

Student Handbook  
2023 – 2024

A person with curly hair, wearing a yellow shirt and dark pants, stands on a black step ladder. They are holding a rectangular light fixture with a white interior and a yellow exterior. The background is a plain, light-colored wall. The overall lighting is warm and yellowish.

# STUDENT HANDBOOK

MARYLAND  
INSTITUTE  
COLLEGE  
OF ART

**M | I | C | A**

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# NONDISCRIMINATION & ANTI-HARASSMENT

MICA complies with all federal, state and local civil rights laws that ban discrimination in Institutions of higher education.

The college will not tolerate discrimination against any member of the MICA community on the basis of race, religion, color, sex, pregnancy, creed, ethnicity, national origin (including ancestry), physical or mental disability, age, marital status, sexual orientation, gender, gender identity, perceived identity (including appearance), veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, or any other protected status.

**MICA will not tolerate retaliation against anyone who makes a good faith report or involved in an investigation.**

Bias-related incidents can be related to an event, image, utterance, or behavior that demeans or degrades an individual or group based on their belonging or perceived belonging to a particular identity group. Bias incidents are not required to be violations of any state, federal, or local

statutes, and, at the time of reporting, do not have to be determined to have violated other College policies. Although bias-related incidents can also be acts of discriminatory harassment, not all bias-related incidents may constitute discriminatory harassment or a violation of other College policies. Bias-related reports do not themselves trigger a formal process under the College's discriminatory harassment policies and procedures or other College policies.

Examples of Bias-related conduct, may include but are not limited to:

- Jokes that are demeaning to a group of people based on their actual or perceived membership to a protected class and/or identity group
- Hosting a tokenizing or culturally themed event, explicitly meant to exclude members who are perceived to or actually do not identify with the particular group

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## TITLE IX & 504 COORDINATOR INFORMATION

### TITLE IX

**Andrea L. Neal**

*Director of Equity Compliance & Title IX Coordinator*

410-225-2105

[aneal@mica.edu](mailto:aneal@mica.edu)

**Michael Z. Patterson**

*Vice President for Student Affairs & Deputy Coordinator*

410-225-2422

[mpatters@mica.edu](mailto:mpatters@mica.edu)

### SECTION 504

**Accessibility and Disability Services**

1401 W Mount Royal Ave

Bunting Center 110

Baltimore, MD 21217

410-225-2416

[ads@mica.edu](mailto:ads@mica.edu)

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## FORMS AND OTHER RESOURCES

[MICA's Nondiscrimination & Antiharassment Statement](#)

[MICA's Incident Report Form](#)

[Preferred Name & Gender](#)

[Office of Culture & Identity](#)

[DEIG At Mica](#)

*This handbook is not intended to replace the policies and procedures posted on the MICA website. This handbook is provided as a resource; in any situation where there is discrepancy between this document and the website, the information on the website will take precedence.*

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# WELCOME TO MICA!

I am proud to welcome you to the Maryland Institute College of Art (MICA); it is my hope that you will find your home in this thriving community of artists, designers, and educators. This handbook is intended to provide you with a wealth of information that will help guide your experience as you navigate through your MICA journey.

MICA is an incubator for thoughtful experimentation and creative conversations. It is my hope that you will engage actively in your education, holding both yourself and your peers to the highest standards of integrity and ingenuity. MICA is dedicated to enabling all voices and fostering a community that activates our institutional mission to “EMPOWER students to forge creative, purposeful lives and careers in a diverse and changing world. THRIVE with Baltimore. MAKE the world we imagine.”

If you are ever in need of support, or are just unclear who to ask for help, do not hesitate to contact us at [studentaffairs@mica.edu](mailto:studentaffairs@mica.edu). My team and I believe that as a result of your experience at MICA, you will be empowered as a creative to make the world you imagine. We will gladly do anything we can to encourage you along this journey.

Sincerely,



Michael Z. Patterson  
*Vice President of Student Affairs and Dean of Students*

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## MISSION, VISION, AND TENETS

### OUR VISION IS AUDACIOUS.

### OUR MISSION IS BOLD.

Our Mission and Vision statements and our Tenets are an authentic reflection of MICA as we are today and what we aspire to be going forward.

### A THOUGHTFUL PROCESS

MICA's new Mission, Vision, and Tenets were approved by the Board of Trustees on May 22, 2017.

The entire MICA community—alumni, faculty, parents, staff, students, and trustees—were engaged in rearticulating our Mission and Vision Statements, and generating the philosophy underpinning them and the new Tenets. The inclusive process involved convenings, small group discussions, open surveys, and individual conversations. We also sought input from external stakeholders in various fields. The steering committee was co-led by the president and chair of the Faculty Executive Committee. This full engagement has ensured that the outcomes are thoughtful and, importantly, an authentic reflection of MICA as we are today and what we aspire to be going forward.

**The Mission statement expresses MICA's fundamental rationale for existence. Our Vision describes the long-range change that inspires our Mission. And our Tenets undergird MICA's culture, personality, and actions.**

### MISSION

EMPOWER students to forge creative, purposeful lives and careers in a diverse and changing world. THRIVE with Baltimore. MAKE the world we imagine.

[What does this mission mean to the MICA community?](#)

### VISION

A just, sustainable, and joyful world activated and enriched by artists, designers, and educators who are valued for their leadership and imagination.

[What does this vision mean to the MICA community?](#)

### TENETS

We assert the centrality of artists, designers, and educators in society.

- We shape culture.
- We flourish through collaboration.
- We embrace differences and champion equity.
- We invent through thoughtful disruption.
- We strive for excellence and rigor.
- We act with intent and critical appraisal.
- We model a community of care.
- We take pride in our resilience.
- We exemplify passion and conviction.
- We have fun.

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# STUDENT RIGHTS & RESPONSIBILITIES

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## ACTS OF INTOLERANCE

Maryland Institute College of Art is a community of people from many different cultures, racial backgrounds, sexual orientations, and more. 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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## 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 the 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 circumstance. 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 may also be determined to be in violation of the alcohol policy.

### STUDENT OPENINGS AND PARTIES

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 an alcohol abuse problem

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

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 the federal state, and local laws and regulations, as well as 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, bongos, needles not for prescribed use, and other such items) is also a violation of both state law and College policy.



Cannabidiol (CBD) oils and other derivatives are prohibited for student use regardless of the intended use or origin, i.e. hemp vs. marijuana.

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

## **MEDICAL AMNESTY POLICY**

Maryland Institute College of Art considers the health and safety of its community members a high priority. In an effort to promote the wellbeing and safety of our members, a Medical Amnesty Policy has been adopted to encourage students to take appropriate action to ensure the health and safety of themselves and others in circumstances that may involve violations of MICA's alcohol & drug policies.

### *PURPOSE*

The purpose of the MICA Medical Amnesty policy is to encourage students to actively seek professional medical assistance and/or institutional support for themselves or others related, but not limited to, the overconsumption of alcohol, drugs, or other illegal substances that threaten a person's wellbeing or safety.

### *QUALIFICATIONS*

In order to be considered for Medical Amnesty, individuals/students must comply with the following:

Contact Campus Safety (443-423-3333) or a Residential Advisor or another Residential Life staff member for help.

Provide accurate identification information and remain present at the scene of the incident after they have sought assistance until given permission to depart by the responding College official.

Abide and complete all educational components in a timely manner established with the MICA's Health & Wellness Team.

### *WHAT THE MEDICAL AMNESTY POLICY COVERS*

A student conduct action against any individual(s) who act in good faith and actively seek out qualified medical or institutional support to assist in ensuring the wellbeing of a person related to overconsumption of alcohol or illegal substances.

### *WHAT THE MEDICAL AMNESTY POLICY DOES NOT COVER*

- Any actions were taken by police or other outside law enforcement officials
- Violation of any institutional policy beyond the Alcohol & Drug Policy
- Possession with the intent to distribute drugs
- Any penalty/repercussions due to physical harm inflicted upon another student/individual
- Repeat offenders or students on disciplinary probation
- Students waiting until the police or other authority arrive before seeking assistance

### *WHAT MEDICAL AMNESTY MEANS FOR THE PARTY(S) INVOLVED*

Students who seek out medical assistance for others or receive emergency medical assistance as a result of peer outreach that is related to the consumption of alcohol or other illegal substances will not be charged or sanctioned for violations of the College's Alcohol & Drug policy. The student(s) may be required to participate in an appropriate assessment and educational program.

Medical Amnesty may not be granted under this section more than once in a two year period. Records of all requests for assistance under this policy shall be maintained by the Division of Student Affairs. Cooperation and participation in any program as a result of this policy shall not be noted on the student's judicial record. Medical Amnesty is meant to apply to isolated incidents, and may not be available in cases of repeated or flagrant violations of College alcohol or drug policies.

### *ACTIONS THAT ARE TAKEN BY THE DIVISION OF STUDENT AFFAIRS*

MICA's goal in resolving these cases is to provide an environment focused on intervention, education, and reflection.

Involved students will be required to meet with Health & Wellness staff who will facilitate an agreed resolution that may include a substance use assessment and educational activities.

Serious or repeated incidents will prompt a higher degree of concern/response.

Failure to complete the agreed resolution process will result in the case being resolved through the student conduct process.

Any costs associated with drug or alcohol education interventions deemed appropriate will be the responsibility of the student.

#### *DISCLOSURE:*

If the student(s) is in compliance with the standards established in this policy, MICA will not disclose any amnesty incidents without the student's consent.

#### *ILLUSTRATIVE EXAMPLES:*

1. John and Sarah are at a party when Sarah begins to show signs of intoxication (slurred speech, unsteady on her feet). John decides to walk Sarah home. While walking, a Campus Safety officer sees Sarah walking unsteadily and stops her. The officer cites Sarah for underage possession/consumption of alcohol and public intoxication. John also is cited for underage possession/consumption.

The Amnesty policy does not apply because John was not actively seeking medical attention for Sarah, and he did not seek out a qualified individual (such as an RA) to assess Sarah's condition.

2. Ramon comes home to find his roommate, Zach, passed

out on his bed. Ramon finds the RA who determines that Zach needs medical attention. The RA calls Campus Safety who sends EMS, and EMS transports Zach to the hospital. The RA documents the incident and notes that Ramon also appeared to be intoxicated.

The Amnesty Policy does apply to both Ramon and Zach because Ramon sought assistance from an RA for Zach. Both students will receive medical amnesty and will not receive disciplinary charges as a result of this incident. Both will receive some form of alcohol education as a result of this incident.

### **ALCOHOL AND DRUG 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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## **CONDUCT PROCESS**

Students at MICA are expected to maintain high standards of personal conduct and show respect for personal and College property and for the rights of their fellow students, faculty, and staff. The need for intervention 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.

- 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 or 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 such laws in a way that affects the College community's pursuit of its proper educational purpose.
- When violations of non-academic regulations are reported, the Office of Student Affairs (or designee) will review preliminary reports and determine if additional information needs to be gathered. If additional information is needed, Student Affairs will ask the Office of Campus Safety, the Office of Residence Life, or other relevant individuals to meet with the students involved in the case. After this additional information has been gathered, Student Affairs will review all of the case information. In all disciplinary cases the goal will be to complete the investigation and reach resolution within twenty (20) business days of the complaint, not inclusive of appeals where appropriate. If it is determined that this timeline cannot be

met all parties directly involved, i.e. claimant and respondent, not witnesses, will be notified of the reason for the delay and provided an updated timeline.

If a finding of responsible is not likely to result in potential expulsion or suspension, and is not related to gender harassment or discrimination, the matter typically will be resolved one-on-one with a College investigator through a Disciplinary Conference. Depending upon the nature of the violation, the outcome of the conference, and the student's disciplinary history, the College 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

### **NON-EXPULSION OR -SUSPENSION DECISIONS MADE IN A DISCIPLINARY CONFERENCE ARE FINAL, AND APPEALS ARE NOT ALLOWED.**

If a responsible finding is likely to result in expulsion or suspension, and is not related to gender harassment or discrimination, the process outlined in scenario #1 above will be used; however, depending upon the nature and severity of the case multiple investigators may be assigned. Appeals are allowed whenever it is determined at the beginning that a responsible finding is likely to result in expulsion or suspension. In such cases, students directly involved are permitted 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 except for cases related to sexual misconduct (see MICA's [Equal Opportunity, Harassment, and Nondiscrimination policy](#), and

Nondiscrimination policy). The student involved is responsible for presenting their own information, and therefore advisors are not permitted to speak or participate directly in any disciplinary conference.

In the event of an appeal, the students directly involved will be given a five (5) business day period to review the findings and submit an appeal to the Vice President for Student Affairs (or designee). After reviewing the facts of the case, the findings, and any appeal, the Vice President for Student Affairs (or designee) will issue a final decision.

Cases involving Academic Integrity will be referred to the Office of Academic Affairs, and depending upon the specifics of the situation may be resolved collaboratively between Student Affairs and Academic Affairs.

Cases that involve claims of gender based harassment or discrimination, which includes cases of sexual misconduct, will be referred to the Title IX Coordinator. This process is outlined in greater depth in MICA's [Equal Opportunity, Harassment, and Nondiscrimination policy](#). The findings of the investigators will be presented to the Title IX Coordinator, Deputy Title IX Coordinator, or designee.

Depending upon the nature of the conduct violation, the College reserves the right to notify Human Resources should the student's ability to suitably serve in an on-campus employment capacity be called into question. In this circumstance the student's disciplinary status may be factored into decisions regarding employment.

Any student who may need an accommodation based on the potential impact of a disability should contact the Office of Accessibility and Disability Services (ADS) at 410-225-2416, in Bunting 110, to establish eligibility and coordinate reasonable accommodations. For more information, please refer to ADS. The College has no obligation to provide accommodations until the student has established eligibility with ADS.

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## **GRAFFITI & VANDALISM**

MICA 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 that provide opportunities for community-based art such as murals and public performances. We also encourage our students to seek out opportunities 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. 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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## **GUESTS & VISITORS**

Unless specific arrangements are made through the Academic Affairs Office, guests of members of the MICA community should be accompanied by their MICA host. The host is responsible for the behavior of his/her guest(s).

Also, guests of members of the MICA community are not allowed to use the College's equipment without the express written permission of the appropriate departmental chair or director.

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

MICA is committed to creating and maintaining a safe creative educational, working and living environment that is free from discrimination and harassment. Our policy prohibits discrimination and/or harassment based on race, creed, color, sex, gender identity or expression, age, national origin, religion, disability, veteran status, marital or domestic partnership status, sexual orientation, genetic information, and/or other legally protected characteristics.

The College will act promptly to address complaints raised by any member of the community who may have been subjected to discriminatory and/or harassing behavior. It will do so by reviewing the matter and conducting an investigation, if and when the Vice President for People, Belonging and Culture (VPPB&C), or their designee, deems it necessary. The VPPB&C may in their discretion appoint an internal or external investigator to review a complaint. Any investigator engaged or designated by the College will work in partnership with the VPPB&C or their designee. In either case, the College will take appropriate action to stop the discrimination and/or harassment. The specific action taken by the College will depend on the facts and circumstances of the case.

The College also prohibits any form of retaliatory action against any member of the MICA community who in good faith files a complaint under this policy or participates in the review or investigation of the same.

Violation of any provision of this policy may result in disciplinary action up to and including termination.

MICA may revise any provision of this policy and its procedures as it sees fit over time. If the College makes revisions, we will provide adequate notice to the members of the community. Unless otherwise noted, complainants may assume that the policy and procedures in place at the time of their official filing will apply.

### **SCOPE**

This policy applies to all members of the MICA community, including all faculty, staff and students. Complaints of sexual misconduct and harassment on the basis of sex or gender will be investigated and managed under MICA's Sexual Misconduct Policy. All others will be managed under this Policy, including allegations of sex and/or gender based disparate treatment discrimination.

The VPPB&C will consult with the Provost when administering the policy in cases involving members of the faculty. In those cases, the Provost will accept the findings and conclusions of the investigator and make the decision with respect to the ultimate resolution of the case and to determine the impact, if any, of other policies and agreements that may apply uniquely to members of the faculty.

In cases involving students, the VPPB&C will consult with the Vice President for Student Affairs and may decide to transfer the complaint to that office for resolution under its policies and procedures. If appropriate, the VPPB&C will oversee the fact-finding stage and report the findings and conclusions to the Vice President for Student Affairs to resolve in accordance with their policies, procedures and past practices.

In all cases, the ultimate resolution must be reached in a manner that is consistent with the values and principles outlined in this policy.

Nothing in this Policy prevents MICA from terminating an employee, expelling a student, or taking other appropriate action in lieu of proceedings under this Policy where an individual's conduct violates other policies or standard of MICA. Nothing in this Policy alters the at-will nature of an at-will employee's employment.

The full policy, including process information, can be found here: [\*\*MICA's Nondiscrimination and Anti-Harassment Policy\*\*](#)

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## **INTERIM SUSPENSION**

In a situation where it is determined that the continued presence of a student on the College campus poses an imminent and substantial threat of harm to the student or others, the Vice President of Student Affairs or designee may suspend a student from MICA on an interim basis pending resolution of the case. An interim suspension means that the student may not attend classes and must leave College property and remain off College property until notified otherwise. A student may not withdraw from the College during an interim suspension.

A student may request review of the interim suspension decision by contacting the Office of Student Affairs. Such reviews normally are scheduled to take place within three (3) business days of the student's request.

The purpose of the interim suspension review is to determine whether or not a student may be present on College property and/or attend classes pending the resolution of the student's case. A College administrator other than the

Vice President or designee who made the original decision to interim suspend the student will review the interim suspension decision by speaking with the suspended student and reviewing all submitted paperwork such as incident reports, judicial referrals, investigative materials, and medical evaluations. If so desired, it is appropriate for the involved student to be accompanied by an advisor who can offer support. Other than in cases of alleged sexual assault, domestic violence, dating violence, or stalking, the advisor must be a member of the College community and not an attorney (see MICA's Equal Opportunity, Harassment, and Nondiscrimination policy). Advisors are not permitted to participate directly in the review.

The interim suspension review officer may uphold, revoke, or modify the interim suspension. The student will be notified of the interim suspension review officer's decision verbally and in writing. The interim suspension review officer's decision is final and not subject to appeal.

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## **PARENTAL NOTIFICATION**

The College generally communicates directly with students in all matters related to their attendance here. 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 will notify parents if a student's health is endangered (including instances of accidental injury) or when his/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.

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## **PET POLICY**

MICA recognizes the role that pets can play in the lives of students, staff, and faculty. In consideration for the general well-being, health, and safety of the public (this includes but is not limited to students, staff, faculty, campus visitors/guests, and members of the surrounding community), the below policy has been established regarding pet visits to campus.

If you have any questions regarding this policy, please contact the Environmental Health and Safety Office at EHS@mica.edu or call 410-462-7593. Please remember that bringing your pet to campus is a privilege and NOT a right: MICA reserves the right to deny anyone participation in this program if it is believed to be in the best interests of the College or the community at large. MICA reserves the right to request updated registration information at any time.

For information on Emotional Support Animals, please contact Accessibility and Disability Services (ADS) at [ADS@mica.edu](mailto:ADS@mica.edu) or call 410-225-2416.

Should any violations of this policy be observed, please contact Campus Safety at 410-225-2245.

### **PET POLICY**

All pets must be registered with the Environmental Health and Safety Office before they are allowed to come to campus. By bringing your pet to campus, you are assuming all culpability releasing MICA of any liability.

- All pets must be leashed at all times, even when inside buildings. It is the responsibility of the owner to keep the animal under control at all times.
- Campus lawns and gardens are an extension of the classrooms and an important relaxation space for the MICA community. They are not to be used for walking pets or as pet waste areas. All owners must pick-up their pet's waste.
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- No exotic animals, insects, rodents, or reptiles (including but not limited to snakes, lizards, and ferrets) of any kind are allowed on campus unless pre-approved for a class project by an instructor and prior written approval from Environmental Health and Safety.
- Certain areas of the campus are designated as “Pet Free” zones, and all animals (except service animals) are prohibited. Current prohibited areas include:
  - any room with a “No Pets” sign
  - all food service areas, including Meyerhoff Dining Room, Café Doris, Café Nancy, Glacé Grill, and catered food areas.
  - college-owned/college-managed housing
  - computer and print labs
  - Art/Tech Center
  - All performance spaces; including Falvey Hall, A-Box, and B-Box.
  - Decker Library
  - all galleries
  - all studio and shops
- All pet owners are responsible for making sure that their animals are up-to-date on required vaccinations. Failure to do so may result in being banned from bringing pets to campus.
- Once approved and granted an ID tag, that tag must be worn by the animal whenever it is on campus.
- If a fight occurs between animals, do not attempt to separate them. Call 311 to request a Baltimore City First Responder, and then notify Campus Safety immediately.
- Please note that the MICA’s Pet Program is applicable only to members of the MICA community: No guests/visitors may bring animals on campus unless it is a service animal (such as a seeing-eye dog).

## TO REGISTER A PET

To register, please bring completed copies of the Registration, Liability Waiver, and Veterinarian Verification Form to the Firehouse with your pet. To make an appointment, please contact the EHS office at [EHS@mica.edu](mailto:EHS@mica.edu) or call 410-462-7593. You MUST bring your pet with you so they can be checked for temperament. After review and approval, a picture will be taken and an ID tag will be granted. Please note that, by registering your pet, you are agreeing to abide by MICA’s pet policy.

## FORMS

[Pet Liability Waiver](#)  
[Pet Registration Form](#)  
[Veterinarian Verification Form](#)

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## PLAGIARISM

MICA does not tolerate plagiarism, which is defined as claiming authorship of, or using someone else’s ideas or work without proper acknowledgment. Without proper attribution, a student may not replicate another’s work, paraphrase another’s ideas, or appropriate images in a manner that violates the specific rules against plagiarism in the student’s department. In addition, students may not submit the same work for credit in more than one course without the explicit approval from the instructors of all involved courses.

When an instructor has evidence that a student has plagiarized work submitted for course credit, the instructor is to confront the student and impose penalties that may include failing the course. In the case of a serious violation or repeated infractions from the same student, the instructor will report the infractions to the department Chairperson. Depending on the circumstances of the case, the department Chairperson may then report the student to the Office of Academic Affairs, which may choose to impose further penalties, including suspension or expulsion from the College.

Students who penalized for committing plagiarism by an instructor or department have the right to appeal the charges and penalties within three weeks of the institutional action. To appeal, the student must submit a letter of appeal to the department Chairperson of the course for which actions were taken. Three members of the relevant department, as assigned by the department Chairperson, will serve on a review panel. This panel will meet with the student and the instructor of record to review all relevant and available materials. It is up to the panel to determine whether or not to confirm the charges and penalties and will notify the instructor, Chairperson, student, and the Office of Academic Affairs of their findings including any recommendations for change in penalties. The findings of the panel are final.

Each discipline within the arts has specific and appropriate means for students to cite or acknowledge sources and the ideas and material of others used in their own work. Students are responsible for becoming familiar with such processes and to carefully follow their use in developing original work.

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## **SEXUAL MISCONDUCT**

### **PURPOSE AND SCOPE**

Maryland Institute College of Art (“MICA”) is committed to providing an educational and work environment, that is free from discrimination, harassment, and retaliation. Sexual misconduct is a form of discrimination and will not be tolerated. The Sexual Misconduct Policy and Procedures (the “Policy” and these “Procedures”) implement MICA’s commitment to investigate and resolve cases involving sexual misconduct and retaliation promptly, fairly, equitably, impartially, and in compliance with Title IX of the Higher Education Amendments of 1972 (“Title IX”), the Campus SaVE Act, and other applicable local, state, and federal laws.

This Policy prohibits sexual misconduct that:

1. occurs on campus or other College property;
2. occurs in connection with College programs or activities, whether on or off-campus, including academic, educational, extracurricular, athletic and other programs and activities;
3. impedes equal access to any College educational program or activity or adversely impacts the education or employment of a member of the College community, regardless of where the conduct occurred; or
4. otherwise threatens the health or safety of one or more students, trainees, faculty members, staff members, or residents.

This Policy and its Procedures apply equally regardless of an individual’s sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, immigration status, age, disability, religion, sexual orientation, gender identity or expression, military status, veteran status, or other legally protected characteristic. All academic and administrative units of the College (including all programs, divisions, departments, and centers) must comply and ensure that their policies and procedures comply with this Policy and its Procedures. To the extent there is any inconsistency between unit policies and procedures and this Policy and its Procedures, this Policy and its Procedures take precedence. All individuals who enter MICA’s campus and property are prohibited from engaging in any form of sexual misconduct as defined by this Policy, regardless of their affiliation with the College.

When a report of sexual misconduct is received, the Title IX Coordinator will assess the involved individual(s)’ relationship with the College as well as the type, location, and context of the reported conduct to determine whether it should be addressed by this Title IX Policy, by MICA’s Procedures for Other Sexual Misconduct, or by another process. Regardless of the process applied, the Title IX Coordinator will take reasonable and appropriate supportive and responsive measures to address prohibited conduct under this Policy.

In some instances where the accused party (the “Respondent”) is not a student, staff member, faculty member, trainee or resident, some or all of the procedures outlined herein may not apply. In other instances, the College may determine that some or all of the procedures outlined herein should be applied to third parties (e.g., visitors; volunteers; vendors and contractors while on College property, participating in a College sponsored activity, or providing or receiving services to or from the College; applicants for admission to or employment with the College; and former 3 affiliates of the College). Regardless, the Title IX Coordinator will take reasonable and appropriate supportive and responsive measures to address prohibited conduct under this Policy.

Fundamental to MICA’s purpose is the free and open exchange of ideas. It is not, therefore, the College’s purpose in promulgating this Policy to inhibit free speech or the free communication of ideas by members of the community.

MICA may amend this Policy and these Procedures from time to time. Further, the Title IX Coordinator, in consultation with legal counsel, may from time to time make revisions and updates to this Policy and these Procedures to comply with applicable laws, court orders, regulations, and governmental guidance and any amendments thereto. Nothing in this Policy and these Procedures shall affect MICA’s inherent authority to take such actions as it deems appropriate to further its educational mission and to protect the safety and security of the College’s community.

Questions regarding this Policy and these Procedures and any questions concerning Title IX should be referred to MICA’s Title IX Coordinator:

Andrea Neal  
Director of Equity Compliance  
Title IX Coordinator  
1300 Mount Royal Avenue  
Baltimore, MD 21217  
410-225-2105  
aneal@mica.edu

### **APPLICABILITY OF COMPLAINT PROCEDURES**

The United States Department of Education’s Title IX Regulations, published on May 19, 2020, 85 FR 30026, mandate that the College use certain procedures in a narrow category of sexual misconduct cases considered to be under the jurisdiction of Title IX. Reports of Prohibited Conduct under this policy meeting the definitional and jurisdictional requirements of the regulations will follow those procedures—Procedures for the Resolution of Reports Alleging Sexual Misconduct Conduct Falling Within the Scope of Title IX (“Title IX Procedures”). The Title IX Procedures describe the nature of complaints that will be considered under those procedures.

Complaints that fall outside of the jurisdiction of the Title IX Procedures will be addressed as follows: All complaints that meet the definition of Prohibited Conduct under the Sexual Misconduct Policy but do not meet the jurisdictional requirements of the Title IX Procedures will be addressed through the Procedures for Other Sexual Misconduct (also known as the “Non-Title IX Procedures”).

Complaints that do not meet the definition of Prohibited Conduct under the Sexual Misconduct Policy will be addressed through any of the other MICA policies and procedures as applicable, including MICA’s Nondiscrimination

and Anti-Harassment Policy, the Student Conduct process (for student Respondents), Student Grievance Procedure, or an employee or faculty discipline process (for employee and faculty Respondents). 4 This does not mean that any case is more or less important than another case, but instead a reflection of the fact that federal regulations apply only to a specifically identified set of cases (and the policy enunciated herein is applicable as so noted).

The full policy, including process information, can be found here: [MICA’s Sexual Misconduct Policy](#)

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## **SMOKING**

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

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## **USE OF ANIMALS IN ARTWORK**

All MICA students, staff, and faculty must treat animals in a humane manner when used in/as art work, and must conduct their actions in a fashion consistent with all local, state, and federal laws and codes. The Maryland State Code (Section 10-606) Aggravated Cruelty to Animals states that one may not “intentionally mutilate, torture, cruelly beat, or cruelly kill an animal.” Cruelty is defined in the code as

“the unnecessary or unjustifiable physical pain or suffering caused by or allowed by an act, omission, or neglect” which includes “torture and torment.” MICA prides itself on being an exceedingly pet- and animal-friendly environment; animals of all kinds must be treated in a respectful, compassionate, and humane manner.

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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 an explosive nature, bows and arrows, crossbows, sling shots, guns, ammunition, knives other than those typically used in artwork, or any other weapon), is prohibited on

campus. This includes fake weapons that may reasonably be perceived as real, such as replica or prop guns. Violators will be subject to disciplinary action.



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## OTHER INSTITUTIONAL POLICIES

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### ACADEMIC STANDING

#### UNDERGRADUATE

The Bachelor of Fine Arts degree requires a minimum of 120 credits and a 2.00 cumulative grade point average, which is the letter grade equivalent of C. Student records are evaluated after the end of each term and may be subject to academic actions as follows; Any student whose record is deemed unsatisfactory will be informed of their academic standing by letter.

#### ACADEMIC WARNING

Students with cumulative GPA of 2.0 to 2.25 will receive an academic warning letter with recommendations for achieving an appropriate standard for academic performance. Students who are on academic warning are invited and encouraged to participate in the Academic Support Program to support them in improving their academic standing.

#### ACADEMIC PROBATION AND ACADEMIC DISMISSAL

- Students whose overall cumulative GPA or semester GPA is less than 2.00 but higher than 0.99 may be placed on academic probation;
- Students on academic probation who fail to earn a semester 2.00 GPA in the consecutive semester of attendance may be academically dismissed;
- Students having less than 30 credits remaining to complete their degree and who earn a semester grade point average less than 2.00 may be placed on academic probation.

Students on academic probation are also required to have a special probation interview with their advisor to receive registration clearance for the next semester. More specific requirements may be imposed. They are also invited to participate in the Academic Support Program to support them in improving their academic standing.

Students on academic probation should be aware that they may be ineligible for financial aid and should contact their Financial Aid Counselor for more information and guidance.

#### GRADUATE

Graduate students are either

- a) in good academic standing
- b) on probation
- c) subject to dismissal

Students are normally in good standing if they:

- Are making adequate progress toward the completion of degree requirements;
- Earn passing grades in all coursework accounting for at least 80% of the total required credits within a given semester and successfully pass all sequenced requirements (including major seminar courses);
- Have not been placed on formal probation.

Graduate student transcripts are reviewed at the end of every semester.

#### GRADUATE ACADEMIC PROBATION

For MA and MFA graduate programs that operate on a pass/fail system, if a student receives a grade of "F" in combination of course accounting for 6 of their total required credits in a given semester, they will be placed on academic probation and will complete a learning contract in consultation with the Graduate Director or appropriate faculty. This contract, outlining criteria to regain good academic standing, will be issued by the Office of Graduate Studies. Students who fail to satisfy the conditions in the contract within the designated time may be subject to academic dismissal. Academic probation may also be issued to students who earn grades of Incomplete (I) until the grade is reviewed and changed by completion of required work by the published deadline.

Academic probation will not be noted on the academic transcript.

For MPS and MA/MBA programs, if a student's cumulative GPA falls to 2.69 or below, that student is placed on academic probation and will be notified of their standing by the Director of Graduate Student Success. Once on academic probation, the student must earn a grade(s) in the subsequent 8-week term that raises their cumulative GPA to a 2.7 or higher to return to good academic standing and remain enrolled in the program; if the student does not raise their cumulative GPA to a 2.7 or higher this will constitute dismissal from the program. During the probationary period, students are strongly encouraged to schedule sessions with their Student Success Coach for support, particularly regarding time management and study skills. A student may only be on academic probation twice and still remain enrolled in the program. If the student's cumulative GPA dips to 2.69 or below a third time, they would be dismissed and the dismissal policy would apply.

## GRADUATE ACADEMIC DISMISSAL

For MA and MFA graduate programs that operate on pass/fail system, if a student receives a grade of “F” in a major seminar or combination of required courses accounting for more than 60% of their total required credits, they will not be in good academic standing according to their degree plan and may be academically dismissed from their graduate program. In programs with sequenced requirements, a grade of “F” in any one course could result in academic dismissal from the graduate program. Notice of academic dismissal will be issued by the Office of Graduate Studies in combination with the Graduate Director and appropriate faculty. Students who have been academically dismissed will be instructed on steps for reapplication through the Office of Graduate Admissions.

The MAT program is letter-graded and students must earn a “B” or better to pass a course. Students not meeting this standard may be academically dismissed.

For MPS and MA/MBA programs, if a student earns a grade of D+ or below, they will be dismissed from the MPS or MA/MBA program. If a student on academic probation fails to return to a cumulative GPA of 2.7 or higher within their next 8-week term, they will be dismissed from the program. Upon completing Capstone (MPS) or The Competitive Advantage (MA/MBA), if a student’s cumulative GPA drops to 2.69 or below, Open Studies will convene a faculty review panel to determine if the student has satisfactorily met the program learning outcomes. The faculty review panel will determine an outcome of graduation or dismissal.

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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 is 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 Open 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 – for example, 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 and/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, 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 assistant
- 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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## DISTANCE LEARNING COMPLAINT PROCESS

### DISTANCE LEARNING COMPLAINT PROCESS FOR OUT-OF-STATE STUDENTS

MICA believes that we must conduct our programs and activities with the highest ethical standards. Our entire community, students, faculty, administrators, and staff is held to these standards. In particular, MICA expects all community members to acknowledge and uphold our standards related to, honesty, integrity, legal regulations, specialized professional codes of ethics, and generally acceptable standards of personal conduct.

To assure these objectives, students' interactions with MICA are governed by a variety of policies that address harassment, discrimination, academic ethics and progress, tuition and financial aid among other issues. All of MICA's policies and handbooks may be found on MICA's Policies & Handbook page. Specific policies related to graduate education are located online on the graduate students policy page. Many of these policies specify procedures for handling alleged violations.

If a student wishes to file a complaint or a grievance related to their experience at MICA they must follow the grievance/complaint policies established by MICA. If the grievance/complaint is not resolved via MICA policy and a student has exhausted our internal grievance procedures, the student may file a complaint with the appropriate agency in the state where the student resides. The Student Grievance Contact Information for Individual States provides phone numbers, emails and/or links to state education agencies.

MICA is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104; 267-284-5000. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The Commission's policy on filing complaints can be found on its website.

### MICA DISTANCE EDUCATION STUDENT COMPLAINTS

MICA is a participant in the State Authorization Reciprocity Agreements (SARA).

Out-of-state students enrolled in a MICA distance education program may, after the student has exhausted the institution's procedures for the resolution of grievances, and within two years of the incident about which the complaint is made, file a written complaint to the Maryland Higher Education Commission, in a form prescribed by the Secretary of Higher Education.

A complaint may include, but is not limited to, allegations that the institution provided false or misleading:

- Recruitment or marketing materials;
- Job placement data;
- Information about tuition, fees, or financial aid;
- Information about admission requirements;
- Information about the institution's accreditation;
- Information about whether course work meets relevant professional licensing requirements or the requirements of specialized accrediting bodies; and
- Information about the transferability of coursework to other institutions

[Additional details on the MHEC complaint](#)

### STUDENT GRIEVANCE CONTACT INFORMATION FOR INDIVIDUAL STATES

The complaints process mandated by MICA's SARA participation does not preclude a student from filing a complaint with their state of residence. Contact information for each state's relevant agency is available via the State Higher Education Executive Officers website.

## STATE AUTHORIZATIONS

As stated in the catalogue, documents granting accreditation or state authorization approval to MICA are available for review in the records office during regular business hours.

California residents enrolled in online programs can file complaints at [www.dca.ca.gov](http://www.dca.ca.gov) or call toll-free 833-942-1120

Additional details on the MHEC complaint :<http://www.mhec.state.md.us/>

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## EQUAL EMPLOYMENT POLICY

MICA is firmly committed to creating and maintaining a workplace where everyone (including applicants, employees, customers, vendors, and the general public) is treated with dignity, fairness, and respect. Every employee has the right to work in an environment totally free of harassment and discriminatory conduct. Such behavior is contrary to the College's objectives, and may subject the College to legal exposure. To achieve our objectives, the College has established a high standard of conduct. Any employee who engages in conduct that violates this policy will be subject to disciplinary action, up to and including termination.

**Equal Employment Opportunity:** MICA is proud to be an equal opportunity employer. It is the policy of the

College to apply recruiting, hiring, promotion, compensation, and professional development practices without regard to race, religion, color, age, gender, national origin, citizenship, immigration status, marital or parental status, sexual orientation, disability, or any other legally protected status. Further, our College provides reasonable accommodation to persons with mental or physical disabilities.

**Reasonable Accommodation:** Employees with disabilities are encouraged to advise MICA of any accommodations that they believe need to be made for them to perform their duties. Employees should also advise MICA of any facilities that they believe are needed to be made accessible and usable by individuals with disabilities.

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## EXHIBITION POLICY

Students are not permitted to hang or place artwork in hallways or stairwells without permission from the Exhibitions Office or Office of Events.

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## GALLERY PHOTOGRAPHY POLICY

Photography in any of MICA's campus galleries is prohibited without written permission of the artist(s). A written statement from the artist(s) granting permission to photograph must be presented to the Exhibitions Office prior to any photography.

Exceptions to this policy include documentation of gallery installations and artwork for purposes of publication and archiving by MICA's Exhibitions Office and the Office of Communications.

MICA photographs student artwork in campus galleries for use in College publications and online galleries. Hanging artwork in campus galleries constitutes permission for the College to photograph and use images of student artwork for institutional purposes. The College does not use these images for commercial purposes. No compensation is provided to students for such institutional use of images of this artwork.

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## HEALTH INSURANCE

**All students attending MICA must be covered by health insurance that meets the standards set by Student Affairs.**

Students will be automatically enrolled in MICA's insurance program unless they waive the coverage with the instructions below.

MICA's student health insurance program provides coverage from August 1st to July 31st for those students enrolling during the Fall semester, and the deadline to waive without penalty is September 30th. Coverage for the Spring is from January 1st to July 31st and the deadline to waive without penalty is February 15th.

You may contact QM Services directly at 1-800-273-1715-ext 2 if you have additional questions regarding coverage.

## WAIVER/ENROLLMENT INSTRUCTIONS

1. Visit [www.qmservicesinc.com](http://www.qmservicesinc.com) and follow the instructions to either enroll or waive coverage.
2. To log in for the first time, enter your User ID and password. Your ID is your MICA student ID number and your password is your date of birth (mmddyyyy).
3. Once logged in, you can waive or enroll in coverage. Enrolling will ensure that you receive your insurance card promptly.

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## IMMIGRATION LAW COMPLIANCE

The College is committed to employing only those who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three working days of the employee's date of hire. Any employee with an expiring work

authorization must renew the authorization, or the employee will be considered to have voluntarily resigned. Former employees who are rehired must also complete the Form. All offers of employment are subject to the receipt of satisfactory evidence of an employee's authorization to work in the United States.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

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## INCLEMENT WEATHER

If, due to inclement weather or any emergency situation, classes at MICA are cancelled, ending early, or starting late, and/or if administrative offices are closed or opening late, every effort will be made to post an official Campus Status Notice via the Emergency Notification System (ENS) by 6 a.m. for daytime classes, events, and administrative offices; and by 3 p.m. for evening classes and evening events.

No ENS message will be posted/sent if the College is operating on its usual schedule—if there is no message, you should assume that MICA is opening on schedule. There may be different "campus status" for day classes, evening classes, and weekend classes; for administrative offices; for off-campus sites; and for specific events/activities. Please read/listen to the official Campus Status Notice carefully to see how it applies to you.

Please do not call Campus Safety or other MICA offices during a weather event to ask about the status of classes and campus opening—instead, check the "Official Information Sources" that form the core of MICA's Emergency Notification System:

- MICA homepage\* at [www.mica.edu](http://www.mica.edu)
- the main campus telephone number: 410-669-9200 (recorded message)
- bulk e-mail\* sent to degree-program students, all faculty, and all staff at their MICA e-mail addresses

*\*If a power outage makes Web or bulk e-mail unavailable, bulk voice mail to on-campus telephones may be used to alert the campus community to a change in campus status; in some cases, the College may also post printed messages on campus or distribute them for faculty to announce in classes.*

[NOTE: The MICA Alert text message system will NOT be used to report on routine campus closures or late openings due to inclement weather. That system is used only when there is an immediate threat to life/safety on the MICA Campus. If you haven't signed up for MICA Alert, you can do so at anytime by logging on to the Portal and selecting "Personal Information."]



## **OPEN STUDIES AND YOUNG PEOPLE'S STUDIO CLASS/EVENT STATUS CAN ALSO BE FOUND:**

- As the message on the main CS telephone number: 410-225-2219

## **STATUS OF CAMPUS EVENTS DURING A SEVERE WEATHER EVENT OR OTHER EMERGENCY**

- Whenever the Official Campus Status Notice states, "MICA is Closed," all events & activities on campus scheduled for the time when MICA is closed are canceled/postponed.
- If MICA is open, the status of an event is not clear, the event organizer should be contacted directly (event organizers should include contact information in the event description on the MICA calendar)
- If possible and appropriate, the status of events will be included in the Official Campus Status Notice; please note that MICA does not always have information about the status of non-MICA events on our campus

Local TV and radio stations will be informed of MICA's campus status, but there is no way to guarantee the accuracy or completeness of TV/media reports. Changing weather conditions may require updates at any time due to deteriorating conditions, so it's best to check the Official Information Sources regularly. Updates on the status of campus shuttles and other services will be sent by bulk e-mail as needed to students, faculty, and staff by the Shuttle Coordinator.

## **ENS CAMPUS STATUS VOCABULARY**

Official Campus Status Notices will list the College's operational status on a range from "Open" to "Closed":

If no notice is posted/sent, or if a Campus Status Notice states, **"MICA IS OPEN,"** the College will open on time, classes will run on schedule, and all faculty, students, and

staff are expected to report on their normal schedule.

Some events may be canceled or postponed even if classes and offices are on schedule; event organizers are responsible for providing information about event status.

**"MICA WILL OPEN AT [time]"** - normal operations and classes will resume at the time indicated, but until then there will be no access to campus, except by essential personnel (applies only to staff-see below).

**"CLASSES ARE CANCELLED"** - classes will not run; some or all offices may be open, although services may be limited; essential personnel must report (applies only to staff-see below); studios, labs, and work areas may be available, but access should not be expected. Shuttle services and academic trips are suspended when classes are canceled.

**"MICA WILL CLOSE AT [time]"** or **"MICA IS CLOSED"** - classes are canceled and administrative offices closed at the times indicated; campus buildings are closed, with no access to studios, labs, or work areas; shuttle service is suspended, and all trips and events are cancelled or postponed. Please do not come to campus if "MICA is closed."

**"LIBERAL LEAVE IS IN EFFECT"** applies only to staff-not to students or faculty. Staff should consult the staff handbook for detail on this message. Click here for more info.

**"REQUIRED PERSONNEL"** applies ONLY to staff-not to faculty or students. Status as "required personnel" is indicated on the job description and communicated to individual staff members by their supervisors (required personnel are generally staff members whose job provides essential services for the campus community, or who keep the campus safe and address facilities management issues). Having to provide assistance to non-required personnel, students, and faculty who come to campus at these times only makes more difficult, the already tough jobs of those who must keep the campus safe and secure during an emergency.

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## **POLICY ON PERFORMANCE, INSTALLATION, & SOUND ART IN PUBLIC SPACES**

The College fully supports students' right to artistic expression and recognizes the merits of performance and installation art; however, students must comply with MICA policies in order to provide a safe and healthy learning environment for everyone. Students and other participants in performance, installation, and sound art must comply with all MICA policies regarding drugs, alcohol, weapons, explosives, and other hazardous materials. Specifically prohibited in MICA buildings and on MICA property are:

- Setting off fireworks, explosives, or any similar device
- Displaying or using a knife, gun, or other weapon

- Possession or use of illegal drugs (including alcohol, if under age 21)
- Exposing others to blood, urine, feces, chemicals, or other hazardous materials (as an unsafe practice, this is not acceptable)
- Any activity that has the potential to cause injury to the artist, any other participants or performers, audience members, or others

Artists who would like to display or install performance, installation, or sound art on public spaces on the MICA campus must obtain prior written authorization from the MICA Office of Events. This is necessary to ensure that desired space is available and property damage and safety hazards will not result. Installations or performances in classrooms during class time do not need authorization; however, they must comply with the policies above.

Installation or performances in galleries must obtain prior authorization from the Director of Exhibitions. MICA public spaces include:

- All exterior spaces on campus, including entrance plazas in front of Bunting Center, Mount Royal Station, Main Building, Fox Building, and Brown Center (grass, walkways, fountains, and patio areas)
- All balconies, stairwells, entrance and lobby areas, and restrooms in campus buildings, and any other non-gallery, non-classroom spaces in MICA buildings
- Main Building Court, including air space to ceiling
- Mount Royal Station parking lot, hill, exterior stairways, portico, and train shed
- Meyerhoff House front patio, Alex. Brown Garden, and Daniels Garden
- Founders Green front steps

Please be aware that MICA does not own the median strips, trees, sidewalks, streets, telephone or light poles—they are property of the City of Baltimore.

Students interested in presenting performance, installation, or sound art on MICA's campus (even for one class session) outside of classrooms or the College's gallery spaces must submit a proposal at least two weeks prior to the start date to the Office of Events, outlining the details and the timetable for the artwork. Proposal forms are available at

the Office of Events. A committee will review the proposals, and the student will receive notification of the committee's decision. Any installed art deemed a public health or safety hazard and installations that have not received authorization will be removed immediately.

We encourage students who intend to exhibit artwork in public spaces on campus (even for one class session) to consider MICA's close proximity to a daycare and elementary school. No artwork may be on Corpus Christi Church or church property, elementary school, or daycare property; we also discourage displaying or critiquing work containing sexually explicit images in public areas where underage children may be walking to and from school. Alternative locations on campus should be considered.

Performance, installation, and sound art proposals for Brown Center's Leidy Atrium, Lower Lobby, or Rosenberg Gallery are coordinated by the Exhibitions Department.

Graffiti and defacement of MICA buildings and public or private property are not considered artwork. Violators will be subject to disciplinary action. See page 309 for MICA's graffiti policy.

## **GALLERY HOURS FOR ALL EXHIBITION SPACES**

Monday–Saturday: 10 am–5 pm

Sunday: 12 noon–5 pm

Closed major holidays

NOTE: The student space galleries are closed when students are not on campus. All exhibitions and opening receptions are free and open to the public. For current information about exhibitions in the student space galleries, contact Student Activities. For information about all other exhibition spaces, call the Exhibitions Office (ext. 2280) or visit MICA's website.

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## **PRIVACY OF STUDENT RECORDS (FERPA)**

MICA's student record practices are in full compliance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). This federal law protects affords students certain rights and protection with respect to their education records. They include:

- The right to inspect their educational record at any time
- The right to request corrections to their record in the case of errors
- The right to limit the release of directory information
- The right to file a complaint with the Department of Education if they believe their FERPA rights have been compromised by an institution

The College will not release information about a student from records, except directory information, to people (including parents) without obtaining the written consent of the student. Exceptions to this policy are permitted by law and can include:

- School officials with legitimate educational interest
- Institutions to which a student is transferring
- Specified officials for audit or evaluation purposes
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety

emergencies, and parents/legal guardians of students (under 21) who have violated the alcohol or drug policy of the institution

- Department of Homeland Security
- Military recruiters
- Department of Veterans Affairs for students receiving assistance from this agency

Directory information is basic information, deemed not to be harmful, that can be released without written authorization or prior notice to the student. The items that comprise directory information are decided by an institution with guidance from the Act. The College has designated the following as directory information:

- Student name, permanent address and phone, and email address
- Whether a student is currently enrolled

- Major field of study
- Degree earned
- Dates of attendance

While disclosure of directory information is permitted by law, MICA's primary responsibility in this regard is to protect the privacy of the student. Therefore, the college does not actively disclose information and reserves the right to deny compliance with such requests. Students may withhold disclosure of their student directory information by completing a Request to Withhold Directory Information through Enrollment Services or, for MPS students, through Open Studies.

Students may choose to grant access to a parent/guardian by creating a proxy account to view class schedules and grades, and to pay student account charges. [Please refer to these instructions to create an account.](#)

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## RED FLAG POLICY

The Maryland Institute College of Art, in response to a growing problem of identity theft, endeavors to safeguard personal and private information of all of its constituents, including faculty, staff, students, vendors, volunteers, and donors. Additionally, the College understands the importance of complying with applicable federal regulations under sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003 to establish an Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with conducting College business, as defined by federal regulations.

### DEFINITIONS AND TERMS

**Identity theft:** Fraud committed or attempted using the identifying information of another person without authority.

Covered Account includes all student accounts or loans that are administered by the college.

**Red Flag:** patterns, practices, and specific activities that signal possible existence of identity theft.

**Purpose:** To establish a College wide "Red Flag" program to detect, prevent, and mitigate identity theft.

### PROGRAM

MICA's Identity Theft Prevention Program (the Program) is intended to detect, prevent, and mitigate identity theft. The Program includes reasonable policies and procedures to:

- Identify relevant Red Flags for covered accounts it offers or maintains and incorporate those Red Flags into the

Program. Covered accounts include all student accounts or loans that are administered by the college.

- Detect and record Red Flags that have been incorporated into the Program.
- Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft.
- Ensure the Program is updated periodically to reflect changes in identity theft risks to "customers" and to the safety and soundness of MICA in its role as creditor
- The Program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

### ADMINISTRATION OF THE PROGRAM

The Identity Theft Prevention Program Team shall be responsible for developing and implementing the Program.

The Identity Theft Prevention Program Team members shall train staff, as necessary, to implement the Program effectively within the individual departments' needs.

The Chair of the Identity Theft Prevention Program Team will provide a written report annually to the President's Office concerning annual activity and recommendations for continued administration. The Theft Program Team should consist of the following: AVP of Human Resources, Director of Student Account Services, Director of Accounting, AVP of Technology, Associate Dean of Enrollment Services and Registration, AVP of Financial Aid, Director of Records and Registration, Senior Director of Auxiliary Services.

## IDENTIFICATION OF RELEVANT RED FLAGS

The Program shall include relevant Red Flags from the following categories as appropriate

- Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services.
- The presentation of suspicious documents.
- The presentation of suspicious personal identifying information.
- The unusual use of, or other suspicious activity related to, a covered account.
- Notice from “customers”, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.

The Program shall consider the following risk factors in identifying relevant Red Flags for covered accounts as appropriate:

- The types of covered accounts offered or maintained.
- The methods provided to open covered accounts.
- The methods provided to access covered accounts.
- Its previous experience with identity theft.

The Program shall incorporate relevant Red Flags from sources such as:

- Incidents of identity theft previously experienced.
- Methods of identity theft that reflect changes in risk.
- Applicable regulatory or professional guidance

## DETECTION OF RED FLAGS

The Program shall address the detection of Red Flags in connection with the opening of covered accounts and existing covered accounts, such as by:

- Obtaining identifying information about, and verifying the identity of, a person opening a covered account.
- Authenticating “customers”, monitoring transactions, and verifying the validity of change of address requests in the case of existing covered accounts.

In order to detect any of the red flags for an employment or volunteer position for which a criminal background report is sought, college personnel will require written verification from any applicant that the address provided by the applicant is accurate at the time before the request for the background report is made to the consumer report agency.

## RESPONSE

The Program shall provide for appropriate responses to detected Red Flags to prevent and mitigate identity theft. The response shall be commensurate with the degree of risk posed. Appropriate responses may include:

- Monitor a covered account for evidence of identity theft.
- Contact the “customer”.
- Change any passwords, security codes or other security devices that permit access to a covered account.
- Reopen a covered account with a new account number.
- Not open a new covered account.
- Close an existing covered account.
- Notify law enforcement.
- Determine no response is warranted under the particular circumstances.

## UPDATING THE PROGRAM

The Program shall be updated periodically to reflect changes in risks to “customers” or to the safety and soundness of the organization from identity theft based on factors such as:

- The experiences of the organization with identity theft.
- Changes in methods of identity theft.
- Changes in methods to detect, prevent, and mitigate identity theft.
- Changes in the types of accounts that the organization offers or maintains.
- Changes in the business arrangements of the organization, including mergers, acquisitions, alliances, joint ventures and service provider arrangements.

## PROGRAM OVERSIGHT

Oversight of the Program shall include:

- Assignment of specific responsibility for implementation of the Program.
- Review of reports prepared by staff regarding compliance.

Approval of material changes to the Program as necessary to address changing risk of identity theft.

Reports shall be prepared as follows:

- Staff responsible for development, implementation and administration of the Program shall report to the Red Flag Committee at least annually on compliance by the organization with the Program.
- The report shall address material matters related to the Program and evaluate issues such as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered amounts.

## STAFF TRAINING AND REPORTS

College staff responsible for implementing the program shall be trained either by or under the direction of the program administrator or his/her designee in the detection of red flags and the responsive steps to be taken when a Red Flag is detected. College employees are expected to notify the program administrator once they become aware of an incident of identity theft or of the college's failure to comply with the program. At least annually, or as otherwise requested by the program administrator, college staff responsible for development, implementation, and administration of the program shall report to the program administrator on compliance with this program. The report should address issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of covered accounts, service provider arrangements, and significant incidents involving identity theft and management's response and recommendations for changes to the program.

## SERVICE PROVIDER ARRANGEMENTS

In the event the college engages a service provider to perform an activity in connection with one or more covered accounts, the college will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

- Require, by contract, that service providers have such policies and procedures in place, and

- Require, by contract, that service providers review the college's program and report any red flags to the program administrator or the college employee with primary oversight of the service provider relationship.

## NON-DISCLOSURE OF SPECIFIC PRACTICES

For the effectiveness of this identity theft prevention program, knowledge about specific red flag identification, detection, mitigation and prevention practices may need to be limited to the committee who developed this program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered confidential and should not be shared with other employees or the public. The program administrator shall inform the committee and those employees with a need to know the information of those documents or specific practices that should be maintained in a confidential manner.

## PROGRAM UPDATES

The committee will periodically review audit, and update this program to reflect changes in risks to students and the security of the college from identity theft. In doing so, the committee will consider the college's experiences with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods and changes in college's business arrangements with other entities. After considering these factors, the program administrator will determine whether changes to the program, including the listing of red flags, are warranted. If warranted, the committee will update the program.

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## RESTROOM ACCESS POLICY

MICA values all of our members and seeks to create a campus culture that recognizes and supports everyone. One aspect of creating a comfortable environment is providing safe, accessible, and convenient restroom facilities. The College's [Nondiscrimination Policy](#) protects individuals against discrimination based on gender or gender identity, and MICA allows individuals to use the restroom that corresponds to their gender or gender identity.

In addition to issues related to gender identity, other examples of those benefiting from all gender restrooms are parents with children of a different gender or those with caregivers of a different gender. Because of this, MICA is committed to providing an "all-gender" restroom facility in all of its key campus buildings. Depending on the building, these "all-gender" restrooms may have either a single-stall and be usable by just one person at a time, or have multiple stalls and be available to several people. All will have clearly marked signs on the outside door.

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## MICA'S RIGHT TO REPRODUCE POLICY

MICA reserves the right to reproduce without notification any artwork produced by students while attending MICA's degree and open studies programs; this reproduction will be for non-commercial purposes only, and may include print

publications, institutional websites, e-communications, multimedia presentations, and documents about the College for admission recruitment, fundraising, or institutional informational purposes.



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## STUDENT COPYRIGHT

In August of 2008, Congress amended the Higher Education Act (HEA). The amended HEA requires all colleges and universities that, like MICA, receive student financial aid funding from the federal government to provide notice to students of college policies and other information about copyright infringement and illegal file sharing. This notice provides a summary of MICA's policies and where to find more information about copyright law and illegal file sharing.

Students are required to comply with all local, state, federal, and international copyright laws, and with College policies regarding the use of copyright-protected materials at MICA. Whenever copyright-protected works are used and fair use does not clearly apply, MICA requires students to obtain written permission from the copyright owner. Downloading, uploading or transmitting files containing copyright-protected works without the permission of the copyright owner is prohibited by MICA policy- a violation of which may subject an infringer to MICA disciplinary action, is illegal, infringes the copyright owner's rights, and may result in legal liability for the infringer and the College.

Most forms of expression, whether images, sculptures, designs, interactive works, books, movies, blogs, videos, music, or software, are protected by copyright law upon fixation in a tangible form. Expressive works are protected whether or not the work bears a copyright notice, and without regard to where the work is published or displayed. Copyright-protected works cannot be copied, distributed, adapted, performed, or displayed without the permission of the copyright owner. Any unauthorized use of a copyright-protected work infringes the copyright owner's exclusive rights under copyright law.

A finding of copyright infringement does not require that the unauthorized use of the work be commercial, or that the infringer knows that a use is infringing. Even accidental copyright infringement creates legal liability. An infringer faces paying the copyright owner monetary damages, having the infringing work destroyed, and serving time or paying fines for certain criminal activities connected to copyright infringement. If the infringed work was registered with the U. S. Copyright Office prior to infringement, the copyright owner may be entitled to collect anywhere from \$750 to \$150,000 per infringement in "statutory damages" from the infringer. Simply defending an accusation of copyright infringement is costly.

Fair use is a defense to copyright infringement that is intended to provide room for freedom of expression in the copyright law. Where an unauthorized use transforms, repurposes, comments upon, or criticizes the original copyright protected work, or is made for scholarly or educational purposes, the use may be a fair use and non-infringing of the copyright owner's rights. On the other hand, an unauthorized use of a copyright-protected work that merely reproduces the original work for a purpose similar to the

original work's purpose is unlikely to be a fair use. The fair use defense to copyright infringement is a complex body of law and often requires a substantial expenditure of legal fees to succeed. Sharing music, movies, or software online without the permission of the copyright owner is not a fair use.

The Digital Millennium Copyright Act (DMCA) penalizes circumvention of technology used to prevent the unauthorized use of copyright-protected works. A violation of the DMCA may result in criminal penalties, including fines and imprisonment, and the defense of fair use does not apply to many provisions of the DMCA.

MICA prohibits use of its technology systems, including, without limitation, use of its website, email system, app, intranet, digital studios, computer labs, and bulletin board systems ("Technology Resources") in connection with illegal activities, including such activities as circumvention of access control or copy protection technology, unauthorized file sharing, or other methods of downloading, copying, distributing, or sharing copyright-protected works without the permission of the copyright owner, or in connection with making copyright protected materials available for downloading, copying, distributing, or sharing by others without the permission of the copyright owner.

MICA has the right, but not the obligation, to monitor and review any use of the Technology Resources. MICA may monitor user IDs and passwords used to access the Technology Resources, may review information stored or sent using the Technology Resources (including emails and attached files), and may remove and save a copy of such information in MICA's sole discretion.

MICA may utilize technological methods such as traffic shaping, content filtering, or user tracking to identify, block, and/or thwart activities deemed in MICA's sole discretion to be potentially illegal or necessary to conserve the Technology Resources or manage their usage. MICA may retain copies of any information stored on or sent using MICA's Technology Resources, even if the originator of such information deleted such information.

MICA reserves the right to restrict or terminate user access to the Technology Systems or to disable a user ID and/or password at any time without notice if MICA believes that the user has violated this policy, or any state or federal law. MICA reserves the right at all times to disclose, without notice to the user, any information necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in MICA's sole discretion if MICA believes a user has violated any of portion of this policy or any other MICA policies or guidelines.

MICA investigates notices of copyright infringement submitted to MICA's designated copyright agent and takes appropriate actions under the DMCA, including removal

laws, which may include injunctions restraining infringing activities, monetary damages, prison time, attorney's fees, and court costs.

More information about copyright law and guidelines for identifying rights, determining the applicability of fair use, researching the identity of copyright owners and securing permissions are provided in the MICA IP Policy, which is available along with links to additional copyright law resources at: <https://assets.mica.edu/files/resources/mica-ip-policy-4-4-11.pdf>[oolbox/intellectual-property/.](#)

Students of record, a student with a permanent MICA record of enrollment (a transcript), are eligible to take a leave of absence or withdraw from the College. Any student wishing to withdraw permanently or take a temporary leave of absence must make their request in writing and complete an exit interview in the Office of Enrollment Services, Graduate Studies, or Open Studies (for MPS or MA/MBA programs). Students may take a leave of absence for up to three years under the same degree requirements (two years for MPS or MA/MBA students); students who return to the College after an absence of more than three years will be expected to fulfill the degree requirements of the year in which they are readmitted. Students should consult with the Office of Financial Aid to determine the status of scholarships and loans. As part of the leave of absence process, MICA students regain access to MICA buildings and studios at the start of their new enrollment term. MFA students who return from a leave of absence between their first and second year of graduate study, will therefore not be permitted access to studios and academic workspaces during the interim

summer session. Temporary leave of absence from the MFAST and MPS programs is granted only under unusual circumstances and requires the approval of the program director. This policy is based on the unique low-residency program structure. If unusual circumstances have argued for granting a student a temporary leave of absence, the student must be able to resume studies in the MFAST program in the calendar year following the absence. If unusual circumstances have been successfully argued for granting a temporary leave of absence for a student in the MPS programs, the student must resume studies within one year.

If you are an MPS or MA/MBA student, please contact your Student Success Counselor or email [osgradsuccess@mica.edu](mailto:osgradsuccess@mica.edu) to discuss the procedure.

If you are a BFA, MFA, or MA student, please contact Enrollment Services at [enrollmentservices@mica.edu](mailto:enrollmentservices@mica.edu) to discuss the procedure.

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# RESIDENTIAL POLICIES

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## EMERGENCY + SAFETY POLICIES

**24-Hour Desks:** The Founders Green front desk, located at the main entrance and staffed 24 hours a day, is the central information point for safety and security concerns within Founders Green and for 1534 W Mount Royal Ave. The desk assistants monitor those entering the Founders Green 24 hours a day and are able to view the parking lots and the front of Founders Green through security cameras. The desk assistant is also connected to the R.C., R.A.s and

with Campus Safety staff on campus. You may call or visit the desk at any time, day or night, if you have a concern or need information. The Meyerhoff House and Gateway desks function in the same capacity as the Founders Green front desk, but for the residents of Meyerhoff House and Gateway. Students living in the Mount Royal apartments should go to the Gateway front desk for assistance.

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## MEDICAL EMERGENCY

If an ambulance is necessary, dial 911 and provide the following information:

1. Tell them your situation and the location

- If you are in the Founders Green, the address is: 120 McMechen Street, and your apartment number or the location of the emergency;
- If you are in Meyerhoff House, the address is: 140 West Lafayette Avenue, and your apartment number or the location of the emergency;
- If you are in the Mount Royal Apartments, the address is: your building number and apartment, West Mount Royal Avenue;
- If you are in the Gateway, your address is, 1601 Mount Royal Avenue and your apartment number or the location of the emergency.

2. Then call Campus Safety dispatch at 443.423.3333. The Campus Safety dispatcher will contact Residence Life and Campus Safety staff who will assist you.

If an ambulance is not necessary, but you or another student need medical assistance:

- During regular weekday office hours (9 a.m. to 5 p.m.), call Chase Brexton at 410.225.4118 and talk with the nurse.
- After 5 p.m. or on weekends, call either the Founders Green Front Desk (410.462.7500 or 7501), the Meyerhoff Desk (443.552.1600 or 1601), The Gateway desk (410.225.5286) or Campus Safety (443.423.3333) for assistance.

Residence Life and Campus Safety staff will assist you

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## FIRE EMERGENCY

If you have a fire in your apartment, get out of the apartment, shut the door and activate a hand-pull alarm. Then move with others down the stairwell to the designated evacuation location. Report the fire's location to staff and fire officials.

If the smoke detector goes off and you smell smoke, get out of the apartment staying near the floor, shut the apartment door, and activate the hand-pull alarm in the stairwell. Then move with others down the stairwell and to the front of the designated evacuation area. Report what happened to staff and fire officials.

If the smoke detector goes off and you know that the source of the smoke is not dangerous (for example, cigarette smoke), air the apartment out and the smoke detector alarm will go off on its own accord. Because neighbors often call the front desk when they hear smoke detectors go off, notify the front desk in your community and tell them what happened.

If you think that your smoke detector is defective, ask the front desk to put in a work request immediately. Staff will check it quickly. If it is beeping periodically, our staff may just need to replace the battery. You cannot turn off or cover your smoke detector. Remember, tampering with or disconnecting a smoke detector or other fire equipment is prohibited because it endangers you and others. Severe disciplinary action will be taken if you tamper with any safety equipment. If you suspect that your smoke detector is not working properly, ask that it be checked. If you ever hear an alarm and are unsure as to the nature or cause of the alarm, please treat the situation as an emergency, exit the location and inform the relevant staff immediately.

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## **FIRE SAFETY**

All residents and guests must evacuate their apartments when a fire alarm sounds. Walk quickly to the nearest stairwell and go out of the nearest exit to the designated gathering point. Follow the directions of all housing and security staff and any fire personnel.

Tampering with any safety device (including smoke detectors, carbon monoxide detectors, fire extinguishers or fire alarms) is expressly prohibited and considered a serious violation. Disciplinary action could include dismissal from College housing and possibly arrest and prosecution. In the interest of fire safety, the following items have been banned from College housing and will be confiscated:

- NO halogen floor lamps;
- NO string lights of any kind;
- NO candles (the only permissible candles are decorative candles with new wicks-these may not be lighted in College housing. Candles with burnt wicks will be confiscated. The practice of melting wax for any purposes, including for art projects, is not permissible.);
- NO incense.

In addition, only UL-approved electrical products may be used in College housing. All extension cords and plug strips must be UL approved. Please look for the "UL" symbol on products before bringing them to campus.

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## **PERSONAL AND COMMUNITY SAFETY IN COLLEGE HOUSING**

In addition to the physical features built into the residence halls (such as enclosed living spaces, security screens, window stops and closed-circuit monitoring of the building exteriors), MICA provides numerous other services designed to keep the communities as safe as possible. Examples of this would be the MICA Evening Shuttle, along with the rounds completed within the complexes by the R.A. staff at night.

While Campus Safety staff work around the clock, there are some precautions we ask you to take to minimize the possibility of crime on campus and to ensure your own safety. The most important precaution you can take is to always be aware of your surroundings--both on and off campus. Students must work together with staff to provide their own safety. Being safe in and around the campus housing means doing the following:

- Never prop open building entrances; if you see an open door, always report it to staff;
- Report strangers immediately;

- Report anything that seems suspicious, no matter how small, to the 24-hour desk;
- Lock your apartment door and take your key with you when you leave-even if you are just going to another apartment or doing your laundry;
- Keep the window stops in place on your interior windows and never open your interior windows farther than the locks allow;
- Keep your window screens in place;
- Never leave valuables in your apartment in plain view;
- Take the evening shuttle to and from campus buildings at night;
- Use the parking lots with care, stay alert, and walk quickly and directly to the entrance of the building.

Please remember if you do not follow these guidelines, not only are you jeopardizing your own safety, but also the safety of everyone else in the residential community

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## **SCHEDULED HEALTH AND SAFETY INSPECTIONS**

Residence Life staff will conduct general inspections of apartments each semester. These inspections are made to check for compliance with fire and safety codes, necessary maintenance repairs and the general cleanliness of apartments, which if dirty may pose health risks or attract pests (particularly kitchens and bathrooms). It is important that all students living in on-campus housing follow all guidelines for appropriate use of materials (solvents, chemicals, etc.) when making art in the residence halls. Information about appropriate use of materials can be obtained in the resource displays located in the residence hall studios, from your R.A., or from your faculty members.

A safe and healthy community requires that residents maintain adequate cleanliness and health standards. Members of the staff do not make the judgment that neat is better than messy; however, a clean apartment, particularly in the kitchen and bathroom areas, is essential to the health of residents as

well as the rest of the community. For this reason, we ask you to keep your apartment clean.

The inspections will be announced ahead of time and you will be notified of the date and time. Reasonable efforts will be made to ensure that at least one resident of the apartment is available at the time of the inspection. You will be notified of the results of the inspection and, if necessary, you will be given an opportunity to clean. If you do not clean after being informed of the necessary requirements, you will be charged for the time and labor it takes for Facilities Management staff to do the cleaning. If you have damaged the apartment, do not attempt to make a repair. Facilities Management staff will repair all damages to the apartment and the residents responsible may be charged for the repairs. Any policy violations encountered during these routine inspections will be addressed.

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# RESIDENT HANDBOOK

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## APARTMENT-MATE CONCERNS

You may not make roommate or apartment changes without the approval of Residence Life. Adjusting to living with others whom you do not know takes time. Many students make the assumption that a relationship will not work out before they have taken the time to communicate their needs and listen to the needs of others. Learning to work out problems with others is an important life skill.

To help you learn to communicate your needs and expectations, the staff will ask you and your apartment mates to complete an Apartment Agreement that specifies the rules and norms you and your apartment mates decide to live by in your home. The substance of the agreement is up to you and your apartment mates. We will ask you to discuss your preferences for music and noise, cleaning schedules, the sharing of food and possessions and several other areas that can become sources of conflict.

When conflict arises, we ask that you discuss your concerns with your apartment mates first. You may also go to your R.A. or Residential Coordinator for help. They will assist you in this discussion, if necessary. If things do not improve

after you have attempted to make your apartment situation more comfortable by discussing the issues, you should talk with the Residential Coordinator about the possibility of a change in your living situation.

In order to give students time to get to know each other and to work things out with their apartment mates, Residence Life staff do not generally allow apartment changes during the first three weeks of school. However, students should feel free to consult with Residence Life staff regarding their situation.

The college reserves the right to reassign rooms and apartments or remove residents from apartments when necessary. Residents in an apartment with vacant space may have new students assigned to their space at any time. Residents are responsible for keeping the unoccupied space vacant and ready for immediate occupancy. Administrative charges, up to the value of the space for the semester, will be levied against residents who procure additional space.

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## CHECK-IN AND ROOM CONDITION FORM

When you move into your apartment, you and your R.A. will complete a Room Condition Form. The forms are used to note the condition of the furniture and the apartment when you move in. To avoid charges when you move out, it

is important that you are as thorough as possible on these forms when you move in. Because these forms do not list every possible thing that you may be charged for, you may be responsible for damages not listed on the form.

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## COLLEGE'S RIGHT OF ROOM AND APARTMENT ENTRY AND SEARCH

The College reserves the right to enter rooms or apartments when, in its discretion, it determines that there may have been a breach of terms listed within the housing agreement or in MICA's posted guidelines.

The College reserves the right to enter and search a resident's room or apartment without notice when it deems it necessary to protect the safety of the resident or other occupants, for investigation and resolution of policy violations, to address disruptive behavior, to provide emergency service or to conduct safety inspections. Additionally, representatives of the College may enter a resident's room or apartment (during reasonable hours) when necessary to provide inspection, service, repairs, improvements or maintenance.

The College reserves the right to search a room or apartment without notice when there is sufficient reason to believe, as determined by MICA, that a violation of College

regulations or policy or violations of state, federal or local law is occurring or has occurred. During such a search, a reasonable effort will be made to have the resident present at the time of the search.

MICA reserves the right to remove College or personal property from a room or apartment. If during the time a staff member is in an apartment for any reason, he or she sees illegal or dangerous items in plain view, the items will be confiscated and disciplinary procedures will be implemented

By signing the Housing Agreement, the student consents to having his or her room or apartment entered and searched in accordance with the terms and conditions of this policy. The student expressly agrees and acknowledges and his or her signature on the Housing Agreement authorizes the College to enter his or her room or apartment without the student's prior consent.

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## **DISABILITY ACCOMMODATIONS IN HOUSING**

Students living in on-campus housing who wish to request special accommodations for disabilities must contact the Office of Accessibility and Disability Services (ADS) and provide appropriate documentation to support their request. ADS can be reached at 410.225.2416 or by emailing [ads@mica.edu](mailto:ads@mica.edu). ADS will notify Residence Life of the request and any necessary accommodations. Students new to the College must contact ADS and provide all appropriate documentation by June 1, prior to the fall semester (December

15 for spring admission). Students currently enrolled at MICA must contact ADS and provide all documentation by the first Friday in March to apply for housing the following academic year. Any student requesting accommodations must reapply for services each year they wish to live in college housing. Any requests made after the above-mentioned dates will be reviewed and accommodated if and when possible.

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## **ENTRANCE AND GUEST POLICIES**

All students (including residents), faculty and staff may enter the residential facilities after showing their current MICARD to the desk assistant at the front entrance. All guests who are not current full-time students, staff or faculty at MICA must use the front entrance and must be escorted by a student resident the entire time they remain in the residential areas. Guests will also be asked to leave picture identification and to sign in and out at the 24-hour desk. Guests found in the common areas without student hosts will be asked to leave immediately.

If residents arrive with guests, they are expected to use the front entrance only and to have their guests sign in. Students who either prop doors or admit students through other means than the front desk place the entire community at risk and will face severe disciplinary action.

Each student resident may have up to two guests visiting at a time if they have the approval of their apartment-mates. Students should remember that they are responsible for the actions of their guests and must escort them any time they are in the common areas of the residence halls.

All guests are subject to the same rules as residents. Guests may not bring alcohol or illegal substances into the residence halls. With the consent of their apartment-mates, residents may have overnight guests for three consecutive nights, and the same guest is limited to nine total days of overnight visitation in a semester. Overnight guests are a privilege and a courtesy extended by your fellow apartment-mates. Guests may not move into an apartment. Residents are responsible for the actions of their visitors. Disciplinary action may be taken with residents for the behavior of their visitors.

Student residents need to be considerate of their apartment mates when having guests over and should show appropriate respect for their apartment-mates' needs for privacy and space. If, after talking with their apartment-mates, residents are unable to resolve problems regarding guests, they should talk with Residence Life staff. Gatherings are permitted in individual apartments and must abide by College policies regarding noise, alcohol and drugs. They must be confined to an apartment, and fire regulations prohibit no more than ten people in an apartment at a time.

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## **EXITING HOUSING**

Upon exiting housing it is the student's responsibility to contact their R.A. in order to schedule a check-out time. The following procedures are completed upon check out:

- Room is accessed by R.A. to determine arrival/departure condition. Any noticeable damage sighted is reported on the Room Condition Form and signed by the student departing, thus acknowledging any and all damages. Note: Each apartment will also be accessed by Residence Life. Additional damages can be documented and charged to all or individual students within the apartment.
- Both apartment keys and mailbox keys must be returned. If keys are not returned, the student who fails to comply will be charged for the cost of replacing the keys and possibly the lock to the apartment for safety reasons.
- An R.A. will remind the exiting student to remove all valuables and property. Failure to complete proper check

out will result in a \$100 improper check-out fee with the option for additional charges. (Example: cost of key replacement, damages, cleaning, etc.) Additional explanation of proper Check-Out Procedures can be obtained from the mandatory Residence Life floor meetings at the end of every semester or by contacting your Residential Coordinator.

- Any student not responsible for specific damages or cleaning costs, should make sure to have the student who is responsible sign the Damage and Cleaning Declaration Form to keep from being charged before the end of the semester. Be specific on the form as to who is responsible for any and all damages or cleaning charges that may be assessed to the apartment.

Residents may stay in college housing over Thanksgiving, fall break, and spring break. Students will not be allowed to occupy or access their apartments over winter break.



Students must leave housing 24 hours after the last day of their fall or spring semester exams. Residents who have completed their critiques and exams may be required to leave immediately if their behavior is disruptive to the College or residential community. A \$100 late checkout fee will be assessed to individuals who move out during the first hour after the designated checkout time each semester. Each additional hour over and above the first hour will result in an additional \$50 late fee. Prior permission to stay may be granted to residents with extenuating circumstances. If a student's circumstances require the student to stay in the facility after the checkout day, an overnight fee comparable

to local hotel rates may be charged at the discretion of Residence Life.

You may leave belongings in your apartment over break periods during the academic year; however, we encourage you to remove valuable items because the College is not responsible for any loss or damage. Additionally, we recommend that students carry renter's insurance to cover valuable items in their apartments (see "Personal and Student Property" section). MICA does not offer or provide storage.

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## **KEYS**

When you move into your apartment you will be issued two keys: an apartment key and a mailbox key. These keys are for your use only and you may not lend them to anyone else. Although MICA has made every effort to make your environment secure, only you can ensure your safety by locking your apartment door and taking your keys whenever you go out—even if you are only going to visit another apartment or to put your trash in a trash room. This practice will also keep you from locking yourself out of your apartment.

For safety reasons, when residents lose their keys, the Facilities Management staff will generally replace the core lock to the apartment. The charge for changing the core lock will be \$200 for the replacement of the core and all keys. The charge for replacement mail keys will be \$25. For your safety, please notify Residence Life staff if you have lost your keys so that we can replace them and you can secure your apartment. All keys need to be returned when you leave housing and charges will be levied to replace cores and cut new keys as necessary.

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## **LAUNDRY**

The Founders Green, Gateway and Meyerhoff House are equipped with laundry rooms that are open 24 hours a day.

These facilities can be operated by coins or your MICARD. The cost to wash and dry is \$1.50 per load.

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## **MAINTENANCE**

### *REPAIRS AND MAINTENANCE REQUESTS*

Once a work request has been submitted, the maintenance supervisor will prioritize your request and the work will be done as soon as possible. If Facilities Management staff members have been in your apartment to make a repair, they will leave a work status sheet that tells you they have been there and lets you know the status of the repair. Facilities Management staff also conducts routine pest control that requires access to apartments. Use this link can be used to submit a maintenance request.

complete a maintenance request. Use this link to complete a maintenance request.

### *MAINTENANCE EMERGENCY*

A maintenance emergency is anything that is likely to affect the safety of students or cause immediate harm to property. Examples are: a major water leak, no heat when it is freezing outside, or a broken window. Call the 24-hour desk in your community and report the emergency situation. The desk assistant will contact the appropriate staff and will take steps to see that the emergency is resolved. If the situation is not an emergency, front desk staff will suggest that you

### *TRASH REMOVAL*

There are three trash rooms located on the first level of Founders Green. Meyerhoff House is equipped with several trash rooms. Trash receptacles for the Mount Royal apartments are located behind the apartment units. Gateway trash rooms can be found on each floor. Students are responsible for carrying their trash to the designated trash areas. Trash should not be allowed to build up in apartments, as it represents a health and pest risk. To meet health requirements and to control unwanted pests, all trash must be bagged and discarded in the trash receptacles in the trash rooms. Residents who leave their trash on balconies, stairwells, hallways or walkways will be asked to place their trash in the trash rooms. Residents who fail to bring their trash to the designated centers will be charged a \$50 trash-removal fee for each bag or item of trash.

### **EMPTY ALCOHOL CONTAINERS**

In areas not authorized for consumption, empty alcohol containers are considered possession and will be subject to disciplinary action. Therefore, empty containers are only allowed in the possession of those residents 21 years or older. In the event that a resident wishes to use any form of prohibited paraphernalia, including empty alcohol containers, as any part of artmaking, this must be discussed in advance with the Residential Coordinator for that facility.

Approval must be given in writing before it is appropriate to collect these materials, and the resident must be able to demonstrate that this is a legitimate artistic response to a defined classroom or studio assignment. It is likely that the Residential Coordinator will help the resident determine an alternative space to their apartment, such as the residential studios, to secure and hold these items for the duration of the assignment.

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## **OFF-CAMPUS HOUSING**

The Residence Life and Off-Campus Housing Office provides assistance to students interested in living beyond the MICA campus. The Off-Campus Housing Guide-along with

rental listings, tenant resources, contact information and search tips-is available on the Off-Campus Housing page.

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## **PERSONAL AND STUDENT PROPERTY**

The college is not responsible for the loss of or damage to students' personal property. Students are urged to:

- Purchase surge protectors to guard against occasional electrical surges;
- Record the serial numbers of valuable personal items; and
- Secure appropriate insurance
- Once you are sure something has been stolen please

report the theft to campus safety immediately at (443) 423-3333

As a precaution, students are also encouraged to take valuable belongings home during break periods. Residents are urged to confirm existing coverage under the homeowner's policy of their parents or guardians and, if not covered, to secure individual property or renter's insurance.

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## **PETS + ANIMALS**

With the exception of fish in an aquarium (no larger than ten gallons), pets are not permitted in college housing. This includes visiting pets, like friend's and family's dogs or stray animals. If an unauthorized animal is found in a student's

apartment, the student will have 48 hours to remove the animal. Students will be billed for cleaning or any other related expenses and will be subject to disciplinary action.

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## **QUIET HOURS FOR EVERYONE**

Because residents are living in a community, respect and courtesy for others is essential in creating a comfortable environment for everyone. The College expects that at all times residents will respect each other's needs for calm and quiet living space and will not make unreasonably loud noise. This means that courtesy hours are in effect at all times. The College also expects that, if asked, students will turn down the volume of whatever noise is concerning others. Quiet hours will be in effect in every building from 11 p.m. to 8 a.m., Sunday through Thursday. Quiet hours on Friday night (actually Saturday morning) and Saturday night and Sunday morning are 1 a.m. to 9 a.m. Twenty-four-hour quiet hours begin the day before crit week and continue through final exam week each semester.

"Quiet hours" means that stereos must be turned down to a level that confines the sound to a student's room. Informal conversations should be confined to individual apartments. Noise in public areas should be kept to a minimum. No basketball may be played in the Founders Green during quiet hours. The pianos within Leake Hall and Meyerhoff House should not be played during quiet hours. Repeated instances of unreasonable noise during either regular or quiet hours will be reason for disciplinary action.

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## **TERMINATION OR CANCELLATION (REFUND SCHEDULE)**

The following shall constitute grounds for cancellation of the Agreement by the College. No refund in housing charges shall be made for cancellation resulting from any of these reasons:

- Default on the terms of the Agreement or payments;
- Dismissal from the College for academic or disciplinary reasons;
- Expulsion from housing for disciplinary/behavioral reasons; and
- Changing status from full-time to part-time student

The following shall constitute grounds for cancellation of the Agreement by the student:

1. In case of injury or illness, which necessitates withdrawal from the College, the student will be released from the contractual obligation when substantive proof of the matter asserted is presented in writing to the Office of Residence Life and Off-Campus Housing. Students will receive a refund of their housing costs according to the refund schedule below;
2. A student who elects to participate in a College sponsored mobility or exchange or study abroad program that necessitates residency away from campus must comply with this agreement during the times the student is attending classes at the College. The student will be released from the contractual obligation for the time the student is participating in the College sponsored program;
3. Students who withdraw from on-campus housing voluntarily during the semester or at the end of the fall semester and continue as students at the College will be responsible for the entire academic year's housing charges;
4. Students who withdraw from the College voluntarily during the semester will receive a refund of their housing costs based on MICA's refund schedule.

*The refund schedule applies only to students withdrawing from the College or those with illnesses that require withdrawal from the College.*

- Prior to assigned move-in date: 100 percent, less \$300 housing reservation deposit;
- Within first week of classes: 80 percent;
- Within second to fourth week of classes: 40 percent;
- After fourth week of classes: No refund.

Students enrolled at the College for their first semester and who are receiving financial aid will be subject to the refund policy dictated by the Federal Financial Aid guidelines unless they leave campus housing for disciplinary reasons. All students who withdraw, take a leave of absence, or are separated voluntarily from the College during the academic year must notify the Office of Residence Life and Off-Campus Housing and vacate their housing space within 48 hours of the effective date of such action. Students who must leave as a result of College disciplinary action, who create or present a danger to self or others, or involved in any involuntary withdrawal procedure may be required, at the discretion of the College, to leave immediately.

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## ADDITIONAL RESOURCES & PROCEDURES

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### BEHAVIOR INTERVENTION TEAM

The Maryland Institute College of Art has established a Behavior Intervention Team (BIT), a multi-disciplinary group, whose purpose is to support students who display disruptive or concerning behavior that might be elevated enough to immediately prevent persistence at MICA or impact a wide swath of the campus community. As needed, members of the BIT can perform a threat assessment, determine the necessary mechanisms for support and follow-up, and enact direct intervention. Anyone who is aware of a student of concern is encouraged to alert the BIT by completing the following BIT Referral Form.

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.

#### PROCEDURE

The Behavior Intervention Team (BIT) will investigate any concern and act as necessary to protect the campus community.

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 Behavior Intervention Team. The determination of the Team is intended only as an initial intervention, and should only be considered as

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

#### BEHAVIOR INTERVENTION TEAM (BIT)

The Behavior Intervention Team consists of College personnel with expertise in law enforcement, threat assessment, academic affairs, and student affairs. 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. The Team meets on a bi-weekly basis and as needed on an emergency basis to review reports brought forward by faculty, staff, and students concerning disruptive, inappropriate, and/or threatening behavior.

#### BEHAVIOR INTERVENTION TEAM MEMBERS

##### Core Team

- Vice President for Student Affairs and Dean of Students
- Associate Vice President of Student Health and Wellness
- Associate Vice President of Campus Safety
- Director of Residence Life and Student Conduct
- Director of Student Counseling
- Associate Director of Student Counseling

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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 (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)

This annual report, 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 by calling the Office of Campus Safety at 410-225-2355, or stopping in the office at 1501 W. 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**

This information is accessible on-line 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 On-Line Activity Log](#) and are broadcast emailed to all MICA issued email addressees for current undergrads, graduate students and employees. The Division of Open 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 by such employees.

### **GEOGRAPHICAL 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 with key for definitions) or within our voluntary expanded reporting area.

In addition, because a large number of students live in Bolton Hill, MICA has 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.

MICA Alert will only be used in an emergency—never for routine messages, even inclement weather announcements.

Sign-up is voluntary,\* and there is no charge to you for this service except any charges your cell phone provider applies to text messages.

MICA will continue to use existing systems for emergency notifications via bulk email, [www.mica.edu](http://www.mica.edu), and voicemail to campus telephones—but because a text message to your cell phone will allow us to communicate with you in real time during an emergency, we encourage all members of the MICA community to subscribe to MICA Alert.

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

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. More information on MICA Alert is available 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.

## **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 paragraph (1) of this definition, 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).
- N/A) **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.
- B) **Residential** means property owned or controlled by the institution used to provide housing for the institution's students.
- C) **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 Statistical Report was compiled with assistance of Campus Safety, Student Affairs, and Baltimore Police using the Campus Map.

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## **EMERGENCY PROCEDURES**

### **REPORTING AND EMERGENCY**

1. Call Campus Safety's 24 hour Emergency Dispatch 443-423-3333 and then call 911;
2. Stay calm and be prepared to state the following:
  - Your name, location, and phone number;
  - Nature of the incident;
  - Descriptions of persons and/or property involved.

### **BEFORE AN EMERGENCY**

1. Sign up for Rave Guardian and MICA Alert at [www.get-rave.com/login/mica](http://www.get-rave.com/login/mica)
- Rave Guardian is a smart phone application that allows users to immediately notify Campus Safety in the event of an emergency.

- MICA Alert is a component of Rave Guardian. MICA Alert includes emergency texts (SMS) and voice messages ONLY during life threatening emergencies.
2. Familiarize yourself with emergency procedures, shelters and safe meeting locations, and emergency terms as listed below.

### **DURING AN EMERGENCY**

1. Follow instructions given to you by emergency personnel.
2. Go to [mica.edu](http://mica.edu) for instructions during a campus-wide emergency situation. Up-to-date information will be found on the homepage.
3. Check for text or voice notifications from MICA Alert via Rave Guardian.
4. Check MICA's social media accounts (Facebook and Twitter) and your MICA email account.



## GENERAL INFORMATION

[Campus Safety](#)

[Rave Guardian and MICA Alert](#)

### ON-CAMPUS CONTACT INFORMATION

Campus Safety 24-Hour Emergency Dispatch	443-423-3333
Campus Safety Office	410-225-2355
Student Health Clinic	410-225-4119
Mental Health	410-225-2367

### CAMPUS CONTACT INFORMATION

Police, Fire, Ambulance:	911
Baltimore City Fire Department:	410-778-3434
Mayor's Office of Emergency Management:	410-396-6188
Maryland State Police:	410-758-1101
Non-emergency Response:	311 or 443-263-2220
Report crime tips (anonymous):	410-276-8888

## ADDITIONAL RESOURCES

### EMERGENCY PROCEDURES

[Reporting Crimes or Suspicious Incidents](#)

[Emergency Shelter, Supply, and](#)

[Safe Meeting Locations](#)

[Shelter in Place](#)

[Threats of Violence/Active Shooter](#)

[Civil Demonstrations or Disturbances](#)

[Medical Emergencies/Injuries/Illness](#)

[Fire and Smoke Conditions](#)

[Power Outages](#)

[Elevator Malfunction](#)

[Gas and Water Leaks](#)

[Bomb Threats](#)

[Inclement Weather Procedures](#)

### INCLEMENT WEATHER

[Inclement Weather FAQs](#)

[Inclement Weather Policies](#)

[Inclement Weather Procedures](#)

[Liberal Leave Policies](#)

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