, and staff. Our community's health and safety depend on compliance by everyone with these standards. Safety protocols and resources, regarding COVID and other public health issues, may be found on the [NEC Resource Center](#) page of the website and will periodically be updated as circumstances and public health recommendations change. In addition, all members of the community must comply with local, state, and federal guidelines.

Any violations of these policies may result in discipline, including loss of on-campus privileges, removal from campus, suspension, or expulsion. Because violations create a significant health and safety risk for our community, an expedited process will be in place, and an immediate, interim suspension may be imposed while conduct is adjudicated.

Destruction or Theft of Property

Students share in responsibility for the upkeep of buildings and equipment. Any student who damages or defaces school property or the property of others will be liable for damages and also will be subject to disciplinary action. In the Residence Hall, common area damages are the responsibility of all residents of

the floor on which the damage occurs, unless the responsible party can be identified. Residence Hall common area damages are billed to all for students residing on the floor in question.

Fire Protection

In the event of a fire alarm or any other order that the premises be vacated, all persons, including students, faculty, and administration, must exit the premises immediately. There are no exceptions.

This policy is to ensure the safety and wellbeing of all people in the event of an actual emergency. It is the Conservatory's policy to treat all alarms as if there is an actual emergency. Any student who fails to vacate the premises immediately shall be subject to disciplinary action.

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

- Fire drills will be held periodically (in accordance with state regulations). Students failing to participate in a fire drill will face disciplinary action.
- Any student found tampering with fire extinguishers, emergency signs, fire protection equipment, or fire exits is a violation of both state and Conservatory regulations. Students who inflict malicious damage on equipment (including pull-boxes, hoses, smoke alarms, heat sensors, signs, or fire extinguishers) or block fire doors will be subject

to fines, NEC disciplinary action, and the possibility of a criminal prosecution or arrest.

- Individuals with mobility challenges or other disability-related considerations needing assistance in the event of an emergency should promptly contact NEC Public Safety (617-585-1130) to discuss and implement an emergency assistance plan, including to review areas of designated rescue assistance.

Fire equipment should be used only during fire emergencies.

Health and Counseling Center Policies

NEC's Health and Counseling Center provides timely, comprehensive, and student-centered care to full and part-time graduate and undergraduate students. The Center is here to help students optimize their physical and mental health while studying at NEC. NEC encourages students to take full advantage of the various health services that NEC offers and to visit as soon as practicable when students are ill, injured, stressed, or experiencing a mental health issue.

All full-time students are required to enroll in the Health and Counseling Center and pay the Health Center fee. Medical Services are billed to the student's health insurance plan, without additional "out of pocket" fees at the time of the visit. Counseling services are offered to students at no charge.

Counseling Services

Staffed by licensed mental health professionals, NEC's Counseling Center provides individual counseling and crisis intervention to students, as well as psycho-educational outreach and consultation to the entire NEC community. Additionally, NEC's consulting psychiatrist is available to students interested in psycho-pharmacologic evaluation and treatment. Students may seek out these services for support for a wide range of presenting concerns including anxiety, depression, stress management, relationship issues, and substance abuse. Appointments may be scheduled by calling 617-585-1284 or in-person at the Health and Counseling Center Office in SB 112. Urgent walk-in hours are also available for students who are experiencing a more urgent mental health issue or crisis. Any students at imminent risk of harm or who require immediate emergency assistance should call 9-1-1.

Health Center

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

- Well care (routine physical examination, screening tests, immunizations)
- Evaluation and treatment of acute injuries and illnesses
- Evaluation and treatment of chronic illness
- Performance injury screening

- Student advocacy, including expedited referral and coordination of care with specialists and health care institutions
- Management of public health issues

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

All services provided at the Health & Counseling Center are strictly confidential to the extent possible consistent with applicable law and professional regulations.

Emergency and After Hours Care

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

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

Children's Hospital Boston, Boston Medical Center, Tufts Medical Center, and Massachusetts General Hospital.

Health Report

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

Complete and submit a Student Health Report that includes documentation of previous immunization history and/or proof of immunity against certain infectious diseases, as required by Massachusetts state law (*to be reviewed and signed by a healthcare provider*) and/or NEC policy.

- Comply with NEC college and state-mandated vaccinations.
- Provide proof of health insurance.

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

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

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

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

Health Insurance

The Commonwealth of Massachusetts requires all students to have insurance that covers hospitalization and specialty care. Therefore, aAll full time students will automatically be enrolled in NEC's Student Health Insurance Plan (SHIP) annually. NEC's plan, administered by Gallagher Insurance Agency, provides benefits for a 12-month period that meets or exceeds all requirements. Any student who demonstrates comparable insurance coverage may waive NEC's plan. For information about NEC's SHIP, the on-line waiver process, and questions about insurance requirements, please go to www.gallagherstudent.com/NEC.

NEC distributes a full description of coverage to all students and will enroll all students who have not waived the school plan by August 30, 2022. For further information, students may contact the Business Office at 617-585-1221. Students who have paid the insurance premium and who take a leave of absence (see Leave of Absence Policy) from NEC will be covered through the remainder of the coverage period and be able to visit a healthcare provider as approved by the SHIP policy. Please

check the Gallagher website for a list of participating providers and a summary of the SHIP benefits.

Medical Amnesty

The NEC community values the health and safety of its members and supports an environment that encourages students to seek help when there is the need for assistance. This policy has therefore been established to encourage students in high risk situations involving the consumption of alcohol and/or other drugs to promptly seek medical assistance without fear of disciplinary action from the Conservatory.

Students for whom medical or staff assistance is necessary due to being dangerously intoxicated and/or under the influence of drugs will be granted amnesty from NEC's disciplinary process in accordance with the terms of this policy. Therefore, the Conservatory will not take disciplinary action for possession or consumption of alcohol and/or other drugs against:

- A student who initiates a request for medical assistance for oneself;
- A student who initiates a request for medical assistance for another student; and
- A student for whom medical assistance is sought.

In case of a medical emergency, students should call 9-1-1 immediately. Public Safety should also be called, at 617-585-1777.

NEC may review the appropriateness of amnesty if the conduct at issue significantly harmed others or compromised community safety. While amnesty from the disciplinary process may be applied, a meeting with a Dean in the Office of Academic and Student Affairs Student Services may result. For students who are involved in extreme alcohol and/or drug-related emergencies or incidents for which amnesty may be granted, the Conservatory may require educational intervention, assessment, and/or parent/guardian notification when appropriate. Consistent with putting our student's health and safety first, NEC will approach repeated incidents as a serious health risk. NEC's response to these incidents is independent of any action taken by local law enforcement.

Medical amnesty applies only to alcohol or other drug-related medical emergencies. Medical amnesty does not apply to other conduct violations that may be associated with alcohol or drug use, including without limitationsuch as, but not limited to: assault, sexual assault, harassment, hazing, vandalism, operating under the influence, property damage, or distribution of illicit substances. Additionally, in an effort to identify patterns of problematic behavior involving the use of alcohol and/or other drugs, the Conservatory will document the incident in a record that remains separate from the student's permanent disciplinary file.

Missing Student Policy

Safety is a major concern for everyone on campus, and NEC strives to provide an ideal environment for learning, working and living. NEC has instituted the Missing Student Policy to enhance the safety and security of our students. This Missing Student Policy applies to all NEC students, whether or not they reside in the residence hall.

It is the policy of NEC to carefully investigate any report of a missing student who is enrolled and attending classes at NEC. Missing student investigations will be completed through the cooperation of the Office of Student Services and NEC Public Safety.

A. Reporting Missing Students

- Reports of a potentially missing student should promptly be made to the Office of Academic and Student Affairs, the Dean of Students and Campus Life, NEC's Resident Director, or any other NEC administrator.
- Response to missing student reports will generally be coordinated by the Dean of Students and Campus Life and the Director of Public Safety. Pursuant to federal law, any missing student report must be referred immediately to NEC Public Safety at 617-585-1777.
 - Public Safety will investigate each report and make a determination whether the student is in fact missing in accordance with this policy.

- A student living in the residence hall will be deemed missing when the student is reported absent from housing without any known reason.
- A residential or commuting student may be deemed missing when the student is reported absent from the campus or from off-campus assignments with no explanation.
- In the event of statements made by a student who cannot be located indicating a threat to self, that student shall be deemed as missing if the student is not in the company of a NEC official or family member.

Students have the option to identify a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made that the student is missing. Confidential contact information will be kept separate from general emergency contact information. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

In accordance with law, if the student is under 18 years of age and not emancipated, NEC must notify a custodial parent or guardian within 24 hours of the determination that the student is missing.

NEC's Public Safety Department will contact local police and other law enforcement agencies no later than 24 hours after NEC receives a report that any student is missing.

Important Contact Information:

Dean of Students and Campus Life: Christina Davis (617) 585-1310

24 hour Public Safety: (617) 585-1777

Director of Campus Security: Eric Shiazza (617) 585-1181

Resident Assistant on duty phone (857) 225-6530

Resident Director (617) 585-1188

B. If an Off-Campus Student May be Missing:

In the event of concern that a student who lives off-campus may be missing:

1. Contact the Dean of Students and Campus Life (the Dean) or another NEC administrator who will refer the matter to the Dean.
2. The Dean will call the student on their local phone number.
3. If the student does not answer, the Dean will contact the student's instructors to determine whether or not the student has been attending classes and rehearsals.
4. If the Dean is unable to confirm the student has regularly been attending classes and rehearsals, the Dean will notify NEC Public Safety of the reported student.
5. If the Dean is unable to locate the student within 24 hours:
 - (a) the Dean will call the student's designated emergency contact if on file with NEC; and
 - (b) the Dean or Public Safety will notify the Boston Police.

C. If An On-Campus Student May be Missing:

1. Contact a Residence Life staff member who will contact the Resident Director.
2. The Resident Director will contact the student on their local phone number.
3. If the student does not answer, the Resident Director will: (a) contact the student's roommate (if applicable) to determine the last time the student was seen in the room; and (b) notify the Dean.
4. If the student was not seen by his/her roommate within the past 24 hours of the report, the Resident Director or the Dean will contact the student's instructors to determine whether or not the student has been attending classes and rehearsals.
5. If the Dean is unable to confirm the student has regularly been attending classes and rehearsals, the Dean or Resident Director will notify Public Safety of the reported student.
6. If the Dean and the Resident Director are not able to locate the student within 24 hours: (a) the Dean or Resident Director will call the student's designated emergency contact if on file with NEC; and (b) the Dean or Public Safety will notify the Boston Police.

Notice of Trespass Order

NEC, as the lawful owner of the buildings and premises of the NEC campus, has the right and obligation to control or limit access to the campus by any individual. When Public Safety

deems a student or other individual to be a health or safety threat to the community outside of regular business hours and further investigation is needed to assess the situation, Public Safety may issue a notice of trespass order which bans the student from campus and NEC events (on-campus or off) until contacted by the Dean of Students and Campus Life or the Director of Public Safety in order to make an assessment of the situation and a determination about next steps.

A notice of trespass order or other order restricting a person from entry on NEC's campus may also be issued by NEC's Public Safety when deemed necessary and appropriate to protect the safety and security of NEC or any member of the NEC community, in the discretion of the Director of Public Safety or their designee in consultation with appropriate NEC administrators.

A notice of trespass order or other order excluding an individual from a part or all of the campus may be withdrawn or modified only by the authorized NEC administrative office from which it was issued and must be honored unless and until it is specifically withdrawn.

Directives Limiting Contact or Communication

When a verbal or physical altercation, sexual misconduct, stalking, harassment, discrimination, retaliation, bullying, or

hazing has been alleged, or when otherwise deemed appropriate under the circumstances, the Dean of Students and Campus Life or other appropriate NEC administrator has the authority to issue a no contact order and/or no communication directive to the individuals involved, including to students, employees, and visitors. A no contact order or no communication directive is used to restrict and limit interactions encounters and/or communication between individuals. Refusal to adhere to the order or directive after written or verbal notification of its terms is prohibited and violations of the terms of a no contact order or no communication directive may result in disciplinary action.

No contact orders and no communication directives typically prohibit the parties subject to the order from having direct or indirect contact or communication with each other, including but not limited to email, mail, text messages, social media, or telephone. A direction limiting conduct or communication may also result in mandated changes to a student's academic schedule, on-campus employment, room assignment, or participation in campus events or activities. No contact orders and no communication directives may be kept in place for a defined period of time, and may be modified and/or extended as the NEC administrator issuing the order deems necessary.

Student Right-to-Know and Campus Security Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute

codified at **20 U.S.C. §1092(f)**, with implementing regulations in the US Code of Federal Regulations. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs. The School's full Clery Policy is found at <https://necmusic.edu/public-safety>.

The "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which is broader in scope than the Clery Act, requires schools eligible for Title IV funding to calculate completion or graduation rates and to disclose these rates to all students and prospective students. The act also requires each school that participates in any Title IV program to submit a report to the Secretary of Education annually.

In compliance with the Student Right-to-Know and Campus Security Act, information regarding graduation rates may be obtained in the Registrar's Office, and information regarding safety and security may be obtained from the Public Safety Department. It is NEC's policy to disclose to an alleged victim of any crime of violence the results of any disciplinary proceeding against the alleged perpetrator of such crime. Further information

is available in the Office of Academic and Student Affairs, St Botolph Room 241.

Support for Pregnant and Lactating Students

NEC prohibits discrimination on the basis of pregnancy or lactation. Individuals that are pregnant, have given birth, or have considerations related to pregnancy and birth (including lactation) may contact the Dean of Students and Campus Life or other administrator within the Office of Academic and Student Affairs to request a reasonable accommodation to enable them to complete coursework and/or perform their professional responsibilities.

Disability Support Services

1. Anti-Discrimination and Reasonable Accommodation

NEC provides equal educational access through support, resources, advocacy, collaboration, and accommodations for students with disabilities. NEC is committed to supporting and sustaining an inclusive campus that recognizes disability as diversity, and is dedicated to ensuring individuals with disabilities have an equal opportunity to fully participate in the educational process and Conservatory experience. This commitment encompasses a strong prohibition against discrimination and

harassment on the basis of disability (which is more fully described in NEC's Anti-Discrimination policy found at <https://necmusic.edu/employee-policies>) and also a strong commitment to reasonable accommodation, as follows.

Disability Support Services (DSS) at New England Conservatory coordinates reasonable accommodations and services for undergraduate and graduate students with documented disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments of 2008. Such accommodations may include the use of a note-taker, course materials in alternative formats, extended time in academic settings, as well as housing and other campus-related accommodations.

Students seeking academic and/or housing accommodations will first need to fill out the appropriate request forms found at <https://necmusic.edu/disability-support-services> and schedule an appointment to meet with Disability Support Services. It is important that both Part I and Part II are completed. To schedule an appointment, email your completed form to [**DSS@necmusic.edu**](mailto:DSS@necmusic.edu).

Once a student's form and related medical documentation is received by DSS, NEC will review the information and engage in

an interactive process with the student to explore options for reasonable accommodation. This process may involve reaching out to the medical provider who has submitted the documentation to ask questions or gain additional relevant information. NEC may also request additional medical documentation if needed to evaluate options for reasonable accommodation. After an interactive process, the Conservatory may then grant the reasonable accommodation(s) requested or, if alternatives have been identified, the Conservatory may grant the alternative(s) in its discretion.

Accommodations, including academic accommodations, are never retroactive. Be sure to contact our office as soon as possible. In addition, the need for accommodation may develop or change over time; students should not hesitate to contact DSS or file a new form if a new or different accommodation now appears to be needed.

For any questions about accommodations or disability resources please email DSS@necmusic.edu. Further information about the Conservatory's anti-discrimination policy applicable to disability is found at <https://necmusic.edu/employee-policies>.

2. Service and Emotional Support Animals

New England Conservatory's Disability Support Services office (DSS) is responsible for coordinating the Conservatory's compliance with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended, and the Rehabilitation Act of 1973, as amended. ADA compliance is an essential component of the Conservatory's Policies on Equal Opportunity and Non-Discrimination in Employment and Equal Opportunity and Non-Discrimination in Education. As part of its commitment to assist and accommodate persons with disabilities, particularly persons who need the assistance of service animals and assistance animals, the Conservatory has a policy to address service and assistance animal requests and their usage on New England Conservatory's campus. The Conservatory's Policy regarding Service and Assistance Animals is found at <https://necmusic.edu/disability-support-services>.

Information Technology Policies

The following policies and guidelines apply to all students using NEC information technology. As noted below, strict compliance with these policies is important because proper technology use and electronic communication implicates not only individual rights but the rights of others at the Conservatory, of the Conservatory itself, and of individuals and entities beyond the

Conservatory. Violation of these policies may subject a student not only to discipline under NEC Policies but also to civil liability under copyright or privacy laws and, in aggravated circumstances, to criminal prosecution. Questions should be forwarded to Information Technology Services or the Office of Academic and Student Affairs; and it is important to ask those questions before engaging in electronic communication or technology usage that may result in discipline or liability.

ACCEPTABLE USE POLICY

NEC provides and maintains information technology resources to support its academic programs and administrative operations. These resources are provided to all NEC employees, students, and authorized guests. The Conservatory seeks to ensure the integrity of information technology resources made available to the community to prevent disruption to academic and administrative needs.

Every NEC student is responsible for carefully reading the Acceptable Use Policy, [available in full here](#), and abiding by its terms. The Acceptable Use Policy, provides guidelines for the appropriate use of information technology resources at NEC. This policy is not intended to inhibit the culture of intellectual inquiry, discourse, and academic freedom but, rather, protects the integrity of our system and the communications and work stored within the NEC system, in the best interests of the community.

As musicians and artists, it is important that you abide by all applicable copyright laws and licenses. Do not download, copy or pirate software and/or electronic files that are copyrighted or without authorization. NEC expressly forbids the copying of software that has not been placed in the public domain or distributed as “freeware” or “shareware.” Reproduction of copyrighted material is subject to the copyright laws of the United States. Infringement of copyright may subject persons to violations of law, including, without limitation, fines and penalties, as well as to NEC discipline.

Use of any NEC-owned technology service (i.e. account, email, wireless service, Internet, etc.) is a privilege granted by the Conservatory. NEC data and data traffic is not private, and NEC reserves the right to monitor and/or access any within its servers or systems with or without notice.

All technology services, components and data created or modified remain the property of NEC and are subject to monitoring, inspection and/or evaluation in order to assure technology service integrity; business operations and continuity and compliance with NEC policies and state and federal laws. NEC specifically reserves all rights to review information within its systems, including all emails, texts, documents, videos, or any other electronically created or stored data, in order to investigate any concerns or complaints about policy or legal violations, any conduct concerns, or any compliance concerns. Users have no expectation of privacy when using NEC technology services. Any unauthorized or inappropriate use

discovered during routine monitoring activities or investigations will constitute a violation of the Acceptable Use Policy.

General Student Technology Information

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

NEC ACCOUNT AND PASSWORD INFORMATION

All College students are issued an NEC account and password automatically. Details are available in the Office of Academic and Student Affairs (SB 224).

- Never share your account or password information with anyone.
- Students are **STRONGLY** encouraged to change their initial passwords. Account passwords can be changed at any time

by logging into webmail (see link below) clicking on “options” and choosing “change password”.

- Students are responsible for all use of their accounts and information contained within.

NEC EMAIL INFORMATION

All College students are provided with a unique NEC username (used to log into our systems), and an NEC email alias using the firstname.lastname@necmusic.edu format. Email can be accessed via the campus portal or at <https://mail.necmusic.edu>

CAMPUS PORTAL

Campus software and other resources can be accessed via the campus OneLogin portal at <https://my.necmusic.edu/>

NEC’S EMERGENCY NOTIFICATION SYSTEM

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

NEC WIRELESS SERVICE (WIFI)

College students with an active account can log into the NECSTUDENTS Campus WIFI using their NEC username and password. ([WiFi Connection Instructions](#))

ResHall students with IOT devices that cannot log into the NECSTUDENTS network can contact the Help Desk for help with getting their devices online. NEC offers “best effort” support for IOT device connections.

Wireless Internet access is a shared resource, so use only your fair share of computing resources. Inhibiting or interfering with the use of the network and services by others is prohibited and may subject a student to discipline under the NEC Disciplinary Code.

- Students are allowed to use their personal mobile devices to connect to the campus wireless access service.
- Regrettably, voice controlled personal assistants, such as Amazon’s Echo/Dot, may not work directly with the NEC WiFi. If the Help Desk is unable to assist, these devices can be connected to a mobile phone or tablet via a personal internet hotspot or sharing connection.
- Do not share your WiFi login. Non-NEC students must use the NECWIFIGUEST service only. Any unauthorized use of the wireless service is strictly prohibited.

Note: NEC is engaged in a multiyear network upgrade project which will address network availability and performance

throughout campus. The WiFi for Jordan and Brown Halls is due to be expanded in Summer 2023.

VIOLATIONS OF INFORMATION TECHNOLOGY POLICIES AND GUIDELINES

Failure to comply with NEC's Information Technology Policies and Guidelines, including, without limitation, the Acceptable Use Policy, is a violation of the Student Code of Conduct and may lead to disciplinary action. Individuals are encouraged to report information concerning instances in which Information Technology Policies and guidelines have been or are being violated. In accordance with the established Conservatory practices, policies, and procedures, substantiation that a student, employee, or visitor has engaged in inappropriate use of NEC technology resources may result in disciplinary or corrective action, including, without limitation, termination of access, suspension expulsion from the Conservatory, termination of employment, legal action, or referral to relevant authorities for prosecution.

Library and Copyright Policies

NEC community members, including students, are expected to follow accepted and legally-compliant academic standards in the use and attribution of information. Guidance on the correct use

of information and documentation of sources can be found on the **Blumenthal Family Library's website**.

1. Copyright Guidelines

NEC complies with relevant Copyright laws in all respects.

Copying that a student may do without permission includes:

- Any material that has a copyright date before 1924 is in the public domain and may be copied or scanned without permission.
- Emergency copies are allowed if music for an imminent performance or audition has been forgotten. However, a student must already own the music themselves.
- For teaching or other academic purposes, a student may copy 10% or less of a whole work.
- For an exam or for the purpose of teaching, a student is allowed to make a single copy of a sound recording that is owned by NEC.

Copying that a student may NOT do without permission:

- A student may not photocopy or scan material in order to avoid purchasing it. This means that, if a work has a copyright date after 1925, the student is not permitted to photocopy or scan a score or book unless the student already owns it.
- A student is not permitted to download a CD or a DVD to the student's laptop or copy it at any computer.
- A student may not reproduce materials designed to be consumable, such as workbooks or tests.

- Even if an item is out of print (and published after 1923), permission from the publisher must be sought in writing before copying is permissible.

Detailed copyright guidelines are on the Blumenthal Family Library **copyright guide**. In addition, students may address questions about copyright to library@necmusic.edu. It is important to ask those questions, and get clarification, before making a copy or using information in a manner that is not permitted by the copyright laws.

2. Use of licensed information resources, library, and computing facilities

Most of the electronic information sources are provided to NEC students through licensing arrangements. All members of the NEC community are bound to follow any licensing restrictions. Specific restrictions are provided on the Blumenthal Family Library's website.

The following general guidelines apply to all licensed resources:

- Access to licensed resources is for the NEC community and not members of the public. Passwords and access codes should not be shared with anyone outside of NEC.
- Systematic, comprehensive downloading of information is not permitted. You may not download an entire database, book or journal, or substantial portions of it.

- Commercial use of or selling information from these resources is not allowed.

Members of the NEC community, including students, are expected to follow relevant Information Technology policies when using workstations in the Blumenthal Family Library or when accessing library resources from any location.

NEC community members should respect the needs of others requiring access to library materials and be ready to share these materials in a timely manner. When a book is recalled for use by another community member, it must be returned to the library promptly. Due dates of materials from NEC and other libraries must be respected.

Certain areas of the library facility may be restricted to certain uses — i.e., group study rooms, quiet areas, etc.

Maintaining and preserving Blumenthal Family Library materials and facilities is an obligation of all members of the community. Members of the community are not to remove Blumenthal Family Library materials from the facility without checking the materials out according to Blumenthal Family Library circulation policies. Community members are responsible for any damage to library materials while they are checked out and may be charged for replacement of the item and processing. A full description of the Blumenthal Library's circulation policies is available on the **Library's website**.

NEC students are also responsible for the actions of guests that they bring into the Blumenthal Family Library. A violation of Library policies by a student's guest constitutes a violation by the student, which should be reported to the Library and addressed responsibly as soon as the issue is identified.

NEC has entered into a number of collaborative arrangements with other libraries for access to resources and services. NEC Blumenthal Family Library's ability to borrow materials from other libraries is based on our good reputation of returning materials in a timely fashion and in good condition. Community members are responsible for following the circulation and usage policies of these libraries and may be held financially responsible for any loss or damages.

Records of library transactions (circulation, interlibrary loan requests, database access, workstation logs and reference assistance) are considered confidential. An individual's use of specific materials will be released only to law enforcement officials with legal authority to obtain such materials and proper documentation. Normally a subpoena is required for release of such information.

Residence Life Policies

1. RESIDENCE HALL CONDUCT EXPECTATIONS

The policies and procedures of the Residence Hall are designed to create a living environment that is conducive to the mission of New England Conservatory, allows residents to study and practice with unnecessary distraction, and is inclusive while offering opportunities for personal development. Residence Hall staff are responsible for enforcing Conservatory policies within the Residence Hall and their directives must be honored. Support of, and compliance with, policies is the responsibility of each member of the NEC community.

Violation of Residence Hall policies can lead to disciplinary action. Please refer to ***Disciplinary Code and Procedures*** for a full description. More information about Residence Hall Policies is also set forth in the Residence Hall Agreements that all residents sign in order to live on-campus.

Incoming undergraduate students are required to live in the Residence Hall for their first four semesters at NEC. Housing exemptions are reviewed on a case-by-case basis and requests should be submitted to the Resident Director.

Students requesting an exemption from on-campus housing due to a medical diagnosis and/or disability, must submit

the **Request for Reasonable Housing Accommodations form** to **Disability Support Services**.

2. Residence Hall Policies

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

3. Alcohol & Alcohol Paraphernalia in Residence Hall

All NEC students are expected to adhere to NEC's policies governing the use of alcohol and other drugs. Students living within the Residence Hall are also responsible for acknowledging and adhering to the below policy provisions, which apply specifically to the Residence Hall:

- Alcohol is only permitted in the rooms of residents who are 21 or older, who do not live with an underage roommate, and when persons under the age of 21 are not present.
- In accordance with the law, residents under the age of 21 are prohibited from having alcoholic beverages or containers (including empty containers or paraphernalia) in their rooms, and are also prohibited from being in a room where opened alcoholic beverages are present.

- Residents who are 21 or older and who do not live with a resident who is under the age of 21 may choose to use alcohol responsibly in their room. When alcohol is present, however, the resident will be held responsible for identifying and removing any person who is not of legal drinking age. Anytime alcohol is open and exposed, the door to the room must remain closed.
- The consumption of alcoholic beverages in common areas (hallway, lounge, bathroom, etc.) is strictly prohibited, regardless of the age of those consuming it.
- Residents who are 21 or older must have any alcohol concealed in a bag upon entering the building, go directly to their room, and leave it in their room.
- Alcohol may not be kept in hallways, common areas, or in the communal fridge.
- Students, regardless of age, are prohibited from being disorderly or destructive due to alcohol consumption while in the Residence Hall. Students found to be disorderly or in violation of any NEC policy as a result of alcohol consumption will face disciplinary action.
- Beer kegs, beer bong, or other manufactured and/or handmade alcohol receptacles whose purpose is to aid in the rapid ingestion of alcohol are forbidden in the Residence Hall. This applies to all residents, regardless of age. These items will be confiscated and disciplinary action may apply.
- Participation in games or activities intended to increase the rate of consumption of alcoholic beverages is prohibited.
- Alcohol that is present or being consumed in the Residence Hall in violation of the law or Residence Hall rules and regulations will be confiscated and disposed of. Students involved will face disciplinary action.

- The consumption of alcoholic beverages on the streets of Boston or other public areas is prohibited by law.
- The Resident Director and responsible employees of NEC are fully authorized to enforce these regulations, and their directives must be followed.

Drugs and Drug Paraphernalia

Pursuant to federal law, possession, use, and/or sale of any illegal drugs in the Residence Hall may result in a student's immediate suspension and/or expulsion from campus housing and/or New England Conservatory. All students are expected to adhere to the NEC policies pertaining to drug use.

Prescription medication should only be in the possession of the patient to whom it is prescribed for the amount prescribed. The sale to or use of prescription medications for whom the medication is not prescribed is illegal, constitutes a violation of NEC policies, and may also result in a student's suspension and/or expulsion from the Residence Hall and/or New England Conservatory.

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

of drug (all such equipment and products being illegal under federal standards).

5. Residence Hall Guests

Please see the NEC Guest Policy set forth in this Handbook.

6. Hall Sports

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

7. Laundry Facilities

Residence Hall laundry facilities are for the use of NEC residents only. Clothing and other laundry items that are abandoned will be disposed of.

8. Residence Hall Floor Lounges

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

9. Pets

Pets of any kind, including fish, are not permitted within the NEC Residence Hall. For information on use of service and/or emotional support animals on campus, please see the Service and Assistance Animal Policy, which is available through contacting Disability Support Services (DSS).

10. Quiet, Courtesy & Practicing Hours

A. Standard Quiet Hours

The following are the current standard quiet hours within the Residence Hall. They are subject to change as the needs of residents and NEC may dictate:

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

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

Official NEC holidays or emergency closures extend weekend hours.

B. Practicing Hours in Individual Rooms

The following are the current hours within which students may practice in their individual or other students' assigned

rooms within the Residence Hall. These hours are subject to change as the needs of residents and NEC may require:

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

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

Practicing is defined as any sound created by an instrument, but not exclusive to the voice, reed testing, or percussion instruments

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

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

- See Appliances and Electronic Devices policy below for further regulations.

C. Courtesy Hours

Outside of quiet hours, residents are expected to respect other residents' reasonable requests for quieter conditions. This includes but is not limited to practicing and rehearsals. Repeated violations of Quiet, Courtesy and/or Practicing Hours regulations may result in disciplinary action including possible suspension or expulsion from the Residence Hall or other disciplinary measures.

D. ROOFS, LEDGES, FIRE ESCAPES & WINDOWS

Students are prohibited from accessing rooftops or ledges. Fire escapes may only be used during fire drills or during emergency building exits following a fire alarm or active fire situation. There are emergency exit placards on each floor of the Residence Hall denoting the location of the closest emergency exit to be used in case of fire or other emergency that requires rapid evacuation. All occupants of the Residence Hall should follow the directions and exit out of their location using the nearest stairwell as shown on the emergency exit placards.

Throwing objects from or into windows can be extremely dangerous, both to passersby and property below, and is prohibited in any college building. Disciplinary action may apply.

Student Employment

Student employment policies are available from the **Office of Admissions and Financial Aid**. All student employees must carefully review and comply with all applicable student employment policies.

Equal Opportunity Policy, Non-Discrimination Policy, Title IX, and Other Anti-Discrimination Commitments of NEC

UNLAWFUL DISCRIMINATION OR HARASSMENT

It is the policy of the Conservatory to maintain a work and academic environment that is free of sexual harassment and discriminatory actions based on sex, race, color, gender, gender identity, age, sexual orientation, religion, ethnic or national origin, physical or mental disability, genetic information, pregnancy

veterans' status, membership in uniformed services, or any other protected status. Unlawful discrimination and sexual harassment by members of the NEC community, including, without limitation, employees (including administrators, faculty, and staff), students, advisors, vendors, clientele, and contractors and any other party affiliated with NEC will not be tolerated.

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

Currently effective versions of policies prohibiting unlawful discrimination and harassment are found on the NEC Website at:

[Equal Opportunity & Anti-Discrimination](#)

[Diversity & Respect](#)

[Title IX Sexual Misconduct Policy](#)

[Gender-Based Misconduct Policy](#)

The Conservatory will investigate complaints of violations of all of its discrimination and harassment policies and take action upon substantiated violations, including termination of employment, suspension, or expulsion in accordance with the Protocol for Reporting and Reviewing Discrimination, Harassment, or Concerning Behavior, which is available here

<https://necmusic.edu/student-handbook>.

Policy for the Safety & Protection of Minors

NEC is committed to safeguarding minors on its campus and in its programs. Members of the NEC community who interact with minors as part of their job responsibilities in any capacity are expected to foster and maintain an appropriate and secure environment for minors.

To ensure a safe environment for NEC programs involving minors, all members of the NEC community have a duty to comply with the Policy for the Safety & Protection of Minors (the “Policy”), which is available here:

<https://necmusic.edu/student-handbook>. This Policy applies to all offices, departments, and other units of NEC, including the College, Preparatory School, and Continuing Education; all NEC employees, faculty, students, volunteers, and agents; all non-NEC organizations that operate programs that include minors on behalf of NEC or within NEC facilities pursuant to facilities use agreements; and all contractors, including independent contractors, and workers employed on campus through service vendors.

U.S. Veterans

Education Benefits

The following degree/diploma programs of study at New England Conservatory are reviewed by the Office of Veterans Education of the Massachusetts Department of Higher Education, the State Approving Agency (SAA) for the state of Massachusetts, and recommended for approval by the SAA to the U. S. Veterans Administration for the use of GI Bill® educational benefits under the authority of Title 38, U.S. Code and Chapter 1606 Title 10: Undergraduate Diploma, Bachelor of Music (four-year and double-major five-year programs), Graduate Diploma, and Master of Music.

New England Conservatory is in compliance with Title 38 United States Code Section 3679(e). NEC permits any **covered individual** to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of

Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

New England Conservatory will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33 provided that the student submits a certificate of eligibility prior to the first day of classes and notifies the Conservatory in writing of their intent to utilize their VA benefits.

Voter Registration

The Higher Education Act Amendments of 1998 requires universities to make a good faith effort to make voter registration forms available to you.

You may register to vote in Massachusetts at the website established by the Secretary of the Commonwealth of Massachusetts at <http://www.sec.state.ma.us/ele/eleifv/howreg.htm>.

You may request a Federal Voter Registration Form from the Election Assistance Commission website at http://www.eac.gov/voter_resources/register_to_vote.aspx.