

SMFA Studio Policy Violation Guidelines

This document outlines the actions which the Studio Team may take in order to keep studio users accountable for not adhering to Studio policies.

Types of Studio Policy Violations

The following types of actions either violate the Tufts Code of Conduct or create inequity or hazardous conditions in the studios. Definitions marked by * are from the Tufts Code of Conduct.

- **Unauthorized access/entry*:** Unauthorized entry includes breaking and entering or entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area).
- **Theft*:** Theft and possession of stolen property is prohibited. Theft is the unauthorized taking of property. Possessing stolen property occurs when a student or students know or reasonably should have known that property in their possession was obtained through theft.
- **Vandalism*:** Unauthorized conduct that is reasonably likely to or actually does cause damage, destruction, or vandalism of Tufts property. Vandalizing the property of another individual is prohibited.
- **Unauthorized removal of equipment from studios:** Taking equipment from one studio to another, or to private studios, without permission from the studio manager.
- **Safety violations:** Disregarding posted signage or instructions from studio managers or faculty, or participating in reckless behavior that endangers the studio user or other studio users.
- **Cleanup issues:** Disregarding established cleanup procedures, which are shared by studio managers and/or faculty, and may be posted in the studios.
- **Misuse of equipment:** Using equipment in a way that is potentially harmful to the studio user or is likely to cause damage to the equipment.
- **Misuse of consumables:** Using studio consumables excessively or not for their intended purpose.
- **Violation of other studio policies as stated in the studio-specific policy documents**

Accountability Actions

The following steps will be taken when studio users violate studio policies in any of the ways listed above.

1. **First violation:** A written warning will be sent to the studio user via email, and relevant faculty may be included in the email. The Studio Team may require studio user to be re-trained, correct the situation, or take financial responsibility, depending on the circumstances.
2. **Second violation:** A written warning will be sent to the studio user via email, and studio user will be referred to Student Life to initiate the Student Conduct Resolution Procedure.