

MIND

&

HAND

BOOK

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### 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>.

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The *Mind and Hand Book* is published by the MIT Division of Student Life. For questions about any policies or procedures, contact the Office of Student Conduct and Community Standards via email at [osccs@mit.edu](mailto:osccs@mit.edu) or via phone at 617-258-8423.

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# TABLE OF CONTENTS

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<b>I. Introduction</b>	<b>5</b>
<b>II. Policies Regarding Student Behavior</b>	<b>7</b>
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. Good Samaritan Amnesty Policy	12
3. Assault and/or Reckless Endangerment	15
4. Community Well-Being	15
5. Copyright Infringement	15
6. Disorderly Conduct	16
7. Fire Safety	16
8. Freedom of Expression	17
9. Gambling and Raffles	18
10. Hacking	18
11. Harassment	20
12. Hazardous Materials	22
13. Hazing	23
14. Improper Use of Institute Name and Logo	26
15. Improper Use of Institute Property	27
16. Institute Expectations of Student Behavior and Integrity	27
17. Intimate Partner Violence	28
18. Threats, Intimidation, Coercion	29
19. Nondiscrimination Policy	29
20. Off-Campus Misconduct	30
21. Property Damage and Destruction	30
22. Non-Retaliation Policy	30
23. Sexual Misconduct	32
24. Stalking	39
25. Theft	40
26. Unauthorized Access	40
27. Weapons and Dangerous Objects	40
28. Title IX Sexual Harassment	41
<b>III. Policies Regarding Residence Halls and Apartments</b>	<b>46</b>
1. Residence Hall Murals	46
2. Smoking in the Residence Halls	46

<b>IV. Policies Regarding Fraternities, Sororities, and Independent Living Groups</b>	<b>48</b>
1. Approved Institute Housing	48
2. Judicial Procedures	49
3. Interim Action	50
<b>V. Other Selected Institute Policies</b>	<b>53</b>
1. Common Policies to Note	53
2. Bicycling and Wheeled Transportation on Campus	54
3. Statement on Drug-free Campus and Workplace Policies	55
4. Missing Person, Missing Student Notification Policy	62
5. Protection of Personal Privacy	63
6. Student Leave Policies	63
<b>VI. Complaint and Disciplinary Procedures</b>	<b>65</b>
<b>VII. Resources</b>	<b>68</b>
1. Annual Security and Fire Safety Report	68
2. Committee on Discipline	68
3. Office of Alcohol and Other Drug Services (AODS)	69
4. Dean on Call Program	69
5. Guidelines for Raising Complaints about Harassment	70
6. Lost and Found	71
7. MIT Medical	71
8. MIT Police Department	73
9. MIT Student Resources	74
10. Student Mental Health and Counseling Services	74
11. Office of Student Conduct and Community Standards	75
12. Ombuds Office	76
13. Sexual Assault Awareness	77
14. Disability and Access Services	77
15. Student Support Services (S3)	78
16. Institute Discrimination and Harassment Response Office (IDHR)	78
17. Violence Prevention and Response	79
<b>Important Numbers and Contacts</b>	<b>80</b>





## INTRODUCTION

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

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

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

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

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





## POLICIES REGARDING STUDENT BEHAVIOR

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

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

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

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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, in the *Mind and Hand Book*, and in the Institute Policies and Procedures (<https://policies.mit.edu/policies-procedures>).

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 Conduct and Community Standards, room W20-507, 617-258-8423.

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## ● 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: <https://facultygovernance.mit.edu/rules-and-regulations>.

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

Several methods of response are available, all of which help uphold the integrity of the Institute and all students' learning experiences. The Office of Student Conduct and Community Standards is responsible for facilitating these responses for faculty, as well as maintaining documentation within the Institute on the incident

and response. Information for faculty regarding the options for handling academic integrity violations is available online from the Office of Student Conduct and Community Standards.

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## ● II (2). Alcohol and Other Drugs

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

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

- A. Alcohol Policy
  - B. Other Drug Policy (Prohibited Substances)
  - C. Requirement to Obtain Medical Assistance for Emergencies Involving Alcohol and Prohibited Substances
  - D. Institute Imposed Sanctions for Violations of Alcohol and Prohibited Substances Policies
  - E. Good Samaritan Amnesty Policy
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### 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 9.11.2. 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.

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

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

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

### **Recreational Marijuana**

Although the Commonwealth of Massachusetts has approved legislation to legalize recreational use of marijuana by people at or over the age of 21, MIT must abide by federal law, including the Drug-Free Schools and Communities Act, in order to remain eligible for federal funding to the Institute, including student financial aid. Therefore, MIT must continue to maintain and enforce its prohibition on the use of marijuana. This means that for all students, regardless of age, MIT prohibits the use, sale, manufacturing, distribution, possession, or facilitation of the use of marijuana on campus, including in all FSILGs, or as part of any MIT-sponsored activities.

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

### Medicinal Marijuana

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

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## 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 their residence and dropping them off, driving the person to a hospital in a personal vehicle, asking another person to take responsibility for the intoxicated individual) shall be considered a serious violation of this policy.

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



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

MIT students found to be in violation of the Institute’s alcohol and prohibited substances policies should expect to receive sanctions for those violations through the Office of Student Conduct and Community Standards, 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 warning, 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.

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

### Introduction

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

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

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

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## Policy Guidelines

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

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

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

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

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

When members of student organizations<sup>2</sup> call for assistance on behalf of individuals in need of help under this policy, the organizations will also not face disciplinary actions for violations of the Institute's policies on alcohol and prohibited substances.

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

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### Policy Expectations

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

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

### Policy Limitations

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

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

## ● II (3). Assault and/or 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.

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## ● 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.

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## ● II (5). Copyright Infringement

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

MIT's responsibility under the law is to respond expeditiously to remove, or disable access to, the material that is claimed to be infringing. When MIT receives a Digital Millennium Copyright Act (DMCA) notification, it is expeditiously forwarded to the individual member of the MIT community that uses, owns, controls, or has some



kind of administrative or technical responsibility for the machine indicated in the notice, when that individual can be identified based on records maintained by Information Systems and Technology (IS&T).

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

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

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

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## ● 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.

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## ● II (7). Fire Safety

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 or burning candles or incense in the residence halls
- using a fireplace in a manner that does not comply with MIT guidelines
- placing objects in any exit or on fire escapes
- entering or occupying the roof of any residence except in areas designed for, and approved by, MIT for assembly use

- using flammable decorations, including natural evergreens, in any room, corridor, stairwell, lounge, dining hall, lobby, or other public area
- for students living on campus without kitchens: possessing or using microwaves, toaster ovens, or other cooking devices in student bedrooms
- possessing halogen lamps in the residence halls

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.

### Fire Alarms

When a fire alarm is activated in a residence hall, residents are required by law to evacuate to their designated meeting points. If responding fire fighters see people that have not evacuated, it is within their power to charge those who have not evacuated with a crime. Institute policy is to evacuate immediately, NOT to fight fires.

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## ● II (8). Freedom of Expression

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

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

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

It is usually easier to deal with issues of free expression and harassment when members of the community think in terms of interests rather than rights. It may be “legal” to do many things that are not in one’s interests or in the interests of

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Source: [MIT Guidelines for Raising Complaints about Harassment](#)

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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.

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## ● 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>. 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>.

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## ● 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.

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.

Per *Mind and Hand Book* Section II (26). 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.

Examples of unauthorized access include, but are not limited to, access to unapproved rooftops, the domes of Building 10 and 7, steam tunnels, closed construction sites, and HVAC ducts. Scaling or climbing the exterior of buildings is also not permitted. Further examples include, but are not limited to, locked offices, labs, or residence hall rooms that you do not have permission to enter.”

Further notable related policies to consider include:

- II (3). Reckless Endangerment
- II (15). Improper Use of Institute Property
- II (21). Property Damage and Destruction

**Help Seeking:** The health, safety, and general welfare of MIT students are of the utmost concern to the Institute. In a situation where students seek in good faith help or medical attention for a dangerous emergency-situation, MIT will treat the students’ call for help as a significant mitigating factor. This consideration, which is intended to reduce barriers to getting help, will be extended not only to the student in need of help or medical attention, but also to the student(s) who call for help. Failure to seek assistance may be considered an aggravating factor in any disciplinary process.

In many situations where someone calls for help, MIT will consider it a health and safety matter, and not take disciplinary action. Students or student organizations who call for help may be required to complete educational and/or advising program(s) that are meant to support students and their organizations and connect them with other community services and resources that may be beneficial. These programs and services will be tailored to the specific circumstances and needs of those involved.

MIT prohibits hazing. If you feel pressured to engage in hacking behaviors for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, organization, or living community, you are encouraged to report or seek help by using MIT’s confidential hazing reporting form.

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

### Hack Etiquette

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

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.

## ● II (11). Harassment

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

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

In determining whether unwelcome conduct is harassing, the Institute will examine the totality of the circumstances surrounding the conduct, including its frequency, nature and severity, the relationship between the parties and the context in which the conduct occurred. Below is a partial list of examples of conduct that would likely be considered harassing, followed by a partial list of examples that would likely *not* constitute harassment:

- **Examples of possibly harassing conduct:** Public and personal tirades; deliberate and repeated humiliation; deliberate interference with the life or work of another person; the use of certain racial epithets; deliberate desecration of religious articles or places; repeated insults about loss of personal and professional competence based on age.

- **Examples of conduct that is likely not harassment:** Administrative actions like performance reviews (including negative performance reviews) and making work assignments; other work-related decisions like moving work areas or changing work colleagues; and isolated incidents (unless, as noted above, they are very severe, such as the use of certain racial epithets).

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

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

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

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

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While MIT's harassment policy is not limited to harassment based on the protected categories listed in Section 9.2, the Institute is particularly committed to eliminating harassment based on those categories. Harassment that is based on an individual's race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin is not only a violation of MIT policy but may also violate federal and state law, including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and Mass. General Laws Chapter 151B. For information on how to file complaints of violation of law with governmental agencies see Section 9.8.5.9 Legal Information.

General complaint procedures are described in MIT Policies and Procedures Section 9.8.

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## ● 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).

### Gas Cylinders

Students are prohibited from receiving, possessing, storing or using any gas cylinder (including, but not limited to, liquid nitrogen, helium, nitrous oxide) in any MIT residence hall. If a student attempts to purchase these materials without prior approval from EHS, the order will be cancelled and the cylinders confiscated. Students may be subject to severe disciplinary action as stated in the MIT Policies and Procedures.

### Propane

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

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

## ● II (13). Hazing

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

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

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

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

Prohibited forms of hazing include but are not limited to:

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



Examples of subtle hazing include but are not limited to:

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

Examples of harassment hazing include but are not limited to:

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

Examples of violent hazing include but are not limited to:

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

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

### Massachusetts Hazing Law

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

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by

imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

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

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



and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

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

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

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

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## ● 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

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Source:  
[Institute Policy 12.3: Use of Institute Name.](#)

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identification in advertising, sales literature and videos, and commercial publicity must be submitted to the Technology Licensing Office.

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## ● 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.

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## ● 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.

MIT's expectations of civility and accountability also extend to periods where students are under interim action related to the discipline process as imposed by the Committee on Discipline, Dean for Student Life, or designee. Accordingly, students are expected to comply with all terms defined within said action, including but not limited to no-contact orders, temporary or permanent removal of a student from MIT housing or relocation to another room or residence hall, restrictions on student organization or residence hall activities, restricting a student's access to certain campus locations, or changes to academic or work schedules.



MIT expects that students will comply with any and all policies related to special Institute events; these events include, but are not limited to: Orientation, Campus Preview Weekend, and Commencement.

This expectation also extends to emergency or interim policies established by Institute officials to respond to crises or other circumstances that significantly impact the Institute community. These policies may include directives that modify expectations of student behavior, as well as how students interact with other community members in academic and non-academic settings.

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## ● II (17). Intimate Partner Violence

MIT prohibits intimate partner violence. Intimate Partner Violence is defined as actual or threatened physical violence, intimidation, or other forms of physical or sexual abuse directed toward a partner in an intimate relationship that would cause a reasonable person to fear harm to self or others. For this policy, “intimate relationship” means marriage, domestic partnership, engagement, casual or serious romantic involvement, and dating, whether current or former. Intimate Partner Violence can occur between persons of any gender identity, any sexual orientation, and it can occur in any type of intimate relationship including monogamous, non-committed, and relationships involving more than two partners. Intimate Partner Violence can be a single act or a pattern of behavior. Intimate Partner Violence also includes, without limitation, dating violence and domestic violence as defined by the Clery Act. (The Clery Act is a federal law on campus safety and security – more information can be found in MIT’s Annual Security Report.)

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

**Domestic violence** is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or dating/domestic of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or dating/

domestic, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. To be considered domestic violence, the relationship must be more than just two people living together as roommates.

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

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## ● II (18). Threats, Intimidation, Coercion

MIT 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.

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## ● II (19). Nondiscrimination Policy

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

The Vice President for Human Resources is designated as the Institute's Equal Opportunity Officer. Inquiries concerning the Institute's policies, compliance with applicable laws, statutes, and regulations, and complaints may be directed to Anthony Sharon, Deputy Executive Vice President (who is serving as Interim Vice President for Human Resources), Building 4-204, 617-253-3928. 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](mailto:titleix@mit.edu). Inquiries about the laws and about compliance may also



be directed to the United States Department of Education, Office for Civil Rights, Region I, 5 Post Office Square, 8th Floor, Boston, MA 02109-3912, 617-289-0111, [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov).

*\*The ROTC programs at MIT are operated under Department of Defense (DoD) policies and regulations, and do not comply fully with MIT's policy of nondiscrimination with regard to gender identity. MIT continues to advocate for a change in DoD policies and regulations concerning gender identity, and is committed to providing alternative financial assistance under a needs-based assessment to any MIT student who loses ROTC financial aid because of these DoD policies and regulations.*

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- **II (20). 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.

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- **II (21). 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.

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- **II (22). Non-Retaliation Policy**

MIT prohibits any member of the community from retaliating against any person who, in good faith, raises concerns about a possible violation of MIT policy or other wrongdoing, or participates in any Institute complaint resolution process. This non-retaliation policy applies to those who report an incident, file a complaint, or otherwise raise a concern about a policy violation or other wrongdoing; these individuals are sometimes called whistleblowers. The non-retaliation policy also protects those who review or investigate a complaint or concern, serve as a witness or provide background about the complaint or concern, or who make decisions or recommendations about sanctions in any of the Institute's complaint resolution procedures.

Retaliation is any adverse action, harassment, threats, or other conduct that would discourage a reasonable person from making a report or participating in a complaint review process. Examples of possible retaliation include, but are not limited to:

- Adverse employment action (e.g., termination, demotion, reduction in pay, adverse change in schedule or work location, or exclusion from work-related opportunities, conferences, or other activities)
- Adverse action related to an Institute educational program (e.g., adverse change to grades, class schedule, or research opportunities or funding)
- Stalking, harassment, intimidation, threats, or engaging in physical violence
- Adverse social actions such as exclusion or removal from a group or committee, or publishing personally identifiable information about an individual, including on websites or social media sites
- Encouraging or asking a third party to engage in retaliatory conduct

Note that interim measures taken by MIT to address a complaint, such as separating the parties, are generally not retaliation.

Retaliation may occur even where there is no finding of a policy or other violation.

Complaints of retaliation are addressed through MIT's complaint resolution processes, depending on the nature of the retaliation (e.g., a grade dispute). Where a formal investigation of a complaint of retaliation is done and no specific internal process exists, the investigation process steps in Section 9.8.4.2 are usually followed. A finding of retaliation may lead to disciplinary action, up to and including termination of employment, suspension or expulsion from the Institute, or severing any other relationship with MIT.

MIT encourages reporting to the Committee on Discipline for student misconduct and acts of retaliation. For situations where a student may be facing retaliation in the lab or workspace by an employee of the Institute, MIT encourages open reporting to a supervisor or to one of the offices listed in this Reporting Options page: <https://hotline.mit.edu/other-reporting-options>. Individuals who prefer to report anonymously may do so through the Campus-based hotline or the Lincoln Laboratory hotline.

## ● II (23). 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 required by state and federal law, including Title IX (see [TitleIX.mit.edu](https://titleix.mit.edu)).

No one shall be retaliated against for, in good faith, objecting to a behavior that may violate this policy, reporting a violation of this policy, or participating in the Institute's complaint resolution procedure in any capacity, including as a complainant, witness, or investigator.

### A. 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.

#### 1. Sexual Misconduct

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. This definition of sexual misconduct includes sexual assault (rape, fondling, incest, or statutory rape) as defined by the Clery Act. The Clery Act is a federal law on campus safety and security – more information on the Clery Act can be found in MIT's Annual Security Report, <https://police.mit.edu/annual-security-report>.

Sexual misconduct can occur between individuals who know each other, individuals who do not know each other, individuals who have an established relationship, and individuals who have previously engaged in consensual sexual activity.

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

Use of alcohol or other drugs will not excuse any behavior that violates this policy.

## 2. Effective Consent

MIT students who engage in sexual behavior of any kind are expected to do so only with the effective consent of all parties involved. *Doing* otherwise constitutes sexual misconduct and is a violation of this policy.

Consent is ultimately about respecting another's autonomy to make choices about their own body, their own boundaries, and their own behavior. The fundamental purpose of the Institute's sexual misconduct policy is to reinforce the expectation that individuals give and receive this respect in their sexual interactions.

Given the importance of sexual autonomy and the potential impact on those subjected to nonconsensual sexual activity, the Institute places the responsibility for obtaining effective consent on the person who initiates the sexual activity. That responsibility is significant.

The Institute recognizes that there are a wide variety of sexual interactions, that there is no single way to communicate consent, and that context matters. At all times, each party is free to choose where, when, and how they participate in sexual activity. Accordingly, when evaluating whether sexual activity was consensual, the Institute will consider the entirety of the sexual interaction and the relevant circumstances.

### Effective Consent is:

- informed;
- freely and voluntarily given;
- mutually understandable words or actions;
- which indicate willing participation in
- mutually agreed upon sexual activity.

### Further:

- By definition, effective consent cannot be obtained by
  - unreasonable pressure, which can generally be understood as conduct that pressures another person to “give in” to sexual activity rather than to choose freely to participate; factors that may be considered include (1) the frequency, nature, duration, and intensity of the requests for sexual activity; (2) whether and how previous requests were denied; and (3) whether the person initiating the sexual activity held a position of power over the other person;
  - emotional intimidation, which can include (1) overtly degrading, humiliating, and shaming someone for not participating in sexual activity; (2) blackmail; and (3) threats to reputation;



- physical intimidation and threats, which can be communicated by words or conduct; and
  - physical force.
- Effective consent cannot be obtained from someone who is incapable of giving consent for any reason, including when:
    - the person has a mental, intellectual, or physical disability that causes the person to be temporarily or permanently unable to give consent;
    - the person is under the legal age to give consent; or
    - the person is asleep, unconscious, physically helpless, or otherwise incapacitated, including by alcohol or other drugs.

**An individual violates this policy if the individual initiates and engages in sexual activity with someone who is incapacitated, and (1) the individual knew the other person was incapacitated, or (2) a sober reasonable person under similar circumstances as the person initiating the sexual activity would have known the other person was incapacitated.**

- For purposes of this policy, silence and passivity *do not* signal consent.
- There is no requirement that a person express non-consent or that they resist a sexual advance or request. For example, someone might not consent to sexual activity even though they do not say “no” or physically resist in any way.
- Physical or verbal resistance is evidence that there was not effective consent.
- Some behaviors and statements do not indicate consent, including the following:
  - “I don’t know.”
  - “Maybe.”
  - Without more, ambiguous responses such as “uh huh” or “mm hmm,” and giggling.
  - A verbal “no,” even if it may sound indecisive or insincere.
  - Moving away.
- A factor that may be considered when evaluating consent is whether, under similar circumstances as the person initiating the sexual activity, a sober reasonable person would have concluded that there was effective consent.

It is important for those who initiate sexual activity to understand that:

- even though someone gave effective consent to sexual activity in the past, that does not mean they have given effective consent to sexual activity in the future;
- even though someone gives effective consent to one type of sexual activity during a sexual interaction, that does not automatically mean they have given effective consent to other types of sexual activity;
- effective consent can be withdrawn at any time, and once a person withdraws effective consent, the other person must stop.

Effective consent is clearest when obtained through direct communication about the decision to engage in specific sexual activity. Effective consent need not be verbal, but verbal communication is the most reliable and effective way to seek, assess, and obtain consent. Nonverbal communication can be ambiguous. For example, heavy breathing or moaning can be a sign of arousal, but it can also be a sign of distress. Talking with sexual partners about desires, intentions, boundaries, and limits can be uncomfortable, but it serves as a strong foundation for respectful, healthy, positive, and safe intimate relationships.

### 3. Incapacitation

**Incapacitation** is the physical and/or mental inability to make informed, rational judgments and decisions. Someone is incapacitated if they are asleep or unconscious. Someone can also be incapacitated by alcohol or other substances.

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 person has been drinking alcohol or using other drugs. The use of alcohol or other drugs may create ambiguity about consent. If there is any doubt about either party's level of intoxication, the safe thing to do is to forgo all sexual activity.

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. Incapacitation is a state beyond drunkenness or intoxication, and a person is not incapacitated merely because they have been drinking or using drugs.

Incapacitation is not determined by technical or medical definitions. The question is whether a person has the physical and/or mental ability to make informed, rational judgments and decisions.

Although each individual is different, there are some common and observable signs that someone is incapacitated or approaching incapacitation, including slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, or incontinence. A person who is incapacitated may not be able to understand or answer coherently 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 who you are with?



#### 4. Nonconsensual Sexual Penetration

**Nonconsensual sexual penetration** is the sexual penetration or attempted sexual penetration of any bodily opening with any object or body part without *effective consent*.<sup>1</sup>

#### 5. Nonconsensual Sexual Contact

**Nonconsensual sexual contact** is any physical contact with another person of a sexual nature without *effective consent*, including touching someone's intimate parts (such as genitalia, groin, breast, or buttocks, either over or under clothing); touching a person with one's own intimate parts; or forcing a person to touch another's intimate parts.<sup>2</sup>

#### 6. Sexual Harassment

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

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

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

**Examples of verbal sexual harassment** may include unwelcome conduct such as sexual flirtation, advances or propositions or requests for sexual activity or dates; asking about someone else's sexual activities, fantasies, preferences, or history;

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<sup>1</sup> Nonconsensual sexual penetration includes the Clery Act definition of **rape**: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim; the Clery Act definition of **incest**: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and the Clery Act definition of **statutory rape**: sexual intercourse with a person who is under the statutory age of consent.

<sup>2</sup> Nonconsensual sexual contact includes the Clery Act definition of **fondling**: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

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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 "wolf whistles."

**Examples of nonverbal sexual harassment** may 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 content; 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.

**RELATED POLICY:** The Institute's complete harassment policy, addressing all forms of harassment, can be found in Section 9.4 of the Institute Policies and Procedures. Students should be aware that Section 9.4 prohibits all gender-based harassment (including harassment based on gender, sex, sex-stereotyping, sexual orientation, or gender identity), not just harassment that is sexual in nature. *See also* Mind & Hand Book § II (11).

**RELATED POLICY:** Individuals should be aware that unwelcome conduct of a sexual nature that does not rise to the level of "sexual harassment" and gender-based harassing conduct that does not rise to the level of "harassment" may still violate Section 9.1 of the Institute Policies and Procedures and/or the Institute Expectations of Student Behavior and Integrity policy – Mind & Hand Book § II (16).

## 7. Sexual Exploitation

Sexual exploitation means taking sexual advantage of another person and includes:

- a. Providing alcohol or other drugs to someone without that person's knowledge, or unreasonably pressuring the person to consume alcohol or drugs, with the purpose of causing incapacitation in order for one to take sexual advantage of the person.
- b. Recording, photographing, transmitting, or allowing another to view images of private sexual activity and/or the intimate parts of another person without effective consent.
- c. Allowing third parties to observe private sexual acts without effective consent.
- d. Voyeurism, including by electronic means.
- e. Indecent exposure.
- f. Knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV, without their knowledge.



## B. Retaliation

Retaliation, as described above and in Mind & Hand Book § II (21), is prohibited.

## C. Reporting Sexual Misconduct and Resources for Students

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 the Title IX website or contact the Institute Title IX Coordinator:

Sarah Rankin, Title IX Coordinator  
120 Massachusetts Ave.  
Cambridge, MA 02139  
Building W31-223  
(617) 324-7526  
[titleix@mit.edu](mailto:titleix@mit.edu)

Students may also choose to make a report to law enforcement and may simultaneously pursue criminal action and resolution through the Institute process. Students who choose to pursue criminal action can contact law enforcement directly:

- MIT Police (617) 253-1212 or by dialing 100 from any MIT phone
- Cambridge Police Department (617) 349-3381
- Boston Police Department (617) 343-4400

An advocate from MIT's on-campus Violence Prevention and Response program (VPR) is available to assist in contacting law enforcement and/or reporting to the Title IX Office. VPR's 24-hour hotline is (617) 253-2300.

## D. MIT's Response

The procedure for resolving complaints of gender-based discrimination (including sexual misconduct) alleged to have been committed by **students** at the Institute can be found in the Committee on Discipline Rules & Regulations, including Sections XII-XV.

The procedure for resolving complaints of gender-based discrimination alleged to have been committed by **employees** of the Institute, including faculty and staff, can be found in Section 9.8 of the Institute Policies & Procedures.

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.

### **E. Interim Measures During Investigations**

While an investigation or grievance proceeding is pending, MIT will provide written notification to a complainant about interim measures to assist or protect that person. Interim measures may include, for example, changing the living and/or transportation arrangements, class schedule, or work schedule of the person who was the subject of the alleged misconduct and/or the person alleged to have committed the misconduct, a no-contact order, or similar action. MIT will also provide written notification to students about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both at the Institute and off campus. Support services for respondents are also available. Interim measures may also be taken to protect the community.

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## ● **II (24). Stalking**

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

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



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

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- **II (25). Theft**

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

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- **II (26). 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.

Examples of unauthorized access include, but are not limited to, unapproved rooftops, the domes of Building 10 and 7, steam tunnels, closed construction sites, and HVAC ducts. Scaling or climbing the exterior of buildings is also not permitted. Further examples include, but are not limited to, locked offices, labs, or residence hall rooms that you do not have permission to enter.

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- **II (27). 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 BB 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 their 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 their designee.

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## ● II (28). Title IX Sexual Harassment

Although MIT broadly prohibits sexual harassment and other forms of sexual misconduct, federal Title IX regulations require MIT to follow specific processes when the Institute has actual knowledge of a report of certain categories of sexual misconduct, referred to as “*Title IX Sexual Harassment*.”

*Title IX Sexual Harassment* means: Conduct on the basis of sex that satisfies one or more of the following:

- 1 An employee of MIT conditioning the provision of an aid, benefit, or service of MIT on an individual’s participation in unwelcome sexual conduct;
- 2 Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to MIT’s education program or activity; or
- 3 “Sexual assault,” “dating violence,” “domestic violence,” or “stalking,” as defined by federal law and set out on the Institute Discrimination and Harassment Response (IDHR) website.

MIT must follow the specific processes cited below when it receives a formal complaint of Title IX Sexual Harassment and where all of the following apply:

- 1 At the time of filing a formal complaint, the Complainant was/is participating in or attempting to participate in the education program or activity at MIT;



- 2 The alleged conduct occurred in an education program or activity controlled by MIT; and
- 3 The alleged conduct occurred against a person in the United States.

Information about MIT's processes for responding to reports of Title IX Sexual Harassment is available here: <https://idhr.mit.edu>. Formal Complaints of Title IX Sexual Harassment are investigated in accordance with the IDHR Investigation Guide (<http://idhr.mit.edu/formal-complaint-processes/investigation-guide>) and hearings are held in accordance with the process available here: <http://idhr.mit.edu/formal-complaint-processes/hearing-process> for complaints against a faculty member, staff member, or postdoctoral scholar (fellow or associate) and in the Title IX Sexual Harassment Hearing Procedures in the Committee on Discipline Rules for complaints against students.

Formal Complaints of sexual harassment and sexual misconduct that do not meet the definition of Title IX Sexual Harassment are addressed under the complaint resolution process described in Section 9.8 for complaints against a faculty member, staff member, or postdoctoral scholar (fellow or associate) and in the Sexual Misconduct Hearing Procedures (Non-Title IX Sexual Harassment) in the Committee on Discipline Rules for complaints against students.

MIT prohibits retaliation as set forth in Section 9.7 and the Mind and Handbook. In the context of Title IX Sexual Harassment, this means that: No person may intimidate, threaten, coerce, or discriminate against any individual:

- for the purpose of interfering with any right or privilege secured by Title IX, or
- because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX Sexual Harassment investigation, proceeding, or hearing.

In addition, retaliation also includes intimidation, threats, coercion, or discrimination, including charges against an individual for policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of Title IX Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX.

**Title IX Sexual Harassment Definitions.** For the purposes of Section 9.4.1.4 of Policies and Procedures and Section II(28) of the Mind and Hand Book, the following definitions apply:

**Complainant** means an individual who is reported to be the victim of conduct that could constitute Title IX Sexual Harassment.

**Dating Violence** means violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Massachusetts, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Massachusetts.

**Education program or activity** means locations, events, or circumstances over which MIT exercises substantial control over both the Respondent and the context in which the reported sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by MIT.

**Title IX Sexual Harassment Formal Complaint** means a document submitted by a Complainant, or signed by the Title IX Coordinator, alleging Title IX Sexual Harassment against a Respondent and requesting that MIT investigate the allegation of Title IX Sexual Harassment. The Title IX Sexual Harassment Formal Complaint must contain the Complainant's physical or digital signature, or otherwise indicate that the Complainant is the person filing the Formal Complaint.

**Respondent** means an individual who is reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.



**Sexual Assault** means an offense classified as a sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sex offenses include:

- 1 **Sex Offenses, Forcible:** Any sexual act directed against the Complainant, without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
- 2 **Forcible Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of the Complainant, without the consent of the Complainant.
- 3 **Forcible Sodomy:** Oral or anal sexual intercourse with the Complainant, forcibly, and/or against the Complainant's will (non-consensually), or not forcibly or against the Complainant's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- 4 **Sexual Assault with an Object:** The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of the Complainant, forcibly, and/or against the Complainant's will (non-consensually), or not forcibly or against the Complainant's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- 5 **Forcible Fondling:** The touching of the private body parts of the Complainant (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against the Complainant's will (non-consensually), or not forcibly or against the Complainant's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- 6 **Sex Offenses, Non-forcible:**
  - i) **Incest:** Non-forcible sexual intercourse, between persons who are related to each other by blood or adoption as prohibited by Massachusetts law.
  - ii) **Statutory Rape:** Non-forcible sexual intercourse, with a Complainant who is under the statutory age of consent of sixteen-years-old.

**Consent** means “effective consent” as defined in the Mind and Hand Book, Section II(23).

**Stalking** means engaging in a course of conduct directed at the Complainant that would cause a reasonable person to: (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.





## POLICIES REGARDING RESIDENCE HALLS AND APARTMENTS

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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 Housing and Residential Services policies. These policies are in addition to Institute-wide policies covered in the *Mind and Hand Book*, and are available online at <http://studentlife.mit.edu/housing/housing-policies>.

Some issues involving misconduct in your residence will be resolved through systems of residence staff or the Committee on Discipline. 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 or the Committee on Discipline.

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### ● III (1). Residence Hall Murals

For information regarding MIT's policy on Murals in the Residence Halls, refer to <http://studentlife.mit.edu/housing/housing-policies/murals>

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### ● III (2). Smoking in the Residence Halls

For information regarding MIT's policy on Smoking in Residence Halls, refer to <http://studentlife.mit.edu/housing/housing-policies/smoking>

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## POLICIES REGARDING FRATERNITIES, SORORITIES, AND INDEPENDENT LIVING GROUPS

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Students who reside in or are members of a fraternity, sorority, or independent living group (FSILG) should be aware of policies that pertain specifically to them. Recognized groups must comply with (1) all federal, state, and local laws and regulations; (2) all applicable MIT policies, including without limitation those set forth in MIT Policies and Procedures (<https://policies.mit.edu/policies-procedures>), the Mind and Hand Book (<http://handbook.mit.edu>), and the Residential Life and Dining Policies (<http://studentlife.mit.edu/housing/housing-policies>); (3) all rules and regulations of the relevant FSILG governing council and national or international organization; and (4) for residential facilities, all requirements of the city or town in which the facility is located, all of which are subject to change without notice.

The FSILG Office has policies that apply to organizations as well as individual members. These policies, including MIT's FSILG Relationship Statement and Recognition Policy and MIT's Event Registration Policies and Protocols for Fraternities, Sororities, and Independent Living Groups are in addition to Institute-wide policies covered in the *Mind and Hand Book* and can be found online at: <https://studentlife.mit.edu/fsilg>.

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

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### ● 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 academic year.
  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 FSILG Office, Institute-wide, and 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.

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## ● IV (2). Judicial Procedures

Under the advisement of the Fraternities, Sororities, and Independent Living Groups Office and the Office of Student Conduct and Community Standards,

the Chair for the Committee on Discipline, where appropriate, has delegated a portion of the responsibility for discipline and accountability 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>)
- MIT Multicultural Greek Council (website under development)

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## ● IV (3). Interim Action

At times, it is necessary for the Institute to take immediate action in order to protect the health, safety, wellbeing, or educational or working experience of students, employees, or the broader MIT community; to maintain academic integrity; to uphold Institute values; to end ongoing or prevent further misconduct; to separate individuals involved in a case; or for other similar reasons. To that end, the Institute reserves the right to take any interim or permanent administrative action that it deems necessary and appropriate under the particular circumstances.

Possible measures include without limitation interim suspension of a student organization, restrictions on student organization or living group activities, loss of Approved Institute Housing, no-contact orders or bans from certain activities.

In addition, regardless whether a complaint is brought before the COD, the Title IX office is authorized to take immediate actions that it determines are necessary and appropriate to respond to concerns related to sexual misconduct (including harassment), intimate partner violence stalking, or other forms of gender-based discrimination.

In all cases, interim measures are taken without prejudice to any other sanctions or remedies being imposed as part of subsequent COD proceedings.

Further, the FSILG Office, in consultation with the respective governing council President, may impose interim action that may include restrictions on an FSILG. These restrictions may be imposed prior to a council hearing and during

# IV

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.

Events where MIT's Event Registration Policies and Protocols for Fraternities, Sororities, and Independent Living Groups and MIT's Atlas Registration agreements, expectations, or risk management plans are not followed may result in alteration, cancellation, or banning of future events by the Division of Student Life. In some circumstances, a complaint may be submitted to the Committee on Discipline for further review.

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 host privileges, 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.

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## OTHER SELECTED INSTITUTE POLICIES

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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.

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### ● 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://catalog.mit.edu>)
  - MIT Policies and Procedures: A Guide for Faculty and Staff (<https://policies.mit.edu/policies-procedures>)
  - 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://studentlife.mit.edu/housing/housing-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 (<https://hr.mit.edu/complaint>)
  - Privacy of student records (<https://registrar.mit.edu/transcripts-records/records-privacy-access>)
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# V

## ● V (2). **Bicycling and Wheeled Transportation on Campus**

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

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

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### **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](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.

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## ● 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.

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### **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 (9.11.2 Policy Regarding the Use of Alcohol; 9.11.3 Policy Regarding a Drug-Free Workplace) 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.

# V

- **Prescription Drug Abuse**

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

- **Short-term effects:** Stimulants and CNS depressants present risks for irregular heartbeat, greatly reduced heart rate, seizures, dangerously increased body temperature, and can cause aggressive or paranoid behavior.
- **Long-term effects:** The greatest risk from these drugs is the significant chance for dependence. This can lead to greater doses and increased frequency of use. Attempting to cease use without proper medical help after dependence has been established can be dangerous and even fatal.

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

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

- Solvents — paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, and glue
- Art or office supply solvents — correction fluids, felt-tip-marker fluid, and electronic contact cleaners
- Gases [used in household or commercial products] — butane lighters and propane tanks, whipped cream aerosols [whippets], and refrigerant gases
- Household aerosol propellants: contained in items such as spray paints, hair or deodorant sprays, fabric protector sprays, and aerosol computer cleaning products
- Medical anesthetic gases — ether, chloroform, halothane, and nitrous oxide
- Nitrites — volatiles including cyclohexyl, butyl, and amyl nitrites, and are commonly known as “poppers.” Volatile nitrites are often sold in small brown bottles and labeled as “video head cleaner,” “room odorizer,” “leather cleaner,” or “liquid aroma.”
- **Short-term effects:** These chemicals slow down the body’s functions, and can cause momentary intoxication which, if continued, can lead to stimulation, reduced inhibition, and ultimately loss of consciousness.

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

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

- **GHB**

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

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

## Resources

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

- For alcohol, drug, or other health related information, programs, speakers, and presentations available, as well as other resources provided by MIT or agencies in the Cambridge/Boston community:
  - Office of Alcohol and Other Drugs Services (AODS) at 617.253.4193;
  - Health Education Service of the MIT Medical Department at 617.253.1316.
- For confidential counseling, referral, treatment, or recovery information:
  - Mental Health Service of the MIT Medical Department at 617.253.2916;
  - MyLife Services (for employees) at 844-405-5433.
- 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

## ● 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 Head of House or the Dean on Call, who will work with the Police to notify the missing person's family when appropriate.

### B. Missing Student Notification Policy

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

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

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.

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

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- **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.

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Source:  
Institute Policy  
11.1: Protection  
of Personal  
Privacy.

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- **V (6). Student Leave Policies**

There are many reasons why a student might want or need to take time away from MIT. These may include personal or medical issues interfering with their academics; opportunities for professional experience, such as an internship; family or community commitments; or the desire to just take a break. For more information on student leave policies, visit <https://studentlife.mit.edu/s3/leaves>

- A. Undergraduate Medical Leave Policy**

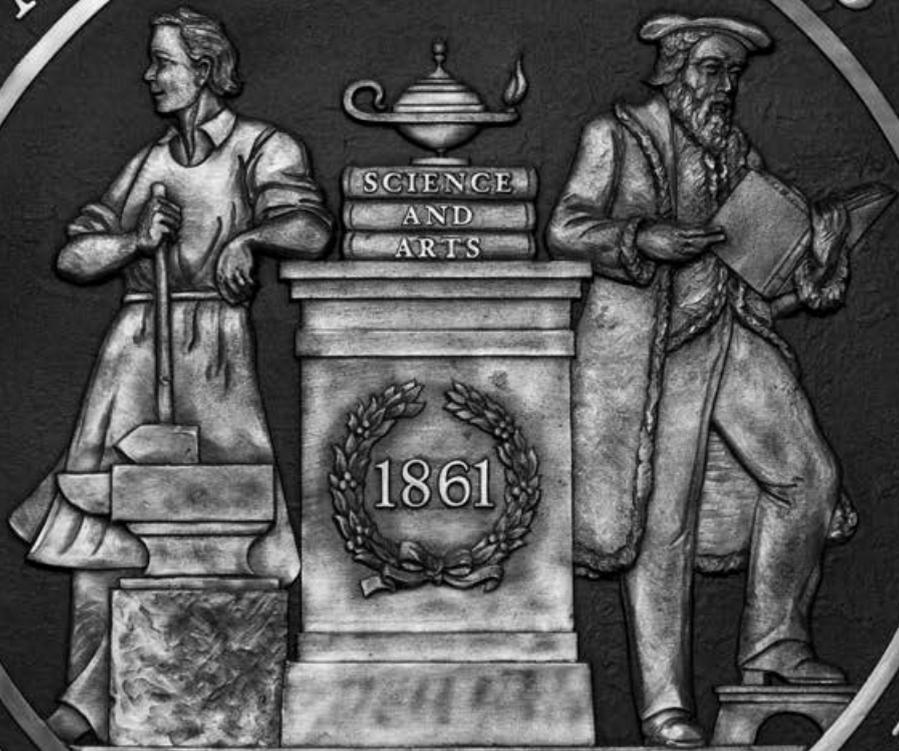
For information on the undergraduate medical leave policy, visit <https://studentlife.mit.edu/s3/requesting-leave/requesting-medical-leave>

- B. Graduate Medical Leave Policy**

For information on the graduate medical leave policy, visit <https://oge.mit.edu/gpp/registration/changes/medical-leave-policy/>

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MASSACHUSETTS



MENS ET MANUS

INSTITUTE OF TECHNOLOGY

## COMPLAINT AND DISCIPLINARY PROCEDURES

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Complaints or incident reports that allege MIT students or student organizations have violated Institute policy should be directed to the Office of Student Conduct and Community Standards (OSCCS), Room W20-507, [osccs@mit.edu](mailto:osccs@mit.edu), 617-258-8423. If you are considering submitting a report or making a complaint against a student, we encourage you to meet with staff in the Office of Student Conduct and Community Standards to raise your concerns. Additionally, interpersonal difficulties with other students can be resolved by discussing the issue with your residential house team, department head, other appropriate venues or groups, including the Office of Student Conduct and Community Standards. Students may also bring concerns to the attention of an Ombudsperson.

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

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

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

Students should submit complaints about any MIT community member who has engaged in behaviors covered by the Title IX of the Higher Education Act of 1972 with regard to grievances arising out of alleged discrimination on the basis of sex, and for disabled students alleging failure to comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the

# VI

Americans with Disabilities Amendments Act (ADAAA) of 2008 to the MIT Institute Discrimination and Harassment Response Office. A description of the complaint procedures for persons employed at MIT is included in Institute Policy 9.8: Complaint Resolution (Policies and Procedures) and on IDHR's website.



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PRAVNIM PREDMETIMA



## RESOURCES

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

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- **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: <https://police.mit.edu/annual-security-report>.

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- **VII (2). Committee on Discipline**

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

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

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

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

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

Building W20, Room 507  
617-258-6499  
<http://studentlife.mit.edu/aods>  
[aods@mit.edu](mailto:aods@mit.edu)

Alcohol and Other Drug Services (AODS), one of several offices within Student Support and Wellbeing, is part of the Division of Student Life (DSL) at MIT. AODS works collaboratively with students, staff, and faculty from across the Institute to provide alcohol and other drug education, facilitate substance use assessments, brief interventions services, and referrals to treatment, and coordinate prevention efforts such as Weekends@MIT. Our office is considered a “private” resource and students will not get in trouble for discussing underage drinking or illegal substance use - we are here to help. For more information about AODS programs or to get support for yourself or a friend, contact [aods@mit.edu](mailto:aods@mit.edu).

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- **VII (4). 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.

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### **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, Heads of House, 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 are the Area Directors (AD) from Undergraduate Residential Life. These primary responders rotate coverage on a weekly basis. They are supported by a team of secondary responders comprised of the Deans of Residential Education, 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.

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## ● VII (5). 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 them that I’m not interested, they keep hinting around that it might make a difference in my grade.”*

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

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

If you would like more information before you talk with someone, MIT has a website overviewing the complaint process and resolution: <https://hr.mit.edu/complaint>.

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## ● VII (6). Lost and Found

Building W89  
617-253-1212

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) for two weeks before being sent to the MIT Police. Please report lost items at <https://police.mit.edu/lost-and-found>. Athletics and libraries hold lost items for a long time before sending them to the MIT Police.

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## ● VII (7). MIT Medical

Building E23  
<http://medical.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 8 a.m. – 8 p.m. Regular appointments are available at MIT Medical/ Cambridge in E23 from 8:30 a.m. to 5 p.m., Monday through Friday, except for holidays. Some services offer appointments until 7 p.m. on certain evenings.

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

- Directory
- Graduate Students
- Undergraduate Students
- International Students

## Services for MIT Students at MIT Medical

For emergencies, dial 617.253.1212 or call 100 from any campus phone

For non-emergency, 24-hour health advice, dial 617.253.4481

For more information about student insurance, visit the MIT Health Plan web page

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

- Unlimited care by a personal physician or nurse practitioner
- Care for injuries and illnesses like a cold, the flu, and stomach flu symptoms
- Urgent care
- Office visits in more than 20 medical and surgical specialties
- Physical exams
- Routine gynecological visits and related lab tests
- Student Mental Health and Counseling 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
- Free condoms and other safer sex supplies
- Pregnancy testing
- Confidential STD testing
- 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
- Patient Relations Coordinator to help resolve concerns about your care
- Alcohol and substance abuse support (617.253.2916)

Additional services are available, though you may be charged for them. Some of these additional services may be covered by the Student Extended Insurance Plan.

For details, see <https://medical.mit.edu/health-plans>, stop by E23-308, e-mail [stuplan@med.mit.edu](mailto:stuplan@med.mit.edu), or call 617.253.4371.

- VII (8). MIT Police Department

<http://police.mit.edu>

Building W89

(301 Vassar Street)

Contact in Emergency:

Campus Phone: Dial 100 or 3-1212

Cell Phone: (617) 253-1212

Blue Light Phone: Press Button

Hours: 24 hours

The MIT Police Department is staffed by sworn law enforcement officers, who patrol and respond to calls every day, even when the Institute is closed. The MIT Police patrol the MIT campus on foot and in cruisers. In the warmer months, they also utilize bicycle and motorcycle patrols. The MIT Police respond to any police, fire, or medical emergency on the MIT campus and local FSILGs. In addition to emergency calls, the MIT Police can also assist with office lockouts and security escorts.

**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. In an emergency, the best way to get help fast is calling the MIT Police.

Policing is as much about education as it is enforcement. To this end, the MIT Police are dedicated to working closely with the MIT community to keep it informed of emergencies, criminal activity, and ways to reduce exposure to risk. 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 the quality of life in the MIT academic community.

The MIT Police protect the rights of all individuals and protect the safety and welfare of everyone in the MIT community. As members of a caring and inclusive 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 (9): MIT Student Resources

<http://resources.mit.edu>

The MIT Student Resources website offers a wealth of resources for MIT undergraduate and graduate students, including information about campus offices, services, and useful tools. Indexed (A-Z) and searchable, topics include academics, personal support, experiential and global learning, health and wellness, career and professional development, and more.

The site has a number of helpful features:

- Undergraduate and graduate student resources are differentiated
- Easy ways to discover new resources
- Short descriptions of each resource provide context

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## ● VII (10). Student Mental Health and Counseling Services

E23, 3rd Floor

617-253-2916

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

MIT Medical's Student Mental Health and Counseling Services provides confidential and free:

Consultations

Brief treatment (counseling/psychotherapy and medication evaluations and management)

Referrals

Walk-In Services

Group counseling

Workshops

Neuropsychology consults to assess cognitive or attention problems difficulty with organization or motivation

On weekdays, call Student Mental Health and Counseling Services 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, call us for a consultation throughout the day or visit us during walk-in hours on weekday afternoons from 2–4 p.m. For urgent issues after hours or on weekends, a mental health clinician is on call and available 24 hours a day, seven days a week: Call 617-253-2916.

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

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- **VII (11). Office of Student Conduct and Community Standards**

Building W20, room 507  
617-258-8423  
[osccs@mit.edu](mailto:osccs@mit.edu)

The Office of Student Conduct and Community Standards (OSCCS) is the beginning point of all conduct and academic integrity complaints against students and is an impartial resource for all parties in the complaint resolution process. We facilitate student growth and learning through an educational conduct process that upholds MIT's values and community standards

The OSCCS fulfills our mission by supporting students and collaborating with the Committee on Discipline and campus partners. We facilitate the MIT student conduct process, advise student judicial committees, and offer wide array of workshops and presentations to help students understand community values and standards. We work 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 OSCCS at any time to report an incident, consult privately about a concern, or request an outreach presentation or workshop.

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## ● VII (12). Ombuds Office

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

The MIT Ombuds Office works with all members of the MIT community, including students, faculty, employees, alumni and employees of Lincoln Lab, to constructively manage concerns and conflicts related to your experience at MIT. Managing concerns constructively stimulates innovation and growth and generally increases individual and team effectiveness.

The Ombuds Office is an alternative to formal complaint-handling systems. Serving as independent third-party neutrals, the Ombudspersons can provide communication and conflict management consultation to individuals; shuttle diplomacy and informal mediation between parties; facilitate group discussions; and provide departmental or group workshops. The Ombuds Office also identifies systemic concerns and provides feedback to stakeholders throughout the institute to support resolution of recurring issues.

The Ombudsperson is neither an advocate for individuals or the Institute. The Ombuds Office is however, an advocate for fair process and constructive outcomes. In accordance with the International Ombudsman Association Standards of Practice, communications with the Ombuds Office are considered confidential and off-the-record and do not constitute notice to MIT.

### COMMON ISSUES BROUGHT TO AN OMBUDSPERSON:

Conflict with Advisor/PI	Conflict with Supervisor
Academic Integrity/Intellectual Property	Conflict within Lab or Group
Faculty/Student Conflict	Policy Issues
Conflict with Peer or Colleague	Suggestions for Improvement
Organizational Change	Performance Appraisal

Walk-in visits are possible, but appointments are recommended. For more information please call the Ombuds Office at 617.253.5921 or see their website at <http://ombudsoffice.mit.edu>.

# VII

## ● VII (13). Sexual Assault Awareness

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 Violence Prevention & Response at [VPReducation@mit.edu](mailto:VPReducation@mit.edu).

If you or someone you know has questions or concerns about sexual assault or rape, Violence Prevention & Response (VPR) advocates are available to offer support and information. Call VPR's confidential hotline at (617) 253-2300. For more information visit <http://mit.edu/wecanhhelp>.

Violence Prevention & Response  
<http://mit.edu/wecanhhelp>  
Confidential helpline: (617) 253-2300

If you are interested in exploring reporting options for instances of sexual assault, visit <http://idhr.mit.edu>. To learn about criminal proceedings, contact the MIT Police.

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## ● VII (14). Disability and Access Services

Building 5, Room 104  
617-253-1674  
<https://studentlife.mit.edu/das>

The MIT Disability and Access Services (DAS) for students is committed to ensuring that qualified students with disabilities have access to all of MIT's programs, activities, and services. As required under the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Amendments Act (ADAAA) of 2008, and Section 504 of the Rehabilitation Act of 1973, and consistent with MIT's values of inclusion and diversity, DAS facilitates access, and provides reasonable accommodations and assistance to qualified students with disabilities. Contact DAS who will work with you:

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

For more information on the services, policies, and procedures of DAS (<https://studentlife.mit.edu/das>) call them at 617-253-1674.

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## ● VII (15). Student Support Services (S3)

Building 5, Room 104

617-253-4861

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

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

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

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

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## ● VII (16). Institute Discrimination and Harassment Response Office (IDHR)

Building W31, Room 220

(617)715-4080

<https://idhr.mit.edu>

[IDHR@mit.edu](mailto:IDHR@mit.edu)

The Institute Discrimination and Harassment Response Office (IDHR) works to ensure MIT is creating and providing a learning, living, and working environment free from all forms of discrimination and discriminatory harassment (including sexual harassment and sexual violence). We provide resources for preventing and addressing discrimination, coordinate reporting options, and investigate all formal complaints involving faculty, staff, or students.

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

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## ● VII (17). Violence Prevention and Response

Building E23, Room 499  
(617) 253-2300 – VPR's 24/7 confidential hotline  
<http://mit.edu/wecanhelpr>  
[vpradvocate@mit.edu](mailto:vpradvocate@mit.edu)

Violence Prevention & Response (VPR) is MIT's primary, on-campus resource for preventing and responding to interpersonal violence, including sexual assault, dating and domestic violence, stalking, and sexual harassment. VPR advocates are available to help if you are dealing with something that happened on or off campus, before or during your time at MIT and whether you are seeking support for yourself or need help providing support for a friend. Advocates provide emotional support and assist survivors in deciding what to do next based on their individual needs.

A VPR advocate can help you:

- Work with the Institute Discrimination and Harassment Response Office (IDHR) to change your housing situation, class schedule and/or request a No Contact Order
- File a police report
- Navigate the disciplinary process at MIT
- Connect with counseling and support resources on and off campus
- Obtain medical care
- Walk through court proceedings

Advocates can be reached at [VPRadvocate@mit.edu](mailto:VPRadvocate@mit.edu) or on the confidential helpline (617-253-2300).

VPR also works with the entire campus to educate, prevent, and raise awareness about sexual assault, dating and domestic violence, stalking and sexual harassment. VPR prevention specialists are also available to collaborate with students and student groups to tailor initiatives and topics for their respective audiences. Anyone interested in learning more about VPR trainings can contact [vpreducation@mit.edu](mailto:vpreducation@mit.edu).

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## IMPORTANT NUMBERS AND CONTACTS

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### 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

**Student Mental Health and Counseling Services:** 617-253-2916

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

**Safe Ride:** 617-253-2997

**Office of Student Conduct and Community Standards:** 617-258-8423

**Ombuds Office:** 617-253-5921

**Residential Life Programs:** 617-253-2404

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

**Student Support Services:** 617-253-4861

**Violence Prevention & Response Hotline:** 617-253-2300

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