



Pratt MUNSON

COLLEGE OF ART AND DESIGN

STUDENT HANDBOOK & PLANNER 2023-2024

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Cover image: Nanxi Huang
Table of Contents image: Alyssa Torres
Page 106 image: Lyvia Turpin

PHONE DIRECTORY

Munson	
Museum/General Information	315-797-0000
Pratt Munson (toll free).....	800-755-8920
School of Art Administrative Assistant/Reception Desk	
Studio Building.....	315-797-0000 ext. 2132
Campus Safety Office (Business).....	315-797-0000 ext. 2175
Campus Safety EMERGENCY	315-797-0000 ext. 4444
Campus Safety (Direct line)	315-724-2670
Admissions Director	
Administration Building	315-797-0000 ext. 2286
Admissions Office	
Administration Building	315-797-0000 ext. 2262
Campus Store	
Student Center	315-797-0000 ext. 2227
Mental Health Counselor.....	315-797-0000 ext. 2012
Mental Health Counselor (Part time).....	315-797-0000 ext. 2296
Student Life Office	
Chair of Academic Affairs	
Administration Building	315-797-0000 ext. 2284
Dean of the School of Art and Design	
Administration Building	315-797-0000 ext. 2220
Financial Aid Director	
Administration Building	315-797-0000 ext. 2222
Information Technology	
AC 203	315-797-0000 ext. 2273
Library Services	
Academic Center	315-797-0000 ext. 2123
Nurse	
Student Center	315-797-0000 ext. 2230
Registrar	
Administration Building	315-797-0000 ext. 2152
Residence Life Coordinator	
Student Life Offices	315-797-0000 ext. 2308
Student Accounting	
Museum Building.....	315-797-0000 ext. 2174
Student Life Assistant Director	
Student Life Offices	315-797-0000 ext. 2221
Student Life Director/Title IX Coordinator	
Student Life Offices	315-797-0000 ext. 2183
Student Activities and Leadership Coordinator	
Student Life Offices	315-797-0000 ext. 2218

INTRODUCTION

Welcome to Utica and the Mohawk Valley

Serving as the natural gateway to the breathtaking Adirondack Mountains and the scenic and popular Thousand Islands, Utica is situated in the geographic heart of New York state, some 230 miles from New York City and 190 miles from Buffalo. Utica is conveniently located along major east-west and north-south roadways. Transportation services include flights from the Syracuse airport at Hancock Field, train service from Utica's historic Union Station and interstate, regional and local bus service.

Cultural Offerings

Munson is the region's most visible and active center for the arts. The Institute's internationally recognized Museum of Art galleries feature a renowned collection of 18th, 19th and 20th century European and American art. A splendid array of decorative arts is on view in Fountain Elms, an 1850 Italianate mansion and museum. The Institute's commitment to the performing arts includes live performances by internationally renowned entertainers, a year-round film series and entertainment. Each summer the Institute hosts the nationally prominent Arts Festival, a celebration of music, dance, art and culture. A number of regional groups present performances, including the Chamber Music Society and other choral societies.

Area theatrical organizations offer a wide and entertaining variety of productions. Broadway Utica each year brings several nationally acclaimed touring companies to the city's historic Stanley Performing Arts Center.

Sports and Recreational Activities

Utica hosts the Boilermaker Road Race, one of the nation's largest 15-kilometer competitions which runs through the streets and scenic parks of Utica, with the world's elite runners among more than 15,000 participants.

Opportunities abound for hiking, bicycling, skiing, skating, golf, tennis and other activities through Utica's municipal park system. The Val Bialas Ski Center, located minutes from campus, provides slopes for novices to experts. The picturesque Adirondack Mountains with numerous ski centers, lakes, parks and campgrounds are less than one hour's drive from downtown Utica.

History of Munson

The Munson is named for three generations of one Utica family. Alfred Munson (1793-1854), who moved to Utica from Connecticut in 1823, accumulated the initial family fortune from industrial interests including the manufacture of burrstones and textiles in Utica, coal mines in Pennsylvania, canal development in Upstate New York, and railroad and steamboat transportation. He and Elizabeth had two children, Helen (1824-94) and Samuel (1826-81).

In 1846 Helen married Utica lawyer James Watson Williams (1810-73), who soon became involved in his father-in-law's business affairs and served as a lobbyist on his behalf with the state legislature.

Helen Elizabeth Munson Williams (1824-1894), native Utican and one of the most important philanthropists of Central New York, was a prolific 19th-century collector of decorative and fine arts. Because she was a shrewd and attentive investor who

increased her inheritance several fold, Helen was able to spend grandly on furnishings and to gather the core of what was to become the family's art collection.

Helen and James had three daughters: Grace (1847-1854), who died at age seven; Rachel (1850-1915); and Maria (1853-1935). In 1891 Maria married Thomas R. Proctor (1844-1920), a regional hotel owner and United States Navy veteran. Rachel married Frederick Proctor (1856-1929), Thomas's younger half-brother. Frederick was involved in various investment ventures; he was active with community organizations and served on several Utica boards. The Williams' home, which began to be called "Fountain Elms" in the 1870s, was the couple's residence for 21 years until Rachel's death in 1915. Neither of the Williams-Proctor couples had surviving children.

Rachel and Maria Williams inherited the fine and decorative arts collections established by their mother while their husbands had collecting habits similar to their own. With a corresponding flair, Frederick and Thomas Proctor, amassed objects characterized as appropriate for male collectors.

After Rachel's death in 1915, the three remaining family members — Maria, Frederick and Thomas — drafted their concept of a community cultural organization. In 1919 the Institute was chartered as "an artistic, musical and social center."

Thomas Proctor died in 1920, Frederick in 1929. In May 1936, a few months after Maria's death, Munson-Williams-Proctor Institute opened.

In 1960, a new museum of art building, designed by Phillip Johnson was dedicated. Munson has expanded to become a prominent international fine arts center serving diverse audiences through three program divisions, Museum of Art, Performing Arts, and School of Art. Programs evolving from the interests and intentions of the founders attract more than 140,000 visitors annually. Munson is a past Governor's Arts Award recipient.

History of Pratt Institute

Pratt Institute proudly holds a prominent place in the field of art and higher education. The founder of Pratt Institute, Charles Pratt, revolutionized the concept of 19th century higher education. Pratt challenged the traditional concept of education as a purely intellectual experience. Due to the increasing industrialization of the late-19th-century economy, Pratt's vision was a post-secondary school where applied knowledge was emphasized over just intellectual exercises. The program focused on the needs of a late 19th century industrialized nation.

Charles Pratt opened Pratt Institute in 1887. The architecture of the campus reflects this vision of meeting the needs of the late-19th-century industrial revolution. Many of the original buildings reflect architecture more often associated with industrial buildings as opposed to the ivy-covered halls of other campuses. Legend has it that if the school had failed as an institution of higher learning that Charles Pratt was going to turn the campus into a factory facility.

In 1888 the Institute developed and introduced a Women's Department that offered programs in home management, dressmaking, and millinery.

In 1938 Pratt Institute expanded and began offering bachelor's degrees. In 1940, the first graduate program in Librarianship was added.

Since its start Pratt Institute has continued this trend of revolutionizing education. The foundation year required of all art students is another Pratt innovation. Today a foundation year is part of almost every quality art program in the country. Currently, Pratt Institute offers students more than 20 undergraduate majors.

Munson and Pratt Institute Partnership

Prior to our relationship with the Pratt Institute, Munson worked with Mohawk Valley Community College, offering their students studio art classes. At the same time, representatives from leading art schools in America, including Pratt Institute, were regularly on campus recruiting transfer students.

In 1997 conversations began between Munson and Pratt Institute regarding the possibility of turning Munson into an extension campus of Pratt Institute, offering the first and second years of the Bachelor of Fine Arts degree. Utica students would relocate to Brooklyn for their junior and senior years.

In anticipation of the start of the program in 2000, several new buildings were constructed to accommodate studio classes, academic studies, dining, and residential services.

In 2000 the program began with 70 students. That charter class graduated in May 2004 from Pratt Institute.

Diversity, Equity, Accessibility, and Inclusion

At Munson, we believe in fostering equity, celebrating diversity, and actively promoting inclusivity, accessibility, and transparency that works against systemic racism.

Our Values:

We view artistic expression as an essential way to encourage diverse participation, thought, and action.

We believe our strength lies in the broad range of people who contribute their time and talents to Munson.

We encourage self reflection and a willingness to be accountable in order to build respect among one another.

We aim to be an informed and welcoming place that is reflective of the community we serve with passion, understanding, and encouragement.

We commit to building and maintaining an environment where our employees, students, trustees, interns, and volunteers embrace and reflect these values everyday.

We are at our best when everyone feels respected, included, and valued.

ACADEMIC CALENDAR

August 22
New international student check-in

August 22 – 24
New international student Orientation

August 24
All new students check-in

August 24–27
Orientation for all new students

August 26
Returning student check-in

August 28
First day of class

September 11
Last day to add or drop without
WD grade

September 29 – October 1
Family and Alumni Weekend

November 10
Last day to withdraw from a course (WD)

November 22 - 26
Fall Break, classes do not meet

December 8
Last day of instruction

December 12 – 18
Final critiques and exams

December 19
Last day of the term

December 20
Residence hall check-out by noon

Classes do not meet
September 4
October 10
December 11

December 19 - January 15
Winter break dates

January 14, 2024
Returning student check-in

January 15
MLK Day - Classes do not meet

January 16
First day of class

January 29
Last day to add or drop without WD grade

March 9 - 17
Spring Break, classes do not meet

April 5
Last day to withdraw from a course (WD)

April 29
Last day of instruction

May 1– 7
Final critiques and exams

May 8
Commencement

May 9
Residence hall check-out by noon

Classes do not meet
April 30

Please note:

This calendar must be considered as informational and not binding on the Institute.

The dates listed here are provided as a guideline for use by students and offices participating in academic and registration related activities.

Pratt Munson reserves the right to make changes in the information without prior notice.

ORIENTATION

International Student Orientation 2023

Tuesday, August 22

9 a.m.	Continental Breakfast	Student Center
9:30 a.m. - 12:30 p.m.	International Student Move-in	Student Center 501 Kirkland Street Utica, NY 13502
3 p.m.	Meet Your Pratt Peers	Palmer Park Tent
4 p.m.	Brief Campus Tour	
4:30 p.m.	Welcome	Student Center
5 p.m.	Dinner	Student Center
6:30 p.m.	Shopping trip to Target and Mall	Student Center

Wednesday, August 23

8 - 9 a.m.	Breakfast	Student Center
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Check below for your section number and registration time.

Section 1

9 a.m. – 12:30 p.m.	Registration	Palmer Park Tent
12:30 - 1:30 p.m.	Lunch	Student Center
1:30 - 2:30 p.m.	Pick Up your First Year Art Kit	Campus Store
5 - 6 p.m.	Dinner	Student Center

Campus Store Hours During Orientation

Student Center, 501 Kirkland Street, Utica, NY 13502

Monday through Friday, 11 a.m. to 6 p.m.

Section 2

11:30 a.m. – 12:30 p.m.	Pick Up your First Year Art Kit	Campus Store
12:30 - 1:30 p.m.	Lunch	Student Center
1:30 - 5 p.m.	Registration	Palmer Park Tent
5 - 6 p.m.	Dinner	Student Center

Thursday, August 24

11:30 a.m. - 12:30 p.m.	Brunch	Palmer Park Tent
2:45 p.m.	Start Orientation	Munson Auditorium

ORIENTATION

New Student Orientation 2023

Thursday, August 24

9 - 11 a.m.	Continental Breakfast	Studio Building
9:30 a.m. - 12:30 p.m.	Student Check-In	Palmer Park Tent 1200 State Street Utica, NY, 13502
2:30 p.m.	Welcome	Sculpture Court
2:45 p.m.	Students: Campus Tour	Munson Auditorium
2:45 p.m.	Parents: Parents Mixer	Sculpture Court
3:30 p.m.	Parents: Parent Orientation	Munson Auditorium
4:30 p.m.	Faculty Meet and Greet	Palmer Park
5 p.m.	"Taste of Utica" Welcome Picnic	Palmer Park Tent
7 p.m.	Families Depart	
7 p.m.	College Living 102 (Safe App Presentation)	Munson Auditorium
8 p.m.	Student Only Social Event	Palmer Park Tent

Campus Store Hours During Orientation

Student Center, 501 Kirkland Street, Utica, NY 13502

Monday through Friday, 11 a.m. to 6 p.m.

Friday, August 25

9 a.m.	Breakfast	Dining Hall
10 a.m.	Love Shouldn't Hurt	Munson Auditorium
11 a.m.	Health/Counseling Services and Conflict Resolution	Munson Auditorium
Noon	Lunch	Dining Hall
2:30 p.m.	Academic Services	Munson Auditorium
4 p.m.	IT/ Writing Lab	Munson Auditorium
5 p.m.	Dinner	Dining Hall
7 p.m.	Shot of Reality	Munson Auditorium

ORIENTATION

Saturday, August 26

8 a.m.	Breakfast	Dining Hall
9 a.m.	Title 9	Munson Auditorium
9:30 a.m. - 1:30 p.m.	Returning Student Check In	Student Center Residence Hall
10 a.m.	Diversity, Equity, Inclusion, and Accessibility	Munson Auditorium
11 a.m.	Museum of Art Tour	Museum
Noon	Lunch	Dining Hall
1 p.m.	Neighborhood Walk	Surrounding Area
2:30 p.m.	Student Panel/Getting Involved	Museum Auditorium
5 - 6:30 p.m.	Dinner	Dining Hall
7 p.m.	Ken Nwadike Jr. Keynote Address	Munson Auditorium

The Keynote Address is Mandatory for all Pratt Munson students

Sunday, August 27

8 - 9 a.m.	Continental Breakfast	Dining Hall
11:30 a.m. - 1:30 p.m.	Brunch	Dining Hall
1 - 6 p.m.	Shuttle to Walmart	Student Center
5 - 7 p.m.	Welcome Back Barbecue	Residence Hall Floor
7:30 p.m.	Mandatory Floor Meeting	Residence Hall Floor

Campus Store Hours During Orientation

Student Center, 501 Kirkland Street, Utica, NY 13502

Monday through Friday, 11 a.m. to 6 p.m.

Monday, August 28

9 a.m.

Convocation

Munson Auditorium

Please note: Convocation is required for all Pratt Munson students.

Convocation precedes all Monday morning classes.

11:30 a.m. - 1:30 p.m.

Lunch & Ice Cream Social
with the Staff of Munson

Palmer Park Tent

AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22 Pratt Munson Faculty Exhibition opens Pratt Munson Gallery	23
27 Welcome Back Picnic 5 - 7 p.m. Palmer Park	28 Convocation Required for all Pratt Munson Students 9 a.m., Auditorium First day of classes Lunch and Ice Cream Social with Munson staff 11:30 a.m. - 1:30 p.m. Palmer Park Tent Late payment fee of \$75 in effect for all students	29	30

THURSDAY	FRIDAY	SATURDAY
3	4	5
10	11	12
17	18	19
24	25	26
31		

Recurring Events and Schedules

Student Center Dining Hall Schedule

7:30 – 9 a.m.
Mondays - Fridays
Breakfast

11:30 a.m. - 1:30 p.m.
Mondays - Fridays
Lunch

5 - 7 p.m.
Dinner

10 – 11:30 p.m.
Wednesdays & Fridays
Late Night Snack

11:30 a.m. – 1:30 p.m.
Saturdays & Sundays
Brunch

Boxing and Yoga

Offered weekly
Check your email
for times

Campus Store

10 a.m. – 1:30 p.m.
2:15 - 4:45 p.m.
Monday - Friday

Library

9 a.m. - 9 p.m.
Mondays - Thursdays
9 a.m. - 5 p.m.
Fridays
Noon - 5 p.m.
Saturdays
3 - 8 p.m.
Sundays

Saturday Shuttle

12:45 - 7 p.m.

Keynote Address
CJ Suitt
Required for all
Pratt Munson Students
7 - 8 p.m.
Auditorium

AUGUST

21/MONDAY

22/TUESDAY

23/WEDNESDAY



24/THURSDAY

25/FRIDAY

26/SATURDAY

27/SUNDAY

SEPTEMBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

3

4

Labor Day
No classes

5

6

Student Engagement &
Wellness Fair
11:30 a.m. - 1:30 p.m.
Student Lounge

10

11

Last day to drop
a class without a
WD grade recorded

12

13

17

18

First day of
Community Arts Classes

BSU Mixer
11:30 a.m. - 1:30 p.m.

19

20

24

25

26

27

THURSDAY	FRIDAY	SATURDAY
	1 Faculty Exhibition Reception 3 to 5 p.m. Pratt Munson Gallery First Fridays 5 - 8 p.m. Museum of Art Welcome Back Jam 7:30 - 9 p.m. Dining Hall	2
7	8 Sophomore Gallery Lottery 4:15 p.m. Dining Hall	9
14	15	16
21	22	23
28	29 Pratt Munson Alumni Show Opening 3 - 5 p.m. Pratt Munson Gallery Family and Alumni Weekend For the weekend schedule scan:	30



Recurring Events and Schedules

Student Center Dining Hall Schedule
7:30 - 9 a.m.
Mondays - Fridays
Breakfast

11:30 a.m. - 1:30 p.m.
Mondays - Fridays
Lunch

5 - 7 p.m.
Dinner

10 - 11:30 p.m.
Wednesdays & Fridays
Late Night Snack

11:30 a.m. - 1:30 p.m.
Saturdays & Sundays
Brunch

Boxing and Yoga
Offered weekly
Check your email
for times

Campus Store
10 am - 1:30 p.m.
2:15 - 4:45 p.m.
Monday - Friday

Library
9 a.m. - 9 p.m.
Mondays - Thursdays
9 a.m. - 5 p.m.
Fridays
Noon - 5 p.m.
Saturdays
3 - 8 p.m.
Sundays

Saturday Shuttle
12:45 - 7 p.m.

AUGUST

28/MONDAY **August**

29/TUESDAY **August**

30/WEDNESDAY **August**

SEPTEMBER

31/THURSDAY **August**

1/FRIDAY

2/SATURDAY

3/SUNDAY

SEPTEMBER

4/MONDAY

5/TUESDAY

6/WEDNESDAY



7/THURSDAY

8/FRIDAY

9/SATURDAY

10/SUNDAY

SEPTEMBER

11/MONDAY

12/TUESDAY

13/WEDNESDAY



14/THURSDAY

15/FRIDAY

16/SATURDAY

17/SUNDAY

SEPTEMBER

18/MONDAY

19/TUESDAY

20/WEDNESDAY



21/THURSDAY

22/FRIDAY

23/SATURDAY

24/SUNDAY

SEPTEMBER

25/MONDAY

26/TUESDAY

27/WEDNESDAY

28/THURSDAY

29/FRIDAY

30/SATURDAY

1/SUNDAY **October**

OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4
8	9	10	11
15	16	17 Study Day No classes	18
22	23	24	25
29	30 Federal Financial Aid 100% earned.	31	

THURSDAY	FRIDAY	SATURDAY
5	6	7
12	13	14
19	20	21
26	27	28
Pribble Lecture Series Annelise Capossela 11 a.m.	Halloween Dinner 5 - 7 p.m. Dining Hall BSU Halloween Dance 7:30 - 9:30 p.m.	

Recurring Events and Schedules

Student Center Dining Hall Schedule

7:30 – 9 a.m.
Mondays - Fridays
Breakfast

11:30 a.m. - 1:30 p.m.
Mondays - Fridays
Lunch

5 - 7 p.m.
Dinner

10 - 11:30 p.m.
Wednesdays & Fridays
Late Night Snack

11:30 a.m. – 1:30 p.m.
Saturdays & Sundays
Brunch

Boxing and Yoga

Offered weekly
Check your email
for times

Campus Store

10 am – 1:30 p.m.
2:15 – 4:45 p.m.

Library

9 a.m. - 9 p.m.
Mondays - Thursdays
9 a.m. - 5 p.m.

Fridays
Noon - 5 p.m.

Saturdays
3 - 8 p.m.
Sundays

Saturday Shuttle

12:45 - 7 p.m.

OCTOBER

2/MONDAY

3/TUESDAY

4/WEDNESDAY



5/THURSDAY

6/FRIDAY

7/SATURDAY

8/SUNDAY

OCTOBER

9/MONDAY

10/TUESDAY

11/WEDNESDAY



12/THURSDAY

13/FRIDAY

14/SATURDAY

15/SUNDAY

OCTOBER

16/MONDAY

17/TUESDAY

18/WEDNESDAY



19/THURSDAY

20/FRIDAY

21/SATURDAY

22/SUNDAY

OCTOBER

23/MONDAY

24/TUESDAY

25/WEDNESDAY



26/THURSDAY

27/FRIDAY

28/SATURDAY

29/SUNDAY

NOVEMBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

1

5

6

7

8

12

13

14

15

Pribble Lecture Series
Aaron Coleman 11 a.m.

19

20

21

22

No Classes

26

27

28

29

THURSDAY	FRIDAY	SATURDAY
2	3	4
9	10 Last Day for Course Withdrawal Zac Hacmon Exhibition Opening reception 3 – 5 p.m. Pratt Munson Gallery	11
16	17	18
23 No Classes Thanksgiving	24 No Classes	25
30		

Recurring Events and Schedules

Student Center Dining Hall Schedule

7:30 – 9 a.m.

Mondays - Fridays
Breakfast

11:30 a.m. - 1:30 p.m.

Mondays - Fridays
Lunch

5 - 7 p.m.
Dinner

10 – 11:30 p.m.

Wednesdays & Fridays
Late Night Snack

11:30 a.m. – 1:30 p.m.

Saturdays & Sundays
Brunch

Boxing and Yoga

Offered weekly
Check your email
for times

Campus Store

10 am – 1:30 p.m.

2:15 – 4:45 p.m.

Monday - Friday

Library

9 a.m. - 9 p.m.

Mondays - Thursdays

9 a.m. - 5 p.m.

Fridays

Noon - 5 p.m.

Saturdays

3 - 8 p.m.

Sundays

Saturday Shuttle

12:45 - 7 p.m.

NOVEMBER

30/MONDAY **October**

31/TUESDAY **October**

1/WEDNESDAY



2/THURSDAY

3/FRIDAY

4/SATURDAY

5/SUNDAY

NOVEMBER

6/MONDAY

7/TUESDAY

8/WEDNESDAY



9/THURSDAY

10/FRIDAY

11/SATURDAY

12/SUNDAY

NOVEMBER

13/MONDAY

14/TUESDAY

15/WEDNESDAY



16/THURSDAY

17/FRIDAY

18/SATURDAY

19/SUNDAY

NOVEMBER

20/MONDAY

21/TUESDAY

22/WEDNESDAY



23/THURSDAY

24/FRIDAY

25/SATURDAY

26/SUNDAY

DECEMBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

3

4

5

6

10

11
Moonlight Breakfast
9 - 11 p.m.
Dining Hall

12
Study Day
No classes

Pause for Paws
11 a.m. - 1 p.m.
Student Lounge

13
Last day to enroll in
Nelnet monthly
payment plan

17

18
Last Day of
Final Critiques and
Exams

Last day of the term

19
Check out of residence
halls by noon

20

W i n t e r B r e a k

24

25

26

27

31

W i n t e r B r e a k

THURSDAY	FRIDAY	SATURDAY
	1 First Fridays 5 – 8 p.m. Museum of Art	2
7	8 Last Day of Instruction	9
	Holiday Party 5 - 8:30 p.m. Dining Hall	
14	15 Last Day of Community Arts Classes	16
FINAL CRITIQUE AND EXAM WEEK		
21	22	23
Winter Break		
28	29	30
Winter Break		

Recurring Events and Schedules

Student Center Dining Hall Schedule

7:30 – 9 a.m.

Mondays - Fridays
Breakfast

11:30 a.m. - 1:30 p.m.

Mondays - Fridays
Lunch

5 - 7 p.m.
Dinner

10 – 11:30 p.m.

Wednesdays & Fridays
Late Night Snack

11:30 a.m. – 1:30 p.m.

Saturdays & Sundays
Brunch

Boxing and Yoga

Offered weekly
Check your email
for times

Campus Store

10 am – 1:30 p.m.

2:15 – 4:45 p.m.

Monday - Friday

Library

9 a.m. - 9 p.m.

Mondays - Thursdays

9 a.m. - 5 p.m.

Fridays

Noon - 5 p.m.

Saturdays

3 - 8 p.m.

Sundays

Saturday Shuttle

12:45 - 7 p.m.

NOVEMBER

27/MONDAY **November**

28/TUESDAY **November**

29/WEDNESDAY **November**

DECEMBER

30/THURSDAY **November**

1/FRIDAY

2/SATURDAY

3/SUNDAY

DECEMBER

4/MONDAY

5/TUESDAY

6/WEDNESDAY



7/THURSDAY

8/FRIDAY

9/SATURDAY

10/SUNDAY

DECEMBER

11/MONDAY

12/TUESDAY

13/WEDNESDAY



14/THURSDAY

15/FRIDAY

16/SATURDAY

17/SUNDAY

DECEMBER

18/MONDAY

19/TUESDAY

20/WEDNESDAY



21/THURSDAY

22/FRIDAY

23/SATURDAY

24/SUNDAY

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
		Winter Break	
7	8 \$50 Late Payment Fee for non-Nelnet students	9	10
		Winter Break	
14 Residence halls open	15 MLK Day No Classes Library Winter Break Hours End	16 First Day of Classes Late payment fee of \$75 for all students	17
21	22 First Day of Community Classes	23	24
28	29 Last day to add or drop a class without a WD grade recorded	30	31

THURSDAY	FRIDAY	SATURDAY
4	5 Tuition due in full for students not enrolled with Nelnet	6
Winter Break		
11	12	13
Winter Break		
18	19 Welcome Back Bingo 7:30 - 8:30 p.m. Dining Hall	20
25	26 Pratt Munson Gallery Opening Reception 3 - 5 p.m. Pratt Munson Gallery	27

Recurring Events and Schedules

Student Center Dining Hall Schedule

7:30 – 9 a.m.
Mondays - Fridays
Breakfast

11:30 a.m. - 1:30 p.m.
Mondays - Fridays
Lunch

5 - 7 p.m.
Dinner

10 – 11:30 p.m.
Wednesdays & Fridays
Late Night Snack

11:30 a.m. – 1:30 p.m.
Saturdays & Sundays
Brunch

Boxing and Yoga

Offered weekly
Check your email
for times

Campus Store

10 am – 1:30 p.m.
2:15 – 4:45 p.m.
Monday - Friday

Library

9 a.m. - 9 p.m.
Mondays - Thursdays
9 a.m. - 5 p.m.

Fridays
Noon - 5 p.m.
Saturdays
3 - 8 p.m.
Sundays

Saturday Shuttle

12:45 - 7 p.m.

JANUARY

16/MONDAY

17/TUESDAY

18/WEDNESDAY



19/THURSDAY

20/FRIDAY

21/SATURDAY

22/SUNDAY

JANUARY

22/MONDAY

23/TUESDAY

24/WEDNESDAY

25/THURSDAY

26/FRIDAY

27/SATURDAY

28/SUNDAY

FEBRUARY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

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Pribble Lecture Series
Kelly Gallagher
11 a.m.

25

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THURSDAY	FRIDAY	SATURDAY
1	2	3
8	9	10
	Valentine's Party 7:30 - 9 p.m. Dining Hall	
15	16	17
22	23	24
29		

Recurring Events and Schedules

Student Center Dining Hall Schedule

7:30 – 9 a.m.
Mondays - Fridays
Breakfast

11:30 a.m. - 1:30 p.m.
Mondays - Fridays
Lunch

5 - 7 p.m.
Dinner

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Mondays - Thursdays
9 a.m. - 5 p.m.
Fridays
Noon - 5 p.m.
Saturdays
3 - 8 p.m.
Sundays

Saturday Shuttle

12:45 - 7 p.m.

JANUARY

29/MONDAY **January**

30/TUESDAY **January**

31/WEDNESDAY **January**

FEBRUARY

1/THURSDAY

2/FRIDAY

3/SATURDAY

4/SUNDAY

FEBRUARY

5/MONDAY

6/TUESDAY

7/WEDNESDAY



8/THURSDAY

9/FRIDAY

10/SATURDAY

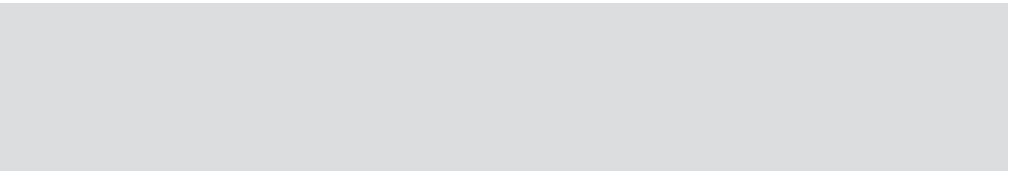
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FEBRUARY

12/MONDAY

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15/THURSDAY

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FEBRUARY

19/MONDAY

20/TUESDAY

21/WEDNESDAY



22/THURSDAY

23/FRIDAY

24/SATURDAY

25/SUNDAY

MARCH

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

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Spring Break

17

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Residence halls
reopen at
noon

24

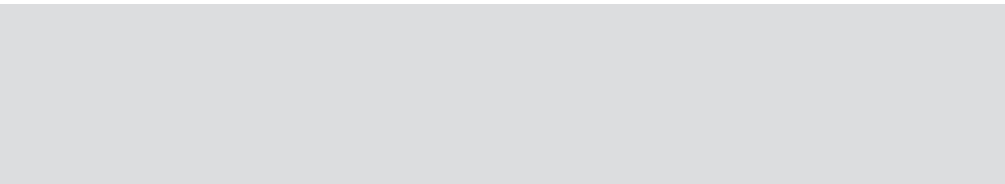
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Federal Financial Aid
100% earned

31



THURSDAY	FRIDAY	SATURDAY	
	1 Recommended 2024-2025 FAFSA Filing Deadline Artist in Residence opening reception 3 - 5 p.m. Pratt Munson Gallery	2	Recurring Events and Schedules Student Center Dining Hall Schedule 7:30 – 9 a.m. Mondays - Fridays Breakfast 11:30 a.m. - 1:30 p.m. Mondays - Fridays Lunch 5 - 7 p.m. Dinner 10 – 11:30 p.m. Wednesdays & Fridays Late Night Snack 11:30 a.m. – 1:30 p.m. Saturdays & Sundays Brunch Boxing and Yoga Offered weekly Check your email for times Campus Store 10 am – 1:30 p.m. 2:15 – 4:45 p.m. Monday - Friday Library 9 a.m. - 9 p.m. Mondays - Thursdays 9 a.m. - 5 p.m. Fridays Noon - 5 p.m. Saturdays 3 - 8 p.m. Sundays Saturday Shuttle 12:45 - 7 p.m.
7	8	9	
		Residence halls close at noon for Spring Break	
14	15	16	
Spring Break			
21	22	23	
Elizabeth R. Lemieux Faculty Lecture Series Professor, Daniel Buckingham 11 a.m.			
28	29	30	

FEBRUARY

26/MONDAY **February**

27/TUESDAY **February**

28/WEDNESDAY **February**

MARCH

29/THURSDAY **February**

1/FRIDAY

2/SATURDAY

3/SUNDAY

MARCH

4/MONDAY

5/TUESDAY

6/WEDNESDAY



7/THURSDAY

8/FRIDAY

9/SATURDAY

10/SUNDAY

MARCH

11/MONDAY

12/TUESDAY

13/WEDNESDAY



14/THURSDAY

15/FRIDAY

16/SATURDAY

17/SUNDAY

MARCH

18/MONDAY

19/TUESDAY

20/WEDNESDAY



21/THURSDAY

22/FRIDAY

23/SATURDAY

24/SUNDAY

MARCH

25/MONDAY

26/TUESDAY

27/WEDNESDAY



28/THURSDAY

29/FRIDAY

30/SATURDAY

31/SUNDAY

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
7	8	9	10
14	15	16	17
21 Last Day of Community Arts Classes	22	23	24
28	29 Last Day of Instruction Pratt Munson Moonlight Breakfast 9 - 11 p.m. Dining Hall	30 Study Day No classes Pause for Paws 11 a.m. - 1 p.m. Student Lounge	

THURSDAY	FRIDAY	SATURDAY
4 First Year Student Exhibition Opening reception 3 - 5 p.m. Pratt Munson Gallery Last day for Course Withdrawal	5	6
11	12	13
18	19	20 Sophomore Exhibition Opens Museum of Art
25	26	27

Recurring Events and Schedules

Student Center Dining Hall Schedule

7:30 – 9 a.m.
Mondays - Fridays
Breakfast

11:30 a.m. - 1:30 p.m.
Mondays - Fridays
Lunch

5 - 7 p.m.
Dinner

10 - 11:30 p.m.
Wednesdays & Fridays
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9 a.m. - 5 p.m.
Fridays

Noon - 5 p.m.
Saturdays

3 - 8 p.m.
Sundays

Saturday Shuttle

12:45 - 7 p.m.

APRIL

1/MONDAY

2/TUESDAY

3/WEDNESDAY



4/THURSDAY

5/FRIDAY

6/SATURDAY

7/SUNDAY

APRIL

8/MONDAY

9/TUESDAY

10/WEDNESDAY



11/THURSDAY

12/FRIDAY

13/SATURDAY

14/SUNDAY

APRIL

15/MONDAY

16/TUESDAY

17/WEDNESDAY



18/THURSDAY

19/FRIDAY

20/SATURDAY

21/SUNDAY

APRIL

22/MONDAY

23/TUESDAY

24/WEDNESDAY



25/THURSDAY

26/FRIDAY

27/SATURDAY

28/SUNDAY

MAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

1

F I N A L

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8

Commencement

F I N A L C R I T I Q U E A N D E X A M W E E K

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THURSDAY	FRIDAY	SATURDAY
2	3	4 Spring Carnival Palmer Park
CRITIQUE AND EXAM WEEK		
9 Residence hall Check-out by noon	10	11
16	17	18
23	24	25
30	31	

Recurring Events and Schedules

Student Center Dining Hall Schedule

7:30 – 9 a.m.
Mondays - Fridays
Breakfast

11:30 a.m. - 1:30 p.m.
Mondays - Fridays
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Fridays

Noon - 5 p.m.
Saturdays
3 - 8 p.m.
Sundays

Saturday Shuttle

12:45 - 7 p.m.

MAY

29/MONDAY **April**

30/TUESDAY **April**

1/WEDNESDAY



2/THURSDAY

3/FRIDAY

4/SATURDAY

5/SUNDAY

MAY

6/MONDAY

7/TUESDAY

8/WEDNESDAY

9/THURSDAY

10/FRIDAY

11/SATURDAY

12/SUNDAY

JUNE

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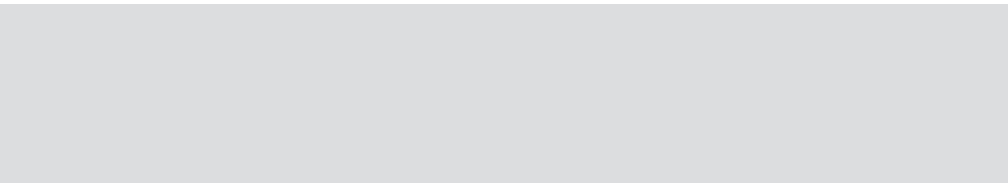
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THURSDAY

FRIDAY

SATURDAY

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JULY

SUNDAY

MONDAY

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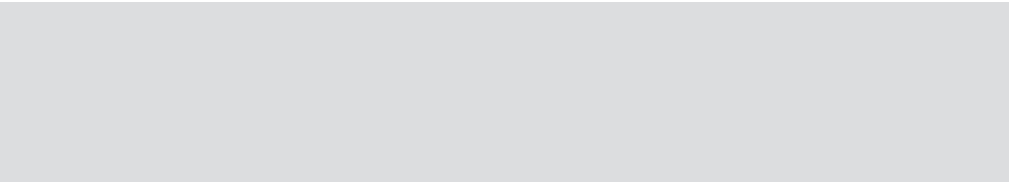
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THURSDAY

FRIDAY

SATURDAY

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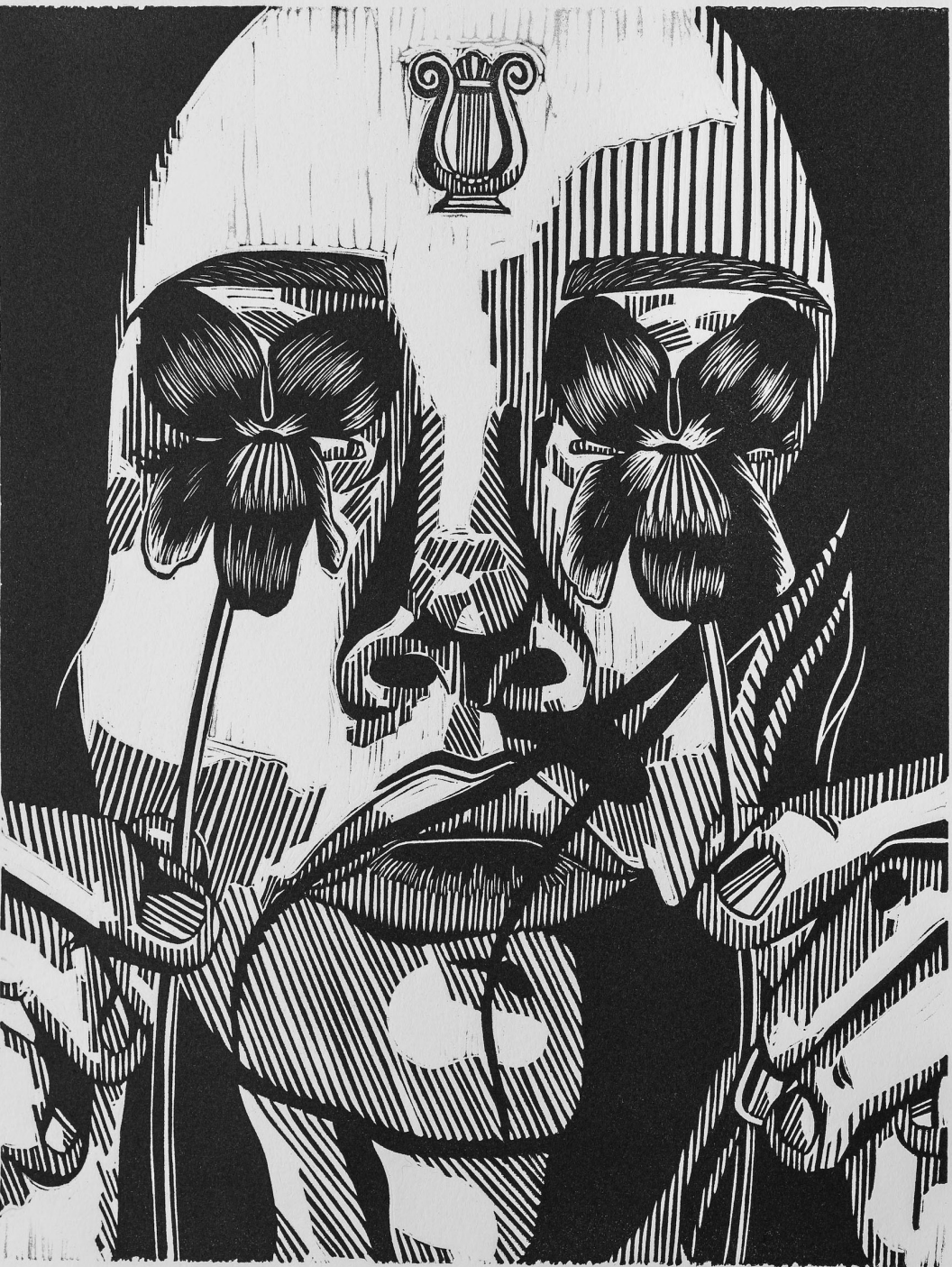
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"violet eyes"

Y. Fujita

GENERAL CAMPUS INFORMATION

Campus Store

The Campus Store is located in the Student Center. The store carries a full range of art supplies, personal items, Pratt Munson merchandise, and more. Hours of Operation: Monday through Friday, 10 a.m. to 1:30 p.m., 2:15 to 4:45 p.m. during the fall and spring semesters. Any questions or requests please call 315-797-0000 ext. 2227.

Reception Desk

The reception desk is located in the Studio Building. Drawing and jewelry supplies, including large paper and metals needed for studio class, may be purchased here. This area also serves as a general information desk and package pickup for all students.

Galleries

The Pratt Munson Gallery, now located in the renowned Munson Museum of Art in Utica, NY, awards exhibitions to highly qualified artists working in a range of media. Throughout the year, the selected exhibitions support the Pratt Munson College of Art and Design current students, and provide cultural enrichment to the surrounding community.

The Clyde McCulley Student Gallery, located at 14 Cottage Place and named for Dr. Clyde McCulley, retired Dean of the School of Art, exhibits student work for two-week periods throughout the academic year. The gallery is operated by a committee of students, staff, and faculty advisors.

Admissions

The Admissions staff devotes considerable time to recruiting highly-motivated, talented students from a variety of backgrounds, regardless of age, sex, sexual orientation, religion, race, color, creed, national origin, or disability. The Admissions Committee bases its decisions on a careful review of all credentials submitted by the applicant. After a student is accepted, the Pratt Munson staff continues to provide the student with support services. The Admissions Director and Registrar serve as the International Students' Designated School Officials (DSO).

Information Technology

The IT department offers a multitude of support to all of our students. The team is made up of skilled and knowledgeable individuals that can and will provide you with any technical support you need. Besides technical support, the IT department is also responsible for equipment sign-out. Students can check out audio and video equipment from the IT office to use for curriculum assignments and special projects. The office is located in the Academic Center on the main floor across from the computer labs. Office hours vary, however for faster support, contact them via the helpdesk system by sending an email to help@mwpaiedu.on.spiceworks.com.

FINANCIAL AID

Our Financial Aid Office is committed to providing information, assistance and counseling to all students and their families throughout the financial aid process. You may call upon this Office to explain financial aid policies and procedures and discuss additional financing options.

In addition to the full range of aid programs available to our students from external sources such as the federal and state governments, we also commit our own resources to assist students in meeting the escalating costs of a college education. Our aid is awarded on the basis of financial need and merit. More detailed information about the specific policies, programs and procedures are listed in the college catalog.

Application Procedures

To be considered for financial assistance, there are a number of application materials which you must submit to the Financial Aid Office; failure to do so in a timely manner will result in processing delays and may reduce your financial aid award.

1. The Free Application for Federal Student Aid (FAFSA) Federal School Code is 002798

The Financial Aid Office recommends that a student files their FAFSA no later than March 1. Filing after March 1 may jeopardize your eligibility for institutional and federal aid.

The FAFSA should be filed online at studentaid.gov/fafsa

Students must file this application each academic year. Completing the FAFSA allows students to be considered for the following types of financial aid, however additional paperwork may be required:

- Institutional Grant
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study
- Federal Direct Student Loans
- New York State Tuition Assistance Program (TAP) (*limited to New York State residents*)

2. Submit your verification documents only if your FAFSA record was selected for verification. Students will be notified by email if this information is required.

Information can be returned by mail or email

Mail to: Pratt Munson Financial Aid, 310 Genesee Street, Utica, New York 13502

Email to: finaid@prattmunson.edu

The Financial Aid Office may request additional information when your application is reviewed. If so, please respond quickly as we cannot finalize your aid package until we have the necessary information.

3. New York State Student Aid Payment Application * NYS Residents only

Students will receive instructions to complete their application soon after submitting the FAFSA. The application will be available online at www.tap.hesc.ny.gov. Pratt Munson's TAP Code is 0615 (same as Pratt Institute). Submit by May 30.

4. Financial Aid Award Letter

After all necessary information has been received and verified by the Financial Aid Office, we will mail an award letter to your permanent mailing address. Students who are eligible for any aid based on financial need or merit will receive a letter stating their award eligibility. There are important instructions and information sent along with the award letter which must be read carefully. Students must complete, sign, and return their award letter to the Financial Aid Office by June 1.

Merit Awards

Merit Scholarships are awarded by the Office of Admissions at the time of acceptance. Awards are based on an incoming student's academic record, portfolio and standardized test scores (if provided) at the time of acceptance. Awards are not increased after acceptance. Students must maintain a minimum 2.5 GPA after their first year to continue receiving their merit scholarship while at Pratt Munson. Merit awards are reevaluated upon relocation to Pratt Institute, and are determined based on the student's cumulative GPA after their first semester of sophomore year.

Revisions/Adjustments/Appeals

It should be noted that your financial aid award may change after the initial offer. This can happen for a number of reasons, one of the most common is when a change is made to the FAFSA. Your award may also be revised if your enrollment status changes (such as dropping below full time) or if there is a change in your housing status. We may also adjust your award if we find any discrepancies between your original application information and the documentation collected to verify that data.

If there are special circumstances in which the Financial Aid Office may not be aware of, you may request that your aid be reevaluated. Please remember, however, funds are limited and must be distributed fairly to as many eligible and deserving students as possible.

Academic Progress

As per federal regulations, all financial aid recipients must maintain satisfactory academic progress. Our standards for financial aid are identical to those required for program continuation and are detailed in the Pratt Munson catalog. If your grade point average falls below the required 2.0 minimum, you will be placed on financial aid probation for one semester. If that semester's grades raise your grade point average and credits completed to the required minimum, the probation is lifted and you may continue to receive aid. If not, your aid will be canceled for the subsequent semester and you will remain ineligible until the required level is met.

Work Study Placement and Payroll

Students who are offered a Federal Work Study position will receive counseling and job placement by the Financial Aid Office. Placement is made after we match your skills with position requests made by campus departments. Students are paid at an hourly rate for hours worked. (Federal Work Study earnings are not deducted from your tuition bill.) Timesheets must be submitted timely for payroll processing.

Change of Address

You are responsible for making sure your mail from the Institute is going to the right address. All address changes must be submitted to the Registrar.

STUDENT ACCOUNTING/BURSAR

Admission to Class

Faculty are to allow only registered and paid students to attend class; those students are listed on the course roster provided to the faculty by the Registrar. If registration and payment is completed after classes begin, you will need a copy of your class schedule from the Registrar to enter the class.

Student Invoices

Upon completion of registration, the Student Accounting Office will prepare the appropriate invoice. Invoices include all charges, pending financial aid and payments received to date. Full payment of the balance due, establishment of a monthly payment plan with Nelnet, or certification of financial aid (i.e. student loans, parent loans, alternative loans, scholarships, etc.) to cover the balance due must be in place prior to the due date on the invoice. Failure to pay on time may result in the assessment of late fees.

Contact the Student Accounting Office 315-797-0000 ext. 2174 with any questions regarding the payment of the balance due on your invoice.

Contact the Financial Aid Office 315-797-0000 ext. 2222 with any questions regarding the financial aid information shown on your invoice.

Permission for Release of Financial Information

The Family Educational Rights and Privacy Act (FERPA) requires all correspondence be made directly with the student for certain financial information. If you would like us to be able to communicate directly with your parent(s) or other interested parties regarding your school financial information, you must complete the Permission for Release of Financial Information and return it to the Student Accounting or Financial Aid Office. This form may be accessed using this link <http://www.prattmunson.edu/admissions/financial-aid/forms>.

Terms of Payment

All tuition bill balances are due in full by the stated due date

Domestic Students

Payment Options

One-time online payments for the full payment of the balance due can be made through Nelnet Campus Commerce (Nelnet). E-checks (automatic deductions from your checking account) are processed with no additional fees. If using a credit or debit card, there is an additional fee that is disclosed once you enter the card information.

1. Log on to <https://online.campuscommerce.com/signin/4NR0T> to make a one-time balance-due payment.

2. Monthly installment payment arrangements can also be made with Nelnet.

· This payment method is not a loan. A non-refundable participation fee is required to establish an account. For further information, call or log-on to Nelnet:

Call: 800-609-8056 School Code Reference: Pratt Munson 00883-01

For additional information go to: mycollegepaymentplan.com/mwpa

3. Personal or certified checks or money orders for the balance due may be mailed to: Pratt Munson College of Art and Design, c/o Student Accounts, 310 Genesee St, Utica, NY 13502.

International Students

Tuition bills are due in full by the stated due date. Our partner, Flywire, will provide you with an easy and secure method of sending international payments. Flywire allows you to:

- Track your payment from start to finish
- Pay from any country and any bank
- Save on bank fees and exchange rates
- Receive peace of mind with dedicated multilingual customer support

Go to mwpai.flywire.com to begin the payment process and learn more.

Returned Checks

A processing fee of up to \$100 is charged when a check is returned by your bank for any reason. Any check in payment of an Institute charge which is returned by the bank may result in a late payment charge as well as a returned check charge.

Adjustments

It is important that you keep each bill so that you will have an itemized record of charges and credits for each semester. If you contest a portion of the bill, you should pay the uncontested portion by the due date and immediately contact the appropriate office to discuss the issue and request an adjustment. Adjustments should be pursued and resolved immediately to avoid a hold being placed on your future registrations.

Refunds of Credit Balances

Refunds of credit balances are processed automatically in accordance with New York State and federal government regulations. The processing takes approximately 14 business days.

Course Withdrawal Refunds

No reduction in liability is available to students who withdraw from the Institute except when approval is given by the proper authorities. Students who wish to withdraw must complete the official withdrawal form (available in the Registrar's Office). Tuition refunds are determined by the date the add/drop or complete withdrawal form is signed by the Registrar.

For all students the following course withdrawal penalty schedules apply:

A. Full Refund

Withdrawal prior to and including the opening day of term.

B. 85 percent Tuition Refund

Withdrawal from the 2nd through 8th day of the term.

C. 70 percent Tuition Refund

Withdrawal from the 9th through 15th day of the term.

D. 55 percent Tuition Refund

Withdrawal from the 16th through 22nd day of the term.

E. No Refund

Withdrawal after the 22nd day of the term.

Return of Funds

Students receiving federal or institutional funds that withdraw from the college may have to return a portion of their financial aid. This includes students who receive financial aid for personal expenses and withdraw during the semester.

Calculation of assistance earned: To calculate the amount of assistance earned by a student, the school must first determine the percentage of aid the student earned. Up through the 60 percent point in the term, the percentage of assistance earned is equal to the percentage of the payment period of enrollment for which was completed as of the day the student withdrew. If the student's withdrawal occurs after the 60 percent point, then the percentage earned is 100 percent. That earned percentage is applied to the total amount of federal assistance that was disbursed (and that could be disbursed) to the student, or on the student's behalf, for the payment period of enrollment for which it was awarded as of the day the student withdrew.

Unearned funds must be returned in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other assistance for which a return of funds may be required.

Other Fee Refunds

Individual fees are not refundable after the first day of the term. Withdrawal from courses does not automatically generate housing or meal plan refunds. Requests for pro-ration of housing and meal plan charges must be submitted in writing to the Student Accounting Office. Refunds are calculated based upon the date the Student Life Office confirms the student has departed campus.

COMMUNITY ARTS CLASSES

Community Arts

Pratt Munson students in good standing may enroll in any adult community class at a reduced rate of 50% of the listed price. Pratt Munson students are always a welcome addition to the non-credit classes. Students are not permitted to utilize classroom or studio spaces during scheduled Community Arts courses. All schedules are posted outside of each classroom and studio.

The School of Art program for Community Arts, founded in 1941, offers part-time, non-credit instruction for beginning, intermediate and advanced students. All classes are taught by academically qualified, active professional artists in the finest studio facilities in Central New York. Sessions are available in Fall, Spring, and Summer.

Community Arts Weather Cancellations

In the event of inclement weather or other emergency cancellation, announcements will be made on the following: Local news outlets, Munson website, School of Art Reception: automated cancellation message, and Munson Social Media.

PLEASE NOTE: We generally do not contact students individually by phone or email for inclement weather cancellations. Munson and our instructors make reasonable efforts to reschedule some adult classes canceled due to inclement weather or other emergencies however it is not always possible.

Kids and Teens: Because of heavy classroom usage between the college program and other CAE classes, we do not offer makeup classes for children and teens.

Community Arts Course Changes and Cancellations

Course catalog and class listings must be considered informational and not binding on the Institute. Community Arts classes are subject to minimum enrollment guidelines. We make every effort to notify students of canceled classes in a timely fashion. However, courses are sometimes canceled as late as the day of the first class meeting. If your course is canceled, you are contacted and given the option of substituting another course or receiving a full refund. It is extremely important that we have your correct email and phone number. Additionally in these circumstances, please note that Munson is not responsible for supplies purchased prior to the start of classes.

Community Arts Refund Policy

· A full refund will be granted for Community Arts classes or workshops when an entire course is canceled or the School of Art Reception office receives an official withdrawal from a student prior to the first scheduled class meeting.

- A pro-rated refund may be given after the second scheduled class, based on last day of attendance and/or date the official withdrawal form is received by the Registrar.
- After the third scheduled class, no refund will be granted unless it is a medical emergency accompanied by a doctor's note.

This refund policy covers withdrawals for any reasons including injury, illness, or family emergencies. Refunds of fees take up to four weeks to process and take the form of the original payment method for the canceled course. Checks are mailed directly to the student's home address. Official Withdrawal Forms may be downloaded from the website or obtained at the School of Art reception desk.

Community Arts Dismissal

Students are expected to abide by studio rules and to compose themselves in a courteous and polite manner at all times. Community Arts students are expected to adhere to the Pratt Munson/Munson Student Code of Conduct.

Munson instructors may, with the approval of the Community Arts Director or Dean, dismiss from class or refuse enrollment to any attendee who is disruptive or uncooperative or whose skills are advanced beyond the level of instruction of a particular class or section. Students may or may not be given a warning by the Instructor, Director, or Dean before dismissal.

Artists-in-Residence

The Munson School of Art Artists in Residence (AIR) Program consists of one to two artists from different disciplines recruited via open call to live and work on the Munson/Pratt Munson campus in Utica, NY for one academic year.

The program is designed for emerging visual artists to gain teaching experience within the Pratt Munson College of Art and Design Program and School of Art's non-credit program while developing their studio practice. AIR's are involved in their departments, work on campus, present lectures, launch a spring exhibition, and represent a professional bridge between Pratt Munson students and artist professors.

Areas of residency rotate each academic year. An AIR could be accepted in up to two of the following media in future calls: Animation, Painting/Drawing, Ceramics, Jewelry/Metals, Photography, Printmaking, Sculpture, Communications Design, and Video.

REGISTRATION

In order to attend any course at Pratt Munson, a student must:

1. be formally approved for admission;
2. have a program of courses documented and approved by the school's Registrar on the appropriate registration form;
3. pay prescribed tuition and fees.

Students are fully responsible for tuition and fees after they complete steps one and two above. If students do not complete step three before the first day of class, their unpaid registrations are canceled and they are subject to the withdrawal penalties in effect at that time. Instructors will not admit students to classes in which they are not officially registered as evidenced by official class lists. Credit will not be recorded for a course taken without validated registration.

Registration dates will be determined by the Registrar. Responsibility for a correct registration and a correct academic record rests entirely with the student. Students are also responsible for knowing regulations regarding withdrawals, refund deadlines, program changes and academic policy.

Identification Cards and Services

Upon entering Pratt Munson, students are issued identification cards which they must present to receive services available to students and to identify themselves to Institute officers as necessary. Persons who cannot or will not produce a student identification card are not recognized as students and are not entitled to student services.

Chosen Name Change Policy

Munson recognizes that some members of the Munson community choose to use names other than their legal ones to identify themselves. As long as the use of the chosen name is not for the purposes of misrepresentation or attempting to avoid a legal obligation, Munson acknowledges that use of a chosen name may be used when possible in the course of business and education.

Any member of the Munson community may choose to identify a chosen first name in addition to their legal name. The chosen name will be used in all Institute business, except where use of the legal name is required. Some permanent records, such as payroll and Human Resources documents and records, student admission applications, financial aid, transcripts, etc. will require the use of a legal name. Chosen name may be used wherever reasonably possible, such as identification badges, email accounts, and student rosters. Munson will use legal name unless or until a chosen name is requested by using the "Chosen Name Change Request Form" or as indicated on any other Institute form.

Inappropriate use of the chosen name, including, but not limited to misrepresentation, attempting to avoid a legal obligation, may be cause for denying the request.

Munson will not charge for a change to a student's legal name due to marriage, divorce, court order, etc. with proper documentation (i.e. social Campus Safety card with new legal name). Students may request the change to their chosen name, via a form available in the Registrar's Office, by the drop/add date at no charge. Thereafter, a fee of \$25 will be charged to reprint the student ID card.

Pratt E-Mail Accounts and OneKey Access

Pratt e-mail and OneKey accounts are assigned to all students who register for classes. OneKey is Pratt's interactive student portal. It provides access to grades, schedules, graduation and transcript applications, and other student and registration-related information. No additional applications or activations are necessary. All student usernames are automatically assigned by Pratt's Information Technology Office. The Pratt e-mail address is the only form of authorized electronic communication at Pratt. All official communication sent electronically will be sent to this address. Students and faculty are required to take advantage of this valuable channel for communication.

New Student Initial Registration

Entering first year and readmitted students have a predetermined schedule sent to them via email prior to the fall start date. Payment of tuition and fees must be completed by the scheduled date to avoid a late fee.

All entering students are required to participate in the Orientation program before the start of their initial semester.

Continuing Student Advance Registration

Advance registration is held each spring for fall semester and each fall for the spring semester. Registration information is distributed via email prior to registration.

In order to avoid late fees, all registered students who plan to continue in subsequent semesters are required to register in advance of that semester. Failure to register in advance will result in a late fee and will severely jeopardize students' chances of obtaining the academic course schedule they desire.

Late Registration

Students who do not complete payment during their designated registration periods are subject to late payment fees. The amounts and timing of these fees are described in the Tuition and Fees section of this bulletin and the Pratt Munson Calendar. Registration or reinstatement after the first 15 days of a session or semester requires a written appeal.

Program Changes

Program Course/Section Adjustments

The program for which the student registers is the course of study the student must follow. No change of course(s) or section(s) is recognized as official by the Institute unless:

- registration has been fully processed,
- registration has been validated by the Finance Office,
- written approval(s) for change of registered program(s) is obtained from the Registrar.

Course Additions

No new registrations, voluntary course additions, or section changes are permitted beyond the second week of the semester.

Course/Section Withdrawal

It is the responsibility of the student to report an official withdrawal from any course/section or any decision on the part of the student not to attend any registered course/section by filing a properly completed Drop/Add form with the Registrar. Students who do not officially withdraw from a registered course receive an F or NR (no grade) for the course. Students who stop attending a course without having officially filed the Drop/Add form during the published refund periods will not be eligible for a retroactive refund.

Failure to attend classes and notify the instructor, or failure to make or complete tuition payment does not constitute an official withdrawal.

Students may withdraw from a course during the first seven weeks of the fall or spring semester. When the withdrawal form has been submitted to the Registrar's Office, a WD designation is entered on the student's academic record. No course withdrawal will be accepted after the seventh week.

WD grades earned via the official withdrawal procedure may not be changed.

Complete Withdrawal from the Institute

Official complete withdrawal must be reported on a complete withdrawal form and signed by the student. Withdrawal forms, available in the Registrar's Office, must be presented in person to that Office after the necessary signatures have been obtained by the student. Students who withdraw without securing approval for a leave of absence (see below) or whose leave of absence has expired without renewal and who are subsequently readmitted will be bound by program and degree requirements in force during the academic year in which they are readmitted.

Leave of Absence

If you are in good academic standing and have paid your Institute account in full, you can request a leave of absence by completing a "Leave of Absence Form." Leaves are granted for up to one academic year, with extensions possible. If you return at the end of an approved leave, you do not need to apply for readmission. You should get all signatures below that apply to you, before returning your form to the Registrar.

Signatures needed can include:

1. The Dean
2. Student Accounts Office
3. Student Life Office
4. Financial Aid Director

Returning from a Leave of Absence

When applicable, if a student is requesting to return to campus after a leave, the Registrar and/or the Dean should consult with the Counselor to review the circumstances of the leave. If deemed necessary by the Dean and Counselor, treatment records obtained during the leave of absence may be needed for review. Once received, the records will be reviewed by the Counselor before granting a student's return.

If necessary, upon return to campus, the student will meet with Counselor for an initial assessment. This information is communicated to the student with their return information from the Registrar and/or the Dean. If the student does not comply with this, the Dean will follow up with the student.

Readmission

Students who take a semester or more off without an official leave of absence must apply for readmission. Applications for readmission are available from the Admissions staff. Readmission applications require a fee of \$40. You should allow two to three weeks for processing, so apply early to avoid late registration and late payment fees.

Personal Data Changes

Students are responsible for reporting personal data changes to the Registrar's Office. Consult the Registrar's Office for procedural details on reporting these changes.

Grade Reports

Grades may be obtained online through your OneKey account (www.pratt.edu/mypratt/) and are available approximately one week after the last day of the semester. Grade reports are not mailed to students. Unofficial transcripts are also available through your OneKey account. Official transcripts can be requested online through the National Student Clearinghouse website (www.getmytranscript.com).

GENERAL ACADEMIC POLICIES

Procedures/Grades

Grading System

Letter Grades that Affect the Academic Index

A, A-: Excellent

The student has consistently demonstrated outstanding ability in the comprehension and interpretation of the content of the course. (Numerical Value: A = 4; A- = 3.7)

B+, B, B-: Above average

The student has acquired a comprehensive knowledge of the content of the course. (Numerical Value B+ = 3.3; B = 3; B- = 2.7)

C+, C, C-: Acceptable

The student has shown satisfactory understanding of the content of the course. (Numerical Value: C+ = 2.3; C = 2; C- = 1.7)

D+, D: Less than acceptable

The student lacks satisfactory understanding of course content in some important respects. (Numerical Value: D+ = 1.3; D = 1)

F: Failure

The student has failed to meet the minimum standards for the course. (Numerical Value: 0)

NR: No record

Given for either unreported withdrawal from a course or an unreported grade. All NR designations must be resolved by the end of the following term or the grade is changed to a failure with a numerical value of 0.

INC: Incomplete

A designation given by the instructor at the written request of the student and available only if the student has been in regular attendance, has satisfied all but the final requirements of the course and has furnished satisfactory proof that the work was not completed because of illness or other circumstances beyond the student's control. The student must understand the terms necessary to fulfill the requirements of the course and the date by which work must be submitted. If the work is not submitted by the understood date of submission—not exceeding the end of the following term—the Incomplete will be converted to a failure, with a numerical grade value of 0.

NOTE: The highest grade acceptable for recording is A (4) and not A+, and D (1) is the only grade preceding F (0) and not D-.

Letter Grades that Do Not Affect the Academic Index

AUD: Audit, no Credit

Students must register for courses they plan to audit indicating "Auditor only, no credit." Tuition and fees are the same as for courses which are taken for credit. (No numerical grade value.)

CR: Credit

Indicates that the student's achievement was satisfactory to assure proficiency in subsequent courses in the same or related areas. The "CR" grade does not affect the student's scholarship index. The "CR" grade is to be assigned only if the following situations are applicable: the student is enrolled in any course offered by a school other than the one in which the student is matriculated and had requested from the professor at the start of the term a "CR/NCR" option as a final grade for that term, or the instructor has first received approval to award "CR" grades from the Dean's office.

NCR: No Credit

The student has not demonstrated proficiency. (See CR for conditions of use. No numerical value.)

R: Course Repeated for better grade (No numerical grade value.)

WD: Withdrawal from a registered class Indicates that the student was permitted to withdraw from a course in which the student was officially enrolled. (No numerical grade value.)

Grade Point Average

The grade point average, a student's average rating, is computed by multiplying only those credits evaluated by a numerical value, i.e.,

A = 4.0	B+=3.30	C=2.0	D+=1.30
A- = 3.70	B= 3.0	C-=1.70	D=1.0
	B- = 2.70	C+= 2.30	F=0.0

(If unresolved at the end of the following semester, INC = F= 00, and NR = F= 00.)

By adding the results of these calculations and dividing that sum by the total credits evaluated, we compute a GPA. For example,

Numerical

Grade	Value	Credits	Completed	Total
A	4.0	x	3	12.0
B+	3.3	x	3	9.9
C-	1.7	x	3	5.1
D	1.0	x	3	3.0
F	0.0	x	3	0.0

The GPA is 30 divided by 15 or 2.00. INC (incomplete) and NR (no record) do not carry a numerical value for the first semester following the one in which they were given. Thereafter, if unresolved, the INC and NR carry a numerical value of 0.

The following grades do not carry numerical values and are never calculated in the GPA:

P	Pass	CR	Credit	U	Unsatisfactory
WD	Withdrawal	AUD	Audit	NCR	No Credit
INX	Extended Incomplete				

Final grades for credit transferred from other institutions to your Pratt record are NOT computed in the GPA.

Final Grades Grade Disputes and Grade Change Policies

All grades are final as assigned by the instructor. If a student feels that a grade received is an error, or that he or she was graded unfairly, it is the student's responsibility to make prompt inquiry of the instructor after the grade has been issued. Should this procedure not prove to be an adequate resolution, the student should contact the Dean to arrange a meeting and appeal the grade. If this appeal is unsuccessful a further and final appeal can be made to the Dean. It is important to note that only the faculty member who issued the grade holds the authority to change the grade. If a grade is to be changed, the student must be sure that the change is submitted within the following semester. Petitions for change of any grade will be accepted only up to the last day of the semester following the one in which the grade was given. Other than resolution of an initially assigned incomplete grade or of a final grade reported in error, no letter may be changed following graduation.

Credit

Each term is a minimum of 15 weeks; special sessions are of variable length. For courses which are passed, a credit is earned for each period (50 minutes) of lecture or recitation and for approximately one and one-half periods of laboratory or studio work each week throughout the term or the equivalent throughout the sessions. Each credit a student carries requires not less than three hours of preparation per week including lecture and recitation, laboratory and studio work and homework.

Courses to be Repeated

A repeated course must be the same course as the one for which the previous final grade was awarded.

Undergraduate students must repeat all required courses in which F is the final grade. With the approval of the advisor, the student may choose to repeat any course in which D is the final grade. The initial grade will be recorded as R (repeat) and only the subsequent grade earned will be averaged in the cumulative index.

HMS101A and HMS201A Grade Explanation

Contrary to all other courses at Pratt, students must receive a grade of "C" or better to pass HMS101A and HMS201A (Introduction to Literary and Critical Studies I& II). Students should take HMS101A in the fall of the first-year and HMS201A in the spring of the sophomore year.

Academic Standing

The student is responsible at all times for knowing his/her own scholastic standing in reference to the published academic policies, regulations and standards of the Institute.

Attendance and Conduct

The continued registration of any student is contingent upon regular attendance, the quality of work, and proper conduct. Irregular attendance, neglected work, failure to comply with Institute rules and official notices, or conduct not consistent with general good order is regarded as sufficient reason for dismissal. The student is expected to attend all classes unless excused by the instructor. Any unexcused absence may affect the final grade.

Good Standing

Institute policies on academic standing are intended to ensure that all students receive timely notification when they are subject to academic discipline or achieve academic honors. Students subject to academic discipline are encouraged to take advantage of support services available to them, including academic advisement, in an effort to help them meet Institute academic standards.

Full-time Student

Undergraduate students must be registered for a minimum of 12 semester credits in order to maintain full-time status.

Part-time Student

Undergraduate students are classified as part-time if they schedule or drop to fewer than 12 credits of registered course work.

Qualitative Standards:

- a. The school evaluates the academic standing of its students twice during the academic year. The evaluations take place at the end of each major semester (fall and spring).
- b. Academic standing is based on cumulative grade point average (academic discipline) and term grade point average (academic honors). Term and cumulative grade point averages are calculated using the guidelines published in this catalog. Beginning with the spring 1992 semester, a student's GPA above 2.0 will be rounded to one decimal point in evaluating eligibility for President's List and Dean's List honors and eligibility for restricted/endowed scholarships. Rounding is not utilized if a student's cumulative average is below 2.

c. Standard notification letters are mailed to students in the following categories:

- President's List Honors Recipients
- Dean's List Honors Recipients
- Academic Probation Standing
- Candidates for Academic Dismissal

d. President's List Honors Recipients are defined as follows: Students whose term grade point average is 3.6 or higher and who have completed 12 or more credits in that term with no incomplete grades.

e. Dean's List Honors Recipients are defined as follows: Students whose term grade point average is between 3.0 and 3.5 and who have completed 12 or more credits in that term with no incomplete grades.

f. Students are, without exception, placed on Academic Probation in the first semester that their cumulative grade point average falls in the ranges shown below:

Credits Completed

1 to 23	CGPA	1.500-1.999	24 to 58	CGPA	1.500-1.999
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No indication of academic probation will appear on a student's transcript, but a record of probation will be maintained in the student's academic file.

g. Student Life staff schedules progress meetings as necessary with each student during his or her probation semester.

h. Students are limited to two non-consecutive probation semesters. Students who complete their first probation semester without achieving the required 2.0 cumulative average are subject to dismissal as described in item i. If a student has been granted two prior probationary semesters, and his or her cumulative average falls below 2.0 for a third time, that student is subject to dismissal. Students who are dismissed can apply for readmission to Pratt and can seek advice on readmittance from the Admissions staff.

i. Students are subject to academic dismissal if their cumulative grade point average is 2.0 or less at the end of an academic probation semester. Students are also subject to dismissal without prior probation if they do not meet minimum cumulative averages for their grade classification:

Credits Completed

1 to 23	CGPA	<1.500	24 to 58	CGPA	<1.500
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j. Extenuating circumstances, such as serious medical or personal issues can lead to waiver of the Academic Dismissal. Probation may be offered to students who complete an "Appeal of Academic Dismissal Form" and obtain written approval from the Dean of the School.

k. Students must make reasonable progress in terms of credits completed each term in addition to meeting the standard for cumulative grade point average. These standards ensure that students are making steady progress toward graduation and can help students avoid excessive student loans. The total number of semesters a full-time student may be awarded financial aid is indicated in the table below.

In order to be considered in good academic standing, and to remain eligible for financial aid, full-time students must meet the following completed credit requirements to start the term shown:

Term Completed Credits

1	0	2	12	3	24	4	38	5	52
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l. Transfer students are evaluated for quantitative standards based on the number of transfer credits accepted.

m. Part-time students have double the time frames shown above to complete their studies. Credit requirements for students who combine full-and part-time studies will be evaluated on an individual basis.

n. Students who are recipients under the New York State Tuition Assistance Program must also meet academic standards mandated by New York state. In addition, any account with the Finance Office and all other obligations to the Institute must be cleared and the student must be free of involvement in any disciplinary action.

Commencement

To be eligible to participate in the commencement ceremony students must have completed two years of coursework at Pratt Munson and have a cumulative grade point average of 2.0 or higher and have accumulated a minimum of 54 credit hours.

Requirements to Relocate to Pratt Institute Main Campus

Pratt Munson students are required to complete the two year curriculum on the Utica campus before they relocate to the Brooklyn campus. Students must have a cumulative grade point average of 2.0 or higher and have completed a minimum of 54 credit hours with all studio courses completed.

Note: Transfer students are evaluated for transfer credit and may complete the program at Pratt Munson in fewer than two years. They will be evaluated for advanced standing based on their portfolio and the similarity of studio courses taken at any previous college.

Pratt Munson students who complete the first two years at Pratt Munson but decide they want to change their major when they relocate to Pratt must submit a request to the Pratt Munson Registrar. Acceptance to a different program at Pratt is not guaranteed, although every effort is made to accommodate students. Students accepted to a different program at Pratt may need to take an additional year to complete their B.F.A. degree. Students interested in switching to fashion or architecture will require an additional two to three years. Note: Architecture is a five-year program.

ACADEMIC RESEARCH

Library

The Pratt Munson Library offers an extensive collection of art books, independent and international films on DVDs, and world music CDs for you to borrow for your class assignments or entertainment. The collection includes more than 32,000 visual and fine arts books, 2,500 independent and educational films on DVD, 20 current periodical subscriptions, 2,250 music CDs, and 170 full and partial text, image, and streaming video databases. Items may be borrowed and renewed for generous loaning periods.

The Library features resources on 19th, 20th, and 21st century artists from around the world. This includes art movements, art theory and aesthetics, and scholarly publications on artists of diverse ethnicities, gender identities, and mediums throughout history. There is no cost to borrow from the Library. Interlibrary loan services are also available, free of charge, for your requests of books and articles from outside libraries, nationally and internationally.

You can obtain personalized research assistance with your class assignments from the professional Library staff. We are also happy to help you search the catalog and databases as well as provide you with training on computer equipment and software applications. The Library catalog is available at www.prattmunson.edu/academics/library/. Database login information is available on-site.

Your student photo identification card serves as your Library card and should be presented when borrowing materials. Fines are owed for any items that are returned late. Library materials not returned within 30 days of their due date will be presumed lost and the student is responsible for the full replacement value of the item plus a processing fee.

You can make color and black-and-white prints, copies, or scans using your PaperCut account in the Library. In addition to being a wireless environment, PC computers are available for your use and all offer Google Chrome, Word, and PowerPoint. DVD players are available to borrow or use in the Library.

Free writing assistance services are available to you, in the Writing Lab in the Library. There are study tables throughout the Library as well as a lounge where you are welcome to study, visit with friends, enjoy your snacks and beverages, or watch movies in a relaxing environment. Artist opportunity information on international residencies, exhibitions, and employment is posted in the Library and regularly updated.

The Library is on the second floor of the Academic Center at 510 Henry Street and open year-round. Throughout the academic year, you have access to all Library resources and services seven days a week: Monday through Thursday from 9 a.m. to 9 p.m., Friday from 9 a.m. to 5 p.m., Saturday from noon to 5 p.m., and Sunday from 3 p.m. to 8 p.m. Extended hours are available during final critique and exam periods. Your questions are welcome at Library@prattmunson.edu at 315-797-0000 ext. 2123, or in person at the iDesk.

CAMPUS SAFETY

The Campus Safety Department is a service unit dedicated to the protection of life and property and providing a safe campus environment. The Campus Safety Department is staffed 365 days per year and 24 hours per day. The main Campus Safety Office is located at 1208 State Street. The emergency on-campus phone number is ext. 4444. This four-digit extension must be dialed from an on-campus phone. Emergency phones are located on each floor of the residence halls. Picking up the phone will immediately connect the caller to the Campus Safety dispatcher. The nonemergency/business phone number for Campus Safety is 315-797-0000 ext. 2175. Campus Safety direct dial line is 315-724-2670. Campus phones are available in the residence halls vestibules, classrooms, and hallways. Emergency phones are located on each floor of the residence halls.

The Campus Safety Department has New York State Licensed Safety Officers patrolling the campus, parking lots, and campus perimeter, as well as making campus building inspections. In addition to the above, the Campus Safety Department monitors a network of closed-circuit television cameras which are strategically located throughout the campus. In an emergency, the Campus Safety Department will communicate to students, faculty and staff via Pratt Munson Safe App Notifications, telephone, radio, and the campus exterior public address system.

The residence hall entrances are locked 24 hours a day, with access granted via a proximity card access system. All entrance and exit doors are alarmed and monitored via computer and a fiber-optic closed-circuit camera system.

Classroom building and studio entrances are locked 24 hours a day, with access granted via a proximity card access system. The main academic buildings are alarmed and monitored via computer and a fiber-optic closed-circuit camera system.

Please see Pratt Munson Annual Security and Fire Safety Report.

Crime Statistics

PROP. CRIME	ON-CAMPUS			OFF-CAMPUS			RESIDENCE HALLS			PUBLIC		
	19	20	21	19	20	21	19	20	21	19	20	21
MURDER	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL OFFENSE	0	0	0	0	0	0	0	0	0	2	0	1
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2	0	0	0	0	0	0	0	0	2	2	2
BURGLARY	2	0	0	0	0	0	0	0	0	2	2	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	2	3
ARSON	0	0	0	0	0	0	0	0	0	1	0	0
MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY/THEFT	2	0	0	0	0	0	2	0	0	27	15	10
ARRESTS												
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	1	0	1
DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	7	3	2
WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0	1	2	2
CAMPUS DISCIPLINE												
LIQUOR LAW VIOLATIONS	37	4	9	13	0	0	37	4	9	0	0	0
DRUG ABUSE VIOLATIONS	14	0	5	1	0	0	1	0	5	0	0	0
WEAPONS POSSESSION	1	0	0	0	0	0	1	0	0	0	0	0

1. New York State Level 3 Sex Offender information available at: http://www.criminaljustice.state.ny.us/SomsSUBDirectory/search_index.jsp

2. No Hate crimes reported for calendar years 2019, 2020 or 2021.

Public Property areas for the Munson/Pratt Munson campus are as follows:

300 Block Westside of Genesee St (Cottage to Plant)

500 Block Henry Street (State to Hart)

1100 and 1200 Blocks of State Street (Cottage to Plant)

500 Block Kirkland Street (State to Hart)

1100 and 1200 Blocks of Hart Street (Cottage to Plant)

500 Block Plant St (State to Hart)

Cottage Pl. from Genesee to Hart St. (10s, 500, 600)

500 Block William Street (State to Hart)

600 Block Tracy St.

VAWA Statistics - 2019

Crime	On Campus	Off Campus	Residence Halls	Public Property
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Sexual Assault	1	1	0	2
Stalking	1	0	0	0

VAWA Statistics - 2020

Crime	On Campus	Off Campus	Residence Halls	Public Property
Domestic Violence	2	0	2	0
Dating Violence	2	0	2	0
Sexual Assault	0	1b	0	0
Stalking	0	2	0	0

VAWA Statistics - 2021

Crime	On Campus	Off Campus	Residence Halls	Public Property
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Sexual Assault	0	0	0	0
Stalking	0	1	0	0

**Violence Against Women Reauthorization Act of 2018 (VAWA)
(Public Law 113-4)**

b-Non-consensual sexual contact

Residence Hall Campus Safety

Pratt Munson is located in an urban environment; therefore, all students must be keenly aware of their own personal safety and must contribute to the overall safety of all members of the community.

Although 24-hour coverage is provided by the Campus Safety Department, each student must be conscious of their personal safety. For example, you are advised not to:

- Walk around the neighborhood/campus alone after dark.
- Leave the door to your room/suite unlocked, whether or not you are home.
- Carry large amounts of cash.
- Leave personal property alone unattended in public areas.
- Lock your vehicle and do not leave personal property inside.

Emergencies

In case of emergency, call Campus Safety from on campus at ext. 4444. To report emergencies from your phone, you must dial 315-724-2670 or use the mobile bluelight on the Pratt Munson Safe App.

In case of fire in your room, leave immediately and pull the closest fire pull box as you exit the building. Once you have left the building, call Campus Safety and give your name, location, and type of fire.

Each room or suite is equipped with a smoke detector. Students who tamper in any way with any fire safety equipment, jeopardize their continued residency in Pratt Munson residence halls. Students who falsely activate a fire alarm will be disciplined.

Emergency Alert System

Pratt Munson Safe is the official safety app of Pratt Munson. It is the only app that integrates with Pratt Munson's safety and security systems. Campus Safety and Student Life have worked to develop a unique app that provides students, faculty, and staff with added safety on the Pratt Munson campus. The app will send you important safety alerts and provide instant access to campus safety resources.

Download today to ensure you are prepared in the event of an emergency.

Download the app here: <https://apparmor.apparmor.com/clients/prattmunson.edu/>

When using the Pratt Munson Safe App, you must allow notifications and access to your location for the features to work. In order to do this, open your Pratt Munson Safe App. For notifications, click "About/Preferences" then "Notification Settings" then click "Enable Notifications."

Pratt Munson Safe features include:

- Emergency Contacts: Contact the correct services for the Pratt Munson area in case of an emergency or a non-emergency concern
- Mobile BlueLight: Send your location to Pratt Munson Campus Safety in real-time in case of a crisis
- Friend Walk: Send your location to a friend through email or SMS on your device. Once the friend accepts the Friend Walk request, the user picks their destination and their friend tracks their location in real time; they can keep an eye on them to make sure they make it safely to their destination.
- Report a Tip: Report a safety/security concern directly to Pratt Munson Campus Safety.
- Virtual Walk Home: Allow Campus Safety to monitor a user's walk. If a user feels unsafe when walking on campus, they can request a Virtual Walk Home and a dispatcher on the other end will monitor their journey until they reach their destination.
- Safety Toolbox: Enhance your safety with the set of tools provided in one convenient app.
- Chat with Campus Safety: Communicate live with safety staff at Pratt Munson via chat.
- Notification History: Find previous Push Notifications for this app with the date and time.
- I am OK! Send your location and a message indicating that "You're OK" to a recipient of your choosing.
- Campus Map: Navigate around the Pratt Munson area.
- Emergency Plans: Campus emergency documentation that can prepare you for disasters or emergencies. This can be accessed even when users are not connected to Wi-Fi or cellular data.
- Support Resources: Access support resources in one convenient app to enjoy a successful experience at Pratt Munson.

- Safety Notifications: Receive instant notifications and instructions from Pratt Munson safety when on-campus emergencies occur.

Text Alerts

If you only want to receive TEXT (SMS) notifications, sign up by texting the word Munson to 237233.

Emergency Notifications and Timely Warnings

Campus Security Alert is issued for incidents that do not require a campus wide lockdown. This list is not all-inclusive.

- Police Activity in the Area
- Crime in Progress (Non-Violent)
- Looking for a Suspect
- Pursuit of a Suspect
- Arrest
- Fight
- Demonstration or Protest
- Clery Act Timely Warning

Safety Alert is issued for incidents that affect the health and safety of staff, faculty, students and visitors. This list is not all-inclusive.

- Severe Weather - Tornado, Damaging Winds, 12+ inches of Snow, Temperature at or below minus 10 Degrees Fahrenheit or above 90 Degrees. National Weather Service severe weather warnings.
- Fire, Flooding, Gas Leak, Hazardous Material Spill in an institute building or near campus that might impede operations or traffic.
- Significant Traffic Issues - Major Road Closures (Arterial, 840 I-90)
- Significant Disruption of Services - Electricity, Heat, A/C, Water.
- Food Service, Etc.

Lockdown Procedures

These lockdown procedures are established to protect Munson/Pratt Munson students, faculty, staff, and visitors for threats or emergencies involving gunfire, dangerous intruders, and safety hazards. When a lockdown emergency is called, all activity is to cease and all are to find a safe space within the room. No one is to leave that space or open the door for anyone for any reason. When a lockdown warning is issued, students are instructed to follow all directions of Campus Safety Officers, faculty members, or administration.

When it is certain that there is no danger, a Campus Safety Officer will announce an "All Clear" and normal operations can resume.

Fire Drills/Alarms

Fire drills are conducted throughout the year in all campus buildings (residence halls, academic buildings, and administrative buildings). All students, faculty, and staff are required to participate. Follow instructions given by authorities in the building if you hear a fire alarm.

Identification Cards

You must carry your I.D. card with you whenever you are on the Munson campus or using Munson/Pratt Munson facilities. Further, you are required to produce this card when requested by an authorized person, such as Campus Safety personnel or staff/faculty person responsible for a facility.

The card will enable you to use all campus facilities and services and will identify you as a part of the campus community. It may entitle you to discounts at student-sponsored events and is required for students to gain access to the residence halls.

An I.D. card that has been lost or stolen can be replaced for a \$25 dollar replacement fee. Verification of College status is always required prior to the issuance of an I.D. card. Students who provide false information or misrepresent other persons for the purpose of obtaining a falsified I.D. card will be subject to disciplinary action.

Lost cards should be reported to the Campus Safety Department immediately. Maintaining safe halls is one of the major goals of the Campus Safety Department and Munson/Pratt Munson. Students who fail to show a valid I.D. upon entrance to a residence hall may face disciplinary action.

Keys

All issued keys remain the property of Munson. If students move, they must return their keys to the Campus Safety Department and sign for the keys to the new room/suite. Trading of keys is not allowed and will result in a fine. All lost/stolen keys must be reported to the Campus Safety Department immediately. The fee for replacement of a lost or stolen room key is \$10 per key (all issued keys for that core will be replaced) and \$50 per core. The individual who lost the key will be assessed for all keys and cores. The fee for replacement of a lost mailbox key is \$25.

Lost and Found

The Campus Safety Department is responsible for the administration and functioning of Munson's Lost and Found program. All items of value found on the Utica Campus should be turned into the Campus Safety Department at 1208 State St. or to a Campus Safety Officer. The individual should provide the date, time, and location the property was found. All items left over 90 days will be donated to a local charity or disposed of.

Campus Insurance and Liability Policy

While every effort is made to ensure the safety and campus safety of individuals and their property at Pratt Munson, students and their property are not covered by an insurance policy that covers losses or accidents sustained. It is important to note that works of art by students are not deemed to be of any monetary value beyond the costs of materials used, which must be properly documented. For this reason, students may want to purchase their own comprehensive insurance (including theft, accident, and personal liability) to protect themselves.

Items valued at under \$100

If the items have identifying marks and/or information, the Campus Safety Department will attempt to contact the owner. If the owner cannot be located within (90) ninety days, the property will be given to charity. If the Campus Safety Department has available storage space, the items will remain in the Campus Safety Department until the end of the academic year. There is no guarantee the items will remain longer than the 90 days. Please note that clothing, shoes, and umbrellas fall into the under \$100 category.

Items with a value over \$100

If the items have identifying marks and/or information, the Campus Safety Department will attempt to contact the owner and will check to make sure the item has not been reported stolen. All items will be disposed of in accordance with New York State Law. Please note that purses, wallets, checkbooks, bicycles, and computers generally fall into this category.

Locating Lost items

Contact Campus Safety at ext. 2175 or stop by 1208 State St. If you have lost an item, and if it has not been turned into Campus Safety, the information will be logged in case the item is turned in at a later date.

Campus Parking Policy

The Munson/Pratt Munson campus is designated as private property and the use of the roadways and parking areas are a privilege restricted to persons who have a direct and legitimate relationship with the Institute. The object of these regulations is to provide more effective and convenient use for all. Parking is permitted only in designated areas. Regulations are enforced throughout the year, including vacation periods.

Any questions pertaining to the regulations must be directed to the Campus Safety Department, as we are not responsible for information given out by others. All motor vehicles to be parked on campus must be registered with the Campus Safety Department and properly display a current permit. Parking permits cost \$120 annually. The expiration date is located on the permit application. It is the responsibility of the person who registers a vehicle to ensure that the permit is displayed at all times while parked on campus and is clearly visible. All updates of vehicle registrations must be reported to Campus Safety. Motorcycles are subject to the same regulations as other vehicles.

Parking areas designated for parking, as established by the regulations of this Institute, are the only legal parking areas on campus. All other areas, whether marked or not, are illegal.

Lock your vehicle and conceal all valuables. The Institute assumes no responsibility for vehicles or their contents on campus property. Any incident must be reported to the Campus Safety Department immediately. Parking violations are issued when necessary.

Repeated violations may result in the loss of parking privileges and/or the vehicle may be towed by a commercial towing service at the owner's expense. Student transcripts, diplomas, and registration will be held until all financial obligations have been resolved by the Campus Safety Department. Vehicles without permits displayed so they can be easily viewed by officers may be booted without notice. All permit holders will be responsible for their permit number regardless in what vehicle it is displayed. There is a \$25 replacement fee for lost or stolen permits.

For complete rules and regulations, see the "Parking and Traffic Handbook" available in the Campus Safety Office. A copy will be provided to all students when they register their vehicle.

Fines are payable in the Campus Safety Office Monday to Friday 9:30 a.m. to 3 p.m., cash or check. Fines may be charged to the student's account.

Building Closing Times

Due to the various times different buildings must be closed, it is requested that all inquiries be made to the Campus Safety Department. All buildings are closed on official school holidays.

STUDENT LIFE

Student Life Mission Statement

The Student Life Office strives to provide a safe and inclusive environment to promote the holistic development of Pratt Munson students, not only as artists but as actively engaged and responsible community members.

The following Offices are housed in Student Life:

- Counseling
- Health
- Student Activities and Leadership
- Residence Life

Mental Health Counseling

Counseling services are available at no charge to all Pratt Munson students. The Mental health counseling services are available to all Pratt Munson students through the Counseling Center. These services are confidential, free of charge, and unlimited. Sessions can be for individuals or groups. Common needs addressed include: :

- Stress management
- Peer pressure/conflicts
- Gender identity
- Anxiety
- Sexual identity
- Drug/alcohol-related problems
- Emotion management
- Family stressors
- Relationship issues
- Suicidal thoughts
- Depression
- Eating disorders
- Crisis management
- Academic stressors

Phone: 315-797-0000 Ext. 2012

Email: counseling@prattmunson.edu

Location: First floor of the Student Life Offices building, 1124 State Street

Referrals

Referrals can be made by anyone, including faculty, staff, Campus Safety, parents, and students. Referrals can be sent to counseling@prattmunson.edu. The Counseling Center can also make referrals to community resources as needed.

Confidentiality

Confidentiality is an essential part of any clinical relationship. All aspects of student participation in services through the Counseling Center, including scheduling appointments, content of individual and group sessions and any records, are completely confidential as outlined by federal and state law. Communication between a clinician and client can only be disclosed when: a) the client signs a release of authorization form authorizing disclosure or b) in cases of immediate danger or serious harm to the client or someone else.

Counseling records are maintained in confidential, electronic, secure files completely separate from the student's academic record and cannot be accessed by faculty, parents, or staff outside the Counseling Center without the student's signed consent.

Additional Resources

Campus Safety: 315-724-2670

National Suicide and Crisis Lifeline: Dial 988

Trevor Hotline for LGBTQ+: 1-866-488-7386

YWCA 24-hour Domestic Violence/Sexual Violence Hotline: 315-797-7740

If you are experiencing a mental health crisis during regular business hours (8:45 a.m.-4:45 p.m.), Please contact the Counseling Center at 315-797-0000 ext. 2012/2296. During off hours or if you are unable to reach the Counseling Center, please contact Campus Safety at 315-724-2670.

Vision

The Counseling Office aspires to maintain a standard of excellence in practice for its provision of student psychological and educational services through individual and group counseling, therapeutic groups, academic advocacy, crisis management, and campus-wide participation in community events centered on wellness.

Values

- Facilitate personal growth and emotional and mental well-being
- Respect for diversity and individuality
- The importance of balancing personal and academic success
- The integrity and responsibility of individual choice
- Self-knowledge and self-efficacy
- Advocating for social justice and human dignity

Resources

If you have a mental health crisis or emergency during regular business hours, contact the Counselor at 797-0000 ext. 2012. If you have a crisis or emergency outside regular business hours or are unable to reach the Counselor, please contact Campus Safety (797-0000 ext. 4444). In case of a mental health emergency and the Counselor is unavailable, students may also contact MCAT at 315-732-6228.

Health Office

The Health Office (Phone number is 797-0000 ext. 2230), located in the basement of the Student Center, provides:

- Assessment of injuries, accidents, and minor illnesses
- Referral to medical resources for care not provided on campus
- Access to immunization services

MMR Immunization Policy

Per New York State Public Health Law (PHL) Section 2165 Immunization Requirements for Students, students are required to have the MMR vaccination first dose no more than four days before his or her first birthday and the second dose received at least twenty eight days after. Exceptions include: physician diagnosis of the disease or serologic evidence of immunity. Thus, students will be required to provide proof of their MMR/ Immunizations by the time they enroll on campus. Proof of the MMR vaccine is located on the Health Evaluation Form.

If a student has not fulfilled this requirement by 30 days after the first day of classes, they will be removed from classes until the requirement is fulfilled.

Meningitis Information

A law regarding meningitis immunizations, Public Health Law (NYS PHL 2167), requires institutions, including colleges and universities, to distribute information about meningitis and vaccination to all students, whether they live on or off campus and then track whether or not the student has chosen the option to get the vaccination or has selected not to get it.

COVID-19 Vaccine Requirement

In order to offer the best protection against disease transmission in our campus community, we will require everyone working on the School of Art campus, students, faculty, and staff to be fully vaccinated, including the booster for students when eligible, against COVID-19 upon return for Fall 2022. In light of our congregate living environment and educational mission, there is a strong ethical rationale for and public health benefit in requiring such vaccinations. We also will continue to highly recommend the flu vaccine for our community. We will consider and manage requests for exemptions from the COVID-19 vaccination requirement in accordance with applicable state and federal law.

Healthcare Transportation Policy

Pratt Munson will pay for an Uber or Lyft back from the hospital to your residence hall. Receipts must be submitted and approved by the Student Life Director.

For liability reasons, we cannot pay for a taxi to a mental health or health services provider. You must secure your own transportation, or request an ambulance through Campus Safety to go to an Emergency Room. An ambulance will be called for transport in case of mental health emergency.

Medical Insurance

All Pratt Munson students are required to carry full medical insurance. Students can provide proof of full coverage and waive the Pratt Munson Aetna Student Health Insurance. If students do not have medical coverage, they will be required to purchase the insurance offered through Pratt Munson. This process is conducted each academic year. Students are responsible for completing the process accordingly. Any student not completing a waiver will be automatically enrolled in the Pratt Munson Aetna Student Health Insurance, and the charge will remain on their student invoice. Aetna Student Health Insurance cards can be printed at aetnastudenthealth.com.

Student Activities and Leadership

Student involvement outside of class is an essential element of a successful college education. As a partner in the academic enterprise, the Student Activities and Leadership Office: provides programs and services that promote students personal and professional development; fosters a campus environment conducive to student learning; and advocates for and supports students as they meet the challenges of the Pratt Munson experience.

To learn more about Student Government, Programming Board, or for a list of current clubs, organizations, and events, contact the Student Activities and Leadership Coordinator (315-797-0000 ext. 2218) or visit them in the Student Life Offices on the second floor.

Residence Life

The Residence Life Office strives to efficiently and effectively coordinate a learning-centered environment for its students. The Residence Life Staff takes their role very seriously to guarantee a residence hall atmosphere conducive to studying and work. The Residence Life Staff challenges and supports students to: enhance self-understanding; value community responsibility; and learn from experiences. Finally, the Office offers opportunities to students to explore leadership development in the residence halls.

The Residence Life Staff believes that student development and learning happens both inside and outside of the classroom. The policies, procedures, and programs which are established and encouraged by the Residence Life Staff are those that enhance student learning and involvement through community growth outside the classroom.

Residence Halls

Pratt Munson is a residential campus that provides an exceptional living experience for students. All full-time students are required to live on campus. This makes for a significantly more meaningful college experience. Students may request to commute through our Commuter Waiver Application. The following requests may be approved: student's permanent mailing address is less than 30 miles from campus, student is at least 23 years old in their first-year or 21 years old in their sophomore year by the first day of classes, student is married or has dependent children. All other requests will be reviewed on a case-by-case basis by the Student Life Director and/or Dean.

Pratt Munson offers housing in three different residence halls. All of the residence halls are fully furnished.

Hart Street

This three-story building accommodates students in four-person suites. Each suite has one bedroom, a kitchenette, and a private bath. Laundry facilities are located on the first floor of the building. Hart Street also offers housing for students who are in need of physical accommodations, such as the use of an elevator.

Cottage Place

This four-story building houses students in four-, five-, or six-person suites. All suites have their own bathroom and kitchenette. Laundry facilities and bike racks are located in the basement. Cottage is also home to our Gender Inclusive Housing.

Plant Street

This four-story building houses students in two-, three-, or six-person suites. Each suite has a kitchenette and private bath. Laundry facilities are located in the basement.

Residence Hall License

The Residence Hall License is the agreement each student signs before being assigned to a room in the Pratt Munson residence halls. This critical document, found in the Student Code of Conduct, outlines specific rules, policies and procedures which all resident students are expected to understand, abide, and live by.

Other Student Services

Accommodations

Students seeking academic or residential accommodations should speak directly with the Student Life Director. Specific documentation from a healthcare or mental health provider may be required and requests are not guaranteed. In college, students must become "self-advocates" for accommodation services. Therefore, it is critical that you inform the Student Life Director of your specific diagnoses and needs.

Mail

Mail is delivered Monday through Friday to student mailboxes located in the Student Lounge in the Studio Building. Please format your address as follows: Your name (first and last), 503 William Street, Mailbox #, Utica, NY 13502.

If a student receives a package, a pick-up slip will be placed in their mailbox. The student may pick up packages at the School of Art reception desk. The student must bring their package slip with them and their Pratt Munson I.D.

If receiving a Special Delivery/Overnight/Express piece of mail, the student will receive notification in their mailbox between 8:45 a.m. and 4:30 p.m., Monday through Friday. When picking up Express mail, a Pratt Munson I.D. is needed.

Summer Mail Policy

Students may begin shipping packages to their campus address no earlier than August 1. A daily fee will be charged to the student for storage of any package received before August 1 based on the package size. Small packages (all dimensions less than 24 inches) will be charged \$3.50 per day. Large packages (any dimension 24 inches or greater) will be charged \$7 per day. No fee will be charged for packages received August 1 or later.

Meal Plan

Bon Appetit provides full-service campus dining for the Pratt Munson community. All residential students are automatically enrolled in and required to have the unlimited plan. Commuter students have two options to enroll in a meal plan and should contact the Student Life Director to do so prior to the start of each semester. The Pratt Munson dining hall is located in the Student Center.

Food and Pratt Munson owned dishes and utensils are not permitted outside of the dining hall. For dietary accommodations or meal plan concerns, please contact the Student Life Director.

Religious Worship

Please see the directory located at the end of the Handbook. The Student Life Director maintains information related to religious worship throughout the Utica area.

MUNSON/PRAATT MUNSON COLLEGE OF ART AND DESIGN

CODE OF CONDUCT

The Code of Conduct is grounded in fair practice, respect for individual rights, and high regard for human dignity. According to the Code, all members of the Munson/Pratt Munson community are expected to conduct themselves in ways that contribute positively to personal and communal welfare and to the quality of campus life. Students, faculty, staff, and administrators are expected to be familiar with, respect, and adhere to the Code's standards and procedures.

1. Summary of Munson/Pratt Munson Policy on Human Rights

Munson/Pratt Munson's policy on Human Rights states unequivocally that all members of our community are expected to treat one another with respect and with equality, without regard to race, color, sex, sexual orientation, marital status, age, ethnic or national origin, religion or creed, physical or mental disability or status as a veteran. The policy touches all of us and calls upon us to be fair in all settings, academic and non-academic.

Bias, racism, and discrimination will not be tolerated at Munson/Pratt Munson. If substantiated, an allegation of discrimination may lead to disciplinary action, up to and including dismissal or termination from Munson/Pratt Munson.

Elements of the Human Rights policy include the following:

A. Equal Opportunity

Inherent in the Human Rights policy is Munson/Pratt Munson's commitment to the principles of equal opportunity. These principles pertain to students, faculty, staff and applicants for admission or employment and are observed in admissions, financial assistance, housing, educational programs, extracurricular activities, employment and personnel policies.

Munson/Pratt Munson complies with Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act 1973 and their respective implementing regulations, in that it provides equal opportunity in admissions and access to all programs and activities it operates, regardless of sex or disability. Students with documented disabilities may receive assistance in obtaining reasonable accommodations through the Student Life Office. Pratt Munson's policies and practices also are consistent with all other federal and state laws pertaining to equal opportunity in institutions of higher education.

B. Sexual Discrimination, Sexual Harassment and Sexual Misconduct Policy Introduction

Pratt Munson College of Art and Design and Munson mission is to educate students to be-

come creative, responsible professionals who will contribute fully to society. The Institute upholds values and standards that support that mission and holds high expectations regarding the conduct of students, faculty, staff, and administrators.

The health, safety, and well-being of all members of the Munson/Pratt Munson community are the Institute's primary concerns. In furtherance of the mission of the Institute, and in accordance with various federal and state laws, including Title IX of the Education Amendments of 1972 ("Title IX") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), as amended by the Violence Against Women Act/Campus Sexual Violence Act ("Campus SaVE Act"), as well as Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law, and the New York State Education Law 129-B ("Enough is Enough"), the Institute is committed to maintaining a community free from all forms of sex discrimination, sexual harassment and sexual violence, including sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Persons found in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment of employees and suspension or expulsion of students.

Questions regarding Title IX and the Campus SaVE Act may be referred to the Institute's Title IX Coordinator. The Institute's designated Title IX Coordinators are:

Tiffany Varlaro
Student Life Director/Title IX Coordinator,
Student Life Offices, 1124 State St.,
Utica, New York 13502
315-797-0000 ext. 2183
tvarlaro@prattmunson.edu.

For faculty/staff inquiries:
Jeanette R. Breish,
Human Resources Manager/Deputy Title IX
Coordinator,
Human Resources Office, 1212 State Street,
Utica, New York 13502
315-797-0000 ext. 2108
jbreish@munson.art

SCOPE OF POLICY

This policy applies to all Munson/Pratt Munson students, faculty, and employees, and applies regardless of an individual's sex, race, color, religion, age, national origin, disability, sexual orientation, gender identity/gender expression, familial status, pregnancy, military status, criminal conviction, predisposing genetic characteristics, domestic violence victim status, or other

protected status. Under NY state law, employees (including unpaid interns and trainees), students, and non-employees (including independent contractors) and those employed by companies contracting to provide services to the College are protected against sexual harassment, regardless of immigration status.

This policy applies to conduct that takes place on Institute property and in connection with any program or activity sponsored by the Institute, regardless of where it occurs. Additionally, off-campus conduct may violate this policy if the conduct creates a threatening or uncomfortable environment on Munson/Pratt Munson campus or within a Munson/Pratt Munson program, or if the incident causes concern for the safety or security of the Munson/Pratt Munson campus. Non-community members (e.g., alumni, family or friends of students, vendors, etc.) visiting campus, participating in a program or activity or interacting with Institute community members are expected to abide by the behavioral expectations in this policy.

This policy is intended to (i) set forth the available resources and reporting options for victims of sexual misconduct; (ii) specify and define prohibited conduct; (iii) describe the Institute's procedures for responding to complaints of sexual misconduct, including the investigation, hearing, and sanctions process; and (iv) describe programs implemented by the Institute to educate and increase awareness among the Institute community regarding sexual misconduct.

DEFINITIONS – CONDUCT VIOLATIONS

This policy sets forth conduct expectations for our community and provides a process for the reporting, investigation and adjudication of alleged violations. This policy applies to alleged conduct violative of Title IX of the Education Amendments of 1972 (i.e., "Title IX Category" violations) and also applies to a broader range of contexts and behaviors inconsistent with the Institute's commitment to equal opportunity (i.e., "Institute Category" violations).

The designation of conduct or allegations as either "Title IX Category" or "Institute Category" is not a function of the seriousness of the alleged conduct but rather a function of the scope and coverage of Title IX versus the Institute's broader jurisdiction to prohibit and discipline a larger scope of inappropriate behavior.

A. Title IX Category Violations Title IX of the Education Amendments of 1972 provides: "No person in the United States shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

In accordance with Title IX as interpreted by the Department of Education, the Institute

recognizes the following as conduct violations within the meaning of Title IX, provided that the context and circumstances of the conduct fall within the scope of Title IX, including but not limited to that the complainant was in the United States at the time of the alleged conduct, that the complainant be participating in or seeking to participate in the Institute's education program or activity at the time of the complaint, and that the conduct have occurred in the context of the Institute's education program or activity:

Sexual harassment. "Sexual harassment" means conduct on the basis of sex (including sex, gender, sexual orientation, gender identity and transgender status) that satisfies one or more of the following:

- a. An employee of the Institute conditioning the provision of an aid, benefit, or service of the Institute on an individual's participation in unwelcome sexual conduct (commonly referred to as a "quid pro quo");
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institute's education programs or activities (commonly referred to as a sexually or gender-based "hostile environment").

Sexual assault. "Sexual assault" is a sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault consists of the following specific acts:

- Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of any person and regardless of gender or gender identity.
- Non-consensual Sexual Contact. The touching of the private body parts (including the genital area, anus, groin, buttocks or breast), whether contact is under or over clothing, of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New York is 17.

Dating violence. "Dating violence" means violence committed by a person on the basis of sex:

- (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (2) where the existence of such a relationship

shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

Domestic violence. “Domestic violence” means violence on the basis of sex committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the Institute is located, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking. “Stalking” is engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. Stalking that does not occur on the basis of sex may be addressed under as a Institute Category Violation as described below.

B. Institute Category Violations

The Institute prohibits the following behavior. For purpose of Institute Category violations, the below conduct is prohibited even if the conduct occurs off-campus, outside the United States, the Complainant is not participating or seeking to participate in the Institute’s education programs or activities, or otherwise in circumstances over which the Institute does not have influence or control, including but not limited to during academic breaks. The Institute retains discretion to not respond to, investigate or adjudicate circumstances in which no Institute interest is implicated.

“Sexual Harassment” means unwelcome conduct, based on sex or on gender stereotypes that a reasonable person would find intimidating, hostile or offensive. Sexual harassment may include, for example, repeatedly subjecting a person to unwelcome sexual attention or sexual advances, requesting sexual favors, exposing a person to unwanted sexually graphic conversation and/or pictures that do not serve an academic purpose, punishing a refusal to comply with a sexual based request, conditioning an academic or educational benefit on submitting to sexual advances, engaging in inappropriate or unnecessary touching or rubbing against another, making sexually suggestive or degrading jokes or comments. A “hostile environment” is created when the offensive behavior reaches a level of severity or pervasiveness such that it interferes with an individual’s ability to participate in the Institute’s programs (i.e., to work and to learn) when judged against a reasonable person stan-

dard. However, Munson/Pratt Munson encourages individuals experiencing or witnessing sexually offensive behavior to make a report as early as possible so as to have the situation corrected before it reaches the level of a hostile environment. Individuals with a concern need not worry about whether the behavior is sufficiently serious to constitute a hostile environment. The Institute may, and in the appropriate circumstances will, take action to respond to offensive behavior even if the behavior does not rise to the level of a hostile environment within the meaning of the law.

The Institute also prohibits “quid pro quo” sexual harassment, which means “this for that” harassment. It is a violation of this policy for any person to condition any benefit on submission to sexual activity. No person should believe that any other person – regardless of their position of authority – has a right to require sexual activity in exchange for any benefit or advantage.

A determination of whether sexual harassment has occurred depends on the totality of the circumstances, including the seriousness or severity of the incident, whether the conduct was an isolated incident or repeated, whether it was threatening or merely annoying, the relationship of the individuals involved in the communication or incident, the context in which the incident or interaction occurred, and the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the community.

“Sexual Assault” is defined by the Institute as including:

“Non-consensual sexual intercourse.” Sexual assault of this type can include the following:

- Rape: penetration, however slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without affirmative consent or by force or where the victim is incapable of affirmative consent due to mental or physical incapacity. This offense includes the rape of any person and regardless of gender or gender identity.
- Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent. In New York, that statutory age of consent is 17 years old.

“Non-consensual sexual contact” means any intentional touching, however slight, for purposes of sexual gratification or with sexual intent, of any private body part of another person without affirmative consent. Intentional sexual contact includes contact with the breasts, buttocks, or groin, or touching another with any of these body parts or forcing another person to touch any of these private body parts.

“Dating Violence” refers to a pattern of violent behavior that is committed by a person who is or has been in a social relationship of a romantic or

intimate nature with the victim. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual, physical, or psychological abuse, or the threat of such abuse.

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

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For purpose of this definition:

"Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

"Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. "Reasonable person" means a person under similar circumstances and with similar identities to the victim.

"Sex Discrimination" is an act that disadvantages a person and that occurs because of the affected individual's gender, sexual orientation, gender identity, or gender expression. Examples of sex discrimination include, but are not limited to, denying a student a research opportunity because of the student's gender; giving a student a lower grade than they deserved because of the student's gender; denying an employee a raise or promotion because of the employee's gender.

"Sexual Exploitation" occurs when, without affirmative consent, a person takes sexual advantage of another. Sexual Exploitation includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over that person; causing the prostitution of another person; acts of incest, electronically recording,

photographing, or transmitting intimate or sexual utterances, sounds or images of another person without the individual's affirmative consent; allowing third parties to observe sexual acts without the consent of all involved; engaging in voyeurism; distributing intimate or sexual information about another person without that person's consent; engaging in consensual sexual activity with another person while knowingly infected with HIV or some other sexually transmitted disease without informing the other person of such infection, and/or exposing one's genitals in non-consensual circumstances.

"Retaliation" Retaliation is an adverse act perpetrated to "get back" at a person because the person reported sexual misconduct, filed a complaint, or participated in an investigation or proceeding conducted pursuant to this policy by the Institute or by an external agency. An act of retaliation may be anything that would tend to discourage an individual from reporting sexual misconduct, pursuing an informal or formal complaint, or from participating in an investigation or adjudication as a party or a witness. A person who acts in good-faith is protected from retaliation. The fact that a statement is not determined to be proven or established following investigation and adjudication does not mean that the statement lacked good-faith; a person may provide inaccurate information believing it is accurate, which is still good-faith. If a person who makes a statement knowing that it is false, the person has acted without good-faith.

GENERAL DEFINITIONS

"Advisor of Choice" An advisor of choice is a person selected by the Complainant or Respondent to advise and accompany the Complainant or Respondent throughout the investigation and adjudication process. An advisor of choice may be any person, including an attorney. The institution does not appoint or pay for an advisor of choice. An advisor of choice's role is limited to the functions further described in this policy.

"Affirmative Consent" is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. All references to "consent" in this policy will mean affirmative consent as defined in this policy.

Affirmative consent to engage in one form of sexual contact (such as kissing or fondling) does not imply consent to other forms of sexual

activity (such as intercourse). Past consent to engage in sexual activity cannot be presumed to be consent to sexual activity in the future with the same or a different person. A current or previous dating relationship is not sufficient to constitute consent. Consent cannot be obtained from sexual coercion, force, intimidating behavior or threats. Certain conditions prevent a person from being able to consent. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation can be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent. Consent is required regardless of whether the initiator is under the influence of alcohol or other drugs. As noted above, silence or lack of resistance alone is not deemed affirmative consent and should never be the basis for continued sexual activity. A person can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue; when consent is withdrawn or can no longer be given, the other person must stop immediately.

Sexual relationships between faculty and students and staff and students are problematic due to the inherent power differential. Therefore, sexual or romantic relationships between faculty and students and between staff and students are absolutely prohibited.

“Complainant” refers to the person who allegedly experienced the sexual misconduct in violation of the policy whether or not a formal complaint is filed. If a complainant declines to sign a formal complaint or does not wish to participate in the complaint and adjudication process, or the complainant’s identity is unknown, and the Title IX Coordinator determines there is sufficient cause to file a formal complaint, the Title IX Coordinator may file a formal complaint and thereby initiate an investigation and adjudication process pursuant to this policy. In that instance, the Title IX Coordinator is not the “Complainant”; the complainant remains the person who allegedly experienced the sexual misconduct.

“Formal Complaint” A formal complaint refers to a written complaint filed in accordance with the grievance process below. A formal is necessary to initiate an investigation and adjudication process.

“Institution Advisor” A Complainant or Respondent who does not opt to be accompanied by an advisor of choice at a hearing is entitled to be appointed an advisor by the Institute at no charge to the party. This advisor is referred to an “institution advisor” who may be but need not

be an attorney. The institution advisor may be a campus community member or external to the Institute, at the Institute’s discretion. An institution advisor’s role is limited to asking cross-examination questions of the other party during a hearing. An institution advisor does not represent a party in any legal sense. The party is responsible for formulating the cross examination questions the institution advisor will pose during the hearing.

“Respondent” means the individual alleged to have committed acts constituting sex discrimination, sexual harassment, sexual misconduct or other violation of this policy.

“Sexual Coercion” is the application of unreasonable pressure, including emotionally or physically manipulative actions or statements, or direct or implied threats, in order to compel the person to engage in sexual activity. Coercion is more than an effort to persuade, seduce, entice, or attract another person to engage in sexual activity. A person’s words or conduct are sufficient to constitute coercion if they deprive another individual of the ability to freely choose whether or not to engage in sexual activity.

“Sexual Misconduct” is an umbrella terms used to refer generically to all the categories of sex-related behaviors prohibited by this policy, including sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct can occur between strangers, acquaintances, or people who know each other well, including those who are involved in an intimate or sexual relationship, and can be committed by anyone regardless of gender, sexual orientation, gender identity or gender expression. Sexual misconduct may occur between members of the same or opposite sex and in heterosexual and homosexual relationships. While certain forms of sexual misconduct can constitute a criminal offense under New York State law, a person’s conduct may violate this policy even if it does not violate State law.

MANDATORY & DISCRETIONARY DISMISSAL OF TITLE IX CATEGORY VIOLATIONS

The Title IX Coordinator will review a formal complaint filed by a Complainant. In order to comply with Title IX regulations, the Title IX Coordinator must “dismiss” the Title IX Category violation(s) if it is apparent that the allegations are not within the scope of Title IX, including that the conduct alleged:

- would not constitute sexual harassment as defined above as a Title IX Category violation, even if proved;
- did not occur in the Institute’s education programs or activities, or
- did not occur against a person in the United States.

Notice of dismissal of the Title IX Category violation(s) will be in writing and issued to both the Complainant and Respondent. The Title IX Coordinator may determine at any point in the process that facts have emerged that require the dismissal of a Title IX Category violation. A decision to dismiss a Title IX Category violation is immediately appealable by the complainant, pursuant to the appeals section of this Policy. Even if Title IX Category violations are subject to dismissal, the Institute may continue to process the allegations as Institute Category violations, assuming that the allegations, if true, would constitute Institute Category violations. The Title IX Coordinator may, but is not required to, dismiss formal complaints in the following circumstances:

- When the Complainant withdraws a formal complaint;
- When the Respondent is no longer enrolled in or employed by the Institute; and
- Where specific circumstances prevent the Institute from gathering evidence (such as where a Complainant refuses to cooperate but does not withdraw a formal complaint). The decision to dismiss or not to dismiss a charge under these circumstances will depend on the totality of the situation. Any party may appeal a dismissal determination under the appeals process set forth below.

RESOURCES AND REPORTING OPTIONS

Any Institute community member who has been the victim of sexual misconduct has the right to make a report to Campus Safety or one of the Responsible Administrators listed below, local law enforcement, and/or the New York State Police, or choose not to report. If reported to the Institute under this policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from the Institute. A Students' Bill of Rights for cases involving sexual assault, domestic violence, dating violence or stalking is attached at the end of this policy. An additional Statement of Rights for any individual reporting a sexual assault, domestic violence, dating violence or stalking is also attached at the end of this policy.

Immediate Medical Assistance and Counseling

If you or someone you know is or may be the victim of any form of sexual misconduct, the Institute strongly urges you to seek immediate assistance. Assistance is available 24 hours a day, 7 days a week, from local police, emergency assistance and Munson/Pratt Munson's Campus Safety.

Confidential Campus Resources

Mental Health Counselor
Student Life Offices
1124 State St. (1st Floor)
Utica, NY 13502
315-797-0000 ext. 2012

Nurse
Student Center
501 Kirkland St. (Lower Level)
Utica, NY 13502
(315) 797-0000 ext. 2230

These counseling and health services are available to students free of charge.

Professional, licensed counselors whose official responsibilities include providing mental health counseling to Institute students, including those who act in that role under the supervision of a licensed counselor, are not required to report any information about an incident of sexual misconduct to the Title IX Coordinator without a victim's permission. State law requires professional counselors to report: (i) when a patient is likely to engage in conduct that would result in serious harm to the patient or to others; or (ii) if there is reasonable cause to suspect that a minor has been sexually abused.

Off-Campus Confidential Resources

In addition, there are off campus, community confidential resources that are available. Reports to these resources will not constitute a report to the Institute and will not result in the Institute taking any action against the accused. These resources, which may or may not charge service fees, include:

- YWCA of the Mohawk Valley -
(24 hours per day/7 days per week);
Rape Crisis/Domestic and Sexual Violence
Hotline (315) 797-7740
- NYS Domestic Violence Hotline
1-800-942-6906
- St. Elizabeth Medical Center
2209 Genesee Street, Utica, NY 13501
315-801-8100
- St. Luke's Medical Center
1656 Champlin Ave, Utica, New York 13501
315-624-6000

If you have been physically injured or sexually assaulted, the Institute strongly encourages you to obtain a medical examination to determine the extent of your injuries. In addition, the hospital, with your permission, will collect physical evidence in a sexual offense evidence collection kit. Your consent to the completion of a sexual offense evidence collection kit does not obligate you to pursue criminal charges with the police; it is a way to preserve evidence should you choose to pursue criminal charges at a later time. Hospitals are required by law to preserve such evidence for a minimum of 30 days. If you choose to seek medical assistance it is important that you do not bathe, wash, shower, douche, brush your teeth, comb your hair, change your clothes, or clean up so that no evidence of the attack is destroyed. A specially trained nurse or physician will interview you about the circumstances of your assault.

Law Enforcement Notification

If you are the victim of a crime, the Institute strongly encourages you to promptly report the incident to the police. Campus Safety and other Institute representatives, indicated below, are available to assist you in notifying law enforcement of an incident of sexual misconduct. You also have the right to choose not to report to local law enforcement. In criminal cases, timing is a critical factor in collecting and preserving evidence. To preserve evidence, it is best that you not change your clothes, shower or even brush your hair, as physical evidence may be lost.

The Utica Police Department, which can be reached at (315) 735-3301, can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner. The New York State Police Sexual Assault Hotline, which can be reached at 1-(844) 845-7269, may also be of assistance in reporting an incident to law enforcement. In addition, an individual making a report to local law enforcement may also be able to obtain services through the New York State Office for Victim Services. The OVS funds local Victim Assistance Programs which will, among other things, offer a crime victim advocate that can provide direct assistance to victims and their families as they navigate the criminal justice process.

Sexual misconduct may constitute a violation of both law and Institute policy. The Institute encourages individuals to report alleged sexual misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy. Therefore, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of the policy, has occurred. In other words, conduct may constitute sexual misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and decline to prosecute.

The filing of a complaint of sexual misconduct under this policy is independent of any criminal investigation or proceeding. The criminal process and the Institute's disciplinary processes are not mutually exclusive or dependent on each other. A person may pursue either a criminal complaint or Institute complaint or both. Any internal investigation and/or hearing process conducted by the Institute will be conducted concurrently with any criminal justice investigation and proceeding. However, in some cases the Institute may temporarily delay its investigation to enable law enforcement to gather evidence and to engage in a preliminary investigation. Such delays will not last more than 10 days except when law enforcement authorities specifically request and justify a longer delay.

Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by an Institute community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter the Institute's property, and Munson/Pratt Munson will abide by a lawfully issued order of protection. Institute officials will, upon request, provide reasonable assistance to any member of the campus community in obtaining an order of protection or, if outside of New York State, an equivalent protective or restraining order, including providing that person with:

- copy of an order of protection or equivalent when received by the Institute and providing that person with an opportunity to meet or speak with an Institute representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
- assistance in contacting local law enforcement to effect an arrest for violating such an order of protection.

Sex Offenses under New York law are described in Sections 130.00 to 130.96 of the New York State penal Code, available at <http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY=LAWS>

Reporting to the Institute - Non-Confidential Resources

The Institute is committed to providing a prompt, fair, and impartial investigation and resolution to all allegations of sexual misconduct. Therefore, the Institute also encourages the reporting of sexual misconduct to an Institute representative in a timely manner. The following offices and individuals are Responsible Administrators who have been trained to receive and respond to reports under this policy:

- Tiffany Varlaro
Student Life Director/Title IX Coordinator,
(315) 797-0000 ext. 2183 or
tvarlaro@prattmunson.edu.
- Jeanette Breish, Human Resources
Manager/Deputy Title IX Coordinator
(315) 797-0000 ext. 2108 or
jbreish@munson.art
- Chris Holmer, Campus Safety Director
(315) 797-0000 ext. 2126 or
cholmer@munson.art

If a report is made to anyone other than the Responsible Administrators listed above, the Complainant risks the possibility that the information will not come to the attention of the proper Institute officials and may, therefore, not be acted upon. Such a report may be made at any time (including during non-business hours)

by using the telephone number or email address or by mail to the office address of any of the individuals listed above.

Certain Institute employees, including but not limited to faculty and Resident Assistants, are considered “responsible employees” who, once they are made aware of an incident of sexual misconduct, have a duty to report that information to the Title IX Coordinator. A responsible employee must report all relevant details about the alleged sexual misconduct shared by the victim to the Title IX Coordinator. These employees, as well as the Responsible Administrators listed above, are not confidential resources. However, even Institute offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information relayed to a non-confidential resource will be relayed on a need-to-know basis and only as necessary for the Institute to investigate and/or seek a resolution.

Employees who believe that they are being subjected to harassment or another form of sexual misconduct in violation of this Policy, or who have witnessed or otherwise become aware of behavior prohibited by this Policy should promptly report that behavior to a supervisor, the Human Resources Manager, the Title IX Coordinator, or a member of the College’s administration. If an employee makes a report of workplace harassment to his/her supervisor or manager and believes the supervisor or manager is not taking appropriate action, the employee should report this inaction to any member of the College’s administration. All supervisors and managers are required to report all complaints of workplace sexual harassment that they receive or that they observe or become aware of immediately to the Human Resources Manager or the Title IX Coordinator even when the complaining employee asks to keep the complaint confidential, or indicates that they do not wish to file a formal complaint.

Confidentiality

If a Complainant reports an incident of sexual misconduct to a Responsible Administrator or other non-confidential Institute employee, but elects not to file a formal complaint and requests that no investigation into the incident be conducted or disciplinary action taken or wishes to have his/her identity kept confidential, the Institute will weigh that request against the Institute’s obligation to provide a safe, nondiscriminatory environment for all members of the campus community, including the Complainant. The Institute endeavors to comply with Complainant’s wishes with respect to whether responsive action is taken. However, that is not always possible.

If a Complainant declines to file a formal complaint and requests that no action be taken against the accused and/or to have his/her identity kept confidential (i.e., no investigation or disciplinary action or no disclosure of the

complainant’s identity), the Title IX Coordinator will consult with the Institute President, Dean, and/or Human Resources in order to consider Complainant’s request. The Title IX Coordinator will consider a range of factors, including, but not limited to, the following:

- The seriousness of the offense;
- Whether there have been other sexual misconduct complaints about the same Respondent;
- Whether the Respondent has a history of violent behavior or is a repeat offender;
- Whether the Respondent threatened further sexual misconduct or other violence against the Complainant or others;
- Whether the sexual misconduct was committed by multiple perpetrators;
- Whether the Complainant’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
- Whether the alleged sexual misconduct was perpetrated with a weapon;
- Whether the Complainant is a minor;
- Whether the Institute has other means to obtain relevant evidence (e.g., security cameras or personal, physical evidence);
- Whether circumstances otherwise suggest an ongoing or future risk to the campus community or the Complainant.

A decision will be made and shared with the Complainant. If, after considering these factors, the Institute determines that it is able to respect the Complainant’s request that no responsive action be taken, the Institute will nevertheless take all reasonable steps to respond to the complaint consistent with the Complainant’s confidentiality request, and will determine whether supportive measures are appropriate or necessary. The Institute will also consider broader remedial action, such as increased monitoring, supervision of security at locations where the reported sexual misconduct occurred, increasing training, education and prevention efforts, and conducting climate surveys.

Ultimately, the Institute retains the right to act upon any information that comes to its attention.

Supportive Measures and Accommodations

Supportive measures and accommodations may be taken by Munson/Pratt Munson to immediately respond to a situation. Once a report is made under this Policy, the Complainant will be contacted by the Title IX Coordinator and offered individualized support as more fully described below. A report that triggers supportive measures need not be a formal complaint, and it may be made by a third-party (i.e., someone other than the complainant himself/herself). Once the respondent is informed of a report or a formal complaint, the Respondent will be contacted by the Title IX Coordinator and offered individualized support as more fully described below.

Supportive measures are intended to restore or preserve, to the extent practicable, equal access to the Institute's educational programs and activities and protect the safety of all parties without unreasonably burdening the other party or parties. As required by federal regulation, these supportive measures must be non-disciplinary and non-punitive to the parties.

Accordingly, after the intake meeting, the Title IX Coordinator may impose a mutual "no-contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the adjudication. The Title IX Coordinator may also implement any further supportive measures that he/she deems appropriate, including, but not limited to, directing appropriate officials to alter an individual's academic, transportation, housing, and/or employment arrangements, implementing an emergency removal of a student respondent or other appropriate measures. Supportive measures may also include access to campus escorts or other reasonable security or monitoring measures and/or counseling services. In addition, both parties may submit a request to the Title IX Coordinator that the Institute take supportive measures and/or make accommodations, including, but not limited to, changes in academic, living, transportation, or working situations or the issuance of a no-contact order. The Institute will grant such supportive measures and accommodations, provided they are reasonable and available, regardless of whether the Complainant chooses to proceed with a formal complaint. The Institute will provide information about any supportive measures and/or accommodations to only those having a need to know such information in order to implement them. Supportive measures will be offered free of charge. Upon request, the Complainant or Respondent may request a prompt review of the need for and terms of any supportive measures and accommodations imposed or requested that directly affects him/her, including the potential addition, modification or elimination of those measures. Such a request may be made by submitting a written request for review to the Title IX Coordinator, providing the basis for that request and any evidence in support of the request.

Upon receipt of such a request, the Title IX Coordinator will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. The Title IX Coordinator may, in his/her discretion, modify or suspend the supportive measures or accommodations on a temporary basis while the parties are submitting their information and responses. The Title IX Coordinator will respond to any such requests as soon as possible, but generally no later than one calendar week of the request and the parties' submission of any evidence.

Violation(s) of the Title IX Coordinator's directives and/or a no-contact order will constitute a violation of this policy that may lead to additional disciplinary action.

A Complainant or Respondent with a disability who requires accommodation in the complaint, investigation, hearing or any other phase of the process is responsible for disclosing the need for accommodation to the Title IX Coordinator. The Title IX Coordinator may consult with the appropriate Institute offices/officials in deciding whether to grant a disability accommodation request.

Emergency Removal of Student Respondents

In some cases, the Institute may undertake an emergency removal of a student respondent in order to protect the safety of the campus community, which may include contacting local law enforcement to address imminent safety concerns.

Emergency removal is not a substitute for reaching a determination as to a Respondent's responsibility for the sexual misconduct allegations; rather, emergency removal is for the purpose of addressing imminent threats posed to any person's physical health or safety, which may arise out of the sexual misconduct allegations.

Prior to removing a student respondent through the emergency removal process, the Institute will undertake an individualized safety and risk analysis. If the individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student, including the student respondent, or other individual justifies removal, then a student respondent will be removed. This is the case regardless of the severity of the allegations and regardless of whether a formal complaint was filed.

After determining a student respondent is an immediate threat to the physical health or safety of an individual, the Title IX Coordinator will provide written notice of the emergency removal to both the complainant and respondent. This notice will contain:

- (1) the date the removal is set to begin,
- (2) the reason for the emergency removal, (3) the consequences of non-compliance, and (4) how to appeal the decision.

If a student respondent disagrees with the decision to be removed from campus, the Respondent may appeal the decision. The Respondent must provide written notice of the intent to appeal, which shall include the substance of the appeal, to the Title IX Coordinator within 10 days of receiving the notice of removal. The removal shall continue in place pending the appeal. The burden of proof is on the student respondent to show that the removal decision was incorrect.

This section applies only to student respondents. Employee respondents are not subject to this section and may be placed on administrative leave pursuant to the Institute's policies and/or collective bargaining agreements during the pendency of a Title IX grievance process.

Advisors

In any investigatory meeting or disciplinary hearing held under this policy, the Complainant and Respondent have the right to be accompanied by an advisor of their own choosing (at the party's own expense if the advisor is a paid advisor). The advisor's role is to support the Complainant or Respondent throughout the process and aid in his/her understanding of the investigatory and/or disciplinary hearing process. The advisor cannot be a witness in the proceedings. The advisor may talk quietly with the party, but, except with respect to questioning the other party and witnesses, may not participate in the interview/hearing or be disruptive to the investigation and/or hearing. The parties are required to speak on their own behalf. The advisor is not to present evidence or address the Investigator(s) and/or Adjudicator, except to ask for a short recess if one of the parties requires some time to compose him/herself or collect his/her thoughts. In the hearing process, the advisor is responsible for cross-examination of the other party and witnesses. An advisor's questioning of the other party and any witnesses must be conducted in a respectful, non-intimidating, and non-abusive manner. Questions will be cleared by the adjudicator. If a complainant or respondent does not have an advisor of choice at the hearing, the Institute will assign an Institution Advisor, without fee or charge to that party, for the limited purpose of conducting cross-examination questioning on behalf of that party. The Institute has the right at all times to determine what constitutes appropriate behavior on the part of an advisor and violators of these expectations will be asked to leave the proceeding. Absent an approved disability accommodation, witnesses and others involved in the investigation or hearing are not entitled to have an advisor.

Reports of Sexual Misconduct from Others or Anonymous Sources

If the Institute receives a report of alleged sexual misconduct by someone other than the victim (e.g., by a friend or roommate, resident assistants, etc.), the Institute's Title IX Coordinator will promptly notify the individual who was allegedly the subject of the sexual misconduct, and inform the individual of the available supportive measures, resources and assistance. The Institute will accept anonymous reports. However, due to the nature of anonymous reports, Munson/Pratt Munson's ability to take responsive action may be limited if the Complainant does not wish to sign a formal complaint.

Time for Reporting

There is no time limit for reporting sexual misconduct. However, the passage of time may make effective responsive action difficult. Further, if the Respondent is no longer a member of the campus community, the Institute's ability to respond may be limited. Therefore, any member of the campus community who believes that he or she has been subjected to sexual misconduct is encouraged to report the incident immediately in order to maximize the Institute's ability to obtain evidence, conduct a thorough investigation and take corrective actions.

GRIEVANCE PROCESS - INVESTIGATORY AND ADJUDICATORY PROCEDURES

The Institute is committed to providing a prompt, fair, and impartial investigation and resolution to all allegations of sex discrimination, sexual harassment, sexual assault, domestic/dating violence, stalking and any other form of sexual misconduct.

Initial Steps

Intake Meeting with Complainant

Upon notice of any allegation of sexual misconduct, the Title IX Coordinator will schedule an individual intake meeting with the Complainant as soon as practical. At the intake meeting, the Title IX Coordinator will provide the Complainant with a general understanding of this policy, and identify forms of support or immediate assistance available to the Complainant (e.g., referrals to appropriate law enforcement agencies; referrals for medical treatment at local hospitals and trauma centers). The Title IX Coordinator will also provide the Complainant with a copy of this policy. The intake meeting may also involve a discussion of any supportive measures or accommodations that may be appropriate concerning the Complainant's academic schedule, Institute housing, and/or Institute employment arrangements.

At the initial intake meeting, the Title IX Coordinator will seek to determine how the Complainant wishes to proceed, (i.e., whether the Complainant wishes to pursue Formal Resolution, Informal Resolution, or does not wish to pursue resolution of any kind). If the Complainant wishes to proceed with either Formal Resolution or Informal Resolution, the Title IX Coordinator will encourage the Complainant to promptly submit a formal complaint, which is a signed, written statement of his/her narrative of the incident. A formal complaint is necessary to initiate the Institute's grievance process, meaning an investigation and adjudication process. A third-party or anyone other than the victim of the misconduct may not file a formal complaint. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail to: Tiffany Valaro, Student Life Director/Title IX Coordinator, Student Life Offices, 1124 State St., Utica, New

York 13502, 315-797-0000 ext. 2183, tvarlaro@prattmunson.edu.

Investigation

Where a formal complaint has been filed, and in the absence of an informal resolution, the Institute will appoint an investigator to conduct an investigation into the allegations in the formal complaint.

The Title IX Coordinator will promptly appoint a trained investigator to conduct the investigation. The Institute may appoint any qualified investigator, who may be a person internal or external to the Institute. The Title IX Coordinator also may appoint more than one investigator in his/her sole discretion.

The Complainant and Respondent will be provided with notice of the name of the appointed investigator and an opportunity of not more than two (2) calendar days after the notice to raise an objection to the investigator based on any alleged conflict of interest known to the party. If an objection is raised, the Title IX Coordinator will determine whether a conflict of interest in fact exists and necessitates the replacement of the investigator.

The purpose of investigation is to gather any and all information relevant to a report of sexual misconduct. The Complainant and Respondent shall receive a Notice of Investigation and Allegations (NOIA) referencing the violation(s) of this policy alleged to have been committed and the range of possible disciplinary sanctions and remedies following any determination of responsibility. The NOIA will include, to the extent known:

- the identities of the involved parties;
- the date, time, location, and factual allegations concerning the alleged violation;
- the policy provisions allegedly violated; a description of the investigation and adjudication process;
- potential sanctions;
- the right to an advisor of their choice, who may be, but is not required to be, an attorney;
- their right to inspect and review evidence in accordance with this policy; and
- that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the process. If, in the course of the investigation, the Institute decides to investigate allegations that are not included in the notice initially provided to the parties, the Title IX Coordinator or designee will provide notice of the additional allegations to the parties.

The Complainant and Respondent will be provided with advance written notice of the date, time, location, participants, and purpose of any meeting or interview in which they are invited to or expected to participate. The Complainant and Respondent will be given an equal opportunity to present separately information in the context of

the investigation. This includes the opportunity to present fact or expert witnesses and other evidence that the party believes tends to prove or disprove the allegations. However, at all times, the burden of gathering evidence remains with the Institute. The Investigator will meet individually with parties involved, and may interview witnesses and collect and review such evidence as the Investigator deems necessary or helpful to his or her investigation into the alleged sexual misconduct, including written statements from the parties involved. The investigator may decline to interview any witness or to gather information the investigator finds to be not relevant or otherwise excludable (e.g., sexual history of the complainant with a person other than the respondent, materials subject to a recognized privilege, medical records in the absence of a release by the subject of the records, etc.). The investigator will determine the order and method of investigation.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or interviews.

The Institute endeavors to complete the investigatory phase within 30 days, but this time frame may be extended if necessary under the circumstances.

Opportunity for Inspection and Review of Evidence

The Complainant and Respondent will be provided an equal opportunity to inspect and review any evidence obtained in the investigation directly related to the allegations gathered in the investigation and regardless of whether the information will be relied on in reaching a determination. The parties and their advisors may not make photocopies or take photographs of the materials and are prohibited from disseminating any of the materials subject to inspection and review with any individuals outside of those engaged in the grievance process. Prior to the conclusion of the investigative report, the Complainant and Respondent, and each party's advisor of choice, if any, will be provided a copy (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform) of the evidence, subject to redaction permitted and/or required by law. The Complainant and Respondent will be provided with at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report. The investigator will determine if additional investigation is necessary and, if so, will complete any additional investigative steps.

Investigative Report

At the conclusion of the investigation, the investigator will complete a written investigative report that fairly summarizes the relevant evidence. The investigator need not include information in the investigative report that the

investigator determines not relevant or otherwise excludable. The investigator will submit the investigative report to the Title IX Coordinator. At least ten (10) calendar days prior to a hearing to determine whether there is responsibility for the allegations, the Complainant and Respondent, and each party's advisor if any, will be provided a copy of the final investigative report (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform), subject to redaction permitted and/or required by law.

An Adjudicator will then be assigned and a hearing scheduled no sooner than 10 calendar days after receipt of the final report.

Formal Resolution – Hearing Procedures

At the conclusion of the investigation, the Title IX Coordinator will appoint a trained Adjudicator from a pool of specially trained officials taking into account the circumstances of the case, including the status of the Respondent as a student, faculty member, employee, or non-community member. In certain cases, the Title IX Coordinator may decide, in his/her discretion, to assign an Adjudicator who is external to the Institute to conduct the hearing.

The Title IX Coordinator will send the Complainant and Respondent written notification of the identity of the Adjudicator. A party wishing to challenge the participation of the Adjudicator must notify the Title IX Coordinator, in writing, within two business days of receipt of the notice of the Adjudicator, stating the specific reason(s) for the party's objection. The Title IX Coordinator will determine, in his/her discretion, whether the party's challenge to the Adjudicator has merit and, if so, will assign a new Adjudicator. The Title IX Coordinator will notify the parties in writing of the date, time, and location of the hearing.

Participants in the hearing will include the Adjudicator, the Complainant and the Respondent, their respective advisors, the investigator(s) who conducted the investigation, and witnesses (solely during their own testimony). Hearings are private. Observers or additional support personnel, other than the parties' advisors, are not allowed unless deemed necessary by the Title IX Coordinator for purposes such as accommodation of a disability. Cell phones and recording devices may not be used by the parties or their advisors in the hearing room(s).

The Title IX Coordinator may postpone the hearing for good cause as determined by the Title IX Coordinator. Good cause may include, without limitation, unavailability of one or more participants due to unanticipated events or circumstances, the timing of academic breaks or holidays, or other extenuating circumstances.

Conduct of the Hearing

The hearing will be conducted as follows:

- Both parties will be given an opportunity to make an Opening Statement.
- The Adjudicator may, at his/her discretion, ask questions of the Investigator and/or any party or witness directly as part of the hearing process. Questions for the investigator, the other party, and any witnesses may, if desired, be asked on behalf of the Complainant and Respondent by their respective advisors. However, questions that seek disclosure of information protected under a legally recognized privilege will not be permitted unless the person or entity holding the privilege has waived the privilege in writing.
- Only relevant questions may be asked by a party's advisor to a party or witness. Before the party or witness answers a question posed by an advisor, the Adjudicator will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Such decisions by the Adjudicator are final and not subject to further objection or reconsideration during the hearing.
- At the end of the hearing, both parties will have the opportunity to make a Closing Statement.
- Both the Complainant and the Respondent may have an advisor, of their own choosing, present to support and accompany them during hearing. If a party does not have an advisor present at the hearing, the Institute will provide, without fee or charge to that party, an Institution Advisor of the Institute's choice for the limited purpose of conducting questioning on behalf of that party. No later than two days prior to the hearing, both the Complainant and Respondent shall inform that Title IX Coordinator whether they have an Advisor of Choice who will be attending the hearing.
- The hearing will take place in person or over technological platforms, such as Zoom, with technology enabling the Adjudicator and the parties to simultaneously see and hear any party or witness providing information or answering questions. If either party so requests, the hearing will be conducted with the parties located in separate rooms using technology as described in the preceding sentence.
- Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant at any stage of this process, other than questions and evidence about the Complainant's prior sexual behavior that (a) are offered to prove that someone other than the Respondent committed the alleged misconduct, or (b) concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Similarly, questions and evidence about any party's medical, psychological or other similar records are not relevant unless the party has given voluntary, written consent.
- During the hearing, advisors will have the opportunity to question witnesses and the other party. All questions will be assessed by the Adjudicator for relevance.

· At no time will the Complainant and Respondent be permitted to question each other.

Formal rules of evidence will not apply. Except as otherwise expressly prohibited by this Policy, any information that the Adjudicator determines is relevant may be considered, including hearsay, history and information indicating a pattern of behavior, and character evidence. All evidence previously made available to the parties for inspection and review prior to completion of the investigative report as described above will be made available at the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of questioning.

If a party or witness does not submit to cross-examination at the hearing by a party's advisor as described above, the Adjudicator may not rely on any statement of that party or witness, during the hearing or otherwise, in reaching a determination regarding responsibility. The Adjudicator will not draw an inference as to responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination questions.

The hearing will be recorded through either an audio recording or transcript. That recording or transcript will be made available to the parties, upon request, for inspection and review. Prior to obtaining access to the recording or transcript, the parties and their advisors must acknowledge in writing that they will not disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the grievance process.

Upon the conclusion of the hearing process, both the Complainant and Respondent shall have access to a full and fair record of the hearing. The record of the Adjudicator's hearing shall be protected from public release until a final determination is made. A final determination is made under this policy when no appeal of the decision of the Adjudicator is sought, or in the event of an appeal, when the decision of the Appeals Officer(s) is communicated to the Complainant and Respondent. Any public release of the full and fair record of the hearing shall be made in accordance with Munson/Pratt Munson policy and federal and state laws.

Determination

Following conclusion of the hearing, the Adjudicator will deliberate and render a determination as to whether the Respondent is responsible or not responsible for the alleged violation(s). The Adjudicator will use a "preponderance of the evidence" standard to determine whether each alleged violation of this policy occurred. A preponderance of the evidence means that information shows it is "more likely than not" that the Respondent violated this policy.

Sanction

The sanction(s) for a violation of this policy will be based on a consideration of all of the circumstances, including the severity of the conduct and the Respondent's disciplinary history. The range of sanctions imposed may include, but are not limited to, any one or more of the following:

- Reprimand or warning
- Change in academic schedule
- Disciplinary probation
- Revocation of honors or awards
- Restricting the Respondent's access to Institute facilities or activities
- Community service
- Issuing a "no-contact" order to the Respondent or requiring that such an order remain in place
- Loss of attendance and/or participation privileges for social functions or Institute programs
- Change or removal of housing assignment and/or housing privileges
- Letter of reprimand
- Change of job assignment and/or work location
- Loss of employment
- Suspension (limited time or indefinite)
- Demotion or reduction in pay
- Expulsion
- Revocation of degree

Each party may submit a written personal impact statement to the Title IX Coordinator for consideration by the Adjudicator in determining an appropriate sanction if there is a finding of responsibility on one or more of the charges. The parties must submit their statements to the Title IX Coordinator within 24 hours after the conclusion of the hearing. The Title IX Coordinator will provide each of the parties an opportunity to review any statement submitted by the other party.

In making a determination regarding sanctions, the Adjudicator may consider the parties' impact statements, if any; the nature and severity of, and circumstances surrounding, the violation(s); the need to remedy the effects of the conduct on the Complainant and/or the community; the impact of potential sanctions on the Respondent; sanctions imposed by the Institute in other matters involving comparable conduct; and any other lawful factors deemed relevant by the Adjudicator. The Adjudicator may also consult with the Title IX Coordinator and other appropriate Munson/Pratt Munson officials. The Respondent's disciplinary history, including, but not limited to, past findings of domestic violence, dating violence, stalking or sexual assault, may also be considered for purposes of determining an appropriate sanction.

A final determination letter will be issued to the Respondent and the Complainant. Both parties, concurrently, will receive a copy of this determination letter to the extent permitted by law. The determination letter will include the following

information: (i) the name of the Respondent; (ii) a description of the charges that were adjudicated; (iii) a description of the procedural steps taken from the submission of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (iv) whether the Respondent has been found responsible or not responsible for specific violation(s) of this policy; (v) conclusions regarding the application of the Policy to the facts; (vi) factual findings supporting the determination; (vii) the sanction imposed, if any; (viii) the rationale for the decision and sanction; (ix) whether remedies designed to restore or preserve equal access to the Institute's educational programs or activities will be provided to the Complainant; and (x) a notation regarding the right to appeal, including the procedures and permissible bases for the Complainant and Respondent to appeal.

For those crimes of violence that Munson/Pratt Munson is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing and appeal, if any, shall include the following notation:

- Suspended after a finding of responsibility for a code of conduct violation;
- Expelled after a finding of responsibility for a code of conduct violation; or
- Withdrew with conduct charges pending

Transcript notations for suspensions may be removed at the discretion of the Institute, but no earlier than one year after the conclusion of the suspension. Transcript notations for expulsion shall not be removed.

Appeal

The Complainant and Respondent, if a student, faculty member or employee, may file an appeal of the determination of the Adjudicator. A respondent or complainant may also appeal the Institute's dismissal of a formal complaint or any allegations therein. When a party requests an appeal, the other party will be notified.

A party has four grounds under which to appeal the Institute's determination: (i) the Adjudicator committed procedural errors that had a direct impact on the decision or a procedural irregularity that affected the dismissal of the matter, (ii) there is new evidence that has come to light that could have a direct impact on the outcome and which was not reasonably available before or during the investigation and/or hearing before the Adjudicator, (iii) a claim that the sanctions are not consistent with past practices or the severity of the alleged sexual misconduct and (iv) the Title IX Coordinator, investigator(s), or Adjudicator had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the determination regarding responsibility or dismissal of the matter. The professional experience

of an individual need not disqualify the person from the ability to serve impartially. Furthermore, bias is not demonstrated by working in complainants' or respondents' rights organization.

Sanctions imposed by the Adjudicator will remain in effect until any timely appeal of the decision is resolved, unless the Title IX Coordinator decides otherwise. Supportive measures will remain in effect until the appeal is resolved.

The procedure to file an appeal is as follows:

1. A party wishing to file an appeal must file a notice of intent to appeal within five (5) business days of the date the party receives the decision letter. The intention to file an appeal must be submitted in writing (either email or hard-copy) to the Title IX Coordinator. This notice of intent to appeal must contain the party's grounds for the appeal.
2. Each party will be given a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. Each party will have at least three (3) business days to submit its written statement.
3. The Title IX Coordinator will appoint an Appeals Officer or, if the Respondent is a student of Munson/Pratt Munson, a panel of up to three (3) Appeals Officers. No Appeals Officer shall have a conflict of interest. The decision-maker for the appeal will not be the same person as the Adjudicator that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
4. The Appeals Officer(s)' entire review process will be based on the party's written request for appeal, the parties' written statement in response to the appeal and Munson/Pratt Munson's record of the case. The Appeals Officer(s) will have access to the investigator report, the Adjudicator's decision and may, if the Appeals Officer(s) deem it necessary, communicate with the Investigator, the Adjudicator, and/or any party or witness directly as part of the appeals process. However, appeals are not intended to be full re-hearings of the complaint. In most cases, appeals will be considered upon a review of the written documentation in the case file, including the Investigator Report and the Adjudicator's written decision, and any pertinent documentation regarding the grounds for appeal.
5. The Appeals Officer(s) may affirm the Adjudicator's decision, alter the Adjudicator's decision (with respect to a finding of responsibility and/or sanctions), or return the case to the Investigator for further investigation.
6. A preponderance of the evidence standard will be applied on appeal.
7. The Appeals Officer(s) will make a final determination on the appeal. The Appeals Officer(s) will normally render a decision regarding the appeal within 20 calendar days of the request for appeal.

8. Both the Complainant and Respondent will be notified in writing, concurrently, of the decision on appeal. The Appeals Officer(s)' decision will be final and binding.

Informal Resolution

A Complainant who wishes to file a formal complaint but who does not wish to pursue Formal Resolution at a hearing may request a less formal proceeding, known as "Informal Resolution." Informal resolution must be agreed upon by both parties, and the Title IX Coordinator must agree that informal resolution is appropriate.

The Informal Resolution Process is, generally, not available if the respondent in a sexual misconduct complaint is a faculty or staff member of Munson/Pratt Munson and the complainant is a student, unless the Title IX Coordinator deems it to be appropriate.

The Title IX Coordinator will offer the Informal Resolution Process to the parties after a formal complaint is filed by a complainant. Supportive measures are available to both parties in the same manner as they would be if the formal complaint were proceeding under the formal grievance and hearing process. No party should feel intimidated, coerced or threatened to participate in an Informal Resolution Process, or to withdraw from an Informal Resolution Process.

An informal resolution usually takes the form of mediation in which a designated third-party explores whether the parties can agree on a result. The facilitator of the informal resolution process will be screened to ensure that such person is free from conflicts of interest and bias. The facilitator will not be available as a witness in any hearing that may occur should either party terminate the Informal Resolution process before a resolution. Informal Resolution provides an opportunity for the Complainant to confront the Respondent in the presence of, and facilitated by, a presiding officer or mediator, and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future. The parties will not, however, be required to meet together as part of the Informal Resolution. Either party can elect to have any meeting occur so that the parties are in different rooms and the facilitator "shuttles" between the parties. In either event, the Respondent will have an opportunity to respond. The Complainant and the Respondent each may bring an advisor to the Informal Resolution. Advisors are subject to the same restrictions set forth for advisors in Formal Resolution, outlined above.

The Complainant, Respondent and/or Institute may, at any time, elect to end the Informal Resolution process and initiate Formal Resolution instead. In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private,

except where disclosure may be required by law or authorized in connection with duties on behalf of the Institute. If there is no agreement on a resolution, the complaint is returned to the formal grievance and hearing process. If an agreement is reached, the facilitator will draft a document reflecting the agreement between the parties that becomes final once it is signed by both parties. This written and signed resolution indicates that the complaint has been resolved under this policy without the need for further investigation or to pursue the formal grievance and hearing process.

TIME FRAME FOR RESOLUTION

Munson/Pratt Munson seeks to resolve every report of sexual misconduct within 90 calendar days of the filing of the formal complaint, excluding any appeal. The time frames included in this policy may vary depending on the details of the complaint and, in some cases, extenuating circumstances that may require an extension of the time frames. Extenuating circumstances may include the time of the academic year (e.g., during Institute breaks or final exams), the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation by local law enforcement, or other unforeseen circumstances. In the event that the investigation and resolution exceed this time frame, Munson/Pratt Munson will notify the Complainant and Respondent of the reason(s) for the delay and the expected adjustment in the time frame.

APPLICATION TO FACULTY AND STAFF

One or more of the Institute's personnel policies or faculty and staff handbook policies may overlap with this policy in a particular situation. This policy applies to any situation where a student is the complainant or respondent. In all other situations, Munson/Pratt Munson reserves the right to apply this policy or another applicable policy or process. The Institute will apply this policy to any situation where the Institute determines that Title IX requires the application of this policy.

ACADEMIC FREEDOM

The Institute is an academic institution at which academic freedom possessed by those who are teaching/conducting research and their students is necessary and valued. Munson/Pratt Munson will not construe this policy to prevent or penalize a statement, opinion, theory, or idea offered within the bounds of legitimate, relevant, and responsible teaching, learning, working, or discussion.

PREVENTION AND AWARENESS EDUCATION PROGRAMS

Creating a safe and respectful environment is the responsibility of all members of the Institute community. To promote and maintain this environment, the Institute engages in comprehensive educational programming to prevent sexual misconduct, including sexual harassment,

domestic violence, dating violence, sexual assault, stalking, and retaliation. The Institute provides primary prevention and awareness programs for all incoming students and employees, and ongoing prevention and awareness campaigns for all students and employees. If a victim discloses actions constituting a violation of this policy through a public awareness event, such as "Take Back the Night" or a candlelight vigil, the Institute is not obligated to begin an investigation. The Institute may, however, use the information to inform the need for additional education and prevention efforts.

AMNESTY

The health and safety of every student at Munson/Pratt Munson is of utmost importance. The Institute realizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Munson/Pratt Munson strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to Munson/Pratt Munson officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Institute officials or law enforcement will not be subject to Munson/Pratt Munson's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

DESIGNATION OF AUTHORITY

Any person assigned a role pursuant to this policy may designate their authority to another appropriate person to avoid conflicts of interest or in other circumstances, as deemed necessary.

COORDINATION WITH OTHER POLICIES

A particular situation may potentially invoke one or more Institute policies or processes. The Institute reserves the right to determine the most applicable policy or process and to utilize that policy or process.

CLERY ACT COMPLIANCE

The Institute is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, Munson/Pratt Munson will issue a timely warning or emergency alert to the campus. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the Complainant will not be disclosed.

TRAINING

Responsible administrators, persons assigned as investigators, and individuals appointed to

adjudicate alleged violations of this policy will receive annual training on relevant topics, including discrimination, harassment, stalking, domestic violence, dating violence, sexual misconduct and how to conduct investigations and disciplinary proceedings that protect the safety and respectful treatment of all parties and promote accountability to the Munson/Pratt Munson community.

ADMINISTRATION OF THIS POLICY

The Institute's Title IX Coordinator is responsible to ensure compliance with this policy. Any questions or concerns about the administration of this policy should be directed to the Title IX Coordinators, Tiffany Varlaro, Student Life Director/Title IX Coordinator, 315-797-0000, ext 2183, Inquiries and complaints may be made externally to the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100. Customer Service Hotline #: 800-421-3481.

This policy shall be effective August 14, 2020.

STUDENTS' BILL OF RIGHTS IN CASES INVOLVING SEXUAL ASSAULT, DOMESTIC/DATING VIOLENCE, AND STALKING

All students have the right to:

- Make a report to local law enforcement and/or state Police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by Munson/Pratt Munson;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the Institute courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by Munson/Pratt Munson, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of Munson/Pratt Munson;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial

or conduct process including during all meetings and hearings related to such process; and
· Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Munson/Pratt Munson.

STATEMENT OF RIGHTS IN CASES INVOLVING SEXUAL ASSAULT, DOMESTIC/DATING VIOLENCE AND STALKING

Anyone reporting an incident of sexual assault, domestic or dating violence or stalking has the right to:

- A. Notify Campus Safety, Local Law Enforcement or the New York State Police.
- B. Emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual and who can provide information, including:
 - 1) options to proceed, including the right to make a report to Campus Safety (reports to Campus Safety are reported to the Title IX Coordinator), Local Law Enforcement, and/or the New York State Police or choose not to report; to report the incident to Munson/Pratt Munson; to be protected by the Institute from retaliation for reporting an incident; and to receive assistance and resources from the Institute, as set out in Munson/Pratt Munson's Sexual Misconduct Policy.
 - 2) where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
 - 3) that the criminal justice process utilizes different standards of proof and evidence than the Institute's misconduct procedures and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney;
 - 4) whether the person they are reporting to is authorized to offer the confidentiality or privacy; and
 - 5) any other reporting options.
- C. If they are a student, to contact the Institute's Health and/or Counseling Offices, where they may be offered confidential resources pursuant to applicable laws and can be assisted in obtaining services for reporting individuals; or to contact non-Institute confidential resources, including the New York State Office of Victim Services at 1-800-247-8035 or <https://ovs.ny.gov>.
- D. Disclose confidentially the incident and obtain services from the state or local government;
- E. Disclose the incident to the Institute's Responsible Employees who can offer privacy or, in appropriate cases determined by the Title IX Coordinator, confidentiality, subject the Institute's Sexual Misconduct Policy, and can assist in obtaining resources for reporting individuals;

F. File a report of sexual assault, domestic violence, dating violence, and/or stalking and consult the Title IX Coordinator and other appropriate Institute personnel for information and assistance. Reports shall be investigated in accordance with Munson/Pratt Munson policy. A reporting individual's identity shall remain private if that is what the reporting individual wishes, however privacy is not the same as confidentiality and private information can be shared as necessary to implement and fulfill the Institute's obligations under the law and its policies and procedures;

G. Disclose, if the accused is an employee of the institution, the incident to Human Resources or to request that a confidential or private employee assist in reporting to Human Resources; and
H. Receive assistance from appropriate Munson/Pratt Munson representatives if interested in initiating legal proceedings in family court or civil court, such assistance to consist of facilitation in contacting appropriate local agencies who can provide direct assistance with court proceedings.
I. Withdraw a complaint or involvement from the Institute's processes at any time, with the understanding that in appropriate cases, Munson/Pratt Munson may nonetheless be required to proceed even if the reporting individual does not wish to do so.

2. Munson/Pratt Munson Tobacco, Alcohol and Drug Policy

A. Tobacco

As of August 2018, Munson is a tobacco, vaping, and smoke free institution. Smoking and vaping are prohibited on Munson property.

B. Alcohol and Drugs

Alcohol and drugs are prohibited on Institute property, even for students over the age of 21, unless approved by Institute officials. All are reminded that the Institute believes that it is the responsibility of the members of this community, both individually and collectively, to comply with the applicable local, state, and federal laws controlling alcohol and drug possession, use, or distribution. Specifically,
a. Selling, giving or serving alcoholic beverages or cannabis to underage persons,
b. Consumption of alcoholic beverages or cannabis by those persons under the age of 21,
c. The sale, purchase, or suspicion of use of any illegal drug,
d. Failure to comply with Pratt Munson officials, will all result in a violation of the Code of Conduct and subject to judicial action.

C. Regarding the Use and Distribution of Alcohol

Pratt Munson supports the observance of all laws and regulations governing the sale, purchase and serving of alcoholic beverages by all members of the community. Included in these laws are those that govern driving under the influence of alcohol, the purchase of alcohol by and for persons under

the legal drinking age, and the serving of alcohol to persons who are either under age or intoxicated. The Institute does not intend through its policies to restrict the responsible use of alcohol by members of the Institute community who are of legal drinking age in New York State. Specifically,

- Persons under the age of 21 are not permitted to consume alcohol.
- Persons younger than 21 are not permitted to hold alcohol with intent to consume.
- Whenever alcohol is present at an Institute event, the sponsoring individual/group must utilize an acceptable method of proofing for age.
- The only acceptable forms of identification which can serve as positive proof of age are:
 - a. A driver's license (if year of birth and picture are on license),
 - b. New York State Photo Identification Card (obtained at the Department of Motor Vehicles), or
 - c. A passport.

Additionally, a Munson/Pratt Munson identification card is required for admission to all campus events (whether or not alcohol is served). If students from other colleges are invited, they will be required to present their college I.D. For Student Activities and Leadership sponsored events, only Pratt Munson students may bring guests. Two guests are admitted per Pratt Munson student host.

- New York State law requires the posting and/or availability of appropriate signs stating the New York State legal drinking age of 21, at all events where alcohol is served.
- Individuals who appear to be intoxicated may not be served alcoholic beverages under any circumstances.
- All members of the Munson/Pratt Munson community are expected to follow the prescribed guidelines pertaining to alcoholic beverages, particularly proofing for age.
- Pratt Munson students who are of legal drinking age and present proper I.D., may consume alcohol at Institute events.

D. Treatment and Counseling Services Available

Munson/Pratt Munson is committed to creating an environment for its students and employees free of alcohol and drug abuse. We will provide a referral for problems arising from drug and alcohol abuse. Counseling and information on referral services are available on a confidential basis, from the Counseling Office, located in the Student Life Offices. The Health and Counseling Offices also maintain a list of referral sources for those who prefer to receive counseling and/or treatment off-campus, or who may require more extensive treatment. Additionally, there are A.A., Al-Anon, and grief groups in the local community.

E. Good Samaritan Policy

Pratt Munson cares first and foremost about the safety and wellbeing of its students. Students are

encouraged to seek the assistance of Student Life Staff and/or Campus Safety if they are concerned about a fellow student. If a student needs medical attention due to drug use or intoxication and another student seeks the help of a Pratt Munson Official, the student seeking help is acting as a "good samaritan," even if they are also under the influence. During the conduct process, the hearing officer will determine whether the "good samaritan" policy applies and may dismiss the case. The case may not be dismissed if another policy violation occurs at the same time (i.e. distribution of drugs). Students should always err on the side of caution and seek assistance in any potentially dangerous situation. Campus Safety can be reached at 315-797-0000 ext. 4444.

3. Summary of Policy on Computer Users' Rights and Responsibilities

Access to the campus data network is a privilege, not a right. By connecting to our network, you are indicating that you are bound by the Acceptable Use Policy (AUP). If you violate this policy, you will be subject to consequences, including loss of your network privileges. This means you will not be able to use your personal computer and devices' access to all internet connections campus wide affecting your connection to:

- e-mail,
- video/audio conferencing
- video/audio streaming
- calendar applications,
- social media,
- eLearning services,
- data storage, and
- all other network services.

This policy is also designed to ensure compliance with federal and state laws and protect the Institution's core business functions and the systems and software that operate those functions. Non-compliance of this policy could lead to reduced network speed, compromise confidential files, conflict with other software cause system outages, and spread malicious software (malware). In addition to sanctions enforced by the Institute, violators may be subject to criminal and civil charges under state and federal law, and may be sued for any copyright infringement.

Furthermore, this policy is designed to ensure compliance with federal and state laws. In addition to sanctions enforced by the Institute, copyright violators may be subject to criminal and civil charges under state and federal law, and may be sued by the copyright holder.

In order to protect the Institution's core business functions, and the systems and software that operate those core business functions, the Computer Administration staff will regularly monitor traffic to and from all file servers and to all data repositories housing these records.

- a. Users are expected to follow the instructions of the computing personnel who have the right

to limit a computer user's session if resources are insufficient, or in order to protect system performance.

b. All users are required to have a valid account and may access their own account only in accordance with its authorized purposes. Furthermore, users should not give their password to anyone else: but if they choose to do so, they are tacitly accepting responsibility for their guest user's behavior relative to this policy statement.

c. Munson/Pratt Munson is committed to preventing the use of its resources for the improper use, infringement, and distribution of copyrighted materials, while at the same time not unduly interfering with the appropriate educational and research use of such resources. Munson is also committed to educating members of the Institution's community concerning the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing.

Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and other intellectual works. If you violate the exclusive rights of a copyright owner, you infringe the author's copyright.

P2P file sharing programs have legal uses. Even legal file sharing software uses Internet Bandwidth intended to support work critical to the educational mission of Munson. For this reason, even legal file sharing software may be restricted, or in some cases may be prohibited. If you have P2P software on your computer and use it to download or share files you should consider

removing it. Here are a few reasons why:

- To avoid unintentionally downloading or distributing files
- To avoid infection from computer malware or virus
- To support the rights of content owners (musicians, filmmakers, etc.)

Unauthorized file sharing is against the law and our policy. You are committing a crime and violating campus policy if you, or a user authorized by you, downloads copyrighted material without consent of the copyright holder. It is Munson policy to enforce these laws.

In compliance with federal copyright, it is Munson's policy that:

We prohibit any unauthorized copying, distributing, altering, use, or translating of copyrighted materials, software, motion pictures, music, or other media by users of the Institution's computing networks without the express written permission of the copyright holder. Any illegal peer-to-peer file sharing using the Institution's network is prohibited. The Computer Administration staff may monitor patterns of Internet traffic over the computing network not only to ensure efficient and effective operations but also to ensure against misuse of Internet access or to

detect possible problems. Use of any peer-to-peer application (downloading of movies, music, or other copyrighted material) by faculty, staff, or students is prohibited on any Institute-owned computers unless approved in advance by the Network Administrator.

4. Institute Standards

Upholding the values inherent in Munson/Pratt Munson's community standards is essential to maintaining the integrity of our social fabric. With this in mind, our expectation for conduct excludes the following behaviors:

A. Behavior Disruptive to Another

- a. Physical restriction.
- b. Coercion.
- c. Physical intimidation.
- d. Verbal intimidation.
- e. Harassment.
- f. Any deliberate action which causes or might cause injury to another person.
- g. Acts of sexual misconduct or intimidation.
- h. Behavior deemed dangerous to self or others.
- i. Cyberbullying.

B. Behavior Adverse to an Inclusive Community

Munson/Pratt Munson is dedicated to creating a safe, respectful environment for students of all racial, religious, ableness, and sexual identities. We affirm our intention to be an anti-racist institution and an ally of our LGBTQ+ population. Instances of overt discrimination, racism, sexism, or shaming will not be tolerated. Infractions will be handled on a case-by-case basis. Consequences may include suspension or expulsion. More nuanced cases of bias will be handled through a bias report form. There will be two forms available. The student/student incidents will be managed through the Student Life Office, and student/faculty/staff incidents will be managed through the Dean's Office. When bias incidents are confirmed, remediation may include additional education through a module, class, program, or activity for the offending person. This training will be designed to enhance the student, faculty, or staff member's understanding of the policy violation and their impact on fellow students and the community. Multiple infractions will be handled in the same way as instances of overt racism, sexism, or shaming.

C. Behavior Disruptive to the Public Order

- a. Participation in or encouragement of any effort to disrupt a class or other Institute function.
- b. Creating a public inconvenience, annoyance or alarm.
- c. Fighting.
- d. Unreasonable noise.
- e. Irresponsible use of skateboards, rollerblades, bicycles, etc. Please note: use of these modes of transport are not allowed in any Munson/Pratt Munson building, parking lot, or on any Institute

ramp, stairway, or sidewalk.

D. Behavior Adverse to Health and Safety Regulations

- a. Tampering with or misusing fire alarms and other fire safety equipment.
- b. Refusal to observe safety regulations or procedures, including failure to exit a building during a fire alarm.
- c. Reckless driving.

E. Theft, Willful Property Damage and Unauthorized Entry

- a. Theft of property or services.
- b. Defacing, damage or destruction or other misuse of property not one's own.
- c. Unauthorized use of keys or Identification/proximity card to access any Munson/Pratt Munson room or facility.
- d. Forcible entry into any Munson/Pratt Munson room or facility or restricted areas, including roofs, fire escapes, and porches.
- e. Stealing, sequestering, or defacing Library materials.

F. Dangerous Conditions, Weapons and Explosives

- a. Creating a condition which unnecessarily endangers or threatens the safety or well-being of any person.
- b. Possession or use of explosive, firecracker, incendiary materials, gun, rifle, pistol or other firearm (whether operable or inoperable, loaded or unloaded), dynamite cartridge, bomb, grenade, mine, incendiary or explosive device, BB or pellet gun, air rifle, air pistol, airsoft rifle or pistol, crossbow and/or arrows, bow and/or arrows, firecracker, knives include both functional and decorative for knives (cannot exceed 4 inches and include: gravity, switchblade, plium ballistic, metal knuckle, decorative/ceremonial. Functional kitchen knives are acceptable.), "nun-chucks", razor and razor blades (except solely for personal shaving), metal darts, dartboards and laser pointers or any device which may readily be used as a weapon or to inflict or cause harm to any person or structure are prohibited as well. (Prohibited items will be confiscated by Campus Safety and not returned).
- c. Lighting or attempting to light a fire.

G. Gambling

Illegal gambling anywhere on the premises or at any official affair sponsored or sanctioned by Munson/Pratt Munson or any of its groups or organizations.

H. False Information

- a. Providing false testimony in matters related to the conduct process.
- b. Furnishing information to the Institute with intent to deceive.
- c. Representing oneself as another person, with the intent to obtain benefit or to defraud another.
- d. Embezzlement.
- e. Fraud.

I. Misuse of Documents and Computers

(see also #3)

- a. Forging, alteration, misappropriation or other misuse of academic or non-academic documents, records or identification cards.
- b. Unauthorized and/or inappropriate use of computers and/or software. (Misuse may include damaging or altering records or programs; furnishing false information; invading the privacy of another user by using files, programs, or data without permission; engaging in disruptive behavior; illegal duplication of copyrighted or licensed software, accounts, passwords, or key words.)

J. Commercial Activities or Soliciting

Canvassing within Munson/Pratt Munson facilities, via email or on Munson/Pratt Munson's property without the written authorization of the Dean of the School of Art is not permitted.

K. Failure to Comply

- a. Failure to comply with the instructions of Munson/Pratt Munson personnel acting within the scope of their duties.
- b. Failure to carry or present valid Munson/Pratt Munson identification when requested to do so by Institute officials.

L. Implied Consent

Students are responsible for all activities they are passively participating in. By allowing behaviors that violate Institute policy, you may be found responsible for not taking an active role in preventing inappropriate behaviors. It is your responsibility to report behaviors or items that violate policy. Passive participation in events that violate policy will not be tolerated, nor is it a valid reason to avoid responsibility. Students will be considered in violation of policy and may face judicial action if they fail to remove themselves from a violation.

M. Hazing

The participation in or encouragement of any action or situation which endangers the mental or physical health of another person. This includes forcing the consumption of alcohol and other drugs for the purpose of initiation into or affiliation with any organization.

N. Littering

Pratt Munson is committed to providing and maintaining a campus that everyone can be proud of. In order to maintain our campus, students must ensure to use appropriate receptacles for waste. Students found littering on campus may face repercussions through the conduct process. If a student does not know where appropriate receptacles exist in an area, they can contact the Student Life Office.

O. Campus Poster Policy

In an effort to promote communication Institute-wide and preserve the appearance of the campus, the Student Life Office has established the campus poster policy.

Note: This policy applies to all the bulletin boards on the Pratt Munson campus. The only bulletin boards which are exempt are those controlled by the academic departments and the Residence Life Office.

General Poster Policy

a. All posters must have the Student Life approved stamp. The stamp must be easy to read on the poster and the date clear. Posters must be brought to the Student Life Office, to be stamped by a member of the Student Life Staff. Hanging posters is the responsibility of the person/group sponsoring the poster, not the Student Life Office. It is suggested that posters are stamped before they are copied. Posters without stamps will be immediately removed. If you have any questions, please contact the Student Life Office before making and printing posters.

- Posters cannot advertise drugs or alcohol.
- Posters with content that is deemed libel or otherwise excessively vulgar may not be approved.
- Posters must follow copyright rules and regulations.
- Posters will not be approved if they contain incorrect information, or if they are inconsistent with Pratt Munson's standards and policies.
- Posters must provide duplicate information in English when another language is also used.
- All posters must be 11"x17" or smaller.

b. The date on the stamp is the date on which all posters must be taken down. Individuals/offices that hang posters are responsible for taking down the posters after the stamped date has passed. For an event/activity which has a specific date, the date stamped on the poster will be the date after the event/activity is scheduled to take place. For a poster without a specific date, the date stamped will be one (1) month after the date on which the poster is brought in to be stamped.

- Posters are only permitted on bulletin boards. Posters are not permitted on walls, windows, doors, unless it is on the day of the event. Pratt Munson staff will remove posters not on approved locations.
- Due to space limitations, only one event flyer/poster per location is allowed.
- No one is permitted to hang a poster over another poster.

5. Residence Hall License

Students must abide by the policies and regulations of the Residence Hall License, as well as by the Institute rules and expectations outlined in the Student Handbook, and as posted. Students living in the residence halls are also required to participate in the Pratt Munson meal plan.

Additionally, students in Institute housing are expected to conduct themselves in a manner appropriate to a community living environment. This License cannot be assigned or transferred by the student to any other person(s). This

license and its contents are subject to change due to COVID-19.

A. Term of License Period: This License is for the Fall 2023-Spring 2024 academic year. Students who wish to cancel their License must do so in writing. Refer to Section G. for cancellation penalty and refund schedule.

Students may not occupy, or deliver items, to their rooms prior to the official opening date of the residence halls. Students may however have items shipped to their campus mailing address after August 1st. The right to occupy a residence space officially ends at noon the day after Commencement.

Students must notify the Student Life Office and be approved if they plan to arrive before or after their scheduled check-in date.

B. Eligibility: To be eligible for college housing, an individual must be a full-time, registered student at Pratt Munson College of Art and Design.

C. Occupancy: Occupancy is defined as official possession of the key(s) to the room. For residents continuing from the Fall to the Spring semester, occupancy is defined as failure to obtain written approval of License cancellation, and/or failure to remove all possessions from the residence hall and return of all keys by the check-out date for the Fall semester. See Sections F. and G. for dates and schedule.

All students are expected to comply with all federal, state, and local laws and regulations affecting residences.

D. Payments

Housing Deposit: To secure a room assignment, students must pay in advance a housing deposit of \$200. The amount of the housing deposit is deducted from the student invoice and is non-refundable.

Spring Semester Housing Deposit: New students moving on campus mid-year (Spring semester) must submit the housing deposit. The amount of the housing deposit is applied to the student invoice and is non-refundable.

Room Rate: The room rate for the 2023-2024 academic year is an annual rate of \$9,954.00 and a semester rate of \$4,977.00.

E. Room Damages: At the end of the academic year, the Residence Life Staff and Munson Maintenance Staff will make a final inspection and evaluation of each suite. Any room damages identified during this process (damages that are not reflected on the Room Condition Report completed at check-in) will be charged to the student(s) assigned to that space. Residence Hall Damage statements will be mailed to domestic students and emailed to international students in late-May after the inspection has been completed.

In the event that it cannot be determined which student is responsible for damages, all damage assessments will be divided equally between the students occupying the space (i.e. suite damages would be divided equally between the students occupying the suite; residence hall common area damages would be divided equally between all residents). Additionally, students will be charged for damages caused by their guests. All charges will be added to the student invoice, and a copy of the invoice will be included with the Damage statement. Any student with a balance due will have their student account placed on hold. This hold will prohibit the release of transcript information and future registration changes. The hold will be removed once all balances are paid in full. Each student that properly checks out will be given an opportunity to appeal the room damage charges. All appeals must be done in writing and submitted by email to reslife@prattmunson.edu no later than June 7, 2024. The Residence Life Office will notify the student no later than June 14, 2024 via email of the appeal decision. If the appeal is approved in part or in full, the Student Accounts Office will be notified, and an updated invoice reflecting the changes will be sent to the student.

Collection Services: When accepting a Residence Hall License, it shall be understood that in the event the services of a collection agency and/or an attorney are required in order to collect the unpaid balance, the student shall be responsible for payment of collection costs and/or actual cost of legal services. In addition, the Institute may disclose the information to credit bureau organizations.

Refunds: After the student has signed the Residence Hall License and an assignment has been made by the Residence Life Office, the student is automatically charged for the cost of the room and meal plan and is obligated by the refund schedule as listed in Section G.

F. Check-In, Check-Out & Break Dates

Check-In	Fall 2023	Spring 2024
New International	8/22/23	1/14/24
New Non-International	8/24/23	1/14/24
Returning Students	8/26/23	1/14/24

Check-Out	Fall 2023	Spring 2024
All Students	12/19/22	5/9/24

Break Periods

During Spring Break (3/9–3/17), the residence halls will be closed, and dining services will not be provided. Halls close at noon the day after classes end and reopen at noon on the return date (3/17). Accommodations over Spring Break may possibly be made for any resident with extenuating circumstances. Requests must be made to the Student Life Director no less than (1) week before the break begins, and a daily fee of \$25 will be implemented for the additional days. Approved requests received after the deadline

will incur a \$100 fine.

G. Withdrawal and Cancellation Refund Policy:

Upon receipt of the completed leave of absence/ withdrawal form appropriately approved by the Student Life Office, students may be eligible for partial refunds of residence hall housing and meal charges previously paid. Any withdrawals completed prior to and including the first day of class each semester will be refunded in full. Any refunds due to leave of absence/withdrawal after the first day of class will require a written request submitted to the Bursar. The written/ email request must be submitted to the Bursar Office within 14 days of departure from campus otherwise full charges will remain. Charges will then be prorated based on the number of weeks the student was in attendance.

All refunds are subject to reduction by any outstanding student account balances, including room damages, as defined in Section E.

H. Room Assignment/Room Changes:

Second year room assignments are made during the spring of the student's first year. The assignment process involves a lottery to determine selection order. Second year students are advised to carefully consider the people they choose to live with as roommates/suitemates.

The Residence Life Office assigns all rooms. Students are prohibited from switching rooms or permitting any part of the room to be shared by persons not assigned by the Office. The Office reserves the right to assign a new occupant to fill vacancies, make changes in room assignments, including consolidation, and to reassign or remove a student from Institute housing for reasons of health, safety, security, or conduct. The Residence Life Office must approve all changes. A damage inspection is a part of the room change process. Non-approved room changes, or unfinished room changes, will result in a fee of \$25 per day, and the student may be required to move back into the original room. Students are not permitted to occupy more than one space at a time. When making an approved room change, a student may hold the key to two rooms for no more than 72 hours. After 72 hours, students may be charged for both rooms occupied.

I. Room Condition Report:

Upon acceptance of the key(s) to the room, each student must complete and sign a Room Condition Report provided by the Institute. This form, when countersigned by a representative of the Institute, is the basis for assessment of any damage and/or loss to the room/suite attributable to the resident at the termination of occupancy. Failure to complete, sign, and return the form results in the student's assumption of responsibility for any damage evident in the room and common areas within the room/suite without the ability to appeal any damage charges.

J. Check-Out: Students must remove all refuse and discarded material and leave the room/suite clean. This includes cleaning all kitchen cabinets and appliances. Charges for additional cleaning required, removal of personal property, and/or loss or damage caused by the students are the responsibility of each student. Exceeding costs will be billed to the student. Rooms are not considered vacated until the key(s) are returned, and the check-out form is signed by a Residence Life staff member. At the end of the Fall and Spring semesters, students must vacate their room as specified by the Institute Academic Calendar. Permission to remain in Institute housing beyond the specified deadline must be obtained in writing from the Student Life Office. The Institute reserves the right to charge for occupancy outside of the License period. Failure to abide by these check-out procedures may result in a \$100 improper check-out charge.

K. Reporting Repairs: Each student is responsible for immediately reporting the need for repairs to their assigned room or suite and for all fixtures, furniture, equipment, and effects contained therein by reporting the damage to Maintenance utilizing the maintenance request online system.

L. Keys: Students are issued keys to their mailbox, room, and suite and are responsible for them. Lost keys will necessitate the replacement of a lock and key. Students will be charged for the costs of the lock change and key replacement(s) for all roommates/suitemates. Keys cannot be copied or distributed to other individuals.

M. Room/Suite Inspection: The Institute reserves the right to inspect rooms and suites in the interest of health, safety, policy violations, and property control. The Institute will periodically conduct suite inspections and will conduct a general facilities inspection once a month. Authorized Institute personnel may enter any room or suite at any time without prior notice.

N. Residence Hall Furniture

Furnishings Removal: Furniture provided by the Institute may not be removed from student rooms, suites, or common areas. Charges for the unauthorized use of furniture, for not moving furnishings back to their proper location, and for the loss or damage of the furnishings are assessed to the student(s) responsible for the appropriation of the furnishings. Mattresses must be used in conjunction with their frames and not utilized on floors.

Extra Furniture: Extra furniture, beyond that which is provided by the Institute, is not permitted in student areas. Exceptions include any small, portable piece, no larger than three cubic feet. Due to the danger of structural and water damage, waterbeds are not permitted in the residence halls. Additionally, only Institute

mattresses are permitted in student rooms. Outside mattresses are not permitted.

O. Room/Suite Care: Students are responsible for cleaning their own room, bathroom, and suite, removing garbage regularly, and maintaining satisfactory health and fire safety standards. Student(s) must comply with established recycling guidelines. Additionally, refrigerators must be cleaned regularly in order to prevent pests.

P. Room/Suite Decorations: The use of screws, bolts, tape, glue, and/or other adhesive on walls, ceilings, wardrobes, woodwork, doors, or furniture is prohibited. Small tacks may be used in moderation with the knowledge that this may create holes considered damage. Damages resulting from violations of this regulation are assessed against the student(s) responsible. Students are also not permitted to paint their rooms.

Q. Structural Modification: Students are not permitted to structurally modify their rooms, suites, or any other part of the residence hall in any manner. This includes the application of wallpaper, paneling, partitions, or exterior aerials and antennae, etc. in or from rooms or suites. Students may not make unauthorized repairs to the suite or its equipment. Students may not alter or replace present locks or other security devices or install additional locks or other security devices. Loft kits for the beds are not permitted in Institute residence halls.

R. Quiet Hours/Courtesy Hours: All students are expected to abide by 24 hour courtesy hours. Resident Assistants may also inform residents of quiet/courtesy hours, as they are subject to change.

Quiet Hours in the residence halls are 10 p.m. to 8 a.m., Sunday through Thursday. On Friday and Saturday nights, quiet hours begin at 12 a.m. and end at 8 a.m. Musical instruments with amplifiers cannot be used in the residence halls, unless they are plugged into headphones.

S. Drugs, Alcohol, and Smoking: Drugs and alcohol are strictly prohibited. Additionally, drug and alcohol paraphernalia is not allowed. Munson is a tobacco and smoke free institution. Therefore, smoking, vaping, and utilizing tobacco are not allowed on Institute grounds, including in the "Octagon" or on the porch of Cottage. There is one designated smoking area on campus near the "Octagon," and students are responsible for properly disposing of cigarette butts.

T. Guests (Pending the status of Covid-19):

A guest is anyone who is not a resident of the specific room or suite. All guests must be fully vaccinated against Covid-19 and be able to provide proof at any time on campus. Any resident bringing a guest into a room or suite must receive verbal permission from the room/suitemate(s). Residents are not allowed to have more than two guests at a time, and each guest must have

a form of College or government-issued photo identification. Any Institute Official has the right to ask guests for their identification. Failure to comply may result in a conduct violation for the host. Guests not spending the night must leave by midnight Sunday through Thursday and 2:00 a.m. Friday through Saturday. Overnight guests are only permitted Thursday through Sunday and must be over 18.

Residents must be with their guest(s) throughout the duration of the visit. Any guest must follow the rules set forth in the Student Handbook, and residents are responsible for the conduct of their guest(s). Residents are not allowed to host people with alcohol regardless of the guest's age. No guest of a resident will be allowed to bring alcohol in or around the buildings when visiting. Institute Officials reserve the right to prevent people from bringing alcohol into the building.

The Institute holds the right to revoke a guest and their privileges at any time and can further ban the guest from returning to campus.

U. Commercial Activities: Commercial activity, such as the buying and selling of goods, is prohibited from the residence halls. Pratt Munson students who wish to sell their personal artwork or belongings may be permitted to do so, however all activity which takes place in any residence hall must be approved by the Student Life Director. Fundraising activity must be approved by the Student Life Director. The Student Life Office shall prohibit any activity deemed inappropriate. Outside vendors are strictly prohibited within the residence halls.

V. Student Communication Services: Each residence hall is equipped with Wi-Fi. Students will complete an 'Information Technology Orientation' through Canvas to become familiar with student internet usage policies and practices. The IT Department will certify that virus software is current. Each student must sign up for the Pratt Munson Safe App and enable notifications to receive emergency alerts on campus.

W. Pets: Pets are not permitted in residence halls with the exception of fish. The maximum aquarium capacity permitted is ten gallons. Please inquire with the Student Life Director regarding service/emotional support animals prior to the posted deadlines.

X. Electrical Appliances: Students are responsible for damage or injuries resulting from the use of unsafe appliances. Televisions, DVD players, radios, stereos, and computers are permitted providing such devices are plugged into surge protectors and do not exceed the amperage limits of the circuits within the room. Cords should be plugged directly into outlets, power strips, multi-outlet blocks, or taps with surge protection. Please note that power strips cannot be plugged into other power strips, and extension cords are

not permitted. Ironing is only permitted in the laundry rooms.

Y. Fire Safety: All students must evacuate the building when a fire alarm sounds. Failure to evacuate, causing avoidable alarms, interfering with proper functioning of a fire alarm system, tampering with or removing the hoses, extinguisher, and/or fire safety apparatus are grounds for disciplinary action. Likewise, open flame devices are also grounds for disciplinary action.

Prohibited items include:

- Cut trees
- Holiday lights, stringed lights, LED strip lights, and/or rope lights
- Any cooking apparatus that does not have an automatic shut off
- Hot plates, convection ovens, coffee cup heaters, fryers, open coil cooking units
- Air conditioners
- Electric space heaters
- Halogen or lava lamps
- Hoverboards
- Curtains and/or window coverings of any type
- Tapestries, carpeting, or other fabrics suspended from walls larger than 16 x 20"
- Open flame devices, such as incense, candles, sterno grills
- Items hanging from the ceilings

Students are not permitted to store shoes, or any other items, in the hallways of the residence halls. Additionally, students are prohibited from utilizing fire escapes unless there is an emergency or an alarm.

Z. Flammable Materials: As a result of their inherent dangers, storage of flammable materials, such as paints and paint thinners, are prohibited. Storage for these items is located in the Studio Building.

AA. Storage of Vehicles: The storage of motor vehicles of any kind is prohibited in the residence halls. Bicycles are permitted only in approved and designated areas. Blocking of fire exits or fire lanes by any vehicle parked either inside or outside a building is prohibited.

AB. Roofs and Balconies: Students are prohibited from going onto roofs or balconies in all residence halls.

AC. Dangerous Objects: The possession or use of any dangerous objects, such as firearms, ammunition, gunpowder, fireworks, air rifles, air pistols, stun guns, BB guns, knives (cannot exceed 4 inches and include gravity, switchblade, pilum ballistic, metal knuckle, decorative/ceremonial. Functional kitchen knives are acceptable.), cane sword, billy, blackjack, bludgeon, plastic knuckles, chuka stick, sand bag, sandclub, wrist-brace type slingshot or slungshot, shirken or "Kung Fu star," dagger, dirk, razor, stiletto, imitation pistol, chemicals, and/or any other dangerous or deadly instrument or weapon with intent to use

the same unlawfully against another are strictly prohibited. Criminal possession of a weapon on school grounds is a class E felony.

AD. Personal Safety on Campus: Students should keep their room and suite locked at all times. Students should not prop open any residence hall doors or windows.

AE. Personal Property: It is suggested that you look into your Home Owner's and/or Renter's Insurance. The Institute is not responsible for loss, theft, and/or damage of personal belongings.

AF. Extermination: Exterminations are done on an as needed basis. Failure to comply with exterminations in your room/suite may result in charges to all residents of that room/suite.

AG. Searches: All property owned by Munson is subject to search by Munson. These searches will only be done when there is a reasonable suspicion to suspect that a crime or policy violation(s) may have been, may about to be, or may be in the process of being committed or violated. A search may also be done when there is a threat to oneself or others.

AH. Confiscation Policy: Institute personnel, including Campus Safety and Student Life staff, have the authority to confiscate items that violate Institute policies and/or the Residence Hall License. Confiscated alcohol and drug paraphernalia, and items that pose health and/or safety risks will not be returned to the student or their guest. Items will be donated to a local charity when possible. Pets found within the residence halls will be removed and taken to a local shelter 24 hours after notification of the initial policy violation.

AI. Implied Consent:

1. Residents are responsible for all activities that occur in their room/suite.

2. Residents are responsible for all activities that they are passively participating in. Students understand that by submitting the Residence Hall Deposit, they acknowledge that the dates and cancellation/refund policies contained in this License supersede any other published dates and/or cancellation/refund policies.

AJ. Suite/Roommate Agreements:

When signed by all members of a suite or bedroom, the suite/roommate agreement is considered policy. Violations may be adjudicated through the conduct process if there is a blatant disregard for the agreement.

6. Off-Campus Conduct

Munson/Pratt Munson reserves the right to regulate conduct which affects its particular interests as an academic community.

Ordinarily, The Institute will not pursue off-campus violations unless such violations are deemed

to adversely affect the safety and security of the campus property or individual members of the Institute community, or if such violations occur at an Munson-sponsored activity, or the offense calls into serious question the offender's membership in the educational community. Additionally, Munson/Pratt Munson may pursue off-campus violations that occur on other college campuses.

7. Violations of Federal, State and Local Laws

Munson/Pratt Munson cannot and does not condone violations of law, and clearly recognizes that the laws of the land operate in full force on its campus. If a violation of law occurs on the Munson/Pratt Munson campus, which is also a violation of Munson/Pratt Munson regulations, Munson/Pratt Munson may initiate proceedings against the offenders. Such action by Pratt Munson is independent of, and may proceed in parallel with, civil or criminal action.

8. Social Contract for Covid-19

Due to the ongoing pandemic, community members will be required to uphold the policies and procedures put forth in the social contract posted and emailed prior to the start of the fall semester and any subsequent updates.

9. Academic Standards and Procedures

Absolute integrity is expected of every member of the Munson/Pratt Munson Community in all academic matters, particularly with regard to academic honesty. Students and faculty are expected to be familiar with and observe the following standards and policies as well as the procedures to address infractions or resolve disputes.

Academic Standards

A. Academic Honesty Code

When a student submits any work for academic credit, they make an implicit claim that the work is wholly their own, done without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit in any area. Students are free to study and work together on homework assignments unless specifically asked not to by the instructor. In addition, students are encouraged to seek the editorial assistance they may need for writing assignments, term papers and theses. In the case of examinations (tests, quizzes, etc.), the student also implicitly claims that they have obtained no prior unauthorized information about the examination, and neither gives nor obtains any assistance during the examination. Moreover, a student shall not prevent others from completing their work.

Examples of violations include but are not limited to the following:

a. The supplying or receiving of completed

- papers, outlines or research for submission by any person other than the author.
- b. The submission of the same, or essentially the same paper or report for credit on two different occasions.
 - c. The supplying or receiving of unauthorized information about the form or content of an examination prior to its first being given, specifically including unauthorized possession of exam material prior to the exam.
 - d. The supplying or receiving of partial or complete answers, or suggestions for answers, of assistance in interpretation of questions on any examination from any source not explicitly authorized. (Included are copying or reading of another student's work or consultation of notes or other sources during examinations.)
 - e. Plagiarism. (See section B following which defines plagiarism.)
 - f. Copying or allowing copying of assigned work or falsification of information.
 - g. Unauthorized removal or unnecessary "hoarding" of study or research materials or equipment intended for common use in assigned work, including the sequestering of Library materials.
 - h. Alteration of any materials or apparatus which would interfere with another student's work.
 - i. Forging a signature to certify completion of a course assignment or a recommendation and the like.

B. Plagiarism

Plagiarism means presenting, as one's own, the words, the work, information, or the opinions of someone else. It is dishonest, since the plagiarist offers, as his/her own, for credit, the language, or information, or thought for which he/she deserves no credit. Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well-known quotations, from the Bible or Shakespeare, for example.) In formal papers, the source is acknowledged in a footnote; in informal papers, it may be put in parentheses, or made a part of the text: "Robert Sherwood says..." This first type of plagiarism, using without acknowledging the language of someone, is easy to understand and to avoid: When a writer uses the exact words of another writer, or speaker, he/she must put those words in quotation marks and give their source.

A second type of plagiarism is more complex. It occurs when the writer presents, as their own, the sequence of ideas, the arrangement of material, or the pattern of thought of someone else, even though they express it in their own words. The language may be theirs, but they are presenting as their work, and taking credit for, the work of another. They are, therefore, guilty of plagiarism if they fail to give credit to the original author of the pattern of ideas. Students writing informal theses, in which they

are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should be able to honestly answer "no" to the following questions:

1. Am I deliberately recalling any particular source of information as I write this paper?
2. Am I consulting any source as I write this paper?

If the answer to these questions is no, the writer need have no fear of using sources dishonestly. The material in their mind, which they will transfer to their written page, is genuinely digested and their own.

Visual arts plagiarism is copying and assuming the ideas of another artist or entity that owns the rights to their own visual material. This can include artwork like drawing, painting, sculpture, and photography, as well as advertisements, logos, brand names, and other visual imagery.

C. Recordings and Copyright Infringement

Recording, photographing, or videotaping of any class meeting, critique, or visiting artist is forbidden without the express consent of the professor or with written verification of need from the Student Life Office. Video, audio, photographs, and course materials are protected by copyright law and intended for educational use only. Sharing of these materials outside the course, whether in-person or online, is forbidden. Unauthorized use of the image or likeness of a professor, classmate, or model is strictly prohibited. Infractions will be dealt with on a case-by-case basis. Violations of this policy will be referred to the Student Life Office or applicable law enforcement, and may affect the student's final grade, with the possibility of an automatic failure, suspension, or expulsion.

D. Attendance and Conduct

Active participation and engagement are important aspects of the educational experience and success at Pratt Munson. Progress as an artist depends not only on completion of assignments but also on full participation in dialogue with studio and academic classes. Students are required to arrive on time, be prepared with materials, and complete all assignments by the due date.

Attendance is mandatory. All absences will count towards a student's absence total for the semester. We will not distinguish between excused and unexcused absences. More than three absences (up to six for classes that meet twice a week) may result in the failure of a course. For extenuating circumstances past three absences, please contact Student Life.

Be on-time. Tardy past 15 minutes, three times equals one absence. Leaving before the end of class may also be considered an absence. We recognize there may be medical or personal emergencies that arise and also respect the observation of religious holidays. Students who

must miss a class due to unavoidable circumstances are required to communicate with their instructor, in advance whenever possible. These will count towards the allowable absences (three).

Students are responsible for finding out what they missed and making up both in class work and homework assignments. Please consult with your instructor, classmates, or review Canvas or Milanote for handouts, lectures, etc.

*Note: During the add/drop period, absences are not counted if you are not registered for a particular course.

E. Media Policy

Munson-Williams-Proctor Arts Institute is a not-for profit educational corporation which, in furtherance of its purposes and objectives, endeavors to publicize the work and achievements of its students, faculty, staff, and alumni. In connection with these efforts, the Institute reserves the right to release appropriate information and to take photographs, motion pictures, or videotape of students, faculty, staff, alumni, and their work, and to use and distribute these materials in any form or format in furtherance of the Institute's purpose and objectives. Students and student organizations are invited to engage on social media via the official college platforms, including Instagram (Pratt Munson college), Facebook (Pratt Munson), and Twitter (Pratt Munson). Contact Pratt Munson social@munson.edu for more information about this policy.

Academic Procedures

A. Grade Disputes

A student who believes they were graded unfairly should seek to resolve the matter with the instructor. Should this procedure not prove to be an adequate resolution, the student should contact the Dean of the School of Art to arrange a meeting to appeal the grade. If the student believes that a violation of Pratt Munson's policy on Human Rights was involved in the awarding of the final grade, the student may seek redress through the procedures in place under that policy. It is important to note that the faculty member who issued the grade holds the authority to change the grade.

B. Student-Faculty Grievances

If an individual feels they have experienced unnecessary conflict or problems in a classroom setting, they should try to resolve it directly with the individual. If this fails, they should report the incident to the Dean of the School of Art. Further discussion can take place in order to seek a fair resolution of the problem. If this proves unsuccessful, an individual has the right to file a formal grievance with a School Committee (described below), or through the procedures in place under Pratt Munson's Human Rights policy

(if a violation of protected rights under this policy is suspected).

C. Alleged Violations of Academic Standards

Allegations of academic infractions will be judged by a sub-committee of the Academic Advisory Committee. The committee is responsible for assessing charges of academic violations (as well as hearing academic grievance cases as noted above), evaluating evidence, passing judgment and recommending a penalty, when appropriate. Penalties may include a letter of warning, probation, suspension from classes, restricted participation in campus activities and/or use of facilities, or dismissal. Plagiarism cases will be determined by the egregiousness of the violation, which will be determined initially by the instructor. If the instructor feels the violation is deliberate attempt by the student to solicit credit for the work done or copyrighted by another, then the case will be moved to the Academic Advisory Committee. Penalties may include, depending on severity, re-doing project, failure of project(s) involved, failure of the class, probation, or academic suspension/expulsion. Individuals have the right to appeal the decision of a School Committee.

D. Privacy and Confidentiality

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," guarantees certain rights of privacy for students and controls access to their records. Students may secure from the Registrar's Office the location of all education records. With certain exceptions, students have the right to review information contained in their education records. Students also have the right to challenge the contents of their education records through informal and formal procedures. Students can file FERPA releases with the Registrar.

In addition, students have the right to prevent disclosure, with certain exceptions, of personally identifiable information from their education records. In certain cases, Pratt Munson is required to keep a record of disclosures which are made. A recent federal law provides that Institute officials have the right to notify parents or legal guardians of students under 21 who have been involved in illicit drug or alcohol-related incidents. Students may file complaints concerning any alleged failure of Pratt Munson to comply with the act with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20201.

Notification of Rights under FERPA

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

a. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Stu-

dents should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

b. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the Institute to amend a record that they believe is inaccurate. They should write the Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

10. Violations of the Code of Conduct

All members of the Munson/Pratt Munson community have the responsibility to uphold the standards set forth above. Everyone has the right to file a complaint when they believe these standards have been violated. Whenever possible, however, it is recommended that conflicts between or among individuals be resolved informally (with the help of a mediator if necessary). One should address an issue or attempt to resolve a conflict by dealing directly with the person(s) involved. When this is not possible, one may rely on the procedures which have been established below.

Student Conduct Process

The conduct process has been established to resolve alleged violations of Munson/Pratt Munson's Code of Conduct and Residence Hall License, and, if a violation occurs, to assess an appropriate sanction. The conduct process is not intended to be a formal legal process although fundamental fairness applies. Additionally, only a preponderance of evidence is necessary in order to adjudicate appropriate sanctions on the individual(s) in violation of the policies set forth above. The conduct process is an educational process, the goal of which is to protect the rights of individuals while at the same time providing the student with an experience from which they can learn and benefit.

Step One: Always attempt to resolve conflicts informally. All members of the Munson/Pratt Munson community have the right to file a complaint when they believe that another person has committed a social or academic infraction. Whenever a personal conflict arises, especially in the residence halls, it is recommended that conflicts be resolved informally, with the help of the mediator if necessary.

Step Two: A detailed incident report of a violation will be filed with the Campus Safety Office and/or the Student Life Office. The Student Life Director or designee will read all incident reports and decide upon the method of adjudication. The Student Life Director or designee will either hear the case or refer it to the appropriate Hearing Officer for further action.

Please see the above section on Academic Procedures for matters concerning academic violations.

Step Three: A decision is made. The Hearing Officer expedites appropriate review of the case. Once a decision as to responsibility is made, an appropriate sanction may be levied, and the student(s) will be notified as soon as possible, but no later than ten (10) business days after the hearing. The student(s) will also be provided with information about the appeal process. After considering all of the evidence, and whenever possible, interviewing the respondent(s) through a conduct hearing, the Hearing Officer may take any one of the following actions:

- Dismiss the case after counseling and advisement. If it is deemed that a student acted as a "good samaritan" while violating the Code of Conduct, the Hearing Officer may also dismiss the case.
- Find student(s) not responsible
- Find student(s) responsible and impose sanctions deemed appropriate, subject to respondent's right of appeal.
- Refer the case to the Student Life Director and/or Dean.

The student conduct process is designed to expedite an appeal. The Institute student conduct process ensures that all appeals are handled in a timely and fair manner. The Student Life Director, Dean, or designee will review a student's appeal and will schedule a new hearing if:

- The evidence presented at the original hearing was not sufficient enough to justify a decision, or
- The sanction imposed was not in keeping with the gravity of the violation, or
- There is evidence that the Hearing Officer acted in a capricious or prejudicial manner. Students who do not attend their hearing have limited opportunity to appeal unless they can show just cause for not scheduling or attending their hearing.

An appeal must touch one of the issues stated above and must be submitted in writing to the Student Life Director or designee within three (3) business days of receipt of the written decision. The Student Life Director or designee may accept the report and decision, return the case to the Hearing Officer for further review, schedule a new hearing, or dismiss the case. If a new appeals hearing is scheduled, the Appeals Officer may keep the sanction or reduce the sanction. The sanction may not be increased. If the decision is accepted, the matter will be deemed final except that either side may petition the Student Life Director or designee upon discovery of new evidence. In the case that new evidence becomes available, any request for rehearing must be submitted to the Student Life Director or designee in writing.

Privacy

All matters of social discipline remain private. Students' conduct records do not become part of their permanent record. However, they may be referred to when a student is involved in another policy violation, and then only at the time of determination of the penalty. Additionally, when a student relocates to the Brooklyn campus, their judicial record will relocate to Brooklyn as well. If a student is under 18 years of age at the time when a serious penalty is imposed, parents or legal guardians may be notified. In 1999, the Family Educational Rights and Privacy Act (FERPA) was amended to allow, and, in fact, encourage the Institute to inform parents or legal guardians of students under the age of 21 who have been involved in disciplinary action in which the use of alcohol and/or drugs was a factor. In this regard, the Hearing Officers will make determinations on a case-by-case basis.

Who handles off-campus violations?

The Institute's student conduct bodies, including the Student Life Director, have limited jurisdiction over offenses committed outside the Institute's campus. The exceptions are:

- Offenses that occur off-campus but impact on-campus behavior or follow a student back to campus (i.e. utilizing substances off-campus but coming back to campus impaired)
- Offenses occurring during participation in Institute-sponsored activity, or
- Offenses calling into serious question the offender's membership in the educational community.

How are incidents involving on-campus visitors handled?

Administrators or Campus Safety personnel present at an incident involving a visitor, invitee, or licensee are authorized to take necessary action. Students are responsible for their own guests and may be subject to judicial action if a guest violates the Code of Conduct.

A fair conduct process means a fair hearing.

Each Hearing and Appeals Officer has a specific set of procedures they follow in obtaining and considering evidence and issuing sanctions. Specific procedures determine how the Hearing and Appeals Officers:

- Deliver timely notice of hearings,
- Determine the scope of the inquiry,
- Examine witnesses,
- Adjudicate cases,
- Determine then impose discipline, based on a preponderance of evidence, and
- Deliver findings.

What sanctions can be imposed?

Sanctions range from oral and written warnings and restitution to dismissal from the Institute.

Typical sanctions include, but are not limited to:

- Oral warnings,
- Written warnings,
- Social probation that jeopardizes a student's status at the Institute in the event that another infraction occurs. Probation means that a student is not in "good standing" with the Institute. This can cause significant impact when a student relocates to the Brooklyn campus in terms of housing or ability to register. All judicial records do accompany any relocating student, and the Brooklyn campus will be made aware of any terms of probation that exceeds a student's time here at Pratt Munson,
- Restriction that denies the student the use of certain facilities or the right to participate in certain activities or privileges for a certain period of time,
- Room reassignment that moves the student to a different space in the residence halls,
- Suspension that removes the student from the residence halls or the Institute for a stated period of time,
- Expulsion that removes the student from the Institute,
- Restitution that requires a student to make repayment for damage or loss to either Institute or individual property,
- Fines, particularly in regards to violating fire safety. Failure to pay fines/restitution within 30 days may result in the student's immediate removal from the residence halls and/or school until such time that the fine can be paid in full, and/or
- Service that may require a student to complete an educational project or program.
- Educational module, class, program, or activity.

Complaints not adjudicated through the student conduct process

Please refer to the Title IX/Sexual Misconduct policy for complaints alleging sexual harassment, including sexual assault. Please refer to the Human Rights Policy for complaints alleging discrimination on the basis of race, color, religion or creed, marital status, age, sexual orientation, status as a veteran, political beliefs, disability, citizenship, genetic information, or national or

ethnic origin. These complaints are not adjudicated in accordance with student conduct procedures.

11. Involuntary Administrative Withdrawal

The procedures for involuntary administrative withdrawal of a student from Pratt Munson are to be used only after reasonable attempts to secure voluntary cooperation for psychological or medical evaluation or withdrawal have been exhausted, and will be used only after thoughtful consideration by the Student Life Director and/or Dean. Students subject to Involuntary Administrative Withdrawal are encouraged to involve family members whether an administrative withdrawal is voluntary or involuntary. Family members of students under 18 years of age will be informed without, but preferably with, the students' permission.

Conditions for Involuntary Administrative Withdrawal

A student will be subject to involuntary administrative withdrawal from the Institute when, in the judgment of the Dean and/or Student Life Director, there is a substantial and significant possibility that the student, as a result of a physical or psychological condition:

- May harm themselves or others
- May cause significant property damage
- May be substantially unable to meet their responsibilities as a student
- May be unable to care for their daily physical needs without assistance and has failed to secure such assistance
- May directly impede the lawful activities of others
- May directly and substantially interfere with the Institute's normal operations
- If the student has engaged in an activity that subjects them to Institute disciplinary action, the matter will be handled through the Institute's student conduct process unless the Dean and/or Student Life Director determines that the student, as a result of psychological conditions:
 - Lacks the capacity to respond to pending conduct charges against them, or
 - Did not know the nature or wrongfulness of the conduct at the time of the offense.

Involuntary Administrative Withdrawal may be initiated if it is determined that the present-ing risks/concerns cannot be eliminated or reduced to an acceptable level through rea-sonable and realistic accommodations and/or on-campus support.

All communications regarding upholding this policy will come from the Student Life Director and/or Dean.

12. Returning From Hospitalization

When a student is transported to the hospital for a mental health evaluation, regardless of whether or not the evaluation results in an inpatient psychiatric admission, the student must take the following steps to be able to return to campus:

- The student must sign a release with the hospital facility where they were seen in order for the Counseling Center to receive their discharge summary.
 - * A Pratt Munson Mental Health Counselor following the case will review the discharge summary to ensure a safe discharge and that the student did not leave the hospital against medical advice (AMA).
- Once the Counseling Center has obtained the discharge summary, the assigned Counselor will schedule a re-entry meeting with the student.
- The student must participate in the re-entry meeting prior to them returning to campus (residence hall/classes/dining) and engaging in regularly scheduled activities.
- During the re-entry meeting, the assigned Counselor will complete their own evaluation of the student's readiness to return to campus and engage as a student
 - The Counselor will assess the student for immediate safety concerns, and a mental health support plan will be developed. This may include:
 - * Medication management, continuation of mental health services (regularly scheduled counseling appointments), coping skills, and if needed, a follow-up with the Student Life Director for academic support.
- Once the assigned Counselor has cleared the student, The Student Life Director and/or Dean will be notified of the student's clearance to return to campus life.
 - * The Student Life Director will communi-cate with faculty and staff as needed regard-ing attendance and missed work surrounding the hospitalization.
- If the assigned Counselor does not believe the student is safe/ready to return to campus life, they will inform the student, the Student Life Director and/or Dean, and the student's parents, if applicable, and a meeting will be scheduled with the parties involved to address the situation.

These steps must be taken to ensure that the student does not pose a threat to themselves or to others. Pratt Munson reserves the right to mandate an Involuntary Administrative Withdrawal (see policy) if a student is deemed to pose a threat to the life, health, welfare, or property of any member of the Pratt Munson community.

DIRECTORY OF LOCAL SERVICES

Listed below is a selection of local services for your convenience.

Please refer to the Student Life staff and/or your local phone book for additional information.

Health and Wellness

ACR Health Center
287 Genesee Street
Utica, N.Y. 13501
315-793-0661

Center for Family Life and Recovery
502 Court St. #401
Utica, NY 13502
315-733-1709

Faxton-St. Luke's Healthcare
Faxton Urgent
1676 Sunset Avenue
Utica, N.Y. 13502
Urgent Care 315-738-6226

Faxton-St. Luke's Healthcare
St. Luke's Campus
1656 Champlin Avenue
New Hartford, N.Y. 13413
General Information 315-798-6000
Emergency 315-798-6112

Mobile Crisis Assessment Team
(MCAT)
628 Mary Street
Utica, N.Y. 13501
315-732-6228

Planned Parenthood
1424 Genesee Street
Utica, N. Y. 13502
315-724-6146

Primary Urgent Care
1904 Genesee Street
Utica, N.Y. 13502
315-804-6800

Slocum-Dickson Medical Group-
Urgent Care
1729 Burrstone Road
New Hartford, N.Y. 13413
General Information 315-798-1500
Urgent Care 315-798-1400

St. Elizabeth Medical Center
2209 Genesee Street
Utica, N.Y. 13501
General Information 315-798-8100

Emergency 315-798-8111
Suicide Hotline
1-800-273-8255
Text TALK to 741741 text with trained
counselor 24/7 F REE
LGBTQ National hotline peer support/
local resources 1-888-843-4564

Upstate Family Health Center
1001 Noyes Street
Utica, N.Y. 13502
315-624-9470 (24 hrs.)

YWCA Domestic & Sexual Violence
Hotline (Free and confidential)
315-797-7740

Local Houses of Worship

Local Houses of Worship

Bosnian Islamic Association of Utica
306 Court Street Utica, N.Y.
315-520-3425

Burmese Muslim Association
1129 Brinckerhoff Avenue Utica, N.Y.
315-316-0842

First Presbyterian
1605 Genesee Street Utica, N.Y.
315-735-5111

Foursquare Gospel Church
1415 Sunset Avenue Utica, N.Y.
315-797-7775

Holy Cross Ukrainian Orthodox Church
841 Bleecker Street Utica, N.Y.
315-733-9339 168 169 Holy

Trinity Catholic Church
1206 Lincoln Avenue Utica, N.Y.
315-724-7238

Hope Chapel African Methodist Zion
Church
751 South Street Utica, N.Y.
315-732-0536

Jehovah's Witnesses
Highland Congregation
910 Kellogg Avenue Utica, N.Y.
315-797-1149

Metropolitan Missionary Baptist Church
1108 Court Street Utica, N.Y.
315-724-7967

Our Lady of Lourdes Catholic Church
2222 Genesee Street Utica, N.Y.
315-724-3155

Our Saviour Lutheran Church (ELCA)
1640 Genesee Street Utica, N.Y.
315-732-0134

Plymouth Bethesda United Church
of Christ
500 Plant Street Utica, N.Y.
315-735-8586

Proctor House Faith Center
1246 Hilton Avenue Utica, N.Y.
315-735-9647

Seventh Day Adventist Church - Spanish
909 Bleecker Street Utica, N.Y.
315-732-0625

Temple Emanu-El
2710 Genesee Street Utica, N.Y.
315-724-4177

Trinity Lutheran (LCMS)
2620 Genesee Street Utica, N.Y.
315-732-7869

Unitarian Universalist Church
10 Higby Road Utica, N.Y.
315-724-3179

Utica Masjid
1631 Kemble Street Utica, N.Y.
315-507-6270

Pharmacies

Rite Aid
1503 Genesee Street
Utica, N.Y.
315-724-6504

Walgreens
1750 Genesee Street
Utica, N.Y.
315-266-0260

Grocery Stores

Bargain Grocery
1110 Lincoln Avenue
Utica, N.Y.
315-624-3668

Price Chopper
Redbox Video
(also has pharmacy)
1917 Genesee Street
Utica, N.Y.
315-732-1031

Walmart Super Center
(also has pharmacy)
Consumer Square
4765 Commercial Drive
New Hartford, N.Y.
315-736-4932

Walmart Super Center
(also has pharmacy)
North Utica Riverside Center
710 Horatio Street
Utica, N.Y.
315-738-1155

Thrift Store

New to You Thrift Store
726 Washington Street
Utica, N.Y.
315-624-7438

Library

Utica Public Library
303 Genesee Street
Utica, N.Y.
315-735-2279

Banks

Adirondack Bank
185 Genesee Street
Utica, N.Y. 13501
315-798-4039

Americu Federal Credit Union
224 N Genesee Street
Utica, N.Y. 13502
800-388-2000

Bank of Utica
222 Genesee Street
Utica, N.Y. 13502
315-797-2700

Berkshire Bank
50 Auert Avenue
Utica, N.Y. 13502
315-733-3218

Citizens Bank
90 N Genesee Street
Utica, N.Y. 13502
315-797-2150

Empower Federal Credit Union
1928 Genesee Street
Utica, N.Y. 13502
800-462-5000

First Source Federal Credit Union
1634 Genesee Street
Utica, N.Y. 13502
315-735-8571

GPO Federal Credit Union
301 Bleecker Street
Utica, N.Y. 13501
315-724-7850

Key Bank
1125 Mohawk Street
Utica, N.Y. 13501
315-792-9572

M & T Bank
233 Genesee Street
Utica, N.Y. 13501
315-738-4818

NBT Bank
270 Genesee Street
Utica, N.Y. 13502
315-738-8701

Transportation

Centro
315-797-7803

Taxis
Ace Taxi Service 315-735-5055
Affordable Cab 315-527-1565
City Cab 315-724-5454
CNY Cab & Car Service 315-922-7330
All American Limo/Car 315-337-4818
Utica Transportation LLC 315-735-8511
Uber & Lyft: online applications

AMTRAK
321 Main Street
Utica, N.Y.
800-872-7245 or 315-797-8962

Greyhound Bus
321 Main Street
Utica, N.Y.
800-231-2222 or 315-735-4471

Trailways Bus Lines
321 Main Street
Utica, N.Y.
315-797-2550

Nearest Airports

Hancock International Airport
Syracuse, N.Y.

Albany International Airport
Albany, N.Y.

Greater Rochester International Airport
Rochester, N.Y.

Directions to Pratt Munson

From Points East or West
· Take New York State Thruway Exit 31, follow Downtown Utica signs, and proceed 1.5 miles south on Genesee Street, turn right on Cottage Place, then left on State Street.

From Points South
· Routes 12, 5, and 8 to Downtown Utica, take Court Street exit, proceed two blocks, turn right onto State Street, proceed three blocks.

From Points North
· Routes 12 and 8, follow Downtown Utica signs, take State Street exit. After turning right onto State Street, proceed six blocks.

2023

August

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2024

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August

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All Buildings Are Handicapped Accessible

