

BOSTON
ARCHITECTURAL
COLLEGE

SINCE 1889

STUDENT HANDBOOK

Updated Fall 2025

Table of Contents

INTRODUCTION TO THE BAC	3
STUDENT RESOURCES	4
STUDENT ADVOCATES	4
TECHNOLOGY RESOURCES	4
LIBRARY RESOURCES	7
STUDENT HEALTH INSURANCE	10
ACADEMIC SUPPORT SERVICES	12
ADVISING SERVICES	12
DISABILITY SERVICES	13
SERVICE ANIMALS	15
REFERRAL ASSISTANCE FOR OUTSIDE SERVICES	18
LEARNING RESOURCE CENTER	18
STUDENT LIFE	20
OFFICE OF STUDENT LIFE	20
STUDENT ORGANIZATIONS	21
STUDENT HOUSING	23
INTERNATIONAL STUDENTS	24
STUDENT POLICIES & COMMUNITY STANDARDS	25
CONFIDENTIALITY OF STUDENT RECORDS	25
DIRECTORY INFORMATION	26
PROTECTION & RETENTION OF STUDENT WORK	26
CAMPUS COMPACT	27
STUDIO/LEARNING CULTURE STATEMENT	29
ETHICAL CONDUCT	30
ACADEMIC INTEGRITY (PLAGIARISM)	30
COPYRIGHT & FAIR USE	33
LECTURES, EXHIBITIONS, & TOURS	38
DIVERSITY STATEMENT	39
NONDISCRIMINATION POLICY	39
GRIEVANCE & VIOLATIONS PROCEDURES	40
DISCRIMINATION GRIEVANCES, DISABILITIES	41

POLICY ON HAZING	42
DRUG FREE CAMPUS.....	43
SEXUAL HARASSMENT.....	46
BAC CAMPUS AND BUILDING INFORMATION	49
OFFICE & DEPARTMENT LOCATIONS.....	49
BAC I.D. BADGE & ACCESS RIGHTS	50
MEDICAL EMERGENCY	51
EMERGENCY NOTIFICATION AND TIMELY WARNING PROCEDURE.....	52
EMERGENCY CLOSING	52
SCHOOL CLOSING DUE TO INCLEMENT WEATHER.....	52
SECURITY	53
CRIME	53
FIRE DRILL	54
ROLLERBLADES, SKATEBOARDS, & ROLLER SKATES.....	55
PARKING AT THE BAC.....	55
BICYCLES AT THE BAC	55
SAFETY TIPS.....	56

INTRODUCTION TO THE BAC

Welcome to another exciting year at the Boston Architectural College! Whether you are joining us for the first time or returning to continue your academic journey, we are thrilled to have you as part of our community.

At the BAC we believe in fostering a supportive and inclusive environment where every student can thrive—academically, personally, and professionally. You are part of a vibrant community of learners, thinkers, and innovators, and we encourage you to take full advantage of the many resources and opportunities available to you.

Each academic year brings new opportunities to learn, grow, and connect. At the BAC, we are committed to providing an environment that supports your success both inside and outside the classroom. Our faculty, staff, and student services teams are available to help you make the most of your time here—whether that means tackling a challenging course, joining a club, exploring new interests, or finding support when you need it.

This handbook has been designed as a comprehensive resource to guide you throughout the year. Inside, you'll find information about our campus offerings, student services, campus policies, and more. We encourage you to review it and refer to it often. Do note that for further guidance on our academic programs and courses, the BAC Catalog will be a vital resource for you to review.

As you navigate this exciting chapter of your life, remember that you are not alone. Our faculty and staff are here to guide, support, and challenge you every step of the way. Don't hesitate to reach out if you need assistance or advice—whether it's for academic guidance, personal well-being, or extracurricular involvement, we're always here to help.

Your time at the BAC will be filled with new experiences, challenges, and opportunities for growth. Let's make this year one of progress, discovery, and shared success. Explore new interests, build lasting friendships, and never be afraid to ask questions or seek support when you need it.

Here's to a great year ahead!

Warm regards,

Richard Griswold
Associate Vice President and Dean of Students
dean.students@the-bac.edu

STUDENT RESOURCES

STUDENT ADVOCATES

All enrolled students are assigned to a Student Advocate during their time at the BAC. Student Advocates are the first level of support to help students transition to life at the BAC and provide support in all areas of student services, which include, but not limited to: Registrar, Financial Aid and Billing. Student advocates can assist with all questions and concerns during the students' enrollment at the BAC and can help students find answers to questions.

TECHNOLOGY RESOURCES

The BAC's Information Technology Help Desk, located on the 4th floor of 320 Newbury Street, is open to students and faculty for phone, on-site, and online support during the following hours:

Monday to Thursday: 8:00am–10:30pm

Friday to Sunday: 8:00am–8:00pm

However, we ask students and faculty to follow guidelines for building access as posted by Operations. Please check the website for updates.

These hours may change during the summer holidays, and during make-up class times. Please consult the BAC's institutional calendar for details.

Fabrication lab hours vary for each lab throughout the semester and will be posted near the door of each lab, and in the Online Moodle course, "Fab Labs & Technology" that is assigned to all registered students.

To submit a help request, please email us at help@the-bac.edu or call 617-585-0191.

We offer comprehensive computing and audio/visual support for BAC students, faculty, and staff. Equipment should be reserved at least two-weeks in advance for faculty, outside guests or speakers, or for any situations that may require IT set-up or assistance. Faculty and students are subject to lending agreements and possible fees. Please contact the IT staff for more information.

The Photography Studio is located in B008 at 320 newbury, and contains lights, dark and light backgrounds, and a table for use in-studio only. The studio is available during regular business hours on a walk-in basis.

The BAC has four computing classrooms and two open computer labs on the 4th floor and library of the 320 Newbury Street building. All computers are high-end workstations with networked access to printing, plotting, network drives, and the Internet. There are also several all-in-one computers in the 4th floor lobby area that function as print kiosks.

All computing classrooms are equipped with an LCD-projector or large LCD monitor and have access to multiple printers and plotters. Cloud storage is available on Google Drive and One Drive and is available to BAC students and faculty via most internet-connected devices.

Computer lab access, CloudLab access, and some software and online services require both a BAC account and active status as a currently registered student or currently teaching faculty. There is also an acceptable use policy to which all BAC community members need to adhere when they log into a computer.

The computers dedicated to student use in the computing classrooms, open lab, and Thesis and Degree Project spaces are supplied with over 100 software applications and plugins dedicated to design, drafting, modeling, visualization, writing, and more. These applications include AutoCAD, Revit, 3DS Max, Sketchup, Rhino, PhotoShop, Illustrator, InDesign, V-Ray, ArcGIS, Word, Excel, PowerPoint, and much more. PCs with special hardware (e.g. scanners, speakers, microphones and web cameras) will be equipped with appropriate software and available in a lab depending on the needs of the instructor. Course-specific software and utilities are also installed on at least one machine in the open homework lab.

We also provide access globally to cloud-based computing with the same software suite offered in our on-site computer labs. This is available to all currently enrolled students at <https://cloudlab.the-bac.edu/>

Certain software is available for students to install on personal machines, some of which include the Adobe Suite, Autodesk Software, ArcGIS Pro, and Microsoft Office Suite. Due to licensing restrictions, none of the applications installed on any of the student use computers are allowed to be used for commercial purposes. Some software - typically drafting programs - may apply a permanent "Educational Product" stamp to a file edited on BAC computers.

The Computational Design Research Lab – CODER Lab – provides research and support for specific technical issues affecting student-use software and hardware. Students who would like to receive tutoring in software should contact the Learning Resource Center which can be reached through the BAC's website. For instant access tutorials for most software, all currently enrolled students have access to LinkedIn Learning. The CODER Lab also provides training and support for 3D Printing and Laser Cutting.

Fabrication Labs

The BAC's fabrication facilities include 3D Printers, Laser Cutters, CNC Machines, and The Shop. The hours of availability for each will be posted online and physically by the door of each space. These hours may fluctuate throughout the semester, and we will do our best to update the information as early as possible.

Each fabrication lab and piece of equipment is subject to its own rules and policies. Orientation and/or Training sessions will be regularly scheduled throughout the Fall and Spring semesters for the Laser Cutters and the Shop. Attending training is mandatory prior to using either of these resources. 3D Printing and CNC orientations are typically conducted one-on-one or as part of a class when scheduled by that course's faculty. Manuals, policies and procedures, and schedule information can be found in the Moodle course, "Fab Labs & Technology" that is assigned to all registered students. 3D Printers are located on the 4th floor of Newbury in the CODER Lab. Users are responsible for proper file setup, and must be present, in person, to submit 3D Print jobs. Currently, the BAC uses Zortrax M200, Raise3D Pro2, Ultimaker S3 printers that use FDM with ABS/PLA-based filaments. Procedural instructions are available through the Moodle course.

Laser Cutters are located on the 4th floor of 320 Newbury Street in room 412. There are three Universal Laser Systems VLS 6.6 Laser Cutters. Typically, they can be used to etch or cut acrylic or untreated wood-based products up to 1/4 inch thick. Additional information is provided in the online training and in the live orientation. Both the training and live orientation are required prior to students, faculty, or staff being allowed to reserve and use the Laser Cutters.

The CNC machines are located in the Basement of 320 Newbury Street in room 003 and are available by appointment only. The larger unit can support non-metal materials up to 2-feet by 4-feet - please see the manual for additional information. CNC workshops and general orientations will be available several times per semester, and can be found in the Fabrication Moodle course, along with the manual and additional information.

The Shop is located in the Basement of 320 Newbury Street in room 009. It contains power and hand tools suitable for woodworking and other manual fabrication tasks. Equipment includes a table saw, jointer/planer, band saw, drill press, sanders, chop saw, hand saws, chisels, drills, drivers, and more. An orientation is required prior to use, and the Shop may only be used when a Shop Monitor is on duty. The Shop Monitor schedule will be posted on the door to The Shop and in the Fabrication Moodle course. There is never a charge to use any of the facilities at the BAC, but users are responsible for any consumable materials (acrylic, wood, etc.) and also if any equipment is lost or damaged.

E-MAIL FOR STUDENTS

All students automatically receive a BAC e-mail account. This e-mail account is accessible from any Internet connection or can be forwarded to any pre-existing independent e-mail account. Once matriculated all communication from the BAC to students will only be done via the student's BAC Email. For more details, see the BAC's website.

PLASMA SCREENS

In addition to bulletin boards, the BAC posts important information and deadlines on the plasma screens installed next to the elevator on the first floor and promotes events at the BAC on the plasma screen facing Newbury Street. To submit information for posting, please contact the marketing and communications at communications@the-bac.edu

LIBRARY RESOURCES

The library supports the curricula of all programs offered by the College through careful selection of print materials and electronic resources. The Library staff empowers students and faculty to understand and use these resources through information literacy training and research support.

The Collection

Library facilities include the following:

Located on the 6th Floor of 320 Newbury Street:

- The Shaw and Stone Library
- Memorial Library

Located on the 5th Floor of 320 Newbury Street:

- The Visual Resources Library — Room 511

The Library owns approximately 52,000 items, including books, theses, CDs, films, maps, and plans. Over 21,000 items are kept in the Library's offsite storage facility and are available within 3 days of request. The Library also subscribes to 120 periodicals and has electronic access to over 600,000 titles.

Circulating books in the Shaw and Stone Library are arranged using the Library of Congress classification system and are located alphabetically by call number in the stacks throughout the Library. All library materials are designated in the BAC Library catalog by their physical location. Circulating items are located in either the Main Stacks or Oversize shelves and are designated as such.

Additionally, the Library holds a collection of non-circulating items, which are designated as Closed Stack items. Closed stack books are kept in the Library Office and may be requested at the circulation desk. These books have been placed on permanent reserve because they are fragile and/or out of print. Closed stack books must be used in the Library; they do not circulate under any circumstances.

Thesis Documents

The Library maintains the collection of thesis and final project documents submitted in partial fulfillment of the graduation requirements for undergraduate and graduate students at the BAC. These documents are cataloged as books and may be found in the catalog by author, title, subject, degree, year, or name of thesis advisor. Thesis

projects that received a Commend can be found in the catalog under the subject heading "Boston Architectural College Thesis Commend". Thesis documents do not circulate.

Films

The BAC Library provides films to the BAC community in both digital (streaming) and physical (DVD) format. Kanopy, our streaming film database, consists of documentaries, international films, and iconic films. In addition, the BAC Visual Resources Library assists faculty and students with locating films for research that aren't available through Kanopy. The Visual Resources Library may license films through other resources and may purchase streaming rights to DVDs in our collection.

Maps & Plans

The Library's print resources include planometric, topographic, and zoning maps for Boston and Sanborn Fire Insurance Maps for both Boston and Cambridge. In addition, the BAC Library has numerous online resources for fire insurance maps, which include Fire Insurance Maps Online, or FIMo - a collection of high resolution, full-color fire insurance maps from the 50 states of the United States, and a research guide created by librarians at the BAC which organizes the Library of Congress collection of county fire insurance maps by state. Full-sized plans (in print or online) for some buildings that are studied each semester, such as the 320 Newbury building, are held in the Library. Speak to a librarian about additional map & plans resources.

Periodicals

Periodicals include a range of scholarly journals, trade publications, and popular magazines of related interest. Current print issues of periodicals are displayed in the Library reading room; back issues are arranged alphabetically in the stacks immediately following the reference collection. Periodicals do not circulate. A few of our more specialized titles-both current and back issues- are kept on Closed Stack reserve and may be requested at the circulation desk. The Library also subscribes to several periodical indexes and full-text databases which provide partial online access to over 92,000 magazines and journals.

Course Reserves

Each semester, the Library places required course materials, which may include books, ebooks, and DVDs, on Course Reserve, allowing the Library to keep non-circulating copies of required course materials available at all times. The list of books and materials for each course are submitted by the instructor and may be located in the Library catalog by searching either the instructor's name or the course number in the Course Reserves search tool, located in the online catalog. Reserve materials have a catalog designation of "Reserve Desk," and should be requested at the main Library desk by their call numbers as listed in the catalog. Course reserve books and materials do not circulate except in cases where an instructor has granted explicit permission and notified the Library.

New Books

Recently acquired print books are kept on the shelves opposite the circulation desk and are shown in the catalog as "Temporarily Shelved at New Book Shelves." "New Books" circulate unless otherwise noted. New book acquisitions can also be viewed online via the website. The catalog also shows all books that the Library has ordered (as indicated with a call number "On Order") and all books that have been received but not yet cataloged (as indicated with a call number "Received"). Received books can be used in the Library but may not be checked out until they have been cataloged. eBooks are available at the time of purchase.

Library Catalog & Electronic Resources

The Library's catalog provides online access to the title of book, thesis, film, map, and CD/DVD collections of the Library. The catalog provides call number and location information, as well as availability status information. If a book is checked out, the catalog will indicate when the item is due back at the Library. A student wishing to use a book that is currently checked out to another patron may place a hold on that book through the online catalog's Request feature and will be emailed by the Library once the item has been returned and is ready to be picked up.

The Library's databases and indexes provide access to digital images, full text articles, and periodical citations and abstracts. The Library also maintains an online reference collection consisting of Building Green's Green Building Suite, digital Sanborn Maps, the Chicago Manual of Style, and online subject encyclopedias and dictionaries. Access to these resources is available through the Library's website. The use of the Library's electronic resources is restricted to members of the BAC community and to individuals who are using computers in the Library. Members of the BAC community can gain access to these resources remotely but will be prompted to log in with their BAC username and password when off campus.

Borrowing Privileges, Circulation & Fines

Borrowing privileges are automatically extended each semester to all [currently enrolled] undergraduate and graduate students, as well as currently enrolled Continuing Education certificate students. Continuing Education students not enrolled in a certificate program must pay a refundable deposit of \$50 to borrow books. This fee can be paid by check made out to "BAC Library." Refunds will be issued upon request if all books have been returned and all fines paid. Students who have been enrolled full-time during the spring and are not enrolled for summer or fall courses may pay the \$50 refundable deposit to borrow books during the summer.

Borrowing privileges are also extended to instructors currently teaching each semester or preparing to teach in the subsequent semester, and all BAC staff members. Alumni may pay a \$65 annual fee plus a \$65 refundable deposit per annum to borrow library materials.

Circulating Library materials may be checked out and renewed unless a “hold” on that book has been placed by another patron. Books may be renewed online by logging into a patron’s personal Library account through the Library’s online catalog. They may also be renewed in person, by telephone, 617-585-0155, or by e-mail library@the-bac.edu. If renewing by phone or e-mail, students must give their full name and student ID number.

The fine for overdue books is 10 cents per day, per book. Overdue books may not be renewed, nor may new books be checked out if fines total \$10 or more. If a book is lost, the patron is responsible for reimbursing the library for the cost of the book and processing fees.

Note: *Students who owe books and/or fines in excess of \$10 at the end of any semester will not be permitted to graduate or register for the following semester until their accounts are cleared. Students who repeatedly have overdue books may have their borrowing privileges restricted.*

Copy Machines and Scanners

The Library has one copy machine. It can provide black and white and color copies in both letter (8½"×11") and ledger (11"×17"), reduce and enlarge, and has a function for higher-quality copies of photographs as well as the ability to scan to email or USB drive. The machine is cashless and requires you to tap your BAC ID or to login to use. There are two additional scanners in the library. A flatbed scanner, and a high-capacity scanner that require a one-time training prior to being used. Patrons must sign with their BAC usernames and passwords to use the scanners.

MATERIALS LIBRARY

Our materials library is a unique resource designed specifically for interior design students. It is located on the third floor of 320 Newbury Street, in room 307B. This space is a treasure trove of materiality. You will find meticulously selected physical materials samples, thoughtfully curated to provide a comprehensive spectrum of material solutions for your design projects. These samples are invaluable tools for physical exploration, enabling students to experience textures, colors, and finishes firsthand. Our Materials Library receives unwavering support from our esteemed industry partners. Through collaborative efforts, we continuously update and enhance our collection, ensuring that it remains cutting-edge and aligned with material innovations and sustainability in interior design.

STUDENT HEALTH INSURANCE

Student Health Insurance Plan (SHIP) Eligibility and Enrollment

The Commonwealth of Massachusetts requires all Massachusetts Independent and Public Institutions of Higher Education to ensure students participate in the College's

Student health insurance Plan (SHIP) or a health plan of comparable coverage. Please see [956 CMR 8](#): for reference.

Every full-time and part-time student enrolled in at least 75% of the academic requirements, in a certificate, diploma, or degree-granting program of higher education are eligible for coverage. Those Boston Architectural College students who are eligible will be auto enrolled into the BAC's Student Health Insurance Plan unless they file a waiver providing proof of comparable insurance coverage.

Students enrolled in the MDS Program Taking Onsite Elective Credits

The MDS programs – DHH, HP, SD and RED – are distance programs and MDS students are classified as distance students. MDS students enrolling in 4.5 or more onsite course credits in a semester will change an MDS student's status from a distance to an onsite student. Onsite students are required to provide proof of health insurance coverage, or they will be automatically enrolled in the BAC's Student Health Insurance plan. (See the Student Health Insurance page for more details: [here](#))

Please Note: Students enrolled in distance or online only programs are not required to show proof of healthcare coverage, aside from those noted above. They are also not able to participate in the BAC's student health insurance plan.

How to File a Student Health Insurance Waiver

To opt out of the SHIP, students must fill out and submit a health insurance waiver form, showing proof of comparable coverage, by the start of the academic semester deadline. If you intend to participate in the SHIP, we do ask that you fill out an enrollment form. If a student neither waives nor enrolls, they are automatically enrolled into the student health insurance plan the day the plan begins. Once final enrollment reports are processed, after the first half semester deadline, you will no longer be able to provide a waiver and be removed from the plan. We can be reached at student.insurance@the-bac.edu with any questions or concerns.

Students who become eligible for coverage, or who desire coverage in the BAC Student Health Insurance Plan, after the original enrollment start date, can contact us by email at the student.insurance@the-bac.edu account. We will require documentation showing proof of loss of insurance from your previous health insurance plan to apply for the BAC's SHIP. Once proof is provided our healthcare provider will then notify us of whether or not they can enroll the student in the student health insurance plan. The start date of when your coverage will begin and the pro-rated fees to add to the student's billing account.

Please know that your Health Insurance/Benefit Plan must be Underwritten by a U.S. based insurance (not just have offices in the U.S.), provide reasonably comprehensive coverage of health services, including preventive and primary care, emergency services, surgical services, hospitalization benefits, ambulatory patient services, mental health services, and prescription drugs care; per 956 CMR 8.05(2)(a).

Mental Health/Crisis and Assistance

1-800-981-HELP (1-800-981-4357) [Emergency Mental Health Services | BEST Team Boston \(wpengine.com\)](#)

Boston Behavioral Health Help Line's 24/7 clinical hotline, available 365 days a year in more than 200 languages: Call or Text: 833-733-2445 or webchat at masshelpline.com
The Boston Emergency Services Team (B.E.S.T.), under the leadership of Boston Medical Center and with the support of the Massachusetts Behavioral Health Partnership and the Massachusetts Department of Mental Health, provides 24-hour service for adults and children in need of immediate psychiatric intervention. Individuals who need emergency care are assessed and briefly treated by experienced, master's level clinicians and physicians who specialize in rapid response to those in psychiatric crisis. B.E.S.T. provides a comprehensive, highly integrated system of crisis evaluation to children, adolescents, adults, including the elderly, the homeless, mentally ill, and the multi-cultural populations within the Metro Boston areas. This toll-free number can be used 24 hours a day, seven days a week. By using the 1-800-981-HELP helpline, a caller is assisted in dealing with psychiatric, crisis support, information and referrals. The caller may be directed to a B.E.S.T. urgent care center or a designated emergency department, or a crisis intervention mobile team may be dispatched to the site of the crisis. If you or someone in your family is in crisis, consider calling 1-800-981-HELP for guidance. They may suggest useful alternatives to the emergency department.

Immunizations

In accordance with the Massachusetts School Immunization Requirements, all full-time onsite undergraduate and graduate students, including international students, under the age of 30 must show proof of vaccinations. Students must provide proof of immunity against meningitis, measles, mumps, rubella, varicella, tetanus, diphtheria, and hepatitis B. Please reference the Massachusetts School Immunization Requirements [here](#). All immunizations must be on file at the BAC prior to enrollment.

ACADEMIC SUPPORT SERVICES

The BAC offers support both online and in person at our 320 Newbury Street locations. Every student is assigned both an academic advisor and student advocate to help them transition to the BAC from a previous institution or in their first-year college experience.

ADVISING SERVICES

Academic Advising

Academic Advisors are available to meet with students for a variety of reasons. These include, but are not limited to course sequencing, educational plans, concerns about academics and practice, academic warnings and academic probation, time management, and any general questions. we strongly encourage students to meet

once a semester. Students who are on [Academic Probation](#) may be required to meet with their Academic Advisor on a more frequent basis.

All students are assigned an Academic Advisor when they enter the BAC. Master of Design Studies work with their program director when it comes to academic advising. Students will receive this information during New Student Orientation, or they can contact Advising Services if they have any questions. Academic Advisors are available by appointment. To schedule an appointment, call the general Advising Services line at 617-585-0160, or email advising@the-bac.edu.

Mid-Semester Warning (Academic Warnings)

Instructors are responsible for completing an [academic warning](#) by mid-semester for students who are not performing up to expectations for a particular course. The instructor should also recommend specific steps to be taken in order for the student to complete the course successfully. A copy of the academic warning is kept in the student's file, and the student is sent a copy via email. The academic warning may also indicate a referral to Advising Services and/or the Learning Resource Center for additional assistance. All students who receive academic warnings are urged to seek out an Academic Advisor to assist in successfully completing the course.

Practice-Related Advising

Practice-related advising is handled by the Practice Department. For Practice advising, please schedule an appointment by calling 617-585-0145. In addition, students can contact the LRC for help with resumes, cover letters, assembling a job portfolio, or interview skills. If students have general questions about the Practice requirements or need information about the sequence of Practice-related milestones in the curriculum, their Academic Advisor will also be able to assist them. For information and advising regarding the BDS Practicum, contact the Dean, School of Design Studies. Landscape Architecture students should contact the school's Director or the Practice Coordinator.

DISABILITY SERVICES

The Boston Architectural College (BAC) is mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide reasonable accommodations. The BAC is committed to providing reasonable accommodations to students with disabilities based on their unique needs. To fulfill this mission, the Disability Services Coordinator (DS Coordinator) works with students who have documented disabilities to ensure equal educational access.

The BAC takes great pride in promoting the development of student self-reliance and the personal independence necessary to succeed in an institution of higher learning. We commend you for taking the first steps in being your own self-advocate and seeking out the necessary resources to be successful during your career at the BAC. Please continue reading for information regarding eligibility, responsibilities, and documentation requirements.

To be eligible for accommodations at the BAC, what criteria do I need to meet?

You must be officially accepted and planning to attend the BAC

- Exceptions will be made for students who are eligible to receive accommodations during the enrollment process. Students must submit the required documentation to the DS Coordinator
- Distance students should contact the DS Coordinator to make alternate arrangements

To whom do I disclose to that I am a student with a disability looking to activate accommodations?

- Accommodations/services can only be activated at the BAC once a student self-discloses their disability to the DS Coordinator.

When should I identify myself as a student with a disability to the DS Coordinator?

- Students may schedule a meeting with the DS Coordinator at any time during their academic career at the BAC. However, it is highly encouraged to schedule a meeting as early as possible.

What are the BAC's documentation requirements?

- All documentation must be on letterhead, dated, signed, and include the diagnosing professional's name, title, organization, license, or certification
- All documentation should be reflective of the current student experience and will be reviewed for such appropriateness
- Specific documentation requirements apply based on the nature of one's disability and individual circumstance
- Individualized Education Plans (IEPs) are typically not accepted as the primary source of documentation
- Documentation prepared by a family member will not be accepted as the primary source of documentation

Based on my disability, what are the BAC's specific documentation requirements?

- Learning Disabilities and/or Attention Deficit/Hyperactivity Disorders: A psycho-educational or neuropsychological evaluation completed within the past three years to include:
 - A clearly stated diagnosis of a learning disability and/or AD/HD
 - Scores from any psychological and/or educational testing
 - Recommendations for accommodations
- Physical/Medical/Neurological Disorders: Documentation completed within the past three years to include:
 - A description of the nature of the disability and/or a clearly stated diagnosis
 - Scores from any psychological and/or educational testing
 - Recommendations for accommodations
- Psychiatric/Emotional/Behavioral Disorders: Documentation completed within the past six months to include:

- A clearly stated diagnosis of a psychiatric/emotional/behavioral disorder(s)
- Scores from any psychological and/or educational testing
- Recommendations for accommodations
- Temporary Disabilities: Documentation completed within the past six months to include:
 - A clearly stated diagnosis of a temporary disability
 - Scores from any psychological and/or educational testing
 - Recommendations for accommodations

Does the documentation I provide to the DS Coordinator remain confidential?

- All information and documentation related to a disability is confidential and is not released without the student's written consent.

Are there other acceptable sources for substantiating a student's disability and request for accommodations?

- Yes, acceptable sources for substantiating a student's disability and request for accommodation can take a variety of forms. This may include a student's self-report (a student's narrative of his or her experiences of disability, barriers, and effective and ineffective accommodations) and observation and interaction (the impressions and conclusions formed by the Disability Services Coordinator during interviews and conversations with a student or in evaluating the effectiveness of previously implemented accommodations).

Any questions regarding the above information should be directed to DisabilityServices@the-bac.edu.

SERVICE ANIMALS

Introduction

The Boston Architectural College (BAC) recognizes the vital role service animals play in supporting individuals with disabilities. To that end, the BAC has established the following policies to ensure that those who rely on service animals for equal access or as a reasonable accommodation can benefit from the tasks these animals perform. The BAC is committed to supporting the use of service animals on campus, enabling individuals with disabilities to fully participate in and access all BAC programs and activities. The guidelines and requirements outlined below detail the appropriate use of service animals and the protocols to be followed.

In compliance with the Americans with Disabilities Act, service animals are permitted in BAC buildings for persons with disabilities. No documentation of disability is required for service animals to access BAC buildings or events.

This policy applies to all employees, faculty, students, community members, and visitors of the BAC.

Students with disabilities who have questions should contact the Disability Services Office. Employees should contact Human Resources. Visitors to the BAC with questions

should contact the coordinator of the program or event that they will be attending. The BAC reserves the right to amend this policy as circumstances require.

Definition

The BAC welcomes the presence of service animals on campus. A "service animal" is any dog that has been individually trained to do work or perform tasks to accommodate an individual with a disability. In some cases, a miniature horse may be permitted as a service animal. Other animals, whether wild or domestic, do not qualify as service animals.

Examples of work or tasks performed by service animals include, but are not limited to: guiding individuals with visual impairments, alerting individuals who are deaf or hard of hearing, pulling a wheelchair, assisting and protecting someone during a seizure, reminding individuals with mental health conditions to take prescribed medications, calming individuals with Post-Traumatic Stress Disorder (PTSD) during anxiety episodes, and performing other disability-related duties. Service animals are trained working animals, not pets. The tasks they perform must be directly related to the individual's disability. Dogs whose only role is to provide comfort or emotional support do not meet the definition of a service animal.

Service animals are permitted to be anywhere on campus that the animal's owner is permitted to be, including indoor spaces, however, there may be some locations and activities where access is not permitted for health and safety reasons (reference "*Areas off Limits to Animals*" for more information).

Individuals who anticipate bringing a service animal to campus regularly are encouraged to notify Disability Services (in the case of students) or Human Resources (in the case of employees) to ensure appropriate access and use of BAC facilities.

Guidelines and Responsibilities of Animal Owners

The following guidelines apply to all service animals and their owners unless the nature of the documented disability of the handler prevents compliance to these guidelines. In such cases, permission for a variance from Disability Services (students) or Human Resources (employees) may be requested.

Care and Supervision: The care and supervision of a service animal is the sole responsibility of the owner. The animal's behavior, noise level, odor, and waste must remain within reasonable standards and must not cause undue disruption to members of the BAC community. The owner must maintain control of the animal at all times and is responsible for cleaning up any waste the animal produces. Waste generated indoors must be properly secured in a sturdy plastic bag before disposal.

Disruption:

The owner is responsible for ensuring that the service animal does not unreasonably disrupt or interfere with the activities of others.

If a service animal is unruly or disruptive, the owner may be asked to remove the animal from BAC facilities. In cases of repeated inappropriate behavior, the owner may be

required to take corrective measures before the service animal is allowed to return to any BAC building. Such measures may include, but are not limited to, muzzling to control excessive barking, refresher training for both the animal and the owner, or other appropriate interventions.

If the BAC determines that the service animal poses a threat to the health, safety, or property of anyone in the BAC community, or is unreasonably impacting the BAC's programs and activities, the BAC may take appropriate action, including the decision to revoke the service animal's permission to be on campus.

If a service animal is prohibited from BAC property, the individual with a disability has the right to engage in an interactive process with the BAC to explore whether effective participation can be achieved through other reasonable accommodations. The BAC is dedicated to engaging collaboratively with individuals with disabilities to ensure reasonable accommodations are provided.

Damage: Owners of service animals are solely liable for any damage to individuals or BAC property caused by their service animals.

Areas off Limits to Animals: The BAC may prohibit the use of service animals in certain locations because of health and safety restrictions. Restricted areas may include but are not limited to: mechanical rooms/custodial closets, boiler rooms, wood and metal shops, rooms with heavy machinery, and areas outlined in state law as being inaccessible to service animals. Exceptions may be granted on a case-by-case basis. To request an exception, the owner must contact Disability Services (students) or Human Resources (employees, community members, and visitors).

Identification and Tags: The service animal should wear a harness, identification tag or other gear that identifies its working status, unless doing so interferes with the task the service animal is trained to do.

Training: Service animals must be individually trained to do work or perform task(s) for the benefit of the individual with a disability.

Health: The service animal must be in good health and maintain good hygiene. The owner may be billed for pest treatment if fleas, ticks, or other pests are identified. Dangerous, poisonous or illegal animals are not permitted.

Vaccination: In compliance with local laws and regulations, service animals must be immunized against diseases associated with their species. Dogs are required to have up-to-date rabies vaccinations and wear a valid rabies tag. All applicable local licensing requirements must also be met.

Other: Disability Services and/or Human Resources may impose additional reasonable conditions or restrictions based on the specific nature and characteristics of the service animal.

The BAC may use pesticides, pest control measures, de-icing/cleaning supplies, and other materials for the maintenance of BAC facilities. The BAC assumes no responsibility for any harm to service animals onsite resulting from the presence of such materials.

Expectations for Faculty, Staff, Students, and other Members of the BAC Community

Members of the BAC community are expected to follow the guidelines below:

- They are to allow a service animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
- They are not to approach, touch, or pet a service animal unless permitted to do so by the owner.
- They are not to feed a service animal.
- They are not to intentionally startle or interfere in any way with a service animal.
- They are to immediately report any disruptive behavior to Disability Services and/or Human Resources.
- They are not to separate an owner from their service animal.
- They are not to ask for details regarding the owner's disability, as the nature of an individual's disability is a private matter.

Assistance Animals

Students residing in a BAC Residence Hall Option with questions about Emotional Support Animals (ESA) and/or the process of requesting an approved accommodation for an ESA should contact Disability Services.

Questions and Contact Information

Any questions regarding service animals or their owners may be directed to the appropriate departments below:

DisabilityServices@the-bac.edu (Students)

HRQuestions@the-bac.edu (Employees, community members, and visitors)

REFERRAL ASSISTANCE FOR OUTSIDE SERVICES

The BAC is partnered with All One Health to provide the Student Assistance Program (SAP). The SAP can provide a variety of services to students including mental health counseling, legal consultations, and financial advice. Academic Advisors can assist students in contacting the SAP. For further information, please visit our [SAP website](#) or contact the Director of Advising at 617-585-0274 for more information.

LEARNING RESOURCE CENTER

The BAC Learning Resource Center (LRC) provides one-on-one or small group tutoring in all subjects at the BAC: writing, software, drawing, oral presentation, math, physics, structures, the job search process, and a range of other topics. All tutoring is free to BAC students. The LRC works with all students at the BAC, including students in all on-site degree programs, students in the distance/low residency degree programs, students

currently enrolled in a Continuing Education course, and degree students on a Leave of Absence. To access tutoring, students should fill out a Request Tutoring form on our [website](#).

The LRC coordinates Math and Physics Waivers; students wishing to waive MNS1001 or MNS1002 should contact the LRC for more information.

Present Tutoring Services Include:

Writing

- Writing support is offered year-round. Trained tutors offer professional appraisal of all written material and can make suggestions to improve presentation and clarity.
- Writing tutors can assist in any of the following ways:
 - **One-on-one Consultations:** All writing tutors have extensive writing and teaching experience. They provide a professional eye to critically analyze your writing and suggest improvements. It's an interactive process that can benefit you at any stage of the writing process, from organizing ideas, to revising drafts, to putting the finishing touches on an essay. Sessions are booked in one-hour segments, and generally, each person is limited to one hour a day.
 - **Résumés & Cover Letters:** Learning Resource Center tutors provide a variety of résumé and cover letter counseling. They can help you update your résumé and more completely catalog your skills. They can also provide much general job search information. (For specific practice-related issues, contact the Practice office directly.)
 - **Tip Sheets:** The LRC website provides a number of guides to research, the writing process, argument structure, and the job search, available on: www.the-bac.edu/lrc

Portfolio Support

Tutors help students assemble studio and practice work for Portfolio Review. They provide feedback on the clarity of writing and how clearly concepts come across to the reader. They also help students lay out their work in a logical, sequential fashion, so that anyone can follow the “story” of a given project. Software tutors are also available to help students with the creation of the portfolio.

Math, Physics, Structures

Tutors for these classes are available. Contact the LRC to make arrangements.

Software Tutoring

The LRC offers one-on-one tutoring in AutoCAD 2D, Revit, SketchUp, InDesign, Photoshop, Rhino, and other programs (check for availability). To receive software tutoring, students must be using the program for a BAC class project.

Drawing & Model-Making Tutoring

The LRC offers one-on-one tutoring in Design Representation, Visual Thinking, Making & Modeling, and other courses.

If you need a tutor for a course not mentioned, please contact the LRC as soon as

possible so arrangements can be made to assist you.

Students wishing support should contact the Learning Resource Center by filling out a Request Tutoring form available on our website at www.the-bac.edu/lrc or by emailing writingcenter@the-bac.edu.

Conversation Partners Program

The Conversation Partners Program (CPP) supports our students whose first language is not English as they work to improve their conversation skills, understanding of United States culture, and familiarity with the BAC. Students seeking to improve their spoken English skills will be matched with a Conversation Partner. Partners will meet regularly and informally discuss design, Boston, culture, or any topic of their choosing. Members of the BAC community who are seeking to join Conversation Partners are matched with a partner based on their availability and interests. Students and their partners will meet regularly, usually once a week, for at least one semester. After an orientation to the program, partners schedule meetings on their own time. If your first language is not English and you are new to the BAC, new to Boston, new to the United States, or new to college, we encourage you to join the CPP. Students and alumni who are eager to help others and to learn about cultures are encouraged to apply to be Conversation Partners. The LRC welcomes BAC students in good academic standing, or alumni, who have strong verbal fluency in English, to volunteer as partners. Practice hours can be earned by both partners for participating in the program.

STUDENT LIFE

OFFICE OF STUDENT LIFE

The [Office of Student Life](#) encourages community building, fosters leadership development, promotes campus engagement, and enhances the academic experience through a balance of challenge and support. The office promotes student involvement on campus and provides resources to nurture success outside of the classroom. The OSL listens to the student voice, and this has in turn led to many important changes to campus life.

The office works closely with student leadership in planning a full schedule of campus events and activities funded through the. Working with BAC recognized Student Organizations on campus, the Office of Student Life helps connect students to campus, and supports them as they learn to balance academics, work and everyday life. The Office of Student Life is also a physical place -- on the first floor of 320 Newbury Street. It is a go-to location for resources to balance work, school, and life. Free coffee and a popcorn machine serve as further enticements to visit. The Office of Student Life provides:

- Ways to engage in student life, including leadership and service opportunities.

- Advising, and planning assistance for student organizations, or for starting new organizations.
- Access to on-and-off campus resources, including housing resources.
- Regular communications BAC student body with the BAC Student Newsletter, campus plasma screens, and social media.
- Organized recurring campus traditions and extracurricular activities including: First Fridays, Food for Finals, late night and weekend events, , etc.
- Student lockers, MBTA transit pass discounts, ID cards

Student Housing

- The Office of Student Life (OSL) is here to help with all aspects of housing during your time at the BAC, including finding roommates, signing a lease, and learning how to navigate the city.
- The BAC is partnering with the Pro Arts Consortium to provide housing for students
- Our **off-campus housing website** provides a one-stop shop to apartment living in and around the city of Boston, including current apartment listings, tips on how to find housing from outside the U.S., and free resources to help you navigate off-campus living, such as moving and storage to finding a roommate.
- For the most current information, visit <https://the-bac.edu/student-life/student-housing>.

BAC Student Newsletter

The Office of Student Life sends a weekly email to all students, informing them of local events, campus events, important news, and important deadlines. Be sure to check your e-mail every Wednesday for the latest BAC happenings, and opportunities in and around campus.

Social Media

The Student Life Instagram handle is @bacstudentlife. The account presents student activities and events and hosts periodic Instagram takeovers promoting BAC departments, special events, student groups.

STUDENT ORGANIZATIONS

Student organizations are an integral part of the BAC learning experience. Engaging the BAC community provides opportunities for friendship, networking, leadership, support and service-not to mention student orgs are a lot of fun to be part of! Learn more about current student organizations below and get involved!

BAC Community Fellows

The Office of Student Life created the Community Fellowship program as a way of enriching the campus experience. At the end of each semester, students are invited to apply for this competitive, paid fellowship – for the following semester. Fellows collaborate with the OSL and other student leaders to create a rich array of extracurricular student programming that can take place throughout the semester – often during evening hours and on weekends – to offer welcome study breaks.

Professional Organizations

American Institute of Architecture Students (AIAS)

AIAS@the-bac.edu

The BAC is one of more than 125 schools of architecture to maintain a local chapter of AIAS, an independent and nonprofit student-run organization. This grassroots association is a cooperative between thousands of students committed to helping each other and sharing differing views. Membership is open to all architecture students and provides opportunities such as lectures, field trips, social and networking events, community service projects, and conferences.

The BAC Interior Architecture Collaborative (IAC)

BAC.IAC@the-bac.edu

The BAC Interior Architecture Collaborative facilitates the needs of BAC Interior Architecture students by enhancing their educational experience and networking opportunities. It also functions as a bridge and network between ASID (American Society of Interior Designers), IIDA (International Interior Design Association), the BAC, and the students. It provides interior design students at the BAC a community in which to find creative and professional support, offering opportunities for education outside the classroom and interaction with other designers. In addition, it returns the support to the community through volunteer events.

American Society of Landscape Architects Student Chapter (SASLA)

SASLA@the-bac.edu

The BAC's SASLA Chapter connects landscape architecture students to each other, to the local community and nationally as well. Participate to learn more about the field of landscape architecture, understand related skills, and be involved in a forum for landscape architecture students.

National Organization of Minority Architecture Students (NOMAS)

BACNOMAS@the-bac.edu

NOMAS is an increasingly influential voice, promoting diversity in architecture and the quality and excellence of future design professionals. The local chapter, BACNOMAS, is committed to being active in the design community, participating in national design competitions, mentoring local high school students, and participating in a variety of other educational and recreational activities. The BAC Chapter of NOMAS is about the spirit of inclusion, and participation is welcomed whether you consider yourself a minority or not. Get involved!

Community, Athletic, and Social Groups

BAC Makers

BACMakers@the-bac.edu

BAC Makers is dedicated to promoting a culture of making through collaboration amongst BAC students. Makers' aims to develop the BAC's resources for making projects that engage the public with creative projects such as but not limited to artwork, furniture, sculpture, and other objects.

BACultural

BACultural@the-bac.edu

BACultural is dedicated to supporting and enhancing an inclusive global campus environment among students from different cultures by bringing these differentiations and diversities together to encourage community.

Studio Q

StudioQ@the-bac.edu

Studio Q is your resource to the BAC's lesbian, gay, bisexual, transgender & questioning community. Studio Q's mission is to strengthen the LGBT community within the BAC and throughout Boston through various social events and political activism.

STUDENT HOUSING

BAC Residence Hall Option

The BAC has partnered with the New England Conservatory, a fellow [ProARTS Consortium](#) school, to offer traditional dorm-style housing for students which is a quick, fifteen-minute walk from campus. This housing opportunity provides a BAC-centered learning community with advanced students serving as resident peer mentors. Double rooms are available, with shared lounge spaces and shared bathrooms. There is a required meal plan – with the dining hall located in the same building.

For an in-depth description of the residence hall, view the BAC Housing Information Guide, located on the [student housing website](#). This Guide will also provide you will Frequently Asked Questions to assist you.

Cancellation and Refund Policy

Housing assignments are for one academic year, both Fall and Spring. Students will submit a housing application and \$500 deposit by the priority deadline and as long as availability and/or a wait-list exists. When room assignments are made the housing contract will be signed.

After depositing there is a Fall cancellation schedule that will pro-rate the housing charge. A similar schedule is created for new Spring students only. Students in housing in the Fall who wish to cancel their housing assignment for Spring must notify Student Life via the Cancellation form.

Please refer to the BAC Housing Information Guide, located on the [student housing website](#), each term for exact refund dates.

Off-Campus Housing

The BAC has a one-stop shop to apartment living in and around the city of Boston. Please review the off-campus housing website, located on the [student housing website](#). If you have any questions, please contact studentlife@the-bac.edu or [617.585.0269](tel:617.585.0269).

INTERNATIONAL STUDENTS

International Student Advising

All international students must meet with an Academic Advisor at least once per calendar year. In addition, they must meet with the International Student Advisor, prior to registering for classes each semester. More information about International Student Services is listed [here](#).

Practice for International Students

Eligible international students in F-1 status may participate in the required Practice component of the BAC's degree programs through approved unpaid or paid training opportunities under Curricular Practical Training (CPT) provision of F-1 regulations. Paid or unpaid employment/internship requires prior work authorization by the International Student Advisor/DSO. Undergraduate students must be in valid F-1 status for at least one academic year to apply for CPT. Graduate students can be approved to engage in practical training in their first semester if they transferred in 12 academic credits or a studio. In these cases, immediate CPT participation is required to ensure timely completion of all degree requirements. International students only qualify for CPT authorization for those positions that satisfy the Practice competency requirement of the BAC's educational program. Authorization to work is approved on semester basis by the Practice Department and the International Student Services Office prior to beginning employment or any required training or orientation. Authorization to work ceases once students have satisfied the Practice curriculum requirements (skill level and/or practice hours) of their degree program.

F-1 Enrollment Status

International students in F-1 status are required to make normal academic progress towards a degree and maintain full course of study during the academic year.

Full course of study is defined as follows:

- Undergraduate students are required to enroll in at least 12 academic credits each semester.
- Graduate students are required to enroll in at least 9 academic credits each semester.

Only one (3 credit) online class can count toward full course of study requirement.

Federal regulations strictly limit a student's ability to be enrolled in less than full time, but it may be allowed in some circumstances. A student who wishes to drop below full time due to compelling medical or academic reasons must obtain the approval from the International Student Services Office before dropping a class.

An F-1 student must complete their academic program before the program end date indicated on the first page of the form I-20. A student who will not complete the

academic program by that date must apply for an extension of the I-20 with the International Student Services Office at least 21 days before the program end date. Program completion delays caused by academic probation or suspension are not acceptable reasons for I-20 program extensions. The International Student Services Office will not grant an I-20 extension if the student did not apply for an extension until after the program end date listed on the form I-20.

STUDENT POLICIES & COMMUNITY STANDARDS

CONFIDENTIALITY OF STUDENT RECORDS

FERPA (Family Educational Rights & Privacy Act) and Student Records

The Family Educational Rights & Privacy Act of 1974, commonly known as FERPA, provides that all records pertaining to a student maintained by the college must be open for inspection by the student and may not be made available to any other person without the written authorization of the student.

The following items are considered Directory Information and may be released without the written consent of the student: name, address, telephone number, enrollment status, dates of attendance, major, and degree conferred (including dates). The Boston Architectural College may disclose these items without prior written consent, unless notified by the student in writing to the contrary. Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated. A request form to prevent disclosure of Directory Information is available to students from the Registrar's Office.

The Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) requires all institutions of higher education to inform their students of their rights under the Act and of its basic provisions. The BAC has adopted the following policy:

Any present or former student has the right to inspect and review any and all official records, files and data directly related to that student—including all additional material that is incorporated into the student's cumulative file, subject to certain limited exceptions set forth in the Privacy Act. The student has the right to challenge the contents of his/her educational records and also may request a hearing for this purpose if a resolution is not achieved through informal channels. The BAC shall endeavor to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy rights of other students and shall provide — through informal and formal channels — opportunities for the correction of any errors. These provisions for inspection and review do not apply to applicants for admission. All admission materials received by the BAC become the property of the school and will not be returned to or photocopied for applicants.

BAC policy forbids the release of personally identifiable records, files or personal information contained therein, without first obtaining the written consent of the student,

to any individual, agency or organization other than those acting within their responsibility for the student's interest and for the integrity and/or the improvement of the BAC's programs. Such individuals may include educational and administrative officials of the school; members of the Scholarships and Awards, Appeals, and Thesis committees; and Portfolio and Practice Component reviewers.

Beyond the exceptions stated in the Privacy Act, no one outside the BAC is given access to student records without the student's written consent. However, accrediting agencies carrying out their function, and certain state and federal officials named in the Act, are permitted access; disclosure is also permitted in other limited circumstances, such as to comply with a lawfully issued subpoena or court order or in connection with a health or safety emergency. (A record of disclosures will be maintained in accordance with the requirements of the Privacy Act; students may inspect and review this record.) Unless otherwise permitted by the Privacy Act, the BAC may release only the student's name, enrollment status, dates of attendance, major and degree received (if any).

The Registrar of the BAC is responsible for academic records. Students who wish to review or have copies made of their educational records may do so upon written notice to the Registrar. Copies will be made at the students' expense and within 45 calendar days or less.

Students who disagree with an entry in their files should attempt to resolve the difference with the Registrar. Failing resolution, they may petition the Appeals Committee for a hearing to amend their formal records. Such hearings are normally held within 30 days of the receipt of the petition. If the BAC declined to amend the record, a student may place a statement in the record commenting on the contested information or stating his/her disagreement with the BAC, or both. Students may file a complaint regarding violations of the **1974 Family Educational Rights and Privacy Act** by writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

DIRECTORY INFORMATION

The BAC has designated the following information as Directory Information: student name, address, telephone number, enrollment status, dates of attendance, major, and degree conferred (including dates). The Boston Architectural College may disclose these items without prior consent, unless notified by the student in writing to the contrary. Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated. See the section on FERPA.

PROTECTION & RETENTION OF STUDENT WORK

The BAC reserves the right to retain and duplicate examples of student work including

papers, drawings, models, and portfolios submitted to fulfill course or degree requirements. While great effort is made to handle student work carefully and securely, the BAC cannot be held responsible for lost or damaged items.

CAMPUS COMPACT

Introduction

The Boston Architectural College is committed to creating an educational environment that promotes opportunities for learning. This is necessary in any college setting, but it also actively models behavior required by a design professional in the field, something a BAC student typically encounters and must demonstrate well before graduation. A successful learning environment can only occur when every individual in the BAC community takes an active role in respecting the integrity of others. This document establishes a code of conduct for all members of the BAC community to follow in enhancing the BAC as a learning environment.

This document has been approved by the BAC's Trustees and reviewed by the BAC's Senior Staff and counsel. It is, however, a living document and is subject to change by the BAC at any time. In addition, the BAC reserves the right to rule on any matter not specifically described in this document, but which violates the spirit of expectations described here. Please contact the Office of the Dean of Students with any questions concerning this document or BAC's policies.

The expectations described in this document incorporate certain policies already in use at the BAC and generally described in the "Community Rights, and Responsibilities" chapter of the BAC Student Handbook and in the "Faculty Benefits/Responsibilities" chapter of the Faculty Handbook. The section of this document Studio/ Learning Culture Statement: Promoting a Learning Environment addresses NAAB Condition 3.5 on Studio Culture in which the BAC is expected to demonstrate a positive and respectful learning environment and successful time management on the part of both the faculty and students.

BAC Community members, as referred to in this document, are comprised of all persons involved in teaching and learning for credit at the Boston Architectural College. This includes full-time, part-time and Continuing Education students, alumni, Trustees, Overseers; BAC staff, Academic and Practice Faculty, visiting design jury critics and lecturers, and members of the public visiting the BAC campus. This definition extends to all participants in BAC sanctioned events, on campus or elsewhere.

Basic Principles & Expectations of the BAC Community Principles of Interpersonal Responsibility

The BAC expects that, while participating in any activity associated with the BAC, community members will adhere to high standards of personal and professional conduct. They will understand that mutual respect, civility, and ethical behavior are core principles and values at the BAC. This Compact directs each community member to be intentional in considering the spirit of these principles in all interactions with other members or to members of the public. This document is not intended to address

comprehensively every aspect of individual behavior. Instead, the BAC requests, and expects, that everyone who is a part of the BAC community exercise good judgment, fairness, and logic.

The Compact presupposes that there will be civility and respect for others within the BAC. Because academic life requires standards of behavior of a higher order than those of the wider society of which the BAC is a part, the BAC's standards substantially exceed the minimum expectations of civil law and custom. The general laws of society confer rights and impose obligations on all citizens. When they enter the BAC, students retain their rights under the laws of society, but student status confers no immunity or sanctuary from federal, state, or municipal laws. The BAC reserves and will exercise the right to insist upon the highest standards of personal conduct from all members of the BAC community.

The BAC expects members of its community to:

- Obey the law and all BAC policies, rules, and regulations;
- Promote a learning environment; and
- Respect the safety and well-being of themselves and others.

The BAC expects the members of its community to obey all local, state, and federal laws and all BAC policies, rules, and regulations. Behavior occurring off campus that is in violation of the Compact or local, state, or federal laws and could adversely affect the educational mission of the BAC or its relationship with the surrounding community may subject community members to discipline pursuant to the Consequences of Unacceptable Behavior section of this document.

Consequences of Unacceptable Behavior

If the behavior of a community member does not, in the eyes of the BAC, meet the BAC's expectations, the BAC, obeying the law and its own policies, rules, and regulations, will take appropriate action against that member of the community up to and including dismissal.

The BAC may make rules for the proper conduct of community members and establish penalties for failure to comply with the regulations or for failure to conform to those laws and standards of conduct by which the larger community safeguards individual rights and social order. Community members must respect the rights of others, their persons and their possessions, and refrain from any disturbance to the peace of the BAC or the community around it. The BAC will hold community members responsible if they fail to maintain good conduct on the campus or elsewhere.

Behavior occurring off campus that is in violation of this Compact or local, state, or federal laws and could adversely affect the educational mission of the BAC or its relationship with the surrounding community may subject community members to discipline pursuant to this Compact. The BAC may make rules for the proper conduct of community members and establish penalties for failure to comply with the regulations or for failure to conform to those laws and standards of conduct by which the larger community safeguards individual rights and social order. All community members must

respect the rights of others, their persons and their possessions, and refrain from any disturbance to the peace of the BAC or the community around it. The BAC will hold all community members responsible if they fail to maintain good conduct on the campus or elsewhere.

Any community member facing sanction because of unacceptable behavior is entitled to a transparent, internal judicial process overseen by the Vice President for Enrollment Management.

STUDIO/LEARNING CULTURE STATEMENT

Studio/Learning Culture Statement: Expectations for the BAC Learning Environment

The BAC is committed to maintaining a supportive environment for teaching and learning. While a BAC design education is appropriately challenging, the BAC expects everyone — students, staff, faculty, observers, or visitors — engaged in the learning environment of its colleges and Continuing Education programs to behave as professionals. They should interact with others and manage their time exactly as they are expected to do in professional practice.

The BAC Expects Faculty to:

- Honor their contract, which incorporates, by reference, faculty responsibilities listed in the Faculty Handbook.
- Make time available to meet with students outside class time as necessary, to provide clarification of course objectives.
- Be clear in their expectations for students and grade students in terms of those expectations, and adequately alert students in a timely manner when those expectations are not being successfully met.
- Treat all community members with honesty, dignity and integrity, including the use of constructive language when discussing academic performance and design work. This extends to community members performing official BAC roles in the public realm.
- Demonstrate excellent time management in the utilization of class time, the semester calendar, and in the planning of in-class and homework assignments and projects.
- Actively contribute to an atmosphere of optimism, collaboration, innovation, and respect for diversity and inclusion during all BAC-related activities.

The BAC Expects Students To:

- Come to the classroom prepared, focus on course content while there, and contribute to understanding it by participating actively in each session.
- Treat all community members with honesty, dignity and integrity, including the use of constructive language when discussing academic performance and design work. This extends to community members performing official BAC roles in the public realm.
- Develop excellent time management skills during class time and also by balancing

academic work, professional work, and personal life effectively. Time management is a critical professional skill that can be learned. Advising Services has many resources to help.

- Actively contribute to an atmosphere of optimism, collaboration, innovation, and respect for diversity and inclusion during all BAC-related activities.

ETHICAL CONDUCT

All members of the BAC community are required to maintain an academic environment in which the teaching and learning processes of the BAC are supported and respected. No one connected to the BAC shall impede these activities, in either the academic or professional settings. All BAC community members shall maintain a high ethical standard of absolute honesty and appropriate regard of the rights and privileges of others. No person shall violate these principles or knowingly tolerate their violation by others. Failure to support this BAC standard of ethical conduct will result in disciplinary action up to and including suspension or dismissal.

Ethical Standards

The BAC educates professionals in the field of spatial design. The College expects students to adhere to the ethical standards of the professions for which it educates, including those set forth by:

- [AIA 2017 Code of Ethics and Professional Conduct](#)
- [ASLA Code of Professional Ethics](#)
- [IIDA Code of Ethics for Professional and Associate Member Conduct](#)

ACADEMIC INTEGRITY (PLAGIARISM)

As stated in the Campus Compact, the BAC expects intellectual activities to be conducted with honesty and integrity. Work submitted or presented as part of a BAC course:

- Shall be the original creation of its author;
- Is allowed to contain the work of others so long as there is appropriate attribution; and
- Shall not be the result of unauthorized assistance or collaboration.
- Failure to adhere to these guidelines is academic dishonesty and calls into question the student and the college.

Violations of Academic Integrity

A student suspected of academic dishonesty, may face disciplinary action with potential sanctions ranging from failure of the assignment to dismissal from the college. A few of the most frequent acts of academic dishonesty include:

- Having someone else take an exam, write a paper, produce drawings and sketches, or complete homework assignments for you.
- Bringing inappropriate material, such as notes or answers, into a testing situation, unless given permission by the instructor.

- Knowingly assisting another student in circumventing the academic guidelines listed in this document. Additional examples exist. Please see the list below for more details.

Definition of Plagiarism

To plagiarize is to represent someone else's work (writing, pictures, and ideas) as your own. While one's work is often based on, or inspired, by other people's designs, images, or ideas, this information must be cited. Failure to do so is unethical and is intellectual theft.

Plagiarism can be intentional, such as knowingly using another person's paper (with or without their permission), or unintentional, such as not being aware of correct research formats. Regardless of intent, it is not acceptable. To this end, all submitted work must be the work of that student. Any passages taken from outside sources must be clearly and correctly cited. The same standards apply to design presentations. Any ideas, drawings, models, or other media made by someone other than the student, must be attributed, either verbally or in writing. This should include feedback and ideas received from fellow students.

To guide students, the BAC has adopted the citation style most commonly used in the design field. Often known as "Chicago", it utilizes footnotes or endnotes and all students are expected to know and follow this format. (For more information, consult *Kate Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations* or the BAC Learning Resource Center handouts "Citation Format", "Electronic Citation", "Paraphrasing", and "Quoting.")

Misrepresenting Collaborative Work

Often in studio or class settings, students work collaboratively to complete assignments. In these circumstances, credit must be supplied appropriately. If one attempts to pass an entire group's work off as his/her own, he/she is plagiarizing.

Misrepresenting Practice Work

Similarly, one cannot take credit for work examples that were either generated collaboratively or in which he/she played a minimal role. While it may be necessary at times to include pieces of such work in a Practice Report or a Portfolio, the exact role one played in creating those images must be spelled out clearly. Exaggerating one's responsibility is a form of plagiarism.

In addition, because the BAC is a practice-based institution, students are asked to maintain a current résumé. This résumé must accurately reflect the student's past and present professional experiences, avoiding exaggeration or misrepresentation.

Using Precedents

Design may be based on precedents, work done by others. However, when using a precedent, information taken from other sources must be cited. As in the above instances, failure to do so is plagiarism.

Making Up Results

One cannot make up or falsify information used in a paper or project. Fabrication may include:

- Making up evidence that supports one's position in a paper.
- Inventing survey results (or other material) that justify a project.
- Citing sources that the student did not use.

Reusing Previous Work

All work for a given class, unless permitted otherwise by the instructor, must be original for that class. Assignments are created to help students better understand the material in question, and "reusing or recycling" old work defeats that purpose.

***Note:** Arrangements often can be made to build upon work started in a previous course. One, however, must always acquire the instructor's permission before proceeding. If this permission is not secured, the instructor is within his/her right to refuse the assignment or to prompt disciplinary action.*

Procedures & Sanctions for Academic Dishonesty

An instructor who suspects academic dishonesty should contact his or her respective Program Director then meet with the student in question (ideally with the Program Director present) to determine the severity of the transgression. If the instructor believes the occurrence is minor (for example: incorrect use of sources, misunderstanding of citation format) he or she should handle it as he/she sees fit. This can include counseling the student about the correct use of sources or referring the student to the Learning Resource Center for tutoring, usually in concert with revising the assignment in question. The instructor, however, does reserve the right to refuse the work and give the student a zero for it. The instructor will notify the Manager of the Learning Resource Center so that there is documentation in case the student has a future violation. If the student has a prior violation, then the current case will automatically be referred to the Campus Compact Review Board for sanctions to be recommended to Program Director for First Year Experience.

If the instructor determines a major violation has occurred, (for example: cheating on an exam, paper downloaded from Internet, drawings taken from book or Internet, homework completed by another person,) then the instructor can choose to refer the case to the Manager of the Learning Resource Center to have the Campus Compact Review Board make a recommendation to the Program Director for First Year Experience for sanctions. The Board consists of all School Deans and the Dean of Students. Manager of the Learning Resource Center will hold a hearing with the Board and invite the student, instructor, the student's Academic Advisor, the relevant Program Director, and other administrative staff as necessary. If in attendance, the student will be allowed to explain him or herself. In their absence, s/he can submit a written statement to be read by the Board.

Following the hearing, sanctions will be recommended to the Program Director for First Year Experience. These may include but are not limited to: failure of the paper/project, failure of the course, suspension, or dismissal from the college. Regardless of disciplinary action taken, a note will be placed in the student's file. The Program Director for First Year Experience will notify the student of the outcome of the Board's recommendation and subsequent required action.

Note: *a student may not drop or withdraw from a class once an academic dishonesty investigation has begun — except at the discretion of the Campus Compact Review Board or Program Director for First Year Experience. If the student attempts to do so without permission, the action will be refused or reversed.*

Reporting a Case of Academic Dishonesty

In the case that a student or faculty member encounters academic dishonesty, s/he should notify the Manager of the Learning Resource Center and faculty member's Program Director. The Manager of the Learning Resource Center will investigate and call a Campus Compact Review Board hearing, if necessary.

COPYRIGHT & FAIR USE

Introduction

As part of its Campus Compact and Academic Integrity Statement, it is the policy of the BAC to respect authorship and intellectual property while simultaneously supporting the rights of faculty, staff, and students to use copyrighted works in their teaching, studies, and research. This document is meant to clarify existing copyright and fair use laws and offer guidelines for their application at the BAC.

The BAC is committed to the full application of fair use by its faculty, staff, and students.

Intellectual Property & Copyright

Intellectual property refers to creations of the mind. Copyright is the protection the federal government gives authors and artists for their intellectual property.

Copyright is usually held by the creator, though it can be held by a business such as a publisher. This protection applies to both published and unpublished works and exists from the moment the work is created in a fixed, tangible form. Under law, only the copyright holder has the right to authorize copying, reproducing, performing, or transmitting the work. If a reproduction of the work is made, permission must be obtained from the copyright holder.

However, educational institutions like the BAC are allowed certain leeway under copyright law through the principle of fair use, which allows copies to be made for "criticism, comment, news reporting, teaching...scholarship or research," but the copyright holder still owns the work.

Copyright is about respecting the creator's work. Fair use allows leeway for the

academic community to share the thoughts, images, and ideas of copyright holders. The BAC respects the laws of copyright, but as an educational institution, it must support this leeway in order to discuss, argue, and understand concepts and examine creative work.

Fair Use

Fair use allows reproduction of copyrighted work for educational purposes, provided several criteria are met:

- You use only a limited amount of the work, and there is an element of spontaneity in the choice of a work. (If you know ahead of time you plan to use it, this isn't fair use.)
- Overall, you must consider the effect of the use upon the potential market for or value of the copyrighted work. If reproducing the work inhibits financial gain for the copyright holder, then it is not within the guidelines of fair use.

Public Domain & Other Works Not Protected Under Copyright

Some works are considered public domain, that is, there is no copyright on them. Works created before 1925 are in the public domain. Government documents are in the public domain. Copyright does not protect works in non- tangible form such as ideas, facts, processes, methods, principles, and concepts.

Individual Rights

Personal Research

The use of small amounts of copyrighted works, including written and visual works, in student coursework and faculty and staff research is permitted under fair use and such work must also be correctly attributed to the author/s using an appropriate bibliographic citation style, such as the *Chicago Manual of Style*. Works from the public domain must also be cited in the same manner. Use of works without attribution constitutes plagiarism and is a serious academic offense. Refer to the BAC Academic Integrity Statement for further information about the BAC's policy on plagiarism. A single copy may be made of a limited portion of a copyrighted work by or for an instructor for the purposes of scholarly research.

Ownership of Student Work

Students own the intellectual property they develop as a result of class work. However, the BAC reserves the right to retain and duplicate examples of student work including papers, drawings, models, thesis documents, and portfolios submitted to fulfill course or degree requirements.

Class/Classroom Use

Instructor Course Preparation

A single copy may be made of a limited portion of a copyrighted work for use in teaching or preparation to teach a class.

Written Resources

If supplementing the required texts with additional readings, one needs to be careful not to violate fair use guidelines.

Under fair use, multiple copies (not to exceed more than one copy per student in a course) of a **limited** portion of copyrighted work may be made for classroom use or discussion, provided that the material is appropriately cited and accompanied by a notice of copyright [Such as: NOTICE: This material may be protected by Copyright Law (Title 17 U.S.C.).] An additional aspect of this use is spontaneity. While instructors are expected to secure permission to use copyrighted work, if the time between the instructor deciding to use the work and the actual presentation in class is too short to realistically obtain permission — then copying is allowed.

Reserve Readings

Instructors may place materials such as books, readings, plans, and videos on reserve at the BAC Library. Material placed on reserve must be legally owned by the library, the instructor, or another department of the BAC. Photocopied readings placed on reserve must follow the guidelines of fair use. Instructors may place digital editions of course materials such as books, readings, plans, and videos on reserve at the BAC Library. Digital materials placed on reserve must be legally owned by the library as either publisher eBook editions or scanned sections of library-owned materials which follow the guidelines of fair use.

Visual Resources

Digital Images

Digital images of original work are protected under copyright. However, use of digital images on the institutional level as well as by educators and students is possible due to fair use guidelines. The BAC maintains a Visual Resources Library for its faculty, staff, and students. Educational institutions holding such archives are required to have a designated overseer who is responsible for carrying out the principles of fair use and providing information on the relevant publication or vendor source information to the collection users. At the BAC, the designated overseer is the Visual Resources Librarian. Images provided through the BAC's authenticated digital images database administered by the Visual Resources Library may be used within the classroom or through a BAC-approved course management system. When displaying digital images on such networks, the BAC implements technological controls and guidelines to protect the rights of copyright owners, and employs best practice to make users aware of those rights. Images may not be shown through public websites or social networking websites.

Music, Film, and Television in the Classroom

When playing music or showing a film or television clip in the classroom, the following guidelines should be kept in mind. Section 110 (1) of the Copyright Act of 1976 specifies that the following is permitted:

Performance or display of a work by instructors or pupils in the course of face-to-face

teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images is given by means of a copy that was not lawfully made...and that the person responsible for the performance knew or had reason to believe was not lawfully made.

Copying videos or DVDs without the copyright owner's permission is illegal. An exception is made for libraries to replace a work that is lost or damaged, or if the technology is becoming obsolete.

Gallery & Other Public Spaces

The gallery, unlike a classroom, is considered a public exhibition space, and permission must be obtained from the copyright holder to present music, film, or television there or in other public exhibition spaces of the BAC.

Electronic Resources

Blogs, Listservs, and Websites

Material that exists on the open web does not necessarily fall into the public domain. Many times, material posted to a website is done so only with the permission of that material's copyright holder. Any digital or analog reproduction of the entirety of this material, even if such reproduction is done for educational purposes, could constitute a copyright violation. As with electronic reserves, an attempt to gain copyright permissions must be made before reproducing and distributing more than a limited portion of copyrighted work found online. Freely available online material must also be attributed to the author whenever possible. If in doubt whether the reproduction of online work is fair use, linking to the source is preferable to digitally copying and distributing the content.

Copyright & Course Management Systems such as Moodle

Posting Electronic Readings

Digital copies of short items or excerpts from longer textual items, such as books or journals, may be used in an online classroom setting if the use is consistent with fair use. The security features of a course management system, including user authentication for each online course, allow this posted material to fall within fair use.

Posting Multimedia Objects

Under the **Technology, Education, and Copyright Harmonization (TEACH) Act** (§ 487), distance education faculty members are allowed to digitally reproduce and post multimedia such as images or short clips from larger performances such as films in an authenticated online course management system without obtaining copyright permission. The amount of material (in quantity and/or length of excerpt) must comply with the same fair use guidelines that would exist for multimedia presentation in a comparable, onsite classroom. Copyright permission must be obtained for copyrighted

multimedia objects in an electronic environment when their use exceeds the fair use guidelines.

For BAC faculty to use digital transmission of copyrighted works under the TEACH Act, the following conditions must be met:

- The copyrighted work cannot be created specifically for use or licensure in distance education.
- The copyrighted work must be obtained legally.
- The extent or amount of the work used in the online course must be comparable to the extent or amount used in the physical classroom setting.
- The work must be used as an integral, interactive element of instruction. The work cannot be an optional or supplemental material.
- Only those students who are enrolled in the course should have access to the work. Technology should be in place to provide such controls.
- Students must be told that the work is protected under copyright and that certain actions such as reproduction and dissemination of the work are restricted. Technology should be in place to limit students' ability to perform these actions.

Obtaining Copyright Permission & Outside Resources

Class Readings

Instructors are responsible for obtaining copyright permission for material handed out in class that exceeds the conditions of fair use. See the *Faculty Handbook* for information on creating course packets.

Visual Resources

Questions regarding copyright permission for visual resources should be directed to the Visual Resources Librarian at 617-585-0257.

Consequences of Violating Copyright & Fair Use Guidelines

Faculty and Staff

Anyone who suspects a violation of the BAC's Copyright Policy should contact the Vice President of Academic Affairs' office at 617-585-0254; a representative of the office will look into matters. If it appears a violation has indeed taken place, then the individual will be formally notified that an investigation has been opened.

The individual suspected of violating Copyright will be brought in to meet with a representative of the Vice President of Academic Affairs' office as well as his/her supervisor (if different). This meeting will purely be of a fact-finding nature to provide the accused a chance to explain their position.

If it is determined that the violation is minor, the staff/faculty member will be reprimanded, and the incident will be noted in his/her file. The individual will also have to complete a workshop to fully understand copyright. Failure to complete this

workshop could result in a suspension being added on to the penalty. The staff member has the right to demand a formal hearing for a minor violation.

If it is determined that a major violation has taken place, a formal hearing must be held, involving the staff/faculty member and a panel of administrators. The staff or faculty member will be allowed to have representation in the hearing if desired.

Sanctions for a first-time major offense include a stronger reprimand placed in his/her file or possible suspension. The individual will also have to complete a workshop to fully understand copyright. No suspended faculty/staff member will be admitted back into work without completing said workshop.

If the staff/faculty member violates the Copyright Policy a second time, sanctions will increase in severity and can include permanent dismissal. A third violation will result in automatic dismissal, regardless of whether previous violations were major or minor. Students

Students

Any student found to have plagiarized will fail the assignment in question (regardless of whether plagiarism is intentional or not). S/he also may fail the entire course and, depending upon severity of plagiarism, can be brought up for further disciplinary action—including the possibility of expulsion. Please see section, entitled Academic Integrity in this Catalog.

General Copyright Permissions Questions

For general information or questions about obtaining permissions from copyright holders, contact either the BAC Learning Resource Center or the BAC Library.

Further Resources on Copyright:

United States Copyright Office
www.copyright.gov

Music Publishers' Association — Copyright Resource Center
www.mpa.org/content/copyright-resource-center

LECTURES, EXHIBITIONS, & TOURS

The BAC sponsors an annual student lecture series that includes the Cascieri Lectureship in the Humanities and the Childs Memorial lecture, in which design professionals and others discuss their ideas and work. Lectures provide an opportunity for students, the design community, and the public to learn about diverse approaches to design. Exhibitions are routinely mounted within the McCormick Gallery located on the first floor of the institution's main campus at 320 Newbury Street, Boston, MA. Exhibits change

approximately every ten weeks and include a wide range of subjects important to architecture, interior architecture, landscape architecture, and design studies.

DIVERSITY STATEMENT

The Boston Architectural College is committed to promoting a community that celebrates, affirms, and vigorously pursues inclusivity in all its forms.

Excellent design integrates diverse skills and problem-solving approaches to meeting client needs. Combining divergent ways of thinking, non-traditional approaches to solving problems, multi-cultural awareness, sensitivity to the needs of persons who may be different from ourselves, tolerance of ideas we may not initially understand, and openness to new ways of addressing needs is essential to achieving thoughtful, creative, innovative and client-centered design. Through multiple design disciplines, and through our insistence on learning from diverse ways of approaching design solutions, the Boston Architectural College expresses its fundamental commitment to being an open and welcoming community. We strive to effectively serve diverse clients in a multi-cultural world.

As the largest independent, multi-disciplinary college of spatial design in the United States, the Boston Architectural College (BAC) has opportunities to influence the future viability of the design professions. Sustainable design professions require diversity and inclusivity in their approaches to serving clients. The BAC strives to increase diversity among those who study, work, teach and practice Architecture, Interior Design, Landscape Architecture, and a wide range of allied fields.

The BAC's Diversity Vision is to be a vibrant, inclusive learning community where all members are respected, welcomed and enabled to thrive. As this vision is realized, the College will reflect diversity in its student body, faculty, curriculum, Practice learning, and in the ways that we teach and learn.

This plan sets forth specific initiatives aimed at fulfilling the College's mission: to provide excellence in design education grounded in practice and accessible to diverse communities. This plan also sets forth current diversity efforts at the BAC, and a three-year action plan focused on five major objectives to increase diversity throughout the BAC community. These objectives encompass the establishment and review of policies, programming, and evaluation; and the creation of effective partnerships to accomplish the plan's goals.

NONDISCRIMINATION POLICY

The BAC does not discriminate on the basis of race, color, ancestry, national or ethnic origin, religion, creed, sex, age, affectional/sexual orientation, gender expression, military status, marital status or disability in any of its policies, procedures, or practices in accordance with its obligations under Section 504 of the Rehabilitation Act of 1974 as

amended, Title IX of the Education Amendments of 1972, as amended, and other federal and state nondiscrimination laws.

This nondiscrimination policy covers admission, scholarship and loan programs, employment, membership, and access to its educational and other school-administered programs and activities. Any student who has witnessed or been the victim of discrimination is encouraged to report the incident to the Dean of Students, who will advise him/ or her of further reporting options and initiate steps to address the matter.

Inquiries concerning the BAC's policies and compliance with applicable nondiscrimination laws, statutes, and regulations (such as Title IX and Section 504) may be addressed to the Vice President for Finance and Administration at the BAC 617-585-0204. Inquiries about these laws and about compliance also may be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education. In accordance with the applicable Federal regulations, the BAC has designated the Vice President for Finance and Administration as its employee with responsibility for coordinating compliance with Title IX and Section 504, including investigations of complaints.

GRIEVANCE & VIOLATIONS PROCEDURES

Students may bring grievances to the attention of any academic advisor, administrator, coordinator, or director, who will notify the Dean of Students. The student will be informed of grievance procedures, as well as the degree to which confidentiality may be maintained. The student will be kept informed of the proceedings and given an approximate schedule for investigation and resolution. Faculty members should refer to the Faculty Handbook and administrative staff should refer to the Personnel Policies Handbook.

Every grievance is investigated. Should the administration find probable cause that a violation involving a student has occurred the Dean of Students will initiate disciplinary proceedings by convening a committee comprising the Coordinator of the Appeals Committee, the Associate Vice President of Enrollment Management, and one or two additional appointees. If personnel are involved, one appointee will be the Vice President for Finance and Administration, and if faculties are involved, one appointee will be the Vice President of Academic Affairs. The committee will review the case and may elect to request a written response from the person(s) concerned. The committee may also schedule a hearing. In such a case, the person against whom the charge has been made may identify witnesses to be called, and although s/he may wish to consult with counsel prior to the hearing, counsel will not be allowed to be present at the hearing.

Pursuant to the hearing, the committee will dismiss the case or recommend disciplinary action that may include, but is not limited to, suspension, expulsion. In the case of

violation of the Alcohol and Substance Abuse Policy, the committee also may require the completion of a rehabilitation program as a prerequisite for admission to a degree program, re-employment, or continued membership or participation as a volunteer.

DISCRIMINATION GRIEVANCES, DISABILITIES

Grievance Procedure for Allegations of Discrimination under the **Americans with Disabilities Act of 1990** and the **Rehabilitation Act of the 1973**, *Section 504*.

Purpose

The BAC does not discriminate based on race, color, ancestry, gender, gender identity, national or ethnic origin, religion, creed, sex, age, affectional/sexual orientation, or disability in any of its policies, procedures or practices in accordance with its obligations under *Section 504* of the **Rehabilitation Act of 1973**, as amended.

This policy provides a procedure for a prompt, orderly and equitable resolution of a complaint arising under the regulations, and it is available for any person utilizing a benefit, program or service provided by the BAC.

Inquiries concerning the BAC's policies and compliance with applicable nondiscrimination laws, statutes and regulations (such as *Title IX* and *Section 504*) may be addressed to the Vice President for Finance & Administration at the BAC, 617-585-0204.

Procedures

A complaint should be filed in writing, or in another alternative format (i.e., audio tape containing the name and address of the person filing it) and briefly describe the alleged violation of the regulations. A complaint should be filed within 10 business days after the complainant becomes aware of or experiences an alleged violation.

An investigation, as may be appropriate, shall follow the filing of the complaint. The investigation shall be thorough and comprised of representatives of the BAC who are discreet, knowledgeable, and objective. The investigation shall afford all interested parties and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

A written determination as to the validity of the complaint and a description of the resolution or findings shall be forwarded to the complainant and accused no later than 20 business days after the initial filing. The time frames in this policy may be extended by mutual agreement if a resolution is in progress.

The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within 10 business days from receipt of the findings and will be reviewed by an official other than the person who made the initial determination. The **Vice President for**

Finance & Administration will select the alternative official in all appeals of the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990.

POLICY ON HAZING

The Boston Architectural College policy on hazing will be in accordance with the laws of the Commonwealth of Massachusetts. The College has a zero-tolerance policy for hazing. Boston Architectural College students found in violation of Massachusetts' hazing laws will be subject to disciplinary action, up to and including expulsion from the BAC.

BAC student organizations recognized by the Office of Student Life are also prohibited from engaging in hazing activities. Upon club registration, each student organization is provided with a copy of Massachusetts General Laws (Chapter 269, Sections 17, 18 and 19) and is required to sign a formal statement acknowledging receipt of the College's hazing regulations. Any BAC student organization found to be involved in hazing or harassment of members or prospective members will have its recognition as an organization withdrawn immediately, and the organization will be required to disband. Individual organizers and participants in hazing will be subject to strong disciplinary action, including immediate dismissal from the College.

Under Massachusetts General Laws, Chapter 269, Sections 17, 18 and 19, any form of hazing is a criminal offense punishable by a fine and/or imprisonment. Furthermore, persons who witness or have knowledge of hazing incidents and fail to report them are also subject to similar penalties. Please see the law listed below.

"Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both by such fine and imprisonment."

"The term 'hazing,' as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation."

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

"Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do

so without danger or peril to herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable.

Whoever fails to report such crime shall be punished by a fine of not more than \$1,000."

"Section 19. Copy of sections 17, 18, and this section; issuance to members and applicants of school groups or organizations: Each institution of secondary school and each public and private school or college shall issue to every student group, student team, student organization or student 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 section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated students groups, teams or organizations shall not constitute evidence of the institutions 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 17 and 18 to each of its members, plebe, pledges or applicant for membership in such group or organization. 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 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of sections 17 and 18 and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18."

"Each secondary school and each public or private institute of post-secondary education shall file, at least annually, a report with the Board of Higher Education and in the case of secondary schools, 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 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regards to the organizers and participants of hazing and that such policy has been set forth with appropriate emphasis in 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."

DRUG FREE CAMPUS

Students, faculty, administrators, staff and temporary employees are responsible for observing all Commonwealth of Massachusetts and federal laws governing the use

and possession of alcohol and drugs and the substance possession and abuse policy for the BAC.

A staff member or temporary employee convicted of violating a criminal drug statute in any workplace shall notify the Associate Director of Human Resources within five days of that conviction.

Cases in which a student, faculty, staff member, or temporary employee appears to have engaged in inappropriate behavior will be reviewed by a Grievance Committee. The President, the Vice President for Finance and Administration, or the Associate Vice President and Dean of Students may act upon instances that require immediate action. This policy statement is designed to address the Boston Architectural College's (BAC) concerns about drug and alcohol abuse, and to ensure that BAC faculty, administrators, and students comply with the Drug Free Schools and Communities Act Amendments and Drug Free Workplace Act. All members of the BAC community are expected to assume and exercise responsibility for their own behavior consistent with the Interpersonal Responsibility Policy.

The BAC strongly promotes an educational environment free from the acts and effects of alcohol and substance abuse. The use and abuse of illegal drugs and other controlled substances is strictly prohibited. The use of alcohol at the BAC is subject to strict regulations, in compliance with state and federal laws. The consumption of alcohol while engaged in the workplace or in a classroom or studio setting is unacceptable, since it can adversely affect the health, safety, integrity, and security of students, faculty, and staff. It can have an adverse effect on the judgment, productivity, and attendance levels of the faculty, staff and students and undermine public confidence and trust in the institution.

BAC students, faculty, and staff are responsible for observing all Commonwealth of Massachusetts and federal laws governing alcohol and drugs. Any community member held to be in violation of the BAC's Alcohol and Substance Abuse Policy will be subject to disciplinary proceedings and may be subject to legal prosecution.

Tobacco Policy

There is no smoking on the BAC campus within 20 feet of building entrances. The BAC supports and encourages individuals who wish to stop smoking to enter a cessation program.

Substance Abuse

The BAC prohibits the use or possession of illegal drugs and other controlled substances on its premises.

Alcoholic Beverage Policy

The BAC's policy regarding alcohol consumption is as follows:

1. The distribution or consumption of alcoholic beverages on campus is prohibited except at organized and approved institutional or BAC functions that are sanctioned by the BAC.
2. No person under the legal drinking age of 21 is permitted to consume alcoholic beverages at the BAC.

Event Requirements

Any group that holds an organized and approved institutional or BAC event must adhere to the following guidelines:

- All groups are required to provide and maintain at their own expense Comprehensive General Liability Insurance. Such insurance shall have a limit of liability of not less than one million dollars (\$1,000,000) per occurrence for bodily injury and damage to property.
- The Comprehensive General Liability Insurance shall be maintained for the period of the facilities rental/use agreement. The group shall provide the BAC with a Certificate of Insurance covering the rental/use agreement period and naming the BAC as an additional insured party.
- If the serving of alcohol beverages is approved by the BAC, the group is required to provide and maintain, at its own expense Liquor Liability Insurance. Such insurance shall have a limit of liability of not less than one million dollars (\$1,000,000) per occurrence. The Liquor Liability Insurance shall be maintained for the period of the facilities rental/use agreement. The group shall provide the BAC with a Certificate of Insurance covering the rental/use agreement period and naming the BAC as an additional insured party.
- The group is required to sign a hold harmless agreement indemnifying BAC and their Landlords from liability resulting from loss or injury.
- It shall be the responsibility of the licensee (individual or group) sponsoring the activity or service at or through which alcoholic beverages are served to ensure that all participants possess proper identification (e.g., driver's licenses with photographs) verifying that they are of legal age;
- The individual or group supplying the alcoholic beverages is required to be "TIPS" (Training for Intervention Procedures by Servers of alcohol) certified.
- Alcoholic beverages may not be taken from an area in which an event/service is approved for the distribution and or consumption of alcoholic beverages to an area that is not so approved;
- At any event during which alcohol is served, nonalcoholic beverages and food must also be available.
- Events at the BAC at which alcoholic beverages are to be served must not be advertised in such a way as to place emphasis on alcohol.

Disciplinary Action

Cases in which a student, faculty member, or member of the administrative staff appears to have engaged in inappropriate behavior, defined as contrary to the policy articulated above, should be reported immediately to the Associate Director of Human Resources, who will initiate disciplinary proceedings as necessary. Disciplinary actions may include, but are not limited to, warnings, suspensions, expulsions, and referral for legal prosecution, as well as requiring the completion of a rehabilitation program as a pre-requisite for readmission to the degree program or for re-employment. A staff member or temporary employee convicted of violating a criminal drug statute in any workplace shall notify the Associate Director of Human Resources within five days of that conviction.

SEXUAL HARASSMENT

I. Purpose

It is the goal of the Boston Architectural College ("the BAC") to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of employees, faculty or students occurring in the workplace or in other settings in which employees, faculty or students may find themselves in connection with their involvement with the BAC is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing an environment free from sexual harassment, the conduct that is described in this policy will not be tolerated. We have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees, faculty, or students in their involvement with the BAC.

Because the BAC takes allegations of sexual harassment seriously, we will respond promptly to complaints of harassment. Where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action up to and including termination where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is discipline or takes remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the legal definition of sexual harassment.

II. Scope

This policy applies to all employees, temporary employees, faculty (including volunteer faculty) and students.

III. Definition of Sexual Harassment

The legal definition for sexual harassment, as cited in Mass General Law section 151B, is:

- “Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
 1. quid pro quo — submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
 2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable review, salary increases, promotions, increased benefits, or continued employment, constitutes sexual harassment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which is unwelcome, or may constitute sexual harassment, depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances — whether they involve physical touching or not.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, cartoons.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.
- Disseminating sexually explicit voice mails, emails, and website downloads.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

IV. Procedures for Complaints of Sexual Harassment

If you feel you have been subjected to sexual harassment in the context of your involvement with the BAC, you should report the incident immediately. This may be

done in writing or verbally to:

Vice President for Academic Affairs— for complaints concerning faculty.

Associate Vice President and Dean of Students — for complaints concerning students.

Vice President for Finance and Administration — for complaints concerning administrative staff.

Please address written communications to the Boston Architectural College, 320 Newbury Street, Boston, MA 02115. All of these people may be reached by calling 617-585-0200. These persons are also available to discuss any concerns you may have, and to provide information to you about the BAC's policy on sexual harassment and BAC's complaint process.

V. Sexual Harassment Investigation

When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The person filing the complaint is obligated to provide precise and detailed information, including but not limited to, a summary of the harassment complained of the person alleged to be responsible, in addition to the names of any witnesses present.

The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment will also be interviewed. When the investigation has been completed, the BAC will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct, of the results of that investigation. The BAC reserves the right to terminate the investigation at any time if the person filing the complaint fails to cooperate.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will also impose disciplinary action up to and including termination.

VI. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment and may include other forms of disciplinary action as deemed appropriate. Accusations made out of malice or for groundless and improper reasons will be subject to disciplinary measures, up to and including termination of employment.

VII. State & Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both government agencies set forth below. Using the BAC's complaint process does not prohibit you from filing a complaint with these

agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD — 300 days).

The United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
800-669-4000

The Massachusetts Commission Against Discrimination (MCAD)

Boston Office:

One Ashburton Place,
Sixth Floor Room 601
Boston, MA 02108
617-994-6000

Springfield Office:

436 Dwight Street, Suite 220
Springfield, MA 01103
413-739-2145

BAC CAMPUS AND BUILDING INFORMATION

TBAC Campus

- 320 Newbury Street, Boston, MA 02115
- 951 Boylston Street, Boston MA 02115

Building hours: please go to our [Campus Building Hours](#) website for current information.

OFFICE & DEPARTMENT LOCATIONS

320 Newbury Street

The BAC's building at 320 Newbury Street in Boston's Back Bay was designed by Ashley, Myer & Associates in 1966. The architects intended the building "...not to depend on a sense of weight to achieve importance but rather, through the energy of form, to evoke a sense of aliveness and contending." The openness of the studio floors invites students to look in on one another's classes and studios, just as the openness of the ground floor to Newbury Street invites the public into the gallery. The west elevation of the building features a mural by the artist Richard Haas, celebrating the landmark presence of the BAC. Please note many offices are now shared hoteling offices, so please be sure to contact any staff member by email, to make an appointment, if you wish to meet them in person.

- **Basement:** Facilities Department, the Copy Center & Mail Room Services, Wood Shop, Photo Lab, CNC Router Lab, studio classes and the Meditation Room.

- **First Floor:** Security, Reception, the Associate Vice President and Dean of Students' Office, the Student Life Office, Student Services: Academic and International Advising, Disability Services, the Admission's Office, the Student Billing Office, Financial Aid Services, the Registrar and Continuing Education, McCormick Gallery, and the First Floor "Fishbowl" Meeting Room
- **Second Floor:** The President, the Executive Assistant to the President, the Vice President of Academic Affairs, Design Studies Offices, Program Director for First Year Experience, Academic Affairs Coordinator, the Departments of Architecture and Design Studies, Cascieri Hall lecture space, the Loft, the Faculty Lounge, faculty copier room, mailboxes for copier drop offs.
- **Third Floor:** Classrooms, the Department of Interior Architecture and the Materials Library the Department of Landscape Architecture, Thesis studio, the Human Resources Department, The Finance department, Vice and Assistant Vice President of Enrollment Management & Student Services, Vice President of Institutional Advancement and the Institutional Advancement Department, Director of Marketing & Communications and the Marketing and Communications Department.
- **Fourth Floor:** Academic Information Technology Department Resources, Help Desk and Offices, the Digital Media & Design Computing department, and the Design Media Arts office. Application Support Specialists, the Computing Department, Stankowicz Gallery, Computing Teaching Labs, Open Computing Lab, Laser Cutting and Modeling Shop, Coder Lab, and the Computational Design Research Lab,
- **Fifth Floor:** Studio Classrooms, the Practice Department, Visual Resources and Library offices, the Senior Manager of Fabrication and Academic Technology, Director of Intermediate Studios, School of Architecture
- **Sixth Floor:** The Learning Resource Center, The Library, Memorial Library, and Library offices

951 Boylston Street

- **Ground floor:** Director of Facilities, The Administrative Operations Department, BAC Archivist and Archives, Director of Informational Technology, Director of Academic Technology, Assistant Director of Technical Infrastructure, Information Security Manager, Associate Director of IT/Web Systems, Database and Application Analyst, Instructional Technologist, and IT Operations and Project Support Manager
- **First Floor:** Security, "The Beehive" lecture hall and reception area.
- **Second Floor:** Thesis, Degree Project studios and offices of Architecture Thesis and Degree Project students
- **Third floor:** The Director and Assistant Director of Foundation Studios, Foundation Studios faculty and staff serving Foundation studios classes and students.

BAC I.D. BADGE & ACCESS RIGHTS

During hours of operation, a valid BAC or Pro Arts identification card (I.D. Badge) is required for access to the BAC campus. Anyone visiting the BAC outside of normal building hours, such as thesis and degree project students, must sign in and out of the guest book at the front desk with Security.

Any guest visiting the BAC campus or McCormick Gallery that does not have an I.D.

badge may do so once they have signed the guest book, at the Security Desk. If they wish to tour the campus, they must inform Security or Reception, who will contact the Admissions Department. Admissions will work with them to set up a tour, when available. Guests may not tour the campus unescorted.

Students on campus should be prepared to show their BAC badge I.D. if requested by a uniformed Security Guard. Anyone who does not present an I.D. badge may be asked to leave the building if they are unable to show proof of a valid I.D. 24-hour access is available only to those with valid I.D. badge access permissions, which are made available to Studio, Degree Project Studio (DPS) and Thesis students, subject to terms specified upon issuing access permissions. BAC I.D badge access rights are valid for one semester. Students must have their BAC I.D. badge access card to be guaranteed access. The Academic Department must inform the Administrative Operations Department of any student or faculty permitted 24/7 + holiday I.D. badge access.

Note: During the Fall and Spring academic semesters, students who are in the building prior to midnight will be permitted to remain in the building after hours with a BAC I.D. badge. Once they leave the building, they will not be able to regain access again if they do not have a thesis or DPS ID badge access permissions, until the following morning when the building doors opens.

Please note, BAC guidelines must be followed, or access permissions could be revoked. Please be respectful of the campus and those around you.

BAC I.D. badges give staff, faculty and students access to the BAC copiers, library books and campus access points, where permitted. These are made for current Students, Staff, and Faculty in the Office of Student Life located on the first floor of 320 Newbury Street.

If you lose your BAC I.D. badge please notify the Administrative Operations Department by phone at [617-585-0211](tel:617-585-0211) or by email at operations@the-bac.edu, as soon as possible, so that we may deactivate any access right privileges. Please note there is a fee for a replacement to print a new BAC I.D. badge, for students it is \$30.00.

MEDICAL EMERGENCY

- **In case of a medical emergency, call 911.**
- Please notify security at 617-585-0200 or 857-248-0284 from an external phone, or internally from extension 243.
- 951 Boylston Street: Familiarize yourself with emergency phones and buttons on each floor and in the elevators, as this will connect you directly to Security.

Hospitals Nearby:

- Boston Medical Center, 1 Boston Medical Center Place (by car: 10 minutes / 1.45 miles)

- Brigham and Women's Hospital, 75 Francis Street (by car: 11 minutes / 1.8 miles)
- Beth Israel Deaconess Medical Center, 1 Deaconess Road (by car: 11 minutes / 1.9 miles)
- Mass General Hospital, 55 Fruit St, Boston, MA 02114 (by car: 11 minutes / 2.1 miles)
- New England Baptist Hospital, 125 Parker Hill Street (by car: 15 minutes / 2.38 miles)

EMERGENCY NOTIFICATION AND TIMELY WARNING PROCEDURE

In the event of an emergency situation, the BAC will initiate a timely warning. This will be accomplished through one or more of the following methods:

1. BAC EMAILS - Emails are sent to all staff, current faculty, and current students, which will be received by those who check their school-issued email account.

2. THE BAC WEBSITE - The BAC website will display crucial information in the event of an emergency at the-bac.edu.

3. TEXT MESSAGES - We Broadcast SMS messages via the BAC messaging system.

To sign up for text alerts go to: <https://alerts.the-bac.edu/index.php>

EMERGENCY CLOSING

Statewide Emergency and Evacuation Procedures

For an emergency, call 911, then contact our Security Company directly by calling 617-585-0200, or by calling our Security Guards onsite at (857)248-0284 when possible.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Sudden and Inclement Weather (i.e., snowstorms, blackouts). If the decision has been made to close the BAC buildings, notifications will be posted on the BAC's website and email notifications will be sent to current faculty, staff, and students. Security will alert all those entering the campus that the building is closing and the designated time. The telephone's voicemail system will be updated to the building's closing status. Text messages will be sent out with notification of our status to those who opt-in at:

<https://alerts.the-bac.edu/index.php>

You can also find our college closing notification on the following broadcasts:

- [WCVB-TV channel 5](#)
- [WBZ 4 Storm Center](#)
- [7 News Boston Storm Force WHDH-TV](#)
- [Fox 25 News](#)

If the BAC decides to close the building for the day, it will post morning cancellations between 6 am-6:30 am.

For storms that begin while we are on campus:

4:00 pm -7:00 pm class cancellations will be posted by 1:00 pm
7:15 pm-10:15 pm class cancellations will be posted by 4:00 pm

SECURITY

The BAC's location provides access to the best of Boston. With the privilege of urban access and participation in the College comes the responsibility to be aware of the full reality of the urban community and to take precautions accordingly. The challenge faced by the BAC and neighboring institutions of higher education is to strike a workable balance between access and freedom on the one hand and security on the other. Security policies and procedures exist in order to maximize the freedom and the security of all College participants, including students. Toward this end, the following regulations and guidelines must be observed:

Campus Security

In the event of an emergency call 911 immediately and then, when possible, dial 617-585-0200 or 857-248-0284 or dial extension 243 (from an internal phone).

If you have any non-emergency questions or concerns, please report them to our onsite Security Personnel at: Security@the-bac.edu or dial 617-585-0200 during our standard hours of operation or dial 857-248-0284 outside of standard hours of operation.

Security staff report to the Director of Administrative Operations at operations@the-bac.edu or 617-585-0211, if unavailable, please contact the Director of Facilities, who can be reached at director.facilities@the-bac.edu; students can also contact Associate Vice President and Dean of Students, at dean.students@the-bac.edu. The Dean of Students is also our contact for any Title IX concerns. Please feel free to contact us if you have any questions or concerns.

Campus Compliance Reports

The Boston Architectural College, in accordance with US Department of Education regulations, is committed to assisting in providing a safe environment for staff, faculty and students to work, teach and learn, as well as to keep parents and students well informed about campus security. Data collected in the Campus Compliance survey will be published by the Office of Postsecondary Education on the Campus Safety and Security page. The survey was authorized by Congress with the 1998 amendment to the Higher Education Act of 1965 (HEA) to help potential college students and their parents research criminal offenses on college campuses.

CRIME

In compliance with the Crime Awareness and Campus Security Act of 1990, the BAC requires students, faculty, and staff to report all criminal actions or threats thereof, vandalism, and emergencies occurring within the building and vicinity by calling 911 and then reporting the incident to our Security personnel. Reports are to be made to the Security Officer on duty at the reception station in the lobby, who will file an incident report. The Security Officer can be reached internally by dialing extension 243. If an incident occurs after hours, students should call appropriate law enforcement and/or

emergency personnel and Longwood Security 617-585-0200 or 1 (857)248-0284. All reports will then be disseminated to appropriate staff member(s). Please see the [Public Safety | The BAC \(the-bac.edu\)](#) for further reporting.

Security Escort

Anyone requesting an escort service may ask the security officer on site to secure one through Security's main office. They can escort any member of the BAC Community to the Hynes MBTA station. Or within the campus location between Hereford Street, Boylston Street, Newbury Street and Massachusetts Avenue.

Stolen Property

- Report all incidents to Security at the 320 Newbury Street location as soon as possible.
- Security can also be notified by calling 617-585-0200 or 857-248-0284 or internally by calling extension 243. A report will be filed with the appropriate BAC staff and Longwood Security
- If stolen property is found, the person will be notified by email. Please keep in mind the BAC is not responsible for lost or stolen property.
- Please report any stolen items to the local police department in our precinct which is located at: Boston Police Department, 650 Harrison Avenue, Boston, MA 02116-6199 or 617-343-4250
- At the end of each semester any items left unclaimed will be donated or discarded one week after the end of the semester.

Lost and Found

Lost and Found is located at the 320 Newbury Street Security Desk. The BAC is not responsible for personal property left on the premises. Please do not store any items at the Security desks. Security is not responsible for items left unclaimed. Items unclaimed will be donated or discarded one week after the end of the semester.

FIRE DRILL

The fire signal is an audible alarm, with flashing lights, made through the fire system. When the fire alarm sounds and emergency lights are flashing, please evacuate the building immediately and in an orderly fashion:

- If possible, please take all your belongings with you.
- Leave the immediate area where the hazard exists, notifying the fire department, or Security of the location, as you leave the building
- **Do not use the elevator!** Walk single file on the right side of the stairs and use the handrail when necessary.
- Upon exiting the building, please gather across the street from the building, remaining at least 100 feet away from the building.
- Do not re-enter the building until the fire department has given permission to do so.
- Security will alert all those trying to enter the building that the building is closed.

ROLLERBLADES, SKATEBOARDS, & ROLLER SKATES

For the safety and well-being of all, the use of rollerblades, skateboards, and roller skates are prohibited in all BAC facilities.

PARKING AT THE BAC

There is no provision for parking anywhere on BAC property for staff, faculty, students, or other constituents. Any unauthorized vehicle parked on BAC property will be towed without notice, at the owner's risk and expense. Security personnel make routine checks of school property throughout the week, during the day and evening hours, to ensure that no vehicles are illegally parked.

BICYCLES AT THE BAC

All bicycles belonging to BAC students, instructors, and staff are to be parked and secured at the bike rack at the rear of the 320 Newbury Street building.

No bicycles are allowed inside the building except under the following conditions:

- Any Staff members with a private office may store a bike inside their office space.
- Anyone may bring a folding bike inside the campus buildings, but it must be kept entirely folded at all times and is not to block any means of egress.
- A Bike cannot be more than 24"x24"x11" and must be contained in a bag or carrying case and kept out of the aisles and any means of egress.
- Any of the following or similar brands are allowed under this policy:
 - BROMPTON
 - DAHON
 - CITIZEN
 - TERN LINK

It is most important to keep ramps, stairwells and aisles clear of bikes. Bicycles found in any building that do not comply with the exceptions above will be removed at the owner's risk.

If a bike is discovered blocking a means of egress or a passageway, or poses a trip hazard, the bike will be removed immediately without notice to the owner.

Security staff will, from time to time, check campus property to ensure that no bicycles are in the building. If a bicycle is found and is blocking a means of egress, or creating a potential trip hazard, the security officer will do the following:

1. Secure the bike to our BAC bike rack, with a lock (which is kept stored at the security desk.)
2. Place a "ticket" on the bike, which will inform the owner to locate the security officer who will then unlock the bike and inform the owner that it is improper to store bikes inside the building, and
3. Remove the bike (if the owner does not recover the bike within two days) and park it unlocked at the bike rack at the rear of the 320 Newbury Street building.

SAFETY TIPS

Although the Boston Architectural College campus is safe, crime can happen anywhere, and safety can be compromised at any time. The cooperation and involvement of students, faculty, and staff and their own safety and security is crucial to maintaining a safe campus environment. Although no one set of guidelines can completely protect you, following the tips below can minimize your chances of becoming a victim. You should always trust your own instincts and follow the rules of

common sense. The Boston Police Department offers some helpful [safety tips](#). In addition, please follow these tips below.

General Safety

- Children visiting the campus must be accompanied by an adult at all times.
- Only Service animals are permitted on campus, we ask that arrangements be made in advance, with proof of documentation provided to our disability services staff who can be reached at: disabilityservices@the-bac.edu
- Consider carrying a shriek alarm or whistle. (Pepper Sprays are illegal in Massachusetts without a permit)
- Know the locations of fire exits, fire extinguishers, and emergency call boxes. Emergency Call Boxes are located at various locations throughout campus.
- If you experience or observe a safety or security violation of any type on or off campus, please call 911 and contact Security at either 320 Newbury Street or 951 Boylston Street as soon as possible to make a report. The 24-hour Security Emergency number is: 1 (857) 248-0284 or staff may dial Ext.243 from any On-Campus office Phone.
- Keep your cell phone with you in case of an emergency. Store "in case of emergency" (ICE) contact phone numbers in your cell phone so that hospital or police personnel can contact your parents or guardians if necessary.
- Check your bank and credit card statements for irregularities.
- Know the nearest route to evacuate the building in the event of an emergency.
- When you attend parties, keep your drink in your possession at all times until you have finished consuming it. Do not accept beverages from strangers.
- Get to know others around you and watch out for each other. Report any suspicious persons to Police or Security.
- Notify Facilities or Security if there are maintenance or lighting deficiencies that may compromise security on campus at: facilities@the-bac.edu