

NOTICES

301 Edgewater Place, Suite 210 Wakefield, MA 01880

781-425-7785 or info@neche.org

Notice to Students

The rules, regulations, policies, fees and other charges, courses of study, and academic requirements that appear in this catalog were in effect at the time of its publication. Like everything else in this catalog, they are published for informational purposes only, and they do not constitute a contract between the College and any student, applicant for admission or other person.

Whether noted elsewhere in this catalog or not, the College reserves the right to change, eliminate, and add to any existing (and to introduce additional) rules, regulations, policies, fees and other charges, courses of study and academic requirements. Whenever it does so, the College will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to do so without notice.

The listing of a course in this catalog is not a guarantee that the course will be offered in any particular semester: course offerings are subject to change in response to student enrollments, faculty availability, changes in program requirements and other circumstances.

Information Release

Family Educational Right and Privacy Act

The Family Educational Rights and Privacy Act ("FERPA") of 1974, as amended, ensures the confidentiality of student educational records and restricts disclosure of such records to third parties, except as authorized by law. FERPA also affords students certain rights with respect to their education records. For more information about this policy go to: FERPA ([mcla.edu](https://dev.mcla.edu/administration/policies-and-procedures/ferpa.php)) (<https://dev.mcla.edu/administration/policies-and-procedures/ferpa.php>) or contact the Office of the Registrar.

Accreditation Statement

Massachusetts College of Liberal Arts (MCLA) is accredited by the Commission on Institutions of Higher Education of the New England Commission of Higher Education (NECHE) – formally New England Association of Schools and Colleges, Inc. (NEASC).

MCLA received notification of our reaccreditation by NEASC in May 2024, following a campus visit in November 2023 by a team of NEASC peer reviews.

Accreditation of an institution of higher education by Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the Office of Academic Affairs. Individuals may also contact:

Commission on Institutions of Higher Education New England
Commission of Higher Education (NECHE) (<https://www.neche.org/>).

MCLA Diversity Statement

Massachusetts College of Liberal Arts (MCLA) is committed to creating a campus climate, as well as a culture that values, represents, and honors diversity in our society. We actively endeavor to recruit and retain diverse students, faculty, and staff.

MCLA fosters meaningful dialogue both in and out of the classroom in order to encourage critical awareness and respect for similarities and differences. MCLA's inclusive education and informed pedagogy reflect and draw from the knowledge and empowerment of all individuals and the diverse groups that make up our college community.

MCLA strives to integrate topics of social, cultural, and physical diversity in the curricular, co-curricular, residential, and work life of the MCLA community. In so doing, MCLA works towards collaboration and purposeful engagement to achieve social justice on campus and in the wider community.

Equal Opportunity and Non-Discrimination Policies

MCLA is committed to a policy of non-discrimination, equal opportunity, diversity and affirmative action, and dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

MCLA does not discriminate in admission or access to, or treatment or employment in, its educational programs and activities on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status.

MCLA prohibits discrimination or discriminatory harassment on all of those bases. Such behaviors violate the Policy Against Discrimination, Discriminatory Harassment and Retaliation, will not be tolerated, and may result in disciplinary action up to and including termination or expulsion.

MCLA has appointed an Equal Opportunity Officer ("EO Officer") to oversee its compliance with this policy, as well as with the state and federal non-discrimination and equal opportunity laws. Anyone with questions, concerns, or complaints regarding discrimination, discriminatory harassment, or retaliation may contact the EO Officer using the contact information below.

Justin MacDowell
Director of Title IX and Equal Opportunity
Office Location: Amsler Campus Center 106
Phone: 413-662-5571
Email: Justin.MacDowell@mcla.edu (%20Justin.MacDowell@mcla.edu)
Mailing Address: 375 Church Street, North Adams, MA 01247

It is also MCLA's policy to provide each student, employee, and other person having dealings with the institutions an environment free from sexual violence and all forms of misconduct on the basis of gender. MCLA prohibits sexual harassment, including rape, statutory rape, sexual assault, incest, domestic violence, dating violence, stalking, and retaliation. These behaviors violate the Title IX Sexual Harassment Policy, will not be tolerated, and may result in disciplinary action, up to and including termination or expulsion.

MCLA's Title IX Coordinator can assist you to understand your rights and reporting options. Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. Reports can be made in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Reports may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. If you make a report during non-business hours, the Title IX Coordinator will follow up with you when the office reopens. If you would like to speak to the Title IX Coordinator in person, please call or email to schedule an appointment.

Any person with questions or concerns about any form of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence and stalking and/or retaliation may also contact:

The U.S. Department of Education, Office for Civil Rights 33 Arch Street, 9th Floor, Boston, MA 02119-1424 (617) 289-0111/Fax (617) 289-0150, TDD (877) 521-2172 OCR.Boston@ed.gov.

MCLA's Non-Discrimination, Discriminatory Harassment, and Retaliation Policy and Title IX Sexual Harassment Policy apply in all College programs and activities, including, but not limited to, athletics, instruction, grading, housing, and employment. They apply to all members of the campus community, including, but not limited to, students, faculty, librarians, staff, visitors, contractors, and applicants for employment or admission. They also apply to off-campus conduct that negatively affects a community member's experience in the MCLA environment.

For complete policy information, please refer to the Equal Opportunity, Diversity and Affirmative Action Plan (EO Plan) found at www.mcla.edu/eoplan (<http://www.mcla.edu/eoplan/>).

Policy for Reasonable Accommodations for Persons with Disabilities

MCLA is committed to providing equal access to educational opportunities and employment for otherwise qualified persons with disabilities. The College recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs, services, activities, and employment.

1. **Individual with a Disability.** An individual with a disability is a person who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. Major life activities are activities an average person can perform with little or no difficulty such as walking, breathing, seeing, hearing, speaking, learning, and working.
2. **Qualified Individual with a Disability.** A qualified student with a disability is someone who possesses the skills necessary to complete the essential academic requirements of a course and/or degree program with or without reasonable accommodation. The essential academic requirements of a course and/or degree program are the knowledge and skills that must be acquired and demonstrated in order for a student to successfully meet the learning objectives of the course or degree program.

3. **Reasonable Accommodation.** Modifications or adjustments to an application process, job, work environment, the way in which work is customarily performed or a course of study that permits a qualified individual with a disability to perform the essential functions of a position or to enjoy the benefits and privileges of employment or education equally with persons without disabilities. Reasonable accommodations in education may include, but are not limited to: in-class aids such as note takers; extended time for examination; quiet rooms or alternate locations for testing; alternatively formatted testing; alternatively formatted textbooks and other course materials; and/or access to assistive technology. Possible course reductions or substitutions on the basis of a disability will be carefully evaluated. Students with disabilities must meet the essential requirements of all academic degree programs.

Any student of the College seeking reasonable accommodation for a disability may contact the Department of Disability Resources, cindy.macdonald@mcla.edu for more information.

An Act Excusing the Absence of Students for their Religious Beliefs

In accordance with Massachusetts General Law Chapter 151C, Section 2B: Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

Copyright Infringement

The US Department of Education provides the following summary of penalties for violation of Federal copyright laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov (<http://www.copyright.gov/>), especially their [FAQ section](http://copyright.gov/help/faq/) (<http://copyright.gov/help/faq/>).

All MCLA students and prospective students are expected to review the following mechanisms in educating and informing themselves about appropriate versus inappropriate use of copyrighted material:

- The MCLA Network User Agreement assented to by each user as a condition of network access, has a section dealing with adherence to [copyright restrictions](http://techhelp.mcla.edu/index.php/Network_User_Agreement/#Adherence_to_copyright_restrictions) (http://techhelp.mcla.edu/index.php/Network_User_Agreement/#Adherence_to_copyright_restrictions).
- MCLA has posted on line a document describing its stand on [sharing and property rights](http://techhelp.mcla.edu/index.php/Peer_2_Peer_Sharing_%28P2P%29/) (http://techhelp.mcla.edu/index.php/Peer_2_Peer_Sharing_%28P2P%29/). This document explicitly refers to the legal issues and legal penalties involved.
- A [summary](http://techhelp.mcla.edu/index.php/Peer_2_Peer_Sharing_%28P2P%29/) (http://techhelp.mcla.edu/index.php/Peer_2_Peer_Sharing_%28P2P%29/) offered by the Department of Education

Note: MCLA treats the unauthorized distribution of copyrighted material as a breach of the Network User Agreement (http://techhelp.mcla.edu/index.php/Network_User_Agreement/#Application_of_MCLA_policies_and_local_state_and_federal_laws_and_statutes). Penalties for violations allow for limiting or completely denying network access.