

or sexual orientation. All forms of verbal harassment or abuse based on gender or sexual orientation, and all actions or her/his rights to equality or opportunity because of her/his gender or sexual orientation. This prohibition encompasses harassment by personal vilification within the meaning of Section II of this Plan (Affirmative Action Plan) whenever such harassment is based on a person's gender or sexual orientation.

AGE DISCRIMINATION

In recognition of the current problems, which exist in society today with respect to discrimination against persons over 40, and in accordance with federal and state law, MCLA adopts a policy prohibiting discrimination based on age in the working, living and learning environment of our college campuses.

This policy specifically prohibits the use of age as a factor where prohibited by law, in decisions affecting the employment or educational status of a member of the college community or an applicant for admission or employment.

GRIEVANCE PROCEDURE

MCLA pledges to encourage the equitable and prompt settlement of complaints which may be raised by an employee or student on a claim of sexual harassment or discrimination based on race, color, religion, sex, age, handicap, and/or national origin as defined in Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973 (as amended), Section 402, Vietnam Era Veterans Readjustment Act of 1974 and all relevant federal and state laws and regulations.

Definition: A complaint is a written allegation by a student that he/she has been sexually harassed or discriminated against on the basis of race, color, religion, sex, age, handicap and/or national origin. In addition, a complaint may include any allegation of violation of a specific provision or provisions of the Board of Trustees Affirmative Action Plan.

Protected Activities: A student may not be discriminated against on the basis of the protected categories of this plan in any of the following activities: admissions; access to enrollment in courses; access to and use of school facilities; counseling and guidance materials; tests and practices; physical education programs; competitive athletics; graduation requirements; student rules and regulations, and benefits; treatment as a married and/or pregnant student; housing; financial employment; college-sponsored extracurricular activities; and most other aid, benefits, or services offered by any Massachusetts State College.

Responsibility of the President: The President shall insure that no punitive action is taken against those seeking advice on registering a complaint.

If you feel that your rights have been violated on the basis of race, color, creed, veteran status, religion, gender, sexual orientation, age, disability, marital status and national origin, there is a way to answer your complaint. The Dean of Students Office in the Amsler Campus Center, or, the Affirmative Action Officer, located in Mark Hopkins, can assist you in this area. This procedure has been closely scrutinized and designed so that students may exercise due process under the law in cases of discrimination.

PICKETING POLICY

- a. All students, undergraduate and graduate, have a right to demonstrate on college premises provided, however, that no such demonstration shall be permissible which for any reason of time, place, or type of behavior materially disrupts class, work, or other college business, or involves substantial disorder or invasion of rights of others.
- b. Any demonstration within a campus building may take place only during normal operating hours of the building.
- c. Students are prohibited from blocking free entry to or free exit from buildings, interfering with free movement, or presenting obstacles to regular college activities. Interfering with free movement is defined as any physical denial or restriction of a person's ability to freely reach or leave a given geographical area, or harassment as defined in the Special Behavioral Standards for Students. Obstacles are defined as physical devices, bodies, or signs, which cause interference with free movement, or sounds which prevent normal oral communication.

- d. A demonstration in a building or area is limited to such a number of persons which the area can reasonably accommodate on grounds of public safety, as determined by a college official.
- e. There shall be no interference with a demonstration on the grounds of content of speech, except for any speech or demonstration which incites immediate violent actions, represents a clear and present danger to the campus community, or victimizes others because the speech contains offensive language and/or is motivated by hate or bias.
- f. No student shall intentionally and substantially interfere with the freedom of expression of another person on college premises or at college sponsored activities.
- g. Failure to cease any activity in violation of the policy immediately following either written or oral notice by a college official shall also be a violation of this Policy.
- h. Any violation of this Policy may subject a student to dismissal from the college or such lesser sanction as may be deemed appropriate by the college.

ADVERTISING POLICY

Campus Buildings

Bulletin boards for advertising services and activities are available in a variety of public locations across campus. Bulletin boards within classrooms and those designated as departmental bulletin boards may not be used for displaying advertisements. Banner space and Centennial Room table tents are also vehicles for advertising. All flyers, banners and table tents require approval from the Office of Student Activities prior to being displayed.

Approved advertisements receive a stamp indicating an expiration date. Each item must be stamped individually and may not be reproduced. The Office of Student Activities will post approved advertisements and remove expired advertisements.

Advertisements may be displayed for up to a three-week period. Upon approval, advertisements for an extended series of activities and advertisements for services that are not time specific may be posted for up to one month. Each group or specific event is time limited to one advertisement per board. Semester-long advertisements are not permitted.

Upon approval, larger posters may be displayed on bulletin boards for a limited period of time. Banners are limited to 5' x 8'. It is the responsibility of the sponsoring organization to remove their banner within 24 hours after their event.

Advertisements may only be placed in approved areas. Displaying advertisements on windows, doors, walls and in bathrooms is prohibited.

Advertisements that promote the sale or use of alcohol or contain material that is deemed inappropriate or offensive to the campus community will not be approved for posting.

Residence Areas

All advertisements in the residence areas must be approved by Residential Programs and Services office and must follow the guidelines listed above. A special stamp is used to approve residence area advertisement. Under no circumstances may any individual other than Residential Programs and Services staff enter the residence areas to post advertisements. The posting of approved materials will be fully coordinated by Residential Programs and Services.

ROOM SCHEDULING

The Office of Student Activities is responsible for scheduling most of non-academic spaces on campus. If you need to reserve a room for a meeting or activity, you should complete an Event Scheduling Form and submit it to the Office of Student Activities. Due to the high demand for meeting and activity space on campus, you are encouraged to submit your reservation as early as possible, but no later than two weeks prior to the event. If your request is approved, you will receive written notification from the Office of Student Activities. If you need to reserve a specific room or facility that is not under the purview of the Office of Student Activities, you will be referred to the appropriate party at the time of your initial inquiry.

CLASS EXCUSE POLICY

Students are expected to attend all of their classes. They must also be aware of course requirements. Whenever possible, students should notify their instructors prior to an absence from