

2017-2018  
Campus Crime  
and Fire Safety Guide



# CAMPUS SAFETY

MARYLAND  
INSTITUTE  
COLLEGE  
OF ART

**M|I|C/A**

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Maryland Institute College of Art is committed to working with all members of the campus community to make our campus a safe and secure environment.

**24-Hour Dispatch:**

**410.225.2245**

**Emergency Dispatch: 443-423-3333**

Campus Safety officers patrol the campus 24 hours a day, 7 days a week, 365 days a year. In addition, an off-duty Baltimore City Police officer patrols the campus during the evening hours when classes are in session.

Security guards and student monitors at Campus Safety desks near the entrances of most academic buildings are the eyes and ears of MICA.

## **WHAT TO DO IN THE EVENT OF AN EMERGENCY**

- Dial 911 to request ambulance, fire, or police response.
- An injury requiring first aid that occurs in a MICA studio, shop, or residence facility should be reported immediately to faculty, RA, or studio technician.
- All injuries should be reported to Campus Safety, 443-423-3333 (or x3333 on a campus phone).

## **CAMPUS SAFETY PATROLS**

Campus Safety uses Segway and bike patrols to support the campus and the surrounding community. These patrol methods help make

the MICA community safer and provide a green, cost-effective alternative to over-reliance on motor vehicles.

## **AWARENESS & PREVENTION**

The Department of Campus Safety informs the campus community about crime awareness and safety. When we receive a report about crime that may have an impact on the College community, a "Security Advisory Report" with information about the specific crime and tips on avoiding similar crimes is distributed to the College community via broadcast email.

The effectiveness of any security program depends on the degree of cooperation and support it receives from those it is designed to protect.

Your role in preventing crime is to keep yourself, your apartment, your car, your classroom, and your office safe by incorporating safe behavior into your daily routine.

During New Student Orientation, Campus Safety offers a crime-prevention presentation to develop crime-prevention awareness and distributes educational crime-prevention and awareness materials. Discussions on crime-prevention are held throughout the year and are open to all members of the community.

Certified staff instructors teach progressive co-ed and gender-specific self-defense classes, specifically designed to address the different situations and issues facing today's men and women. R.A.D. Systems Self-Defense for Women is offered at least once during the academic year.

There is no perfect way to protect yourself, but there are some simple things you can do to minimize your risk of being a victim of crime.

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## PROPERTY PROTECTION

The following are common-sense reminders for protecting your property. Crime prevention denies opportunity.

Please remember and practice these tips at all times.

- NEVER leave personal belongings unattended, whether in an office, classroom, library, or studio. Wallets, backpacks, and pocketbooks are PRIME TARGETS for the “hit and run” thief. If you must leave belongings in your car, lock them out of sight in the trunk.
- Even if you are going to be gone for “just a minute,” take your belongings with you.
- Write down the serial numbers of all valuables (stereos, TVs, computers) and keep the list in a safe place. These are critical to property recovery.
- Don’t leave large sums of money in your room.
- Engrave your driver’s license number and the issuing state on all valuables, and make sure it is clearly visible. Engravers are available to borrow at the Campus Safety office at no charge.
- Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner’s identity if property is recovered.

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## RESIDENCE & WORK AREA PROTECTION

- Always lock your door! Even if you are stepping out of your apartment, studio, or office for just a minute, **LOCK YOUR DOOR**. Nearly all residential burglaries occurring on campus involve entry through an unlocked (though often closed) door.
  - Be wary of bringing casual acquaintances to your room or home.
  - Take care of your keys. Don’t leave them in your “cubby” or other hiding place.
  - Close and lock all doors and windows, even if you leave for a few minutes. Don’t leave an open invitation to crime.
  - Do not prop doors open. If you find a door open on campus, close it or report it to security.
  - Write down the serial numbers of all valuables (stereos, TVs, computers) and keep the list in a safe place. These are critical to property recovery.
  - Engrave your driver’s license number and the issuing state on all valuables, and make sure it is clearly visible. Engravers are available to borrow at the Campus Safety office at no charge.
  - Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner’s identity if property is recovered.
  - Never leave your wallet, purse, studio equipment, art supplies, or any other valuables unattended! Practice one of the following safety practices: Lock it, hide it, or watch it.
  - Notify Campus Safety immediately of any emergency, accident, criminal activity, or suspicious persons or conditions.
  - If your on-campus apartment has been burglarized or you suspect that something is missing, contact Campus Safety. **DO NOT TOUCH ANYTHING!** It is very important that you report all thefts, no matter how small, to Campus Safety.
  - If you live in non-College housing, follow the same procedures, but call the Baltimore City Police Department at 911.
- Tips on protection in off-campus residences:
- Have a peephole installed.
  - Do not open your door unless you know who’s on the other side. Be aware of strangers seeking help. Offer to call the police for them, but do not let them in.
  - Use only your last name and first initial on doorbells/mailboxes or in the phone book.
  - Leave lights and a radio tuned to a talk-radio station on when not at home.
  - Ask the landlord to keep shrubbery away from doors and windows.
- For more information, pick up an Apartment Safety Guide pamphlet at the Campus Safety Office.

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## **BASIC STREET SENSE**

- Criminals don't "come out of nowhere." They are hiding on the same pavement you are walking on. When out on the street, do not switch off your personal radar. Pay attention to people and vehicles 100 feet from you and assess not only immediate danger, but also the potential for any future danger.
- It is important to be aware of your surroundings for both potential threats and for escape routes. Look around and observe what's going on near and around you.
- Walk with a friend or a group of friends. Walk briskly, know where you are going, and be familiar with an area before traveling it on foot.
- Walk with confidence—send the message that you're calm, aware, and in control. Body language works.
- Be aware of anyone approaching or closing the gap. Avoid stopping to answer questions, or responding to some comment or innocuous request.
- Report strangers or suspicious activity in the area to Campus Safety and the Baltimore City Police immediately.
- Don't let alcohol or drugs fog your judgment.
- Avoid walking or jogging alone, especially at night.
- Stick to well-lighted and well-traveled areas. At night, try to stay on well-lighted streets. Avoid doorways, shrubbery, dark shadows near buildings, and other potential hiding places.
- Avoid taking shortcuts through isolated areas like alleys and parking lots.
- Park in well-lighted areas, even if you will be gone only a few minutes.
- Take the shuttle and use on-campus walking escorts.
- Stay away from deserted laundromats or apartment house laundry rooms at night; be cautious in the daytime.
- When you take out your wallet, don't reveal your money.
- Never leave your purse or backpack unattended.
- If someone is following you, cross the street, change directions, vary your pace, or walk in the street.
- Try to let someone know where you are going.
- Wear comfortable shoes and try to avoid walking distances in high heels, especially at night.
- Whistles or freon horns are good to carry; they might scare off potential attackers.
- Don't hitchhike, and don't pick up hitchhikers.
- When driving in your car, keep doors locked; always check around and under your car as you approach it. Make sure to look into your car before getting in. Don't let your car surprise you.
- In a cab or friend's car, ask the driver to wait until you signal you are safely inside your house before he or she departs.
- Trust your instincts!

For more information, pick up a Street Sense pamphlet at the Campus Safety office.

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## **SEXUAL ASSAULT PREVENTION**

Adapted from Reed College, Swarthmore College, and Oberlin College

If you are looking for resources or believe you or someone you know has been involved in an act of sexual misconduct or sexual assault, please report at [www.mica.edu/TitleIX](http://www.mica.edu/TitleIX).

Sexual misconduct prevention is a community responsibility. MICA's goal is to provide ongoing programming and training each year to create a healthy, safe, and supportive community. MICA offers

programs and education about healthy relationships, consent, supporting friends, and bystander intervention.

Obtaining consent of all sexual partners is crucial in order to prevent sexualized misconduct. As a community, we all have the responsibility to respect one another in intimate settings, including those of a sexual nature. We encourage you to read this

information, but especially to discuss it with your peers and other members of the community. Consent is most effective when it is understood as an ongoing practice, including the efforts we take outside of intimate situations to educate ourselves.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous relationship is not sufficient to constitute consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

It is the responsibility of the person who wants to engage in a specific sexual activity to ensure that effective consent is obtained for each sexual act and over the entire course of the sexual activity. It is not an excuse if an individual who is initiating sexual activity or misconduct is intoxicated and therefore doesn't realize the incapacity of the other. Incapacitation is defined as a state in which someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their

sexual interaction). A person is responsible for his or her behavior while they are intoxicated. An intoxicated person cannot give consent to the behavior of another individual, however; an intoxicated person is responsible for their own actions.

## **UNDERSTANDING CONSENT TERMINOLOGY**

### *EFFECTIVE CONSENT*

Effective consent is informed, and freely and actively given by mutually understandable words or actions that indicate a willingness to engage in mutually agreed upon sexual activity. Consent is knowing, voluntary, and clear permission. Since individuals may experience the same interaction in different ways, it is the responsibility of the pursuing party (the individual who wants to engage in sexual activity) to ensure the other has consented before engaging in the activity. After effective consent has been established, a person who changes his or her mind during the sexual activity should communicate by using words or clear action that it is his or her decision to no longer

proceed with the activity. A verbal "no" even if it may sound indecisive or insincere should be treated as a withdrawal of consent.

### *AFFIRMATIVE CONSENT*

MICA encourages the utilization of affirmative consent. Affirmative consent means that the person who initiates sexual contact must receive a verbal yes (affirmative consent) from the other person before engaging in any sexual activity and that consent must be ongoing throughout the sexual encounter.

Affirmative consent makes it clear that it is the responsibility of whoever initiates sexual contact to make sure to have the verbal consent of the other person, rather than assuming that the answer is "yes" until someone says "no." Affirmative consent reduces ambiguity in sexual situations by making it clear that the initiator of sexual contact must receive a verbal "yes" from the other person. While MICA does not have an affirmative consent policy, this is the best way to ensure a consensual sexual encounter.

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## **RESOURCES & HELP**

If you believe you or someone else has been involved in an incident of sexual misconduct or sexual violence please utilize this resource guide. Additionally, the policy can also be found at [www.mica.edu/equal\\_opportunity](http://www.mica.edu/equal_opportunity).

MICA seeks to provide a safe environment for our community. Our goal is to ensure that all cases of sexual misconduct and gender-based violence are handled appropriately. More importantly, we want community members to feel

safe and supported. Please use this guide as a starting point.

# SERVICES & PROGRAMS

## CAMPUS COURTESY PHONES

Campus courtesy phones are located in all campus buildings. It is strongly recommended that you familiarize yourself with their location so that you may call for assistance or report emergencies. Use these phones to call Campus Safety at ext. 3333 to report a crime, suspicious activity, or any emergency. Dial ext. 2245 to request escort services, or to be put in contact with the Officer-in-Charge of the shift who may assist you in problem solving. From 9 am to 5 pm, Monday through Friday, dial ext. 2355 to reach the Campus Safety Administrative Office for non-emergency assistance.

## FACILITIES MANAGEMENT ASSISTANCE

The Department of Campus Safety works closely with the Facilities Management Department to identify and address specific security/safety concerns related to campus buildings and grounds, such as burned-out lights, broken windows, and malfunctioning doors and locks.

Repairing security breaches is a high priority. Campus Safety reports to Facilities Management any safety deficiency and fire-code violations that officers have either noted or been informed of during their shifts. Members of the campus community are encouraged to report security concerns to Campus Safety 24-hour Dispatch at 410-225-2245. After-hours calls to Facilities Management for service are forwarded by Campus Safety Dispatch to a designated on-call employee responsible for addressing emergency facilities issues.

## MEDICAL ASSISTANCE

Medical emergencies include, but are not limited to, incidents or situations in which an individual suffers from chest pains, heart attack, unconsciousness, uncontrolled bleeding, dizziness, broken bones, inability or difficulty breathing, unresponsiveness, or any case in which you are unsure of the severity of the illness or injury the person may have.

### HOW TO REPORT A MEDICAL EMERGENCY

Dial 911 for Baltimore City Fire Department paramedics.

Then notify Campus Safety by dialing 443-423-3333 (ext. 3333 from a campus phone) or go to an academic building Campus Safety lobby station or residence hall front desk. Campus Safety Patrol Officers certified as First Responders can respond to the scene and manage medical emergencies until Baltimore City Fire Department, Emergency Medical Technicians, or paramedics arrive.

## RAVE GUARDIAN

MICA offers the Rave Guardian system, available and free to all students, faculty, and staff. Rave Guardian provides peace of mind and increased security by transforming any cell phone into a personal safety device. The system is activated by placing a panic call to campus safety personnel or by initializing a timer.

Before traveling from one place to another, such as walking home at night, a user can activate the Guardian timer on his/her cell phone. If the timer expires (or the user hits the panic button), campus safety is notified immediately.

## MICA ALERT

MICA now offers MICA ALERT. We encourage all students, faculty, and staff to subscribe. MICA ALERT allows the College to communicate very rapidly with students, faculty, and staff via brief cell phone text messages when there is an immediate threat to life or safety on the MICA campus.

MICA ALERT supplements existing systems for emergency notifications via bulk e-mail, [www.mica.edu](http://www.mica.edu), and voicemail to campus telephones. In an emergency, more detailed messages and instructions will be sent using one or all of these current methods.

### MICA ALERT IS...

- subscription-based—you register to receive these messages and can unsubscribe at any time.
- used only in emergencies—never for routine messages such as inclement weather notices.
- available to all current students in degree and continuing studies programs, faculty, and staff.
- free—the only charges that may apply are those applied by your phone provider for text messages.

## ABOUT THE MESSAGES

- MICA ALERT messages are never more than 125 characters, including:
  - » emergency type (tornado, shooting, fire, bomb threat, police emergency)
  - » location (address, building, area of campus)
  - » instructions (stay indoors, evacuate building, go to secure location)
  - » where to get more information
- With MICA Alert, you'll receive only periodic test messages and emergency messages. No routine messages will be sent using the MICA emergency alert system.

## HOW TO SUBSCRIBE

- sign up when you do your online course registration or employee benefits renewal, or
- go to myMICA (select Personal Information, then Emergency Notification Info).
- if you don't have a myMICA login, sign up at [www.getrave.com/login/mica](http://www.getrave.com/login/mica).

You will be able to register up to two phone numbers to receive emergency messages. Each phone that is signed up will receive a validation code by text message—that code must be entered into the validation form on the e2Campus website to confirm and complete the registration for each phone number. So if you plan to sign up a second phone number, please coordinate the registration process with that cell phone's user.

If you have questions about MICA ALERT, need help subscribing, or are not receiving messages after you've subscribed, please contact MICA Campus Safety at 410-225-2355 during normal business hours.

**Please note: all users of MICA cell phones are required to subscribe to MICA ALERT.**

## MICARD

All students, faculty, and staff are required to have a "MICARD" photo identification card. Community members are required to have their MICARD with them when on campus as it must be displayed when entering campus buildings to the Campus Safety officer or monitor stationed in the lobby.

The Department of Campus Safety issues MICARDS. MICARDS are not only for identification purposes, but also serve as an electronic "key" for access to campus buildings and rooms to which the holder is authorized, a debit card for campus spending, and a MICA library card. Access permissions will be established based on an individual's employment/enrollment status, residential status (for students in residence halls), and as approved by department chairs to access space over which they have authority.

There is no charge for the first MICARD. Staff and returning students are requested to retain their current identification cards, which will be validated at the Campus Safety office at the beginning of each semester.

Students living in residence facilities receive a color-coded MICARD valid for one year only. Students moving into or returning to a residence facility who cannot present their previously issued card in exchange for a "new year" color-coded card will be charged a non-refundable fee of \$25 for a new card.

## OBTAINING MICARDS

MICARD identification cards may be obtained from the Campus Safety office, located at 1212 Mount Royal Avenue, Monday through Friday from 9 am to 5 pm.

To better accommodate those enrolled in night and weekend classes, Campus Safety extends its office hours for the first two weeks of each semester; call 410-225-2355 for current extended hours.

## REPLACING LOST OR STOLEN MICARDS

Community members who lose their MICARD, or from whom their MICARD has been stolen, must report the loss to Campus Safety. Replacement MICARDS are issued by Campus Safety for a non-refundable fee of \$25 each time a new one is made to replace a damaged or lost MICARD. There is no charge for replacing a stolen MICARD, if the loss is reported to the police and a verifiable police complaint number can be obtained. If the old MICARD is found at a later date, individuals may not request a refund, as the old card will no longer be active in our system.

## MICARD DAMAGE

If a community member's MICARD becomes defective or is damaged through normal use, it may be replaced free of charge. MICARDS that are damaged as a result of abuse will be replaced for a non-refundable fee of \$25 each time a new one is made. Examples of an abused card include folded cards, broken cards, cards with holes punched in them that render them useless, or cards tampered with to change information. If the damaged card cannot be presented, it will be considered "lost" instead of

“damaged” and a non-refundable fee of \$25 for a replacement will be charged.

## **TRANSPORTATION ASSISTANCE**

### *VEHICLE ASSISTANCE & BICYCLE-RELATED SERVICES*

Campus Safety offers assistance for car lockouts, dead-battery jump starting, and tow truck requests. We also provide bicycle registration, recommendations on locking devices, and tips on securing your bicycle on campus. For urgent assistance, please visit the Fox Security Desk; for bicycle registration or security information, please visit Campus Safety’s office at 1212 Mount Royal Avenue.

### *SHUTTLES*

Transportation Services provides safe and convenient evening and shopping shuttles for the MICA student community.

The evening shuttle is a service that operates between campus buildings every night. This service

also includes transportation from campus buildings to the off-campus homes of students who live within a limited range of the College. For a campus shuttle pick-up, dial 410-225-2245, or, if in a campus building, stop by the Campus Safety security desk to request shuttle service.

The shopping shuttle operates twice weekly to transport students to area shopping malls, grocery stores, lumber yards, hardware stores, and farmers’ markets. The shopping shuttle departs from Founders Green and is available for all students. Special events shuttles, organized by faculty and by Student Activities, also make regular trips to museums and parks.

### *SHUTTLE HOURS OF OPERATION*

Transportation Services—not Campus Safety—manages the shuttles. Shuttle boundaries and hours of operation are available at the front desk in every campus building and on the MyMICA web page. Evening and shopping shuttles run when classes are in

session, according to the academic calendar. During other times (holidays, breaks, and summer session) and in the event of inclement weather, Transportation Services hours may change or possibly be suspended.

All van service changes will be posted on the MyMICA web page. Questions and concerns about the shuttles can be directed by e-mail to vans@mica.edu.

### *ON-CAMPUS WALKING ESCORT SERVICE*

Building Monitors can summon a Campus Safety aide or Campus Safety officer to walk you between campus buildings or to your motor vehicle parked in our campus parking lots or on the streets immediately adjacent to the campus. Escorts are provided 24 hours a day. Dial ext. 2245 to request an escort.

## **REPORTING CRIMINAL ACTIVITIES, EMERGENCIES, AND SUSPICIOUS CONDITIONS**

Perhaps the most important element of a campus safety program is the assistance of our students, faculty, staff, and guests who report suspicious people or activities to Campus Safety. If you are a victim of, observe, or have knowledge of a crime or other emergency (accident, fire, medical, gas leak), report it to Baltimore City Police/Fire/Ambulance (911) then notify MICA Campus

Safety by going to a staffed lobby Security Desk or call our 24-hour Emergency Dispatch by dialing 3333 on campus or 443-423-3333 off campus. Campus courtesy phones are located in lobbies of campus buildings without Campus Safety desks, and in most studio facilities.

When an urgent situation is reported to Campus Safety, patrol officers are dispatched to the scene

to lend assistance and investigate. If Baltimore City Police/Fire/Ambulance (911) have not already been summoned by the reporting person, Campus Safety officers will call the appropriate agencies when emergency and/or police service is needed. Campus Safety and Baltimore emergency response personnel are responsive, well-trained, and equipped to handle all emergencies.

# CRIME STATISTICS FOR 2014–2016

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which statistics are to be collected and the format in which statistics are to be published. Recent

amendments to the Clery Act dramatically changed the collection and publication process. Consequently, the new format is utilized below.

	On-Campus			*Residential			Non-Campus			Public property			Optional totals			UNF <sup>†</sup>
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2016
<b>Criminal Offenses</b>																
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape (Sex Offences, Forcible)	2	1	0	2	1	0	0	1	0	0	0	0	1	3	1	0
Fondling	1	0	2	0	1	2	0	0	0	0	0	0	0	1	2	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	15	1	1	15	1	1	3	0	2	3	4	1	15	5	4	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0
Burglary	2	0	2	2	0	2	0	0	0	0	0	0	2	0	2	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>																
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act Offenses<sup>†</sup></b>																
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug, Alcohol, and Weapons Offenses</b>																
Liquor Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	74	79	53	74	79	53	0	0	0	0	0	0	74	79	53	0
Drug Law Arrest	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0
Drug Law Violations Referred for Disciplinary Action	29	14	46	29	14	46	0	0	0	0	0	0	29	14	46	0
ILLEGAL Weapons Possessions Arrest	1	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0
ILLEGAL Weapons Possessions Violations Referred for Disciplinary Action	1	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0

\*Crimes reports in the Residential Facilities column are also included in the On-Campus category.

<sup>†</sup> UNF are crimes unfounded by law enforcement (2014 forward)

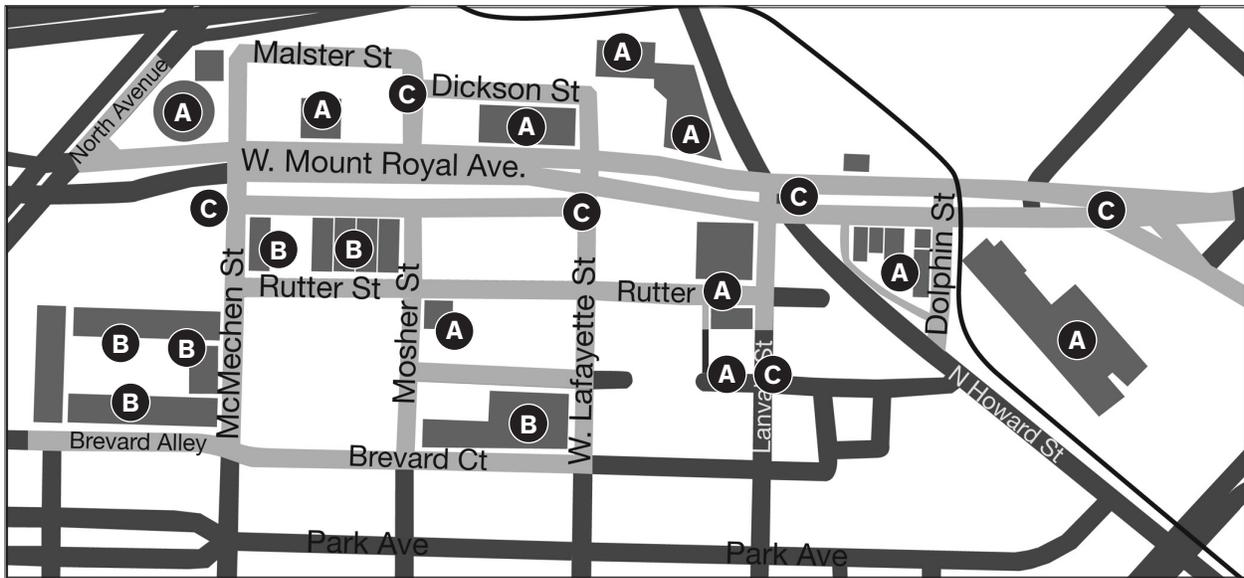
MICA does not accept anonymous reports for inclusion in the annual report.

See next page for statistics key.

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## HOW CRIME IS DEFINED (STATISTICS KEY FOR CHART)

- **Murder & Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
  - **Negligent Manslaughter:** The killing of another person through gross negligence.
  - **Rape (Forcible Sexual Offenses):** Any sexual act directed against another person, forcible and/or against that person's will; or forcibly or against the person's will where the victim is incapable of giving consent.
    - » Rape
    - » Sodomy
    - » Sexual Assault with an Object
    - » Fondling
  - **Non-Forcible Sexual Offenses:** Unlawful, non-forcible sexual intercourse.
    - » **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - » **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
    - » **Fondling:** Unwanted groping or touching of a sexual nature.
  - **Robbery:** Taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
  - **Aggravated Assault:** An unlawful attack by one person on another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (Even if an injury does not result, the attack is still considered an aggravated assault when a gun, knife, or other weapon is used because a serious injury would be likely to result if the the crime were successfully completed.)
  - **Burglary:** The unlawful entry into a building or structure with intent to commit a felony or theft.
  - **Motor Vehicle Theft:** The taking or attempted theft of a motor vehicle.
  - **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, including: a dwelling, public building, motor vehicle or aircraft, personal property of another, etc.
  - **Hate Crimes:** Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race (RA), religion (RE), sexual orientation (SO), gender (G), ethnicity (E), or disability (D). Reportable Crimes, which are also Hate Crimes, are noted by category of prejudice in the Hate Crime row. (Does not include Hate Crimes already included in other categories.)
- Individuals not arrested but referred for possible campus disciplinary action:
- **Liquor Law Violations:** The violation of laws or ordinances pertaining to: the manufacture, sale, transportation, furnishing, or possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
  - **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
  - **Weapons Law Violation:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.



## CAMPUS MAP WITH KEY

### A. On-Campus

means all property, including residential facilities, owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to, institutional educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to property that is owned by MICA but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### B. Non-Campus

means any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is being used in direct support of, or in relation to, the institution's educational purposes, is frequented by students, and is not within the same reasonably contiguous geographic area of the institution.

### C. Residential

means property owned or controlled by the institution used to provide housing for the institution's students.

### D. Public Property

means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. The Clery Act does not require disclosure of crime statistics for public property that surrounds non-campus buildings or property. Data used to complete the Criminal Statistics Report were compiled with assistance of Campus Safety, Student Affairs, and Baltimore Police using the Campus Map.

# CAMPUS SAFETY POLICIES

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## ACTS OF INTOLERANCE

Maryland Institute College of Art is a community composed of a wide variety of people with different cultures, racial backgrounds, sexual orientations, and many other differences. MICA values these differences and believes that encouraging interaction and respect among people who may differ from one another creates a positive learning experience. Intolerant acts that show disrespect

for others harm both the victims and the community at large.

Any behavior that victimizes an individual on the basis of that person's race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, or level of ability or disability is inappropriate at best, seriously detrimental to the community, and will be addressed.

Such behavior includes, but is not limited to, graffiti, defacing MICA or personal property, harassment, threats, fighting, and disrupting others in the exercise of their rights. Students who have witnessed or are victims of such behavior should report it to the Office of Student Affairs.

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## COMMUNITY RESPONSIBILITY

Although the Campus Safety Department is the primary department charged with creating a reasonably safe and secure campus environment, they cannot accomplish this task alone. Crime prevention, risk identification, and problem solving are the responsibilities of every member of

our campus community. Members of the community must assume responsibility for their own personal safety and the security of personal and College property by taking simple, common sense precautions, removing the potential for "crimes of opportunity."

Students, faculty, staff, and guests of MICA are encouraged to report medical emergencies, criminal activity, and any suspicious conditions, individuals, or vehicles to the Baltimore City Police (911) and MICA Campus Safety immediately (443-423-3333).

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## ALCOHOL & DRUGS

### ALCOHOL POLICY

Maryland Institute College of Art is committed to enforcing College policies that prohibit persons under the age of 21 from possessing, serving, or consuming alcohol. In addition, MICA discourages those 21 years and over from abusing alcohol. The unauthorized possession or use of alcoholic beverages on College-owned or -controlled property, including student residences, is expressly forbidden. As adults, students bear ultimate personal responsibility for knowing and adhering to state and federal law.

Students living in campus housing who are 21 years or older may drink alcohol in the privacy of their apartments; however, they may not buy or serve alcohol to students or others under the legal drinking age. If an apartment is shared by those both under and over 21, it must be clear to any College official that alcohol is being consumed only by those 21 years of age and older. If an apartment is occupied only by those under 21, then alcohol is not permitted under any circumstances.

Open containers of alcohol are not permitted in any of the public or common spaces on campus, including courtyards, stairwells, or parking lots. Multi-quart containers

such as kegs are not allowed in any campus-owned or -controlled space.

Students who violate this policy will be subject to the following sanctions, among others, depending upon College officials' assessment of the severity of the violation(s):

- Alcohol education
- Assessment for alcohol abuse problem
- Required alcohol abuse treatment program
- Housing probation (if student resides in College housing)
- Dismissal from College housing (if student resides in College housing)
- Suspension from the College
- Dismissal from the College
- Referral to law enforcement agencies

Also, if alcohol is found in the possession of underage students, staff will require that the alcohol be disposed of in the presence of the staff member. Students who are in the presence of alcohol, under certain circumstances, may also be determined to be in violation of the alcohol policy.

#### *STUDENT OPENINGS AND PARTIES*

Because the majority of MICA students are not of legal drinking age, alcohol is not allowed at student events, including undergraduate and graduate student openings. With appropriate authorization, alcohol may be served at some College-sponsored or -sanctioned activities, but only to persons who provide verifiable proof of age. In general, most events on campus that include alcohol require the use of a bartender provided by Dining Services.

Graduate students may work with the Office of Graduate Studies to register graduate events that take place in approved graduate spaces with restricted attendance. The serving of alcoholic beverages in such instances must receive the specific written approval of the Vice President for Student Affairs and will require strict supervision of the

event and adherence to the alcohol policy stated above. The Office of the Vice President for Student Affairs or the Office of Graduate Studies can provide additional information.

#### **DRUG POLICY**

The use, possession, or sale (or possession with intent to sell) of illegal or illicit drugs or narcotics is expressly prohibited by federal, state, and local laws and regulations, as well as by College policy. Possession or use of illicit drugs by students is grounds for severe sanctions, including expulsion, and may result in referral to authorities for prosecution. The possession of drug paraphernalia (including hookahs, bong, needles not for prescribed use, and other such items) is also a violation of both state law and College policy.

Students who violate this policy will be subject to any of the following sanctions, among others, depending upon College officials' assessment of the severity of the violations:

- Assessment for substance abuse problem (cost to be borne by student)
- Required substance abuse treatment program (cost to be borne by student)

- Mandatory drug testing program (cost to be borne by student)
- Housing probation (if student lives in College housing)
- Dismissal from College housing (if student lives in College housing)
- College probation
- Loss of financial aid
- Suspension from the College
- Dismissal from the College
- Referral to law enforcement agencies

#### **ALCOHOL & OTHER DRUGS EDUCATION PROGRAMS**

The Office of Student Affairs and the Wellness Center offer educational programs on a range of alcohol- and drug-related topics on a yearly basis. Topics vary from year to year and may include the relationship between artists and alcohol or drugs, how to have fun without alcohol, and coping with family members with addictions. Written material on the effects of alcohol and drugs is distributed during the year. The College counselors are available to talk with students experiencing alcohol- or drug-related difficulties and can refer students to other resources in the community.

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## **CAMPUS BUILDING ACCESS**

Our campus draws thousands of visitors every year, and our security guards and student monitors cannot recognize everyone who enters a campus building. The security and safety of the College's students and employees are a shared community responsibility.

- Community members are required to have their MICARD with them when on campus. It must be presented when requested by a campus official. Students, faculty, and staff may be asked to present identification to enter some buildings or limited-access areas.
- Granting or rescinding access to a building or area will require the written authorization of a department chair, director, or divisional head.
- Accountability will be maintained; both the individuals granted access and the individual authorizing access will share in the responsibility of the access.
- Guests are the responsibility of their host and cannot use campus resources or material without the written permission of the department chair, director, or divisional head. Permission must be on file in the Campus Safety office.
- Individuals who do not have a legitimate reason for being on campus or in a College building, and who refuse to comply with a request to leave, may be subject to arrest for trespassing.
- Some campus buildings and parking lots are monitored by closed-circuit television and/or require a valid MICARD swipe for entry.
- The Undergraduate, Graduate, and Continuing Studies published

calendars will be the official campus calendars for determining official "open" and "closed" dates. Additionally, they will determine the semester/program start and end dates.

- Use of keys, access cards, and/or accessing systems in a manner contrary to the safety and security of the community or to the detriment of the College's property and facilities will result in disciplinary action.

### **PUBLIC AREAS**

The College is usually open to the general public, members of the campus community, and guests from 8 am to 9 pm during the academic year; galleries are open during gallery hours; Decker Library is open during library hours.

### **STUDIO & LIMITED-ACCESS AREAS**

All studio facilities are open only to authorized individuals, i.e., students in those programs. Additionally, access to some buildings such as Dolphin or the Fred Lazarus IV Center is limited to those authorized to access those studios and classrooms.

### **AFTER-HOURS ACCESS**

After 9 pm, you must use or display your MICARD to enter campus buildings. Anyone entering the Fox Building, Mount Royal Station, Main Building, the Fred Lazarus IV Center, Brown Center, or Bunting Center after 9 pm must display a valid photo ID and be signed in at the building desk. After 2 am, students are not allowed to enter academic buildings.

Visitors are not permitted access to academic campus buildings after 9 pm, even if accompanied by a MICA community member. This sign-in procedure is also enforced on weekends, holidays, semester breaks, and when the College is not open for official business.

### **ACCESS TO RESIDENCE FACILITIES**

The College owns and maintains several row houses for student residence. Residents of these buildings are issued keys to these houses, and are responsible for controlling access to their residences. These buildings are patrolled externally by College patrol officers. To enter the Founders Green, Meyerhoff House, and Gateway residence complexes, you must show identification. Non-resident students may enter after giving their MICARD to the Desk Attendant. Non-MICA guests must leave a picture ID with the Desk Attendant or obtain permission from the residential director to enter without a photo ID, and be registered in and escorted at all times by the resident they are visiting.

Guests are the responsibility of their host. The residence halls have been designed with a variety of safety features to enhance residential life security. Among these features are:

- Entrance by identification
- A 24-hour desk attendant
- Campus shuttle system
- Camera surveillance system
- Enclosed living space
- Security screens on all accessible exterior windows
- Alarmed exit gates from the stairwells
- Campus Safety escorts to other campus buildings or motor vehicles

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## **CAMPUS CRIME COMMUNICATION**

In keeping with the federal law titled The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), Maryland Institute College of Art provides information and statistics about crime on and around our campus through the following publications and activities:

### **ANNUAL SECURITY REPORT (CAMPUS SAFETY GUIDE)**

The book you're holding now, published every year by October 1, contains three years of campus crime statistics and security policy statements, as mandated by the Clery Act. Statistics are reported in the guide in a format that is mandated by the law and is followed by other colleges and universities. Crimes are reported in the following major categories: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. In addition, the crime statistics also report the following types of incidents if they result in either an arrest or disciplinary referral: liquor law violations, drug law violations, illegal weapons possession. These crime statistics include only those crimes which occur in campus buildings, residential facilities, and adjacent public property, as shown on the campus map included in the Campus Safety Guide.

The Campus Safety Guide is available online at [www.mica.edu/safety](http://www.mica.edu/safety). A hard copy version may be obtained by calling the Office of Campus Safety at 410-225-2355, or stopping in the office at 1212 Mount Royal Avenue.

### **DAILY CRIME LOG**

The Clery Act also requires MICA to maintain a public crime log "for the purpose of recording alleged criminal incidents that are reported to the campus police or security department." The crime log covers all crimes reported to MICA Campus Safety. This is a broader range of crimes than those reported in the annual crime statistics and a much broader range than those covered by the College's timely warning system, described below. The crime log is available for review by anyone who requests it during normal business hours at the Campus Safety Administrative Office, 1212 Mount Royal Avenue.

### **MICA CAMPUS SAFETY ACTIVITY LOG (ONLINE)**

This information is accessible online and is a summary of incidents and activity that Campus Safety has been notified of or has been involved in. Security Information Alerts (Timely Warnings) are also posted here. This is not the official Clery Act-mandated Daily Crime Log.

### **SECURITY INFORMATION ALERTS (TIMELY WARNINGS)**

In order to keep the campus community informed about safety and security issues on an ongoing basis, MICA alerts the campus community of certain crimes in a manner that is timely and aids in the prevention of similar crimes. MICA's Policy and Procedures for Timely Warnings about Crime is provided in detail below.

### *DECISION TO ISSUE A SECURITY ADVISORY REPORT*

MICA provides timely warning to the campus community whenever the College considers a crime to pose a serious or continuing threat to students and employees. The decision to issue a Security Information Alert (Timely Warning) is made by Campus Safety, and often discussed with members of Student Affairs and Communications to assist with message formulation.

The issuing of a Security Information Alert is decided on a case by case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and where it occurred (within specific geographic reporting areas such as those that are mandated by the Clery Act or within our voluntary expanded reporting area described below).

A Security Information Alert may not be issued if:

- A report was not filed with the MICA Department of Campus Safety or Baltimore City Police.
- The report was made to professional counselors only.
- The notification occurred in a manner that would not allow a "timely" warning for the community.
- An arrest is made and there is no ongoing threat to the MICA community.

### **How Security Information Alerts Are Distributed**

Security Information Alerts are posted on the MICA Campus Safety Online Activity Log ([www.mica.edu/safety](http://www.mica.edu/safety)) and are broadcast emailed to all MICA-issued email addressees for current undergrads, graduate students, and employees. The Division of Continuing Studies also forwards the message to CS students who provide an email address at the time of registration.

Students and employees are responsible for ensuring that their individual MICA email accounts are operational and checked regularly for new communications. Supervisors of employees who do not have regular access to email are responsible for disseminating or posting hard copy versions of Security Information Alerts in a location readily accessible to such employees.

### **Geographic Area Covered by Security Information Alerts**

MICA Security Information Alerts offer timely warning about serious crimes as defined above that occur within specific geographic reporting areas such as those that are mandated by the Clery Act (Campus, Non-Campus, Public Property—see Campus Map on page 10 with key for definitions) or within our voluntary expanded reporting area.

Because a large number of students live in Bolton Hill, MICA has voluntarily expanded its timely warning reporting area and will issue Security Information Alerts for crimes that occur there. Specifically, this encompasses the area bounded by W. Mount Royal Avenue, Eutaw Place, North Avenue, and Dolphin Street/Sutton Place Apartments.

### **MICA ALERT**

Quick communication can make a real difference when an unfolding emergency situation threatens life or safety on our campus. A subscription-based text messaging system is available to the MICA community that sends brief text messages to cell phones when there is an emergency on campus.

For more details, see pages 5 and 6.

You can sign up by logging on to MyMICA and going to the Personal Information area. If you don't have a MyMICA log-in, you can follow the link at [www.mica.edu/micaalert](http://www.mica.edu/micaalert).

*NOTE: All MICA cell phone users are required to sign up for MICA Alert. Please see your supervisor if you have questions about this policy.*

### **SAFETY TIPS & REMINDERS**

Periodically throughout the year, MICA disseminates safety tips and information on crime prevention strategies to our entire campus community via bulk email to all student, faculty, and staff MICA-issued email accounts.

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## **SMOKING REGULATIONS**

Smoking is prohibited in all indoor campus spaces, including student rooms in College residential facilities. Smoking is also prohibited outdoors within 25 feet of a MICA building.

The goal is to eliminate situations where students, employees, and visitors must walk through smoke-filled areas in order to enter a MICA

building, and also to prevent smoke from migrating into the building. "No Smoking" signs will be posted as a reminder of this policy.

Ash trays are provided in areas where smoking is permitted, and smokers are encouraged to use them instead of campus sidewalks and lawns when extinguishing their cigarettes.

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## **EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION**

Maryland Institute College of Art (MICA) is committed to providing its staff, faculty, students, and guests the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each member of our community is assured an atmosphere of mutual respect in which one is judged solely on criteria related to academic or job performance. The College is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, being familiar with this policy, and refraining from conduct that violates this policy.

MICA affirms its commitment to promote our values of fairness and equity. Complaints of discrimination or harassment are subject to resolution using the College's Sexual Harassment Hearing Board or Disciplinary Hearing Board, as detailed in this section. The Hearing Board Process is applicable regardless of whether the parties involved are members or non-members of

the campus community, students, student organizations, faculty, administrators, or staff.

The Associate Vice President for Human Resources, Estevanny Turns, serves as the Title IX/Equity/AA Coordinator and ADA/504 Coordinator and oversees the implementation of MICA's policy on equal opportunity, harassment, and nondiscrimination. There is no time limitation on the filing of complaints. Reports of discrimination, harassment, and/or retaliation may be made promptly using any of the following options:

- Report directly to the Title IX/Equity/AA Coordinator and Deputy Coordinator (listed below)
- Report to Campus Safety
- Report to Student Affairs
- Report to supervisor or faculty member

Reports of misconduct or discrimination committed by the Title IX/Equity/AA Coordinator should be reported to the MICA President, Samuel Hoi, 1300 West Mount Royal Avenue, Suite M150, Baltimore, MD 21217, shoi@mica.edu, (410) 225-2237.

All reports are acted upon promptly while every effort is made by the College to preserve the confidentiality of reports. Such reports may also be anonymous. Most employees (faculty and staff) of MICA are required to share reports of discrimination, harassment, and other violations covered in this policy promptly with the Title IX/Equity/AA Coordinator or other appropriate campus official. Only on-campus licensed professional counselors (MICA Counseling Center) and campus health service providers (MICA Student Health Services) whose official responsibilities include providing such services to members of the MICA community are able to grant confidentiality.

This policy applies to behaviors that take place on the campus or at College-sponsored events and may also apply to off-campus (including online) activities when the Title IX/Equity/AA Coordinator determines that the off-campus conduct affects a substantial MICA interest.

Inquiries about this policy and procedure may be made internally to:

Estevanny Turns  
Title IX/Equity/AA Coordinator  
Office of Human Resources  
Bunting Center 310  
1400 West Mount Royal Avenue  
Baltimore, MD 21217  
(410) 383-6616  
eturns@mica.edu

Michael Patterson  
Deputy Title IX Coordinator  
Office of Student Affairs  
Bunting Center 260  
1400 West Mount Royal Avenue  
Baltimore, MD 21217  
(410) 225-2422  
mpatters@mica.edu

Inquiries may be made externally to:

Office for Civil Rights,  
Headquarters (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #:  
(800) 421-3481

Fax: (202) 453-6012  
TDD#: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: [www.ed.gov/ocr](http://www.ed.gov/ocr)  
Equal Employment Opportunity  
Commission (EEOC)  
Contact: [www.eeoc.gov/contact/](http://www.eeoc.gov/contact/)

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## **GRAFFITI & VANDALISM**

Maryland Institute College of Art is a community of artists and designers. As a community of artists, we advocate for a broad range of opportunities for expression of our students' creative vision through exhibitions, performances, and programs such as community-based art like murals and public performances. We also encourage our students to seek out chances to make their work available to the public beyond our campus.

Although some forms of "graffiti art" have gained recognition as a viable form of artistic expression, the College considers defacement of public or private property to be vandalism, not artwork. MICA provides students with the resources and support to

seek appropriate permission to create works of art in the public realm. As a community of artists and an institution dedicated to the preservation of the aesthetic environment, the College is strongly opposed to graffiti and other forms of vandalism.

Students who commit vandalism on or off campus are subject to disciplinary action by the College, which can include any or all of the following: restitution (monetary or other appropriate compensation for damages), disciplinary probation, community service, suspension from the College, or dismissal from the College. In addition to discipline by the College, students are subject to civil legal action by property owners and criminal prosecution for their actions.

We expect all members of our community to display good judgment and considerate behavior, as well as high standards of personal conduct. Students who violate College policies, procedures, and regulations are subject to disciplinary action. College disciplinary action is not a substitute for civil or criminal proceedings. All students, whether on campus or off campus, are subject to local, state, and federal laws; therefore, students who commit acts of vandalism on or off campus are subject to legal action. When their actions adversely affect the College as an educational community, these activities are also subject to College disciplinary action.

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## STUDENT CONDUCT

Students will notice the absence of excessive regulations at the College. Because a community such as ours depends on the good judgment and considerate behavior of its members, all students are expected to maintain high standards of personal conduct.

All students must show respect for personal and College property and for the rights of their fellow students, faculty, and staff. Generally, behavior that reflects good intentions, mature judgment, and respect for the rights of other people will not conflict with the expectations of the College.

The need for discipline arises when individual or group conduct adversely affects the College as an educational community. Students who violate College policies, procedures, and regulations will be subject to disciplinary action. Such action is not a substitute for civil or criminal proceedings; all students, whether on or off campus, also remain subject to local, state, and federal laws. Students who violate those laws may also be subject to College disciplinary procedures.

### **The following are examples of the types of misconduct that may give rise to disciplinary actions:**

- All forms of dishonesty, whether by act or omission, including but not limited to cheating; plagiarism; knowingly furnishing false information to the College; and forgery, alteration, or use of College documents or instruments of identification with intent to defraud.
- Intentional or wanton disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities including public service functions or other authorized activities on College premises.

- Disruptive behavior, including but not limited to physical assault, sexual assault, harassment, intimidation, or threats to any person on College premises or at College-sponsored functions or that adversely affects any member of the College community. This includes drug- and alcohol-related behavior as well as self-harm.
- Theft or damage, including vandalism, to College premises or property, including College or student artwork; or theft or damage, including vandalism, to property of a member of the College community or visitors.
- Unauthorized entry to or use of College facilities.
- Failure to comply with directives of College officials acting in the performance of their duties.
- Violation of rules governing residence in College-owned or -controlled property.
- Violation of College, local, state, and federal laws related to the use or possession of alcohol and other drugs, and violations of other laws in a way that affects the College community's pursuit of its proper educational purpose.

The Office of Student Affairs administers cases involving violations of College policies, procedures, and regulations. Certain matters of academic discipline may be referred to the Office of Academic Affairs.

When violations of non-academic regulations are reported, the Associate Dean of Student Affairs (or designee) will review preliminary reports and determine if additional information needs to be gathered. If additional information is needed, the Associate Dean (or designee) will ask the Office of Campus

Safety or the Director of Residence Life (or designee) to meet with the students involved in the case. After this additional information has been gathered, the Associate Dean will review all of the case information.

- If the case is not likely to result in potential expulsion or suspension, and is not related to gender-based harassment or discrimination, the Associate Dean (or designee) will initiate a Disciplinary Conference. Depending upon the nature of the violation, the outcome of the conference, and the student's disciplinary history, the Associate Dean may decide not to take any action or may impose one or more of the following sanctions, among others:
  - » Restitution (monetary or other appropriate compensation for damages)
  - » Alcohol and other drugs assessment
  - » Educational projects
  - » Warning/Disciplinary probation
  - » Dismissal from housing (if student is in College-owned housing)
  - » Community service
- Decisions made in a Disciplinary Conference are final, and appeals are not allowed. Certain situations involving both academic and non-academic regulations may require collaboration with Academic Affairs.
- If the case is likely to result in expulsion or suspension, and is not related to gender-based harassment or discrimination, the Associate Dean will ask the student if he or she prefers a Dean's Conference or a hearing before the Student Disciplinary Hearing Board which is comprised of three members, typically one each from MICA faculty, staff, and students. A request for a hearing before

the Board must be made by the student within three (3) business days after the initial meeting with the Associate Dean. In some cases, the Associate Dean will determine that the Board is necessary in order to effectively adjudicate the complexities of the case.

- If the case involves gender-based harassment or discrimination, which includes cases of sexual misconduct, the College will use a dual investigator model for reviewing the complaint. This process is outlined in greater depth in MICA's Equal Opportunity, Harassment, and Nondiscrimination policy. (page 16) The findings of the investigators will be presented to the Title IX Coordinator, Deputy Title IX Coordinator, or designee.

If the Student Disciplinary Hearing Board is used, the Board will report to the Vice President for Student Affairs its findings on responsibility and a recommendation on sanctioning if necessary. These recommendations can include any sanctions from the above list as well as suspension or dismissal from MICA. The Board will have a goal of completing its review within twenty (20) working days of the date on which it receives the complaint. If it is determined that the Board cannot complete its review within this time frame, the person making the complaint and the accused will be notified in writing of the expected time frame for completion, as well as the reasons for the delay. The findings and recommendation will be shared with the student, and the student will have no fewer than three (3) business days to comment on the findings and recommendation. The comment period will, in essence, serve as the student's chance to provide any information related to an appeal. After reviewing the facts of the case,

the findings, the recommended sanction, and any comments from the student, the Vice President of Student Affairs will make a final decision on sanctioning.

In each case the conduct process shall proceed by following such procedures as are determined to be appropriate for developing recommendations and no particular formality or other procedural requirements shall be mandated.

If so desired, it is appropriate for a student involved in the conduct process to bring an advisor who can offer support. The advisor must be a member of the College community, and the College does not permit legal counsel to attend disciplinary meetings. The one exception to this is for cases involving sexual misconduct. In those cases, a student may bring anyone he or she desires to act in the role of an advisor. The student involved is responsible for presenting his or her own information, and therefore advisors are not permitted to speak or to participate directly in any disciplinary conference or hearing.

Any student who may need an accommodation based on the potential impact of a disability should contact the Learning Resource Center at 410-225-2416, in Bunting 458, to establish eligibility and coordinate reasonable accommodations. For more information, please refer to the Learning Resource Center. The College has no legal obligation to provide accommodations until the student has established eligibility with the LRC.

#### *INTERIM SUSPENSION POLICY*

The Vice President of Student Affairs or a designee may at his/her discretion suspend a student for an interim period pending a disciplinary

hearing or mental health evaluation. The interim suspension may become immediately effective whenever there is sufficient evidence that the continued presence of the student on the College campus poses a substantial threat to himself/herself or to others, or to the stability and continuity of normal College functions.

A student suspended on an interim basis shall be given the opportunity to be heard through either a Dean's Conference or Hearing Board provided a request is made within four academic days from the effective date of the interim suspension. In cases where suspension or dismissal is recommended, the comment period may be shortened accordingly.

A student suspended on an interim basis may not withdraw from the College before the conclusion of his or her disciplinary case.

#### *PARENTAL NOTIFICATION*

The College generally communicates directly with students in all matters related to their attendance. In turn, it is expected that students and their parents will maintain ongoing communication. The College will not assume the role of liaison between family members.

There are occasions when it is appropriate for College officials to inform parents of particular situations involving students. As circumstances warrant, the College may notify parents if a student's health is endangered (including instances of accidental injury) or when his or her behavior is determined to have a serious detrimental effect on the educational process, for either the student or the College community, as permitted by the Family Educational Rights and Privacy Act (FERPA).

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## **THREAT ASSESSMENT TEAM**

The Maryland Institute College of Art has established a Threat Assessment Team (The Team) to address situations where students may be exhibiting disruptive, threatening, or worrisome behaviors that have the potential to impede their own academic progress, or that have the potential to impede the ability of others to function successfully or safely.

It is imperative that any member of the MICA community—faculty, staff, or students—immediately report any situation that could result in harm to anyone at the College. Any member of the campus community may become aware of a troubling situation that is causing serious anxiety, stress, or fear. If such a situation appears to be imminent, including possible immediate risk of violence to self or others, it should be reported immediately to the Department of Campus Safety at 443-433-3333. Any situation not deemed to be imminent, yet still of concern, should be reported to the Office of Student Affairs at 410-225-2422.

### **PURPOSE**

The Team has been established to:

- Respond to possible circumstances of violence or threatening behavior
- Respond quickly to behavior indicating a potential risk to self or others
- Determine if a realistic threat is present and act accordingly
- Coordinate and assess information from faculty, administrators, students, and local authorities
- Notify, within FERPA guidelines, parents, guardians, and/or next-of-kin

- Identify resources for troubled students and make referrals to appropriate campus and off-campus agencies, including helping with the securing of therapeutic actions such as treatment or counseling
- Periodically assess outcomes of actions taken

### **PROCEDURE**

For the safety of the campus community, any threat explicit or implied will be considered a statement of intent. The Threat Assessment Team will investigate any concern and act as necessary to protect the campus community.

Threat-related information must be forwarded to the Office of Student Affairs, or in an imminent situation directly to the Department of Campus Safety. The report will be initially evaluated, and if appropriate, a group from the Threat Assessment Team will be convened. Any member of the campus community is expected to make him- or herself available as needed for advice and consultation.

When information is received about a possible threat, it will be investigated and a determination will be made using the best available information regarding the level of threat present. This determination will be made by assessing the initial concern in conjunction with any corroborating evidence, the student's disciplinary record, and any other relevant information as deemed appropriate by the Threat Assessment Team. The determination of the Threat Assessment Team is intended only as an initial intervention, and should, therefore, be considered as only the first part of an ongoing

review. While the Team is comprised of skilled and knowledgeable staff who will make every effort to consider all angles of a situation, it should be noted that assessing a possible threat can never be 100% accurate.

As needed, the Threat Assessment Team will ask the Vice President of Student Affairs, or designee, to place a student on an interim suspension pending a disciplinary hearing, require internal or external psychological evaluations, or act in any other manner as allowed by College policy in order to ensure the safety of the campus community.

### **THREAT ASSESSMENT TEAM**

The Threat Assessment Team consists of College personnel with expertise in law enforcement, threat assessment, academic affairs, and student affairs. Whenever possible a collaborative process will be used to assess the perceived threat. A core team of key campus leaders will generally comprise the Team, and a secondary support team will be available as needed to assist with the investigation and assessment of a situation. Other individuals may also be consulted such as a faculty member who has a concern about a student. Generally when investigating a possible student threat, four members of the core team – one each from Student Affairs, Academic Affairs, the Counseling Center, and Campus Safety, to be chaired by the representative from the Office of Student Affairs – will be assembled to manage the investigation and make a determination regarding the level of threat.

The Team will meet on an emergency basis and as needed to review reports brought forward by faculty, staff, and students concerning disruptive, inappropriate, and/or threatening behavior.

## **THREAT ASSESSMENT TEAM MEMBERS**

### *Core Team*

- Vice President for Student Affairs
- Dean of Academic Services
- Associate Deans for Foundation, Design and Media, Fine Arts, and Liberal Arts
- Associate Dean for Student Health and Wellness
- Associate Dean for Student Life and Judicial Affairs

- Director of Campus Safety
- Director of Student Counseling
- Assistant Director of Campus Safety
- Associate Director of Student Counseling

General questions about the role or purpose of the Threat Assessment Team should be forwarded to the Office of Student Affairs at any time.

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## **ENVIRONMENTAL HEALTH & SAFETY**

The MICA considers no aspect of its operations more important than the safety and health protection of its students, faculty, staff, guests, and visitors. We insist on providing and maintaining a safe and healthy working environment and the use of safe work methods and practices at all times.

We work diligently to eliminate any risks of injury and any exposure to hazards, maintain safe and healthful working conditions, develop and adhere to proper operating practices and procedures designed to prevent injury and illness, and observe federal, state, local, and campus safety and health regulations.

Health and safety are the

responsibility of everyone at MICA. We must all remain cognizant of safety and health concerns and set good examples by always being aware of and observing applicable guidelines and procedures as a part of our normal daily routine. Support for campus-wide safety and health must be apparent from all of the MICA leadership. It is expected that everyone will work to identify and correct hazards and exposures.

All students, faculty, and staff are expected to report unsafe conditions and/or situations, know and follow safe working practices including obeying applicable guidelines and regulations, and work in a way that promotes the safety and health standards developed and

sanctioned by the college.

We urge all members of the MICA community to make our safety and health program an integral part of their daily operations. Only then will the reduction of risks, exposures, accidents, and injuries become not just an objective, but a part of our culture.

To request an ergonomic assessment of your office workspace, please contact the Environmental Health & Safety Technician, Samantha Brodowski, at 443-827-2691 or by email [sbrodowski@mica.edu](mailto:sbrodowski@mica.edu).

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## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Maryland Institute College of Art to comply with the requirements of FERPA.
- The following information will

be released directly only to the student or with the student's written authorization: grade reports, class schedules, transcripts, and honors awarded.

- The following information has been deemed "directory" information and may be released without student consent unless the student has indicated otherwise: name, address(es), enrollment status (full- or part-time), and current major or degree earned.

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## **FIRE DRILL INSTRUCTIONS**

Upon hearing the fire alarm, all faculty, staff, and students must

calmly and expeditiously leave the building by the nearest exit

and proceed to the building's designated Safe Meeting Location.

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## **WEAPONS & EXPLOSIVES**

The possession, maintenance, or use of firearms, weapons, or explosives of any nature or description (fireworks, any other

device of explosive nature, bows and arrows, crossbows, sling shots, guns, ammunition, and knives other than those typically used in artwork

or cooking, or any other weapon), is prohibited on campus. Violators will be subject to disciplinary action.



## MICA RESIDENCE HALL FIRE STATISTICS 2016

Maryland  
Institute  
College of Art  
Residential  
Facilities

	Total Fires	Fire #	Date	Time	Cause of Fire	# of Injuries*	# of Deaths Related to Fire	Value of Property Damage Caused by Fire	Case #
Leake Hall	0								
Spear Hall	0								
Carter Hall	0								
Glace Hall	0								
The Gateway	0								
The Meyerhoff	1	1	Jan. 14, 2017	10:43 a.m.	Hot Work	0	0	0	2016-03
Kramer House	0								
1212 Mt. Royal	0								
1500 Mt. Royal	0								
1502 Mt. Royal	0								
1504 Mt. Royal	0								
1508 Mt. Royal	0								
1534 Mt. Royal	0								
MICA Place	0								

\* that required treatment at a medical facility

## FIRE SAFETY SYSTEMS ON CAMPUS 2014-2016

MICA Residential Facilities	Year	Fire Alarm Monitoring Provided by Commercial Vendor	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number Of Evacuation (Fire) Drills Each Academic Year
Leake Hall	2016	Fireline		X	X	29	X	2
	2015	Fireline		X	X	29	X	2
	2014	Fireline		X	X	29	X	2
Carter Hall	2016	Fireline		X	X	47	X	2
	2015	Fireline		X	X	47	X	2
	2014	Fireline		X	X	47	X	2
Glace Hall	2016	Fireline		X	X	28	X	2
	2015	Fireline		X	X	28	X	2
	2014	Fireline		X	X	28	X	2
Spear Hall	2016	Fireline		X	X	51	X	2
	2015	Fireline		X	X	51	X	2
	2014	Fireline		X	X	51	X	2
1500 W. Mount Royal Ave	2016				X	4	X	2
	2015				X	4	X	2
	2014				X	4	X	2
1502 W. Mount Royal Ave	2016				X	5	X	2
	2015				X	5	X	2
	2014				X	5	X	2
1504 W. Mount Royal Ave	2016				X	4	X	2
	2015				X	4	X	2
	2014				X	4	X	2
1508 W. Mount Royal Ave	2016				X	4	X	2
	2015				X	4	X	2
	2014				X	4	X	2
1534 W. Mount Royal Ave	2016				X	7	X	2
	2015				X	7	X	2
	2014				X	7	X	2
MICA Place 814 N. Collington Ave.	2016	Fireline		X	X	13	X	2
	2015	Fireline		X	X	13	X	2
	2014	Fireline		X	X	8	X	2
Meyerhoff House 140 W. Lafayette Ave.	2016	Fireline		X	X	42	X	2
	2015	Fireline		X	X	42	X	2
	2014	Fireline		X	X	42	X	2
The Gateway 1601 W. Mount Royal Ave.	2016	Fireline		X	X	104	X	2
	2015	Fireline		X	X	104	X	2
	2014	Fireline		X	X	104	X	2

PARTIAL Sprinkler System is defined as having sprinklers in the common areas only  
 Full Sprinkler System is defined as having sprinklers in both common areas and individual rooms

**M | I | C / A**

MARYLAND INSTITUTE  
COLLEGE OF ART

1300 W Mount Royal Avenue  
Baltimore, MD 21217  
[www.mica.edu](http://www.mica.edu)  
410-669-9200