



BOSTON ARCHITECTURAL COLLEGE

OFFICE OF ACADEMIC AFFAIRS

FACULTY
HANDBOOK

2026-2027

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New and Returning Faculty Handbook

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About the BAC

Mission

The BAC provides excellence in design education emerging from practice and accessible to diverse communities.

Brief History

The Boston Architectural College (BAC) has been in existence as an institution of spatial design education since 1889. The BAC was originally called the Boston Architectural Club. According to its original charter, the founders created the Boston Architectural Club “for the purpose of associating those interested in the profession of architecture with a view to mutual encouragement and help in studies.” Clarence Blackall, the Club’s first president, was passionate about creating an open and inclusive society, a goal that has been consistent throughout the BAC’s history. In its early decades, the institution attracted many first- and second-generation immigrants who could not have afforded to attend traditional colleges.

The Boston Architectural Club became the Boston Architectural Center, and finally in 2006 the Boston Architectural College, each step marking an expansion of educational functions from a certificate program in one discipline to the current state of fully accredited degree programs in architecture, interior architecture, landscape architecture, and design studies. The College as a whole is institutionally accredited by the New England Commission of Higher Education (NECHE), with individual degree programs accredited by the National Architectural Accreditation Board (NAAB), Council on Interior Design Accreditation (CIDA), and the Landscape Architecture Accreditation Board (LAAB). Each of the last three commencements has represented over 150 graduates, making the BAC one of the largest design programs in New England.

The BAC Today

The Boston Architectural College is currently a school of roughly 700 students enrolled in bachelor's and master's programs, with a majority of graduate students (70%). The College's student body is more ethnically diverse and more gender balanced than most American design schools, a demonstration of our commitment to making design education and professional lives more accessible to a broader spectrum of students. In addition, over 15% of BAC students are international visa holders, with another 7% having permanent-resident status.

These students are led by a permanent faculty of twenty and an adjunct faculty numbering approximately 200 in each semester, teaching across all content areas and levels of the curricula. We are glad that you are among them, and hope that this handbook helps to make your teaching experience more successful and more satisfying. If you have any questions before, during, or after the semester, please contact your supervising faculty member or Dean. For logistical support, contact our Academic Affairs office on the second floor of the Newbury Street main building or at AcademicAffairs@the-bac.edu.

Definition of Faculty

Core Faculty

The core faculty is defined as twelve-month faculty who individually hold responsibility for teaching and for supervising instructors. They are instructional staff who carry an annual teaching load with additional administrative responsibilities. At present, the BAC has approximately 20 permanent core faculty. These faculty also collectively hold responsibility for curriculum review and coordination.

Adjunct Faculty

Adjunct faculty or instructors are professionals who, having been educated in the arts, humanities, sciences, or design professions, are responsible for fostering the development of a new generation of well-rounded design professionals through individual courses. They are employed on a contractual basis to deliver classroom instruction in their field of expertise, under the hiring and supervision of the core faculty member in charge of the relevant school or curricular area.

Practice Faculty

Practice faculty, including assessment faculty, are adjunct instructors who are practicing design professionals who meet with students to evaluate experiential learning through interview questions, material documentation, supervisor feedback, and the Student Learning Contract. Based on that evidence, the faculty assess and define students' skill levels. Practice faculty also help students develop a strategy to enhance students' applied learning experiences and outcomes, teach them how to become better advocates for their own learning, and provide verbal and written feedback.

General Information

Fall and Spring Building Hours

320 Newbury Street

Monday - Friday | 8:00 AM - 12AM (midnight)

Saturday and Sunday | 8:00 AM - 8:00 PM

951 Boylston Street

Monday – Thursday | 8:00 AM - 10:30 PM

Friday | 8:00 AM - 8:00 PM

Saturdays and Sundays | Closed

Thesis and degree project studio students, intensive students, and faculty have card access 24/7, including on holidays.

[Additional and extended hours will be posted online along with the BAC's holiday calendar.](#)

Emergency Closing

Statewide Emergency and Evacuation Procedures

For an emergency, call 911, and then call 857-248-0284 on an external phone or ext. 243 on an internal BAC phone, if possible.

- When fire alarms sound and emergency lights are flashing, evacuate the building immediately in an orderly fashion
- If possible, take all belongings with you
- Walk immediately posted FIRE EXIT located next to STAIRWELLS.
- DO NOT USE ELEVATORS
- Upon exiting the building, please gather across the street from the building as a safety measure
- Do NOT re-enter the building until the fire department and BAC Facilities team has given permission to do so

In the event of severe weather conditions or any other emergency situation, the BAC may suspend operations during normal hours. Notice of school cancellations and delayed openings are recorded on the BAC's automated phone system 617-585-0200.

For more information, please visit [the BAC's Public Safety webpage.](#)

School Closing Due to Inclement Weather

During sudden and inclement weather; (i.e. Snow storms, blackouts, etc.) - if the decision has been made to close the BAC buildings, notification will be posted on the BAC's website, 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.

Students, faculty, and staff are encouraged to sign up for text and email alerts for all weather or emergency related events here.

<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 Boston 25 News](#)

If the College decides to close the building for the day, the morning cancellations will be posted between 6-6:30 am.

For storms that begin while the College is already open: Cancellations for classes conducted from 4-7 pm will be posted by 1 pm. Cancellations for classes conducted from 7:15-10:30 pm will be posted by 4 pm.

Security

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:

- During posted hours of operation, a valid BAC or ProArts identification card is required for access to the BAC. Guests must sign in and out at the front desk. A visitor badge will be provided upon showing a valid photo ID and must be visible while on campus.
- A BAC ID is not required for access to McCormick Gallery, but visitors must sign in and out at the front desk.
- Students should be prepared to show their BAC ID if requested by a uniformed security guard. Anyone who does not present a BAC ID will be asked to obtain a temporary visitor badge from a valid photo ID or passport.
- 24-hour access is available only to those students registered for Segment III onsite courses, as well as support faculty for those courses. Those with specified access rights will be given card access to the specified room(s) under the terms specified upon issue.

Access card privileges are valid for the semester in which a student has registered for the relevant course(s). Students must show their ID/access card to be guaranteed access after-hours. Please visit the Public Safety webpage for rules and policies related to card access rights.

Access to the BAC is a privilege and not a right.

Everyone who wishes to exercise that privilege has a responsibility to enhance the safety and security of the community by observing security rules and regulations and reporting without delay anything that would diminish that security. Reporting procedures are specified under "Crime" below.

Lost and Found is located at the Security/Reception Desk at 320 Newbury Street. The BAC is not responsible for personal property left on the premises. All unclaimed items after each semester will be donated or discarded one week after the end of the semester.

Campus Safety

The Boston Architectural College, in accordance with the US Department of Education, is committed to assisting in providing a safe environment for staff to work, faculty and students to teach and learn, as well as to keep parents and students well informed about campus security. Data collected in this 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. Information for BAC students residing in dormitories or for those taking classes located at the North Bennet Street School can view those institutions' [Campus Safety and Security page](#) by entering the name of the college and clicking on the college name. This will display the institution's report for review of their safety and security data.

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 in 320 Newbury Street, who will file an incident report. The Security Officer can be reached internally by dialing extension 243. In the event that an incident occurs after hours, students should call appropriate law enforcement and/or emergency personnel and Longwood Security (617-760-7160). All reports will then be disseminated to appropriate staff member(s).

Transportation

Automobiles

There is no provision for parking anywhere on BAC property for staff, instructors, 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 day and evening hours, to ensure that no vehicles are illegally parked.

Bicycles

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 or scooters (including electric- or battery powered) are allowed inside the building except under the following conditions:

- Any staff members with a private office may store a bike or scooter inside their office space.
- Anyone may bring a folding bike inside the campus buildings but it must be kept entirely folded at all times to avoid tripping hazards.
- 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.

It is most important to keep ramps, stairwells and aisles clear of bikes and scooters.

Bicycles or scooters found in any building that does not comply with the exceptions above will be removed at the owner's risk.

If a bike or scooter is discovered blocking a means of egress or a passageway the bike or scooter will be removed immediately without notice to the owner. Security staff will, from time to time, check campus property to ensure that no bicycles or scooters are in the building unless meeting aforementioned requirements. If a bike or scooter is found and is not blocking a means of egress, the security officer will do the following:

1. Secure the bike with a BAC bike lock (which is kept stored at the security desk.)

2. Place a “ticket” on the bike, which will inform the owner to check in at the security desk in order to collect the bike. The owner will be informed that it is improper to store bikes inside the building. If the owner does not recover the bike in two days, the bike will be removed and parked, unlocked, at the bike rack at the rear of 320 Newbury Street.

Rollerblades, Skateboards, and Roller Skates

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

General Expectations for Conduct at the BAC

Campus Compact

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.

BAC Community members, as referred to in the campus compact, comprise 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.

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 community 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 exercises 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.

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 and/or offer letter, which incorporates, by reference, faculty responsibilities listed in the Faculty Handbook.
- Make time available to meet with students outside class time as necessary, and 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 a 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 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 a 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 by balancing academic work, professional work, and personal life effectively. Time management is a critical professional skill that can be learned. The Academic Advising office has many resources to help.
- Actively contribute to an atmosphere of optimism, collaboration, innovation, and respect for diversity during all BAC-related activities.

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.

Intellectual Property

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.

Protection & Retention of Student Work

While great effort is made to handle student work carefully and securely, the BAC cannot be held responsible for lost or damaged items.

Ownership of Instructional Materials

Instructors will remain the owner of any materials they may have developed independently of the BAC before the date of their agreement letters. However, instructors grant the BAC a perpetual, irrevocable, assignable, global, royalty-free, non-exclusive license to use, display, publish, perform, copy and make derivative works from any such materials that instructors use in connection with a course taught at the BAC.

Any materials developed after the date of the agreement letter and in connection with this course will be considered works made for hire and the property of the BAC; all copyrights, patents trademarks and other forms of intellectual property, including any moral rights, with respect to such materials shall be and hereby are assigned to the BAC. However, the BAC grants instructors a perpetual, irrevocable, global, royalty-free, non-exclusive, non-assignable license to use, display, publish, perform, copy and make

derivative works from any materials they develop in connection with their course, provided in each case that the instructors do so under their own name.

Diversity Statement

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

Excellent design integrates diverse skills and problem solving approaches with 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 multicultural world.

As the largest independent, multi-disciplinary college of spatial design in the United States, the Boston Architectural College 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 emerging from practice and accessible to diverse communities.

Nondiscrimination Policy

The BAC does not discriminate on the basis of race, color, sex, gender, gender identity or expression, religion, sexual orientation, age, national origin, disability, or any other factor protected by law 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 the student 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 Director of Human Resources 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 Director of Human Resources as its employee with responsibility for coordinating compliance with Title IX and Section 504, including investigations of complaints.

Professional Ethics

The BAC educates professionals in the fields 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:

- [American Institute of Architects](#)
- [American Society of Landscape Architects](#)
- [International Interior Design Association](#)

Whistleblower Policy

The BOSTON ARCHITECTURAL COLLEGE ("BAC") requires trustees, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the BAC must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all trustees, officers and employees to report dishonesty or misconduct in accordance with this Whistleblower Policy.

For purposes of this Policy, misconduct and dishonesty include but are not limited to:

- Theft or other misappropriation of assets, including assets of BAC, its trustees, officers, employees, volunteers, visitors, program participants or others with whom the organization has a business relationship
- Misstatements and other irregularities in BAC records, including the intentional misstatement of the financial or programmatic results of operations
- Forgery or other alteration of documents
- Fraud and other unlawful acts
- Destruction of documents (including computer files) needed in an investigation
- Any actions against a student/child that the organization may deem harmful to a student/child's safety.

Reporting Violations

In most cases, an employee's director is in the best position to address an area of concern. However, if an employee is not comfortable speaking with his/her director or an employee is not satisfied with the response from the director, the employee is encouraged to speak with a Human Resources Manager. The Human Resources Manager will investigate whistleblower complaints, except complaints relating to fraud, corporate accounting practices, internal controls or audit issues which shall be reported to the Chair of the Audit Committee. Any concerns regarding matters dealing with the top level of management should be directed to the Chief Executive Officer or Chair of the Board of Trustees.

Accounting and Auditing Matters

The Audit Committee of the Board of Trustees shall address all reported concerns or complaints regarding fraud, corporate accounting practices, internal controls or audit issues.

No Retaliation

No director, officer or employee who in good faith reports a violation pursuant to this Policy shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

Acting in Good Faith

Anyone filing a complaint pursuant to this Policy must be acting in good faith and have reasonable grounds for suspecting that misconduct or dishonesty has occurred. Any allegations that prove not to be substantiated and which prove

to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Human Resources Director or other appropriate party will notify the sender and acknowledge receipt of a report of a violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Physical Safety

The BAC does not tolerate, in any BAC activity or on any premises of the BAC, abusive behavior, including bullying, harassment and hazing, whether it is physical, verbal, or otherwise.

Hazing

In compliance with the provisions of Chapter 536 of the Acts of the General Law of the Commonwealth of Massachusetts prohibiting hazing, the BAC strictly prohibits hazing in or by any instrument of the College, including the student body. Any incident or threat of hazing must be reported to the Dean of Students, who will file an incident report and inform appropriate authorities. Anyone charged with being a principal organizer or participant in the crime of hazing will be subject to disciplinary proceedings and if found guilty will be dismissed from the school.

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 Development 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, organization funds returned to Atelier, 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 considered to be 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 education and each public and private institution of post secondary education 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 sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or

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

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

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

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 free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take 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, faculty (including volunteer faculty), other instructional personnel, 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:

(a) 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

(b) 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 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:

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

Brent Buckley, Director of Human Resources, Title IX Coordinator—for complaints concerning faculty and administrative staff.

Please address written communications to: The Boston Architectural College, 320 Newbury Street, Boston, MA 02115. All of these persons 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.

Kellie Bean, Provost and VPAA, can be contacted if you would like to discuss questions concerning a sexual harassment complaint and faculty.

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, and the resolution sought .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 and 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 of the 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 \(EEOC\)](#)

JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
1-800-669-4000

[The Massachusetts Commission Against Discrimination \(MCAD\)](#)

Boston Office:	Springfield Office:	Worcester Office:
1 Ashburton Place Sixth Floor, Room 601 Boston, MA 02108 617.994.6000	436 Dwight Street Second Floor, Room 220 Springfield, MA 01103 413.739.2145	18 Chestnut Street Room 520 Worcester, MA 01608 (508) 453-9630

To obtain information provided by our state local law enforcement agency concerning registered sex offenders:

Boston Police Department

650 Harrison Avenue
Boston, MA 02116-6199
617.343.4250

[Mass.gov Public Safety](https://www.mass.gov/public-safety)

Support Groups

[National Sexual Violence Resource Center](#)

[Rape Abuse and Incest National Network](#)

[Boston Area Rape Crisis Center](#)

[RAD—Rape Aggression Defense](#)

Drug and Alcohol Use

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

Tobacco

There is no smoking on the BAC campus. The BAC supports and encourages individuals who wish to stop smoking to enter a cessation program.

Responsible Alcohol and Tobacco Use at Off-Campus BAC Events

The BAC supports drug, alcohol, and tobacco laws while respecting the privacy of individuals in its community (within the parameters of the law).

Plagiarism and Academic Dishonesty

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.
- Using A.I. in a manner not allowed by the course policies outlined on the syllabus.

Definition of Plagiarism

To plagiarize is to represent someone else's work (writing, pictures, 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 "Citation Guide," available on the LRC website.) ")

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 their own, they are plagiarizing.

Misrepresenting Practice Work

Similarly one cannot take credit for work examples that were either generated collaboratively or in which they 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 their right to refuse the assignment or to prompt disciplinary action.

Use of A.I.

Individual faculty may select from the following three AI Use policy options for their course. The text following the policies outlined below must be included in your syllabus along with the policy faculty have selected.

USE PROHIBITED:

Students are not permitted to use artificial intelligence on assignments in this course. Any use will be considered a violation of academic Integrity

USE ONLY WITH ADVANCE PERMISSION:

Students must obtain advance permission from the instructor to use artificial intelligence on assignments in this course. Any use of AI tools without advance permission will be considered a violation of academic integrity. Permitted use of artificial intelligence on assignments in this course must be documented and credited with accurate citations.

USE ONLY WITH ACKNOWLEDGMENT:

Students are permitted to use artificial intelligence on assignments in this course, except when specified otherwise by the instructor, and must always be documented and credited with accurate citations.

Different courses at the BAC could implement different AI policies. It is the student's responsibility to be aware of and comply with expectations for each course.

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 Director 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 the Provost & VPAA.

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 Director of the Learning Resource Center to have the Campus Compact Review Board make a recommendation to the Provost & VPAA for sanctions. The Board consists of all School Deans and the Dean of Students. The Director of the Learning Resource Center will hold a hearing with the Board and invite the student. The instructor, the student's Academic Advisor, the relevant Program Director, and other administrative staff as necessary may be invited as necessary. If in attendance, the student will be allowed to explain I suggest themselves. In their absence they can submit a written statement to be read to the Board.

Following the hearing, sanctions will be recommended to the Provost & VPAA. 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 Provost & VPAA 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 Provost & VPAA. 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, they 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.

Privacy Protections

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

The Family Education Rights & Privacy Act of 1974, commonly known as FERPA, provides that all records pertaining to a student that are 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 Student Service's Office.

The Family Education 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 their 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 Honors 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

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 Provost & VPAA.

Conflict of Interest Policy

Adopted by the BAC Board of Trustees on 21 February 2008

Preamble; goals of the policy

This conflict of interest policy is intended to alert members of the BAC community to the types of situations involving divided loyalties that can arise in an academic setting, to provide guidelines for appropriate behavior, and to create a responsible and transparent method for dealing with potential conflicts.

The policy has the following goals:

1. To provide clear guidelines of behavior for all the various stakeholders of the BAC, in all their different roles, without unduly limiting the overlaps and complexities of roles and structures that are a key source of the school's strength.
2. To ensure that all stakeholders in the school – including affiliated organizations, funders, accreditors, and the general public – retain confidence that the organization is making decisions in a fair and open manner.
3. To ensure that covered individuals within the school do not take advantage, purposefully or inadvertently, of positions of responsibility and trust for personal gain, either financial or professional.
4. To provide guidance should a student, teacher, administrator, or other stakeholder in the college be put in a situation where he or she feels there are conflicting interests. The policy provides guidelines on how a potential conflict should be disclosed, and on any subsequent actions (including, where necessary, recusing oneself from making a decision).

Potential conflicts covered by the policy

The policy is triggered whenever a covered individual has a direct or indirect financial, professional, or other interest in a matter that comes before the individual for consideration. The policy identifies three different categories of conflict situations, which are described in more detail in parts D through F:

- Financial self-dealing (see part D)
- Professional/academic honors and recognition (see Part E)
- Faculty-student relations (see Part F)

If the policy is triggered, the actions that shall be taken by a covered individual (disclosure of the conflict, and in most cases recusal from decision-making) are described in part G.

Persons and organizations to whom the policy applies

1. Covered individuals: The policy applies to all of the following members of the BAC community:
 - a. Overseers
 - b. Directors
 - c. Members of committees with Board-delegated powers
 - d. Officers
 - e. Staff
 - f. Faculty, whether full-time, part-time, or volunteer
 - g. Students
2. Covered individuals' family members: The policy applies to the family members of covered individuals, including but not limited to spouses and civil partners, parents, siblings, and children. The policy may also apply to other relatives and to persons with whom a covered individual is closely involved, publicly or privately, if appropriate to the specific situation as judged by a reasonable observer on a case-by-case basis.
3. Affiliated organizations and persons: The policy applies to any firm or other organization with which a covered individual is affiliated, and to colleagues at these organizations. The term "affiliated" shall primarily apply to for-profit organizations that may derive financial or professional benefit from the association with the covered individual, and where the covered individual is employed or holds an ownership or investment interest. All references in the policy to the BAC also apply to any organization that is owned or controlled by the BAC.

Potential conflicts regarding financial self-dealing

The policy applies:

- Whenever a covered individual (or a family member, or an affiliated organization or person) holds any current ownership or investment interest

in an entity with which the BAC has a financial transaction or arrangement (such as a contract, lease, grant, loan, etc.).

- Whenever there exists any compensation agreement between a covered individual (or a family member, or an affiliated person) and the BAC, or any entity or individual with which the BAC has a financial transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- Whenever a covered individual (or a family member, or an affiliated organization or person) holds any potential ownership or investment interest in, or any compensation arrangement with, any entity or individual with which the BAC is negotiating a financial transaction or arrangement.

Potential conflicts regarding professional/academic honors and recognition

The policy would apply to decisions that cover the following types of situations at the BAC, when they affect a covered individual (or a family member, or an affiliated organization or person):

- Opportunities for gain in matters related to job promotion and duration (such as publications, awards, honorary memberships and degrees, and other marks of professional accomplishment).
- Activities related to the career advancement of a covered individual (or a family member, or an affiliated organization or person).

Potential conflicts and concerns regarding faculty-student relations

The BAC's unique structure, with a large number of faculty who also practice, and with the student requirements for Practice Component credits, is an important asset for the school. This part of the policy is not meant to hamper opportunities for students to find stimulating and rewarding employment, or to discourage talented practitioners from teaching at the BAC. At the same time,

the school's structure can give rise to a range of potential conflict of interest situations and related concerns that would not typically arise at other schools. The purpose of this part of the policy is to outline a code of behavior for both faculty and students, ensuring that students are treated fairly and professionally in both academic and work settings, and ensuring that both the reality and the perception of fairness govern all such situations.

1. Students in academic roles. The following policies apply to faculty-student relations in academic settings.
 - a. A faculty member shall disclose to the assigning faculty member when asked to evaluate the portfolio of a student whom he/she is currently teaching or has recently taught, or who is or has recently been employed at the same firm as the faculty member. Wherever possible, the faculty member shall then be recused, unless the assigning faculty member determines that there is a shortage of qualified faculty to perform the evaluations.
 - b. When a faculty member is part of a committee voting for student awards or scholarships, he/she should disclose to the other committee members upon recognizing the candidacy of a student whom he/she is currently teaching or has recently taught, or who is or has recently been employed at the same firm as the faculty member. The other committee members will then decide whether, and to what extent, the faculty member needs to be recused.
2. All assignments to students should be primarily motivated by the educational value to the students, rather than by the advancement of the faculty member's own professional or academic career. Whenever student efforts have contributed to professional or academic work by the faculty member, appropriate credit shall be given to the students in all cases.
3. Students in practice. The following policies apply to faculty-student relations in practice settings.
 - a. When a student is currently employed by a firm with which a faculty member is affiliated, the student typically should not enroll in a

course taught by that faculty member, unless the coordinating program director has reviewed the situation and deemed that there would be no actual or perceived conflict of interest.

Approvals will normally be granted whenever the course is required or has a large enrollment.

- b. Whenever possible, a faculty member should not evaluate the Practice Component work of a student who is employed at a firm with which the faculty member is affiliated, unless the coordinating program director has reviewed the situation and deemed that there would be no actual or perceived conflict of interest.
 - c. Whenever possible, a faculty member should not serve as the thesis or degree project advisor or representative for a student who is employed at a firm with which the faculty member is affiliated, unless the coordinating program director has reviewed the situation and deemed that there would be no actual or perceived conflict of interest.
 - d. Although a faculty member, or a firm with which the faculty member is affiliated, may hire a student whom that faculty member has previously taught, there shall be no offer of employment made until after grades have been submitted for the course which the student was taking.
 - e. Students working for a firm with which any overseer, director, or faculty member is affiliated shall be paid in accordance with applicable law (including minimum wage and overtime requirements), and they shall receive appropriate credit for the work they have performed as part of the firm in professional publications and elsewhere.
4. A faculty member may engage a student to participate in preparing a competition entry for a limited period of time. All students shall receive appropriate credit for their work, and they shall receive an appropriate share of any stipend or prize money that is awarded.

Procedures to address potential conflicts: disclosure and recusal

When a potential conflict of interest situation arises, either actual or perceived, a covered individual shall take some or all of the following actions:

- disclosure;
- recusal from voting or other decision-making (while allowing some measure of participation in discussion); or
- total recusal from discussion and decision-making.

1. Disclosure: When a material conflict of interest situation arises, either actual or perceived, the covered individual shall always be required to disclose his or her interest in the situation and be given the opportunity to disclose all material facts. The disclosure shall be made to the decision-making body, or to the immediate supervisor and the next most immediate superior, or as otherwise specifically stated in the Policy.
 - a. Overseers: the disclosure should be made to the full Board of Overseers.
 - b. Directors and officers: the disclosure should be made to the full Board of Trustees.
 - c. Members of a Board-appointed committee, task group, or other panel: the disclosure should be made to all members of the panel and to the chair of the Board of Trustees.
 - d. Staff: the disclosure should be made to the immediate supervisor and the chief financial officer. If the immediate supervisor would be the chief financial officer, disclosure shall also be made to the Executive Vice President and the President. If the immediate supervisor(s) would be the Executive Vice President and/or the President, disclosure shall also be made to the chair of the Board of Trustees.

- e. Faculty: the disclosure should be made to the coordinating program director and the Provost & VPAA. A coordinating program director shall make the disclosure to the Provost & VPAA and the President. If the immediate supervisor(s) would be the Provost & VPAA and/or the President, disclosure shall also be made to the chair of the Board of Trustees.
 - f. Student: the disclosure should be made to the coordinating program director. If the coordinating program director is directly involved, disclosure should be made to the Provost & VPAA.
2. Recusal: In all situations regarding a financial interest (Part D) or professional / academic honors and recognition (Part E), the covered individual shall be required to recuse him or herself from voting or from taking any other decision-making action. With respect to discussions that may precede the decision, the decision-maker may, at its sole discretion, allow the covered individual to make a presentation of material facts, but not to advocate a result. After the presentation, the individual shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the potential conflict of interest.
3. Annual statements: Each director, officer, senior staff person, and coordinating program director shall file an annual disclosure statement, in such form as the Board may require from time to time. At a minimum, the statement shall affirm that such person has received a copy of the Policy, has read and understands the Policy, has agreed to comply with the Policy, and understands that the BAC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Enforcement and Appeals

The Policy involves the creation of a new BAC Appeals Committee to review conflict of interest decisions. The Committee will also keep records of decisions, to provide guidance and consistency for future decisions.

1. Complaints / Whistleblower Protections: Any failure by a member of the BAC community to make a disclosure required under the policy, and any improper participation in a decision-making process, should be referred to the person or panel identified in Part G(1) relative to the individual. If a person is uncomfortable or not satisfied with such a referral, her or she should contact either a member of the Appeals Committee (see H(3) below) or the Chair of the Board of Overseers. All complaints will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
 - a. Anyone filing a complaint concerning a violation or suspected violation of the Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
 - b. Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
 - c. No director, officer, staff, faculty, or student who in good faith reports a violation or suspected violation of the Policy shall suffer harassment, retaliation, or adverse employment consequence. A person who retaliates against someone who has reported a violation or suspected violation in good faith is subject to disciplinary proceedings.
2. Violations: If the person or panel charged with investigating a complaint has reasonable cause to believe that the covered individual has failed to disclose actual or potential conflicts of interest, it shall inform the individual of the basis for such belief and afford him or her an opportunity to explain the alleged failure to disclose. If, after hearing the individual's response and after making further investigation as warranted by the circumstances, the person or panel determines the individual has failed to disclose an

actual or potential conflict of interest, it shall take appropriate disciplinary and corrective action.

3. Appeals: An individual may appeal a conflict of interest decision to the BAC's Appeals Committee. The Committee shall comprise at least three and no more than five members, including the Provost & VPAA, the President, and the chief financial officer. An affirmative vote of the majority of the Committee shall be required to resolve an appeal. Any conflict of interest decision involving any member of the Committee, or of the Board of Trustees or the Overseers, shall be reviewed and decided by the Executive Committee of the Board of Trustees.
4. Record-keeping and Reporting: Records of all conflict of interest decisions involving a violation or alleged violation of the Policy shall be filed with the Board (in the case of decisions affecting an Overseer, Director, Officer, or member of a Board-appointed committee) or with the President and the Provost & VPAA (in the case of decisions affecting staff and faculty). Records of all decisions shall also be filed with the BAC's Appeals Committee, so that they become part of the School's public record.
5. On a regular basis, the President shall consult with senior staff and the Provost & VPAA shall consult with the coordinating program directors, and each shall then report to the Board on a regular basis, but no less than annually, regarding the frequency and types of conflict of interest issues that have arisen under the Policy, along with any comments and/or recommendations they may make as to the effectiveness of the Policy.

Educational Resources

Photocopying

Instructors should make sure to follow copyright laws, and do not copy published articles for their classes. Instructors may use electronic reserves or post to their Moodle shell, so each student can download and print (if they desire) reading materials that are copyright protected.

Small Projects (fewer than 50 pages)

Located next to the Office of Academic Affairs on the second floor at 320 Newbury Street, the copy machine is shared by both faculty and staff, and is appropriate for small projects of fewer than 50 pages. Instructors' BAC ID cards can be used to log in to any copier to make copies and scan to their email, their home drive, or a USB drive.

Large Projects (50+ pages)

For larger copying projects, we ask that you complete a request form or send an email to copycenter@the-bac.edu at least 24 hours in advance. Faculty can collect their projects from the Copy Center in the basement of 320 Newbury Street.

Fair Use in Educational Settings

Fair use allows reproduction of copyrighted work for educational purposes. 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 published before 1930 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.

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. The BAC uses 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 course syllabus template 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, or for use in teaching or preparation to teach a course.

Instructor Course Preparation

If supplementing required texts with additional readings, an instructor 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.

ISSUE of FAIR USE	ACCEPTABLE	UNACCEPTABLE	NOTE
Spontaneity	Seeing an article in a magazine or newspaper and handing it out in class that night.	Using the same article in future semester without securing permission first.	In the second instance, use of the article is pre-planned, so permission must be secured.
Limited Proportion of the Whole Work	Discovering a book during the week that is useful for your course. Copying one chapter from the book to hand out to your class.	Discovering a book during the week that is useful for your course. Copying multiple chapters (or the entire book) to hand out to your class.	Even if spontaneously used, you can take only a small amount of a given text.

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.

Materials are maintained behind the Library's circulation desk and are available for in-library use only, so that all on-campus students may access the materials they need at any point during Library hours in order to complete their coursework. Please contact the BAC Library at Email: library@the-bac.edu or Phone: 617.585.0154 to reserve materials.

Visual Resources

Digital images of original work are protected under copyright law. 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 overseers are the BAC Librarians.

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 practices 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 and 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

Material that exists on the open web does not necessarily fall into the public domain. Often 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. Be aware that some websites have strict policies forbidding direct linking to sections of their website without explicit permission.

Copyright and Course Management Systems such as Moodle

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.

Under the Technology, Education, and Copyright Harmonization (TEACH) Act (S 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.

In order 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 and Outside Resources

Contact the Office of Academic Affairs for information regarding acquisition of copyright permissions for all material in print course packets created through their service.

Instructors are responsible for obtaining copyright permission for material handed out in class that exceeds the conditions of fair use. Questions regarding copyright permission for visual resources should be directed to the Library at 617.585.0154 or by email at Library@the-bac.edu

Consequences of Violating Copyright & Fair Use Guidelines

Anyone who suspects a violation of the BAC's Copyright Policy should contact the Office of Academic Affairs; 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 Academic Affairs as well as their 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 their 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/faculty 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 their 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.

General Copyright Permissions Questions

For general information or questions about obtaining permissions from copyright holders, contact either the BAC Learning Resource Center by calling 617.585.0174 or the BAC Library by calling 617.585.0154 or by Email:

library@the-bac.edu

Library

Instructors have borrowing privileges at the BAC Library during any semester in which they teach. Books circulate for four -week periods and are renewable (unless the book has been recalled by another patron). Books may be renewed in person, by telephone at 617.585.0154, via the web through your account in the library catalog, or by email (**Library@the-bac.edu**).

To check out books, faculty must present a current BAC ID and have a current address on file. Faculty should contact the Library staff directly with any questions. Faculty members also have access to Library computer facilities, to the Internet, and to printing capabilities.

The Library collection is for use by all students, faculty, and staff. Given the demand for texts and materials, the library staff asks for your cooperation in returning books on time. Faculty are not charged late fees for overdue books. Any books checked out during the course of the semester must be returned at

the close of the semester. Faculty will be asked to pay replacement costs for any lost books. A stipend/ honorarium may also be withheld until missing books are returned.

Reserve Material

The BAC Library is a key resource for students and faculty. Materials that can be placed on reserve include: books (either the Library's or the instructor's), readings, plans, and other material to which the instructor would like students to have access. Books checked out from other libraries may not be placed on reserve. Please be aware that putting a library book on reserve takes that book out of circulation for the entire semester; therefore, priority is given to books that students are required to use. In addition, the Library has limited shelf space; please request that no more than 10 items be placed on reserve. Questions regarding reserve material should be directed to the BAC Librarians at Library@the-bac.edu or by phone 617.585.0154.

Visual Resources Collection

The BAC's Visual Resources Library supports the curriculum by providing images focused on the built environment, films, and other relevant visual resources. Our digital resources are available to BAC faculty, staff, and students for research on campus and offsite. Please contact the BAC Librarians at Library@the-bac.edu or by phone at 617.585.0154.

Learning Resource Center

The BAC Learning Resource Center (LRC) provides a variety of academic support services. You must be a current BAC student, faculty, or staff member to receive tutoring. Tutors are fellow students, alumni, or specially hired professionals knowledgeable in their relevant subject matter. The LRC is located on the 6th floor, room 605, 320 Newbury Street, and can be reached at 617.585.0173 or by emailing writingcenter@the-bac.edu or

learningcenter@the-bac.edu. Appointments be requested online by the "Request a Tutor" form which is available in Moodle and on our website, www.the-bac.edu/lrc

Writing Tutoring

Writing support is offered year round, by appointment only, both online and in person. Trained consultants offer professional appraisal of all written material and can make suggestions to improve presentation and clarity.. Appointments can be made through our online jotform available on Moodle and our website www.the-bac.edu/lrc Students can drop in only if an available session has gone unfilled.

Writing consultants can assist in any of the following ways (all services are free for BAC students):

- One-on-one Consultations: All writing consultants have extensive writing and teaching experience. They provide a professional eye to critically analyze students' writing and suggest improvements. It's an interactive process that can benefit students 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.
- Resumes & Cover Letters: Learning Resource Center consultants provide a variety of resume and cover letter counseling. They can help students update their resume and more completely catalogue their skills. They can also provide much general job search information. (For specific Practice-related issues, contact the Practice Office directly.)
- Tip Sheets: If one of your students is not interested in scheduling a consultation session, but is interested in improving their writing, the LRC offers numerous tip sheets on a variety of writing and research subjects. Instructors and their students can find LRC tip sheets on the LRC website or by dropping drop by the LRC.

- Thesis Support: The LRC provides advanced help to those in Thesis or Degree Projects. Consultants can help students with focus, organization, analysis, as well as any research issues that might arise. Even if students have nothing written, but want to bounce ideas off somebody, they should feel free to schedule a time.
- Portfolio Support: Consultants can help students assemble their studio and practice work for Portfolio Review. Our consultants can give feedback on the clarity of students' writing and how clearly their concepts come across to the reader. They can also help students lay out their work in a logical, sequential fashion, so that anyone can follow the "story" of a given project.
- English as a Second Language (ESL) Support: If English is not a students' first language, the Learning Resource Center can provide assistance. All writing consultants are experienced working with ESL students. Please note: The LRC cannot provide general ESL tutoring. All tutoring must be in connection with a class.
- Presentation Skills/Studio Tutoring: Writing Consultants can help students prepare for their next studio pin-up by helping them talk through their concepts to clarify them, and also coach them on how to deliver a more effective oral presentation.

Math, Physics, Structures 1 & 2 Tutoring

Tutoring for these courses is offered in both drop-in and one-on-one formats, online and in person. Drop-in hours are posted at the start of each term. Students can use drop-in for an unlimited number of hours each term. If a student finds that drop-ins are not sufficient and they need more intensive help (or if they cannot attend the sessions), they can contact the LRC to arrange one-on-one tutoring.

Software Tutoring

The LRC offers one-on-one tutoring online and in person in most commonly used design software that students will need for their BAC classes. (check for availability). Software tutoring needs to be in support of a BAC class or project.

Drawing and Model-Making Tutoring

The LRC offers one-on-one tutoring online and in person in physical and digital modeling, freehand, orthogonal, and perspective drawing. Contact the LRC to make arrangements.

Conversation Partners Program

Conversation Partners supports our students whose first language is not English and who wish to improve their spoken English skills, by matching them with another BAC student or recent graduate for informal conversation. Students who wish to improve their conversational English and students interested in serving as partners are encouraged to join; both partners receive Practice Hours. If an instructor knows a student who would benefit from the program or who would be a good partner, please encourage the student to contact the LRC. Partners can meet in person or online depending on their needs and availability.

LRC Services to Faculty

The Learning Resource Center is available to support faculty members in addressing issues of suspected plagiarism or academic dishonesty. It is also often advisable to suggest to students that their work could benefit from LRC support.

The LRC can visit your class and explain the benefits of tutoring to your students and how they can access our services. Please contact the LRC Director directly to set up a time.

Important Information for New Faculty

Verification of Employment Eligibility

Federal regulations require that all BAC faculty and staff have the appropriate documentation on file verifying eligibility to work in the U.S. Faculty must complete the appropriate forms (I9 and W4 or W9) through the Office of Human Resources prior to the start of employment.

The BAC cannot allow instructors to begin teaching students without the proper documentation.

The BAC also requests current faculty résumés for accreditation purposes; each faculty member is responsible for submitting updated copies to the Office of Academic Affairs every semester they teach.

Submission of Signed Teaching Appointment Letter

Teaching appointment letters for degree faculty are distributed via Paycom, the BAC's personnel management platform, before the start of the semester. The teaching appointment letters must be acknowledged in Paycom by the deadline set by the Office of Academic Affairs (at least two weeks before the semester begins). International faculty and new faculty sign their offers via email. The teaching agreement represents acknowledgment of stated BAC policies and procedures. Failure to return a signed teaching agreement may result in delay or loss of compensation and/or dismissal.

Stipends and Honoraria

Compensation rates are established by the Office of Academic Affairs and approved by the Provost & VPAA. The BAC issues stipend payments in equal increments over the span of the semester based on the timing of the receipt of a signed teaching appointment letter and the regular BAC payroll schedule.

Honoraria payments are typically issued the first regular payroll period following the completion of employment paperwork, receipt of an executed agreement, and completion of the specified work. Contact the Payroll Office at payroll@the-bac.edu with any questions.

BAC ID Cards

Instructors are required to always visibly carry their BAC ID cards while on BAC campus or BAC sponsored events, as identification for security personnel. To obtain a photo ID, send an email to Badges@the-bac.edu to schedule an appointment. Lost or stolen ID cards must be reported immediately to Badges@the-bac.edu and Security@the-bac.edu. Schedule an appointment for a replacement ID card. A flat fee will be charged for each replacement. Damaged cards can be replaced at no charge with the return of the original card.

Contact Information

Instructors are responsible for ensuring that their mailing address and other contact information on file with the Office and Academic Affairs and the HR department is correct. If your home or work contact information changes either during or after the semester, please contact the Office of Academic Affairs to update your information. Our goal is to assist students in their efforts to connect with faculty, however we will not share instructor phone numbers or other contact information unless explicitly authorized to do so.

BAC Email Accounts

Each degree program faculty member is required to maintain a BAC email account and all college communications will be sent to that account. Please use this account for all your BAC-related work to facilitate communication with students, teaching colleagues, staff, and other BAC community members. If you

would like to forward your BAC email to a different email address, you can do so online.

Accounts for new faculty are created after the faculty sign their offer letter using the following format: `firstname.lastname@the-bac.edu`. To log on to your BAC email, enter your `firstname.lastname` and password at <https://outlook.office365.com/mail/>.

Contact the IT staff at 617.585.0191 or by email (help@the-bac.edu) with any questions.

Submission of Course Materials on Moodle

Copies of all course syllabi, a welcome message, and how the first course will meet must be submitted on Moodle by the course's Moodle go-live date. Please keep in mind copyright issues and do not provide hard copies of published, copyrighted articles in your class(es).

Other Benefits of Teaching at the BAC

Free Courses

Faculty members may enroll as a non-matriculating student or pursue a certificate and take one free class during the semester in which they teach or during the semester immediately following. The free class cannot exceed 3.0 credit hours during a given semester; two half-semester classes of 1.5 credit hours may be substituted. Free classes are not transferable to others nor may they accumulate from semester to semester. Faculty seats are allocated based on space availability after student registration is complete. To register, faculty must complete a tuition waiver form. Once approved by their supervisor and Human Resources, the completed form may be sent to the Continuing Education Department at CE@the-bac.edu. Faculty who have questions about enrolling as degree students should contact the dean of the relevant program.

ProArts

Instructors can enroll in subject-specific courses offered through the various ProArts institutions—the Berklee College of Music, the Boston Conservatory at Berklee, Emerson College, the Massachusetts College of Art, New England Conservatory and the School of the Museum of Fine Arts at Tufts. Enrollment is limited to the Fall and Spring semesters and registration during the cross-registration period is strongly encouraged as classes fill quickly. Please see the proarts.org website for specific course details and policies. . Tuition for ProArts continuing education or undergraduate-level courses is waived with an approved tuition waiver form. Any related fees (e.g., lab, registration, and student activity fees) are the faculty member's responsibility.

To utilize this benefit, interested faculty should complete a tuition waiver form and obtain all the required signatures. Once complete, they can send along the form to the Office of Student Services. From there, the faculty can submit a cross-registration application via the proarts.org website. Please note, the application is only open during the cross-registration period. It is encouraged to complete the tuition waiver form prior to the cross-registration period. For more detailed information, you can reach out to the Office of Student Services.

Summer Courses

While Teaching at the BAC

Standard Format for Syllabi

A syllabus is an outline of a course and includes several elements. It represents a contract between teacher and student that describes what material will be covered during the semester and the instructor's expectations of the students. The BAC requires every course syllabus include a number of elements, as indicated in bold in the template below. You must use the BAC template to create your syllabus to ensure it includes all required information. However, feel free to include additional information as may be necessary and appropriate.

[You can view instructions detailing how to complete the BAC syllabus and download the template here.](#)

Ordering Course Materials

Faculty members are responsible for informing students of any text required for a course. Faculty members should contact the Office of Academic Affairs with any questions about ordering required texts or placing materials on reserve by calling 617.585.0169 or emailing AcademicAffairs@the-bac.edu.

Add/Drop and Withdrawal Dates

Students are allowed to Add and Drop courses during the first week of the course. While most students register prior to add/drop week, there may be instances in which students are adding during the first week. Students cannot be penalized for adding courses during the first week. Students are allowed to Withdraw from courses (that is, to not finish the course and be assigned a transcript grade of W) before specific deadlines listed on the calendar.s.

Instructors should check the Academic Calendar to know these dates for a specific semester, and to be able to communicate those dates to their students.

Availability to Students

Please communicate your availability and the best way to contact you to students on the first day of class. Your students' emails are available to you on Moodle.

Course Changes or Cancellations

Adjunct faculty must notify both their supervising core faculty member and the Office of Academic Affairs about any changes to their regularly scheduled classes, including time changes, cancellations, or field trips. Any location

changes must be coordinated with and approved by the Office of Academic Affairs. If an instructor schedules a field trip, they must notify the Office of Academic Affairs by email. The email should include the field trip destination, the course name or code, and the field trip's start and end times. Instructors must confirm that students are able to attend any rescheduled class and provide sufficient advance notice to allow students adequate time to plan. Faculty members should also email all students enrolled in the course to explain any changes to the normal class schedule. Notifying the Office of Academic Affairs of changes to class schedules helps ensure that students can be directed to the correct location and any updated class date or time.

Federal law and accreditation standards require that courses meet for the full number of hours each semester. If a course must be cancelled, whether due to holiday or due to instructor unavailability, the course **MUST** be rescheduled to fulfill the correct number of classroom hours. The BAC does not automatically schedule weather closure or holiday make-up dates; rather, instructors are responsible for rescheduling any classes missed due to the school's closure. Please inform the Office of Academic Affairs of any make-up classes; the Office of Academic Affairs will also assist with reserving any necessary space for make-up classes. Instructors also have the option to assign additional homework, schedule field trips, or meet on weekends to make up class time. Please attempt to respect students' schedules and outside responsibilities when scheduling make-up class sessions .

For a full list of holidays during which the BAC is closed, please reference the Academic Calendar.

Faculty members must contact their course supervisor and the Office of Academic Affairs to notify the staff of the possibility of a late arrival. To schedule a make-up class or reserve a room for a rescheduled class, please contact the Office of Academic Affairs.

Field Trips

BAC instructors must notify their dean/director to gain approval for any off-campus excursions planned as part of or in addition to their regularly scheduled classes (including extra credit opportunities, site visits, tours, day trips, weekend excursions, etc.).

Travel dates, times, and locations, as well as a specific itinerary should be provided to and approved by the course's supervisor before the start of the semester. The supervisor will notify the Office of Academic Affairs of scheduled field trips before the start of classes each semester.

- Instructors and course supervisors must clearly communicate all field trip dates, times, and associated fees to students in advance of the course.
- Per federal guidelines, this information should be outlined in the online course description as well as the course syllabus, especially if field trips are required for the student to complete the course.
 - Whenever possible, field trips expenses (museum passes, travel expenses, etc.) should be paid directly by students to vendors. If this is not possible, trip fees must be collected by the BAC Bursar's Office.

It is also recommended that faculty members send an email reminder to all enrolled students detailing travel days/times as well as trip cost and payment deadlines prior to the course drop period.

The BAC highly values off-campus learning opportunities and fosters interdisciplinary collaboration whenever possible. If an excursion allows the opportunity to include additional members of the BAC community who are not enrolled in the class, please inform the Academic Affairs staff. If additional participants require additional resources or support, please list these as well. The opportunity will be promoted to the appropriate audiences.

Expense Reimbursement

Instructors may submit receipts for reimbursement up to \$40 for teaching supplies only. The BAC will not reimburse receipts for food and beverages. Instructors must submit a "Faculty Reimbursement Form" (available on the [Info for Faculty and Staff webpage](#)) as well as their receipts to the Office of Academic Affairs on the 2nd floor of 320 Newbury Street or AcademicAffairs@the-bac.edu. A reimbursement check will be mailed to the instructor or included in their payroll.

Charging Fees for Course Costs

Whenever possible, costs for such expenses as museum fees, site model supplies, and course materials should be paid directly by students to vendors.

When course fees cannot be paid to vendors, all fees must be paid directly to the Bursar's Office rather than to the faculty member. For accountability purposes, arrangements for course fees must be made before the start of the semester. These preparations ensure that students receive sufficient notification of course costs and that payment procedures conform to institutional standards. All additional fees must appear on the course syllabus.

Information Specific to Studio Faculty

Portfolio Review

All studio instructors are required to participate in Portfolio Reviews. These reviews occur each year in December, May, and July. Portfolio Review is integral to BAC's mission; it allows the College to support its accreditations, offer open admissions, and engage in evaluating student progress across academic and practice curricula. It is essential that the same people who teach BAC students also evaluate student competencies. Information related to each review such as dates, times, and deadlines, are distributed a few months before

the event. Instructors must contact their Program Directors if they are unable to participate.

Studio Review Week

Studio Review Week is the last week of the semester. All non-studio courses end the week before studio review week, with the exception of second-half semester courses, which continue until the end of the semester. For specific dates, please reference the Academic Calendar.

Room Changes for Review Week

If you wish to hold your final studio review in a location different from your assigned studio space, please request a room change two weeks before the start of Review Week by contacting Academic Affairs (AcademicAffairs@the-bac.edu). Every attempt will be made to accommodate such requests.

Weekend Studio Reviews

If an instructor chooses to meet during weekend hours, contact Academic Affairs at least two weeks in advance to reserve a space for the review. The review must fall within the weekend operating hours of the school ([building hours are available here](#)). If an instructor chooses to hold their weekend review offsite, they should inform their course supervisor in writing.

Attendance Policy:

Attendance is expected in all classes. Absences are grounds for an instructor to lower a student's final grade. If a student needs to be absent from a class meeting (or miss a week of an asynchronous course) they should communicate with the course instructor in advance if possible. Students are expected to keep up with the work and complete work missed due to absences, even if faculty

are unable to make-up contact time. Acceptance and grading of late submissions is at the discretion of the instructor.

For Citylab (both in-person and online): Students missing more than one day of the four day intensive cannot pass and should defer this course to a future semester.

For In-Person and Online-Synchronous

- **6-credit courses:** Five absences are grounds for an instructor to lower a student's grade one letter, and six absences are grounds for an instructor to fail a student.
- **3-credit courses:** Three absences are grounds for an instructor to lower a student's grade one letter, and four absences are grounds for an instructor to fail a student.
- **1.5-credit courses:** Two absences are grounds for an instructor to lower a student's grade one letter, and three absences are grounds for an instructor to fail a student.

For online-asynchronous, hybrid online-synchronous, and hybrid asynchronous courses

- **6-credit courses:** If a student fails to participate as required over any five weeks, an instructor may lower a student's grade one letter and if a student fails to participate as required over any six weeks, an instructor has grounds to fail a student.
- **3-credit courses - full semester:** If a student fails to participate as required over any three weeks, an instructor may lower a student's grade one letter and if a student fails to participate as required over any four weeks, an instructor has grounds to fail a student.
- **3-credit - 8-week:** If a student fails to participate as required over any two weeks, an instructor may lower a student's grade one letter and if a student fails to participate as required over any three weeks, an instructor has grounds to fail a student.

- **1.5-credit courses:** If a student fails to participate as required over any two weeks, an instructor may lower a student's grade one letter and if a student fails to participate as required over any three weeks, an instructor has grounds to fail a student.

Courses with in-person or online intensive sessions

In addition to including the text appropriate for your class selected from the options above, please add the following sentence:

Intensive Week

One absence during the Intensive Week is grounds for an instructor to lower a student's grade one letter, and two absences are grounds for an instructor to fail a student. These absences are included in the totals for the full semester, above.

Additional Information:

In the case of an accident, illness, or other emergency that causes any absences, a student should inform the Director of Advising Services, who will review the submitted documentation and notify relevant instructors as needed. Medical documentation (i.e. doctor's notes) indicating absence is "excused" does not excuse absence. Students are always expected to make up any work missed due to absences, even if faculty are unable to make-up contact time.

Please refer to the BAC Catalog for more information. [Use this link to access the current BAC Catalog.](#)

Religious Beliefs

Students whose religious beliefs may cause them to miss classes, examinations or studio reviews must inform their instructors and provide documentation of their religious obligation for the specified date(s). Although students are not penalized for missing class sessions and activities for such cause, their instructors

may require that they make up any missed assignments within a reasonable amount of time and subject to published deadlines.

The Massachusetts Fair Educational Practices Act (M.G.L.C. 151C, §2B) provides guidance as follows:

“Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.”

Mid-Semester Evaluations of Students

It is especially important to inform students early enough in the course (no later than at the mid-term), if they need to remediate their performance in order to pass a course. In addition to meeting with students who risk failing and documenting such meetings, instructors should notify Advising Services and their Education Director in cases where students are at risk of failing their courses.

Academic Warning/ Advising and LRC Referral

An Academic Warning and Advising/Learning Resources Referral Form should be completed at the mid-semester point (week four for an eight-week course and week eight for a 16-week course) for any student in danger of failing a class. The form serves both as an official academic warning to notify a student that his or her performance is unsatisfactory, and a confirmation that an

academic advisor should meet with the student to discuss strategies for improvement. The middle portion of the form requests specific recommendations for remedying the student's poor performance. This information will be shared with the student during the meeting with an academic advisor along with any relevant BAC resources.

[Academic Warning forms are available on the BAC website.](#)

If an instructor has any questions about the mid-semester warning process, contact Advising Services (617.585.0160) or the LRC (617.585.0173).

Grading Practices

Instructors are asked to enter grades electronically directly into their courses' Moodle shells. Contact the Office of Academic Affairs for assistance. Instructors should keep a copy of all grade reports. Grades must be submitted on time as grades affect a variety of processes including, calculating students' grade point average for probation warnings and determining students' financial aid eligibility.

Course Incompletes

In exceptional cases, students may request a grade of "Incomplete" (I) if they are unable to complete the course requirements within the assigned time. The student must present acceptable evidence of extenuating circumstances which prevented them from completing the coursework. The documentation and Incomplete contract must be reviewed and approved by the instructor. If approved, the student and instructor will both sign the Incomplete Grade Contract and submit to the Student Service's Office. Students are expected to adhere to the contract and complete the work by the deadline. It is the student's responsibility to ensure they are actively working on completing the missing work. The grade of "I" must be submitted by the grading deadline for

the semester in which the course has run. If the Registrar does not receive a completed form by the final grade deadline, the student will not be eligible to receive an incomplete.

Incomplete grade deadlines cannot exceed seven (7) weeks beyond the end date of the course. It is the instructor's right to determine whether an "Incomplete" is warranted and when the work must be finished within the maximum allowable time (seven weeks). After seven weeks have passed, if the Incomplete is not resolved through the awarding of a grade for the course, the "I" will automatically change to an "RF" on the student's transcript. Once a grade is entered that replaces the incomplete, including an "RF" (Repeat/Fail) it cannot be changed. Extending the incomplete beyond the 7-week deadline is possible as outlined by the Extended Incomplete Policy and must be filed by the end of the 7-week Incomplete Deadline.

Contract for Extension of Course Incomplete Grades

Requests for extensions beyond the seven-week Incomplete period may be made for only extremely serious extenuating circumstances, usually related to health or family issues. These extenuating circumstances must occur during the seven-week incomplete period. The instructor and the supervising Educational Director or Dean of School must both give approval for the extended incomplete. The approved request must be submitted to the Student Services's Office prior to the end of the seven-week Incomplete Period. A student must submit documentation supporting their request. This contract serves to document support from the instructor, as well as from the relevant Educational Director or Dean of School.

An Extended Incomplete Contract (available in the Student Services Office) must be filed with the Student Services Office. The contract must have a new incomplete deadline and must be signed by the student, instructor and the supervising Educational Director or Dean of School. This contract must be submitted to the Student Services Office prior to the end of the 7-week

Incomplete Period. Course extension contracts may only run through the end of the following semester in which the incomplete was entered.

Once an extended deadline is established, if the grade continues to remain unresolved past that deadline, an RF will be recorded on the student's transcript and will be factored into the GPA and/or studio GPA accordingly. Once the grade is entered, it cannot be changed.

Repetition of Courses

A student may repeat any course in which they have received a grade of "RF" or "NF". Upon passing the course, the original grade will convert to "NC" and the new grade will be used in computing the student's GPA. However if a course is re-taken more than once, only one of the failing grades may be replaced with the "NC" grade. Therefore one or more failing marks will remain on the transcript.

Grade Change

Grades are assigned and changed only by the instructors. In extraordinary cases, the appropriate School Dean may intervene (see the Grade Appeal Policy). Grade changes may only be made for reevaluation of completed work and must be submitted to the Student Services office by the end of the following semester. Students may not submit new work to receive a grade change unless the student has received the grade of Incomplete and it is within the incomplete period. Reference the Course Incomplete policy in this catalog.

Grade Appeal

A student may appeal a grade they believe was awarded incorrectly. **Please note: Grades may be challenged only through the end of the semester following the one in which the disputed grade was earned.**

A student should first contact the instructor to clarify the instructor's reasons for awarding the grade. If a satisfactory resolution is not achieved, the student may

contact the appropriate education director/dean, who will review the student's complaint to ascertain the merits of the complaint.

In cases where a director/dean determines that the appeal has merit, the director/dean will meet with the instructor to allow the instructor to review the student's grade. In unresolved cases, directors may also review the student's work and award a new grade. Grades may be challenged only through the end of the semester following the one in which the disputed grade was earned.

In unusual circumstances, the student may request that the Provost & VPAA review the director's decision. The Provost & VPAA will only review the director's/dean's decision if the student feels that the director/dean did not follow the appeals process properly or that the director's/dean's decision was based on personal bias. The original appeal should not be submitted; instead, a new appeal, outlining the reasons for the super appeal — consistent with these stated guidelines — should be submitted to the Provost & VPAA within ten business days of the director's notification to the student. The Provost & VPAA will investigate the super appeal and may request a meeting with the student. The Provost & VPAA will then issue a final decision, which cannot be further appealed, within ten business days of the conclusion of their investigation.

Grading Guidelines

Consult the list of acceptable grades in this handbook. A+, D+, and D- are not in use at the BAC. Please do not issue grades other than those accepted by the BAC. A grade for each student must be submitted, blank grades will not be accepted.

NF grades are given to those students who have failed due to non-attendance. These students have stopped or never attended. The last date of attendance will be required for any NF given to a student.

RF Grades are given to those students who have failed due to unacceptable or missing work. The work neither satisfies the requirements of the class nor

demonstrates understanding of course objectives. The presentation of work is unprofessional and/or incomplete. Overall, the student shows insufficient understanding of the course requirements. Poor attendance or violation of academic integrity policy may also be factors.

If a grade of "I" (Incomplete) is determined, instructor and student must sign an incomplete contract. Faculty cannot enter Incomplete grades online. Please reference the incomplete grade policy for more information.

Enter grades online through Moodle. Instructions are available on the BAC website on the [Info for Faculty/Staff page under "Post Semester."](#)

The due date for final grades can be found on the BAC Academic Calendar. Instructors should contact their supervisor if they have any questions.

BAC Grade Definitions

BOSTON ARCHITECTURAL COLLEGE

OFFICIAL INSTITUTIONAL NAMES: BOSTON ARCHITECTURAL CENTER PRIOR TO JUNE 1, 2006

GRADE	4.0 SCALE	0 – 100 SCALE	DEFINITION
A	4.0	94 – 100	Excellent. The work exceeds the requirements of the course and demonstrates complete understanding of course goals. In addition, assignments exhibit a level of critical thinking that has allowed the student to demonstrate creative problem solving. Ideas and solutions are communicated clearly, showing a high level of attention and care.
A–	3.7	90 – 93	
B+	3.3	87 – 89	
B	3.0	84 – 86	Good. The work meets the requirements of the course and demonstrates understanding of course goals. The assignments reflect an ability to solve problems creatively, but solutions demonstrate inconsistent depth and critical thinking ability. Ideas and solutions are communicated effectively, but may lack the clarity and depth one sees in excellent work.
B–	2.7	80 – 83	
C+	2.3	77 – 79	
C	2.0	74 – 76	Satisfactory. The work meets the minimum requirements of the course and reflects understanding of some course goals but is lackluster. The assignments exhibit a basic problem-solving ability, but the process and solutions lack sufficient depth and demonstrate a need for greater critical thinking. Ideas are communicated ineffectively, showing a lack of attention to detail and a decided lack of clarity or depth.
C–	1.7	70 – 73	
D	1.0	60 – 69	Less than satisfactory. The work barely meets the minimum requirements of the class. Assignments lack depth and display a minimal understanding of course goals. Ideas are presented with little or no detail or elaboration. Course guidelines are often not followed.
RF Repeat/Fail	0.0	0 – 59	Unacceptable or missing work. The work neither satisfies the requirements of the class nor demonstrates understanding of course objectives. The presentation of work is unprofessional and/or incomplete. Overall, the student shows insufficient understanding of the course requirements. Poor attendance or violation of academic integrity policy may also be factors.
NF	0.0	N/A	Failure due to non-attendance
I	N/A	N/A	Incomplete
W	N/A	N/A	Withdrawn
P	N/A	N/A	Pass. Used only in specially designated courses and educational reviews.
NP	N/A	N/A	No Pass
NC	N/A	N/A	No credit. Used if a student replaces a failing grade. Not included in GPA calculation.
NS	N/A	N/A	No show. Awarded only for Educational Reviews if a student registers but does not attend.
T	N/A	N/A	Transfer credit
WV	N/A	N/A	Waiver

Timely Submission of Grades

The BAC Student Services Office must receive grades by the stated deadline found on the BAC Academic Calendar. Grades need to be received by the deadline as they can impact a student's graduation or registration for the following semester. The Student services Office will send out a reminder of the grade deadline closer to the end of the semester. Grades should be entered directly by the instructor to the Moodle course.

Course and Faculty Evaluation

Course Evaluations

Students are asked to evaluate their instructors at the midpoint (new instructors and studio instructors only) and at the end of each course (all instructors). These course evaluations are conducted entirely online through a platform called SmartEvals. Full information on this process is sent to instructors by the Office of Academic Affairs every semester.

Faculty are expected to inform students of the importance of submitting evaluations and to encourage their engagement in order to achieve as high a completion rate as possible. In introducing the evaluation process, please emphasize that the evaluations are a helpful tool in improving course materials and pedagogy for current and subsequent iterations of the course. We suggest that instructors set aside time during one of their last class meetings for their students to complete evaluations on their computers or their phones.

Aggregated data from these forms are also used by the BAC to assess the overall efficacy of courses and programs. During and after the semester, course supervisors review the completed evaluations and are available to discuss the results with instructors in their areas.

Final course evaluation results become available to instructors after the grade submission deadline.

Curriculum Review Processes

The Boston Architectural College's Curriculum Committee is charged with reviewing proposals for new courses, modifications to courses, and program curricula changes in order to ensure quality and consistency with the mission of the College. Course proposals are presented by the faculty, reviewed by the committee and forwarded for approval by the Provost and Vice President of Academic Affairs. The committee reviews new program proposals after they have been approved for Curriculum Committee consideration by both the Provost and the Cabinet. The Curriculum Committee meets five times a year.

Further information about the Curriculum Committee, along with the handbook and other materials, can be provided by the Office of Academic Affairs upon request.

Travel Study Programs

Travel study programs are subject to the institution's approval. Travel opportunities can be offered by all disciplines to different members of the BAC community.

Policies & Procedures

The following is a general order of procedures for travel program approval.

1. 1. The instructor/sponsoring dean/director for each proposed travel program is required to connect with the Office of Academic Affairs.
 - a. If proposed travel is associated with a new course, the proposal must also have approval and sign off from the BAC Curriculum Committee, in advance of being submitted to the Provost & VPAA's Office.
 - b. Proposals must be submitted at least six months prior to the proposed travel dates or in accordance with the general Curriculum Committee schedule.

2. Academic Affairs will secure approval from the Vice President of Finance and Administration regarding insurance risk requirements (specific to location) and travel budgets.
 - a. All budgets must have approval from the VPFA before being submitted to the President's Cabinet for approval.
 - b. The Office of Academic Affairs brings proposals before the President's Cabinet and approvals are granted or denied.
3. Upon approval, travel sponsors will coordinate logistics with relevant departments across campus.

BAC Directory

The Boston Architectural College is located at the corner of Newbury and Hereford Streets in Boston's Back Bay. Our mailing address is:

Boston Architectural College
320 Newbury Street
Boston, MA 02115

Main phone number is 617-262-5000

Enrollment hotline: 617-585-0100 or toll-free at 1-877-585-0100

Key Contacts

Admissions

Email: admissions@the-bac.edu
Phone: 617-585-0123
Fax: 617-585-0121

Advising Services

Email: advising@the-bac.edu
Phone: 617-585-0160
Fax: 617-585-0181

Alumni Relations

E-mail: alumni@the-bac.edu

Phone: 617-585-0107

Human Resources

E-mail: HRQuestions@the-bac.edu

Fax: 617-585-0111

Institutional Advancement

E-mail: giving@the-bac.edu

Phone: 617-585-0107

Library

Email: library@the-bac.edu

Phone: 617-585-0154

Marketing and Communications

Email: communications@the-bac.edu

Phone: 617-585-0216

Office of Academic Affairs

Email: AcademicAffairs@the-bac.edu

Phone: 617-585-0169

Practice

Email: practice@the-bac.edu

Phone: 617-585-0145

Registrar

Email: studentservices@the-bac.edu

Phone: 617-585-0294

Tech Resources (IT and A/V)

Email: help@the-bac.edu

Phone: 617-585-0191

Visual Resources Library

Email: library@the-bac.edu

Phone 617-585-0154