


Massachusetts
Institute of MIT
Technology 

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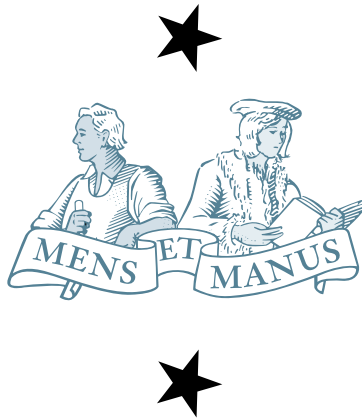
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HAND
BOOK

MENS ET MANUS

MIT Mind and Hand Book

The *Mind and Hand Book* is your guide to MIT's expectations of your behavior as a student at MIT. This book contains standards, guidelines, regulations, and procedures pertaining to academic integrity and non-academic behavior and policies for all undergraduate and graduate students, including those residing in Institute-approved housing, living groups, and off campus.

The Institute reserves the right to make additions, deletions, or changes to these policies at any time. The most updated version of the *Mind and Hand Book* is located online at: <http://handbook.mit.edu>.



The *Mind and Hand Book* is published by the MIT Division of Student Life. For questions about any policies or procedures, contact the Office of Student Conduct via email at citizenship@mit.edu or via phone at 617-258-8423.

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Introduction

Welcome to the Massachusetts Institute of Technology! As the Institute's mission states, MIT is committed to generating, disseminating, and preserving knowledge, and to working with others to bring this knowledge to bear on the world's greatest challenges. An MIT education combines rigorous academic study and the excitement of discovery with the support and intellectual stimulation of a diverse campus community.

The *Mind and Hand Book* takes its name from *Mens et Manus*, MIT's Latin motto meaning "mind and hand." It will serve as a guide for you in navigating the community expectations that make this educational community so vibrant.

MIT expects that all students come to the Institute for a serious academic purpose and expects them to be responsible individuals who conduct themselves with high standards of honesty and personal conduct. It is MIT's philosophy to maintain rules and regulations consistent with efficient administration and the general welfare of the MIT community.

Fundamental to the principle of independent learning and professional growth is the requirement of honesty and integrity in conduct of one's academic and nonacademic life. Maintenance of a healthy living and learning environment requires that all members of the community exercise due respect for the basic rights of one another.

Each student is responsible for reading and understanding the Institute's expectations which are documented in the *Mind and Hand Book*, available online at <http://handbook.mit.edu>, and the *Academic Integrity Handbook*, which is available online at <http://integrity.mit.edu>. By enrolling at MIT, students voluntarily agree to comply with the standards of performance and behavior that are described in the *Mind and Hand Book* and the *Academic Integrity Handbook*.



Policies Regarding Student Behavior

All members of the MIT community are expected to conduct themselves with proper respect for one another and for each other's property. The Institute promotes the principle that every person brings unique qualities and talents to the community and that every individual should be treated in a respectful manner.

All members of the MIT community are expected to conduct themselves with professionalism, personal integrity, and respect for the rights, differences and dignity of others. These standards of personal conduct apply to all communications, whether oral, written, or in gestures. Community members are also expected to treat the property of both the Institute and other community members with appropriate care and respect.

The Institute reserves the right to take any action that it deems necessary or appropriate to protect the intellectual integrity, safety, and well-being of the campus community including interim measures such as temporary suspension. To that end, MIT students are expected to abide by the rules, regulations, and policies of the Institute, as well as city, state, and federal laws. Students are expected to be familiar with the Institute's expectations of them, which are found in the MIT Bulletin (<http://web.mit.edu/registrar/subjects/coursecatalogue.html>), in the *Mind and Hand Book*, and in the Institute Policies and Procedures (<http://web.mit.edu/policies>).

MIT expects that members of the MIT community will not engage in behavior that endangers their own sustained effectiveness or that has serious ramifications for their own physical and mental health, safety, welfare, academic well-being, professional obligations, or for that of others. In situations where an individual student's physical illness or emotional difficulties affect not only the student, but also others in the community, it is the Institute's responsibility to consider the well-being of the community as well as the individuals in care decisions.

Off-campus misconduct may be a basis for MIT disciplinary action if the Institute considers that such alleged misconduct may have violated Institute policy and expectations of civility, integrity, and respect. Student status in no sense renders



Source:
Institute Policy
9.1, Personal
Conduct and
Responsibilities
Towards
Students and
Employees



an individual student immune from the jurisdiction of civil or criminal courts and other governmental authorities. MIT actions will take into account applicable law as well as the policies and procedures of the Institute and the standards of behavior expected of members of the educational community.

MIT handles internally some incidents that might give rise to civil or criminal liability. This is done with the understanding by the outside community that MIT deals seriously with such offenses. As is the case for many universities, local authorities often rely on MIT to resolve such issues as long as the internal policies and procedures are effective and adequate. MIT action by itself, however, does not preclude the possibility of other judicial remedy.

If an infraction causes a student to be involved both in Institute disciplinary proceedings and in criminal proceedings, the Institute generally will not delay or stop the internal process until after the criminal proceedings have been concluded. For more information, contact the Office of Student Conduct, room W20-507, citizenship@mit.edu, 617-258-8423.



II (1). Academic Integrity

Cheating, plagiarism, unauthorized collaboration, and other forms of academic dishonesty are considered serious offenses for which disciplinary penalties can be imposed. These concepts are explained more fully in the *Academic Integrity Handbook*, which is available online at <http://integrity.mit.edu>.

Early in the term, the instructor should communicate specific expectations regarding academic conduct and collaboration in the subject. See the information on Term Regulations, which are available online at: <http://web.mit.edu/faculty/teaching/termregs.html>.

The Institute encourages faculty to take responses to academic dishonesty seriously, while also evaluating each case individually for the most appropriate response. In all cases, documenting the outcome with the Office of Student Conduct ensures that records of student misconduct are maintained centrally at the Institute, preventing an individual student from committing several instances of academic dishonesty without accountability.

Several methods of response are available, all of which help uphold the integrity of the Institute and all students' learning experiences. The Office of Student Conduct is responsible for facilitating these responses for faculty, as well as maintaining documentation within the Institute on the incident and response. Information for faculty regarding the options for handling academic integrity violations is available online from the Office of Student Conduct.



II (2). Alcohol and Other Drugs

MIT is committed to holding community members accountable for the illegal use or abuse of alcohol and other drugs and is equally committed to assisting members of the MIT community in facing the challenges of drug use and alcohol abuse.

The alcohol and other drugs policy is presented in five sections:

- A. Alcohol Policy
- B. Other Drug Policy (Prohibited Substances)
- C. Requirement to Obtain Medical Assistance for Emergencies Involving Alcohol and Prohibited Substances
- D. Institute Imposed Sanctions for Violations of Alcohol and Prohibited Substances Policies
- E. Good Samaritan Amnesty Policy

II (2) (A). Alcohol Policy

MIT prohibits any persons under the age of 21 from possessing or consuming alcohol. Additionally, MIT prohibits persons from providing, serving, or selling alcohol to any person, except as expressly allowed in Institute policy 9.10.2. Small social gatherings (usually considered to be 25 guests or fewer) at which alcohol is served to individuals over the age of 21 is not considered a violation of this policy.

MIT also prohibits inappropriate behaviors that result from the use of alcohol by persons of any age, including but not limited to public intoxication, driving while under the influence of alcohol, vandalism, and behaviors that require an intervention by Institute staff, cause a disturbance, or are a danger to persons (self or others) or property.

Other alcohol-related behaviors prohibited by MIT include but are not limited to: the possession or use of false identification to purchase alcohol, possession of open containers of alcohol in public spaces, consumption from quantity dispensing sources (e.g. kegs, punch bowls, water coolers, beer balls or garbage cans) on campus (except for events receiving the approval specified in the Event Planning Guide) or in Institute-approved housing, engaging in drinking games or other activities involving rapid and/or excessive consumption of alcohol on campus or in Institute-approved housing, and hosting events where alcohol is present or consumed without prior approval, as required by the Event Planning Guide.

MIT also adheres to the provisions concerning alcohol under the federal Drug-Free Workplace and Drug-Free Schools and Communities Acts (DFSCA).

The Institute does not intend through its guidelines or policies to restrict the responsible use of alcohol by members of the MIT community who are at or above the legal drinking age of 21. However, efforts to observe existing laws and regulations in an environment where the majority of the undergraduate student body is not of legal drinking age will impose some constraints on those who are of legal drinking age.

II (2) (B). Other Drug Policy (Prohibited Substances)

MIT prohibits the use, sale, manufacturing, distribution, possession, or facilitation of the use of illegal drugs and other illegal substances, as well as substances that are generally recognized as dangerous and detrimental to the individual and community, even though they may not be illegal (including, but not limited to, whippits, 2-C's, NBOME, research drugs, Spice, K-2, non-prescribed performance enhancing drugs) (referred to in this policy as “prohibited substances”).

Additionally, MIT prohibits persons from permitting the use of prohibited substances, as noted in this policy, in one's residence. MIT also prohibits the unlawful distribution, possession, social sharing, non-prescribed use, or abuse of prescription drugs. Altering, tampering, or forging a prescription is also prohibited.

Recreational Marijuana

Although the Commonwealth of Massachusetts has approved legislation to legalize recreational use of marijuana by people at or over the age of 21, MIT must abide by federal law, including the Drug-Free Schools and Communities Act, in order to remain eligible for federal funding to the Institute, including student

financial aid. Therefore, MIT must continue to maintain and enforce its prohibition on the use of marijuana. This means that for all students, regardless of age, MIT prohibits the use, sale, manufacturing, distribution, possession, or facilitation of the use of marijuana on campus, including in all FSILGs, or as part of any MIT-sponsored activities.

This policy does not restrict lawful possession and use of marijuana while off-campus by members of the MIT community age 21 or older, unless it takes place in a MIT approved living group or as part of any MIT-sponsored activities. MIT prohibits the unlawful manufacturing, selling, and distribution of marijuana regardless of location or age.

Medicinal Marijuana

Because the federal Drug-Free Schools and Communities Act applies to the use of medical marijuana, MIT policy includes the prohibition of marijuana for medicinal purposes on campus, including in all FSILGs, or as part of any MIT-sponsored activities. This prohibition applies even if the Massachusetts Department of Public Health (DPH) has issued a Medical Marijuana Registry identification card to an individual, authorizing that individual to possess and use marijuana for medicinal purposes. Thus, despite whatever state law may permit, MIT policy strictly prohibits any person with a medical marijuana card from possessing, using, distributing, selling, manufacturing, or facilitating the use of medical marijuana on campus, including in all FSILGs, or as part of any MIT-sponsored activities. For those students who have a medical condition that may qualify as a disability, please contact the Student Disabilities Office to discuss alternative accommodations and support that may be available to address disability-related needs.

II (2) (C). Requirement to Obtain Medical Assistance for Emergencies Involving Alcohol and Prohibited Substances

Members of the MIT community are required to summon emergency medical services (by calling 911 or the MIT Police) to obtain assistance and evaluation for any person who is in their room or immediate presence and is, or is suspected to be, under the influence of alcohol or other prohibited substances, when that person's well-being and safety is known to be or reasonably should be known to be in jeopardy. When an individual knows or reasonably should know that another person is in jeopardy, failing to summon emergency medical services (e.g. taking the person back to his/her residence and dropping him/her off, driving the person

to a hospital in a personal vehicle, asking another person to take responsibility for the intoxicated individual) shall be considered a serious violation of this policy.

The health and safety of MIT students is of the utmost importance. For this reason, the fact that a student or student organization obtains medical assistance in accordance with this policy will be a factor that will be considered strongly in their favor in determining whether and to what extent disciplinary action will be pursued, as well as determining the severity of potential outcomes and/or sanctions.

II (2) (D). Institute Imposed Sanctions for Violations of Alcohol and Prohibited Substances Policies

MIT students found to be in violation of the Institute's alcohol and prohibited substances policies should expect to receive sanctions for those violations through the Office of Student Conduct, via the Committee on Discipline (COD). Sanctions are intended to be educational in nature so that students learn from the experience and the behavior(s) are not repeated in the future. Sanctions for alcohol and/or other drug violations include but are not limited to a letter to file, probation, attendance at an educational program or meeting, referral to a counseling program or therapist, work project or community restitution hours, loss of Institute-approved housing, suspension, expulsion, or another sanction deemed appropriate for the violation. The sanctions of disciplinary suspension and disciplinary expulsion will be strongly considered when a student is found to have violated the policy with regard to the sale, distribution, or social sharing of prohibited substances and when a student has failed to summon medical assistance for someone she or he knew, or reasonably should have known, to be in medical jeopardy due to alcohol or substance use.

Additionally, careful note should be taken that MIT will not provide protection or immunity from legal prosecution through existing city, state, or federal laws.

II (2) (E). Good Samaritan Amnesty Policy

Introduction

The health, safety, and general welfare of MIT students are of the utmost concern to the faculty, staff, students, and administration of the Institute. The following Good Samaritan Amnesty Policy has been established to reduce barriers related to seeking help during medical emergencies or situations when someone is believed to be the victim of a crime or significant policy violation even if there is no medical emergency.

All students are required to seek immediate medical attention in circumstances when they or others with them experience the potentially dangerous effects associated with the use of alcohol or prohibited substances.¹

Policy Guidelines

In a situation where students seek medical attention for an alcohol or prohibited substance-related medical emergency, MIT will treat the students' use of alcohol or prohibited substances as a health and safety matter, not as a disciplinary incident. This policy, which is intended to reduce barriers to getting help, will be extended not only to the student receiving medical attention, but also to the student(s) who call for help. In addition, to encourage reporting and seeking help, this policy will be extended to any students who report in good faith that they witnessed or are the victim of a crime or a significant violation of MIT policy (e.g., sexual misconduct, hazing) even though they may have been under the influence of alcohol or prohibited substances at the time of the incident.

Signs of an alcohol or prohibited substance-related emergency can include a combination of lack of coordination, inability to stand, confusion, slurred speech, erratic behavior, slow or shallow breathing, pale or clammy skin, and /or vomiting while passed out. See <http://studentlife.mit.edu/cdsa/makethecall>. In an alcohol or prohibited substance-related medical emergency, students are expected to:

- Contact emergency officials by calling 100 (on campus) or 617-253-1212;

¹ Prohibited substances include illegal drugs and other illegal substances, as well as substances that are generally recognized as dangerous and detrimental to the individual and community, even though they may not be illegal (including, but not limited to, whippits, 2-C's, NBOME, research drugs, Spice, K-2, non-prescribed performance enhancing or other prescription drugs).

- Remain with the individual(s) requiring treatment and cooperate with emergency officials; and
- Meet and cooperate with appropriate Institute administrative staff after the incident.

There are no restrictions to the number of times this Good Samaritan Amnesty Policy may be used, and doing so repeatedly will not result in disciplinary action.

If a student in need of medical attention is in a student residence, any other student(s) in the room or in the immediate presence are expected to make a call for assistance. Similarly, for situations occurring in residential common spaces (e.g., suites, apartments, lounges, function rooms), it is expected that the community members present at the time will make a call for assistance.

When members of student organizations² call for assistance on behalf of individuals in need of help under this policy, the organizations will also not face disciplinary actions for violations of the Institute's policies on alcohol and prohibited substances.

Policy Expectations

Students or student organizations using this policy may be required to complete educational and/or counseling program(s) that are meant to support students and their organizations and connect them with other community services and resources that may be beneficial. These programs and services will be tailored to the specific circumstances and needs of those involved.

In instances where students or student organizations do not seek help for a student in need or do not follow through with required educational and/or counseling program(s), the protections offered by this policy may be voided and disciplinary follow-up through the Committee on Discipline (COD) may occur.

Policy Limitations

The Good Samaritan Amnesty Policy applies to violations of policies relating to the use of alcohol and prohibited substances, but does not preclude MIT from taking

★ ² For the purpose of this policy, the term student organization includes both recognized and unrecognized student groups; sports teams; fraternities, sororities, and independent living groups; and floors, entryways, and other groupings within on-campus residences. ★

disciplinary actions to address other serious or flagrant violations of MIT policy including, but not limited to, violence, sexual assault, harassment, serious property damage, hazing, or the manufacture, sale, or distribution of prohibited substances. It also cannot preclude or prevent action by police or other legal authorities. In cases where there have been other violations of Institute policy, calling for assistance for an individual in need of help may be considered a mitigating factor in any disciplinary process arising out of such violations (and failure to seek assistance may be considered an aggravating factor in any such disciplinary process).

Students and student organizations that do not seek medical attention in an alcohol or prohibited substance-related emergency situation where action is warranted could lose all protections under this policy and could face referral to the COD.

II (3). Assault and Reckless Endangerment

MIT prohibits physical abuse of oneself or others and reckless endangerment of oneself or others. Physical abuse is violence of any nature against any person; fighting; assault; battery; the use of a knife, gun, or other weapon; restraining or transporting someone against their will; or any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm. Reckless endangerment is conduct that could reasonably and foreseeably result in physical injury even if no injury actually occurs.

MIT also prohibits threats, intimidation, coercion, and other conduct that can be reasonably, objectively construed to threaten or endanger the mental or physical health or safety of any person.

II (4). Community Well-Being

MIT expects that members of the MIT community will not engage in behavior that endangers their own sustained effectiveness or that has serious ramifications for their own physical and mental health, safety, welfare, academic well-being, professional obligations, or for that of others. In situations where an individual student's physical illness or emotional difficulties affect not only the student, but also others in the community, it is the Institute's responsibility to consider the well-being of the community as well as the individuals in care decisions.

II (5). Copyright Infringement

MIT prohibits the use of copyrighted materials in a manner that is inconsistent with the U.S. copyright law. MIT policy requires that members of the MIT community not share copyrighted material over the campus network in any way that violates the law. Sharing over the network includes but is not limited to sharing via web pages, peer-to-peer file sharing software, and email. Members of the community should either have the rights or authorization from the copyright holder for any material or determine that fair use applies before it is made available or shared over the campus network. Violations of this policy could result in disciplinary action. Students should also be aware that unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may lead to civil and criminal liabilities.

MIT's responsibility under the law is to respond expeditiously to remove, or disable access to, the material that is claimed to be infringing. When MIT receives a Digital Millennium Copyright Act (DMCA) notification, it is expeditiously forwarded to the individual member of the MIT community that uses, owns, controls, or has some kind of administrative or technical responsibility for the machine indicated in the notice, when that individual can be identified based on records maintained by Information Systems and Technology (IS&T).

The contacted user is requested to remove or block access to all materials identified as infringing (as well as any other infringing material) and to respond to MIT's DMCA agent within 5 days of the forwarding of the takedown notice. Know what your responsibilities are if you receive a DMCA notification.

Takedown notice cases are periodically reviewed in order to determine if a possibility of repeat infringement exists. Further action regarding repeat infringement will be coordinated by the Office of Student Conduct.

For more information, visit Copyright at MIT and MITnet Rules of Use at <http://ist.mit.edu/network/rules>.

II (6). Disorderly Conduct

MIT prohibits disorderly conduct. Disorderly conduct is defined as any unreasonable or reckless conduct by an individual or group that is inherently or potentially unsafe to other persons or to their real or personal property, and/or

any behavior that disrupts the peace or interferes with the normal operation of the Institute or Institute-sponsored activities. Disorderly conduct includes making unreasonable noise, disrupting a lawful meeting, obstructing pedestrian or vehicle traffic, or creating a hazardous situation.



II (7). Fire Equipment, Fire Alarms, Fire Drills

Members of the MIT community are prohibited by Massachusetts law and MIT regulations from committing fire and safety violations, including but not limited to:

- refusing to evacuate during a fire alarm
- setting a fire, making a bomb threat or issuing a false alarm
- tampering with firefighting equipment, fire-alarm systems, fire protection sprinklers, or smoke detectors
- using flammable decorations, including natural evergreens, in any room, corridor, stairwell, lounge, dining hall, lobby, or other public area
- using a fireplace in a manner that does not comply with MIT guidelines

Members of the MIT community may be subject to severe disciplinary action if they violate any Massachusetts statutory or MIT fire safety regulation or policy. Students who live in residence halls or Institute-owned apartments are additionally encouraged to review Residential Life's Fire and Life Safety policy.



II (8). Freedom of Expression

Freedom of expression is essential to the mission of a university. So is freedom from unreasonable and disruptive offense. Members of this educational community are encouraged to avoid putting these essential elements of our university to a balancing test.

People who are offended by matters of speech or expression should consider speaking up promptly and in a civil fashion, and should be able to ask others to help them in a professional fashion to express concern. People who learn they have offended others by their manner of expression should consider immediately stopping the offense and apologizing.

With respect to materials posted on bulletin boards, it is not appropriate to remove or deface signed posters, even if some people find such material offensive. If you are offended by a poster signed by a person or group in the MIT community,

it is appropriate to convey your sense of offense to those who created the poster. It is not appropriate to remove or deface the poster.

It is usually easier to deal with issues of free expression and harassment when members of the community think in terms of interests rather than rights. It may be “legal” to do many things that are not in one’s interests or in the interests of members of a diverse community. Most people intuitively recognize that there may be some difference between their rights and their interests. For example, most people do not insist on offending others once they have learned that their behavior is offensive, even in circumstances where they may have, or think that they have, a legal right to do so. Thus, anyone dealing with harassment concerns may find it useful to think about the interests on all sides as well as the rights.



Source: MIT
Guidelines
for Raising
Complaints
about
Harassment



II (9). Gambling and Raffles

Students are advised that some gambling activities are illegal under Massachusetts Law and they are expected to abide by these laws. Information about Massachusetts gambling laws can be found at <http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-subj/about/gambling.html> and <http://www.gambling-law-us.com/State-Laws/Massachusetts>. Students are further advised that those who engage in illegal gambling may face criminal action.

A raffle is defined as a game in which the prize is won by random drawing of the name or number of one or more persons purchasing chances. Students and student organizations can refer to the Event Planning Guide at <http://web.mit.edu/eventguide/eventregulations/citylicenses.html> for information about obtaining a one-day raffle license from the City of Cambridge. Information about obtaining a raffle license from the City of Boston can be found at <http://www.cityofboston.gov/cityclerk/services/raffle.asp>.



II (10). Hacking

Hacking is a long-standing tradition at MIT and a part of its culture. It can be defined as either the curious exploration of MIT’s campus or the design and implementation of harmless pranks, tricks, and creative inventions that demonstrate ingenuity and cleverness. Exemplary hacks have been executed in such a way that the hackers have been safe, no one has been injured, no damage has been done to personal or Institute property, while maintaining the privacy and personal dignity of individuals.

Over many years, the hacking community has developed an expected set of guidelines:

Hack Etiquette

1. Be Safe – Your safety, the safety of others, and the safety of anyone you hack should never be compromised.
2. Be Subtle – Leave no evidence that you were ever there.
3. Leave things as you found them – or better.
4. If you find something broken call F-IXIT.
5. Leave no damage.
6. Do not steal anything.
7. Brute force is the last resort of the incompetent.
8. Do not hack while under the influence of alcohol or drugs.
9. Do not drop things off (a building) without a ground crew.
10. Do not hack alone.
11. Above all exercise some common sense.



Source:
Wall on the
student street
in Stata;
by tradition.



Ultimately individuals are responsible for their actions and any intentional or unintentional consequences. While the “Hack Etiquette” is a very useful guide, responsible behavior also includes not acting in a manner that makes a police officer or MIT employee feel unsafe in the conduct of their duties (for example, running or hiding when discovered). Labeling something as a hack does not change unlawful behavior into lawful behavior, nor is it an excuse or justification for violations of MIT policy. Notwithstanding that they may occur in connection with a hack, violations of MIT policies may still result in disciplinary action.



II (11). Harassment

In order to create a respectful, welcoming and productive community, the Institute is committed to providing a living, working and learning environment that is free from harassment.

Harassment is defined as unwelcome conduct of a verbal, nonverbal or physical nature that is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile or abusive and that adversely affects an individual’s educational, work, or living environment.

In determining whether unwelcome conduct is harassing, the Institute will examine the totality of the circumstances surrounding the conduct, including its

frequency, nature and severity, the relationship between the parties and the context in which the conduct occurred. Below is a partial list of examples of conduct that would likely be considered harassing, followed by a partial list of examples that would likely *not* constitute harassment:

- **Examples of possibly harassing conduct:** Public and personal tirades; deliberate and repeated humiliation; deliberate interference with the life or work of another person; the use of certain racial epithets; deliberate desecration of religious articles or places; repeated insults about loss of personal and professional competence based on age.
- **Examples of conduct that is likely not harassment:** Administrative actions like performance reviews (including negative performance reviews) and making work assignments; other work-related decisions like moving work areas or changing work colleagues; and isolated incidents (unless, as noted above, they are very severe, such as the use of certain racial epithets).



Source: [Institute Policy 9.4, Policy on Harassment](#).

See also MIT's [policy on sexual misconduct](#).

More examples of possibly harassing conduct as well as information on different ways to raise concerns about harassment can be found in the Institute Guidelines for Raising Complaints about Harassment.

Conduct that does not rise to the level of harassment may still violate Section 9.1. Even conduct that does not violate an MIT policy may be inappropriate and any inappropriate conduct should be addressed by the supervisor or department head.



While MIT's harassment policy is not limited to harassment based on the protected categories listed in Section 9.2, the Institute is particularly committed to eliminating harassment based on those categories. Harassment that is based on an individual's race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, or national or ethnic origin is not only a violation of MIT policy but may also violate federal and state law, including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and Mass. General Laws Chapter 151B. For information on how to file complaints of violation of law with governmental agencies see Section 9.7.5.9 Legal Information.

General complaint procedures are described in MIT Policies and Procedures Section 9.7, and in the MIT Personnel Policy Manual Section 3.4.



II (12). Hazardous Materials

The possession, manufacture, storage, or use of hazardous materials in residence halls, FSILGs, and other areas where appropriate MIT Environment, Health & Safety (EHS) safety precautions are not in place is prohibited. Prohibited hazardous materials include, but are not limited to:

- Hazardous chemicals
- Biological materials
- Radioactive substances, lasers (class 3b or class 4)
- Ammunition
- Explosives (including firecrackers and missiles)
- Flammable materials
- Accelerants
- Gas grills
- Hibachis
- Charcoal grills or lighter fluid
- Gasoline
- Flammable liquid
- Gas-powered equipment
- Propane cooking equipment (see below).

Propane

Due to safety concerns, the use of propane cooking equipment in residence halls, FSILGs, and other areas where appropriate EHS safety precautions are not in place is prohibited. Safer alternatives include electric grills and house kitchens. Exceptions to this policy are rare and require permission from the DSL Environment, Health & Safety Program Manager in conjunction with the Cambridge Fire Department, and require at least two weeks advance notice and a detailed proposal including safety precautions. In general, exceptions may only be granted if propane equipment is operated by professional caterers, under the supervision of a licensed plumber and in the presence of a detail from the Cambridge Fire Department.

Contact the Environment, Health & Safety Office at 617-452-3477 if you have any questions concerning the above restrictions on hazardous materials.



II (13). Hazing

MIT prohibits hazing by individuals or groups and defines it as follows: Any action or activity that is reasonably likely to, or is intended to, endanger the physical or mental health of a person for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, organization, or living community. This definition shall apply regardless of location or consent of participants. Hazing includes, without limitation, behaviors that violate Massachusetts General Laws Chapter 269, Sections 17-19 (reproduced in their entirety below).

Endangering mental health is defined as sleep deprivation, extended isolation, public degradation, intimidation, creation of artificial and excessive stress, public nudity, and other comparable behaviors that are reasonably likely to, or are intended to, cause a significant degree of distress, disgrace, anguish, or interference with academic, professional, or personal pursuits.

Apathy or acquiescence in the presence of hazing are not neutral acts and constitute hazing as prohibited by this policy. Students and other members of the Institute community must report incidents of hazing that they witness or for which they were present. Incidents of hazing shall be reported to an appropriate law enforcement official and the Office of Student Conduct. Failure to report incidents of hazing is a violation of this policy and may be a violation of Massachusetts law (M.G.L. c. 269 Section 18).

Any retaliation against any person who reports, is a witness to, is involved with, or cooperates with the adjudication of hazing is strictly prohibited.

Prohibited forms of hazing include but are not limited to:

- **Subtle Hazing:** Behaviors that emphasize a power imbalance between new members and other members of the group or community. This is termed “subtle hazing” because these types of hazing are often taken for granted or accepted as “harmless” or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members often feel the need to endure subtle hazing to feel like part of the group or community.

Examples of subtle hazing include but are not limited to:

- Deception
- Silence periods
- Deprivation of privileges
- Social isolation
- Name calling
- Assignment of duties not assigned to other members.

- **Harassment Hazing:** Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing often confuses, frustrates, and causes undue stress for new members.

Examples of harassment hazing include but are not limited to:

- Verbal abuse
- Threats or implied threats
- Sexual simulations
- Requiring situationally inappropriate attire
- Sleep deprivation.

- **Violent Hazing:** Behaviors that do or could cause physical or psychological harm.

Examples of violent hazing include but are not limited to:

- Placing students in the shower against their will
- Forced or coerced alcohol or other drug consumption
- Forced or coerced sexual acts
- Beating
- Paddling, or other forms of assault
- Forced or coerced ingestion of vile substances
- Bondage
- Kidnapping
- Expected participation in illegal activity.

The sanction of disciplinary suspension or disciplinary expulsion will be strongly considered for individuals or groups found responsible for hazing.

Massachusetts Hazing Law

In addition to the foregoing, students are advised that the following is the Massachusetts law on hazing:

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

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.” **M.G.L. c. 269 Section 17.**

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 a person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.” **M.G.L. c. 269 Section 18.**

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

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

the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the 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. **M.G.L. c. 269 Section 19.**

For further information about hazing and hazing prevention efforts at MIT, visit MIT's hazing resources website – <http://hazefree.mit.edu> – or contact the Office of Student Conduct in W20-507 or 617-258-8423.

Please note there is a confidential form to report hazing available for public use.

★
Source:
Institute Policy
12.3: Use of
Institute Name.
★



II (14). Improper Use of Institute Name and Logo

The Institute's name must not be used in ways that suggest or imply the endorsement of other organizations, their products, or their services. The use of the Institute's name, logo, seal, and photographs in the advertising and other promotional material and activities of outside organizations is prohibited when such use is likely to be understood as an endorsement, even if such an

endorsement is not the intention of the person or organization seeking to use MIT's name. All proposals, therefore, for the use of MIT's name or other identification in advertising, sales literature and videos, and commercial publicity must be submitted to the Technology Licensing Office.



II (15). Improper Use of Institute Property

MIT prohibits improper use of Institute property or facilities, including offices, labs, residence halls, and other physical spaces, keys/key cards, computers, telephones, and other equipment or tangible property. Examples of improper uses include without limitation vandalism, damage, or destruction of items or physical spaces; entering into restricted or private areas without authorization; uses intended for personal financial gain; engaging in illegal activities; or using Institute property in a manner that violates other MIT policies.



II (16). Institute Expectations of Student Behavior and Integrity

MIT is a community dedicated to scholarship and leadership. Student members of this community commit to reflect upon and uphold these principles in all academic and non-academic endeavors.

MIT expects that all students come to the Institute for a serious academic purpose and expects them to be responsible individuals who conduct themselves with high standards of honesty, fairness, respect, integrity, and accountability in both their academic and non-academic lives. Students are expected to uphold a high standard of civility and to demonstrate their respect for all members of this diverse community. These expectations are fundamental to the principle of independent learning and professional growth and to the maintenance of a healthy living and learning environment.



II (17). Intimate Partner Violence

MIT prohibits intimate partner violence. Intimate Partner Violence is defined as actual or threatened physical violence, intimidation, or other forms of physical or sexual abuse directed toward a partner in an intimate relationship that would cause a reasonable person to fear harm to self or others. For this policy,

“intimate relationship” means marriage, domestic partnership, engagement, casual or serious romantic involvement, and dating, whether current or former. Intimate Partner Violence can occur between persons of any gender identity, any sexual orientation, and it can occur in any type of intimate relationship including monogamous, non-committed, and relationships involving more than two partners. Intimate Partner Violence can be a single act or a pattern of behavior. Intimate Partner Violence also includes, without limitation, dating violence and domestic violence as defined by the Clery Act. (The Clery Act is a federal law on campus safety and security – more information can be found in MIT’s Annual Security Report.)

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, “dating violence” includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or dating/domestic of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or dating/domestic, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. To be considered domestic violence, the relationship must be more than just two people living together as roommates.

Intimate Partner Violence can take many forms. Examples include, but are not limited to, situations in which the following behaviors are directed toward a partner in a current or former intimate relationship: hitting, kicking, punching, strangling, or other violence; property damage; and threat of violence to one’s self, one’s partner, or the family members, friends, pets, or personal property of the partner.

II (18). Nondiscrimination Policy

The Massachusetts Institute of Technology is committed to the principle of equal opportunity in education and employment. The Institute does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Institute administered programs and activities, but may favor US citizens or residents in admissions and financial aid.*

The Vice President for Human Resources is designated as the Institute's Equal Opportunity Officer. Inquiries concerning the Institute's policies, compliance with applicable laws, statutes, and regulations, and complaints may be directed to Lorraine Goffe, Vice President for Human Resources, Room NE49-5000, 617-253-6512. Such inquiries may also be directed to the Manager of Staff Diversity and Inclusion, Room NE49-5000, 617-452-4516. In addition, inquiries about Title IX (which prohibits discrimination on the basis of sex) may be directed to the Institute's Title IX Coordinator, Sarah Rankin, Room W31-223, 617-324-7526, titleix@mit.edu. Inquiries about the laws and about compliance may also be directed to the United States Department of Education, Office for Civil Rights, Region I, 5 Post Office Square, 8th Floor, Boston, MA 02109-3912, 617-289-0111, OCR.Boston@ed.gov.

**The ROTC programs at MIT are operated under Department of Defense (DoD) policies and regulations, and do not comply fully with MIT's policy of nondiscrimination with regard to gender identity. MIT continues to advocate for a change in DoD policies and regulations concerning gender identity, and will replace scholarships of students who lose ROTC financial aid because of these DoD policies and regulations.*

II (19). Off-Campus Misconduct

Off-campus misconduct may be a basis for MIT disciplinary action if the Institute considers that such alleged misconduct may have violated Institute policy and expectations of civility, integrity, and respect. The Institute will determine, on a case-by-case basis, if it is appropriate to address a complaint of this kind.



II (20). Property Damage and Destruction

Malicious or unauthorized conduct that attempts to, actually does, or is reasonably likely to damage, deface, or destroy Institute property or property belonging to another is prohibited.



II (21). Retaliation

MIT prohibits any member of the community from retaliating against any person for raising good faith concerns about conduct that violates MIT policy. MIT's prohibition against retaliation includes retaliation against a person for reporting an incident, filing a complaint, cooperating in an inquiry or investigation, or participating in any other capacity in any of the Institute's complaint resolution procedures, including the Committee on Discipline process or the complaint resolution process outlined in Institute Policies and Procedures Section 9.6.

Retaliation is any adverse action taken against a person in response to that person's participation in any of the activities specified above. Retaliation can take many forms. Examples of possible retaliation include, but are not limited to:

- Adverse employment action (e.g., termination, demotion, reduction in pay, adverse change in schedule, adverse change in work location, etc.)
- Adverse action related to participation in any educational program offered by the Institute (e.g., adverse change to grades, class schedule, research opportunities, etc.)
- Stalking, harassment, bullying, intimidation, threats, or engaging in physical violence
- Adverse social actions such as exclusion or removal from a living group, student organization, or committee, or publishing personally identifiable information about an individual, including on websites or social media sites
- Encouraging or asking others to engage in retaliatory behavior on one's behalf

A complaint alleging retaliation by a student will be investigated and may lead to action by the Committee on Discipline, up to and including suspension or expulsion from the Institute. A complaint alleging retaliation by faculty or staff should be directed to the faculty or staff member's supervisor or human resources. The Office of Student Conduct or the Ombuds Office are available as a resource for students with concerns about retaliation.



II (22). Sexual Misconduct

MIT is committed to providing a productive living and learning community in which students can pursue their educational goals. Sexual misconduct undermines this commitment and affects the ability of students to focus on their educational achievement. Therefore, MIT will not tolerate nor condone any form of sexual misconduct. MIT students are prohibited from engaging in sexual misconduct, as defined below. Moreover, MIT may take additional action in response to sexual misconduct as part of federal Title IX requirements (see <http://titleix.mit.edu>). No one shall be retaliated against for participating in the Institute's complaint resolution procedure in good faith as a complainant, a witness, an investigator, or in any other capacity.

Definitions

Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these examples.

Sexual misconduct is a broad term used to encompass a range of behaviors including sexual harassment, nonconsensual sexual contact, nonconsensual sexual penetration, and sexual exploitation. Sexual misconduct also includes, without limitation, sexual assault (rape, fondling, incest or statutory rape) as defined by the Clery Act. (The Clery Act is a federal law on campus safety and security – more information can be found in MIT's Annual Security Report.) Sexual misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other.

Sexual misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different sex.

MIT students are expected to engage in sexual behavior of any kind only with the fully informed and effective consent of all parties involved. Effective consent must be obtained for each instance and each escalation of sexual activity. Obtaining effective consent is the responsibility of the party initiating sexual activity. Doing otherwise may constitute sexual misconduct and is a violation of MIT policy.

Effective Consent is:

- informed;
- freely and actively given;
- mutually understandable words or actions;
- which indicate a willingness to participate in
- mutually agreed upon sexual activity.

Further:

- Initiators of sexual activity are responsible for obtaining effective consent.
- Silence or passivity is not effective consent.
- The use of intimidation, coercion, threats, force, or violence negates any consent obtained.
- Consent is not effective if obtained from an individual who is incapable of giving consent due to one or more of the following or other reasons:
 - a mental, intellectual, or physical disability; or
 - is under the legal age to give consent; or
 - is asleep, unconscious, or physically helpless; or
 - is incapacitated by alcohol or other drugs.
- Consent to one type of sexual activity does not imply consent to any other or all types of sexual activity.
- A person can withdraw consent at any time.
- Consent to sexual activity at one time does not imply consent to the same or other sexual activity at any other time.
- Refusal, lack of consent, or non-consent may be expressed in many ways, verbally or physically. Physical resistance is not necessary to communicate a lack of consent. It is not necessary to resist physically or express verbally to indicate a lack of consent. It is the responsibility of the initiator of the sexual activity to obtain effective consent.

Individuals who initiate sexual activity assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions. The question is whether or not the person who initiated the sexual activity knew or whether a sober and reasonable person in the same position should have known whether the other person gave effective consent.

Incapacitation is the physical and/or mental inability to make informed, rational judgments and decisions. States of incapacitation include sleep and blackouts. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

In evaluating whether a person was incapacitated for purposes of evaluating effective consent, the Institute considers two questions: (1) *Did the person initiating sexual activity know that their partner was incapacitated? and if not,* (2) *Should a sober, reasonable person in the same situation have known that their partner was incapacitated?* If the answer to either of these questions is “yes,” effective consent was absent.

For purposes of this policy, incapacitation is a state beyond drunkenness or intoxication. A person is not incapacitated merely because they have been drinking or using drugs.

The standard for incapacitation does not turn on technical or medical definitions, but instead focuses on whether a person has the physical and/or mental ability to make informed, rational judgments and decisions. A person who initiates sexual activity must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, or incontinence. A person who is incapacitated may not be able to understand some or all of the following questions: “Do you know where you are?”, “Do you know how you got here?”, “Do you know what is happening?”, “Do you know whom you are with?”.

Because the impact of alcohol and other drugs varies from person to person, one should be cautious before engaging in sexual contact or intercourse when either party has been drinking alcohol or using other drugs. The introduction of alcohol or other drugs may create ambiguity for either party as to whether effective consent has been sought or given. If one has doubt about either party’s level of intoxication, the safe thing to do is to forgo all sexual activity.

Coercion is to force one to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force.

Force may include words, conduct, or appearance. Force includes causing another’s intoxication or impairment through the use of drugs or alcohol. Coercion, intimidation, and non-physical threats can all be forms of force.

Sexual Harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or
- submission to, or rejection of, such conduct is used as the basis for employment decisions (such as advancement, performance evaluation, or work schedule) or academic decisions (such as grading or letters of recommendation); or
- the conduct is sufficiently severe or pervasive that a reasonable person would consider it intimidating, hostile or abusive and it adversely affects an individual's educational, work, or living environment.

A partial list of examples of conduct that might be deemed to constitute sexual harassment if sufficiently severe or pervasive include:

Examples of verbal sexual harassment may include unwelcome conduct such as unwelcome sexual flirtation, advances or propositions or requests for sexual activity or dates; asking about someone else's sexual activities, fantasies, preferences, or history; discussing one's own sexual activities, fantasies, preferences, or history; verbal abuse of a sexual nature; suggestive comments; sexually explicit jokes; turning discussions at work or in the academic environment to sexual topics; and making offensive sounds such "wolf whistles."

Examples of nonverbal sexual harassment include unwelcome conduct such as displaying sexual objects, pictures or other images; invading a person's personal body space, such as standing closer than appropriate or necessary or hovering; displaying or wearing objects or items of clothing which express sexually offensive comments; making sexual gestures with hands or body movements; looking at a person in a sexually suggestive or intimidating manner; or delivering unwanted letters, gifts, or other items of a sexual nature.

Sexual harassment does not include material or discussion that is appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the Institute's educational mission.

Nonconsensual sexual contact is defined as any physical contact with another person of a sexual nature without that person's effective consent. The touching of a person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching a person with one's own intimate parts; or forcing a person to touch another's intimate parts would be violations of this policy if they occur without effective consent. Nonconsensual sexual contact also includes the Clery Act definition of fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Nonconsensual sexual penetration is defined as the sexual penetration of any bodily opening with any object or body part without effective consent. This could be committed by force, threat, intimidation, coercion, or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age, or disability) of which the respondent was actually aware or which a reasonable person in the respondent's position should have been aware. Nonconsensual sexual penetration also includes the Clery Act definition of rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim; the Clery Act definition of incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and the Clery Act definition of statutory rape: sexual intercourse with a person who is under the statutory age of consent.

Sexual exploitation means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without effective consent; allowing third parties to observe private sexual acts without effective consent; engaging in voyeurism without effective consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

Reporting and Resources

Students are encouraged to report sexual misconduct that is perpetrated against them or other members of the MIT community. Students have numerous options for reporting the misconduct and obtaining support; which option a student chooses depends upon the nature and severity of the misconduct, whether the student wishes the report to remain confidential, and whether the student wishes to pursue a formal complaint. For information about reporting, campus resources, and grievance procedures, visit <http://titleix.mit.edu> or contact the Title IX Coordinator. Students are also encouraged to review MIT's policy on harassment.

MIT's Response

Except in those cases where the student has contacted a strictly confidential resource, the Institute will conduct a prompt, thorough, and impartial investigation and will take appropriate measures to terminate the misconduct, prevent its recurrence, and address its effects. This response may include formal disciplinary action, which may be instituted by an individual complainant or the Institute itself. The sanctions of disciplinary suspension and disciplinary expulsion will be strongly considered when a student is found to have violated any part of the nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, or retaliation provisions of this policy; and for severe violations of the sexual harassment provision.

Interim Measures

While an investigation or grievance proceeding is pending, MIT will take interim measures as appropriate under the circumstances to assist or protect persons who were or may have been subjected to sexual misconduct. Interim measures may include, for example, changing the living and/or transportation arrangements, class schedule, or work schedule of the person who was the subject of the alleged misconduct and/or the person alleged to have committed the misconduct, a no-contact order, or similar action. Such measures may also include connecting the persons who were or may have been subjected to sexual misconduct with counseling, health care, academic support, or other resources. Support services for respondents are also available.

 **II (23). Stalking**

Stalking, whether or not sexual in nature, is prohibited by MIT. Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. For the purposes of this definition, “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking can take many forms. Examples include, but are not limited to, two or more instances of the following conduct (that also meet the definition of stalking above): following a person; appearing at a person’s home, class or work; continuing to contact a person after receiving requests not to; leaving written messages, objects, or unwanted gifts; vandalizing a person’s property; photographing a person; and other threatening, intimidating, or intrusive conduct.

Stalking may also involve the use of electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices (often referred to as cyber-stalking). Such conduct may include, but is not limited to, non-consensual communication, telephone calls, voice messages, emails, texts, letters, notes, gifts, or any other communication that are repeated and undesired.

 **II (24). Theft**

MIT prohibits any person from taking and/or stealing property of another with the intent to benefit him/herself or a person other than the owner or to deprive the owner of his/her property. Knowingly being in possession of stolen property is prohibited.

II (25). Unauthorized Access

MIT prohibits students from being present in any Institute area or property or in any area of Institute-approved housing that is posted to prohibit unauthorized access, that is locked to prohibit unauthorized access, or that a reasonable individual knows or should know is considered a private and/or unauthorized area.

II (26). Weapons and Dangerous Objects

MIT prohibits in any building, space, or grounds used for Institute purposes, including in any residence hall or FSILG, or in any motor vehicle on property or vehicles used for Institute purposes, all weapons and other objects that can be used to cause physical harm, that can be used to threaten physical harm, or that, by their appearance, could reasonably be perceived as weapons or objects that could be used to cause physical harm (e.g., replica firearms). Illustrative examples of prohibited objects include, but are not limited to, shotguns, rifles, pistols, revolvers, and other firearms (including ammunition therefor); hunting knives, switchblades, swords, and other dangerous blades; air rifles/pistols, air-soft rifles/pistols, and b.b. guns (including ammunition therefor); bows, crossbows, and arrows; tasers; martial arts-type weapons; mace or pepper spray; and explosive or flammable materials (including recreational fireworks). Questions concerning whether a particular object is covered by this policy may be submitted to the Chief of the MIT Police or his or her designee, whose determination shall be final. This policy does not apply to the MIT Police or other law enforcement agencies. Exceptions to this policy may be allowed for organized athletic events, physical education classes, sanctioned activities of recognized student clubs, dramatic performances, and other legitimate uses in furtherance of the educational mission of the Institute. Approval of such uses must be obtained in advance from the Institute official supervising the organization or sponsoring the activity, who shall consult with the Chief of the MIT Police or his or her designee.



Policies Regarding Residence Halls and Apartments

As a member of the MIT community, we expect you to respect the rights and property of fellow residents and help minimize wear and tear on the facilities and furnishings. All students who live in on-campus housing are required to read and be familiar with the Residential Housing and Dining policies. These policies are in addition to Institute-wide policies covered in the *Mind and Hand Book*, and are available online at http://housing.mit.edu/about/residential_housing_and_dining_policies.

Some issues involving conduct in your residence will be resolved through the self-governing system of student judicial committees and the residence staff. Serious infractions of MIT policies and procedures, however, may result in sanctions or even suspension from MIT housing at the discretion of the Dean for Student Life's Office or the Committee on Discipline.



III (1). Residence Hall Murals

Key Points and Summary

- Murals (paintings, drawings, or sculptures) are an integral part of student culture in many MIT living groups. These can promote self-expression and define a culture.
- MIT is committed to a respectful and welcoming living, learning, and working environment for all community members.
- Therefore, murals in shared space in any MIT residence must not contain material that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at MIT or that creates an intimidating, hostile, or offensive educational, work, or living environment.
- Unacceptable material includes images or language that is derogatory on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.
- Murals must comply with individual living group policies, MIT Policies and Procedures, the MIT Mind and Hand Book, and the law.

- Each living group must have clear procedures to help the community decide whether proposed murals are acceptable, and whether existing murals remain acceptable.
- A mechanism to allow concerns to be raised confidentially should be in place.
- Existing murals may be covered during deliberations as to their acceptability.
- Some relevant parameters to consider in evaluating the appropriateness of a mural include context of the mural, and whether it is in shared or more private space.
- When a living group cannot reach an agreement on acceptability of a mural, a panel of faculty and students, the Title IX coordinator (as appropriate), and a representative of the Division of Student Life will make the relevant decision.
- In cases based on gender or LGBTQ issues, if the panel cannot reach consensus or an independent decision, the Title IX Coordinator will make the final decision regarding the mural.
- In contrast to murals, graffiti are writings or scrawlings that can contribute to a hostile environment, and are not protected by this Mural Policy.

MIT Residence Hall Mural Policies and Protocols

Section I: Background

While most universities do not allow murals on walls of living spaces, MIT allows many undergraduate residences to display student artwork in the form of murals or sculptures (East Campus, Burton Conner, Senior House, and Random Hall). This is a privilege given to students. The purpose of these policies and protocols (the 'Mural Policy') is to outline how to balance the interests in allowing such freedom of expression and the interests of a discrimination- and harassment-free educational, work, or living environment.

Section I, Subsection I: Definition of Murals vs Graffiti

A mural is a permanent painting, drawing, or sculpture that is intended to be permanent and contribute to a positive living environment. Murals differ from graffiti, posters and flyers. Graffiti are writings, drawings, or scrawlings without permission on a permanent surface and are not protected by this Mural Policy.

Graffiti can contribute to a hostile environment, and may be reported to the House Team, DSL, or MIT Police. If it is not certain whether something is a mural or graffiti and whether the community will be upset if something is removed,

community members are encouraged to err on the side of caution and promote discussion. Disagreements as to whether a particular work is a mural or graffiti will be resolved under the process described below.

Posters and flyers are also impermanent, and are subject to specific poster policies at MIT, for example, <http://web.mit.edu/eventguide/advertising/asaposter.html>

Section I, Subsection II: The Purpose of Murals

Murals are an integral part of student culture in many MIT living groups, and can serve several useful purposes, as listed below.

- Allow for the creative self-expression of students
- Create a greater sense of comfort, “home”-ness, and connection to the dorm by giving students the opportunity to modify and contribute to their living space
- Foster camaraderie and bolster support networks by allowing students to collaborate in defining and designing their living space
- Contribute to MIT’s broader image of creativity and innovation
- Help sustain lasting culture

Section I, Subsection III: Contextualizing Murals

1. *Mural context*

All murals are placed in a residence in a certain context that is with some purpose or motivation. This could include promoting discussion on a specific topic, adding to an existing theme or highlighting an aspect of society, recalling a story, or adding an attractive visual aesthetic. The specific motivation for a mural may thus provide context for images present in murals.

Some murals are located in specific areas of a residence that are relatively private and contribute to a local culture of a floor or other unit. The specific location of a mural may thus also provide context for images present in murals.

2. *Responsibility regarding mural context*

A visitor to a dorm, such as a parent or visiting student, will not necessarily understand the context of a mural. While any objection to images in murals must be treated with utmost seriousness, in some cases, providing information about how a mural fits into dorm culture can provide appropriate context to the visitor and offset concerns.

- It is the responsibility of a dorm to be able to explain its murals to the visitor.
- Explanatory material such as a printout or something more permanent can be affixed to a mural.
- Alternately, murals can be listed in one document and their motivation briefly described. This is readily done for new murals, as it is required for approval of new murals (Section II, Subsection I).
- A representative list of murals, together with individual living group policies and this Mural Policy should be prepared and available to all.

Section I, Subsection IV: Material in Murals Relating to a Welcoming Environment

The opportunity for self-expression through murals comes with responsibility to ensure standards that promote a welcoming environment for residents, staff and visitors. These standards should be mindful of MIT policies as well as all relevant laws.

- Thus, it is MIT policy that murals on any MIT building must not contain images or language that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at MIT or that creates an intimidating, hostile, or offensive educational, work, or living environment.
- This policy applies to murals in shared spaces, including those shared with a roommate.
- Murals must comply with the MIT Mind and Handbook, individual dorm policies, MIT Policies and Procedures, and the law.
- Murals that would violate these policies include, but are not necessarily limited to, those with images or language that are derogatory on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

Section II: Creating New Murals

When residents want to create a new mural in any shared space, the following steps must be taken.

Section II, Subsection I: Shared and More Private Spaces

- Residences are required to consider and codify which spaces are shared, and by whom.
- While there is more flexibility in more private spaces such as dorm rooms, there is responsibility to restrain presence of material that may be offensive to other residents or visitors in all areas.
- In all cases, including shared dorm rooms, new murals should be discussed among members of the living community, including the House Team, before execution.
- Following an objection, existing murals in shared dorm rooms should immediately be covered or temporarily removed (as described in Section III, Subsection I below) while the conflict is resolved.
- In the case of summer visiting students, murals that may be objectionable could be covered or temporarily removed.
- The artist who created the mural should be identified by name.

Section II, Subsection II: Responding to a Mural Proposal

Each residential group must develop a process for community approval. The ‘community’ includes student residents, as well as the Head of House, GRTs, RLAD (the ‘House Team’), and other residential staff. The development and implementation of this process are crucial aspects of a residential mural policy. Discussion around murals can provide an opportunity for students to consider and learn how to conduct open and fair discussion of a controversial topic.

At a minimum, the following procedure should be followed, and each dorm is responsible for maintaining and informing residents of their specific policy.

1. *Conception of the mural*

Residents of a dorm should be apprised of the MIT policies on harassment and nondiscrimination in order to understand community and MIT considerations underlying mural design. Thus, it is the responsibility of the mural designer to consider whether a mural might be offensive for the community that will be frequently exposed to the mural. At the time of conception, opinion might be sought from within the dorm and from the House Team around the idea in mind. The Title IX Coordinator may also be consulted.

2. *Notification and presentation of mural design*

All community members who will be exposed to a new mural (either the whole dorm, or those living in the area/floor for which the mural is planned) must be notified of a proposed mural, provided with a written and schematic description of the proposed work, and the motivation for/significance of the mural.

3. *Handling objections to murals within a residence*

- a. Students and the House Team must be given a stated, sufficient period to consider the mural as well as an opportunity to raise any concerns or objections. Members of the community are encouraged to work collaboratively to attempt to resolve any concerns informally.
- b. If any member of the community has a concern that they do not wish to resolve by informal discussion, they must provide a written explanation to the House Team that describes the objection to the mural. The explanation should provide reasons for the objection. If requested, the identity of the person raising a concern will be kept confidential by the House Team. Alternatively, anyone wishing to raise a concern confidentially can contact the Title IX Coordinator (in the case of gender-related concerns) or other MIT personnel, such as staff in the Office of Student Conduct, with relevant expertise.
- c. The residential community should follow a defined house process to come up with a suggested modification that is acceptable to both the artist(s) and objector(s). As necessary, this process should include the following steps.
 - Consultation of the GRT in that area/floor, who should lead a community conversation about the mural in question.
 - If concerns are not resolved on the floor level, the GRT should engage the House Team, House Government, and the house residents to reach consensus on an appropriate outcome.
 - If a complaint is made by a resident or nonresident to the Title IX coordinator, DSL, a member of the House Team, or to another person or group outside of the community responsible for the mural, the complaint should be referred back to the community housing the mural, unless doing so would otherwise violate MIT policy (for example, in certain cases involving gender-based concerns).
 - In cases where concerns are not resolved, a professional mediator may be employed.
 - Any decision made concerning a disputed mural by the House Team and House Government should be communicated to both the proposer(s) of the mural and the complainant(s), and any recommended modifications to the mural design should be made before the mural is put up.

4. Input of an external panel

If agreement cannot be reached within the residential community, the proposed mural will be submitted to a panel of faculty and students (with the suggestion that these be members of the Committee on Student Life), the Title IX coordinator (for complaints that the mural violates MIT's sexual misconduct policy or is otherwise gender-based), MIT personnel with other relevant expertise and a representative of the Dean for Student Life (with the suggestion that this person is a member of the Residential Life and Dining Department), who together will make a decision as to whether the mural should be allowed. The panel will be convened as needed.

For a complaint that the mural violates MIT's sexual misconduct policy or is otherwise gender-based, if the panel cannot reach consensus, the Title IX Coordinator will make a final decision as to what action, if any, should be taken.

5. Additional path for raising complaint of violation of MIT Sexual Misconduct Policy/ Title IX gender-bias

If a complaint about a mural is one related to MIT's policy against sexual misconduct or other gender bias (<https://titleix.mit.edu>) the complaining party can report the concern directly to the Title IX Office.

The Title IX Coordinator will advise the complainant of all options for investigation and resolution, including those described in (1-4) above. If the complainant prefers, the Title IX Coordinator will conduct an investigation that will include talking to members of the affected residential community. A fact-finding report will be presented to the panel (described in Section II Subsection II: 4) for consultation and recommendation to the Title IX Coordinator, who makes the final decision as to what action, if any, should be taken.

Section II, Subsection III: Painting the Mural

- Once community approval is gained, the mural can be painted according to residence policies. Each group is responsible for educating its residents about any such practices.
- Residents must follow appropriate procedures regarding allowed media before a mural can be effected (e.g. is painting on walls allowed? on canvas? what types of paints are allowed? etc.). The House Manager should be consulted about these policies in each living group.
- Additionally, each residential group may create supplementary practices, such as requiring a deposit to paint a mural or pooling resources for appropriate painting supplies.

Section III: Existing Murals

In particular residences, some murals have been in place for many years. While these may constitute an historical record of student culture, it is the right of current members to reconsider the presence of each mural. Other members of the MIT community or guests may also consider the appropriateness of a mural. Changes in opinion may affect whether a mural is appropriate for continued inclusion.

Section III, Subsection I: Requesting Modification or Removal of Existing Murals

If a community member (defined as in Section II, Subsection II), summer guest, or other person believes an existing mural creates a hostile environment or is otherwise a violation of an MIT policy or the law, the community member should either inform the Title IX Coordinator (for gender-based concerns), the House Team, or House Government.

- Aspects of the mural in question should be covered by a temporary measure (e.g. a piece of paper or cloth) or temporarily moved (in the case of a sculpture) until a conclusion is reached.
- The covering should be discussed with facilities to comply with safety considerations. A temporary solution should be reached. As decided by each residence, the House Manager, House Team, and House Government should be made aware of such a situation during the process.
- If the objection is made within a residence, the protocols described in Section II, Subsection II, paragraphs (3) and (4) should be followed.
- If a complaint is made to an MIT office outside the residence, including the Title IX Office or DSL, the affected residential community will participate in an investigation of the complaint that may result in a report to a panel (Section II, Subsection II). However, if the complaint alleges a violation of MIT's policy against sexual misconduct or other gender bias, the Title IX Office may investigate as described in Section II, Subsection II, paragraph (5). In the case of other forms of discrimination, resolution by the Office of Student Conduct may be applicable.

Section III, Subsection II: Mural Upkeep

Each House Team and/or House Government is responsible for maintaining and communicating to students and staff a written policy that addresses the following questions:

- Who is responsible for the upkeep of murals?
- If a mural is defaced/vandalized, who should take steps to restore the mural?
- If a mural must be removed for any reason, who is responsible for doing so?
- If public art supplies are available, who is responsible for maintaining them?

If MIT Housing has planned renovation work that would disrupt or remove a mural, they should provide at least two weeks' notice so the community has an opportunity to preserve the mural in some way.

House Managers should be made aware of the Mural Policy and apprise Facilities of these procedures during renovations.



Policies Regarding Fraternities, Sororities, and Independent Living Groups

Students who reside in a fraternity, sorority, or independent living group (FSILG) should also be aware of policies that pertain specifically to them. Additionally, MIT has rules which apply to the organization as well as the individual members. These policies apply in addition to Institute-wide policies.

IV (1). Approved Institute Housing

As approved Institute FSILG Housing, all FSILGs are expected to provide their members and residents an environment that fosters academic achievement and moral and social development.

1. Non-MIT students (those not registered as an MIT undergraduate or graduate student) are prohibited from residing in the fraternity, sorority, or independent living group house during the academic year.
2. First-year students are required to live in an on-campus Institute residence hall or to obtain permission to live in a private off-campus residence as approved by MIT. First-year students are prohibited from residing in any FSILG.
3. Students on required withdrawal or medical leave are not permitted to reside in an FSILG during the academic year. Additional restrictions regarding summer residency may also be determined for potential readmission to the Institute.
4. Each FSILG is required to have a live-in Graduate Resident Advisor for the entire year, including summer and IAP.
5. FSILGs shall ensure that their facilities meet or exceed all Institute safety and health requirements as well as all applicable city and state health, safety, and building codes and shall cooperate with the Institute in any health or safety related inspections or surveys. FSILGs with housing facilities shall maintain a current Lodging House and/or Dormitory license as required by their respective municipality and Mass. General Laws, Chapter 140. Copies of all inspection-related documentation must be on file with the AILG/FCI and accessible by the FSILG Office.

6. FSILG facilities/properties located in the City of Cambridge may not host any event associated with gambling or games of chance without express permission from the Cambridge Licensing Board and purchase of applicable licenses.
7. Proper procedures for hosting events of any kind at an FSILG facility must be fully implemented as outlined by applicable governing council and/or Inter/National policies.

Loss of approved Institute FSILG Housing status may result in suspension of privileges, up to and including loss of housing, and loss of their lodging/dormitory license. FSILGs that lose housing privileges are not guaranteed on-campus housing for members.

Failure to comply with the above could lead to possible action, restriction of privileges, and jeopardize Good Standing and Institute Recognition.



IV (2). Collection of Unpaid Bills by Individuals

The Institute maintains a policy that allows MIT to assist recognized FSILGs with the collection of unpaid house bills. Provided certain requirements are met and procedures followed, MIT may prevent registration for the following term or graduation if the student is a degree candidate, for outstanding balances owed to a student's FSILG for any fees, dues, or rent/housing payments billed. FSILGs are asked to follow these guidelines when requesting the aid of the Institute with the collection of overdue accounts:

1. There must exist an understanding and commitment by the members to their FSILG through the use of a written and signed contract with each FSILG [for example, a housing contract or dues breakdown].
2. Each FSILG should have a policy involving the undergraduate chapter and its alumni house corporation/advisory board that addresses the issue of overdue and uncollected bills.
3. The undergraduate chapter and its house corporation shall have made a good faith effort to deal with these issues internally prior to enlisting the aid of MIT.
4. When MIT assistance is desired to collect overdue debts, a written request from an officer of that FSILG shall be directed to the Associate Dean of Fraternities, Sororities and Independent Living Groups.

5. Satisfactory evidence and documentation must exist that a significant debt is outstanding and that the FSILG and its house corporation have made a diligent effort to collect the debt through internal means and have been unable to work out satisfactory arrangements for payment with the member or resident.
6. Such evidence would include copies of the FSILG's financial records indicating an unpaid balance, letters to the student that identify the amount due and requesting payment, unfulfilled promissory notes, and any other correspondence between the FSILG and the students that would help to substantiate a good faith effort on the part of the FSILG to collect the funds. Evidence should be kept on file with the respective FSILG as proof that they have made sufficient effort to collect all debt. Documentation should not be submitted to the FSILG office.

The Institute hopes that the effective use of housing contracts along with the prospect of MIT's blocking registration or graduation will serve as a deterrent to students who might otherwise fail to fulfill their financial commitments to their FSILG. FSILGs wishing to make use of this assistance should contact the Associate Dean of Fraternities, Sororities, and Independent Living Groups.



IV (3). Expectations of Citizenship of FSILGs

When an FSILG or its members violate Institute Standards and Policies, matters shall be directed through the Institute's judicial system. In instances where an FSILG operates in a manner severely contrary to the Standards, Policies, and/ or Mission of the Institute, the Institute reserves the right to revoke or suspend recognition of the FSILG, and to remove all recognition privileges. Removal of recognition privileges includes but is not limited to loss of Good Standing with the Institute and/or loss of Approved Institute Housing status.

Each member organization of the Interfraternity Council, Panhellenic Association, and Living Group Council is expected to participate in self-governing practices with advisement by the Institute. Each Council outlines expectations for membership, behavior, recognition, and self-governance practices. Organizations can be held accountable for the actions of their individual members.

A. Terms and Conditions of Good Standing

MIT Division of Student Life (DSL) requires that as a condition for MIT Institute recognition, all FSILGs are in compliance, and where applicable, make every reasonable effort to ensure that each of their members shall be in compliance, with the following:

1. All MIT Student Community Standards & Policies.
2. All applicable MIT governing council regulations and guidelines (See Interfraternity Council, Panhellenic Association, and Living Group Councils).
3. All state, local, MIT, and Inter/National laws, policies, and regulations.
4. FSILG New Member/Associate Member or Pledge Programs may not exceed 12 weeks in length. This includes Institute Holidays and IAP periods. Reasonable exceptions may be made for religious holidays. Delaying or extending initiation of new members over a semester may only be done with the prior, joint approval of the FSILG Office and Inter/National headquarters, and all requests must be made in writing. MIT will support a national program length mandate of a period shorter than 12 weeks, if applicable.
5. Each FSILG must be affiliated with a coordinating governing council: Interfraternity Council, Panhellenic Association, or Living Group Council. IFC, Panhellenic, and LGC membership criteria are set in accordance to the respective governing body's policies and bylaws. Coordination and recognition of culturally-based fraternities and sororities and those affiliated with National Association of Latino Fraternal Organizations (NALFO), National APIA Panhellenic Association (NAPA), National Pan-Hellenic Council (NPHC), the National Multicultural Greek Council (NMGC), or other multicultural umbrella and/or national or international multicultural organization chapters shall be the responsibility of the FSILG Office until such time as a governing council is established.
6. All organizations are expected to participate in regular AILG Accreditation processes as appropriate.
7. All organizations must remain current on all debt related to house and safety issues and all applicable licenses, certificates, and inspections.

Members of FSILGs are expected to know and understand these policies and regulations. Failure to comply with above terms could lead to possible action including but not limited to:

- MIT Interim Action
- City/Municipal Action

- Governing Council (IFC, Panhel, LGC) Action
- Referral to the MIT Committee on Discipline (COD)
- Inter/National Organization Action (if applicable)
- Loss of eligibility for awards and recognition
- Loss of eligibility for retreat and convention financial assistance
- Loss of IRDF Funding eligibility

The following must be submitted to the Fraternities, Sororities, and Living Groups Office:

- A current membership roster including both residential and non-residential members and New Members
- List of accepted bids and de-pledges/de-affiliations within 48 hours (if applicable)
- The dates of Initiation for all New Members
- Names and contact information of current chapter/group officers
- Names and contact information of the Alumni Advisory Board and/or House Corporation volunteers
- A signed organizational Anti-Hazing Statement

Failure to comply with the above could lead to possible action and restriction of privileges, including restricting the recruiting and initiating of new members and/or the loss of recognition.

B. Recognition Policy for FSILGs

MIT has a positive and long-standing history with its fraternities, sororities, and independent living groups (FSILGs). In addition to developing life-long connections and support, involvement in an FSILG can deepen students' educational experiences by offering members opportunities to develop skills as leaders, mentors, and philanthropists. This Recognition Policy sets forth the formal process by which a new or returning FSILG, whether residential or non-residential, occupying property owned by MIT or not, or located on or off campus, may seek to obtain recognition by MIT. Recognition under this policy means that an FSILG has been given permission by MIT to function on campus, to enroll members from the undergraduate body through recruitment activities, to seek to operate as an approved living group and identify its residential facility as Institute-approved housing, and/or to identify its organization as affiliated with the Institute. Through recognition, MIT aims to provide privileges and resources to its FSILGs that will help them flourish as independent student organizations and contribute to MIT's educational mission.

FSILGs that are recognized by MIT and the appropriate FSILG governing council (Interfraternity Council for fraternities, Panhellenic Association for sororities, and Living Group Council for independent living groups) may exercise the benefits of recognition, including the use of MIT's name and logo, the ability to tell community members that the organization is affiliated with MIT, the ability to request that MIT recognize a group's residential facility as Institute-approved housing, and other similar benefits accorded to student organizations. Individuals or groups without recognition are prohibited from exercising these benefits.

A successful FSILG system at MIT requires ongoing support and collaboration between and among all the stakeholders—the Institute, the FSILG governing councils, the Association of Independent Living Groups (AILG), affiliated national and international organizations, local chapters, their individual student members, and the local alumni/ae house corporations and advisory boards—but recognition under this policy is not intended in any way to alter the legal relationship between MIT and the individual FSILG chapters or their affiliated national or international organizations. Although this policy provides a mechanism for MIT to recognize these organizations as affiliated with the Institute, and to bestow upon them certain privileges and benefits as student organizations, the individual FSILGs, including local alumni/ae corporations, are separate legal entities with responsibility for fulfilling their own legal duties and obligations, including in connection with the operation and maintenance of their residential facilities (with the exception of the residential facilities of Kappa Alpha Theta, Pi Beta Phi, and Kappa Sigma, which are operated by MIT). Despite their independent status, as described more fully below, it is expected that MIT-recognized FSILGs will comply with all relevant MIT policies and procedures.

Single sex FSILGs are permitted to operate with single sex membership consistent with regulations promulgated pursuant to Title IX of the U.S. Education Amendments of 1972 and such other laws or regulations as may apply.

Recognition Policy

Recognizing a new or returning FSILG is a complex decision with long-lasting consequences. As a condition of recognition, FSILGs should provide a benefit to MIT students and the Institute community overall, be aligned with MIT's mission and current priorities, complement those already established FSILGs, and be willing and able to comply with all MIT policies in the Mind and Hand Book and elsewhere. Accordingly, the recognition review process is expected to involve a rigorous and thorough assessment. Recognition is only granted to groups that, following the petitioning and review process outlined below, receive approval

from the appropriate FSILG governing council, the FSILG Office, and the Vice President for Student Life (VPSL). Groups applying for recognition are prohibited from partaking in and/or holding any pledge/intake/new member or extension/colonization activity until they have been granted recognition from both MIT and the appropriate FSILG governing council.

Groups seeking recognition by the Institute as a new Interfraternity Council (IFC) or Panhellenic Association (Panhel) group must obtain sponsorship by a recognized national or international organization. Local FSILGs currently recognized by MIT are “grandfathered” and are not required to obtain national or international organizational sponsorship. Independent living groups (ILGs) seeking recognition by the Living Group Council (LGC) do not need to be sponsored by a national or international organization. However, those groups applying to be a part of LGC would need to be approved by both MIT and all recognized organizations in LGC on a case-by-case basis given the requirements outlined in this Recognition Policy and LGC’s charter/constitution.

Recognition applies to organizations that are approved by both the FSILG governing council and the Division of Student Life (DSL). Members of recognized FSILGs that are temporarily away from MIT for a specified period of time for disciplinary reasons (from the national or international organization or the Institute) cannot apply for recognition as a new FSILG under the auspices of a different organization in an effort to return before the specified timeframe.

Petition for Recognition

All petitions for recognition must be submitted simultaneously to the appropriate FSILG governing council and to the VPSL or their designee. In general, petitions must be submitted within the first two weeks of the academic term that is one year prior to the term that the petitioning organization seeks to be recognized and to begin formal activities. Exceptions to this timeframe may be approved by the VPSL upon written request from the petitioning organization. In addition, in the case of National Panhellenic Conference (NPC) extension, the Institute will work collaboratively with Panhel to align with NPC and MIT Panhel guidelines.

A decision on recognition by all required parties will in most cases be made within a reasonable period during the semester that a chapter submits its petition.

Groups petitioning for recognition must include all of the following in writing as part of their petition:

1. Statement of purpose, including the group's connection to MIT's mission, purpose, and values;
2. Description of goals, standards, and typical activities;
3. List of all students, alumni/ae, and others involved;
4. Plan for housing, if applicable. Include a statement addressing the group's compliance with local laws and ordinances governing recognized FSILGs that are housed near campus, including any issues pertaining to licenses required by the relevant city or town to house students in the facility;
5. Insurance requirements or expectations;
6. Summary from the headquarters of the national or international organization highlighting an overview of how much support headquarters will provide to the group through the duration of this process and a summary, highlighting the history of risk management issues within the national or international organization and actions taken to resolve those issues. Include a statement of risk management protocols;
7. A signed letter from the petitioning organization affirming that, if recognized, the organization and its members will comply with all MIT Policies and Procedures (including those set forth in the MIT Mind and Hand Book), as well as all rules and regulations of the relevant FSILG governing council, the AILG, the group's national or international sponsoring organization, and federal, state, and local laws. This letter should also include detailed action plans that the organization will take in order to ensure compliance with these policies;
8. A statement demonstrating the organization's commitment to work collaboratively with MIT, the relevant FSILG governing council, a national or international organization, the AILG, and, if applicable, any interested alumni/ae;
9. A plan for a house corporation or advisory board to ensure a healthy and collaborative oversight (e.g., financial responsibility, risk management, and governance). Active, engaged housing corporations and advisory boards are essential to a thriving FSILG system; and
10. A statement submitted from a national or international organization stating that it is sponsoring the petitioning group and will recognize and provide appropriate support and guidance to the group upon its recognition by MIT. Petitions that do not have the sponsorship and support of such an organization will not be considered for IFC or Panhel. Those groups applying to be a part of LGC would need to be approved by both MIT and all recognized organizations in LGC on a case-by-case

basis given the requirements outlined in this Recognition Policy and LGC's charter/constitution.

Additionally, FSILGs petitioning for recognition must submit all of the following in writing no later than one month before a vote is held by a student governing council. However, FSILGs are encouraged to work with the FSILG Office and the relevant student governing council in the period immediately following the submission of their petition to further develop these items:

1. Policies and standards for the selection and education of new members in the organization (must contain relevant information as it pertains to MIT policy, and federal, state, and local laws, including particularly anti-hazing policies that adhere to MIT's policy on hazing, and standards to prevent and respond to alcohol and/or other drug-related emergencies or other emergencies relating to the health and safety of members and guests);
2. Comprehensive operational guidelines, self-governance procedures, and financial plans; and
3. Any memo of understanding or provisional recognition plan that has been approved by the FSILG Office and DSL. This plan must include provisional recruitment plans.

In addition to the above, if the petitioning organization is applying for recognition after a period of time away from MIT, the petition must also include the following in writing:

1. A plan for alumni/ae re-engagement and education to support and foster a healthy culture within the organization;
2. A statement explaining the reason for the organization's absence from campus and, if the absence was due to behavioral issues (whether or not there was formal disciplinary action taken by MIT or its national or international organization), an agreement that any previous members who were involved in the circumstances that led to the loss of recognition will have no involvement in the membership recruitment/intake process, participate as active members of the undergraduate chapter of the organization, or serve in any capacity as advisors to the chapter or organization; and
3. A statement and plan to successfully return explaining the methods the organization will employ to avoid circumstances similar to those that led to the chapter's loss of recognition or suspension. It is generally expected

that this plan will go beyond merely affirming that policies will not be violated again in the future.

Following submission of the petition for recognition, the following multi-step review will take place, although it is expected that all of the relevant stakeholders—MIT, the relevant FSILG governing council, the group's national or international organization, the ALLG, and any interested alumni/ae—will remain closely coordinated and collaborative prior to and throughout the review process.

Step 1: Committee on Discipline (COD) Review (For Returning Organizations Only)

For any organization that is requesting to return to MIT as a recognized FSILG after having been separated from the Institute for a period of time due to behavioral issues, whether or not they were formally disciplined by MIT or their national or international organization, the petition for recognition must first be reviewed by the Chair of the Committee on Discipline (COD). As part of the review, the COD Chair may meet with individuals of the petitioning organization or request additional documentation. This review is to determine whether there are any unresolved sanctions or pending complaints that must be resolved prior to the recognition and to assess whether any past behavioral issues of the group have been sufficiently addressed. The COD Chair, after consultation with COD members and others as necessary, may approve the petition to advance with no conditions, approve the petition contingent on certain restrictions, or deny the petition. The COD Chair's approval is required for the petition to advance to the next step in the process. The organization is responsible for obtaining and submitting a letter from the COD Chair stating that the organization is in good standing. There is no appeal of the COD Chair's decision.

Step 2: Governing Council Review

The petition must be reviewed and voted upon by the relevant FSILG student governing council in accordance with the procedures set forth in the governing council's constitution or other governing documents. In the case of NPC extension, the Institute will work collaboratively with Panhel to align with NPC and MIT Panhel guidelines.

When all represented NPC chapters have achieved measurable benchmarks in regard to community size and stability, or a need arises as determined by the FSILG Office and Panhel, the NPC extension exploratory process will be initiated, as codified in the NPC Manual of Information.

Any new NPC chapter must be organized through an extension process led by an NPC organization. All NPC extension guidelines will be followed during the establishment of the new organizations in consultation with the FSILG Office. All NPC extension activities, including the initial organization of the group, must be approved in advance by the FSILG Office. Final recognition requires the approval of the VPSL as stated in this Recognition Policy.

Those groups applying to be a part of the LGC would need to be approved by both MIT and all recognized organizations in the LGC on a case-by-case basis given the requirements outlined in this Recognition Policy and LGC's charter/constitution.

If a group is approved for membership in the relevant FSILG student governing council, documentation of this approval must be provided in writing from the relevant FSILG governing council to the VPSL or designee no later than two weeks after the council's vote.

Step 3: Division of Student Life (DSL) Review

Subsequent to or simultaneous with the governing council's review, the VPSL or designee will undertake an independent review of the petition to determine whether recognition of a new or returning FSILG is consistent with the principles of this Recognition Policy set forth above. This will include reviewing written materials submitted by the petitioning organization as well as information gathering and discussion among relevant stakeholders, including the Chancellor, staff within DSL, the FSILG Office, the COD, the relevant FSILG governing council, the group's national or international organization, the AILG, undergraduates seeking to be members of the organization, and any interested alumni/ae.

After completing this review, the VPSL, with advice from the FSILG Office, may grant Full Recognition with no conditions, Provisional Recognition contingent upon certain restrictions, or deny the petition. The VPSL's approval is required for the petition to be granted. There is no appeal of the VPSL's decision.

Once the relevant FSILG governing council has voted in favor of membership and the VPSL has approved the petition, the group will be considered to be recognized under this Recognition Policy and can commence formal operations. Recognition of an organization's residential facility as Institute-approved housing will entail additional requirements.

If the governing council does not vote in favor of recognition and the applying organization would like to appeal, it must follow the guidelines for appeals and/or

reapplication processes in the constitution to the governing council that it applied to. If the appealing organization is ineligible to apply for recognition based upon the requirements set forth by MIT and the appropriate FSILG governing council, they are not reviewed for consideration.

Requirements Following Recognition

In addition to complying with any new member requirements of its relevant FSILG governing council, a group that is granted recognition at MIT must participate in an ALLG accreditation review and meet regularly with a member of the FSILG Office for a minimum of two years after their recognition or colonization.

Recognized groups must comply with (1) all federal, state, and local laws and regulations; (2) all applicable MIT policies, including without limitation those set forth in MIT Policies and Procedures (<http://web.mit.edu/policies/>), the Mind and Hand Book (<http://handbook.mit.edu>), and the Residential Life and Dining Policies (http://housing.mit.edu/about/residential_housing_and_dining_policies); (3) all rules and regulations of the relevant FSILG governing council and national or international organization; and (4) for residential facilities, all requirements of the city or town in which the facility is located, all of which are subject to change without notice.

A current membership roster, which must be limited to current registered undergraduate MIT students, including both residential and non-residential members and any new members, must be submitted to the FSILG Office each semester. Non-MIT students (those not registered as an MIT undergraduate or graduate student) are prohibited from residing in the fraternity, sorority, or ILG house during the academic year, unless approved in advance by the VPSL. Graduate Resident Advisors (GRAs) employed by MIT are required to live in all FSILG Institute-approved housing.

Additional criteria developed in consultation with the FSILG Office, DSL, the ALLG, the relevant FSILG governing council, the city or town in which a residential facility is located, and interested alumni/ae must be satisfied before a facility will be recognized as Institute-approved housing; recognition under the MIT FSILG Recognition policy does not guarantee that a facility will also be recognized as Institute-approved housing.

Statement on City-Wide Fraternity or Sorority Chapters

Currently, the Institute does not formally recognize any city-wide fraternity or sorority chapters. However, individual members of city-wide chapters, who are MIT-affiliated, still have access to MIT facilities and other campus resources. MIT

may serve as a host institution of city-wide fraternity or sorority chapters and the MIT FSILG Office is available to answer any related questions and to help facilitate access to campus services as needed. A city-wide chapter is defined as a collegiate fraternity or sorority chapter consisting of members from two or more colleges and/or universities. While students may elect to join city-wide chapters at their discretion, the chapter must have MIT student officers in order for the chapter to be recognized on MIT's campus and to receive the privileges (e.g., reserve space on campus, use the MIT logo and name, apply for student funding, co-sponsor programs and events on campus) that are associated with a recognized FSILG group. MIT students who are members of city-wide chapters are still responsible for complying with all MIT policies and will be held accountable for any misconduct.

Recognition of Culturally-Based Fraternities and Sororities

Coordination and recognition of culturally-based fraternities and sororities and those affiliated with National Association of Latino Fraternal Organizations (NALFO), National APIA Panhellenic Association (NAPA), National Pan-Hellenic Council (NPHC), the National Multicultural Greek Council (NMGC), or other multicultural umbrella and/or national or international multicultural organization chapters shall be the responsibility of the FSILG Office until such time as a governing council is established. Final recognition of such organizations requires the approval of the VPSL as described in Step 3 above.

C. Discrimination and Harassment

FSILGs shall comply fully with Institute policies on non-discrimination and harassment and be sensitive to issues of human dignity, including but not limited to race, ethnic origin, gender, creed, religion, sexual orientation, and physical disability.

D. Hazing

FSILGs are to be free from hazing practices as defined by MIT policy and all applicable governing council and Inter/National policies on Hazing and New Member Education.



IV (4). FSILG Risk Management Policies: Drugs and Alcohol

FSILG governing councils are expected to adopt and enforce risk management policies and procedures for FSILG facilities and for FSILG events. These policies

are outlined by each council (see IFC, Panhel, or LGC policies and procedures). FSILGs are also expected to follow all Institute rules and regulations concerning student behavior, safety, and risk management.

Many Inter/Nationally affiliated FSILGs adopt risk management guidelines outlined by the Fraternal Information Programming Group (FIPG). These guidelines include the following expectations and standards on alcohol and drugs:

1. The possession, sale, use, or consumption of alcoholic beverages, while on chapter premises, or during an FSILG event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the FSILG, must be in compliance with any and all applicable laws, regulations, and policies of the state, city, and MIT, and must comply with either the BYOB or third party vendor guidelines.
2. Alcoholic beverages may not be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example kegs or handles of hard alcohol, is prohibited.
3. Open parties, meaning those with unrestricted access by non-members of the FSILG, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age.
5. The possession, sale, or use of any illegal drugs or controlled substances while on chapter premises or during an FSILG event or at any event that an observer would associate with the FSILG is strictly prohibited.
6. No FSILG may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for the purposes of fundraising. An FSILG may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third party vendor and guest list.
7. No FSILG may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations, including non-FSILG organizations recognized by MIT or any area University.

8. All recruitment or rush activities associated with any FSILG will be non-alcoholic. No recruitment or rush activities associated with any FSILG may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
9. No member or pledge, associate/new member, or novice shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor, or alcoholic beverages; the practice of consuming shots equating to one’s age; “beer pong;” “Beirut;” “century club;” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate/new member program, activity, or ritual of the chapter. This includes, but is not limited to, activities associated with “bid night,” “big brother/little brother” events or activities, “big sister - little sister” events or activities, “family” events or activities, and initiation.

For more information about FIPG and its subscribing members, please visit <http://www.fipg.org>.



IV (5). FSILG Violations

Violations of Institute policies or regulations by an MIT FSILG or their members may lead to disciplinary proceedings by the Division of Student Life, and the respective governing council for the FSILG, or both, and shall follow the options and general procedures outlined by the Committee on Discipline, staffed by the Office of Student Conduct at MIT.

A. Judicial Procedures

Under the advisement and direction of the Associate Dean of Fraternities, Sororities, and Independent Living Groups, the Chair for the Committee on Discipline and Dean for Student Life, where appropriate, have delegated a major portion of the responsibility for discipline within the FSILG community to a hearing board made up of peers from the FSILG community. Each governing council shall have written policies for Judicial Committee or Standards Board policies and procedures.

Details related to each Council's policies and procedures are maintained by those entities and can be located online at:

- MIT Interfraternity Council (<http://www.mitifc.com/>)
- MIT Panhellenic Association (<http://panhel.mit.edu/>)
- MIT Living Group Council (<http://lgc.mit.edu/>)

B. Interim Action

The Associate Dean for FSILGs, in consultation with the respective governing council President, may impose an interim action that may include restrictions on an FSILG. These restrictions may be imposed prior to a council hearing and during non-academic terms such as holidays, IAP, and summer break periods. Such action may be taken when the alleged violation is deemed to be egregious and/or involve unsafe behavior.

Failure to meet housing, health, and safety requirements, and/or submit appropriate licenses, certificates, and documentation shall result in an Interim Action that may include, but are not limited to, loss of Approved Institute Housing, social probation, chapter group restrictions, or may result in possible legal action by the host city.

Chapters that default on MIT IRDF loans and/or grants are subject to loss of Good Standing, Approved Institute Housing, and/or Institute Recognition.



IV (6). Statement on Expansion

The Fraternities, Sororities, and Independent Living Groups Office (FSILG Office) will review requests to establish a new nationally affiliated fraternity or sorority by undergraduate students enrolled in the Institute and/or by MIT Alumni and Inter/National Headquarters Officers. Requests may also be made by the Interfraternity Council or the Panhellenic Association. The Interfraternity Council and the Panhellenic Association shall adopt written policies concerning procedures for the addition of new fraternities and sororities at MIT. Any such policies shall convey an atmosphere of partnership and cooperation between the Institute, the Interfraternity Council, and the Panhellenic Association. The Dean for Student Life or designee shall have the opportunity to review any request and make a final decision to approve or disapprove any expansion request.

For a complete list of Expansion Requirements and details on how to apply, please send all requests to the FSILG Office.



Other Selected Institute Policies

In addition to the policies contained in the *Mind and Hand Book*, there are additional policies that all MIT students must be aware of. MIT students are required to follow all published Institute policies, including those cited in this book, those posted online, and those promulgated officially by the Institute in other ways.

V (1). Common Policies to Note

The following MIT policies have been assembled in this section of the *Mind and Hand Book* to provide useful reference. This is not intended to be a complete list, but rather a compilation of some frequently referenced policies.

- MIT Bulletin (<http://web.mit.edu/registrar/subjects/coursecatalogue.html>)
 - MIT Policies and Procedures: A Guide for Faculty and Staff (<http://web.mit.edu/policies/>)
 - MIT Academic Integrity Handbook (<http://integrity.mit.edu>)
 - Athena Rules of Use (<http://ist.mit.edu/athena/olh/rules>)
 - MITnet Rules of Use (<http://ist.mit.edu/network/rules>)
 - Housing and Dining Policies (http://housing.mit.edu/about/residential_housing_and_dining_policies)
 - Event Planning Guide published by the Campus Activities Complex and the Student Activities Office (<http://web.mit.edu/eventguide/index.html>)
 - Parking Rules (<http://web.mit.edu/facilities/transportation/parking/regulations.html>)
 - MIT Guidelines for Raising Complaints about Harassment (<http://web.mit.edu/communications/hg/>)
 - Privacy of student records (<http://web.mit.edu/registrar/general/csip/students/index.html>)
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V (2). Bicycling and Wheeled Transportation on Campus

There are indoor or covered bicycle parking areas located in the breezeway under Buildings 39, 3 and 13, and in most residence halls. The area in Building 13 has a card-key system. You can purchase a card-key at MIT Parking and Transportation in W20-022.

There is a fine for bicycles secured to handrails and an additional fine if your bicycle is removed from a handrail. MIT is not responsible for any damage to your bike or lock for such removal. Do not park your bike on a wheel chair ramp, including ramps in front of the Student Center.

Wheeled Violations

Bicycles found illegally parked or attached to stairway handrails will be removed by the MIT Parking and Transportation Department. In order to obtain the release of your bike, you will have to go to MIT Parking and Transportation (W20-022) and pay a fine. MIT is not responsible for damage to your bike or lock.

In Institute buildings or parking structures, it is prohibited to operate bicycles, in-line skates, skateboards, or any other form of wheeled personal transportation except for medical devices such as wheelchairs and scooters. A fine will be imposed.

Bicycle Registration

Bicycles should be registered with MIT Parking and Transportation via online form, which is available at http://web.mit.edu/facilities/transportation/bicycle_reg.html.

Registration provides you with a registration decal and qualifies you for most bike lock registration requirements. The service is free. If you are a Cambridge resident, register with the Cambridge Police. Registering your bicycle will help in the recovery of your bike if it is stolen. Be sure to record your bicycle's serial number since that is the only way to positively identify it. Bicycles should be locked with a durable "U" lock. Bicycles locked with a cable or chain are very susceptible to theft — bicycle larceny on campus is a frequent occurrence.



V (3). Statement on Drug-free Campus and Workplace Policies

Alcohol abuse and the use of illegal drugs can significantly affect the MIT community. Such use and abuse is harmful to relationships and family life, work and creativity, and study and research. The Institute is committed to assisting members of the MIT community in facing the challenges of drug use and alcohol abuse, and a list of resources is included at the end of this section. In response to this concern and pursuant to the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug Free Workplace Act of 1988, MIT has a comprehensive program to prevent the use of illegal drugs and the abuse of alcohol. MIT reviews its program biennially to determine its effectiveness, implement any necessary changes, and ensure that the required disciplinary sanctions are consistently enforced.

Standards of Conduct

MIT students and employees are subject to all applicable local, state, and federal laws and regulations, as well as all MIT drug and alcohol policies, including policies set forth in the MIT's Policies and Procedures manual (9.3.2 Policy Regarding the Use of Alcohol; 9.3.3 Policy Regarding a Drug-Free Workplace), MIT's Personnel Policy Manual (3.1.3 Policy Regarding the Use of Alcohol; 3.1.4 Policy Regarding A Drug-Free Workplace at MIT), the Institute's Alcohol Policies and Procedures, and other applicable rules and policies, when adopted.

The acquisition, possession, transportation, and consumption of alcohol by individuals under 21 years of age is prohibited by law and Institute policy.

Sanctions

Local, state, and federal law prohibits the unlawful possession, use, distribution, and sale of alcohol and illegal drugs. Criminal penalties for violation of such laws range from fines to imprisonment for terms up to and including life in prison.

Financial Aid

A student will be ineligible for financial aid if the student is convicted of an offense under federal or state law involving possession or sale of a controlled substance, provided the conduct occurred while the student was enrolled and receiving financial aid. Ineligibility will run from the date of conviction for the following periods of time:

- **For drug possession:** a first offense carries a one-year disqualification, a second offense carries a two-year disqualification, and a third offense makes the student ineligible indefinitely.
- **For sale of a controlled substance:** a first offense carries a two-year disqualification, and a second offense makes the student ineligible indefinitely.

A student can regain eligibility by successfully completing an approved drug rehabilitation program.

Institute Sanctions

Members of the MIT community who are found to be in violation of the Institute's alcohol and/or drug policies will face disciplinary action up to and including expulsion for students, discharge/termination for employees, and/or referral for legal prosecution in accordance with local, state, and federal laws and regulations. Disciplinary sanctions may also include completion of an appropriate rehabilitation program.

Violations of the Drug Free Workplace Act

Federal law requires that all employees engaging in the performance of work supported by a federal grant or contract must, as a condition of employment, notify the Institute of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after the conviction. Failure to report a conviction is grounds for dismissal. The Institute must notify the contracting party or granting agency within 10 days after receiving notice from the employee or otherwise receiving actual notice of such conviction. At MIT, notification of the federal agencies will be made by the Office of Sponsored Programs. Federal law also requires that, within 30 days of receiving notice of a conviction, MIT impose a sanction on the convicted employee or require satisfactory participation in an approved drug treatment program, or both. Department heads and other supervisors, in consultation with the Human Resources Office, will have the responsibility for any disciplinary action, or for requiring participation in an approved drug treatment program, or both.

Health Risk

The health consequences of alcohol abuse and substance use may be immediate and unpredictable, such as fatalities associated with alcohol poisoning and drug overdose, or more subtle and long term, such as liver and brain damage associated with the prolonged use of alcohol.

In addition to health related problems, alcohol abuse and substance use are associated with financial difficulties, interpersonal conflicts, domestic violence, deterioration of the family structure, accidental injuries or fatality, and may significantly impact academic and work performance.

Selected drugs and their effects

- **Alcohol and Other Depressants [barbiturates, sedatives, and tranquilizers]**
Alcohol, tranquilizers, and sedatives are all considered depressants. These drugs depress the central nervous system by mimicking either the brain's natural sedating chemicals or by diminishing the brain's natural ability to produce stimulating chemicals.

Short-term effects: Alcohol consumption causes a number of marked changes in behavior; even low doses significantly impair judgment and coordination. Moderate to high doses cause significant impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. The effects of other depressants are similar to those of alcohol: large doses can cause slurred speech, poor motor coordination, altered perception, psychosis, hallucinations and paranoid delusions, coma, or death.

Long-term effects: Long-term effects of using alcohol include addiction, depression, accidents as a result of impaired ability, ulcers, gastritis, pancreatitis, fatty liver, alcoholic hepatitis, chronic active hepatitis, and cirrhosis. Long-term use of other depressants can also lead to addiction, including both physical and psychological dependence. Regular use over time may result in a tolerance to the drug. Withdrawal symptoms may range from restlessness, insomnia, and anxiety, to convulsions and death.

- **Nicotine**

Nicotine, one of more than 4,000 chemicals found in the smoke from tobacco products, is the primary component in tobacco that acts on the brain. Nicotine is absorbed through the skin and mucosal lining of the mouth and nose or by inhalation in the lungs. Nicotine increases the levels of dopamine in the brain. The acute effects of nicotine dissipate in a few minutes, causing the smoker to continue dosing frequently throughout the day to maintain the drug's pleasurable effects and prevent withdrawal. Effects of use include addiction, high blood pressure, emphysema, heart and lung disease, and cancer.

- **Marijuana**

THC [delta-9-tetrahydrocannabinol] stores itself in the fatty tissue of the brain, reproductive organs, liver, lungs, and spleen, where it causes tissue damage and hinders normal body function. In the brain, THC widens the gaps between nerve cells causing decreased transmission of impulses. This can result in speech problems, memory and learning problems, physical impairment, and can interfere with judgment, and cause difficulty thinking and solving problems. Use can also elevate anxiety and cause a panic reaction. Long-term use can cause permanent memory problems. There is also an increased risk of developing respiratory problems including, but not limited to, cancer.

- **Stimulants [Cocaine, Amphetamines, “speed,” “uppers”]**

Stimulant use interferes with reabsorption of dopamine causing euphoria, which constricts blood vessels, dilates pupils, and increases heart rate and blood pressure.

Effects: Acute cardiovascular or cerebrovascular emergencies such as heart attack or stroke can result from use, regardless of frequency. Cocaethylene, created by the liver when cocaine and alcohol are used, increases the chance of sudden death. Addiction, lung damage, depression, paranoia, and toxic psychosis are also possible. Similar risks are presented by the use of speed and uppers.

- **Ecstasy [MDMA]**

Ecstasy is a synthetic drug, and is similar to both methamphetamine and mescaline, which is a hallucinogenic. It mainly affects the body by affecting neurons that use the chemical serotonin, which can greatly affect mood, aggression, sexual activity, sleep, and sensitivity to pain. In high doses,

MDMA can interfere with the body's ability to regulate temperature, which can lead to a sharp increase in body temperature [hyperthermia], resulting in liver, kidney, and cardiovascular system failure.

- **Hallucinogens [LSD, PCP]**

PCP is a white crystalline powder that is readily soluble in water or alcohol. LSD [lysergic acid diethylamide] is manufactured from lysergic acid, which is found in ergot, a fungus that grows on rye and other grains. The effects of these substances are unpredictable, and depend on the amount taken, the user's personality and mood, and the surroundings in which the drug is used.

Short-term effects: These drugs alter users perception of time and space by changing the way the brain interprets stimulus. They also increase heart rate and blood pressure, which can lead to coma, or heart and lung failure. High doses can cause symptoms that mimic schizophrenia, such as delusions, hallucinations, paranoia, disordered thinking, a sensation of distance from one's environment, and catatonia. Speech is often sparse and garbled. PCP can be addictive.

Long-term effects: Flashbacks can occur days, months, or even years after use. Users can also experience decreased motivation, prolonged depression, increased anxiety, increased delusions and panic, and psychosis such as schizophrenia or severe depression.

- **Narcotics [Opium, morphine, codeine, heroin]**

Narcotics include opium, opium derivatives, and semi-synthetic substitutes of opium derivatives. Narcotic use is associated with a variety of unwanted effects including drowsiness, inability to concentrate, apathy, lessened physical activity, constriction of the pupils, dilation of the subcutaneous blood vessels causing flushing of the face and neck, constipation, nausea and vomiting, and most significantly, respiratory depression. As the dose is increased, the subjective, analgesic [pain relief], and toxic effects become more pronounced.

Short-term effects: Short term effects include restlessness, irritability, loss of appetite, nausea, tremors, and drug craving.

Long-term effects: Long term effects include addiction, accidental overdose, risk of hepatitis and AIDS infection from contaminated needles.

- **Prescription Drug Abuse**

The most commonly misused prescription drugs are: painkillers [codeine, Oxycotin, Vicodin, Demerol]; CNS depressants [Nembutal, Valium, Xanax]; and stimulants [Ritalin, Dexedrine, Adderall].

Short-term effects: Stimulants and CNS depressants present risks for irregular heartbeat, greatly reduced heart rate, seizures, dangerously increased body temperature, and can cause aggressive or paranoid behavior.

Long-term effects: The greatest risk from these drugs is the significant chance for dependence. This can lead to greater doses and increased frequency of use. Attempting to cease use without proper medical help after dependence has been established can be dangerous and even fatal.

- **Inhalants [gas, aerosols, glue, nitrites, nitrous oxide]**

Inhalants are breathable chemical vapors that produce psychoactive effects. A variety of products common in the home and in the workplace contain substances that can be inhaled:

- Solvents — paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, and glue
- Art or office supply solvents — correction fluids, felt-tip-marker fluid, and electronic contact cleaners
- Gases [used in household or commercial products] — butane lighters and propane tanks, whipped cream aerosols [whippets], and refrigerant gases
- Household aerosol propellants: contained in items such as spray paints, hair or deodorant sprays, fabric protector sprays, and aerosol computer cleaning products
- Medical anesthetic gases — ether, chloroform, halothane, and nitrous oxide
- Nitrites — volatiles including cyclohexyl, butyl, and amyl nitrites, and are commonly known as “poppers.” Volatile nitrites are often sold in small brown bottles and labeled as “video head cleaner,” “room odorizer,” “leather cleaner,” or “liquid aroma.”

Short-term effects: These chemicals slow down the body’s functions, and can cause momentary intoxication which, if continued, can lead to stimulation, reduced inhibition, and ultimately loss of consciousness.

Using solvents or aerosol sprays can induce heart failure and death, known as “sudden sniffing death.” This effect is mostly associated with butane, propane, and chemicals in aerosols.

Long-term effects: These chemicals can cause severe damage to the brain, liver, and kidneys. Specifically, they can cause hearing loss, peripheral neuropathies [limb spasms], central nervous system damage, and even bone marrow damage.

- **GHB**

GHB [gamma hydroxybutyrate] is a central nervous system depressant. It is made from gamma butyrolactone and sodium or potassium hydroxide, which means that it is essentially degreasing solvent or floor stripper combined with drain cleaner. In liquid form it is usually clear and looks like water. GHB and two of its precursors, gamma butyrolactone [GBL] and 1,4 butanediol [BD] have been characterized as predatory drugs used to commit acts of sexual violence.

Effects: Abuse of GHB can cause amnesia, coma and/or seizures, inability to move, or impaired speech. There is also a risk of death, especially when combined with alcohol or other drugs.

Resources

A variety of resources exist for alcohol and other drug prevention, education, counseling, and referral.

- For alcohol, drug, or other health related information, programs, speakers, and presentations available, as well as other resources provided by MIT or agencies in the Cambridge/Boston community:
 - Office of Alcohol and Other Drugs Services (AODS) at 617.253.4193;
 - Health Education Service of the MIT Medical Department at 617.253.1316.
- For confidential counseling, referral, treatment, or recovery information:
 - Mental Health Service of the MIT Medical Department at 617.253.2916;
 - Personal Assistance Program (for employees) at 617.253.4911;
- For confidential on-campus support and recovery groups:
 - MIT Alcohol Support Group at 617.253.2916;
 - AA – Alcoholics Anonymous (Campus support meeting) at 617.253.2916.

V (4). Missing Person, Missing Student Notification Policy

A. Missing Person Procedure

If you can't find someone and are worried that person is missing, immediately contact the MIT Police at 617.253.1212. Be prepared to supply information on the missing person. Please also notify your Housemaster or the Dean on Call, who will work with the Police to notify the missing person's family when appropriate.

B. Missing Student Notification Policy

MIT has adopted this missing student notification policy for students who reside in on-campus housing, including approved FSILG housing. In accordance with this policy, each student who resides in on-campus housing has the option to identify an individual to be contacted by MIT after such student is determined to be missing in accordance with procedures that have been established by the office of the Dean for Student Life in consultation with the MIT Police.

Students can identify an individual to be notified by providing Missing Person Emergency Contact information to the Registrar's Office through WebSIS, which is available online at <http://student.mit.edu/cgi-docs/student.html>. Students who have not already provided Missing Person Emergency Contact information – including those students who live off campus – are strongly encouraged to do so as soon as possible. Except as otherwise permitted or required by law, Missing Person Emergency Contact information will be kept confidential, will be accessible only to authorized campus officials, and will not be disclosed to non-campus officials other than law enforcement personnel in furtherance of a missing person investigation.

★
Section 488(j)
of the Higher
Education
Opportunity Act.

★
In addition to notifying the emergency contact(s) identified by a student, MIT must also notify a custodial parent or guardian of a student who is under 18 years of age and is not an emancipated individual if such student is determined to be missing. MIT is also required to notify the appropriate law enforcement agency (or agencies) if any student, regardless of age, is determined to be missing. MIT reserves the right to notify additional individuals or authorities in its discretion – including the parents or guardians of students over 18 years of age – if a student is determined to be missing.

If you are concerned that a fellow student might be missing or otherwise in danger, you should immediately notify the MIT Police.



V (5). Protection of Personal Privacy

MIT is committed to protecting the personal privacy of members of the MIT community. The mutual trust and freedom of thought and expression essential to a university rest on a confidence that privacy will be respected. While the organizations collecting and having custody of personal information are immediately responsible for its protection, the ultimate protection comes from a community-wide awareness of the importance of personal privacy in our society and the many ways it can be eroded.



Source:
Institute Policy
II.1: Protection
of Personal
Privacy.





Complaint and Disciplinary Procedures

Students who believe that they have been treated improperly for any reason are encouraged to raise their concerns. Difficulties with other students can be pursued through the living group, department head, other appropriate venues or groups, and the Office of Student Conduct (OSC), Room W20-507, citizenship@mit.edu, 617-258-8423. Students may also bring concerns to the attention of an Ombudsperson.

It is the Institute's policy that individuals will not be retaliated against for initiating an inquiry or complaint in good faith.

Anyone—including individual students, faculty members, and employees of the Institute—may bring a complaint against a student to the Committee on Discipline (COD). The COD reviews cases of academic offenses, violations of Institute regulations and standards, and other infractions alleged to have been committed by students.

A complaint against a student must be submitted to OSC. The charge and its documentation are transmitted to the chair of the COD. After a review of the documentation, the chair will decide the appropriate method of resolution. The COD has the authority to impose any sanction it deems appropriate. Possible sanctions include placing a warning letter in a student's disciplinary file, probation, suspension, and expulsion. Sanctions may also include educational and/or restorative components meant to address the wrongdoing and serve the larger community. Detailed procedures for resolving complaints alleging that a student has violated MIT policies are available from the COD Rules online and in print from the Office of Student Conduct.

This procedure serves also as the grievance procedure for students as required by Title IX of the Higher Education Act of 1972 with regard to grievances arising out of alleged discrimination on the basis of sex, and for disabled students alleging failure to comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act (ADAAA) of 2008. A complaint against anyone employed by MIT may go to the immediate or higher supervisor of the apparent offender, or to the Human Resources Office on campus or at Lincoln Laboratory. A description of the complaint procedures for persons employed at MIT is included in Institute Policy 9.7: Complaint Resolution Policies and Procedures.



Resources

The following resources are provided for information. Please feel free to seek the assistance of these offices/services at any time.

VII (1). Annual Security and Fire Safety Report

MIT provides campus crime statistics, fire safety information, and other important safety-related data to the campus community. Please review the Annual Security and Fire Safety Report, which is available online at: <http://police.mit.edu/annual-safety-report>.

VII (2). Committee on Discipline

617-258-8423
<http://cod.mit.edu>

The Institute's mission encourages students to explore in order to advance knowledge at the highest level. It also expects its students to uphold the highest standards of respect, integrity, and civility. With this context, the Committee on Discipline (COD) was created to resolve complaints of alleged violations of policies and/or community standards by a student or former student in a way that is objective and educational. The Rules and Regulations of the Faculty provide for the creation of a Committee on Discipline. The COD acts with power to hear cases and to decide the appropriate Institute response, including, but not limited to, suspension, expulsion, and revocation of degree.

The Institute reserves the right to take any action that it deems as necessary or appropriate to protect the intellectual integrity, safety, and well-being of the campus community. To that end, MIT students are expected to abide by the rules, regulations, and policies of the Institute, as well as city, state, and federal laws.

The Rules and Regulations of the COD govern how cases of alleged misconduct by student shall be resolved. The rules are available online at <http://cod.mit.edu> and in print from the Office of Student Conduct, W20-507, citizenship@mit.edu.



VII (3). Office of Alcohol and Other Drug Services (AODS)

Building W20, Room 507
 617-253-4193
<http://studentlife.mit.edu/aods>
aods@mit.edu

The Office of Alcohol and Other Drug Services (AODS) is part of a group of offices which make up the Department of Student Support and Wellbeing within the broader organization that is the Division of Student Life (DSL) at MIT. The AODS is responsible for working collaboratively with students, staff and faculty from across the Institute on issues around alcohol and other drug prevention, education and intervention. Additionally, the AODS also works with various departments within SOS and DSL to help students develop community standards within their living environments. For more information about AODS programs, to get support for yourself or a friend, or to take part in our prevention efforts, contact aods@mit.edu.



VII (4). Conflict Management@MIT

<http://studentlife.mit.edu/conflictmanagement>
conflictmanagement@mit.edu

Conflict Management@MIT builds capacity within the Institute community to deal effectively with conflict. We do this by working with Institute students, faculty and staff to improve their conflict management skills and give them opportunities to practice and reflect on those skills; and by offering dispute resolution services to graduate and undergraduate students.

What issues can be brought to Conflict Management@MIT?

Just about anything: noise, money, chores, group lab projects, privacy, interpersonal conflict, student group issues, and racial, cultural or gender issues. You can be at the beginning, middle or crescendo of a conflict. If you are unsure whether your conflict with another person (or persons) is appropriate, contact Conflict Management@MIT. You can talk to us privately for information or a consultation.

You Can Use Our Services If...

- Avoidance isn't working
- You just need someone to listen
- You're stuck and have been spending a lot of time arguing with little improvement in the situation
- You feel that there is no possible solution
- You don't know how to talk about your conflict in a constructive way
- You don't understand what the other person wants from you, and they're not listening to you
- You think your conflict is not important enough to bring to a dean/counselor/administrator
- You are not comfortable sharing information that could be critical to moving forward in the conflict with someone 'official'*
- You would like a safe space to discuss difficult issues
- You just want the conflict to be over with

In addition to mediation, coaching, and facilitation services, we offer trainings and workshops—from one hour of contact time to 40—in the suite of conflict management skills.



VII (5). Dean on Call Program

Staff members from the Division of Student Life are available to students for emergency assistance after hours (from 5 p.m. until 9 a.m. on weekdays and 24 hours per day on weekends) and when the Institute is closed.

To reach the Dean on Call, dial 100 from campus phones or call 617-253-1212 from a mobile phone. This extension is staffed by the MIT Police. Ask to speak to the Dean on Call.

What is the Dean on Call Program?

MIT has a Dean on Call System to respond to emergency issues involving students and their affiliates. The On-Call team works with others in the MIT community to provide immediate response as well as follow-up in the event of a student/campus emergency or crisis. The On-Call System is part of a network of responders including MIT Police, MIT Medical, Emergency Response Personnel, Student Support Services, Deans, Housemasters, Residential Life Program staff, and others.

The primary focus of the system is outreach to the student(s) in need as well as providing appropriate resources for follow-up. To respond effectively to such urgent and serious concerns, the On-Call System has developed a series of protocols that provide guidance in responding to incidents. The general approach with all protocols is to respond to the immediate crisis with appropriate resources/ measures and then to make sure that follow-up steps are in place, including communication to the appropriate persons and ongoing support to those in need.

What situations does the Dean on Call respond to?

The On-Call responders may be involved in student matters related to medical and mental health emergencies/crises, incidents of serious injury or death of a student, incidents related to serious physical facility emergencies affecting students, and any other emergency that affects student welfare.

When is the Dean on Call available?

The On-Call responders are responsible for coverage from 5 p.m. to 9 a.m., Monday through Friday and all weekend on Saturday and Sunday and on MIT-observed Holidays.



VII (6). Guidelines for Raising Complaints about Harassment

“Some of the people in my dorm refuse to stop making crude and tasteless racial jokes in my presence. They recently pulled a few hacks, which embarrassed and humiliated me. I am fed up with their brand of humor!”

“One of my professors propositioned me. Even though I told him that I’m not interested, he keeps hinting around that it might make a difference in my grade.”

If any person or group of people is unreasonably bothering you, tell someone. You don’t have to suffer silently and put up with or ignore such behavior. The Institute has a very strict policy on harassment. Harassment is defined as “unwelcome conduct of a verbal, nonverbal or physical nature that is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile or abusive and that adversely affects an individual’s educational, work, or living environment.” The intent and effect are both important because if someone is hurting you, even if they don’t mean to, they should be made aware of it and stopped.

If you can't get the offensive behavior to stop on your own, speak with someone at the Institute about it.

If you would like more information before you talk with someone, MIT has posted Guidelines for Raising Complaints about harassment.



VII (7). Lost and Found

Building W89
617-253-9755

Valuables are held in the lost and found at the MIT Police for at least 30 days. If you lose something around a residence hall, check the desk. Items lost in the Student Center, Kresge or Chapel are kept in Campus Activities Complex (W20-500, 617-253-3913) for two weeks before being sent to the MIT Police. Please report lost items at: <http://police.mit.edu/lostandfound>. Athletics and libraries hold lost items for a long time before sending them to the MIT Police.



VII (8). MIT Medical

Building E23
<http://medweb.mit.edu>
617.253.4481

Services, Locations and Hours

Most visits to MIT Medical are by appointment, except for urgent care, which is open every day from 7 a.m. – 11 p.m. Urgent care summer hours (from June 12 – August 13) are 8 a.m. – 8 p.m. Regular appointments are available at MIT Medical/Cambridge in E23 from 8:30 a.m. to 5 p.m., Monday through Friday, except for holidays. Some services offer appointments until 7 p.m. on certain evenings.

Learn more about the people and services at MIT Medical, see these pages:

- Directory
- Graduate Students
- Undergraduate Students
- International Students

Services for MIT Students at MIT Medical

- For emergencies, dial 617.253.1212 or call 100 from any campus phone
- For urgent care that does not require emergency transport, dial 617.253.4481
- For more information about student insurance, visit the MIT Health Plan web page

All regular and special students are automatically covered by the MIT Student Health Plan and receive many services at MIT including:

- Unlimited care by a personal physician or nurse practitioner (voice: 617.253.4481; TTY: 617.258.0656)
- Care for injuries and illnesses like a cold, the flu, and gastroenteritis (voice: 617.253.4481; TTY: 617.258.0656)
- Urgent care (voice: 617-253-4481; TTY: 617.258.0656)
- Office visits in more than 25 medical and surgical specialties
- Physical exams (there are charges for form and entrance physicals) (voice: 617-253-4481; TTY: 617-258-0656)
- Routine gynecological visits and related lab tests (617.253.1315)
- Mental Health services, including urgent matters and group counseling (617.253.2916, 8:30 a.m. to 7 p.m. Monday to Thursday; 8:30 a.m. to 5 p.m. Friday)
- X-ray and mammography (appointments, 617.253.4905)
- Free condoms and other safer sex supplies (E23, 617-253-1316)
- Pregnancy testing (appointments in Primary Care, 617.253.4481, or OB/GYN, 617.253.1315)
- Confidential STD testing (Primary Care voice: 617.253.4481; TTY: 617.258.0656)
- Women's Health (617.258.5384)
- Stress management and relaxation, healthy eating, exercise and fitness, tobacco treatment: individual consultations, group workshops, multimedia library and downloadable resources (Community Wellness at MIT Medical, 617.253.1316)
- Laboratory and other diagnostic testing (617.253.4239)
- Patient Relations Coordinator to help resolve concerns about your care (617.253.4976)
- Violence Prevention and Response: operated through Student Support and Wellness (24-hour hotline: 617.253.2300)
- Alcohol and substance abuse support (617.253.2916)

Additional services are available, though you may be charged for them. Some additional services may be covered by the Student Extended Insurance Plan. For details, see <https://medical.mit.edu/health-plans>, stop by E23-308, e-mail stuplan@med.mit.edu, or call (617) 253-4371.

VII (9). MIT Police Department

<http://police.mit.edu>

Building W89

Emergency – dial 100 from a campus phone or 617-253-1212 from a cell phone

The MIT Police is staffed by sworn law enforcement officers who have the responsibility to respond to and investigate reports of crime and other emergencies and the power to take law enforcement action (e.g., arrest, issuing a citation, etc.). The MIT Police Department provides cruiser, motorcycle, bicycle, and foot patrols, and emergency response all day, every day, even when the Institute is closed.

In case of an on-campus emergency, call 617-253-1212 from cell phones to reach the MIT Police directly. All 911 calls made from a cell phone go to the Massachusetts State Police, who transfer them to Cambridge Police, not the MIT Police.

Policing is as much about education as it is enforcement; to this end we are dedicated to working closely with our community as a clear statement of learning and growth. The men and women of the MIT Police Department are dedicated to providing excellent service through partnerships that reduce crime, create safe environments, build trust and enhance quality of life in the MIT academic community.

The MIT Police protect the rights of all individuals and safeguard the safety and welfare of everyone in the MIT community. All members of the MIT community are expected to conduct themselves with proper respect for one another and for each other's property. It is particularly important to note that each member of the MIT community has the right to be free from acts of violence and threats of violence. Members of the MIT community are expected and required to comply with all city, state and federal laws, in addition to MIT policies.



VII (10): MIT Student Resources

<http://resources.mit.edu>

The MIT Student Resources website is a searchable directory of student resources at MIT. It's designed to be a centralized hub of information for students about academics, careers, extracurricular activities, personal support and wellness, research and international opportunities, public service, and more.

In addition to offering a one-stop-shopping inventory of MIT resources, services, and offices, the site has a number of helpful features:

- Lists and differentiates undergraduate and graduate student resources
- Resources are organized in logical, broad categories spanning the full spectrum of student life at MIT
- Includes short descriptions to help students gain context and understand differences between resources that seem to provide similar services
- Mobile friendly; link directly from the MIT mobile app



VII (11). Mental Health and Counseling

E23, 3rd Floor

617-253-2916

<https://medical.mit.edu/services/mental-health-counseling>

MIT Medical's Mental Health and Counseling Service provides:

- Evaluations and consultations
- Brief treatment (counseling/psychotherapy and medication evaluations and management)
- Referrals
- Urgent care
- Group counseling
- Neuropsychology consults to assess cognitive or attention problems, disorganization, lack of motivation, or personality changes

On weekdays, call Mental Health and Counseling at 617-253-2916 to schedule an appointment. You can also request a non-urgent appointment on line via our web page (link above). For more urgent issues, visit us during walk-in hours on weekday afternoons from 2–4 p.m. For very urgent issues, call one of the numbers below; a mental health clinician is on call and available 24 hours a day, seven days a week:

- Weekdays (M-Th 8 a.m.–7 p.m., F 8 a.m.–5 p.m.): 617-253-2916
- Nights/weekends: 617-253-4481

Students currently enrolled at MIT can use Mental Health and Counseling Services without a referral. The services at Mental Health and Counseling are free.

VII (12). Office of Student Conduct

Building W20, room 507
617-258-8423
citizenship@mit.edu

The Office of Student Conduct (OSC) is the department within the Division of Student Life responsible promoting community standards of student behavior within the Institute. We facilitate the disciplinary process, support student judicial committees within the Residence Halls and FSILGs, and offer a wide array of programs to help students and organizations develop their values. OSC is the beginning point of complaints against students and student organizations, we serve as staff to the Committee on Discipline, and we are an impartial resource for all parties in a complaint. Please feel free to contact the OSC at any time to report an incident, consult privately about a concern, or request an outreach presentation or workshop.



VII (13). Ombuds Office

<http://ombud.mit.edu>
Building 10, Room 213
617-253-5921

The MIT Ombuds Office works with all members of the MIT community to resolve disputes, manage conflicts, and develop more productive ways of communicating. The Ombuds Office serves as an **independent, confidential, neutral** and **informal** resource for faculty, staff of all kinds, students and post-docs. The Ombudsperson(s) will listen to your concerns impartially and discreetly. The Ombuds Office seeks to promote fair conflict management systems and supports systemic changes to achieve this goal.

The Ombudsperson(s) helps visitors examine options for dealing with a concern constructively. The Ombuds Office does not accept formal complaints or notice of any claims to MIT. If a visitor wishes to make MIT formally aware of a particular problem, the Ombudspersons can provide information on how to do so.

Common Issues Brought To An Ombudsperson:

Academic integrity

- Advisor-advisee relations
- Compensation, benefits
- Ethical concerns and MIT values
- Fear of retaliation or retribution
- Grades, academic credit, intellectual property disputes
- Harassment, discrimination, abuse of power, bullying, unfair treatment
- Interpersonal relationships
- Performance appraisal; disciplinary action
- Policy issues
- Safety issues
- Suggestions for improvement at MIT
- Supervisor-supervisee relations
- Working conditions

Walk-in visits are possible but appointments are recommended. For more information, please see the Ombuds Office web site at <http://ombud.mit.edu>, or call 617-253-5921.



VII (14). Sexual Assault Awareness

Violence Prevention & Response

<http://mit.edu/wecanhelp>

24-hour helpline: (617) 253-2300

If you are in need of a victim advocate, or have questions about sexual assault or rape for yourself or someone you are concerned about, call the Violence Prevention & Response 24-hour advocate hotline at (617) 253-2300. All calls are anonymous.

For more information about Violence Prevention & Response, visit <http://mit.edu/wecanhelp>. Information and programs about personal safety, and sexual assault are presented during Orientation. If you would like additional information on our crime prevention programs and services, you may call the MIT police at 617.253.1212 or VPR at 617.253.1318.

If you are interested in exploring your reporting options, visit <http://titleix.mit.edu>. To learn about criminal proceedings, contact the MIT Police <http://police.mit.edu>.



VII (15). Student Disability Services

Building 5, Room 104

617-253-1674

<https://studentlife.mit.edu/sds>

The MIT Student Disability Services office (SDS) for students, as required under the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Amendments Act (ADAAA) of 2008, and Section 504 of the Rehabilitation Act of 1973, provides reasonable accommodations and assistance to qualified students with disabilities. The objective is to ensure that students receive equal access to all Institute programs, activities, and services. Contact SDS who will work with you:

1. to determine your eligibility for disability accommodations and services,
2. to identify reasonable accommodations which may be appropriate,
3. to direct you to services and resources on or off-campus, as appropriate.

For more information on the services, policies, and procedures of SDS call them at 617-253-1674.

VII (16). Student Support Services

Building 5, Room 104

617-253-4861

<http://mit.edu/uaap/s3/>

Office hours 9-5, Walk in hours 10-11 and 2-3

Being a student at MIT can be challenging and stressful and Student Support Services is here to help you manage your academic, personal and social life. We are a friendly and easily accessible support office for MIT undergraduates. Whether you are struggling with a pset because of something is going on in your life, you feel too ill to take an exam, you are considering taking time away from the Institute, or you just don't know who to talk to, we can help.

The deans and other staff members in Student Support Services provide specific assistance with excuse notes when you can't complete academic work; excused absences (OXs); Committee on Academic Performance advocacy; and leave and return guidance. In addition, S₃ is a hub of resources, referrals, and information across the MIT community and works very closely with MIT Medical and Mental Health and Counseling to get students the support they need.

VII (17). Title IX Office

Building W31, Room 220

(617)324-7526

<https://titleix.mit.edu/>

TitleIX@mit.edu

The Title IX Office works to ensure MIT is creating and providing a learning, living, and working environment free from discrimination (including sexual harassment and sexual violence). We provide resources for preventing and addressing gender-based discrimination (including sexual misconduct, intimate partner violence, and stalking), coordinate reporting options, and investigate student complaints.

Please feel free to contact the Title IX Office at any time to report an incident, consult about options, or request an outreach presentation.



VII (18). Violence Prevention and Response

Building E23, Room 499

<http://mit.edu/wecanhelp>

vpradvocate@mit.edu

(617)253-2300 – 24-hour hotline. An advocate is available 24 hours a day.

Violence Prevention & Response (VPR) is here to help anyone dealing with issues around sexual assault, dating or domestic violence, and stalking at MIT. VPR:

- Helps ensure that survivors receive consistent, appropriate care
- Provides survivors with information, case management and advocacy
- Recognizes the uniqueness of each survivor's experience
- Empowers each individual to take action to prevent violence in their community

If you have experienced sexual violence or sex without your consent, if you feel unsafe in your relationship, and/or if you have been stalked, the VPR Advocate is a resource for you. The Advocate provides information to help individuals determine their own course of action.

The VPR Advocate can help you:

- File a police report
- Navigate the disciplinary process at MIT
- Change your housing situation
- Obtain medical care
- Obtain legal services
- Change your class schedule
- Connect with counseling and support resources on and off campus

Contact a VPR Advocate at the 24-hour hotline: (617) 253-2300 or by email at VPRAdvocate@mit.edu.

The VPR Advocate provides support, assistance and advocacy to survivors of sexual violence, intimate partner violence, and stalking. The Advocate assists survivors in identifying and accessing medical, legal, counseling, housing, and academic resources both on campus and in the surrounding community.



Important Numbers and Contacts

MIT Police

Emergency: 100 from campus phone, 617-253-1212 from mobile phone

Non-emergency: 617-253-2996

Cambridge Police

Emergency: 911

Non-Emergency: 617-349-3300

Boston Police

Emergency: 911

Non-Emergency District D4: 617-343-4250

MIT Medical: 617-253-4881

Mental Health and Counseling Service: 617-253-2916

Dean on Call (Calls routed by MIT Police): 617-253-1212

Safe Ride: 617-253-2997

Office of Student Conduct: 617-258-8423

Residential Life and Dining: 617-253-2404

Fraternities, Sororities, and Independent Living Groups: 617-253-7546

Student Support Services: 617-253-4861

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