
MIT Mind and Hand Book

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

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



The *Mind and Hand Book* is published by the MIT Division of Student Life. For questions about any policies or procedures, contact the Office of Student Citizenship via email at citizenship@mit.edu or via phone at 617-253-3276.

The *Mind and Hand Book* is © MIT 2015.

Table of Contents

I. Introduction	5
II. Policies Regarding Student Behavior	7
1. Academic Integrity	8
2. Alcohol and Other Drugs	9
A. Alcohol Policy	9
B. Other Drug Policy (Prohibited Substances)	10
C. Requirement to Obtain Medical Assistance for Emergencies Involving Alcohol and Prohibited Substances	11
D. Institute Imposed Sanctions for Violations of Alcohol and Prohibited Substances Policies	12
E. Practice for Seeking Help in Alcohol and Prohibited Substance-Related Medical Emergencies (Help Seeking Practice)	12
3. Assault and Reckless Endangerment	15
4. Community Well-Being	15
5. Copyright Infringement	15
6. Disorderly Conduct	16
7. Fire Equipment, Fire Alarms, Fire Drills	17
8. Freedom of Expression	17
9. Gambling and Raffles	18
10. Hacking	18
11. Harassment	19
12. Hazardous Materials	20
13. Hazing	21
14. Improper Use of Institute Name and Logo	25
15. Improper Use of Institute Property	26
16. Institute Expectations of Student Behavior and Integrity	26
17. Intimate Partner Violence	26
18. Nondiscrimination Policy	27
19. Off-Campus Misconduct	28
20. Property Damage and Destruction	28
21. Retaliation	28
22. Sexual Misconduct	29
23. Stalking	35
24. Theft	35
25. Unauthorized Access	35
26. Weapons and Dangerous Objects	36
III. Policies Regarding Residence Halls and Apartments	37

IV. Policies Regarding Fraternities, Sororities, and Independent Living Groups	39
1. Approved Institute Housing	39
2. Collection of Unpaid Bills by Individuals	40
3. Expectations of Citizenship and Recognition of FSILGs	41
A. Terms and Conditions of Recognition and Good Standing	42
B. Discrimination and Harassment	44
C. Hazing	44
4. Risk Management Policies: Drugs and Alcohol	44
5. FSILG Violations	46
A. Judicial Procedures	46
B. Interim Action	46
6. Statement on Expansion	47
V. Other Selected Institute Policies	49
1. Common Policies to Note	49
2. Bicycling on Campus	50
3. Statement on Drug-free Campus and Workplace Policies	51
4. Missing Person, Missing Student Notification Policy	58
5. Protection of Personal Privacy	59
VI. Complaint and Disciplinary Procedures	61
VII. Resources	63
1. Annual Security and Fire Safety Report	63
2. Committee on Discipline	63
3. Office of Community Development and Substance Abuse	64
4. Conflict Management@MIT	64
5. Dean on Call Program	65
6. Guidelines for Raising Complaints about Harassment	67
7. Lost and Found	67
8. MIT Medical	68
9. MIT Police Department	69
10. MIT Together	70
11. Mental Health and Counseling	71
12. Office of Student Citizenship	72
13. Ombuds Office	72
14. Sexual Assault Awareness	73
15. Student Disability Services	74
16. Title IX Office	74
17. Violence Prevention and Response	75
Important Numbers and Contacts	77



Introduction

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

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

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

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

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



Policies Regarding Student Behavior

All members of the MIT community are expected to conduct themselves with proper respect for one another and for each other's property. The Institute fosters the attitude that every person brings unique qualities, talents, and dignity to the community and that every individual deserves to be treated, judged, and accorded both common decencies and all the benefits of society in an evenhanded and respectful manner.

MIT is committed to continuing attention to the structure of opportunity afforded to those who spend time here — opportunity for individual satisfaction and self-fulfillment, for employment and subsequent advancement. All who study and work here stand to benefit from attention to these basic human needs. Persons employed at the Institute require ready access to opportunities for advancement, as well as attention to their needs for personal and career development. Those who study here deserve an education that enriches the essential lifelong process of growth and educational self-renewal and places a premium on self-sufficiency and intellectual independence.



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



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

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

Off-campus misconduct may be a basis for MIT disciplinary action if the Institute considers that such alleged misconduct may have violated Institute policy and expectations of civility, integrity, and respect. Student status in no sense renders an individual student immune from the jurisdiction of civil or criminal courts and other governmental authorities. MIT actions will take into account applicable law as well as the policies and procedures of the Institute and the standards of behavior expected of members of the educational community.

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

If an infraction causes a student to be involved both in Institute disciplinary proceedings and in criminal proceedings, the Institute generally will not delay or stop the internal process until after the criminal proceedings have been concluded. For more information, contact the Office of Student Citizenship, room W20-507, citizenship@mit.edu, 617-253-3276.



II (1). Academic Integrity

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

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

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

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

II (2). Alcohol and Other Drugs

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

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

- A. Alcohol Policy
 - B. Other Drug Policy (Prohibited Substances)
 - C. Requirement to Obtain Medical Assistance for Emergencies Involving Alcohol and Prohibited Substances
 - D. Institute Imposed Sanctions for Violations of Alcohol and Prohibited Substances Policies
 - E. Practice for Seeking Help in Alcohol and Prohibited Substance-Related Medical Emergencies (Help Seeking Practice)
-

II (2) (A). Alcohol Policy

MIT prohibits any persons under the age of 21 from possessing or consuming alcohol. Additionally, MIT prohibits persons from providing, serving, or selling alcohol to any person, except as expressly allowed in Institute policy 9.3.2. Small social gatherings (*usually* considered to be 25 guests or fewer) at which alcohol is served to individuals over the age of 21 is not considered a violation of this policy.

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

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

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

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

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

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

MIT prohibits the use, sale, manufacturing, distribution, possession, or facilitation of the use of marijuana, regardless of the severity of penalty according to Massachusetts State Law (sometimes referred to as decriminalization).

This policy remains in effect notwithstanding legislation in Massachusetts that has allowed the sale and use of marijuana under strict conditions for medicinal purposes. Federal law, specifically, the Drug-Free Schools and Communities Act, requires MIT to continue to maintain and enforce its prohibition on the use of marijuana so that MIT students may be eligible to receive federal financial aid. MIT policy applies even if the Massachusetts Department of Public Health (DPH) has

issued a Medical Marijuana Registry identification card to an individual, thereby authorizing that individual to possess a limited amount of marijuana for medicinal purposes. Thus, whatever state law may permit, MIT policy strictly prohibits any person with a medical marijuana card from possessing, using, distributing, selling, manufacturing, or facilitating the use of medical marijuana on campus or at any Institute-sponsored activity. For those students who have a medical condition that may qualify as a disability, please contact the Student Disability Services Office to discuss alternative accommodations and support that may be available to address disability-related needs.

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

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

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

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

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

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

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

II (2) (E). Practice for Seeking Help in Alcohol and Prohibited Substance-Related Medical Emergencies (Help Seeking Practice)

Introduction

The health, safety, and general welfare of MIT students are of the utmost concern to the faculty, staff, students, and administration of the Institute. For this reason, the MIT community has established a set of procedures to reduce barriers related to seeking help for alcohol and prohibited substance-related medical emergencies. All students are required to seek immediate medical attention and treatment for themselves or others in circumstances when they experience the potentially dangerous effects associated with the use of alcohol or prohibited substances.

Alcohol-Related Medical Emergency

In a situation where a student seeks attention for an alcohol-related medical emergency, MIT will treat the situation as a health and safety matter, not as a disciplinary incident. This practice of reducing barriers to getting help will be extended not only to the student receiving medical attention, but also to the student(s) who calls for help. Students who are the victim of a crime while under

the influence of alcohol will not face disciplinary repercussions for use related to the incident.

In an alcohol-related medical emergency, students are expected to:

- contact emergency officials by calling 100 (on campus) or 617-253-1212;
- remain with the individual(s) requiring treatment and cooperate with emergency officials;
- meet with appropriate Institute administrative staff after the incident, and;
- cooperate with Institute officials.

Students who receive medical attention through this practice will be required to complete educational and/or counseling program(s) that are meant to support the student and connect them with other community services and resources that may be beneficial.

Prohibited Substance-Related Medical Emergency

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

In a situation where a student seeks attention for a prohibited substance-related medical emergency, MIT will treat the situation as a health and safety matter first and foremost. Each incident will be reviewed to determine if the situation warrants additional administrative or disciplinary action. This practice of reducing barriers to getting help will be extended not only to the student receiving medical attention, but also to the student(s) who calls for help.

In a prohibited substance-related medical emergency, students are expected to:

- contact emergency officials by calling 100 (on campus) or 617-253-1212;
- remain with the individual(s) requiring treatment and cooperate with emergency officials;
- meet with appropriate Institute administrative staff after the incident, and;
- cooperate with Institute officials.

Students who receive medical attention through this practice will be required to complete educational and/or counseling program(s) that are meant to support the

student and connect them with other community services and resources that may be beneficial.

Limits to the Help Seeking Practice

This practice does not apply to students who are involved in serious or flagrant violations of MIT policy including, but not limited to, violence, harassment, serious property damage, instances where groups of students require medical attention, or the sale, distribution, enabling the use of (e.g. “spotting”), or sharing of prohibited substances. It also cannot preclude or prevent action by police or other legal authorities. Students are required to comply with requests from the administration or MIT Police to address the incident.

Students who experience patterns of behavior that result in the repeated use of the Help Seeking Practice will require further action or intervention. Although such an incident may not result in disciplinary action or a record, there may be administrative follow up.

Groups and Organizations

Student organizations, living groups, their members, and associated responsible person(s) are expected to follow these steps to respond to alcohol or prohibited substance-related emergency situations. The fact that a student organization obtains medical assistance as described above will be a factor that will be considered strongly in their favor in determining whether and to what extent disciplinary action will be pursued, as well as determining the severity of potential outcomes or sanctions. Student organizations and groups that experience patterns of behavior that result in the repeated use of this practice will require further review to evaluate internal risk management issues.

Responsibility to Your Community

All members of the MIT community take part in a shared responsibility for the health and wellness of the community and its members. Student groups and organizations that do not demonstrate responsible, help-seeking actions in an alcohol or prohibited substance-related emergency situation where action is warranted could void all protections under this practice. A lack of response may be considered in any follow-up, relevant sanctioning, or levying of disciplinary action.

 **II (3). Assault and Reckless Endangerment**

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

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

 **II (4). Community Well-Being**

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

 **II (5). Copyright Infringement**

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

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

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

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

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



II (6). Disorderly Conduct

MIT prohibits disorderly conduct. Disorderly conduct is defined as any unreasonable or reckless conduct by an individual or group that is inherently or potentially unsafe to other persons or to their real or personal property, and/or any behavior that disrupts the peace or interferes with the normal operation of the Institute or Institute-sponsored activities. Disorderly conduct includes making unreasonable noise, disrupting a lawful meeting, obstructing pedestrian or vehicle traffic, or creating a hazardous situation.



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

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

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

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



II (8). Freedom of Expression

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

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

With respect to materials posted on bulletin boards, it is not appropriate to remove or deface signed posters, for example, announcements of social events in a certain religious community or the gay community, even if some people find such material offensive. If you are offended by a poster signed by a person or group in the MIT community, it is appropriate to convey your sense of offense to those who created the poster. It is not appropriate to remove or deface the poster.

★
 Source: MIT
 Guidelines
 for Raising
 Complaints
 about
 Harassment

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



II (9). Gambling and Raffles

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

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



II (10). Hacking

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

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

Hack Etiquette

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



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



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



II (11). Harassment

Harassment of any kind is not acceptable behavior at MIT; it is inconsistent with the commitment to excellence that characterizes MIT’s activities. MIT is committed to creating an environment in which every individual can work, study, and live without being harassed. Harassment may therefore lead to sanctions up to and including termination of employment or student status.

Harassment is any conduct, verbal or physical, on or off campus, that has the intent or effect of unreasonably interfering with an individual’s or group’s educational or work performance at MIT or that creates an intimidating, hostile, or offensive education, work, or living environment. Some kinds of harassment are prohibited by civil laws or by MIT policies on conflict of interest and nondiscrimination.

Harassment on the basis of race, color, sex, disability, religion, national origin, sexual orientation, gender identity, veteran's status, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group.

Sexual harassment may take many forms. Sexual assault and requests for sexual favors that affect educational or employment decisions constitute sexual harassment. However, sexual harassment may also consist of unwanted physical contact, requests for sexual favors, visual displays of degrading sexual images, sexually suggestive conduct, or offensive remarks of a sexual nature.

The Institute is committed under this policy to stopping harassment and associated retaliatory behavior. All MIT supervisors have a responsibility to act to stop harassment in the areas under their supervision.

Any member of the MIT community who feels harassed is encouraged to seek assistance and resolution of the complaint. MIT provides a variety of avenues by which an individual who feels harassed may proceed, so that each person may choose an avenue appropriate to his or her particular situation. Institute procedures are intended to protect the rights of both the complainant and the respondent, to protect privacy, and to prevent supervisory reprisal.



Source: [Institute Policy 9.5, Policy on Harassment](#).

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



General complaint procedures are described in MIT Policies and Procedures Section 9.6, and in the MIT Personnel Policy Manual Section 3.4. In addition, Guidelines for Raising Complaints about Harassment can be consulted.



II (12). Hazardous Materials

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

- Hazardous chemicals
- Biological materials
- Radioactive substances, lasers (class 3b or class 4)
- Ammunition
- Explosives (including firecrackers and missiles)
- Flammable materials

- Accelerants
- Gas grills
- Hibachis
- Charcoal grills or lighter fluid
- Gasoline
- Flammable liquid
- Gas-powered equipment
- Propane cooking equipment (see below).

Propane

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

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



II (13). Hazing

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

Endangering mental health is defined as sleep deprivation, extended isolation, public degradation, intimidation, creation of artificial and excessive stress, public nudity, and other comparable behaviors that are reasonably likely to,

or are intended to, cause a significant degree of distress, disgrace, anguish, or interference with academic, professional, or personal pursuits.

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

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

Prohibited forms of hazing include but are not limited to:

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

Examples of subtle hazing include but are not limited to:

- Deception
 - Silence periods
 - Deprivation of privileges
 - Social isolation
 - Name calling
 - Assignment of duties not assigned to other members.
- **Harassment Hazing:** Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing often confuses, frustrates, and causes undue stress for new members.

Examples of harassment hazing include but are not limited to:

- Verbal abuse
 - Threats or implied threats
 - Sexual simulations
 - Requiring situationally inappropriate attire
 - Sleep deprivation.
- **Violent Hazing:** Behaviors that do or could cause physical or psychological harm.

Examples of violent hazing include but are not limited to:

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

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

Massachusetts Hazing Law

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

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

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely

affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.” **M.G.L. c. 269 Section 17.**

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.” **M.G.L. c. 269 Section 18.**

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

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

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

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. **M.G.L. c. 269 Section 19.**

For further information about hazing and hazing prevention efforts at MIT, visit MIT's hazing resources website – <http://hazefree.mit.edu> – or contact the Office of Student Outreach and Support in W20-507 or 617-253-3276.

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



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

The Institute's name must not be used in ways that suggest or imply the endorsement of other organizations, their products, or their services. The use of the Institute's name, logo, seal, and photographs in the advertising and other promotional material and activities of outside organizations is prohibited when such use is likely to be understood as an endorsement, even if such an endorsement is not the intention of the person or organization seeking to use MIT's name. All proposals, therefore, for the use of MIT's name or other identification in advertising, sales literature and videos, and commercial publicity must be submitted to the Technology Licensing Office.



Source:
Institute Policy
12.3: Use of
Institute Name.



II (15). Improper Use of Institute Property

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

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

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

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

II (17). Intimate Partner Violence

MIT prohibits intimate partner violence. Intimate Partner Violence is defined as actual or threatened physical violence, intimidation, or other forms of physical or sexual abuse that would cause a reasonable person to fear harm to self or others. For this policy, “intimate relationship” means marriage, domestic partnership, engagement, casual or serious romantic involvement, and dating, whether in a current or former relationship. Intimate Partner Violence can occur between persons of any gender identity, any sexual orientation, and it can occur in any type of intimate relationship including monogamous, non-committed, and relationships involving more than two partners. Intimate Partner Violence can be a single act or a pattern of behavior. Intimate Partner Violence is sometimes referred

to as, and includes behaviors that would be considered, dating violence, domestic violence, or relationship abuse.

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

II (18). Nondiscrimination Policy

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

The Vice President for Human Resources is designated as the Institute's Equal Opportunity Officer. Inquiries concerning the Institute's policies, compliance with applicable laws, statutes, and regulations (such as Title VI and Section 504), and complaints may be directed to Lorraine Goffe-Rush, Vice President for Human Resources, Room E19-215, 617-253-6512. Such inquiries may also be directed to the Manager of Staff Diversity and Inclusion, Room E19-215, 617-452-4516. In addition, inquiries about Title IX (which prohibits discrimination on the basis of sex) may be directed to the Institute's Title IX Coordinator, Sarah Rankin, Room W31-223, 617-324-7526, titleix@mit.edu. Inquiries about the laws and about compliance may also be directed to the Office for Civil Rights, US Department of Education.

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

II (19). Off-Campus Misconduct

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

II (20). Property Damage and Destruction

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

II (21). Retaliation

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

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

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

- Encouraging or asking others to engage in retaliatory behavior on one's behalf

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

II (22). Sexual Misconduct

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

Definitions

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

Sexual misconduct is a broad term used to encompass a range of behaviors including *sexual harassment*, *nonconsensual sexual contact*, *nonconsensual sexual penetration*, and *sexual exploitation*. Some behaviors covered by these definitions might be referred to as rape, sexual assault, or sexual battery in criminal statutes. Terms that are also used culturally include date rape, acquaintance rape, or intimate partner violence. Sexual misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other.

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

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

Effective Consent is:

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

Further:

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

Individuals who initiate sexual activity assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce

accountability for their actions. The question is whether or not the person who initiated the sexual activity knew or whether a sober and reasonable person in the same position should have known whether the other person gave *effective consent*.

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

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

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

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

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

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

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

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

- submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or
- submission to, or rejection of, such conduct is used as the basis for employment decisions (such as advancement, performance evaluation, or work schedule) or academic decisions (such as grading or letters of recommendation); or
- such conduct has the purpose or effect of unreasonably interfering with an individual's working conditions, academic experience, or living conditions, or of creating a hostile working, academic, or living environment.

Even one instance of sexual harassment, if severe enough, may create a hostile environment. A non-exhaustive set of examples of conduct that might constitute sexual harassment are included below. One or more of these actions will be considered sexual harassment only when that conduct has the purpose or effect of unreasonably interfering with another individual's working conditions, academic experience, or living conditions, or of creating a hostile working, academic, or living environment.

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

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

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

Nonconsensual sexual contact is defined as any physical contact with another person of a sexual nature without that person's *effective consent*. The touching of a person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching a person with one's own intimate parts; or forcing a person to touch another's intimate parts would be violations of this policy if they occur without *effective consent*.

Nonconsensual sexual penetration is defined as the sexual penetration of any bodily opening with any object or body part without *effective consent*. This could be committed by force, threat, intimidation, coercion, or through exploitation of another's mental or physical condition (such as lack of consciousness, *incapacitation* due to drugs or alcohol, age, or disability) of which the respondent was actually aware or which a reasonable person in the respondent's position should have been aware.

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

Reporting and Resources

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

MIT's Response

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

Interim Measures

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

 **II (23). Stalking**

MIT prohibits stalking. Stalking is defined as a course of conduct involving more than one instance of unwanted attention, harassment, unwanted physical or verbal contact, use of threatening words and/or conduct, or any other course of conduct directed at an individual that could be reasonably regarded as alarming or likely to place that individual in fear of harm or injury, including physical, emotional, or psychological harm.

Stalking can take many forms. Examples include, but are not limited to, more than one instance of the following behaviors that could reasonably be regarded as alarming or likely to place the recipient in fear of harm of injury: following a person; appearing at a person's home, class or work; continuing to contact a person after receiving requests not to; leaving written messages, objects, or unwanted gifts; vandalizing a person's property; photographing a person; and other threatening, intimidating, or intrusive behavior.

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

 **II (24). Theft**

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

 **II (25). Unauthorized Access**

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

II (26). Weapons and Dangerous Objects

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



III

Policies Regarding Residence Halls and Apartments

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

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



Policies Regarding Fraternities, Sororities, and Independent Living Groups

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

IV (1). Approved Institute Housing

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

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

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

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

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



IV (2). Collection of Unpaid Bills by Individuals

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

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

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

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



IV (3). Expectations of Citizenship and Recognition of FSILGs

Recognition is the formal process by which MIT agrees that an FSILG may function on campus as any other recognized student organization and as Approved Institute Housing, if applicable. Each fraternity, sorority, and independent living group must be affiliated with a coordinating governing council, the Interfraternity Council, the Panhellenic Association, or the Living Group Council. MIT seeks to recognize and support those fraternities, sororities, and independent living groups whose purpose and practices are consistent with those of the Institute. Through this support, the Institute acknowledges the value of this community and the benefits of participation in a Greek-letter organization or independent living group. When an FSILG or its members violate Institute Standards and Policies, matters shall be directed through the Institute's judicial system. In instances where an FSILG operates in a manner severely contrary to the Standards, Policies, and/or Mission of the Institute, the Institute reserves the right to revoke or suspend recognition of the FSILG, and to remove all recognition privileges. Removal of recognition privileges includes but is not limited to loss of Good Standing with the Institute and/or loss of Approved Institute Housing status.

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

A. Terms and Conditions of Recognition and Good Standing

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

1. All MIT Student Community Standards & Policies.
2. All applicable MIT governing council regulations and guidelines (See Interfraternity Council, Panhellenic Association, and Living Group Councils).
3. All state, local, MIT, and Inter/National laws, policies, and regulations.
4. FSILG recognition requires active membership of at least 5 MIT registered undergraduate students.
5. Each FSILG must have at least 5 active alumni or volunteers to serve in mentor and advisory capacities for the organization, building facility, and undergraduate leaders, especially in the areas of chapter operations, housing policies and resident contracts, social, and risk management policies. This may take the form of an active House Corporation, Alumni Advisory Board, or both. Advisors are not required to be MIT alumni.
6. FSILG New Member/Associate Member or Pledge Programs may not exceed 12 weeks in length. This includes Institute Holidays and IAP periods. Reasonable exceptions may be made for religious holidays. Delaying or extending initiation of new members over a semester may only be done with the prior, joint approval of the FSILG Office and Inter/National headquarters, and all requests must be made in writing. MIT will support a national program length mandate of a period shorter than 12 weeks, if applicable.
7. Each FSILG must be affiliated with a coordinating governing council: Interfraternity Council, Panhellenic Association, or Living Group Council. IFC, Panhellenic, and LGC membership criteria are set in accordance to the respective governing body's policies and bylaws. Coordination and recognition of culturally-based fraternities and sororities and those affiliated with NALFO and NPHC shall be the responsibility of the FSILG office until such time a governing or coordinating council is established.

8. Each FSILG must have a House Corporation or Alumni Board affiliated and in good standing with the Association of Independent Living Groups (AILG).
9. All organizations are expected to participate in regular AILG Accreditation processes.
10. All organizations must remain current on all debt related to house and safety issues and all applicable licenses, certificates, and inspections.

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

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

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

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

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

B. Discrimination and Harassment

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

C. Hazing

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



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

FSILG governing councils are expected to adopt and enforce risk management policies and procedures for FSILG facilities and for FSILG events. These policies are outlined by each council (see IFC, Panhel, or LGC policies and procedures). FSILGs are also expected to follow all Institute rules and regulations concerning student behavior, safety, and risk management.

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

1. The possession, sale, use, or consumption of alcoholic beverages, while on chapter premises, or during an FSILG event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the FSILG, must be in compliance with any and all applicable laws, regulations, and policies of the state, city, and MIT, and must comply with either the BYOB or third party vendor guidelines.
2. Alcoholic beverages may not be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example kegs or handles of hard alcohol, is prohibited.
3. Open parties, meaning those with unrestricted access by non-members of the FSILG, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age.

5. The possession, sale, or use of any illegal drugs or controlled substances while on chapter premises or during an FSILG event or at any event that an observer would associate with the FSILG is strictly prohibited.
6. No FSILG may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for the purposes of fundraising. An FSILG may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third party vendor and guest list.
7. No FSILG may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations, including non-FSILG organizations recognized by MIT or any area University.
8. All recruitment or rush activities associated with any FSILG will be non-alcoholic. No recruitment or rush activities associated with any FSILG may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
9. No member or pledge, associate/new member, or novice shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor, or alcoholic beverages; the practice of consuming shots equating to one’s age; “beer pong;” “Beirut;” “century club;” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate/new member program, activity, or ritual of the chapter. This includes, but is not limited to, activities associated with “bid night,” “big brother/little brother” events or activities, “big sister - little sister” events or activities, “family” events or activities, and initiation.

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

IV (5). FSILG Violations

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

A. Judicial Procedures

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

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

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

B. Interim Action

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

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

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

IV (6). Statement on Expansion

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

The policies shall include but are not limited to the following principles:

1. Groups seeking recognition by the Institute as a new Greek-letter organization must obtain sponsorship by a recognized national or international fraternity or sorority.
2. Groups seeking recognition by the Institute as a new Greek-letter organization must agree to adopt and implement the principles and procedures outlined in this section and the rules and policies of the Interfraternity Council or the Panhellenic Association, or whichever is applicable.
3. Colonies and newly established chapters are afforded all of the written privileges of a FSILG and are expected to adhere to all written terms and conditions of recognition and good standing status.
4. Fraternity and sorority colonies must adhere to all Inter/National Headquarter policies and regulations for installation.

The FSILG Office will advise and departmentally recognize approved culturally based sororities and fraternities until there is a council formed to support and govern these groups.

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





Other Selected Institute Policies

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

V (1). Common Policies to Note

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

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

V (2). Bicycling on Campus

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

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

Wheeled Violations

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

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

Bicycle Registration

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

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



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

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

Standards of Conduct

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

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

Sanctions

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

Financial Aid

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

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

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

Institute Sanctions

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

Violations of the Drug Free Workplace Act

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

Health Risk

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

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

Selected drugs and their effects

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

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

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

- **Nicotine**

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

- **Marijuana**

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

- **Stimulants [Cocaine, Amphetamines, “speed,” “uppers”]** Stimulant use interferes with reabsorption of dopamine causing euphoria, which constricts blood vessels, dilates pupils, and increases heart rate and blood pressure.

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

- **Ecstasy [MDMA]**

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

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

- **Hallucinogens [LSD, PCP]**

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

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

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

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

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

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

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

- **Prescription Drug Abuse** The most commonly misused prescription drugs are: painkillers [codeine, Oxycontin, Vicodin, Demerol]; CNS depressants [Nembutal, Valium, Xanax]; and stimulants [Ritalin, Dexedrine, Adderall].

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

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

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

Short-term effects: These chemicals slow down the body’s functions, and can cause momentary intoxication which, if continued, can lead to stimulation, reduced inhibition, and ultimately loss of consciousness. Using solvents or aerosol sprays can induce heart failure and death, known

as “sudden sniffing death.” This effect is mostly associated with butane, propane, and chemicals in aerosols.

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

- **GHB**

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

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

Resources

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

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

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

A. Missing Person Procedure

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

B. Missing Student Notification Policy

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

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



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



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

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



V (5). Protection of Personal Privacy

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



Source:
Institute Policy
III.F: Protection
of Personal
Privacy.





Complaint and Disciplinary Procedures

Students who believe that they have been treated improperly for any reason are encouraged to raise their concerns. Difficulties with other students can be pursued through the living group, department head, other appropriate venues or groups, and the Office of Student Citizenship (OSC), Room W20-507, citizenship@mit.edu, 617-253-3276. Students may also bring concerns to the attention of an Ombudsperson.

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

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

A formal complaint against a student must be submitted in writing to OSC. The charge and its documentation are transmitted to the chair of the COD. After a review of the documentation, the chair will decide whether or not a hearing by the COD is warranted, and, if so, what the appropriate forum will be. The COD has the authority to impose any sanction it deems appropriate. Possible sanctions include placing a letter in a student's disciplinary file, probation, suspension, and expulsion. Sanctions may also include educational and/or restorative components meant to address the wrongdoing and serve the larger community. Detailed procedures for resolving complaints alleging that a student has violated MIT policies are available online at <http://cod.mit.edu/rules> and in print from the Office of Student Citizenship.

This procedure serves also as the grievance procedure for students as required by Title IX of the Higher Education Act of 1972 with regard to grievances arising out of alleged discrimination on the basis of sex, and for disabled students alleging failure to comply with Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. A complaint against anyone employed by MIT may go to the immediate or higher supervisor of the apparent offender, or to the Human Resources Office on campus or at Lincoln Laboratory. A description of the complaint procedures for persons employed at MIT is included in Institute Policy 9.6: Complaint Resolution Policies and Procedures.



Resources

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

VII (1). Annual Security and Fire Safety Report

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

VII (2). Committee on Discipline

Building W20, room 507
617-253-3276
<http://cod.mit.edu>

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

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

The Rules and Regulations of the COD govern how cases of alleged misconduct by student shall be resolved. The rules are available online at <http://cod.mit.edu> and in print from the Office of Student Citizenship, W20-507, 617-253-3276, citizenship@mit.edu.



VII (3). Office of Community Development and Substance Abuse

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

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



VII (4). Conflict Management@MIT

Building W20, room 507
617-253-3276
<http://studentlife.mit.edu/conflictmanagement>
conflictmanagement@mit.edu

Conflict Management@MIT is a program of the Office of Student Citizenship which believes that conflict is a fact of life when there is more than one person in a personal or professional relationship. We also believe that conflict has the potential to be educational and creative, and can strengthen relationships if addressed effectively.

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

What issues can be brought to Conflict Management@MIT?

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

You Can Use Our Services If...

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

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

VII (5). Dean on Call Program

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

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

What is the Dean on Call Program?

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

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

What situations does the Dean on Call respond to?

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

Who are the Deans on Call?

The primary On-Call responders consist of the Area Directors (AD) from the Residential Life Program staff and the two Assistant Directors for Fraternities, Sororities, and Independent Living Groups. These primary responders rotate coverage on a weekly basis. They are supported by a team of secondary responders comprised of the Assistant Director for Student Outreach and Support, Assistant Dean for Residential Life and First Year Programs, Associate Dean for Residential Life and Dining, Assistant Dean for Student Outreach and Support/Director of Community Development and Substance Abuse, Associate Dean/Director for FSILGs and the Assistant to the Senior Associate Dean, who are available to provide consultation and assistance.

When is the Dean on Call available?

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



VII (6). Guidelines for Raising Complaints about Harassment

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

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

“I make no secret of my homosexual preferences, and I don’t try to impose my beliefs on others. However, my frankness has made me the target of all kinds of abuse and insults. I’ve had to move out of my dorm.”

If any person or group of people is unreasonably bothering you, tell someone. You don’t have to just suffer silently and put up with or ignore such behavior. The Institute has a very strict policy on harassment, which is defined as “verbal or physical conduct which has the intent or effect of unreasonably interfering with an individual’s educational and/or work performance at MIT, or creating an intimidating, hostile or offensive educational, or work, or living environment on or off campus.” The intent and effect are both important because if someone is hurting you, even if they don’t mean to, they should be made aware of it and stopped.

If you can’t get the offensive behavior to stop on your own, speak with someone at the Institute about it. Resources include Student Support Services and the Ombudspersons, listed in this Handbook.

If you would like more information before you talk with someone, MIT has posted Guidelines for Raising Complaints about harassment, found online at <http://web.mit.edu/communications/hg/>.



VII (7). Lost and Found

Building W89
617-253-9755

Valuables are held in the lost and found at the MIT Police for at least 30 days. If you lose something around a residence hall, check the desk. Items lost in the Student Center, Kresge or Chapel are kept in Campus Activities Complex

(W20-500, 617-253-3913) for two weeks before being sent to the MIT Police. Please report lost items at: <http://police.mit.edu/lostandfound>. Athletics and libraries hold lost items for a long time before sending them to the MIT Police.



VII (8). MIT Medical

Building E23

<http://medweb.mit.edu>

617.253.4481

Services, Locations and Hours

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

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

- <http://medweb.mit.edu/directory/>
- <http://medweb.mit.edu/howdoi/guides/graduate.html>
- <http://medweb.mit.edu/howdoi/guides/undergraduate.html>
- <http://medweb.mit.edu/howdoi/guides/international.html>

Free Services for MIT Students at MIT Medical

- For emergencies, dial 100 from any campus phone or 617.253.1212
- For urgent care that does not require emergency transport, dial 617.253.4481
- For more information about the MIT Student Health Plan:
<http://medweb.mit.edu/healthplans/student>

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

- Unlimited care by a personal physician or nurse practitioner (voice: 617.253.4481; TTY: 617.258.0656)
- Care for injuries and illnesses like a cold, the flu, and gastroenteritis (voice: 617.253.4481; TTY: 617.258.0656)
- Urgent care (voice: 617-253-4481; TTY: 617.258.0656)
- Office visits in more than 25 medical and surgical specialties
- Physical exams (there are charges for form and entrance physicals) (voice: 617-253-4481; TTY: 617-258-0656)
- Routine gynecological visits and related lab tests (617.253.1315)

- Mental Health services, including urgent matters and group counseling (617.253.2916, 8:30 a.m. to 7 p.m. Monday to Thursday; 8:30 a.m. to 5 p.m. Friday)
- X-ray and mammography (appointments, 617.253.4905)
- Free condoms and other safer sex supplies (E23-205, 617-253-1316)
- Pregnancy testing (appointments in Primary Care, 617.253.4481, or OB/GYN, 617.253.1315)
- Confidential STD testing (Primary Care voice: 617.253.4481; TTY: 617.258.0656)
- Women's Health (617.258.5384)
- Stress management and relaxation, healthy eating, exercise and fitness, tobacco treatment: individual consultations, group workshops, multimedia library and downloadable resources (Community Wellness at MIT Medical, 617.253.1316)
- Laboratory and other diagnostic testing (617.253.4239)
- Patient Relations Coordinator to help resolve concerns about your care (617.253.4976)
- Program for Violence Prevention and Response (VPR) works with people dealing with issues around sexual assault, intimate partner violence, and stalking at MIT (24-hour hotline: 617.253.2300)
- Alcohol and substance abuse support (617.253.2916)

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



VII (9). MIT Police Department

<http://police.mit.edu>

Building W89

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

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

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

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

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



VII (10): MIT Together

<http://together.mit.edu/>

MIT Together is the online portal to support resources for our graduate and undergraduate students. The site's purpose is to provide a clear path to help, advice, and support for students in need, as well as to offer insight into how various programs and services work.

Everyone needs help at one point or another, and MIT Together is dedicated to the idea that seeking help is a natural part of learning and succeeding at MIT. The guiding principle is that problems are easier to solve when you work with someone else.

MIT Together relies on the wisdom, experience, and helpfulness of students, staff, faculty, and others—all the resources listed on and linked to from this site. The site itself is managed by the Office of the Chancellor, but the support network reflects the entire MIT community, working together.



VII (11). Mental Health and Counseling

E23, 3rd Floor

617-253-291

http://medweb.mit.edu/directory/services/mental_health.html

MIT Medical's Mental Health and Counseling Service provides:

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

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

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

When you call Mental Health and Counseling during regular weekday hours, we'll schedule you for a same-day phone conversation with one of our clinicians to briefly discuss your concerns. This will help us match you with a clinician who is appropriate for your needs. Or, if you're calling with concerns about someone else, we can give you advice about what to do.

Any member of the MIT community can use the Mental Health and Counseling Service without a referral. Mental health and counseling services are free for students; copayments may be required for employees. Employees with a health plan other than the MIT Health Plan may be charged for visits.



VII (12). Office of Student Citizenship

Building W20, room 507

617-253-3276

<http://studentlife.mit.edu/citizenship>

citizenship@mit.edu

The Office of Student Citizenship (OSC) is the department within the Division of Student Life responsible for helping students develop and enforce their standards and values. We facilitate student judicial committees within the Residence Halls and FSILGs by offering mediation services, and by offering a wide array of programs to help any student organization understand and articulate its values. OSC is the beginning point of all formal complaints against students and student organizations, we serve as staff to the Committee on Discipline, and we are an impartial resource for all parties in a complaint. Our programs and services are designed to promote community standards of behavior and support the academic mission of the Institute by enhancing student's academic achievement as well as personal and ethical development.

Please feel free to contact the Office of Student Citizenship at any time to report an incident, consult privately about a concern, or request an outreach presentation or workshop.



VII (13). Ombuds Office

<http://ombud.mit.edu>

Building 10, Room 213

617-253-5921

The MIT Ombuds Office helps people resolve disputes, manage conflicts, and learn more productive ways of communicating. The Ombuds Office serves as an **independent, confidential, neutral** and **informal** resource for the entire MIT community—faculty, staff of all kinds, students and post-docs. It provides a place for every voice at MIT to be heard and to receive impartial attention discreetly and privately. The Ombuds Office seeks to promote a fair conflict management system and supports systemic changes to achieve this goal.

The MIT Ombuds help visitors examine useful options for dealing with a concern. The MIT Ombuds and their staff do not accept formal complaints or notice of

any claims to MIT. If a visitor wishes to make MIT formally aware of a particular problem, the Ombuds can provide information on how to do so.

Common Issues Brought To An Ombudsperson:

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

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

VII (14). Sexual Assault Awareness

Violence Prevention & Response

<http://mit.edu/wecanhelp>

24-hour helpline: (617) 253-2300

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

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

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

VII (15). Student Disability Services

Building 5, Room 104
617-253-1674
<http://mit.edu/uaap/sds>

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

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

For more information on the services, policies, and procedures of SDS, visit their website at <http://mit.edu/uaap/sds> or call them at 617-253-1674.

VII (16). Title IX Office

Building W31, Room 220
(617)324-7526
[https://titleix.mit.edu/](https://titleix.mit.edu)
TitleIX@mit.edu

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

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



VII (17). Violence Prevention and Response

Building E23, Room 208

<http://mit.edu/wecanhelp>

vpradvocate@med.mit.edu

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

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

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

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

The VPR Advocate can help you:

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

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

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





Important Numbers and Contacts

MIT Police

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

Non-emergency: 617-253-2996

Cambridge Police

Emergency: 911

Non-Emergency: 617-349-3300

Boston Police

Emergency: 911

Non-Emergency District D4: 617-343-4250

MIT Medical: 617-253-4881

Mental Health and Counseling Service: 617-253-2916

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

Safe Ride: 617-253-2997

Office of Student Citizenship: 617-253-3276

Residential Life and Dining: 617-253-2404

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

Student Support Services: 617-253-4861

Massachusetts
Institute of Technology



2015-2016



MIIND

science & arts

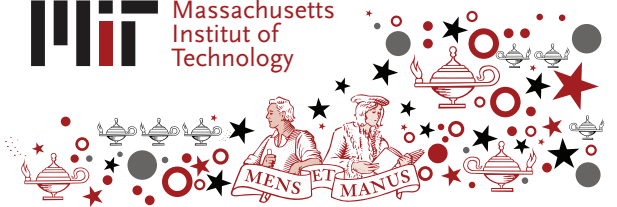
&

HAND

BOOK



MIT Massachusetts
Institit of
Technology



MIND & HAND
BOOK 2015-2016



handbook.mit.edu