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BARD COLLEGE AT  
SIMON'S ROCK  
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THE EARLY COLLEGE

## **Student Handbook 2011-2012**

# Student Handbook 2011-2012

## Notice of Nondiscrimination

Bard College at Simon's Rock does not discriminate in admission, employment, education, or services on the basis of sex, gender identity or expression, sexual orientation, religion, national/ethnic origin, disability, or previous military service. College policy is consistent with state mandates, as well as federal statutes and regulations, including those pursuant to Title IX of the federal Education Amendments of 1972, Section 504 of the federal Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964.

Inquiries concerning the College's equal rights provisions should be made to the Title IX coordinator, Marty Checchi at [mchecchi@simons-rock.edu](mailto:mchecchi@simons-rock.edu).

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# BARD COLLEGE at SIMON'S ROCK

## Academic Calendar 2011-2012

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WRITING AND THINKING WORKSHOP/  
NEW STUDENT ORIENTATION 2011

- Saturday, August 20** – New students arrive 8:00-11:00  
*Financial clearance required*
- Saturday, August 20 -  
Saturday, August 27** – Writing & Thinking Workshop / Orientation
- Wednesday, August 24 -  
Thursday, August 25** – Senior Workshop
- Friday, August 26** – Academic Advising 9:00-12:00 / Provost's Welcome Address  
– Student deadline to submit work to faculty for Spring 2011 incompletes  
(I lapses to F) & grade changes
- Fall Semester 2011**
- Sunday, August 28** – Returning students arrive after noon  
*Financial clearance required*
- Monday, August 29** – Fall semester classes begin
- Friday, September 9** – Last day to return course add forms to Registrar (mod2 add forms due by Oct. 28)  
– Faculty deadline for Spring 2011 incompletes (I lapses to F) & grade changes  
to Registrar
- Friday, September 23** – Last day to return course drop forms to Registrar (mod2 drop forms due by Oct. 28)
- Friday, September 30** – Airport / travel information due to [simons-rock.edu/transportation](http://simons-rock.edu/transportation) by 5:00
- Friday, October 7** – Fall Break begins after last class (residences close Saturday, October 8 at noon)
- Friday, October 14** – Midterm grades and comments due to Registrar by noon
- Sunday, October 16** – Students return after noon
- Monday, October 17** – Classes resume
- Friday, October 21** – Module 1 ends
- Monday, October 24** – Module 2 begins
- Friday, October 28 -  
Sunday, October 30** – Family Weekend
- Friday, October 28** – Last day to return Mod 2 Add/Drop forms  
– Module 1 grades and comments due to Registrar by noon  
– Honors Convocation 7:30 p.m.
- Saturday, October 29** – Faculty and advisor parent conferences 10:00-1:00
- Tuesday, November 1** – Moderation letters due to Registrar for December AA graduates  
– Spring semester Leave To Study Away applications due to Academic Affairs
- Wednesday, November 9** – Diversity Day. No classes.
- Friday, November 11** – Airport / travel information to [simons-rock.edu/transportation](http://simons-rock.edu/transportation) by 5:00
- Wednesday, November 16** – Last day to withdraw from a class
- Friday, November 18** – Thanksgiving Break begins after last class (residences close Saturday,  
November 19 at noon)
- Sunday, November 27** – Students return after noon
- Monday, November 28** – Classes resume
- Wednesday, December 7** – Registration for Spring 2012 semester  
*Financial clearance required*
- Wednesday, December 14** – Last day of classes

- By noon: 1 signed copy of final thesis begun Spring 2011 due to Provost
- Thesis self-evaluation begun Fall 2011 due to Academic Affairs
- Thursday, December 15**
  - Reading Day
  - Airport / travel information to [simons-rock.edu/transportation](http://simons-rock.edu/transportation) by 5:00
- Friday, Monday, Tuesday  
December 16, 19, & 20** (end at noon)
  - Final examination period (residences close Wednesday, December 21 at noon)
- Wednesday, December 21**
  - Final semester grades for students on academic probation due to Registrar by noon
  
- Intersession**
- Wednesday, December 21-  
Sunday, January 22**
  - Holiday Vacation / Intersession
- Tuesday, January 3**
  - Fall semester grades and comments due to Registrar by noon
- Wednesday & Thursday,  
January 18-19**
  - Faculty Retreat
  
- Spring Semester 2012**
- Friday, January 20**
  - New students arrive 10:00-11:00
  - Advising and registration for new students 1:00-3:00
  - Student deadline to submit work to faculty for Fall 2011 incompletes (I lapses to F) & grade changes
- Financial clearance required*
- Sunday, January 22**
  - Returning students arrive after noon
- Financial clearance required*
- Monday, January 23**
  - Spring semester classes begin
- Friday, February 3**
  - Last day to return course add forms to Registrar (mod2 add forms due by Mar 23)
  - Faculty deadline for Fall 2011 incompletes (I lapses to F) & grade changes to Registrar
- Wednesday, February 8**
  - Moderation letters due to Registrar for May AA graduates
  - Fall semester Leave To Study Away applications due to Academic Affairs
- Friday, February 10**
  - Airport / travel information to [simons-rock.edu/transportation](http://simons-rock.edu/transportation) by 5:00
- Friday, February 17**
  - Last day to return course drop forms to Registrar (mod2 drop forms due by Mar 23)
  - Winter Break begins after last class (residences close Saturday, February 18 at noon)
- Sunday, February 26**
  - Students return after noon
- Monday, February 27**
  - Classes resume
- Thursday, March 1**
  - Scholarship applications due to Academic Affairs
- Friday, March 16**
  - Module 1 ends
  - Airport / travel information to [simons-rock.edu/transportation](http://simons-rock.edu/transportation) by 5:00
- Monday, March 19**
  - Module 2 begins
- Tuesday, March 20**
  - Midterm grades and comments due to Registrar by noon
- Friday, March 23**
  - Last day to return Module 2 Add/Drop forms
  - Module 1 grades and comments due to Registrar by noon
  - Spring Break begins after last class (residences close Saturday, March 24 at noon)
- Sunday, April 1**
  - Students return after noon
- Monday, April 2**
  - Classes resume
- Friday, April 13**
  - All financial aid applications (FAFSA and Profile) due to Financial Aid Office
- Wednesday, April 18**
  - Last day to withdraw from a class
- Wednesday, May 9**
  - Registration for Fall 2012 semester
  - By noon: 1 signed copy of final thesis begun Fall 2011 due to Provost
  - Thesis self-evaluations begun Spring 2012 due to Academic Affairs
  - Last day of classes
- Financial clearance required*

- Thursday, May 10** – Airport / travel information to [simons-rock.edu/transportation](http://simons-rock.edu/transportation) by 5:00
- Thursday & Friday, May 10-11** – Reading Period
- Monday, May 14 -  
Wednesday, May 16** – Final examination period
- Thursday, May 17** – Residences close at noon for non-degree students
- Saturday, May 19** – Commencement
- Residences close for graduates at 4:00
- Tuesday, May 29** – Spring semester grades and comments due to Registrar by noon

## Introduction

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Bard College at Simon's Rock (Simon's Rock) is a selective, private coeducational college of the liberal arts and sciences specifically designed to offer bright, highly motivated students the opportunity to begin college after the 10<sup>th</sup> or 11<sup>th</sup> grade. At Simon's Rock, these students pursue academic programs leading to the AA in Liberal Arts and the BA in approximately 40 concentrations.

Simon's Rock is founded on the premise that younger students can successfully pursue serious college study when given the opportunity to work in a population of their peers and in an environment specifically designed to meet their developmental needs. By definition, then,

Simon's Rock differs from other colleges, which traditionally enroll older students.

Because Simon's Rock students are younger (the majority are under 18 years old), the College attempts to provide them with more structure and support than other colleges typically offer. Students who choose to enroll at Simon's Rock must recognize that, while they have significantly greater freedom and responsibility for their own learning and their personal behavior than their peers in high school, they will not experience the same degree of freedom and autonomy as their peers enrolled at most other colleges and universities.

**The Student Handbook.** The principles, policies, and procedures outlined in the Simon's Rock *Student Handbook* define the rules and responsibilities, as well as the rights and privileges, which govern every student's enrollment at Simon's Rock. By accepting admission to Simon's Rock, each student also accepts the obligation to live by the policies and procedures set forth in the most recent edition of the *Student Handbook*. This important document is published annually via the College website each August. It is available on the web to all students, parents, guardians, faculty, and staff. The most recent on-line edition supersedes any previous version.

**Membership in the Simon's Rock Community.** A student's membership in the Bard College at Simon's Rock community is a privilege, not a right. Initially, this privilege is granted by the Office of Admission on the basis of its judgment of a prospective student's past performance and potential to benefit from and contribute to Simon's Rock. Continued membership in the Simon's Rock community is earned by the student's behavior and performance, both in and out of the classroom. Each student is expected to read and abide by the principles, rules, and policies outlined in the most recent edition of the *Student Handbook*. The Provost of the College, or his or her designee, has the right and authority to revoke a student's membership in this community if that student fails to meet, adhere to, and/or abide by the principles, rules, policies, and academic expectations required in order to continue studying at the College.

**Dissemination of Information.** The College communicates with students via their assigned Simon's Rock email account, as well as through printed documents mailed to the student's mailbox in the Livingston Hall Student Union. Students are expected to check both email and their post box daily, and to manage their email accounts accordingly. The college reserves the right to change its policies and procedures at any time. The campus community will be notified via campus email of any such changes.

## Principles of Community Living

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**Preamble.** Members of the Bard College at Simon's Rock community share a common concern for the individual, as well as for creating an environment in which learning and the advancement of knowledge through free inquiry may be pursued. They understand that each member of the community has certain rights and responsibilities, and that these rights and responsibilities are fundamental to this community. Consequently, every member of the Simon's Rock community is expected to recognize the principles and abide by the code of student conduct described in this document. Failure to do so will result in disciplinary action and consequences appropriate to the seriousness of the violation.

**Responsibilities.** The rights granted to members of the college community require that each member also accept responsibility for maintaining and improving the quality of life of this community. In a small community such as this one, the behavior of every individual matters and helps to shape the experience of Simon's Rock for everyone.

Students at Simon's Rock are provided with opportunities and freedoms that most of their peers in high school do not share because the College believes that the only way to learn to make good choices is to have the chance to choose. The College expects that each of its students will use the opportunities and freedoms it offers responsibly – to learn and grow, and to assist others to do the same.

Simon's Rock also recognizes that it has a special responsibility to establish policies and procedures that provide its students with the safe, secure, healthy, and civil environment necessary for them to do their work and develop into mature, independent adults. The College's code of student conduct, disciplinary procedures, housing regulations, and all other policies are designed to fulfill this responsibility.

The provost of the College, dean of the College, dean of students, residence life and security staff are responsible for ensuring that a community of learning consistent with the principles of community living is maintained at Simon's Rock and are, therefore, empowered to enforce the standards of behavior outlined in this *Student Handbook*.

**Individual Rights.** Simon's Rock is committed to being a community in which all ranges of opinion and belief can be expressed and debated, and within which behavior permitted by public law and consistent with the College's mission and regulations can take place. The community is varied – including, for example, people of diverse races, religions, national or ethnic backgrounds, and sexual orientation – and its members disagree, from time to time, with one another's ideas and behavior. The College expects that such disagreements will be addressed peacefully, through discussion and debate, rather than through force or confrontation. Therefore, while the College seeks to ensure the rights of all to express themselves in words and actions, it also prohibits behavior that infringes on the rights of others, or that is inconsistent with or detrimental to the College's mission and purpose.

Accepting membership in the Simon's Rock community entails the obligation to behave with respect and courtesy toward others, including those whose beliefs and behavior differ from one's own. Simon's Rock is private property, owned, operated, and controlled by the Board of Trustees of Bard

College through the Board of Overseers of Bard College at Simon's Rock. At Simon's Rock, the provost of the College or his or her designee is entrusted with the authority to determine what activities may be conducted on the campus, what behavior is and is not acceptable, and who may be members of our community. Please direct questions or concerns about this policy to the director of Security or the dean of students/associate dean of student affairs (hereafter referred to as the dean of students).

**Valuing Diversity.** Bard College at Simon's Rock is committed to active, intentional, and ongoing engagement with diversity. We believe that a diverse campus— one with members from different backgrounds— is fundamental to a liberal arts education that encourages the challenging of one's assumptions and the broadening of one's perspectives. An important element of diversity is the inclusion of voices from groups traditionally underrepresented on college campuses, and this College is committed to providing opportunities for these voices to be heard.

The College takes numerous steps to promote both inclusion of, and engagement with, diverse perspectives. These include, but are not limited to:

Writing and Thinking Workshop / Orientation

Diversity Teach-In— a day when regular classes are canceled and students are expected to attend workshops led by students, staff, and faculty

The Owl's Nest— a house on campus devoted to diversity-focused student organizations, clubs, and events

Du Bois Lecture Series

Student-run diversity groups

**Equal Opportunity.** Members of the Bard College at Simon's Rock community and their guests have the right to be free of discrimination or harassment based on their race, age, sex, gender identity or expression, sexual orientation, religion, national/ethnic origin, disability, or previous military service.

**Freedom Of Communication Of Ideas.** All members of the Simon's Rock community have the right to express their ideas freely, both orally and in writing, provided that their method of expression does not violate any other rights affirmed by this document. Any member of the college community has the right to publish and distribute without interference, as long as publications and posted materials clearly identify the authors. While all members of the college community have this right not to be subjected to prior restraint, they shall be held accountable for erroneous, malicious, or libelous statements or for violations of any other right affirmed by this document.

**Privacy.** The right to privacy at Simon's Rock is limited by the College's overarching responsibility to enforce standards of behavior that are consistent with its mission and to protect the health and safety of all members of the community. Therefore, while the College values privacy of community members, it retains the right of access to all College rooms, space, and property. In addition, the

College also retains the right to determine which activities are permitted on campus and which activities are not, the right to proscribe inappropriate behavior, and the right to limit the items students may have in their rooms and on our campus.

**Right to Enter.** The College reserves the right to enter any college-owned or college-leased space at any time for purposes of responding to emergencies, ensuring personal safety, maintaining acceptable health and safety standards, establishing order, making repairs, performing routine maintenance (including response to work orders, inventory, extermination, and cleaning), enforcing of college policy, securing buildings during vacation and break periods, and for any other reasonable purpose. The resident's absence will not prevent such entry. Only authorized personnel will make entry.

**Right to Search.** The College reserves the right to enter and search a student's room, suite, apartment, and/or vehicle parked on campus, as well as college-leased space off campus. In addition, the College reserves the right to search a student's person, backpack, bag(s), and/or any other belongings on campus. If a member of the student affairs or security staff has sufficient reason to believe that a student has prohibited, potentially harmful, or dangerous items on campus or is currently using his or her space to violate college policy (and possibly state or federal law), he or she may enter and search a student's room, suite, apartment, and vehicle, as well as his or her person and belongings to prove or disprove the allegations. College staff must seek permission to search from the provost, dean of the College, dean of students, or director of residence life. The student does not need to be present during the search, and may be asked to wait elsewhere while the staff completes the search. All searches are to be conducted in the presence of at least one other Simon's Rock Security or Student Affairs staff member. The search and subsequent findings will be logged with Security. Following a search the staff members involved will submit a report to the dean of students documenting the incident and any findings, and will email the student(s) involved a list of any items that were confiscated during the event.

**Cooperation with Authorities.** The College will cooperate with law enforcement officials who, having obtained a search warrant from an appropriate source having jurisdiction to issue such warrants, seek entry to an assigned student's room, suite, apartment, vehicle parked on campus, person, and/or belongings, for the purpose of executing such warrants.

**Right Of Assembly.** All members of the Simon's Rock community have a right to assemble peaceably and to petition for the redress of their grievances, provided that they do not disrupt or interfere with the operations and Offices of the College.

**Personal Security.** Every member of the college community has the right to security from threats and physical abuse imposed by any other person or by a device or substance controlled by any other person. This right includes the right not to come to harm through the neglect of another. Violent behavior will not be tolerated.

## Code of Student Conduct

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The principles of community living are predicated upon a concern for the welfare and integrity of each individual person and of the community as a whole. Violations of these principles generally fall into the following three overarching categories of unacceptable behavior:

**Lack of Respect for Individuals.** A lack of respect for individuals is prohibited at Simon's Rock. Any action that jeopardizes the health, safety, well-being, or self-respect of an individual, whether it is oneself or another member of the Simon's Rock community will not be tolerated. Such acts include violence, harm, threat of harm, intimidation, sexual misconduct, harassment, bullying and/or cyber-bullying, dishonesty, misconduct, noise, and/or endangering behavior toward oneself or others.

**Lack of Respect for Property.** Respect for private property of individuals, including students, faculty, staff or visitors, as well as the property and resources of the College itself (including furniture, furnishings, equipment, systems, buildings, and grounds), must be maintained so that no one is denied the right to their proper use. This right applies not only to those who are now at the College, but also to those who will attend Simon's Rock in the future. Therefore, disrespectful behavior toward any individual's personal belongings or toward college property and/or resources will not be tolerated. Lack of respect for property in the community or any property leased by the College will likewise not be tolerated. Lack of respect for property includes theft, vandalism, or damage, possession of stolen property, unauthorized access (to another's space, office, lab, computer, or computer account), misuse of keys, misuse of property, misuse or abuse of resources, improper upkeep of space, or trespassing on personal property adjacent to campus.

**Lack of Respect for Civil or Criminal Law.** Members of the Simon's Rock community are expected to be law-abiding citizens, and while this is a private college, we remain subject to all federal and state civil and criminal laws. Actions that constitute violations of law off campus are also prohibited on campus. Any person who violates the law, on or off campus, is liable for his or her actions and may be subject to civil or criminal proceedings. When the College receives reports or complaints of such illegal behavior by students off campus, it may take disciplinary action. College disciplinary action is not dependent on separate civil or criminal prosecutions by the police or other non-college authorities. The College's judicial process is separate from and independent of civil or criminal prosecution or timetables.

These three overarching categories, as well as the specific policies outlined below, comprise the Code of Student Conduct. Also provided is information about how the College typically responds to such violations. Alleged violations of academic honesty are referred to the dean of Academic Affairs for adjudication. All other Code of Student Conduct violations are referred to the dean of students. However, final sanctions are subject to the outcome of college disciplinary procedures, as outlined in this *Student Handbook*. The College does not attempt to anticipate or describe every act that might constitute a violation of the Code of Student Conduct; rather, it reserves the right to make determinations on a case-by-case basis as appropriate.

The policies are as follows:

**A. ACADEMIC HONESTY.** Honesty and integrity in the performance of all academic assignments are expected of every student at Simon's Rock. Plagiarism, giving or receiving assistance on any examination or quiz, and falsifying data are serious forms of academic dishonesty. Academic dishonesty in any form will not be tolerated and will have serious consequences, regardless of whether it is intentional or unintentional.

**Response To Violation.** A student who submits, without acknowledgment, work that is not his or her own has committed plagiarism. An example of plagiarism is the submission of a paper that is wholly or partially taken from the Internet. Plagiarism occurs even when a single sentence or phrase is copied without attribution. Information about the proper use and acknowledgment of source material is available in the library and from the faculty. Special care should be taken when engaging in research on the Internet, as there are a vast number of sources that are designed to assist students in academic dishonesty, or that are otherwise unsuitable for academic pursuits. The library has resources available to aid students in finding appropriate materials through Internet research. It is the student's responsibility to consult with the faculty member involved whenever there is a question about the appropriate way to handle the use of source material. An approved style manual should be consulted to avoid unintentional plagiarism.

A student who has committed academic dishonesty will meet with the instructor, advisor, and the dean of academic affairs. A first offense will result in at least a grade of F on the assignment or exam in question and may result in a semester grade of F for the course and the student's parents or guardians will be notified. Any subsequent offense will become part of the student's record and will result in a hearing with the Standards and Procedures Committee to determine further consequences. These consequences may include academic probation, revocation of scholarship, and suspension from the College.

A student who wishes to contest a judgment of academic dishonesty by the Standards and Procedures Committee may make an appeal in writing to the Appeals Committee within 48 hours of the decision.

**B. ALCOHOL AND ILLEGAL SUBSTANCES.** Simon's Rock is a "dry" campus, meaning that alcohol and illegal drugs are strictly prohibited. In addition, alcohol and drug paraphernalia, including but not limited to empty alcohol containers, shot glasses, flasks, funnels, bongos, hookahs, and pipes are also prohibited, as is possession by consumption. Providing or selling alcohol or drugs to others is illegal and strictly prohibited. Attendance at what appears to be a party/social gathering in which alcohol and/or illegal substances are available or appear to have been consumed is prohibited. The use of a fake ID or misrepresenting one's identity in any way is also prohibited, as is misuse or abuse of prescription medication.

The College's Security and Residence Life staff members have the authority to ensure the campus is safe and free of alcohol and/or illegal drugs. Students in possession of or under the influence of alcohol or illegal substances are subject to disciplinary action, regardless of their age or where the substance was consumed.

**Response To Violation.** The College's first concern is always the medical safety and well-being of the student. Once safety has been ensured, our response involves personal reflection, education, and accountability. Disciplinary action for individuals deemed in violation of this policy may take place. Such action may be immediate. Sanctions may include disciplinary warning, reprimand, or social probation, coupled with additional conditions. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate removal from campus in the form of medical withdrawal, personal withdrawal, suspension, or expulsion.

The provost, or his or her designee, is authorized to remove any student from campus if they pose a threat to themselves or to any other person(s). Such action, whenever necessary, often involves consultation and coordination with others, including, but not limited to the dean of academic affairs, dean of the College, dean of students, parents or guardians, College counseling, health, residence life, or security staff members, outside professionals, and/or local authorities. For more information on penalties imposed by the State for alcohol-related violations, see the Security Department web page.

**C. CALL FOR HELP.** If a student requires medical attention due to the use of alcohol and/or drugs and that student or a peer contacts Security or a residence director (RD) stating that this is a call for help, the usual disciplinary process and consequences will not apply.

**Response To Violation.** While no disciplinary sanction will be imposed, the student involved will be asked to follow up with a Student Affairs staff member, and in most circumstances his/her parents or guardian(s) and academic advisor will be notified about the incident. The student may also be required to seek professional help on or off campus.

In circumstances where serious harm to oneself or others, or a situation involving violence or the threat of violence, or involving use or possession of drugs considered highly dangerous, the College may be required to take additional action.

The provost, or his or her designee, is authorized to remove any student from campus if they pose a threat to themselves or to any other person(s). Such action, whenever necessary, often involves consultation and coordination with others, including, but not limited to the dean of academic affairs, dean of the college, dean of students, parents or guardians, College counseling, health, residence life and/or security staff members, outside professionals, and/or local authorities.

**D. FIRE AND LIFE SAFETY.** Simon's Rock, the Great Barrington Fire Department (GBFD), and the State of Massachusetts take fire and life safety very seriously. Security, Physical Plant, and the Student Affairs staff watch college buildings daily, make rounds, check and monitor life safety systems, and maintain order. The College pays a great deal of attention to fire and life safety. Students are expected to do the same. At the start of each semester, residence directors will communicate fire safety concerns and explain gathering points in the event of a real fire or emergency. Examples of fire and life safety violations include the following:

- **Open Flame Or Smoke.** Smoking, the burning of candles, incense, or any other material in or near college buildings is strictly prohibited. Burning anything on the campus without prior written permission from the director of Security is forbidden.
- **Flammable Material.** Possession of highly flammable material, including but not limited to candle(s); incense or related paraphernalia; smoking paraphernalia; wall or ceiling hangings; open-coil appliances; indoor possession of fuel, gas, cleaning solvents, and/or fuel-fired devices; and explosives is prohibited.
- **Fire Hazard.** Creating a fire hazard, which includes, but is not limited to, blocking any means of egress, propping fire doors, overloading electrical outlets, or creating an excessive mess is prohibited.
- **False Alarm.** Setting off smoke or fire alarms in the absence of smoke or fire, regardless of intent, is prohibited.
- **Tampering.** Tampering with any wiring, system, or equipment on the campus is prohibited. This includes, but is not limited to, electric, telecommunication, computer, security, or life safety devices or apparatus.
- **Cooking.** The misuse or abuse of college kitchens, leaving ovens or stoves unattended, or cooking anywhere other than college kitchens, is a violation of college policy that may result in fines and/or infraction. Please keep our kitchens safe, clean, and functional for all to use. Report problems to an RD immediately.
- **Appliances.** Space heaters, air-conditioners, immersion heaters, hot plates, open-coil appliances, electric bedding materials, fuel-run appliances, torchiere-style halogen lamps, and other potentially dangerous appliances are not allowed on campus for fire safety reasons. When in doubt as to whether or not an appliance is permitted, students should seek advance written permission from the director of residence life prior to bringing the item to campus.
- **Lofts.** Lofting material, other than items provided by the College, is not allowed. Students in doubles who would like their beds bunked must submit a Bunk Bed request to their residence director. Only Physical Plant staff are allowed to assemble and bunk the beds. Under no circumstances should anyone other than Physical Plant staff attempt to assemble or disassemble the beds.

**Response To Violation.** The College's response to fire and life safety violations often includes a fine as well as a sanction: Disciplinary warning, reprimand, or social probation. It may also include any combination of any of the following, if deemed appropriate by the adjudicating officer or body: campus work; loss of privileges; required or suggested counseling, on or off campus; and restitution costs. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate removal from campus in the form of medical withdrawal, personal withdrawal, suspension, or expulsion. The College may also report students to the local authorities. Please note that the Great Barrington Fire Department cites and fines the College for nuisance alarms (i.e. burnt toast, burnt popcorn, cigarette smoke, etc.) and/or fire safety violations. The College will pass these charges directly on to the student(s) cited when possible.

The provost, or his or her designee, is authorized to remove any student from campus if they pose a threat to themselves or to any other person(s). Such action, whenever necessary, often involves consultation and coordination with others, including, but not limited to the dean of academic affairs, dean of the college, dean of students, parents or guardians, College counseling, health, residence life, or security staff members, outside professionals, and/or local authorities.

- E. **HAZING.** Hazing is illegal in the state of Massachusetts and is prohibited at Simon's Rock. While Simon's Rock does not have fraternities and sororities, students should note that hazing activities have been known to take place in other clubs and organizations at colleges and universities across the country. Simon's Rock will not tolerate such behavior. Such illegal acts may also result in criminal proceedings. Massachusetts state law requires that the College inform all enrolled undergraduates that hazing in the state is a violation of law. Massachusetts requires that the text of the law prohibiting hazing be disseminated at every college in the state. That information is listed below in accordance with this requirement.

### **S 2540 The Commonwealth of Massachusetts, 1985: An Act Prohibiting the Practice of Hazing**

Chapter 269 of the General Laws is amended by adding the following three sections:

**Section 17.** Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$1,000 or by imprisonment in a house of correction for not more than 100 days, or by both such fine and imprisonment. The term hazing as used in this section and in Sections 18 and 19 shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.

**Section 18.** Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to him or herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$500.

**Section 19.** Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and Sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy

of said sections 17 and 18, shall sign an acknowledgment stating that such group, organization, or individual has received a copy of said Sections 17 and 18.

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and Sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said sections 17 and 18, shall sign an acknowledgment stating that such group, organization, or individual has received a copy of said Sections 17 and 18.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that such school has adopted a disciplinary policy with regard to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such a report.

**Response To Violation.** Sanctions may include disciplinary warning, reprimand, or social probation. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate removal from campus in the form of medical withdrawal, personal withdrawal, suspension, or expulsion. The College will also refer the matter to the appropriate authorities, in accordance with applicable law.

- F. HUMAN SUBJECTS RESEARCH POLICY.** In accordance with state and federal regulations, as well as professional standards of ethical conduct, this policy is to ensure that the rights and welfare of human subjects are protected in research conducted at the College or by individuals identified with the College. Violations of this policy are prohibited. The Human Subjects Research Policy can be read in its entirety on page 37.

**Response To Violation.** Sanctions may include disciplinary warning, reprimand, or social probation. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate removal from campus in the form of medical withdrawal, personal withdrawal, suspension, or expulsion. The College will also refer the matter to the appropriate authorities, in accordance with applicable law.

- G. IMMEDIATE THREAT OF HARM.** Any act that poses what a reasonable person would consider an immediate threat of harm to oneself or others is strictly prohibited on the Bard College at Simon's Rock campus. Examples include, but are not limited to violence, any threat of violence, harm, sexual misconduct, harassment, bullying, cyber-bullying, intimidation, endangering behavior directed toward one's self, others, or toward property.

**Response To Violation.** The college staff will first focus on the safety and well-being of the individuals involved. Once safety and order have been established, disciplinary action for individuals deemed in violation of this policy will take place. Such action may be immediate.

The provost, or his or her designee, is authorized to remove any student from campus if they pose a threat to themselves or to any other person(s). Such action will depend upon the individual circumstances and the judgment of the provost or his or her designee, in consultation with the dean of the College, the dean of students, the director of residence life, and at times parents or guardians, college counselors, health services staff, residence directors, or other outside professionals.

Sanctions may include disciplinary warning, reprimand, or social probation, suspension or expulsion. Major or repeat offenders face the possibility of immediate removal from campus in the form of compelled medical or personal withdrawal, suspension, or expulsion. Such action will depend upon the individual circumstances and the judgment of the provost, or his or her designee.

**H. MOTOR VEHICLES.** All students are subject to the College's motor vehicle policy while enrolled at Simon's Rock. Violations are prohibited. The motor vehicle policy is important for everyone's safety. The Motor Vehicle Policy is outlined in more detail below.

**Response To Violation.** The College's response to violations include, but are not limited to loss of privileges, fines, restitution, and when applicable may include disciplinary warnings, reprimands, or social probation, and conditions such as campus work; required or suggested counseling. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate removal from campus (see Immediate Threat of Harm, above), suspension or expulsion.

**I. NETWORK-ACCEPTABLE USE POLICY.** The Bard College at Simon's Rock campus computer network is for the use of members of the Simon's Rock community – students, faculty, staff, and associates of the College. Simon's Rock community members are given access to the network under the terms of this policy and the general policies of the College as published in the Course Catalogue, the *Student Handbook*, and other policy documents. If you do not understand this policy or do not believe you can comply with it, you should arrange to discuss this with the staff of Information Technology Services (ITS) before using the network. Violation of this policy may lead to restriction or revocation of your network access or to disciplinary proceedings. The current version of the complete network Acceptable Use Policy is available on the ITS website ([www.simons-rock.edu/its/network-its-acceptable-use-policy](http://www.simons-rock.edu/its/network-its-acceptable-use-policy)).

**Response To Violation.** The College's response to violations may include disciplinary warning, reprimand, or social probation. It may also include any combination of any of the following, if deemed appropriate by the adjudicating officer or body: loss of privileges, campus work; required or suggested counseling, on or off campus; and fines and restitution costs. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate

removal from campus in the form of medical withdrawal, personal withdrawal, suspension, or expulsion.

**J. NONDISCRIMINATION.** Bard College at Simon's Rock does not discriminate in admissions, employment, education, or services on the basis of sex, gender identity or expression, sexual orientation, religion, national/ethnic origin, disability, or previous military service. At Simon's Rock, we reaffirm our commitment, each school year, to a community free from discrimination and harassment. We embrace diversity, value individual differences, and work to remain open to all perspectives and contributions that enrich our individual and collective academic, intellectual, and social experiences in this community. Simon's Rock's commitment to nondiscrimination is therefore vital. Violations of this policy are prohibited. For more information, see Nondiscrimination Policy.

**Response To Violation.** Acts of discrimination are serious, and will have serious consequences if an individual is found responsible for committing such an act. The College's response to violations may include disciplinary warning, reprimand, or social probation. It may also include any combination of conditions, which include but are not limited to required or suggested counseling, on or off campus; loss of campus housing; loss of privileges. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate removal from campus in the form of suspension, or expulsion. The College will consider all possible remedies in accordance with the policy.

The provost, or his or her designee, is authorized to remove any student from campus if they pose a threat to themselves or to any other person(s). Such action, whenever necessary, often involves consultation and coordination with others, including, but not limited to the dean of academic affairs, dean of the College, dean of students, parents or guardians, College counseling, health, residence life, or security staff members, outside professionals, and/or local authorities.

**K. SEXUAL MISCONDUCT POLICY AND PROCEDURE.** Bard College at Simon's Rock is committed to providing a safe, healthy, respectful living and learning environment for all students. Sexual misconduct, including exploitation and any non-consensual sexual act or behavior is incompatible with the values and standards of our campus community. Sexual misconduct creates a hostile environment for those who experience it. Sexual misconduct is considered sex discrimination under Title IX of the Higher Education Amendments of 1972, which prohibits discrimination based on sex in educational programs and activities. Simon's Rock does not tolerate discrimination in any form. For more complete information, see the complete Sexual Misconduct Policy, below.

**Response to Violation.** In any instance of alleged sexual misconduct, our primary concern is for the safety and well-being of the student(s) who have experienced it as well as the greater campus community. The staff in the offices of residence life, security, health services and counseling are trained and available to support students who have had such an experience. The dean of students

and Title IX coordinator can assist in making changes to students' housing, classes, etc. when appropriate, regardless of whether a formal complaint is being made.

Acts of sexual misconduct are serious, and will have serious consequences if an individual is found responsible for committing such an act. The College's response to violations may include disciplinary warning, reprimand, or social probation. It may also include any combination of conditions, which include but are not limited to required or suggested counseling, on or off campus; loss of campus housing; loss of privileges. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate removal from campus in the form of suspension, or expulsion. The College will consider all possible remedies in accordance with the policy.

The provost, or his or her designee, is authorized to remove any student from campus if they pose a threat to themselves or to any other person(s). Such action, whenever necessary, often involves consultation and coordination with others, including, but not limited to the dean of academic affairs, dean of the College, dean of students, parents or guardians, College counseling, health, residence life, or security staff members, outside professionals, and/or local authorities.

For more complete information, see the complete Sexual Misconduct Policy, below.

**L. RESIDENCE LIFE POLICIES.** All students living on campus, in college leased housing off campus, or who are visiting campus are subject to the College's residence life policies. These include information in this *Student Handbook*, as well as that in all opening, closing, break, and vacation notices, and other notices sent to all students or to specific dorm residents via their College email account. Violations are prohibited.

- **Break Policy.** Students who live within 300 miles of the College are expected to vacate campus for all breaks. Anyone remaining on campus during break after the set closing time without permission from the director of residence life will be fined \$100 per night. It is the responsibility of the student and her/his family to make appropriate travel and lodging arrangements that are consistent with the closing and opening times of the residence halls.
- **Climbing On College Property.** Students may not climb into, out of, or on buildings, walls, windows, utility poles, machinery, or trees.
- **Cooking.** The College provides kitchens for student use. Kitchens can be dangerous places if not used with care. Students who use the kitchens are expected to be present at all times while cooking. They are also expected to clean up after themselves before vacating the kitchen space so that the space is clean for the next user. The misuse or abuse of college kitchens, or cooking anywhere other than college kitchens, is a violation. Please do your part to keep our kitchens safe, clean, and functional for all to use. Report problems to an RD immediately.
- **Early Arrival/Late Departure.** Students who fail to arrive on or before opening and/or fail to depart prior to or by closing without advance written permission are in violation of college policy. The fine for unauthorized early or late presence on campus is \$100 per night at the start of semesters and during breaks, and \$250 per night at the end of spring semester.

- **Littering.** Littering is not allowed on this campus, and this includes the improper disposal of smoking materials. The penalty for littering is 10 hours of campus clean-up duty per occurrence.
- **Lock-Outs And Dining Hall ID Cards.** Students are required to carry and manage their own key(s) and ID card. Students are charged to be let into their assigned residence if they lose or fail to carry their room key and ID card. After a student's third lock-out in a semester, she/he will be referred to the dean of students for a Failure to Comply policy infraction.. Likewise, students are required to carry and use their ID card in the dining hall and dorm exterior doors. Fines will be assessed per lockout or failure to present ID at the dining hall, so we encourage students to carry their keys and ID cards at all times.
- **Lost Key.** Students will be charged for losing or failing to return their key(s) as required. Lost keys should be replaced during a semester for a cost of \$25. The fine for failure to return an assigned key upon vacating the corresponding room is \$100.
- **Pets.** Students may not keep a pet(s) on campus, regardless of circumstances. For more information see the complete Pet Policy.
- **Property.** All students living in college residences are individually and collectively responsible for the college property in their assigned room(s) and residences.

Whenever possible, the College will hold individuals responsible for damage to college property or misplaced college property. When that is not possible, or when damage or loss is deemed the responsibility of all occupants (of a dorm, room, suite, or apartment), the College will charge each occupant for his or her portion of the charge. A minimum charge of \$25 or the exact prorated amount per occupant will be assessed.

It is each student's responsibility to report damages or misplaced furniture to his or her residence director via email prior to his or her departure each semester. If damage or misplaced furniture is the responsibility of other students, this must also be reported to the RD prior to the end of the semester's closing date. Failure to file this report prior to closing voids a student's right to claim this once bills are issued. In addition, responsibility must be verified before the College will take action limiting anyone's liability. More specific information follows below:

Damage To College Property In Assigned Space. When the College assigns students to rooms, suites, or apartments, it also provides space, furniture, and furnishings that range from new to reasonably good condition. Students are expected to use and return the room/assigned space and furniture in that assigned space in a condition similar to that in which they were originally found, less reasonable wear and tear. Missing furniture, or furniture returned in unsatisfactory or damaged condition (as determined by college staff) is strictly prohibited. College staff will attempt to locate missing furniture in the building before students are initially charged for violation.

Misplaced College Property In Assigned Space. When the College assigns students to rooms, suites, or apartments, it also provides furniture and furnishings that are required to remain in those same spaces. Students are prohibited from moving or removing these items from these

spaces because doing so requires staff to locate and return inventoried items to their original location, which is labor intensive and costly.

Damage To College Property Held In Common. All occupants of a college residence share the use and responsibility for common college property in their building. Students are prohibited from damaging or removing these items from these spaces. Common property may include, but is not limited to, furniture, kitchen equipment, computers, and games. All assigned residents will be held accountable for damaged or missing common property. The Physical Plant and/or Residence Life staffs determine violations.

Misplaced College Property Held In Common. All occupants of a College residence share the use and responsibility for common college property in their building. Students are prohibited from moving or removing these items from these spaces. Common property may include furniture, kitchen equipment, computers, and games. All assigned residents will be held accountable for the misplacement of common property. The Physical Plant and/or Residence Life staffs determine violations.

Please note: Intentional or unintentional property damage of any kind is usually coupled with other conduct violations.

- **Residence Assignments.** The director of residence life makes all student housing assignments on campus, so has the right to assign and reassign at will. Occupying space without a proper assignment or moving rooms without prior authorization from the director of residence life is prohibited.
- **Shared Living Space.** All occupants of shared living space will be held responsible for any prohibited activity or illegal items found in the space. Those assigned to the space are responsible for all activities taking place in their space whether they are present or not. Students will have an opportunity to clarify who may have greater responsibility during follow up conversations with the dean of students or director of residence life, or during the disciplinary process if they are infracted for an alleged violation.

**Response To Violation.** The College's response to violations may include disciplinary warning, reprimand, or social probation. It may also include any combination of any of the following, if deemed appropriate by the adjudicating officer or body: campus work; required or suggested counseling, on or off campus; loss of privileges; and fines and restitution costs. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate removal from campus in the form of medical withdrawal, personal withdrawal, suspension, or expulsion.

**M. SMOKING.** Because smoking poses known and preventable health risks, it is prohibited in all Simon's Rock college buildings and on all College grounds. The College only permits student smoking in these locations:

- The gazebo off the Hill House parking lot, and
- The gazebo off the driveway to the Carriage House on upper-campus.
- Live-in/Live-on residential non-student employees are allowed to smoke in their assigned residences.

Smokers are expected to dispose of their smoking materials appropriately. The College reserves the right to eliminate smoking locations at will.

For information on smoking cessation, please speak to any Health Services staff member.

**Response To Violation.** The penalty for smoking in any College building is \$100 per violation, per person. The penalty for smoking on College grounds, anywhere other than designated smoking areas, is \$50 per violation, per person. Any subsequent smoking infraction includes the fine and 10 hours of campus work per occurrence. If you need clarification of the exact areas, ask an RD or security officer. Repeated violations may lead to additional sanctions, which may include disciplinary warning, reprimand, or social probation. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate removal from campus in the form of medical withdrawal, personal withdrawal, suspension, or expulsion.

**N. WEAPONS.** Possession or use of any item that may inflict bodily harm or damage property is strictly prohibited at Bard College at Simon's Rock. This includes, but is not limited to, guns and firearms, ammunition, knives, swords, slingshots, martial arts paraphernalia, explosives. Simon's Rock views any such item as a potential threat to the safety and well-being of this community, and will take whatever action necessary to remove such items from the campus. The College does not consider any of these items decorative or necessary on our campus.

**Response To Violation.** The college staff will first focus on the safety and well-being of the individuals involved. Once safety and order have been established, disciplinary action for individuals deemed in violation of this policy will take place. Such action may be immediate. Sanctions may include disciplinary warning, reprimand, social probation, or the possibility of immediate removal from campus in the form of compelled medical or personal withdrawal, suspension, or expulsion. Such action will depend upon the individual circumstances and the judgment of the provost, dean of the College, or the dean of students, and may include consultation with others, including parents or guardians, college counselors, health services staff, residence directors, and outside professionals. The College may also refer the matter to local authorities.

The provost, or his or her designee, is authorized to remove any student from campus if they pose a threat to themselves or to any other person(s). Such action, whenever necessary, often involves consultation and coordination with others, including, but not limited to the dean of academic affairs, dean of the College, dean of students, parents or guardians, College counseling, health, residence life, or security staff members, outside professionals, and/or local authorities.

**O. FAILURE TO COMPLY.** Failure to comply with a reasonable request or directive from an officer of the college in the course of performing his or her duties is not permitted. This may include a request from a Security officer, residence director, or dining hall staff member performing their duties. They may ask you to leave a building, produce your College ID, see the nurse or

counselor, your academic advisor, dean or some other officer of the College. Failure to carry and use your own ID card and room key to enter your building and room, as well as access the dining hall is a violation. Failure to comply with widely advertised, mailed, or emailed departmental notices, bulletins, alerts, or an announcement is a violation of college policy. Such notices include, but are not limited to, notices from Academic Affairs, the Registrar's Office, Security, the Financial Services Office, and Student Affairs, which are intended to be helpful and inform the community about important issues, deadlines, or concerns. Examples include emergency parking restrictions, billing notices, vacation or break announcements, registration, and security alerts.

**Response To Violation.** The College's response to violations may include disciplinary warning, reprimand, or social probation. It may also include any combination of any of the following, if deemed appropriate by the adjudicating officer or body: campus work; required or suggested counseling, on or off campus; loss of privileges; and fines and restitution costs. Major or repeat offenders face more serious sanctions and conditions, including the possibility of immediate removal from campus in the form of compelled medical or personal withdrawal, suspension, or expulsion.

The provost, or his or her designee, is authorized to remove any student from campus if they pose a threat to themselves or to any other person(s). Such action, whenever necessary, often involves consultation and coordination with others, including, but not limited to the dean of academic affairs, dean of the college, dean of students, parents or guardians, college counseling, health, residence life, or security staff members, outside professionals, and/or local authorities.

# Disciplinary Procedures

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## Dean of the College

The dean of the college is empowered by the provost to formulate and implement policy governing student life, to enforce College regulations, and to impose such penalties as he or she deems reasonable and appropriate for violations of the standards of student conduct detailed in this *Student Handbook*. The dean of the college may delegate, retake, and/or re-delegate this authority, as he or she sees fit, to the dean of students, other Student Affairs staff, House Councils, the Community Council, the Judicial Committee, or any other individual or committee. The dean has delegated the handling of routine disciplinary matters to the dean of students in conjunction with the Judicial Committee. If the dean of the college and the dean of students are not available, the director of residence life will act in their stead and may take the actions that he or she deems necessary to maintain order and to foster a safe, supportive, and courteous environment.

The Student Affairs Office keeps a record of all reported violations of college regulations. If a student persists in violating regulations or shows contempt for the well-being of the community and its governing policies, the dean of students may take direct action or refer the case to the Judicial Committee. When that happens, the assistant for Student Affairs will notify the student and the committee members of a hearing.

Students are expected to be forthcoming and to take responsibility for their actions, accepting personal responsibility for violating the code of student conduct or policies referenced in this *Student Handbook*. The College will address violations as outlined below:

**Informal Warning.** An informal warning by any member of the college staff is intended to make the student aware of the possible consequences of irresponsible or inappropriate actions. Informal warnings should be documented via email to both the student and the dean of students, and will be kept on file in the event that further action is necessary.

## Infractions

If a student is involved in any situation or incident in which the student appears to have violated the College's Code of Student Conduct, it may result in an infraction, which in turn can become a more formal disciplinary matter. When responding to any incident the Student Affairs and/or Security staff is first concerned with the medical safety and well-being of the student(s). The staff may request that their supervisor-on-call require a health care provider to assess a student(s) immediately, as a precautionary measure. Once safety has been ensured, a staff member typically follows up on the incident, paying particular attention to safety and any possible violation(s) of College policy. The staff member(s) reports the incident to the dean of students.

The dean of students reviews the information, and if he or she believes that an infraction is warranted, produces an Alleged Infraction report. The student named in the allegation is then asked to come to the Student Affairs Office within a set 48-hour time frame to read and respond to the Alleged Infraction. The report is an internal College document and is confidential. The student

named may read the report and respond in the space provided, but they are not allowed to duplicate or remove it from the Student Affairs Office.

After reading the report and asking any clarifying questions of the dean, the student is expected to respond to the allegation by accepting the alleged infraction as written, accepting the infraction with comment, or disputing the infraction. If a student fails to sign the Alleged Infraction report within the 48-hour period, he or she waives the right to contest the allegation as written.

After reviewing the student's response(s) to the allegation, the dean determines how the matter will be resolved. The options for adjudication include adjudicating the case him or herself, delegating the responsibility to a staff member, delegating it to an RD for a hearing with specific House Council, or referring the matter to the Judicial Committee. Whatever group or individual is charged with resolving the matter, a decision is documented in writing and shared with the student that was originally charged with the Alleged Infraction. Copies of the decision are also shared with parents or guardians, the academic advisor, and appropriate College staff members.

If a student accepts responsibility, accepts responsibility with comment, or if the student is found responsible by the dean or the Judicial Committee, a disciplinary sanction is then imposed. If the individual is found not-responsible, the Alleged Infraction is retracted.

In cases where the student accepts the infraction, accepts the infraction with comment, or waives the right to dispute the infraction, the dean of students or designee typically adjudicates the case. This may or may not involve meeting with the student to discuss the matter; following up with those who witnessed it, were involved, or responded to the incident; consulting with academic advisors or colleagues; and issuing a written sanction letter resolving the matter.

In cases where the student disputes the allegation or faces possible suspension or expulsion, the dean of students or designee has the authority to adjudicate the case, but often will refer it to the Judicial Committee. All decisions at this level may be appealed based on the criteria in *Appealing A Disciplinary Sanction*, below.

All College disciplinary proceedings are private, and only current members of the student body, faculty and staff are allowed to participate in or witness the proceedings. Recording a hearing is not permitted without advance permission from the dean and Judicial or Appeals Committee chair.

The College resolves most infractions within two weeks. However, each case is different, and depending upon when in the semester an infraction is alleged to have been committed, it may take longer. Questions regarding the judicial process or the scheduling of a hearing should be directed to the dean of students.

Infractions that are upheld may affect a student's housing options, scholarships, and possibly his/her financial aid. Typically, if a student takes advantage of or disrupts his/her residence hall community, he/she risks their housing priority. If he/she fails to depart on time for breaks, he/she may not be allowed to remain or return early in the future. Likewise, a student on social probation risks his/her scholarship funds and may risk study abroad possibilities. While these decisions are not made in Student Affairs, the Financial Aid and Academic Affairs Offices do ask for such information prior to making their decisions.

While serious, the adjudication process is not meant to be adversarial. Rather, it is designed to offer a student who allegedly violated College Policy the opportunity to reflect on the incident, and respond to the allegation(s). If responsible, either by one's own admission or as a result of proceedings, the student will be held accountable. If, at any time a student needs help or assistance understanding the College's code of student conduct or the disciplinary process, he or she is urged to seek help or clarification from the dean of students, director of residence life, the residence directors, or his/her academic advisor.

Sanctions for violations of the code of student conduct may include a disciplinary warning, reprimand, or social probation, suspension or expulsion. The adjudicating officer or body may also couple sanctions with conditions as deemed appropriate. Conditions may include: campus work; loss of housing; loss privileges; required or suggested assessment and/or counseling on or off campus; fines; and restitution costs. For more detailed descriptions of possible consequences to violations of College policy, see *Sanctions* below.

Major or repeat offenders face immediate removal from campus, voluntary or involuntary medical withdrawal, suspension, or expulsion. In extreme circumstances, the provost of the College, or his or her designee, may remove a student from campus immediately. The provost may also choose to report a student to local authorities. Such action will depend upon the individual circumstances and the judgment of the provost, in consultation with the dean of academic affairs, dean of the college, the dean of students, or the director of residence life, and may include consultation with others, including parents or guardians, college counselors, health services staff, residence directors, security staff, and/or outside professionals.

## **Appealing a Disciplinary Sanction**

At Simon's Rock, minor matters disrupting one's smaller residence hall community may be settled or referred to a specific House Council for adjudication. Such issues may include noise from one's stereo or instrument, etc. The House Council, led by the residence directors, may hear and resolve such matters. If a student chooses to appeal a house Council's decision, he or she may send a letter of appeal to the dean of students, and reviewing the letter of appeal, the dean will determine whether there are sufficient grounds for the appeal to be considered further. If the dean rejects the appeal, the original decision stands. If the dean determines that the appeal is warranted, he or she will hear the appeal and will document his or her decision in writing after the appeal is heard. The dean's decision on the appeal of House Council sanctions is final.

In cases originally heard by the dean of students, his or her designee, or heard by the Judicial Committee must be appealed to the Appeals Committee. The student must initiate an appeal by contacting and notifying the provost's office of his or her intent to appeal a disciplinary action within 48 hours of receiving his or her written sanction notification.

The Appeals Committee chair will review the appeal request and act accordingly:

- A. If a student is suspended or expelled, the student must submit written notification to the provost's office indicating that he or she wants to appeal his or her suspension or expulsion. The student must take this action within 48 hours of receipt of the suspension or expulsion notification. Any student, who fails to provide the provost's office with proper notification of

his or her intent to appeal, waives his or her right to appeal. This includes students who are subject to immediate removal. The decision of the Appeals Committee is final. The chair communicates directly with the student requesting an appeal and documents all final decisions for the student affairs files.

- B. If a student is appealing any other disciplinary sanction as the result of an infraction in which the consequences are less than suspension or expulsion, he or she must submit a written petition articulating the reasons why an appeal should be granted. Such appeals should be in writing and must be submitted to the provost's office within 48 hours of receipt of the outcome notification of the case in question. Any student who fails to provide the provost's office with proper notification of his or her intent to appeal, waives his or her right to appeal. The Appeals Committee chair reviews the request, and determines at his or her sole discretion whether or not the committee shall hear an appeal. If the chair determines that the case should be heard, the decision of the Appeals Committee is final. The chair communicates directly with the student requesting the appeal and documents all final decisions for the Student Affairs files.

A student may appeal a judicial decision if he or she believes:

1. The process as outlined in this *Student Handbook* has not been followed appropriately in the earlier adjudication.
2. The decision was unfair because of a factual error or because it is inconsistent with the policies of the College.
3. The sanction imposed seems inappropriate for the violation.
4. The student was suspended or expelled and therefore is granted an automatic appeal, provided he or she notifies the provost's office of his or her intent to appeal within 48 of receipt of his or her suspension or expulsion notice.

Appeals of a Judicial Committee or Administrative decision should be referred to the Appeals Committee Chair, through the provost's office.

## **The House Councils**

In providing students with a role in maintaining the character of their community, a House Council, led by the residence directors, has primary responsibility for the quality of life in each of the dormitories. The dean of students has delegated the handling of minor disciplinary matters in each dormitory to its House Council. House Councils require residents to follow the rules stated in this *Student Handbook*. The House Councils have primary jurisdiction in hearing minor infractions that occur in their own residential areas, even those involving residents of other dormitories.

When a resident violates a minor rule, the House Council either considers the case and assigns a consequence or forwards the case to the dean of students for action. Repeated minor violations (five or more) are referred for action. Appeals of House Council decisions are referred to the dean or designee. All cases are confidential. Hearings and deliberations are closed meetings involving only the student charged, witnesses, the residence director (who chairs), the peer advocates, and the elected council members. The chair will communicate the decisions in writing to the charged student, the director of residence life, and the dean of students within 48 hours of the hearing. For more information on the House Council role in student life, see below.

## **Judicial Committee**

The Judicial Committee pool is made up of at least three faculty members and two students who are standing members, plus one or more members of the sophomore, junior or senior class, selected at random to participate in a particular days hearing(s). The dean of students (or his or her designee) serves on the Judicial Committee as a non-voting member.

The provost or academic dean appoints the three faculty members in consultation with the chair of faculty senate, two standing members and one alternate. The two standing student representatives are initially selected by the Community Council, on or before September 15 of a given academic year. The chair of Community Council will review the names of candidates with the dean of students in advance of their selection to insure that the candidates are in good standing both academically and socially.

The dean of students may fill the at-large seats and any standing student opening on the Judicial Committee after September 15, by appointing a student representative at will. The dean of students also has the right and authority to appoint a student(s) to serve as a voting member of the Judicial Committee at the start and end of any semester in order to hold a hearing within a reasonable time frame if the standing committee is not yet established or members are unavailable based on personal schedules and departures from campus.

The at-large Judicial Committee members must have sophomore, junior or senior standing, and must be in good academic and social standing. Students on the Judicial Committee are not allowed to simultaneously be serving as a peer advocate, chair of Community Council, or be a member of the Anti-Harassment and Anti-Discrimination Committee.

A faculty member chairs each Judicial Committee hearing, determines the order of witnesses, and runs the proceedings in consultation with the dean of students. A faculty member also represents the Judicial Committee in the appeals process, as necessary. The dean of students oversees the proceedings and answers questions on policy and procedure, as well as precedent.

A quorum of at least three voting members from the voting pool is necessary for a hearing to occur. Members of the Judicial Committee are obliged to step down during a specific case if he or she or the student(s) directly involved might have a conflict of interest. A member may also be asked to step down at the will of the faculty chair or dean.

The Judicial Committee, as mentioned earlier, typically hears cases involving serious matters and/or repeat offenders. Often these cases involve students at risk for suspension or expulsion. In a Judicial Committee hearing, the committee typically reviews the infraction report and any submitted statements or other written material relevant to the case. Next, the Judicial Committee speaks with those who witnessed, were involved in, and/or responded to the incident, and then with the student charged. The faculty chair will determine the final order of witnesses. The committee may also hear from one or two character witnesses. The College reserves the right to limit character witness testimony to one or two individuals. Character witnesses must be members of the Simon's Rock community; only students, faculty, or staff at the College are allowed to serve as character witnesses. The Judicial Committee will not hear from anyone who is not formally associated with the College, including parents, guardians, or personal lawyers.

Once the hearing is concluded, the committee deliberates and first renders a decision as to whether or not the infraction(s) is upheld. If the infraction(s) is upheld, the Judicial Committee then works with the dean of students to determine an appropriate penalty based on the student's case and disciplinary history, which is only shared if the student is found responsible. The dean documents the outcome of the hearing and communicates the committee's decision to the student within one week of the hearing.

Judicial Committee decisions are based on reasonable probability or the preponderance of evidence standard. Judicial Committee hearings and decisions are confidential. A decision to suspend a student must be decided by a two-thirds majority vote. Other decisions require a simple majority vote. If a hearing is disrupted, the chair can temporarily adjourn or, if necessary, decide to hear the case in a closed session with or without the charged student and his or her witness's participation. A student who fails to attend his or her own judicial hearing forfeits the right to testify, and decisions will be made in his or her absence.

Any breach of confidentiality by a committee member will result in the immediate dismissal of that member of the committee, and possible disciplinary action. On the other hand, if any committee member believes that the deliberations or decisions reached were determined to be unfair in any way, it is incumbent upon that member to let his or her concerns be known to the committee and to take the matter to the dean of students.

[...]

### **Appeals Committee**

Any suspended or expelled student is automatically granted an appeals hearing by the College Appeals Committee as per the information outlined above. The provost, dean of the college or the dean of students will decide whether or not a suspended student must leave campus while awaiting the appeals hearing. The dean of students will communicate such decisions on behalf of the College.

The Appeals Committee chair, as designated by the provost, will determine at his or her sole discretion whether there are sufficient grounds for the appeal to be considered further. If the chair rejects the appeal, the original decision stands and the case is closed. If the chair determines that the appeal is warranted, he or she will schedule an Appeals Committee hearing, hear the appeal, and document all decisions in writing.

The College's Appeals Committee consists of the provost or designee as chair; one faculty member chosen from among the faculty representatives to Community Council and the leadership of Faculty Senate; an elected student representative to Community Council of sophomore, junior, or senior standing; and one additional student chosen from the junior or senior class. The provost or designee will select the faculty and students who serve for each individual hearing, and may select alternate faculty members or students to serve on the Appeals Committee if the individuals in the aforementioned pools are unavailable. The chair will schedule the hearing within seven business days of his or her decision to grant an appeals hearing. The deliberations and decisions of the Appeals Committee are confidential.

When hearing an appeal, the Appeals Committee chair may request that the Judicial Committee chair, members of the Student Affairs and Security staffs, and others either file a written response to the student's written appeal or appear in person at the hearing.

The Appeals Committee may take the following action:

1. Accept the original decision and dismiss the appeal.
2. Affirm the original decision but change the sanction(s) imposed.
3. Remand the case to the previous body for a rehearing.
4. Reverse the original decision and dismiss the case.

Decisions of Appeals Committee, or the Appeals Committee chair in the event an appeal is rejected, are final.

### **Student Grievances**

In an academic community, the effort to resolve grievances should be continuous with the process of education. Therefore, this community seeks to solve problems by inquiry and persuasion rather than judicial procedures. The due process appropriate to life at Simon's Rock is the process of rational inquiry conducted by persons in familiar roles and offices. This process cannot ensure against the persistence of differences of opinion; however, the first step in resolving a dispute should be approaching the person with whom one has a grievance in an effort to discuss the problem. Next, an aggrieved student should seek the assistance of a faculty member, Student Affairs staff member, and/or a member of the Anti-Harassment and Anti-Discrimination Committee (See *Nondiscrimination*).

If informal attempts to find a solution prove unsuccessful, an aggrieved student may petition the appropriate dean or the Anti-Harassment and Anti-Discrimination Committee. In disputes between a student and a member of the faculty, the dean of academic affairs will arbitrate; in disputes between a student and a member of the student affairs staff, the dean of students will arbitrate; in disputes between a student and any other member of the college staff, the director of administration and finance will arbitrate. Their decisions may be appealed to the provost of the College. In disputes between students, the director of residence life or the dean of students will arbitrate.

### **Sanctions**

Violations of college policy may result in one of the following disciplinary sanctions:

**Loss of Privileges.** This sanction may include revocation of a student's right to live on campus, select his or her own housing, stay over break periods, depart late or return early, participate in the room draw, have access to certain college facilities, operate a motor vehicle on campus, have guests on campus, have certain kinds of stereo or other equipment, and receive financial aid.

**Behavior Noted.** A House Council, the dean of students or his or her designee, or the Judicial Committee may make a formal finding that a student has violated a college policy but that due to the nature of the offense, no consequence beyond a notation in his or her file is necessary.

**Disciplinary Warning.** A warning is a letter, sent to the student via campus mail or email, informing him or her that his or her behavior, as indicated in a report received by the dean of students, was in violation of college policy and therefore not acceptable. Any future violations may lead to further disciplinary action.

**Reprimand.** A reprimand is a letter, sent to the student via campus mail or email, informing him or her that his or her behavior, as indicated in a report received by the dean of students, was in violation of college policy and therefore not acceptable. Reprimands can be issued for a more serious initial violation or a second violation of college policy. A reprimand is called to the attention of an administrator or the Judicial or Appeals Committee. In the event the student is found responsible for future violations of college policy, a reprimand may have a negative effect on future sanctions and on housing lottery priority. Any future violations may lead to further disciplinary action.

**Social Probation.** Social probation is a sanction imposed for serious misconduct, which places a student on notice that further violations of policy may result in a longer probationary period and additional conditions, suspension, or expulsion. Such action is documented via letter, sent through campus mail or email. Students and parents should take this sanction very seriously. The probationary period can range from 10 weeks through graduation, depending upon individual circumstances. Any future violations, regardless of current probationary status, will result in a return to probation or further disciplinary action.

**Suspension.** Disciplinary suspension is a total separation from the College for a period of one full semester or more. This is a complete separation from classes, activities, services, facilities, and grounds for the duration of the suspension period. Such action is documented via letter, generally hand-delivered by the dean of students, then copies are sent through campus mail or email. For information on departure policy, see *Vacating Campus*.

Readmission after a disciplinary suspension is not automatic, but instead is at the will and discretion of the College. For more information on the readmission process, contact the Office of the dean of Academic Affairs.

**Expulsion.** Expulsion is a complete and absolute separation from the College. Such action is documented via letter, generally hand-delivered by the dean of students, then copies are sent through campus mail or email. For information on departure policy, see *Vacating Campus*.

**Response to an Immediate Threat of Harm.** The provost of the College, or his or her designee, is authorized to remove any student from campus if they pose a threat to themselves or to any other person(s). This response may be in the form of compelled medical or personal withdrawal, suspension, or expulsion. Such action will not be taken lightly, but the College will not hesitate to act in the interests of safety. Such action, whenever necessary, often involves consultation and coordination with others, including, but not limited to the dean of academic affairs, dean of the college, dean of students, parents or guardians, college counseling, health, residence life, or security staff members, outside professionals, and/or local authorities.

The student may be required to wait with a college staff member until his or her parents or legal guardian arrive to take custody of him or her, or else local authorities may have to be called. The student must adhere to the terms of this action if he or she wishes to appeal this decision or apply for readmission in the future.

The individual taking this action on behalf of the College is required to document the decision in a letter to the student and copied to his or her parents, academic advisor, the provost and the dean of students. This letter should be sent within 3 business days of such action if at all possible. A student wishing to appeal such action is required to contact the Provost's Office within 48 hours of receipt of

such a letter, to notify the provost that he or she plans to appeal this sanction. The provost will refer the matter to the chair of the Appeals Committee.

Documentation of this action will be sent via registered mail to the student, to his or her home address on file with the Registrar. If a different address should be used, it is the student's responsibility to provide that alternate address at the time of suspension. Copies may also be sent to the student via email.

**Referral to Authorities.** Any act that violates Federal, State, or local law (including fire safety regulations) may be referred to the authorities at the discretion of the College.

## Notifications

Due to the nature and responsibilities of their work, the deans, director of residence life and security, and the residence directors are informed of infraction resolutions. Other college officials with a need to know may be informed about the resolution of specific incidents as appropriate. The dean of students and/or Appeals Committee chair, or designee, makes these notifications.

**Parental Notification.** A student's parents or legal guardian may be notified when a student is alleged to have violated College policy. Typically, this contact is through the student's residence director, the director of residence life, or the dean of students. Parents may also receive a copy of any letter resolving a disciplinary matter. Finally, at the discretion of the Student Affairs staff, parents may also be contacted to discuss a student's behavior if, in a staff member's judgment, such a call is warranted. The Student Affairs staff is always willing to speak with parents if they have questions or concerns relating to their son or daughter.

**Academic Advisor Notification.** As with parental notification, a student's academic advisor is routinely notified when a student is alleged to have violated college policy. Again, this contact is through the student's residence director, the director of residence life, or the dean of students. The academic advisor will receive a copy of any letter resolving a disciplinary matter. Finally, the Student Affairs staff will not hesitate to contact an academic advisor to discuss a student if such a call is warranted.

## Conditions

In addressing violations of college policy, the dean of students or his or her designee, House Council, Judicial Committee and Appeals Committee may require one or a combination of the following conditions for college policy violations. These include, but are not limited to: suggesting or mandating counseling on campus; mandating an assessment of alcohol or illegal substance use; requiring service to the College by imposing a set number of campus work hours; requiring assistance with or development and execution of educational programs.

**Counseling.** The College may suggest or require a student to seek counseling. Required counseling may be for an individual session, more than one session, or, in some cases, weekly visits.

**Off-Campus Psychological Assessment.** Occasionally, the College will require a student to seek an off campus assessment. This is usually done to ensure the personal safety and well-being of a student, or to help him or her recognize and address problematic behavior. While our own counseling staff may be capable of making such an assessment, an outside third party has no vested interest in a

student's disciplinary status, and by taking this action, our counselors are able to help those students who seek assistance after facing such an evaluation. The student is responsible for the costs of such an evaluation.

**Campus Work.** Students found responsible for certain infractions may be required to complete a specified number of campus work hours as part of their infraction resolution. The individual, committee, or council will determine the number of campus service hours a student must serve upon adjudication of the student's infraction. A residence director will be responsible for oversight of the decided-upon campus service hours. If a student fails to complete his or her sanctioned campus service hours within the time period determined by the adjudicating body, that student may be given more campus service hours or face additional and/or more severe sanction.

**Fines, Fees, and Restitution.** Certain violations carry the consequence of fines, fees, or restitution. Infraction resolutions may levy a fine, fee, or restitution cost to repair, replace, or make whole the item the student was found to have violated. Restitution may cover labor and shipping costs, as well as labor costs of campus staff involved in completing the task at hand. Failure to pay the fines, fees, or restitution costs may subject the student to further penalties including, but not limited to, additional charges, sanctions, loss of privileges, withholding of a diploma or transcript records, and suspension.

Students without the means to pay a fine or fee may request permission from the dean of students or director of residence life to work off the charge for a set hourly rate in lieu of the bill, if possible. In such an instance, the charges will be attached to the student's account, and once the campus work hours are completed, the account will be credited accordingly.

**Additional Considerations.** Please note the following:

- The student is responsible for any costs incurred as a result of disciplinary action.
- The student will not receive a refund of any kind if he or she is suspended, dismissed, or compelled to withdraw from the College. In addition, there will be no refund if a student is removed from campus housing as result of college disciplinary action, but allowed to complete classes. See *Billing*.
- The student suspended or dismissed from the College for academic or social reasons is banned from campus, and he or she must request and receive advanced written permission from the dean of students or director of residence life prior to visiting campus for any reason.
- Any student removed from campus but allowed to complete classes must develop a schedule with the dean as to when and where they are permitted on campus. This schedule will be shared with the student's faculty, Security, and the Student Affairs staff.
- Failure to comply with any College policy listed here or elsewhere may jeopardize any plans for readmission.

## Housing Regulations

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Bard College at Simon's Rock is a residential college. All students must live on campus. The only exceptions are for students commuting from their parent or guardian's primary residence, and students over 23 years of age. Students who have achieved senior status may petition the director of residence life for permission to live off-campus during their senior year.

All students are required to keep their local address and contact information current with the Student Affairs Office. Seniors planning to live off campus for the coming year must notify the Student Affairs Office before June 30 of their senior year. Permission to move off campus between semesters will be granted by the Student Affairs Office only in exceptional circumstances.

After classes begin each semester, no refund will be made on payment of the semester's campus residence fee, and students will be responsible for the entire semester's charges.

Housing for the next academic year is assigned each spring in accordance with the procedures outlined in the annual housing lottery information. This information is distributed via email each spring from the director of residence life shortly after spring break. In order to be eligible for housing, a student must be in good standing with the Business Office, and pay the Enrollment Deposit on time. Social probation status may also affect housing assignments. New students are assigned housing the first time by the Residence Life staff. The College reserves the right to assign space and reassign at will.

As an early college, Simon's Rock does not have appropriate housing facilities for older, married students, or students with children. Any student 23 years of age or older will need to make a special request to live on-campus, and will be housed on a space available basis at the will of the College. For more information, contact the director of residence life.

Cohabitation is prohibited in all college residences. Students are required to live in the rooms to which they have been assigned.

**Room Availability.** Rooms will be available at the opening of the school year. Housing is provided for students only while the College is in session, and students are expected to vacate housing during all scheduled breaks. All housing is assigned based upon the lottery system, as well as specific student needs and space availability. All students are expected to remain in their assigned housing for the academic year.

Students who fail to leave campus by the announced closing times or who return before the announced opening without express permission of the residence director on duty or other member of the Student Affairs staff will be subject to disciplinary action and/or fines.

The College reserves the right to assign and reassign space at will. The College reserves the right to assign students' rooms to others for special programs and events during vacation and break periods, if necessary. Students whose rooms will be used for such activity will be notified in advance and will be allowed to store their personal belongings in a designated storage area before leaving campus for the break or vacation.

**Keys And ID.** Room keys are issued from the Student Affairs Office. Students sign for and are expected to return the specific key that they were originally assigned. There is a fee charged for missing, late and/or replacement keys.

Each student is given a photo ID/key card. The ID/Key card is used to access the exterior doors of the Tri-dorms (Crosby, Dolliver and Kendrick), Carriage House, Hill House, and Pibly House. It is also used to access dining services, the library, and Kilpatrick Athletic Center. If this card is lost, a replacement card may be obtained from Central Services, located in the mailroom in the Livingston Hall Student Union. There is a fee charged to your student account for the reprint/replacement of lost student ID/key cards.

**Telephones.** Intercampus phone service is available in all dormitories for on-campus and local calls. Students are encouraged to bring a land-line phone due to the limited nature of cell phone service on campus. A student phone list is made available on-line to all of the campus community. Students are expected to refer to the student phone list for their personal use. Please note: Switchboard and Security staff members are not responsible for connecting on-campus calls. Students should refer to the phone list when calling each other on campus. Long-distance calls need to be charged to a credit card or a calling card. All students are assigned a voice mailbox on the College's system and must initialize their voicemail announcement. Voicemail questions should be directed to [phones@simons-rock.edu](mailto:phones@simons-rock.edu) or call 413/528-7371.

**Roommate Rights And Responsibilities.** A double room is the home of two persons to whom it is assigned, and each is entitled to equal access. Any action on the part of a roommate (or his or her guest) that infringes on the rights of the other roommate is against college policy. Likewise, the occupant (or his or her guest) of any shared campus living unit may not infringe on the rights of any other assigned occupant(s).

**Parietals (Dorm Closing Times).** Crosby, Dolliver, and Kendrick House close to nonresidents at midnight Sunday through Thursday, and at 1 a.m. on weekends. The buildings reopen at 7 a.m. During this time, only the residents of a particular dorm will be able to gain access to that building with their card keys. All nonresidents must vacate Crosby, Dolliver, and Kendrick Houses when they close and may not reenter the buildings until they reopen. Failure to do so will result in an infraction. The residents of any of these dorms in a given semester may agree by unanimous vote to make their lounge exempt from parietals for that semester. Signs will be posted at each lounge indicating whether or not parietals apply to that space.

Dorms remain locked at all times. Dormitory residents may access each of these buildings with their card keys during the day. Propping doors jeopardizes the safety and security of all dorm residents; students found doing so will be infraacted and fined. See *Fines, Fees, and Restitution*.

**Overnight Sign-Out.** All first and second year students must inform their residence director(s) if they leave the campus for an overnight or an extended stay elsewhere (including departures at vacations). They must also inform their residence director of their destination, a land-line telephone number where they can be contacted, and expected time of return, in case there is an emergency and the student needs to be contacted. Students may communicate this information by signing out on the forms located by the residence director apartments. It is recommended that upper level students sign out as well.

**Vacating Residence Halls.** Students who fail to leave campus by announced closing times or return before announced openings without express permission of the director of residence life will be subject to disciplinary action and/or fines. The College reserves the right to assign students' rooms to others for special programs during vacation periods. Students whose rooms are to be so used will be notified in advance and must store their possessions in the designated storage areas of their residence halls before they leave campus. If a student leaves school during a semester, any items left in the room will be shipped to the student's home and the cost of shipping and handling added to the student's final bill. Belongings left behind at the conclusion of a semester will be considered abandoned property and will be discarded or donated to charity.

**Vacation Policies.** During breaks, the College residence halls close, and students are expected to leave campus. All students are required to vacate the residences by the specified closing time each break and may not return before the residence halls re-open the following week. Responsibility for arranging transportation and accommodations that are consistent with this requirement rests with the student and her/his family. Information about residence hall closing and opening times appears on the Academic Calendar which can be found on the Simon's Rock web site. More detailed information is distributed in a memo to all students two weeks prior to a break.

Students whose home residence is more than 300 miles from the college may request permission to remain on campus during all or part of the one-week breaks. Such arrangements are made with the understanding that although there will be a decrease in supervision, resources, and support services during this time, all college policies remain in effect. Request to stay on campus must be submitted, in writing, to the director of residence life prior to each break. Information regarding deadlines appears in the break memo.

All students are required to vacate campus for the duration of December break, when all college offices and residences are closed.

**Guest Policy.** Students are permitted to have guests on campus in accordance with the following policies:

Students are permitted to have an individual guest up to 4 visits. Even if a guest registers for only a portion of a 24-hour period that shall constitute one visit. Under exceptional circumstances, a student may petition the director of residence life for an extension of the limit. Any such request must be made before the guest arrives and during normal business hours. Guests and their Simon's Rock student host must come to the Student Affairs Office (weekdays) or the Security Office (evenings and weekends) to fill out a guest registration form before the guest is approved to be on campus. All guests must furnish a valid ID when signing in. Students are limited to two overnight guests at any one time. Students living in single-sex residences wishing to register a guest of the opposite sex must find an overnight host of the same gender as the guest. This overnight host must be present at the Student Affairs Office or the Security Office to register the guest as well. The host is also responsible for the guest's actions while on campus.

*Alumni* may be visitors on the campus until midnight, provided they inform either the Student Affairs Office (weekdays) or the Security Office (nights and weekends) upon their arrival. Alumni who wish to stay past midnight are subject to normal guest registration policies and limits. Students

who have withdrawn from the College are not accorded alumni visitation privileges until one complete year after the conclusion of the semester during which they withdrew (for example: if you withdrew in good standing in March 2011, you are not afforded alumni visitation privileges until fall semester 2012). Students who were suspended, expelled, or compelled to withdraw need advance permission to visit campus from the dean of students or director of security. When in doubt about a visitor's status, contact Security in advance of their visit for clarification.

**Day students** (students who reside locally with their parents or guardians). Day students are allowed to be on campus in the evenings until the dormitories close (midnight, Sun.-Thurs.; 1 a.m., Fri.-Sat.). If students wish to stay later, they must inform Security, before the dormitory closing time, of which room they will be staying in for the night. The residents of that room must be of the same gender as the guest. At least one of the residents of the room in question must be on campus. Any time spent on campus past closing time will be considered one overnight stay. The director of residence life must approve overnight visits in excess of eight per semester. This permission should be obtained during normal business hours.

**Off-campus students** (students who have been permitted by the College to reside locally and live independently). Off-campus students are allowed to be on campus in the evenings until the dormitories close. If students wish to stay later, they must inform Security of where they are on campus and when they plan to leave; they must also inform Security at the time of their departure.

Off campus students may not stay overnight in Crosby, Dolliver or Kendrick dormitories. The director of residence life must approve overnight visits in excess of eight per semester. This permission should be obtained during normal business hours.

Any time spent on campus between 2 a.m. and 7 a.m. will be considered one overnight stay.

**Former students that did not earn a degree** may register as a guest of a current student if they have advance permission to visit campus from the dean of students or the director of security. This permission should be obtained during normal business hours.

**Events.** Students may register a maximum of two guests for dances, movies, and other special events. The host must be present to register these guests with Security. Guests must leave a photo ID with Security while on campus. Guests must sign out with Security upon departure, which must take place at parietals, or half an hour after the event ends, whichever comes first.

The failure of a guest to comply with the regulations stated in this *Student Handbook* may result in the guest's immediate removal from the campus and may, at the discretion of the director of residence life or director of security, result in the loss of that person's campus visiting privileges.

Security will be notified and instructed to refuse access to the campus to visitors who have been banned. Should a banned individual reappear, he or she will be considered a trespasser and the police may be called to intervene.

A student who fails to register a guest, permits a guest to exceed the time limitation specified above, or fails to comply with these policies in any way, may lose the privilege of having guests on campus. Student hosts will be subject to separate disciplinary consequences should their guest violate campus policies.

Employees of the College reserve the right to ask any campus visitor for photo identification. Anyone visiting campus who does not have photo identification may be asked to leave.

## GUEST POLICY ADDENDUM

| Type of Guest                          | Relationship to the College   | Guest Privileges  |
|--|---|---|
| <b>Guest of Student</b>                | Friend of a student(s) within 2 years of the host's age.                                    | Must register with Security whenever on campus  |
| <b>Day Student</b>                     | Students who reside locally with their parent(s) or guardian(s)                             | Must register with Security when on campus anyplace other than the Library or the Student Union after midnight.   |
| <b>Off-Campus Student</b>              | Seniors who reside locally and live independently.  | Must register with Security when on campus anyplace other than the Library or the Student Union after midnight. They may not stay in Crosby, Dolliver, or Kendrick. |
| <b>Recent Alumni</b>                   | Graduate who has earned either an AA or BA degree from the College within the past 2 years. | Must register with Security when on campus anyplace other than the Library or the Student Union after midnight.   |
| <b>Former non-degree Student</b>       | Former student who did not earn a degree from the College.                                  | Must have advanced permission to visit campus from the Dean of Students or the Director of Security. Must register whenever on campus.                              |
| <b>Withdrawn or Suspended Students</b> | Former student who withdrew or was suspended from the College.                              | May not be on campus at any time.   |

**Quiet Hours/Noise.** Quiet means no excessive noise in residences, common areas, and parking lots in order to ensure that the buildings and residences remain conducive to study, work and sleep. Students should at all times demonstrate respect for others by maintaining this atmosphere. Each dormitory sets its own hours during which particular regard for quiet is required. Audio/video-players and televisions may be used in dormitories and houses, provided that the users respect the rights of other residents and honor quiet hours. Outside antennas are not permitted, but indoor antennas may be used, provided the walls or woodwork are not damaged. Students who show little regard for the regulations governing noise and quiet hours will have their audiovisual equipment dismantled and placed in storage for the duration of the semester. Headphones are highly recommended.

**Pets.** Students may not keep any animals other than fish in college residences. Violations carry an automatic fine of \$250 per night for the first two instances, and a fine and disciplinary action for any further violation. In the case of a community pet, the residence will be assessed a fine until the pet is removed or the owner takes responsibility. In the event of pets accompanying visiting friends or family members, the residence director must give permission for the pet to enter the building. Pets

visiting the campus with a parent, guardian or friend must be leashed at all times, and are not to be left anywhere unattended.

Freshwater fish may be kept in rooms; in double rooms, this requires the consent of both roommates. Tanks must be made of Plexiglas and be no more than 10 gallons in size. Owners are responsible for making arrangements for care of their fish when the owners are away from campus. Fish may not remain on campus over the January intersession or the summer. If fish are abused or neglected, their owners will forfeit the privilege of having them. Any damage caused by fish tanks will be charged to the owner.

**Room Condition Reports.** At the beginning of the semester, the residence directors fill out a room condition report for each dormitory room, which is kept on file by the residence directors. If a student moves out during the year, the room is inspected, and any damage is recorded on the room condition report. At the end of the year, the room is inspected again, and any damage, beyond normal wear and tear, is assessed to the students who resided in that room.

**Furniture.** Rooms are equipped with basic furniture. An inventory of this furniture and its physical condition is made at the beginning of each year. Students may not move college furniture (i.e., beds, mattresses, dressers, chairs, desks) to or from their rooms. Students who do so will be charged for each item moved (see *Fines, Fees, and Restitution*).

The College may require personal furnishings to be removed from a living unit if, in the judgment of the residence director(s), they pose a fire or housekeeping hazard. Waterbeds are not permitted because of the strain imposed on the building structure and the danger of water damage. All personal furnishings must be removed from student residences when they are vacated at the end of the school year. Any items remaining will be disposed of.

**Room Maintenance.** Rooms must be maintained in a manner consistent with health and fire safety. Stale food, dirty clothing, and accumulation of trash create conditions detrimental to community living. Rooms found unacceptable must be cleaned by the residents within 24 hours of notification by the residence director. Failure to do so will result in an infraction and may affect a student's future housing options. A resident who refuses to maintain reasonable cleanliness or causes serious damage to his or her room may be denied college housing or be suspended from the College.

At the end of the semester, a student who leaves his or her living quarters in an excessive mess will be charged for any necessary cleaning. Students who share common space in Carriage House, Cottage or Pibly will be billed equally for cleaning costs or repair in these areas. In Crosby, Dolliver, Kendrick, and Hill Houses, charges for cleaning and repair in common areas will be billed to individual students or divided among residents as appropriate. Students in these main dormitories should remember that the common spaces are for the use of all residents and should avoid leaving personal effects in these areas, or using them in ways that preclude their use by others.

**Personal Property.** The College assumes no responsibility for theft, loss, or damage to a student's personal property. Each student is provided a room key, and replacements are available upon request. Students are encouraged to take appropriate steps to safeguard and insure their property. If loss or theft occurs, students should file a report with Security so that an official record is available if needed.

Storage space is limited and the College assumes no responsibility for theft, loss, or damage to any items stored anywhere on campus. The College does not provide long-term or summer storage for students' personal property. Items left at the end of each academic year are considered abandoned property and will be donated to charity or discarded.

**Damage.** Students will be held responsible for damage to their rooms and to college property therein. Students must report all damage to their rooms, rugs, common rooms, hallways, bathrooms, and other areas of the dormitory, whether accidental or not, to the residence director so that immediate repairs can be made. The person responsible for damage to common areas or areas outside the dormitories will be expected to acknowledge responsibility in order to avoid having all occupants of the building or all students charged proportionately for repairs. The persons responsible will be fined, will be subject to other disciplinary actions, and may be required to pay restitution. Anyone who commits an act of vandalism will be fined in addition to being assessed for the cost of the repair or replacement (see *Fines, Fees, and Restitution*).

It is the responsibility of the occupant assigned to each room to notify the residence director of any damages or other events incurring a charge, if such damages are the responsibility of anyone who is not currently occupying the room. Such notifications should be made immediately in order to assess charges properly. If written notification is not made before the last day of the student's occupancy of that room, the last occupant will be charged, with no exceptions.

**Room Changes.** Students are assigned a room for the entire academic year. Students who wish to change rooms at the end of the first semester must submit a petition to the Housing Committee detailing why the move is needed and how the change will be accomplished with minimum disruption to other student residents.

Students are expressly forbidden to swap keys, even when a direct swap of rooms is involved. Students will be charged (see *Fines, Fees, and Restitution*) if a key is returned that is not the key recorded as having been issued to that student. Students who make unauthorized moves or fail to comply with any part of the room change procedure will be fined (also see *Fines, Fees, and Restitution*) and may have to move back into their original rooms; this may also affect future housing choices.

**Dorm House Councils.** The purpose of dorm house councils is to provide students and residence directors with a major role in defining the character of their community, a House Council has primary responsibility for the quality of life in each of the College's dormitories. Through their House Councils, students have the opportunity to participate in running the College by exercising self-government over their own local community.

The House Councils are responsible for managing many of the aspects of life in the dormitories and for contributing to the extracurricular life of the College as a whole. This management must be consistent with the rules outlined in this *Student Handbook*.

Each House Council has a budget drawn from the student activities fee in order to sponsor events and activities, has the authority and responsibility to act on low-level disciplinary matters involving its members, and may determine its own mode of operation.

All House Councils must include the residence directors and peer advocates, as well as other student residents, and must have regularly scheduled meetings that are open to all residents of the house. The number and process of selection of the student members of the House Council and the details of

its methods of operation are determined by the members of the house at a meeting at the beginning of each academic year, which all residents are required to attend. Minutes of House Council meetings should be posted in the dormitory and filed with the Student Affairs Office.

The residence directors chair their House Council, and are responsible for ensuring that all House Council actions are consistent with the policies and procedures of the College. In addition, they are responsible for maintaining accurate budgetary records and processing payments and reimbursements in a timely manner, in accordance with Student Affairs and Business Office procedures.

## Specific Policy Details

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### Family Educational Rights and Privacy Act

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#### Annual Notification of Students Rights Under The Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's own education records within 45 days of the day Bard College at Simon's Rock receives a request for access. A student should submit to the registrar, dean, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college 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 college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Bard College at Simon's Rock to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Bard College at Simon's Rock decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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.
3. The right to provide written consent before Bard College at Simon's Rock discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent, including school officials with legitimate educational interests. A school official is a person employed by Bard College at Simon's Rock in an administrative, supervisory, academic or research, or support staff position (including health staff and staff who may be acting on behalf of law enforcement); a person or company with whom Bard College at Simon's Rock has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in

order to fulfill his or her professional responsibilities for the college.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Bard College at Simon's Rock to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

**Disclosure of Directory Information.** In addition, Bard College at Simon's Rock may disclose, without consent, "directory" information to third parties and has designated the following information as directory information: student's name; address (home and email); home telephone number; major or field of study; date and place of birth, full- or part-time status; current class standing (e.g. sophomore); enrollment dates; date of graduation (past or anticipated); current grade level (freshman, sophomore, junior or senior). Third parties include (but are not limited to): prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, lending agencies, insurance companies, crediting organizations; directory information also includes students' graduation information as published in the college's commencement program. Under FERPA students have the right to withhold the disclosure of directory information.

Requests to withhold directory information must be filed with the Office of the Registrar within 10 days of the start of an academic semester. The form for making such requests can be obtained from the Registrar.

## Human Subjects Research

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Human subjects research is systematic investigation designed to develop or contribute to generalized knowledge, which involves the collection of data from living human beings.

In accordance with state and federal regulations, as well as professional standards of ethical conduct, it is college policy to ensure that the rights and welfare of human subjects are protected in research conducted at the College or by individuals identified with the College. The primary responsibility for protecting human subjects, however, rests with each researcher.

**Human Research Review Committee.** The Academic Senate has established the Human Research Review Committee (HRRC) to review all research involving human subjects conducted at the College or by individuals associated with the College (this Committee is comparable to the Institutional Research Board, IRB, at most institutions) regardless of the source of funding. The Academic Senate's Standards and Procedures Committee oversees the HRRC, making suggestions and, if necessary, arbitrating disputes between the HRRC and researchers or on campus subjects.

The HRRC has a minimum of five members, including faculty from several disciplines, appointed by the provost of the College. The faculty members of the committee may, if necessary, also call on a

student, aged 18 or older, who has been involved in human subjects research or who acts as a Student Affairs representative, to assist in the process. An institutional consultant may also be called in if the committee is concerned about the procedures in a particular study or aspects of a study and cannot agree on how to proceed.

**Procedures.** The investigator in consultation with a member of the HRRC makes the initial determination of whether a project should be considered human subjects research final authority for this determination rests with the HRRC.

Some activities considered human subjects research need not be reviewed by the HRRC. In general, research involving data gathered solely for internal, on-campus use and which poses no risk to subjects, such as course evaluations or confidential surveys on innocuous topics for an in-class project, paper, or demonstration, need not be reviewed. If research results are to be disseminated outside the Simon's Rock community, the research must receive prior HRRC approval.

Two categories of human subjects research do require review by the HRRC. In addition, written parental permission that conforms to the guidelines for *Informed Consent* (see below) is required for all HRRC-reviewed research on minors.

**Category I** is research involving no more than minimal risk to subjects. Such research requires oral informed consent. Category I research includes:

- Research on educational curricula or teaching methods involving normal educational practices
- Research involving the use of educational tests if information taken from these sources is recorded in such a manner that subjects cannot be identified
- Interviews not involving intervention and on innocuous topics

**Category II** is research with the potential for harming subjects or violating their rights. Written documentation of informed consent is required for all subjects. Research on minors also requires written permission by a parent or legal guardian. Category II research includes:

- Research involving psychological or physiological intervention
- Noncurricular, interactive research in primary and/or secondary schools
- Research involving deception
- Interviews or surveys on sensitive topics, such as sexual behavior, depression, anxiety, alcohol, or drug use
- Research on special populations, such as minors, prisoners, or the mentally incompetent

An individual who intends to do human subjects research must submit a written proposal to the HRRC, including a description of the project (its goals and methodology); the identification of possible risks to subjects; and explanations of how informed consent requirements will be fulfilled, how coercion will be minimized, and how confidentiality will be maintained.

Approval of a project by the HRRC applies only to the procedures submitted in the proposal. The investigator must secure prior approval from the HRRC for any changes in procedures that will affect human subjects. If the researcher makes only slight modifications to a design that has already received approval, and the modifications do not present any new risks to subjects, then the researcher should submit a statement describing only the modifications, referencing the prior study. In such instances, the researcher can expect an expedited review process. If a single project lasts longer than the academic year during which it received approval, the researcher should inform the HRRC that data collection is still ongoing.

**Student Research.** A student researcher must have a Simon's Rock faculty supervisor who is responsible for ensuring that the student's research complies with college policy. The student must submit a proposal to the HRRC, which includes the name of the faculty supervisor.

Students are permitted to conduct human subjects research but should be aware that time will be required for gaining approval from the HRRC as well as obtaining informed consent from subjects. In general, students are advised to select research projects that do not require review.

**Informed Consent.** Informed consent means the knowing consent of the individual, exercising free power of choice without undue inducement or force, fraud, deceit, duress, or other forms of constraint or coercion. Legally, a minor is not capable of informed consent. Therefore, informed consent of a minor requires the written consent of the minor's parent or guardian.

The following conditions must be met whenever an investigator seeks informed consent:

- Sufficient opportunity is provided to the prospective subject or his or her representative to consider whether or not to participate
- The possibility of coercion or undue influence is minimized
- The information given to the prospective subject or his or her representative is in language understandable to him or her
- The subject or his or her representative cannot be made to waive or appear to waive any legal rights, or release or appear to release the investigator, the sponsor, or the institution or its agents from liability for negligence

Federal regulations detail the following basic elements of information necessary to informed consent:

- A statement that the study involves research, an explanation of the purpose of the research and the expected duration of the subject's participation, and a description of the procedures to be followed
- A description of any foreseeable risks or discomforts to the subject
- A description of any benefits to the subject or others that may reasonably be expected from the research
- A statement describing the extent to which confidentiality of records identifying the subject will be maintained
- An explanation of whom to contact for answers to pertinent questions about the research

and research subjects' rights

A statement that participation is voluntary, that refusal to participate or failure to complete the study will involve no penalty or loss of benefits to which the subject is entitled, and that the subject may discontinue participation at any time

In projects where subjects are determined to be at risk, the actual procedure to obtain legally effective informed consent must be fully documented. Documentation is accomplished by use of a written consent form embodying all the elements of information required for the project. The consent form must be read by or to the subject or his or her legal representative and signed by the person giving consent. A duplicate copy of the consent form should be given to the subject, and the original should be maintained in the investigator's files, even after completion of the study.

## Motor Vehicles

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New students are not permitted to access or have motor vehicles on campus during their first two semesters in residence. First-year day students that are allowed an exception to the above policy are not allowed to transport other students in (or on) their vehicles during their first two semesters at the College. Other students are permitted to bring motor vehicles to the campus, subject to the campus motor vehicle regulations, which are in effect at all times, including summer vacation and all college recesses and holidays. Vehicles are subject to college regulations governing privacy (see *Privacy*).

Student drivers should note that, in Massachusetts, licensed drivers between the ages of 16-1/2 and 18 may not operate a motor vehicle from midnight to 5 a.m. unless accompanied by a parent or legal guardian.

**Vehicle Registration.** All student vehicles must be registered with the Security Office within the first seven days of the semester. To complete registration, a student must present his or her driver's license, registration papers, and evidence of liability coverage for any authorized operator. When the registration process is complete, the student will be issued a college decal, which must be displayed on the vehicle. A vehicle without a current registration decal will receive a written warning; continued violations will result in monetary fines. Students needing additional time in order to obtain necessary documentation must apply for an extension from the Security Office. The maximum length of time for an extension is two weeks. Students whose vehicles are unregistered after the deadline may lose their driving privileges. A registered vehicle on campus is subject to the College's search guidelines (see *Privacy*). Unregistered vehicles are subject to towing at the owner's expense.

**Parking.** Please park in designated parking areas, and respect spaces made available for handicapped individuals. Do not park in the fire lanes, in front of buildings, or on the lawns at any time. Illegally parked vehicles will be ticketed, towed, and/or booted at owner's expense.

**Speed Limit.** The speed limit is 15 mph on campus.

**Motorcycles And Mopeds.** The use of motorcycles and mopeds must be confined to campus roadways and conform to the speed limit and to the campus motor vehicle policy. Protective helmets must be worn at all times in accordance with state law. No covered area is available for the storage of motorcycles or mopeds.

**Violations.** A copy of the motor vehicle policy and parking regulations will be distributed to all students via e-mail at the beginning of each academic year. Individuals who park in unauthorized areas or who fail to register their vehicles receive a written warning the first time, a \$25 fine the second time, and a \$50 fine for any subsequent violation. Individuals receiving more than four tickets for parking unregistered vehicles in a semester may lose the privilege of having a vehicle on campus.

Violation of the campus speed limit results in a \$50 fine the first time and a \$50 fine for each subsequent offense. A third speeding violation may result in loss of vehicle privileges. Unsafe driving results in a \$50 fine for the first offense and immediate suspension of vehicle privileges for the second offense.

Students whose permission to have a motor vehicle on campus has been revoked will be required either to remove their vehicle from campus or place it in an appropriate parking area under the direction of the Physical Plant Office and file their plates with the dean of students within 48 hours of losing the privileges.

Any abandoned vehicle (a car whose owner doesn't respond to a summons placed on the windshield for one week) will be towed off campus. Towing and storage charges will be the responsibility of the vehicle's owner.

**Revoking Motor Vehicle Privilege.** The issuance of a permit to operate a motor vehicle while at Simon's Rock is a privilege that may be revoked by the security or student affairs staff at any time for any serious infraction of the motor vehicle regulations. Revoking of privileges will include driving and parking on college property. Vehicles must be operated in accordance with state laws.

Students will be held responsible for transporting or attempting to transport onto the campus alcohol/drugs, weapons, or persons banned from campus. In some cases, a student on academic or social probation will not be allowed to have a car on campus while the probationary status is in effect.

## **Nondiscrimination**

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**The College's Commitments.** The College is committed to maintaining a community free of discrimination and harassment, a community where diversity is encouraged and where individual differences of background and perspective enrich the experience of all. The College is equally committed to maintaining a community of open debate and free inquiry, where the expression and exploration of differences of opinion are encouraged rather than suppressed. We do not view these

commitments as incompatible.

Discrimination and harassment are forms of oppression, not forms of expression. They undermine the fabric of the College community and may have devastating consequences. Through fear of reprisal, a student, staff, or faculty member who has been a victim of discrimination or harassment may feel compelled to overlook it (at the price of debilitating personal anguish), or to withdraw from a course or position of employment.

At the same time, the College's commitment to a discrimination and harassment free community includes an understanding that disagreement is not discrimination, and vigorous debate is not harassment. Precisely because the College seeks to create a diverse community (one made up of individuals of as many backgrounds, attitudes, and experiences as possible), it cannot expect to have unanimity of opinion on controversial issues. Consequently, while every member of the College community must be conscious of the feelings of others, each member must also be committed not just to tolerating, but to encouraging the legitimate freedom of expression of all its other members, even when those views do not coincide with one's own.

While overt forms of discrimination and harassment will usually be obvious, more subtle forms may be difficult to identify. It is also possible for words or behavior to be misunderstood, for personal conflicts to be misconstrued as harassment based on racial, sexual, or other differences, or for legitimate disagreement to feel like harassment to a person who holds an unpopular opinion. It is therefore incumbent on all members of the College community to recognize both the seriousness of discriminating against or harassing someone and the seriousness of charging someone with these acts. Discrimination and harassment are unlawful and will not be tolerated at Simon's Rock, but neither will unwarranted accusations of discrimination or harassment.

Because Simon's Rock takes allegations of discrimination or harassment seriously, we will respond promptly to complaints; where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Any retaliation against an individual who has complained about discrimination or harassment, or retaliation against individuals for cooperating with an investigation of a discrimination or harassment complaint, is unlawful and will be investigated as a separate incident of harassment.

### **Academic Freedom, Discrimination, and Harassment**

The College is deeply committed to its faculty, staff, and students engaging in free inquiry and speech in the service of the College's educational mission, as described in the Statement on Academic Freedom, available from the Academic Affairs Office. In the classroom, discussion of controversial issues often occurs. The legitimate pursuit of the educational mission of the College may on occasion involve provocative material or language; at times, it may lead to an individual's feeling uncomfortable. Such feelings do not necessarily mean that harassment or discrimination has occurred.

## **Notice of Nondiscrimination**

Simon's Rock does not discriminate in admissions, employment, education, or services on the basis of race, color, age, gender, sexual orientation, religion, national origin, disability, genetics, or military service. The College's harassment and nondiscrimination policy is consistent with state and federal law, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964.

The College also expects that no member of its community will be discriminated against by any other member because of any of the above characteristics with regard to any academic, social, recreational, residential, employment, or any other College opportunity or service.

You have the right to file complaints about all forms of discrimination and harassment with the College's Anti-Harassment and Anti-Discrimination Committee; the Equal Employment Opportunity Commission at 800-669-4000; or the Massachusetts Commission Against Discrimination at 413-739-2145. Faculty and staff may also direct any questions to the director of human resources. Students may also direct questions to the dean of academic affairs.

## **Discrimination and Harassment**

### **Discrimination**

Discrimination is defined as the unfair treatment of an individual on the basis of his or her personal characteristics or membership in a protected class. The protected characteristics and classes in the Commonwealth of Massachusetts are race, color, age, gender, sexual orientation, religion, national origin, disability or handicap, military service, and genetics.

Discrimination occurs when an individual or group of individuals is treated differently or is denied or excluded from opportunities based on the above characteristics or on membership or perceived membership in a protected class. Discrimination may occur in the form of harassing behavior (see below). Examples of behaviors that violate the College's nondiscrimination policies include (but are not limited to) the following:

- Unfairly disciplining someone on the basis of his or her race;
- Using pay and benefit differentials based on gender.

Discriminatory harassment is verbal, written, or physical behavior that is severe or pervasive and is directed against an individual or group on the basis of protected characteristics or membership in a protected class and occurs when

- There is an expressed or implied threat to the individual's or group's education, employment, or participation in College activities; or
- Submission to or rejection of such conduct is used as the basis for academic or employment decisions; or

- Such conduct has the purpose or effect of substantially interfering with academic or work performance, creating an intimidating, hostile, or offensive College environment, or interfering with the appropriate use of campus facilities.

Examples of behaviors that violate the College's policies include (but are not limited to) the following:

- Mocking or intimidating an individual based on protected characteristics or class membership;
- Using racial or ethnic slurs;
- Telling jokes that create a hostile environment for members of a protected class.

Discriminatory harassment is a form of discrimination, and protection against it is provided under state and federal law. By definition, harassment is severe or pervasive behavior, but a person who has experienced or witnessed even one instance of such conduct should contact a member of the Anti-Harassment and Anti-Discrimination Committee.

### **Sexual Harassment**

In Massachusetts, sexual harassment means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when

- Submission to such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in College activities; or
- Submission to or rejection of such conduct is used as the basis for academic or employment decisions; or
- Such conduct has the purpose or effect of substantially interfering with academic or work performance, creating an intimidating, hostile, or offensive College environment, or interfering with the appropriate use of campus facilities.

Examples of behaviors that violate the College's policies are:

- Sexual advances, whether or not they involve physical touching;
- Sexual epithets, jokes, or gossip regarding an individual's sex life;
- Comments about an individual's body, or comments about one's own or another's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons, including on the College's computer system;
- Direct or implied requests by a teacher for sexual favors in exchange for grades, or by a supervisor for job benefits or continued employment.

The definition of sexual harassment is broad. In addition to these examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating may also constitute sexual harassment. By definition, sexual harassment is severe or pervasive behavior, but a person who has experienced or witnessed even one instance of such conduct should contact a member of the Anti-Harassment and Anti-Discrimination Committee.

Simon's Rock is a small, tightly knit community. Close and professionally appropriate relations among faculty, staff members, and students are an essential part of membership in this community. These relationships must neither be undermined nor exploited. For this reason, it is College policy that sexual relations between faculty or staff members and students constitute unprofessional conduct and are strictly prohibited.

### **Anti-Harassment and Anti-Discrimination Committee**

In order to protect both the safety and the rights of all members of the College community, while addressing questions of discrimination and harassment promptly and effectively, Simon's Rock has established the Anti-Harassment and Anti-Discrimination Committee. The Anti-Harassment and Anti-Discrimination Committee is charged with

- Educating the community regarding discrimination and harassment;
- Mediating informal complaints;
- Investigating and adjudicating formal complaints.

The committee is dedicated to providing everyone involved in a dispute with fair process. The person bringing a complaint must be protected from pressure and reprisal, while the person accused must be protected from unjust charges and abusive actions. The committee will make every effort to support any person who approaches the committee, and to treat all with care and respect. Any attempt by an accused party to penalize a person in any way for initiating an inquiry or complaint with the committee will be viewed as a separate and very serious incident subject to disciplinary action. Likewise, any harassment of a person who is accused will not be tolerated.

There may be reasons for which a person may have a genuine complaint against another or against the College but which do not constitute discrimination or harassment. The committee is not a grievance committee and will generally not hear cases that do not fall under the above definitions. However, the College recognizes that inappropriate treatment based on membership in groups other than the protected classes listed above is possible. Instances of bullying, including cyber-bullying may fall under the purview of the committee. If there is uncertainty, the case should be brought to the committee. If the committee deems that the complaint does not fall under its jurisdiction, the committee will view it as a grievance and will recommend an alternative means for resolving the complaint. Grievances involving students will typically be referred to a residence director or the dean of students; grievances involving employees will typically be referred to the most immediate supervisor not involved in the grievance or to the director of human resources.

## **Addressing Discrimination and Harassment**

The first step in addressing discrimination and harassment is to discuss the situation with someone you trust. It may be especially helpful to speak with someone who has had training and experience in such matters. Members of the College community who have had such training include the deans, members of the committee, the counseling staff, and residence directors. Individuals with this training can review options for dealing with the situation. These options include informal mediation, formal mediation, and filing a formal complaint.

### **Mediation**

Mediation is a meeting between the parties involved that is facilitated by one or more trained mediators. Members of the College community who have been trained in mediation include the dean of students, the counseling staff and residence directors. The mediator(s) may be chosen by the parties involved or assigned by the committee in consultation with those parties.

### **Informal Mediation**

In an informal mediation, the mediator(s) will arrange and facilitate a meeting between the parties involved. If this meeting does not resolve the matter, or if informal mediation is not desirable, the parties may pursue formal mediation or a formal complaint.

### **Formal Mediation**

In a formal mediation, the parties meet with the mediator(s) to agree on a resolution to the conflict. The conditions of this resolution will be in the form of a written agreement signed by both parties. Violation of these conditions will have consequences, one of which may be a formal hearing by the committee.

### **Formal Complaint**

A formal complaint may be brought whether or not mediation has been attempted (but may not be brought if formal mediation resulted in a written agreement, unless the complaint is that the agreement has been violated). The stages of a formal complaint are as follows:

1. The complainant contacts a member of the committee. The committee member will provide a list of all committee members available to serve as an advocate. The complainant will select an advocate to assist him or her throughout the process.
2. The formal complaint is initiated by the submission of a written statement to the committee. The complainant should formulate this statement in cooperation with his or her advocate.
3. The complainant's statement will be read to the full committee without disclosing the identities of those involved.
4. The committee will decide whether the complaint states a violation of the College's harassment and discrimination policy. If the complaint does not fall under the committee's purview, the

committee will not hear the case. The advocate will then discuss other courses of action with the complainant.

5. If the committee decides to consider the case, both the complainant and the respondent will be notified. The respondent will select an advocate to assist him or her throughout the process from a list of available committee members. The respondent will read the formal complaint, including the name of the complainant, in the presence of his or her advocate. With the assistance of his or her advocate, the respondent will submit a written response to the complaint within 48 hours. This response will be read by the committee, as well as by the complainant in the presence of his or her advocate.
6. There must be a minimum of six committee members hearing each case. Alternates made up of former committee members may be called upon to participate when necessary.
7. While all eligible members attend the proceedings, only three members will vote. The complainant and respondent each select a voting member with their advocates before the start of the formal investigation. The committee selects the third voting member. Should that member be unable to participate or to vote, the chair will serve as the third voting member.
8. The chair will set up a schedule of meetings for the investigation and adjudication of the matter. These meetings will take place over a maximum three-day period, within two weeks' time of the receipt of the written response to the formal complaint. Time is of the essence unless exceptional circumstances interfere; therefore committee members may receive dispensation from other institutional and academic responsibilities, as required.
9. If the written statements of the complainant and respondent reflect no disagreement of material fact, the committee will meet with both parties to discuss the complaint. If the written statements of the parties disagree about material facts, the committee will meet with each party to gather information. The committee may also, at its discretion, request to meet with others who have relevant information. Participating committee members will discuss the case. The three voting members will decide the matter, and the participating committee members will determine the consequences, if any.
10. The complainant and the respondent will be notified in writing of the committee's decision within 24 hours of the end of the committee's deliberations.
11. Until all procedures have been concluded, the complainant and the respondent must avoid all unnecessary contact with one another. Both parties involved in the complaint will also be advised of all additional opportunities, both on and off campus, for support and care during the proceedings.

Any attempt to interfere with the fair workings of the committee or to penalize a person for initiating an inquiry or complaint with the committee will be viewed as a separate and very serious incident subject to disciplinary or other appropriate action. If there is good reason to do so, timetables may be modified at the discretion of the committee. In compelling or exceptional circumstances, the committee itself may initiate a formal investigation. In these cases, the procedure will be modified accordingly.

## **Consequences**

The committee has the authority to implement consequences ranging from a warning to expulsion or a recommendation to the provost of the College for termination of employment. Failure to comply with any consequences that the committee imposes will result in additional sanctions comparable to those described in the *Sanctions* section of the College's policy.

## **Appeals**

Either the complainant or the respondent may appeal the decision of the committee on the following grounds: bias on the part of a voting committee member, procedural error, inappropriate sanction, or the discovery of significant new evidence. Any appeal must be made in writing to the provost of the College within 48 hours of the decision. The advocate of the appellant will assist the appellant throughout the appeals process. The provost of the College may respond to an appeal in one of the following ways:

1. Accept the decision of the committee and dismiss the appeal.
2. Affirm the decision of the committee but reduce the consequences imposed.
3. Remand the case to the committee for reconsideration.
4. Reverse the decision of the committee and dismiss the case.

Termination of employment can only be recommended by the committee to the provost of the College. The decision to terminate employment is that of the provost of the College, not of the committee.

The decision of the provost of the College is final.

## **Voting eligibility**

In all cases the chair is present and presides throughout the proceedings. Other than the chair, any non-voting member is available to serve as an advocate for either the complainant or the respondent.

In cases in which both the complainant and respondent are students, all members of the committee will be present throughout the investigation. Any member of the committee not involved as an advocate for either the complainant or the respondent is eligible for selection as a voting member.

In cases involving both a student and an employee of the College (either faculty or staff), only employee members of the committee are eligible for selection as voting members. Committee members who have an active role in the proceedings (the chair, two advocates, three voting members, as well as one non-voting student observer) will participate.

In cases in which both complainant and respondent are employees of the College, only employee members of the committee are eligible for selection as voting members. Committee members who have an active role in the proceedings (the chair, two advocates, and three voting members) will participate.

If the complainant, the respondent, or a committee member has a concern about the participation of an individual committee member in a particular case, he or she should express this concern to the chair who will make changes, if appropriate. Committee members are expected to recuse themselves if there is a reason that they are unable to serve impartially on a particular case. All student members will be recused in cases involving a student and an employee that are deemed serious enough that the committee might recommend the termination of employment. In the event that the chair is unable to participate in a case, the staff or faculty member with the most seniority as a committee member will chair the committee. An alternate voting member will be designated by the committee when necessary. If the provost of the College is the complainant or respondent, the case will be referred to the president of the College, who will investigate and adjudicate the complaint.

## **Membership**

The committee shall consist, at a minimum, of the chair or co-chairs, four students, two faculty members, two staff members, and one Student Affairs staff member. The student members will be approved by the Community Council, the faculty members will be elected by the Faculty Senate, and the staff members will be appointed by the chair of the committee. All non student members except the chair(s) shall serve at least a two-year term. Student committee members are named for one-year terms, but may serve subsequent terms. The committee will strive for continuity and diversity in its membership. Any member who misses more than three committee meetings without an excuse may be dismissed from the committee. The College provides appropriate training for all members of the committee. If there are not enough committee members available to participate in a particular case, past members of the committee will be asked to participate.

The provost of the College appoints the chair(s) of the committee and the dean of academic affairs oversees the chair(s). The chair(s) of the committee has a special mandate for maintaining confidentiality and ensuring compliance with procedure in all cases brought before the committee. Any member of the community should bring any indications of breaches of confidentiality or procedure to the chair's attention.

## **Confidentiality and Record Keeping**

The Anti-Harassment and Anti-Discrimination Committee takes confidentiality very seriously. In this spirit, any member of the committee who is found to be in violation of the code of confidentiality will be dismissed immediately from the committee and may not serve again as a member of the committee.

All cases brought before the committee will be treated confidentially. If appropriate, the provost of the College, the dean of academic affairs, the dean of students, and the director of human resources will be informed that a case is before the committee. Otherwise, members are forbidden to discuss the details of a case with anyone outside the committee. The chair is required to keep records of all complaints and actions taken to resolve them. Committee files are kept confidential and may be accessed only by committee members, the provost of the College, the dean of students, and the director of human resources. The files are used by the chair to generate an anonymous annual report

on the types of complaints addressed by the committee. Records of cases are subject to the Family Educational Rights and Privacy Act.

## **SEXUAL MISCONDUCT POLICY AND PROCEDURE (REFERENCED ABOVE)**

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### **Sexual Misconduct Policy and Procedures**

Bard College at Simon's Rock is committed to providing a safe, healthy, respectful living and learning environment for all students. Sexual misconduct, including exploitation and any non-consensual sexual act or behavior is incompatible with the values and standards of our campus community. Reports of behavior that involves sexual misconduct against a member of the campus community will be investigated and addressed swiftly to ensure the safety and well-being of both the individuals involved and the larger community.

Sexual misconduct creates a hostile environment for those who experience it. Behaviors constituting sexual misconduct (described below) are considered forms of sex discrimination under Title IX of the Higher Education Amendments of 1972, which prohibits discrimination based on sex in educational programs and activities. Simon's Rock does not tolerate discrimination in any form.

This policy serves to outline the College's policies regarding sexual misconduct, as well as the College's responses to sexual misconduct violations, which have three goals: stop behavior that constitutes sexual misconduct, remedy the effects of the behavior on the survivor, and take reasonable action toward preventing future behavior.

### **Definitions and examples**

**Sexual Misconduct.** Sexual misconduct refers to unwelcome sexual attention, contact, or exploitation. This includes but is not limited to:

#### **1. Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in College activities; or submission to or rejection of such conduct is used as the basis for academic or employment decisions; or such conduct has the purpose or effect of substantially interfering with academic or work performance, creating an intimidating, hostile, or offensive College environment, or interfering with the appropriate use of campus facilities.

Sexual harassment includes but is not limited to:

- Unwelcome use of sexual epithets, jokes, or gossip regarding an individual's sex life;
- Unwelcome comments about an individual's body, or comments about one's own or another's sexual activity, deficiencies, or prowess;

- Displaying sexually suggestive objects, pictures, or cartoons, including on the College's computer system – other than for clearly stated educational purposes;
- Direct or implied requests by a teacher for sexual favors in exchange for grades, or by a supervisor for job benefits or continued employment.

Allegations of sexual harassment are referred to the College's Anti-Harassment and Anti-Discrimination Committee (AHADC) for investigation and further action, as needed. For more information on the College's Anti-Harassment and AntiDiscrimination policy and the AHADC, see that section of the Handbook.

## 2. **Non-consensual Sexual Contact**

Non-consensual sexual contact is defined as intentional and unwelcome sexual touching, usually but not necessarily involving contact with genitals, breasts, groin or buttocks by a body part or object, that is without consent and/or by force. Non-consensual sexual contact may be committed by a person of any gender, against a person of any gender.

Sexual touching includes but is not limited to:

- Intentional contact with someone's breasts, buttocks, groin or genitals
- Touching someone else with any of these body parts
- Making someone touch you or themselves on these same body parts
- Intentional physical contact in a sexual manner, even if it does not involve contact with or by these body parts

## 3. **Non-consensual Sexual Intercourse**

Non-consensual sexual intercourse is defined as the penetration, however slight, of a person's bodily orifice with another body part or object without consent and/or by force. Non-consensual sexual intercourse may be committed by a person of any gender, against a person of any gender.

Sexual intercourse includes but is not limited to:

- Vaginal penetration by a penis, object, tongue or finger
- Anal penetration by a penis, object, tongue or finger
- Mouth-to-genital contact

## 4. **Sexual Exploitation**

Sexual Exploitation refers to a person taking non-consensual sexual advantage of another, for his/her own benefit or the benefit of anyone other than the person being exploited, when the actions taken do not fit the definition of other sexual misconduct offenses.

Sexual exploitation includes but is not limited to:

- Invasion of sexual privacy
- Causing or attempting to cause a person to become incapacitated in order to take sexual advantage of them

- Exposing one's genitals outside of consensual circumstances, or compelling another to expose theirs
- Viewing, video-recording, audio-recording or photographing sexual activity without consent of all persons engaged in the sexual activity, or enabling the same
- Knowingly infecting another person with a sexually-transmitted infection or disease or HIV
- Any sexually motivated or based stalking or bullying behavior

### **Consent**

Consent is an explicitly communicated 'yes' in response to a request for a sexual activity, given by an individual who is legally capable of consenting (see below). Consent must be established by words or actions that are clear and mutually understandable. Consent is actively and voluntarily given. Silence does not imply consent.

An individual cannot give consent if he or she is unconscious, asleep, incapacitated by alcohol or drugs, or mentally incapacitated. According to Massachusetts State law, individuals under the age of sixteen cannot legally consent to sexual activity.

Consent to a specific sexual activity cannot be inferred from previous sexual activity, prior sexual relationships, or consent to a different sexual activity.

### **Non-discrimination as related to Sexual Misconduct**

Acts of sexual misconduct can occur between individuals of any gender identity/expression and/or sexual identity. They can occur between friends, significant others, and strangers acquaintances.

### **College Response to Sexual Misconduct**

In any instance of alleged sexual misconduct, our primary concern is for the safety and well-being of the student(s) who have experienced it as well as the greater campus community. The staff in the offices of Residence Life, Security, Health Services and Counseling are trained and available to support students who have had such an experience. The Dean of Students and Title IX Coordinator can assist in making changes to students' housing, classes, etc. when appropriate, regardless of whether a formal complaint is being made.

Simon's Rock has a responsibility to ensure the safety of its students and the campus community to the best of its ability. College officials will investigate any report of sexual misconduct on campus, and will take action to eliminate any ongoing threats to the community. As a result of an investigation, the College may take administrative or disciplinary action against a student who is believed to have violated the sexual misconduct policy. Accused students are entitled to due process and the opportunity to present their account of the situation, as outlined below.

Sexual misconduct allegations are reported to the campus Title IX Coordinator. S/he will oversee the investigation, which is conducted by an ad hoc three-person sexual misconduct investigation committee. The provost or his/her designee appoints six ad hoc committee members each year, and any combination of the five can be called on throughout the year. The six will include one of the AHADC co-chairs, the associate dean of the academic affairs and/or members of the academic affairs and Win Commons staff, two members of the faculty, and one member of the permanent, full-time staff who does not report directly to the provost. Ad hoc committee members are appointed by the

provost at the start of each academic year, and train on policy and procedure with the title IX coordinator to be sure that all investigations follow established procedures. If an investigation concludes that a policy violation has occurred (or may have occurred), their report and recommendation on the matter will be referred to the Dean of Students for disciplinary action. Again, the only exception to the investigation procedure outlined above involves allegations of sexual harassment, which are investigated by the AHADC. For more information on the College's Anti-Harassment and AntiDiscrimination policy and the AHADC, see that section of the Handbook.

The Title IX Coordinator has the authority to do the following, as s/he deems appropriate:

- Determine whether the accused may remain on campus during the investigation
- Change housing for the survivor upon request or require a change in housing for the accused
- Take other appropriate safety measures for the survivor
- Arrange an excuse for class absences for up to one week for the survivor and/or the accused
- Discuss and arrange the possibility of a medical leave of absence, should the survivor feel that a longer absence is necessary
- Arrange other accommodations, such as facilitating an extension for coursework or obtaining a withdrawal from class without notation on the transcript.

These actions may be taken to insure the safety of the individuals involved or the greater community, regardless of whether or not a formal complaint has been filed, provided the Title IX coordinator has reasonable cause for concern.

### **Advocate**

The Title IX coordinator and ADAHC chair will work with the complainant and the accused to connect each with a trained advocate from among the ADAHC committee members. The advocate does not act on the student's behalf, but provides support and guidance throughout the process.

### **College authority to act**

The College will investigate any report or suspected incidents of sexual misconduct when the complainant and/or the accused is a current student, whether the incident occurs on- or off- campus. The College can adjudicate reported violations when the accused is a current student enrolled at the College either full- or part-time, or a current employee. Complaints may be filed at any time while the accused is enrolled/employed, up to the time of their graduation or termination, and regardless of length of time since the incident.

### **Reporting within the college**

College officials (other than licensed health and counseling professionals) who learn of an instance of sexual misconduct are required to report the incident to their supervisor, the dean of academic affairs, the dean of students or the Title IX Coordinator. In a situation where the accused party is an employee of the college, the incident will be reported to the provost.

### **College responsibility to act**

The College will take steps to investigate any report of sexual misconduct, regardless of whether a formal complaint has been filed, and will take action as necessary to keep the community safe. The burden to move forward with a formal investigation rests on the College, not on the survivor, and is initiated by any notice an agent of the College receives about an incident of possible sexual misconduct, not by a formal complaint (note: this is a change in our policy from prior years, and is in response to recent federal regulations requiring an investigation to any and all reports). Without the cooperation of the potential complainant, though, the investigators may be limited in their ability to take action. The College respects the decisions of survivors regarding whether or not to actively participate in the investigation, but encourages students to file a formal report and provide as much information as possible when they are able.

### **Filing a formal complaint**

A student who has experienced sexual misconduct and would like to file a complaint may do so by contacting the Title IX Coordinator or, in the event of sexual harassment, a chair of the Anti-Harassment Anti-Discrimination Committee. The College encourages the survivor to have an in-person meeting with the Title IX Coordinator or an AHADC Chair to understand the respective process, prior to filling a written statement. The statement should describe the incident(s) with as much clarity and detail as possible, and should reference or include any supporting documentation. It should also include the full name (first and last) of the complainant. The Title IX Coordinator or AHADC Chair will also work with the complainant to make sure that s/he is aware of his/her rights and resources, and can take action as described above to alleviate the effects of the incident on the complainant.

The ad hoc sexual misconduct investigation committee will review all complaints. If the committee determines that the complaint describes a violation of the sexual misconduct policy, they will commence an investigation (it will otherwise be referred to the AHADC for their review). The accused student will be informed of the investigation and will have the opportunity to submit a written response to the complaint. The committee will speak with both parties as well as witnesses and will review all information and evidence. If the investigation concludes that it is more likely than not that he sexual misconduct policy was violated, the matter will be referred to the dean of students for disciplinary action.

### **Anonymous and third-party reports**

A student may anonymously report his or her own incident of sexual misconduct (one in which he or she is the survivor) to the dean of academic affairs, the dean of students or the Title IX Coordinator. A student who becomes aware of an incidence of sexual misconduct involving another student is encouraged to inform one of the same officials of the incident. In the event that the alleged victim is a minor, the College will proceed with taking action as required by law and described in this policy under 'College Responsibility to Act'.

The college may be limited in the action it can take if the report is anonymous or the complainant requests not to be identified.

## **Sanctions**

If a student is found to have violated the sexual misconduct policy, actions taken to sanction the student will vary depending on the offense, but may include social probation with or without additional conditions, suspension, or expulsion. For non-consensual sexual intercourse, sanctions include suspension and expulsion. (See page 51 for Sexual Harassment.) For a full explanation of college disciplinary sanctions, and possible conditions, see page 25.

## **Appeals**

Either the complainant or the accused may file a request to appeal the decision of the ad hoc committee on the following bases:

- A procedural error in the investigation that substantially affects the outcome
- Bias on the part of a committee member that substantially affects the outcome
- Availability of new evidence or information that was not available during investigation and would substantially affect the outcome
- A sanction that is inconsistent with the offense

Requests for appeal of any sanction less than suspension or expulsion will be reviewed by the Title IX Coordinator and, if granted, referred to the Appeals Committee. Students who have been suspended or expelled are automatically granted an appeals hearing if they choose to access their right to appeal. They also have the right to simply accept the sanction as issued. For information on appealing a disciplinary sanction, see page ##. Appeal requests, if granted, may result in the complaint being sent back to the committee for re-review, new or different sanctions assigned to the accused, or a new ad hoc committee formed for a new investigation.

## **Retaliation**

Intimidating, coercing or retaliating in any way against any parties or participants in a sexual misconduct complaint or investigation is strictly prohibited, and will be treated as a separate offense. Retaliation may result in consequences up to and including immediate suspension. Anyone experiencing an act of retaliation should immediately report it to the Title IX Coordinator, or Security if there is a concern about an immediate threat of harm.

## **Parental notification**

If the survivor is under eighteen years of age, the College is obligated to notify his/her parents of the incident, after consulting with the student. (Note: this is NOT the case if the incident is only disclosed to a licensed health or counseling professional and not brought to the attention of the Title IX Coordinator; in such cases it will not be shared with a parent without the student's consent except in extenuating circumstances.)

If the survivor is over the age of eighteen, he or she will be consulted by appropriate College staff about whether one or more parents/guardians (or neither) should be notified by the College. The student may opt to see a counselor prior to parents being notified, and will be told when and by

whom their parent(s) will be informed. The student will have the option to be present for that conversation.

The College will inform one or more parent/guardian of the outcome of an incident in the event of a formal complaint.

The College reserves the right to report an incident of sexual misconduct to one or more parent/guardian of the survivor and/or the accused. The College will consult with the students involved before making such a notification, but ultimately the College will decide the course of action it deems reasonable on a case-by-case basis.

### **Reporting to the Department of Social Services**

In some situations, the College may be obligated to report sexual misconduct if the survivor is a minor (depending on the circumstances). If a report needs to be made, the student will be notified of any action taken.

### **Clery Act**

The college is obligated to keep and make public statistics of crimes committed on campus. College officials who are aware of an incidence of sexual assault must notify the Director of Security that such an incident has taken place on campus, and the date on which it occurred. No identifying details regarding the incident or the persons involved are included in this report, it is only made for the purpose of keeping accurate statistics in accordance with the Clery Act. See <http://www.simons-rock.edu/campus-resources/college-offices/security/clery-act-info> for further details and reports.

### **Rights of a complainant in a Sexual Misconduct investigation**

- The right to be treated with respect and sensitivity by college officials
- The right to be advised of and have access to all medical, counseling, legal and support resources available to you, both on campus and in the community
- The right to be advised of available assistance in making changes to academic and living situations
- The right to have your complaint investigated in a manner that is timely and consistent with the procedures described in this policy
- The right to choose an advocate to assist you through the investigation process
- The right to be informed when the accused party has been notified of the complaint or investigation
- The right to present information, evidence and/or witnesses to the investigators
- The right to be kept informed of the progress of the investigation
- The right to written notice of the outcome of the investigation as well as any resulting sanctions
- The right to appeal the findings of or sanctions resulting from a complaint or investigation, in accordance with the appeals policy
- The right to not have prior sexual history considered as evidence in an investigation or hearing
- The right to not have your sexual misconduct complaint mediated instead of adjudicated

### **Rights of an accused party in a Sexual Misconduct investigation**

- The right to be treated with respect and sensitivity by college officials
- The right to be advised of and have access to all medical, counseling, legal and support resources available to you, both on campus and in the community
- The right to be fully informed of the nature of the alleged violations, and of the policies, procedures and rules regarding investigation and adjudication of a complaint of Sexual Misconduct against you, including possible sanctions
- The right to have a fundamentally fair hearing that is consistent with the procedures described in this policy
- The right to choose an advocate to assist you through the investigation process
- The right to present information, evidence and/or witnesses to the investigators
- The right to be kept informed of the progress of the investigation
- The right to written notice of the outcome of the investigation as well as any resulting sanctions
- The right to appeal the findings of or sanctions resulting from a complaint or investigation, in accordance with the appeals policy

# ACADEMIC AFFAIRS

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## ACADEMIC AFFAIRS – HALL COLLEGE CENTER

The Office of Academic Affairs houses the dean of academic affairs, the associate dean of academic affairs, the assistant to the dean of academic affairs, the academic services coordinator, the registrar and the associate registrar. The college catalogue, academic calendar, course schedules, student information, and all academic policies originate from this office. The dean of academic affairs reports to the provost and vice president, and chairs the Policy and Program Committee. The associate dean oversees students' academic progress, retention and enrollment, the Win Student Resource Commons, chairs the Standards and Procedures Committee, and, together with the dean, oversees all academic functions of the College.

The academic services coordinator arranges community music lessons (private music lessons available for all students on a fee basis), study at Bard College (juniors and seniors are eligible), and merit scholarship opportunities for returning students. The coordinator also serves as the primary designated school official for international students (see *International Student Services* for details).

The registrar and associate registrar staff the **Registrar's Office**. This office maintains official records of student schedules, courses completed, and grades; publishes the course guide; and registers students into their selected classes. Students may initiate schedule, advisor or class status changes through this office (see *Class Schedule* for details). Students may also request transcripts and verification letters, the process for which is described below in *Grade Reports, Transcripts, and Enrollment Verification*.

The associate registrar is informed by faculty of student attendance, and keeps and distributes information on excessive absences (see *Attendance Policy* below). Students with concerns about their academic work can make an appointment to meet with the dean of academic affairs or the associate dean of academic affairs by contacting the assistant to the dean of academic affairs.

**Attendance Policy.** Students are expected to attend all classes. An absence from class is an irrevocably lost part of the course for both the individual and the group. Generally, an instructor's evaluation of a student's work depends partly on class participation. Classes immediately before and after vacations are as important as any other classes in the term. Students are expected to attend them and to limit their vacations to the days prescribed in the college calendar. Simon's Rock recognizes that the student body includes adherents of various faiths, and that observance of religious holidays is an important part of religious practice. Students may obtain excused absences for such observance by informing their professors of their absences at least two weeks ahead of time and making arrangements to complete any work missed (see *Statute on Absences Due To Religious Beliefs*.) Absences for the observance of religious holidays are not counted toward the maximum allowed absences; however, students are expected to inform faculty of these absences no less than two weeks

in advance. If illness or emergency necessitates missing a class, the student should seek medical attention at the Health Services Office and talk with the professor about how to make up the work missed.

- **Statute On Absences Due To Religious Beliefs.** Pursuant to the requirements of the law set forth in Chapter 151C, Section 2B of the General Laws of the Commonwealth of Massachusetts, a copy of this section is printed here in full. Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement and shall be provided with an opportunity to make up such examination, study or work requirement that he or she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon the College. The institution for making available to the said student such opportunity shall charge no fees of any kind. No adverse or prejudicial effects shall result to any student because of his or her availing him or herself of the provisions of this section.
- **Suspension From Class For Excessive Absence.** If a student is suspended from class for exceeding the permissible number of absences, the student, academic advisor, residence director, and parents or guardians receive notification from the **Registrar's Office**. The student may apply to the instructor for readmission. If the request is granted, a reinstatement form signed by the instructor and stating the conditions for returning to class must be filed with the **Registrar's Office** within one week of the class suspension. If the instructor or student decides against reinstatement, the student may drop or withdraw from the course by submitting the appropriate form to the registrar before the deadline unless that results in a course load below 12 credits. Students for whom suspension or withdrawal from class would result in a credit load below 12 credits may receive an F for the course and may be liable for immediate suspension from the College. They must meet with the associate dean of academic affairs immediately.

**Dates And Deadlines.** Students should regularly consult the academic calendar for important dates and deadlines such as the add/drop period, withdrawal date, and due dates for exceptions, as well as dates and deadlines for independent projects, tutorials, and extended campus projects.

**Class Schedules.** The registrar and associate registrar are required to maintain accurate academic records, and it is the student's responsibility to complete the forms (requiring the signature of the academic advisor and faculty instructor) to add/drop courses, change academic advisors, request a course be designated pass/fail, or request an incomplete. Forms for eligible students to propose

independent learning opportunities (tutorials, independent projects, extended campus projects, and petitions for exception to eligibility requirements) are available outside the **Office of Academic Affairs**. Tutorials and independent projects are reserved for juniors and seniors. Application deadlines are indicated on the *Dates and Deadlines* calendar. Students seeking an exception to eligibility criteria must return a petition for exception attached to the appropriate proposal form by the same deadlines as indicated on the calendar. Full-time students must maintain a credit load between 12 and 18 credits. Students must seek the dean's permission to register for fewer than 12 credits per semester. They should also consult with the **Financial Aid Office** for other unforeseen implications of such a decision.

**Grade Reports, Transcripts, And Enrollment Verification.** Grades and comments are sent out at midterm and at the end of each semester to the address that students designated during the admission process as their home address and to additional recipients requested by students. Any request to change the recipients of grade reports needs to be submitted in writing with the student's signature to the **Registrar's Office**.

To request an official transcript be sent to another institution, a student must complete a transcript request in writing with his or her signature. If a student is on campus, he or she can complete the form in the **Registrar's Office** and charge it to his or her account. If a student is away from campus, he or she will need to fax or mail the signed request with payment. Generally, such requests are fulfilled within one week, but this may take longer when student records are being updated. Current students are allowed one free transcript per semester. Beyond that, the charge for each transcript request is \$5 for the first copy and \$2 each for additional copies within the same request. Transcripts are not mailed out if the student's account is not up-to-date.

Enrollment verification is available by request from the **Registrar's Office**. Unlike transcripts, these do not contain confidential information and may be requested by parents or students without signature.

**Community Engagement Requirement.** Pending approval at the start of the fall 2011 semester, Students will be required to complete the College's Community Engagement (CE) requirement, incorporating athletics and recreation, health and wellness education, and community service. More information will be sent to the Community via email early in the semester.

## WIN COMMONS

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### **The Win Student Resource Commons – Alumni Library**

The Judith and Ba Win Student Resource Commons is dedicated to helping students find personal and academic success at Simon's Rock and beyond. The Win Commons staff offers a wide range of resources and services. Students can receive tutoring in writing and quantitative studies; secure

adaptive technologies and services; and find an internship, a study abroad program, or career opportunities.

**Academic and Career Advising.** The Win Commons works closely with students and academic advisors to design a program of study compatible with each student's interests, abilities, and goals. The Win Commons offers seminars and programs to prepare students for their lives beyond Simon's Rock, including graduate school preparation and cover letter and résumé writing. The Commons staff is dedicated to providing students with academic and personal support in the following areas:

- Academic Advising Coordination
- Career Search
- Graduate School Exploration
- Internships
- Moderation Preparation
- New-Student Advising
- Sophomore Planning
- Study Abroad Opportunities
- Transfer Options

**Accessibility.** Bard College at Simon's Rock provides equal access to all aspects of the institution for individuals with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Simon's Rock offers support services and reasonable accommodations to students who present the appropriate documentation. Please refer to the Special Needs Accommodations section above, and contact us for more information on any of the following topics: adaptive technologies, certifying eligibility, reasonable accommodations, and registering for accommodations

**Supported Education Services For Students With Disabilities.** Bard College at Simon's Rock is dedicated to providing equal access to all aspects of the institution, for individuals with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Bard College at Simon's Rock offers support services and reasonable accommodations to students who self-identify and who present the appropriate documentation.

**Procedure for Registering for Accommodations.** Students who wish to identify themselves as having a disability should schedule an interview with the director of academic accessibility. At that time, students should provide documentation of their disability and their special needs. This documentation will be reviewed and discussed at the interview. Please note that additional documentation may be requested. Together, the director of academic accessibility and the individual requesting services will determine appropriate accommodations for that semester. Once the accommodations have been agreed upon, the student will be asked to authorize a letter to be sent to his or her academic advisor and instructors describing the requested accommodations. The director of academic accessibility is responsible for delivering the letter to the instructors and advisors; the student is responsible for meeting with his/her instructors and academic advisor as needed to arrange for the particular accommodations. The director of academic accessibility is available to

support the student in this process.

If there is a disagreement between the student and the instructors or advisor about the requested accommodations, the instructor or advisor must file a written report with the director of academic accessibility who will report back to the student and parties involved and make every effort to resolve the issue. If the student is not satisfied with the resolution, he or she should contact the dean of academic affairs.

Students should meet with the director of academic accessibility periodically throughout the first semester to review their progress. Further, students should meet with the director at the start of each semester to arrange for the particular accommodations and letters necessary for each new term's courses.

**Certifying Eligibility.** The Americans with Disabilities Act protects individuals from discrimination. Individuals with visual, hearing, orthopedic, or motor impairments, chronic illness, drug or alcohol addiction, or specific learning or psychological disabilities are among those protected. Students who have a disability, even if it is not included in the above list, should consult the Director of Academic Accessibility in order to determine eligibility for services. All students who request services must provide adequate documentation. The amount and type of documentation depends on the nature of the disability and the accommodations requested. However, generally, the documentation should be no more than three years old and be provided by a professional with appropriate credentials. It should include a summary of a comprehensive diagnostic interview; a diagnostic summary based on a comprehensive assessment battery; and specific recommendations for accommodation, including explanations why each requested accommodation is needed. If documentation is inadequate in content or scope, reevaluation may be required before services and accommodations are provided.

**Reasonable Accommodations.** Once individuals have been determined to be eligible for services, they are entitled to reasonable accommodations. "Reasonable" here is understood to include accommodations which do not place an undue burden on the College or which would require fundamental alteration of the College's programs or services. Some accommodations include extended time for tests, tutors, note-takers, computer software, auxiliary aids and services, study skills and time management training, taped texts, and alternative formats for course material. Accommodations are determined jointly by the student, the director of academic accessibility, and other parties involved in the particular accommodations. Simon's Rock reserves the right to refuse particular accommodations if other accommodations will serve the student's needs equally as well and place less of a burden on the College.

As soon as possible, an individual who believes that he/she has been discriminated against on the basis of disability or denied reasonable accommodations should file a complaint with the director of academic accessibility, describing the incident in detail. Individuals who file such reports are protected from any form of retaliation. The director will investigate the complaint and report back to the complainant, generally within thirty days. If the resolution is unsatisfactory, the issue should be brought to the dean of academic affairs.

**Critical Thinking and Study Skills.** Students who wish to develop stronger study habits may take a one-semester, noncredit tutorial that focuses on a variety of techniques to improve comprehensive, retentive, and critical thinking. This tutorial is structured to meet the specific needs of each student. In addition, academic counseling and a series of workshops are available in the following areas:

- Academic Anxiety Reduction
- Critical Reading and Writing
- Memorization and Retention
- Note Taking
- Organization
- Test Taking
- Time Management

**Tutoring and Writing Center.** The Tutoring and Writing Center offers free individual and group tutoring in most subjects. Tutors have earned a 3.3 or higher in the courses they tutor, have been recommended by the faculty, and are closely supervised. In addition to private peer tutors, the Writing Center and the math lab are available to all students on a drop-in basis. The writing tutors have completed rigorous training in the teaching of writing and provide support in all phases of expository composition. The math tutors are also carefully trained and supervised and provide support in all levels of mathematics.

## HEALTH SERVICES, COUNSELING SERVICES

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### HEALTH SERVICES – Livingston Hall Student Union

The Simon's Rock Student Health Services Office seeks to enhance the academic environment of the College by making quality services available to students in order to support their attainment of optimum physical health and minimize interruptions in their academic pursuits. Health Services provides diagnosis and treatment of acute illness and health education tailored to individual students' needs within the context of a preventive health model. These services include treatment of minor illness, laboratory testing, contraception, health counseling, and referral to outside specialists, if necessary.

When there is sufficient student interest, Health Services will offer workshops or groups on such topics as alcohol and drug use, eating disorders, women's and men's health issues and stress reduction.

Students may make appointments through the Health Services receptionist at ext. 7353.

**Confidentiality.** We adhere to the Massachusetts laws of confidentiality for treatment of minors, MGL, Chapter 112, Section 12F. While staff members encourage students to keep their families apprised of their well-being, we will not automatically notify parents/guardians of Office visits unless a student is in need of hospitalization or has an illness that might require a medical leave of absence or follow-up treatment at home. Health Services staff will suggest that students call parents or guardians when that seems a reasonable plan. When students ask the staff to contact their families, we will ask them to sign a release of information as documentation of this request for their medical record. While we understand that this may represent a change in how our students and their families have approached health care in the past, it is important for students to learn to access medical care and to feel free to discuss any concern that they may have about themselves with medical staff.

**Emergencies and Urgent Care.** Emergencies that occur during office hours for Student Health Services should be handled by calling the staff at ext. 7353 or 7357. Office hours are Monday through Friday, 9 a.m. to 5 p.m. Emergencies that happen after Health Services closes should be handled by calling Security at ext. 7291. Security will contact the residence director on call, the nurse on call, and emergency services if necessary.

It is the policy of Simon's Rock that parents/guardians will be notified of any emergency room admission or hospitalization with the exception of sexual assault of a student over the age of 18.

Nurses are on call, with physician backup, nights and weekends during the school year for urgent care needs. Any student who is feeling ill can ask a residence director or security staff to contact the nurse on call. The nurse will talk to the student and arrange a plan to address the student's needs.

**Health Leave or Withdrawal.** The director of Counseling Services or Health Services, in consultation with the dean of students, may compel a student to take a leave or to withdraw, for the health and safety of that individual or the safety of the community, to withdraw. For more information, see *Leave and Withdrawal*.

**Prescription Medication Policy.** Students who need prescription medication prescribed by their medical provider at home can have prescriptions and refills delivered to the Health Services Office for pick up by calling: Village Pharmacy at 413/637-4700. Village Pharmacy will be able to tell you if your family's health insurance plan can be directly billed by them.

Students are allowed to keep their own prescription medications in their room Prescription medication that has a high potential for abuse need to be kept out of sight or in a locked box. The College is not responsible for replacing prescription medication that is lost or stolen from dorm rooms.

**Medical Forms.** In order to register for classes, all first-year and transfer students must submit to the Health Services Office required health information forms. By Massachusetts regulation, **required immunizations** and their record, need to be received prior to occupying campus housing or attending classes. All medical forms can be downloaded from the College's website, [www.simons-rock.edu](http://www.simons-rock.edu), under Health Services.

**Serious Illness.** Students detained at home due to illness must notify Student Health Services and the Student Affairs Office. Before returning to class, they must report to the Health Services Office with a physician's statement about the nature and duration of the illness.

### **COUNSELING SERVICES - Livingston Hall Student Union**

Counseling services are available to all Simon's Rock students during the academic year. There is no fee for this service. Students may schedule appointments for brief consultations or ongoing therapy. There are drop-in hours scheduled throughout the week, and counselors are available for emergency consultations as needed. A consulting psychiatrist is available for medication, evaluation, and treatment. Referrals for off-campus therapy in the local community may be arranged through Counseling Services. In most cases, student health insurance and private insurance can be used to cover all or part of the costs of these services. However, it is always best to begin at Counseling Services for appropriate referrals and assistance. All contacts with the counseling services staff are held in strict confidence.

When there is sufficient student interest, the Counseling Services Office will offer workshops or groups on such topics as alcohol and drug use, eating disorders, women's and men's issues, stress reduction, and procrastination.

Students may make appointments through the Health and Counseling Services receptionist at ext.

## HEALTH INSURANCE

All students enrolled at Simon's Rock are required to pay the College's Health Services Fee. This required fee allows students to access the College's on-site Health Service, Counseling Service, provides 24/7 access to Nursing and/or Counseling staff as necessary, and covers enrollment in the College's Student Accident and Sickness Insurance Program underwritten by Nationwide Life Insurance Company. This insurance also provides for basic emergency, out-patient, and preventative care, as well as some prescription medication coverage. A complete brochure with coverage information can be accessed on-line at: [www.consolidatedhealthplan.com](http://www.consolidatedhealthplan.com). This insurance compliments existing coverage, and is not optional.

**Medical Expenses.** All students and their families are responsible for medical expenses not covered by the student health insurance or their family's insurance plan. Students affected by this should contact the Health Services Office for instructions on how other insurance billing might be possible.

The Health Services Office can arrange transportation to off-campus medical or dental appointments. This cost is billed to the student's account.

## LEAVE AND WITHDRAWAL

At Bard College at Simon's Rock, a student may be granted a leave or a withdrawal. The policies are outlined below:

**Leave.** A student may be granted leave for health or personal reasons. Leave is granted for a minimum of two, and not more than 10, consecutive days in which classes are in session. The directors of Counseling Services or Health Services must approve health leave, and the associate dean or dean of academic affairs approve personal leave. A student on leave is expected to resume his or her studies once the leave has run its course, but those on medical leave must first be cleared to return by the staff member who granted the leave. Any student not cleared to return will not be allowed back on campus.

Leave is not an excuse to be out of class; rather, it allows a student the opportunity to leave campus for legitimate health or personal reasons. A student on leave is required to make up missed work based on parameters he or she negotiates with faculty.

**Withdrawal.** Withdrawal is an indefinite separation and departure from campus. Withdrawal can be voluntary or involuntary. The dean of academic affairs, the associate dean of academic affairs, the dean of students, or the director of residence life in consultation with the Health and Counseling Services staff has the authority to compel a student to withdraw immediately, without prejudice, for reasons of serious health issues (both physical and mental illness), or for the safety and well-being of the community. The dean of academic affairs approves all withdrawals and any corresponding readmission. Students who withdraw will receive a W (withdrawal) grade in all of the courses for the semester in which they withdraw. For information on refunds, see *Billing*.

Readmission after any withdrawal is at the will of the College. Readmission requests and inquiries should be directed to the dean of academic affairs, in the Hall College Center.

**Vacating Campus for a Leave or Withdrawal.** Unless directed otherwise, a student required to leave campus, regardless of circumstances (medical or personal leave, withdrawal, suspension, expulsion) must vacate campus within 12 hours. Alternative arrangements for departure are to be made directly with the dean of students. The student vacating campus is expected to surrender his or her college ID card, room key, and all other campus keys to Security (via the Student Affairs Office during business hours or to the security shack at night and on weekends). Failure to comply with this policy may have an impact on readmission or return from leave status. Students cleared to return from leave will be allowed to retrieve their ID card and key(s) upon scheduled return.

## Campus Offices, Services, and Useful Information

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### ACE requirement

Bard College at Simon's Rock seeks to have its students be not only academically successful, but also physically and emotionally healthy citizens of the world. Simon's Rock students work hard at their intellectual pursuits. Learning at Simon's Rock, however, goes beyond intellect. The Active Community Engagement (or ACE) requirement provides a framework for students to learn how to balance their academic success with physical, emotional and social well-being, and to become active participants in the life of their communities.

The ACE requirement calls for students to participate in college-sponsored activities and programming each term distributed across the three ACE areas: (1) Health and Wellness; (2) Athletics and Recreation; and (3) Participation and Service.

Requirement: Associate of Arts degree candidates are required to earn a minimum of ACE units each semester, distributed across the three ACE areas. Students earn their ACE units by attending, participating, and actively involving themselves in any of the many events, programs or activities approved by the dean of students and the Ace Advisory Board. The requirements break down semester by semester, as follows:

| ACE requirement            |                              |           |           |           |
|----------------------------|------------------------------|-----------|-----------|-----------|
| ACE categories             | Units earned<br>Per semester |           |           | Totals    |
|                            | 1st                          | 2nd       | 3rd       |           |
| 1. Health and Wellness     | ** 6                         | 4         | 4         | 14        |
| 2. Athletic and Recreation | 2                            | 2         | 2         | 6         |
| 3. Community Service       | 4                            | 4         | 4         | 12        |
| <b>Totals</b>              | <b>12</b>                    | <b>10</b> | <b>10</b> | <b>32</b> |

\*\* Mandatory First-Year Sessions (Students choose and must attend four of these FY offerings first semester).

Students are expected to attend, volunteer, and participate in ACE programs and events to earn the required number of units each of their first three semesters. Doing more than the minimum in any one category reduces a student's overall requirement.

The ACE requirement includes the following types of activities and events, by category:

**Health and Wellness (HW):** The Residence Life, Health, and Counseling staffs offer Health and Wellness programs. These programs center on making responsible social choices while at

Simon's Rock. Topics include: *Taking Care of Yourself*; *Substance Use and Abuse*; *Informed Consent Before Sex*; *No Joke: Understanding Harassment and Discrimination*. First-year students must earn six Health and Wellness units during their first semester, and then must earn four units in each of their next two semesters.

**Athletic and Recreational (AR):** Athletic and Recreational opportunities include half-semester classes offered by the Kilpatrick Athletic Center, including strength training and conditioning, Aerobics, Yoga, Pilates, Tai Chi, Squash, Racquetball, Tennis, Rock Climbing, Ultimate Frisbee, Aqua Aerobics. Season-long participation on the Soccer, Basketball and Swim Team completes a semester's requirement. The RDs offer events such as dodge ball, hiking, and biking, which also allow students to earn units that satisfy this requirement. First-year students must earn two Athletic and Recreation units during each of their first three semesters.

**Participation and Service (PS):** Participation and Service opportunities include volunteering and participating in activities such as Breaking Bread (the local community meal program), Berkshire South/Local School tutoring, Medical Reserve Corp (flu and public health clinics), Red Cross Blood Drives, Jolly Jaunt Special Olympics, Holiday Food and Toy Drives, Campus and Community Clean-Up. They also include participation in on-campus programs and events on campus, participating in discussions on topics offered and approved in advance to earn ACE units. First-year students must earn four Participation and Service units each of their first three semesters.

**Oversight:** The dean of students oversees and authority to develop, plan and implement the ACE requirement. The dean chairs the ACE advisory board with representatives selected in consultation with Community Council. Other members of the advisory committee may include representatives from the Faculty, Academic Affairs, Alumni Library, Health Services, the Kilpatrick Athletic Center, Residence Life, Student Activities, and the Win Commons. The Advisory Board will review proposals and assist the dean in developing ACE requirement guidelines.

**Tracking:** All students must sign-in (via ID scan or paper roster) at the start of each ACE program or activity they participate in or attend. The faculty or staff member coordinating each specific activity will provide attendance information to the dean of students, and records will be updated and progress tracked accordingly. Students may be asked to present their College ID for verification purposes, so please be sure to bring yours to each activity.

**Web Page:** Additional information, including pre-approved ACE offerings and a FAQ on the ACE Requirement can be found at [www.simons-rock.edu/ACE](http://www.simons-rock.edu/ACE). Additional offerings will be posted on the web site as they become available, and information on signing up and transportation will be provided on this page.

**Questions:** If you have a question about the ACE Requirement, or an idea or suggestion for future program offerings, please contact the dean of students at [rgraves@simons-rock.edu](mailto:rgraves@simons-rock.edu).

ACTIVITIES – Livingston Hall Student Union

Activities at Simon's Rock are coordinated by the activities coordinator through the Student Activities

Office, located in room 302 Livingston Hall Student Union. The activities coordinator is a full-time professional with broad experience in planning and executing events, and works to promote a lively campus by providing a variety of extracurricular activities to supplement (and provide occasional relief from) our rigorous academic program. The activities coordinator works to foster leadership, engagement, and organizational skills among members of the student body.

Campus events are intended to serve an array of interests and constituencies, and include activities ranging from dances, live music and film nights to chess matches, blood drives, and sustainability initiatives.

The Activities Coordinator works closely with students to help identify suitable events, to respond to requests for funding for supplies, procure space and transportation, audio-visual and technical help, to help organize annual committees to manage events (Open Mic Night, Poetry Slams, film festivals, Halloween / Day of the Dead, Mayfest), and to promote new initiatives through the creation of campus clubs and organizations such as Latin Students Association and Black Student Union. A yearly club fair is held to gauge the interests of the students and the Activities Coordinator works with these student groups to help the clubs and organizations have a successful calendar of programs.

The Activities Coordinator also works to support the ACE Requirement (see ACE Requirement).

### **ADMISSION - Blodgett House**

The Office of Admission is responsible for enrolling entering classes that meet the College's goal for quality, quantity and diversity. Current students play an important role in representing their experiences at Simon's Rock to prospective students and their families. Student representatives conduct tours of the campus, speak with prospective students and their families, participate in our Discovery Days, and assist in the office. Student representatives may also make written recommendations to the admission committee. Students wishing to serve in this role must have completed one semester at Simon's Rock and be in good academic and social standing. Training workshops occur at the beginning of each semester; support and guidance for student reps continue throughout the academic year. Applications are typically available in the Office of Admission in mid March.

### **ALUMNI AFFAIRS - Blodgett House**

The Office of Alumni Affairs fosters continuing, lifelong relationships between alumni and the College. It serves as a resource for alumni who wish to stay in touch with fellow alumni, for faculty or students seeking alumni, and as a place for alumni to hear about the College's current initiatives. The office works with the Win Student Resource Commons to help alums reach other alumni for career networking purposes, and receives support from an extensive network of alumni who wish to volunteer their services to the College in a variety of ways.

Alumni Affairs organizes on- and off-campus events and maintains RockNet, an on-line alumni community. As part of the Office of Institutional Advancement, Alumni Affairs staff also work on raising money to support the college through voluntary contributions to Simon's Rock from alumni,

parents and friends.

For current students, the prospect of joining the ranks of the College's alumni may seem like the distant future. However, Alumni Affairs offers services and contacts that students may find valuable in considering life after graduation. Students are welcome to stop by Blodgett House to find out more about how the alumni network can serve them. Ask for Rich Montone or Cathy Ingram.

### **ATHLETICS and RECREATION – The Kilpatrick Athletic Center**

Athletics and recreation is one of the components of the Active Community Engagement (ACE) requirement, which provides a framework for students to learn how to balance their academic success with physical, emotional and social well-being, and to become active participants in the life of their communities. Athletic and Recreation offerings include dozens of activities, some competitive, some not, from aerobics to yoga, rock climbing to swimming, and water fitness to tennis, racquetball and squash. Students also have the opportunity to participate in intramural sports that include basketball, dodgeball, indoor soccer, ultimate frisbee, volleyball, and water polo.

Situated in one of the most beautiful locations in New England, opportunities abound for the recreational athlete, running, biking, hiking, sailing, and skiing. Unlike most other small colleges, we are also fortunate to have a first-rate athletic facility on our campus. The Kilpatrick Athletic Center serves the College as well as many community members who pay membership fees. This facility allows students access to a wide range of classes, space, and equipment.

Competitive teams include: men's and women's soccer, men's and women's swimming, and men's and women's basketball. Competitive events with nearby colleges give Simon's Rock students the opportunity to test their mettle while making new friends outside of the college community. Participating in competitive athletics requires a higher level of commitment, responsibility, and enthusiasm and provides yet another unique opportunity to learn and grow during the educational process. The coaching staff's primary goal is to contribute to the liberal arts curriculum by utilizing the sports arena as their classroom and providing students with tools and experiences that will prepare them for life after Simon's Rock. Additionally, students will experience the camaraderie and excitement of participating in a team sport. If you are interested in playing on any of the Simon's Rock competitive teams, please be in touch with the athletic center during your first semester; all Simon's Rock teams compete in the fall semester. For more information, see the ACE Requirement.

### **BILLING – Hall College Center**

Tuition, special instructional charges, campus residence fee, an enrollment deposit, and the student activity fee are billed to each student's home address. Charges for books and other miscellaneous items are shown separately on the same bill. All bills are due when presented. A finance charge of 1% per month (12% annual percentage fee) will be assessed on outstanding balances. A student whose account is in arrears will not be permitted to register for the next term until the bill is paid in full. Additionally, transcripts will not be forwarded to other institutions, nor will grades or comments be released.

**Damage Charges.** To determine responsibility for any damage to dormitory property, a room condition report is signed by each student at the beginning of each room occupancy. All students in a given hall, suite, or house will be held responsible and assessed for anonymous damage to that hall,

suite, or house. Costs will be prorated among all students for unattributed damage and vandalism done in other areas on campus.

**Special Fees and Charges.** Some courses carry extra fees to cover special instruction, supplies, breakage, etc. These charges, which are listed in the college catalogue, will be billed to the student following course selection. A student activity fee of \$150 per academic year has been legislated by the students and is charged to each student account.

**Refunds For Withdrawal Or Suspension.** No refund of any fees will be made in the event that a student withdraws from the College for any reason at any time after registration, except as stated in the college catalogue and reprinted in the *Withdrawal Refund Schedule* below. Adjustments in financial aid awards for students who withdraw will be determined according to the following procedures. Any institutional grants or scholarships will be reduced by the same percentage as the refunds described above. Recipients of federal student aid will have their federal aid adjusted based on a formula prescribed by federal regulations. A student who is considering withdrawal may wish to confer with the Financial Services Office and Financial Aid Office concerning anticipated refunds. The Financial Services Office must approve refunds. The dean of academic affairs must receive written notification of all withdrawals, and any refund will be determined from the actual date of withdrawal.

**Withdrawal Refund Schedule:**

- Prior to arrival day: \$500 enrollment deposit is retained by the College. All other charges are fully refunded.
- Within the first week after classes begin: 80% of tuition, and campus residence fee is refunded.
- Within two weeks after classes begin: 60% of tuition, and campus residence fee is refunded.
- Within four weeks after classes begin: 30% of tuition, and campus residence fee is refunded.
- After four weeks: No refunds are given.
- Suspension or expulsion: No refund is made in cases of suspension or expulsion.

**Tuition Insurance.** The College offers all students a tuition and refund insurance plan through A.W.G. Dewar, Inc., which complements the College's refund policy. A premium payment is required for this insurance. A brochure that explains this tuition refund plan is available at the Financial Services Office.

**BOOKSTORE – Livingston Hall Student Union**

Bookstore hours are Monday through Friday, 9 a.m. to 4:30 p.m.

All required textbooks and course-related supplies are available at the bookstore. Used textbooks are available for many courses at significant savings. The bookstore aims to provide a wide selection of merchandise at reasonable prices in order to accommodate the necessities of campus life. While the bookstore cannot always match the variety and prices of the larger stores in the area, it does offer the convenience of on campus shopping for computer supplies, art supplies, dorm supplies, snacks, toiletries, laundry needs, magazines, trade books, and imprinted gifts and clothing. Some products may be special ordered if not stocked in the store on a regular basis.

**Textbook Refunds.** Textbooks may be returned for full credit during the first week of classes with a receipt. After two weeks of classes a book may be returned only if the student has an add/drop form signed by the registrar. There are no exceptions to these conditions. In order to return a textbook, the textbook must be in pristine condition only. Any book that is bought shrink-wrapped must be returned with the shrink-wrap. Books should have no highlighting or writing in them. If a student does not have the receipt, no refund will be given.

**Charges.** All students automatically have charge accounts established for them beginning in August. The students may charge through the academic year. Charges are billed monthly through the College's Financial Services Office.

**Textbook Buyback.** Textbook buyback takes place at the end of each semester. The prices paid for these used textbooks are determined by supply and demand. The bookstore does not determine the value of the books.

## **CALENDAR – Academic Affairs, Hall College Center**

The Office of Academic Affairs publishes a calendar of academic dates and deadlines. Students should familiarize themselves with the information in this calendar. The activities coordinator puts out a weekly calendar of events on campus. Any event being planned should be scheduled with the events manager in order to avoid space and scheduling conflicts, gain access to locked spaces, arrange for necessary setup, and request audiovisual equipment.

A regularly updated events calendar is available on the College's website.

## **COMMUNITY SERVICE**

Bard College at Simon's Rock has an ongoing commitment to community service. We provide opportunities for students to engage with and serve southern Berkshire County through service. In past years, more than 130 student volunteers/activists participated in more than 40 projects and events that served the larger community. These included work in the local schools, an ESL tutoring program, Red Cross Blood Drives, and Special Olympics. For more information, see the ACE Requirement.

## **COMPUTER AND TECHNOLOGY FACILITIES**

Simon's Rock is served by a dedicated Local Area Network (LAN), which provides access for all students to the Internet, on-campus resources, and printers. Wireless access is available in specific locations on campus including the Livingston Hall Student Union, the Fisher Science and Academic Center, the Alumni Library, Classrooms 1-4 and 9-14, and the Carriage House residence on upper campus. Black and white networked printers are available at numerous print release stations on campus.

Students are encouraged to bring their own computers to campus in order to connect to the campus LAN. In addition, student-use computer areas are available in various places on campus, such as the library, the Daniel Arts Center, and the Fisher Center. These areas have a mix of Windows and Macintosh computers that provide email, web browsing, and Microsoft Office, as well as software for computer graphics, digital photography, computer-aided design, desktop publishing, video editing, and mathematical and statistical modeling.

The college network supports student, faculty, and staff academic and communication needs, including email from professors to their classes. Students must respect fellow users by keeping usage of network capacity (bandwidth) to a reasonable level. Access to the network and other technology resources available on campus is provided explicitly for academic purposes. Users are expected to obey the College's Network Acceptable Use Policy (on-line at <https://www.simons-rock.edu/inside/its>), all other college policies, Internet etiquette, and the law. Violation may result in restriction or suspension of network access, as well as college disciplinary proceedings. Questions about computer and network policies should be addressed to [its@simons-rock.edu](mailto:its@simons-rock.edu).

The College's Information Technology Services (ITS) department provides basic support for students such as virus protection and basic hardware troubleshooting. However, students should have a computer hardware support agreement with their vendor to cover more complicated repairs and problems. For assistance with basic computer difficulties, students have two options. There is a computer assistant (CA) on duty in the library Sunday through Thursday from 8:00 p.m. to midnight. Students are invited to bring laptops and/or stop by to ask questions during those evening hours in the library. Students may also email [its@simons-rock.edu](mailto:its@simons-rock.edu) or call the ITS Help Desk at 413/528-7371 to schedule an appointment to stop by in order to receive assistance. Please plan to make yourself available to work directly with ITS on your computer. ITS is typically open from 9:00 a.m. to 5:00 p.m. Monday through Friday.

## **DINING HALL**

Chartwells Dining Services is the food service provider at Bard College at Simon's Rock. The Chartwells' Promise: "Nourishing students is not only our business, it is our commitment to the communities in which we serve. Chartwells is a diverse family of food and nutrition specialists serving the academic community. We deliver customized solutions that benefit our partners through innovative programs." Chartwells strives to use fresh, locally grown and organic products as much as possible. They are committed to prepare foods that are delicious and nutritious, serving our diverse community with wide-ranging dietary requirements.

Meals are served buffet-style with a variety of options at each meal, including vegetarian and vegan dishes. Fresh fruit is always available during service hours, as is a large and varied salad bar. Two soups are made daily – one vegan, and one vegetarian or protein based. Chartwells makes their pizza dough from scratch, it is hand tossed, and made throughout the lunch and dinner meal periods

Monday to Friday. Students may eat as much as they like at each meal; however, food is not to be taken out of the dining hall.

The dining hall is open for a hot breakfast Monday through Friday from 8 a.m. to 9 a.m., with a continental breakfast available until 11 a.m. Lunch is served during the week from 11:15 a.m. to 1:45 p.m. The dining hall reopens from 4 p.m. to 5 p.m. for a light supper (pizza, soup, and salad), and a full dinner is served during the week from 5 p.m. until 7 p.m. On Saturday and Sunday, brunch is served from 10 a.m. to 2 p.m., and dinner is served from 5 p.m. to 6:30 p.m.

All students living on campus are required to pay a residence fee, which includes their college 19-meal plan. In addition to the meals offered in the dining hall, resident students may also use their dinner meal equivalency at the snack bar for a late night meal, from 7 p.m. to 11:00 p.m. Each student will have a meal equivalency to spend at the snack bar once daily as part of the Chartwells dining program (in lieu of eating dinner in the dining hall).

The Rock Café snack bar is located in the Livingston Hall Student Union and is open most nights from 7 p.m. to 11 p.m. when classes are in session. It is a place to relax, have something cooked fresh to order, get a late night cup of coffee, study, or meet up with friends.

Day students may open up a voluntary Declining Balance Meal Plan at the Business Office, Monday through Friday from 9:00 a.m. to 4:00 p.m. Once funds have been deposited into a student's account, declining balance dollars may be used to purchase meals in the dining hall or snack bar. Student declining balance purchases are tax-exempt, so students can avoid paying Massachusetts's sales tax on all of their campus dining purchases. Resident students are also welcome to open a declining balance meal plan to use in the snack bar to supplement their 19-meal plan after hours, or to treat friends and family to meals in the dining hall.

Chartwells will assist students in managing any dietary restrictions or allergies that they may have. Please contact Chartwells at 413/528-7290 or [dining@simons-rock.edu](mailto:dining@simons-rock.edu) for additional information regarding the student dining experience on campus. Chartwells' Office is located just inside the main entrance to the Dining Hall and office hours are Monday to Friday from 10:00 a.m. to 6:00 p.m. Chartwells offers on-campus employment opportunities for both work-study and non-work-study students.

Chartwells has an interactive dining website, updated regularly during the academic school year, for students to manage their own nutritional journal, view the Chartwells' monthly dining calendar, find out what's being served in the dining hall and snack bar, get hours of operation information, find out what job opportunities are available in the dining hall, provide customer suggestions and feedback, and much more. Visit [www.dineoncampus.com/simonsrock/](http://www.dineoncampus.com/simonsrock/) for more details.

### **FINANCIAL SERVICES – Hall College Center**

Students should speak with Financial Services Office staff for questions about individual student accounts and help with purchasing needs or budgets of student organizations. Students should also visit the payroll and benefits office with questions about payroll for student employment and to pick

up W-4 forms. The Financial Services staff can supply forms for purchase orders, check requisitions, and reimbursements, and will process completed purchase order forms. Students should turn in reimbursement forms for student organizations to the Financial Services Office.

Any student may apply for financial aid. Students who receive financial aid must reapply each year. In order to remain eligible for aid, a student must maintain satisfactory academic progress, must not be placed on academic or social probation, and must not be dually enrolled in a high school. In the event of either academic failure or probation, the director of financial aid may review a student's case, and financial assistance may be forfeited. Students who are readmitted after a term of suspension (for social or academic reasons) will not be awarded Simon's Rock aid during their first term back. The application deadline for financial aid for returning students is April 15.

## **INTERNATIONAL STUDENT SERVICES – Hall College Center**

The College provides information and support to international students attending Simon's Rock on F-1 and other visas. We strive to be your advocates and to provide you with the guidance you will need in your interactions with the Simon's Rock community and with U.S. governmental agencies. Students attending Simon's Rock on an F-1 student visa will need to meet regularly with a designated school official to maintain their visa. Meetings include, but are not limited to: arrival on campus at the start of a student's program; at the beginning and end of each semester thereafter; prior to seeking on-campus employment; when seeking government authorization for off-campus Optional Practical Training; and prior to leaving the United States at any point during the student's program of study. Additionally, international students are responsible for notifying a designated school official should their student status change and are required to maintain a valid passport from their country of origin. For more information please contact a designated school official: Susan Mower, Hall College Center, 413/528-7246, [smower@simons-rock.edu](mailto:smower@simons-rock.edu); or in her absence, Sarah Ober, Blodgett House, 413/528-7235, [sarahober@simons-rock.edu](mailto:sarahober@simons-rock.edu).

## **LAUNDRY**

Washing machines and dryers are located in each dorm. All on-campus students have unlimited use of the machines. Malfunctions should be reported to a residence director.

## **THE ALUMNI LIBRARY**

(<http://simons-rock.edu/academics/academic-resources/library/>)

The library supports teaching and learning at Simon's Rock, responding to the needs of early college students by:

- engaging with students and faculty through individual, in-depth services;
- teaching students to be proficient, ethical information seekers;

- facilitating access to information resources;
- providing welcoming spaces for intellectual discovery;
- promoting the innovative adoption of emerging learning technologies.

In keeping with the library’s mission, we strive to provide our users with collections and services that fulfill their information needs. To achieve this goal, we expect behavior that enables all library users to enjoy a safe library environment that contributes to academic excellence, research, reading, and study. All library users are expected to demonstrate respect, consideration, and courtesy to others through their behavior in the library.

The library’s collections contain more than 75,000 books, DVDs, CDs, periodicals, and other media augmented by a suite of electronic information resources. The library’s homepage provides the portal to all these resources. Both wired and wireless internet connections are available in the library as are printers and photocopiers. In addition to the print collections, the building contains group and individual study areas, quiet areas, and lounge areas.

**Hours.** The Alumni Library is open the following hours when classes are in session:

- Sunday 11:00 a.m.–2:00 a.m.
- Monday, Tuesday 8:30 a.m.–2:00 a.m.
- Wednesday, Thursday, Friday 8:30 a.m.–midnight
- Saturday 11:00 a.m.–midnight

**Circulation and Reserves.** Student ID cards serve as library cards. Circulating materials (books, DVDs, scores, etc.) are charged out at the circulation desk in the main lobby. Materials placed on reserve by a faculty member for a course are available from the circulation desk as well, but may not be taken outside the library. Notices are issued for overdue materials, and borrowers are billed for materials not returned promptly thereafter. For more details about borrowing policies, see the library’s website ([library@simons-rock.edu](mailto:library@simons-rock.edu)).

**Reference And Interlibrary Loan Services.** The library staff is dedicated to helping students make the best use of the library’s resources. Students are encouraged to ask the reference librarian or other staff members for assistance in utilizing the library to its fullest. Resources not available in the library or on-line may be available through interlibrary loan at no charge to students. Interlibrary loan requests are submitted via the library’s website.

**Computer and Internet Access.** The library has desktop computers throughout the building and wireless is available for use with students’ laptops. Three networked printers are available for student use.

**Food and Beverages.** Small snacks (such as a piece of fruit or granola bar) and beverages in closed containers (such as covered cups and bottles with caps) are allowed in the library, if consumed responsibly. No meals or parties. Food may not be delivered to the library from restaurants or other

food vendors. Students are expected to clean up after themselves, discard trash and recyclables in appropriate containers, and notify staff immediately of any spills.

### **MAIL – Livingston Hall Student Union**

Each full-time student is assigned a locked combination mailbox located in the Livingston Hall Student Union. U.S. Postal Service mail and intercampus mail is available from each student's locked mailbox. Students receiving packages are given notification in their locked mailboxes. Packages may be retrieved from the mailroom, Monday through Friday, between 8 a.m. and 6 p.m. Outgoing mail is picked up at 9 a.m. and 3:30 p.m., Monday through Friday. Over the summer break, first-class mail will be forwarded to the student's home address.

### **PHYSICAL PLANT – Gate House Road**

Students should report any maintenance issues to their residence director. In case of a facilities emergency, please contact Security at 413/528-7291 (ext. 7291 from any campus phone).

### **PROVOST OF THE COLLEGE – Hall College Center**

The provost and vice president of the College is the chief academic and administrative officer of the Simon's Rock campus. Reporting directly to the executive vice president and president of Bard College, the provost chairs the provost council and is responsible for the planning, development, and implementation of policies and procedures concerning all aspects of the College's operations. Appointments with the provost may be scheduled by contacting his assistant at ext. 7239.

### **RELIGION/HOUSES OF WORSHIP**

Below please find a list of several Berkshire County houses of worship. If you need assistance locating your particular religious denomination, contact the Student Affairs Office staff for further assistance.

- Hevreh of Southern Berkshire, 270 State Road, Great Barrington, 413/528-6378, [www.hevreh.org](http://www.hevreh.org)
- Ahavath Sholm Congregation, 15 North Street, Great Barrington, 413/528-4197
- Calvary Christian Chapel, 195 North Plain Road, Great Barrington, 413/528-2134, [ww.calvarygb.org](http://ww.calvarygb.org)
- First Church of Christ Scientist, 454 Main Street, Great Barrington, 413/528-1540
- First Congregational Church, 241 Main Street, Great Barrington, 413/528-0543
- Great Barrington United Methodist Church, Main Street, Great Barrington, 413/528-1552
- Jehovah's Witnesses, 1480 N. Main Street, Sheffield, 413/229-8649
- Living God Fellowship, 420 Stockbridge Road, Great Barrington, 413/528-6959

- South Berkshire Friends Meeting (Quakers), 280 State Street, Great Barrington, 413/528-1230
- St. Peter’s Catholic Church, 16 Russell Street, Great Barrington, 413/528-1157
- St. James Episcopal Church, 352 Main Street, Great Barrington, 413/528-1460, [www.stjamesgb.org](http://www.stjamesgb.org)
- Unitarian Universalist Meeting of South Berkshire, 198 Main Street, Great Barrington, 413-528-4850, [www.uumsb.org](http://www.uumsb.org)

## **RESIDENCE LIFE – Livingston Hall Student Union**

The director of residence life is responsible for the management of the residential life program and is constantly assisted in this effort by the residence directors (RDs), peer advocates (PAs), and House Councils. The goal of the residence life program is to develop and sustain a healthy and safe living environment, which fosters learning, personal growth, and a positive sense of community. More specifically, the staff is expected to know and assist students in their transitions; plan and execute helpful educational and enjoyable social programs; connect students with campus activities, resources, and support as needed; mediate roommate and other personal conflicts that can arise in close living situations; intervene in crisis situations; and provide a link between their student residents and others across the campus.

Much of the student experience at Simon’s Rock revolves around time spent in the residence halls. Generally speaking, responsibility for residence life and housing fall under the purview of the of Student Affairs Office, located on the 3rd floor of the Livingston Hall Student Union, with primary responsibility for these areas falling to the director of residence life and the residence directors. The Student Affairs Office also works closely with the directors of activities, community service, security, and health services.

The residential nature of the College permits and encourages students to combine experiences inside and outside the classroom in support of the full development of the individual. To this end, the coordinator of activities, the coordinator of community service, the residence directors, and the student peer advocates provide extensive extra- and co-curricular programming in the residence halls and across campus. Day students and seniors who choose to live off campus are expected and encouraged to take part in these and other activities that are central to the College and the Simon’s Rock experience.

The residence halls offer a variety of accommodations including double rooms, apartment housing for two to seven students, and some singles for upper-class students. New students are assigned double rooms in one of the three first-year dorms: Kendrick, Dolliver, and Crosby. All of the residence halls have live-in college staff. Selected upper-class students also work as peer advocates in most of the residences.

There is an annual housing lottery to determine where each student will reside for the coming year. A description of the housing lottery process is distributed to all continuing students each spring. For

more information on residence life, stop into the Student Affairs Office or speak with your residence director.

## **SECURITY**

The Security Office is staffed by a well-trained group of peace officers here to serve all members of the Simon's Rock community. The security director, assistant director, and officers work very closely with the residence directors; the directors of Residence Life, Health Services, Counseling Services, and Physical Plant; the dean of students; and other members of the faculty and staff to maintain 24-hour coverage of the campus. Security officers respond to all emergencies and maintain a regular patrol of the campus. Several officers are trained EMTs and all officers participate in ongoing security and safety training programs throughout the year.

At Simon's Rock, campus security is a collective responsibility. All community members must play an active role to ensure the safety of our campus. We ask that all campus members report suspicious activities, criminal activity, emergencies, and potentially unsafe conditions to Security or their residence director immediately. Information about personal safety, fire safety, vehicle registration, and parking is outlined elsewhere in this *Student Handbook* and on the Simon's Rock web site. For more information, contact any Security officer or the Student Affairs Office.

## **SPACE UTILIZATION**

The provost has the authority to allot space on this campus. Typically, the provost delegates this responsibility to the Space Utilization Committee and to the dean of students. The Space Utilization Committee is comprised of the academic dean, director of administration and finance, and the director of physical plant. This group, in consultation with others as needed, determines the use of all space on campus with the exception of space in the student residences and the Livingston Hall Student Union, which is determined by the dean of students during the academic year.

Common areas in student residences are available for the use of all occupants of that residence first, then may be used by others with permission from the House Council or residence director. Common space and meeting rooms in the Livingston Hall Student Union are available to all students and will not be designated for any group on a permanent or long-term basis. To reserve a space in the Student Union, please contact the Student Activities Office at ext. 4284.

## **STUDENT AFFAIRS – Livingston Hall Student Union**

The Student Affairs office, located on the third floor of the Livingston Hall Student Union (above the snack bar) is where you will find the dean of students, director of security, director of residence life, the residence directors, and the activities coordinator's offices. The dean of students oversees these departments, as well as the Health and Counseling services. The dean also serves as liaison to Academic Affairs, Physical Plant, Dining Services, and the Kilpatrick Athletic Center, overseeing all aspects of life outside the classroom.

Reporting to the dean of the college, the dean of students works to develop, plan, and implement comprehensive policies and programs that foster a healthy, safe, strong and vibrant living and learning environment on campus. The dean oversees enforcement of the College's Code of Student Conduct, is responsible for developing and implementing the ACE requirement; manages residential and extracurricular resources; participates in College policy development and assessment; and serves a member of the provost council, assuring that students' needs are considered in College decisions and policy.

A residential community like ours at Simon's Rock reinvents itself each academic year. We draw on our past experiences; renew and revise policies annually to improve work and daily lives; and welcome all new members of the student body, faculty, and staff, encouraging their involvement as we reestablish our community each academic year.

Students are expected to take responsibility for their own actions and to care about others in the community. Their friends and classmates are challenged and encouraged to do the same. Many events on our campus are structured, and others are not. We believe that some of the greatest learning opportunities happen in campus living rooms, lounges, and common space. The opportunity to sit with, talk to, cook with, and get to know students, faculty, and staff members who have different backgrounds and experiences benefit us all. In this community, we urge students to reach out to each other and get comfortable being uncomfortable as they make new friends and contacts that we hope will last a lifetime.

At Simon's Rock, we encourage dialogue, and we urge students to take advantage of this unique opportunity to really get to know each other. With this in mind, the dean of students is available to meet with students by appointment or at scheduled walk-in hours each week. Walk-in hours are published in the Activities Bulletin/Calendar, which is sent to all members of the community weekly via email.

## **SWITCHBOARD – Livingston Hall Student Union**

The College's main number is 413/644-4400. Calls are answered at the College's switchboard, located in the Livingston Hall Student Union, from Monday to Friday, 8 a.m. to 6 p.m. while classes are in session. The Security Office answers calls after 6 p.m. on Monday through Friday, and 24 hours on Saturday and Sundays. Incoming calls for students are transferred to the student's extension in his or her dorm rooms.

## **TRANSPORTATION OFFICE – Hall College Center**

**Vacation Rides To The Airport 2011 - 2012.** For college breaks, transportation to and from Albany (NY) and Bradley (Windsor Locks, CT) Airports is offered at a charge of \$50 one way, \$100 round-trip; the cost will be billed to the student's account. We also offer limited transportation to the following rail stations in New York state: Albany/Rensselaer, Hudson, and Wassaic at a charge of

\$40 each way.

**Students must sign up for these trips in advance by logging on to <http://www.simons-rock.edu/transportation> and completing the on-line shuttle request form.** The deadline for signing up is 5 p.m. on the Friday prior to the first departure from campus. Students who have not reserved a space by the deadline will be responsible for arranging their own transportation or will incur a late fee. Please note: Due to variables such as weather conditions and traffic, airport arrival times are approximate. Albany Airport is about 1 hour and 15 minutes from campus; Bradley Airport is about 1 hour and 45 minutes from campus. Many airlines require passengers to arrive at the airport one full hour before plane departure. Please also note that shuttles begin at noon on days when classes meet, so please schedule flights accordingly. Due to space limitations, students may only bring one checked bag and one carry-on. Students who need to carry more luggage should check with the Office of Transportation located adjacent to the Atrium in the Alumni Library.

Students who need to carry more luggage should check with the Office of Transportation to determine if there is adequate space on the shuttle. Depending upon vehicle space considerations and airline departure/arrival times, we may occasionally need to alter our campus departure and airport pickup times. Students will be notified.

If a student's transportation schedule changes, it is his or her responsibility to make arrangements for alternative transportation. The Office of Transportation must be notified in the event of a change (or you may call the Security Department (413/528-7291) if the change occurs on the day of travel). All requests for credits of transportation fees must be made 48 hours in advance of said changes.

## FALL SEMESTER 2011

### Start of Fall Semester

\*Returning Students –  
for this ride, please log on to:  
[simons-rock.edu/transportation](http://simons-rock.edu/transportation)  
to complete the on-line shuttle request form  
by **Tues., August 23**

### Sunday, August 28

Depart Albany Airport 1:30 p.m., 4:30 p.m., 8:00 p.m.  
Depart Bradley Airport 1:30 p.m., 4:30 p.m., 8:00 p.m.

### Start of Fall Break

Depart campus 12:00 noon  
Depart campus 4:00 p.m.  
Depart campus 12:00 noon  
Depart campus 4:00 p.m.

### Friday, October 7

Arrive Albany Airport 1:30 p.m.  
Arrive Albany Airport 6:00 p.m.  
Arrive Bradley Airport 2:00 p.m.  
Arrive Bradley Airport 6:30 p.m.

### Saturday, October 8

Depart campus 8:00 a.m.  
Depart campus 8:00 a.m.

Arrive Albany Airport 9:30 a.m.  
Arrive Bradley Airport 10 a.m.

### End of Fall Break

Depart Albany Airport  
Depart Bradley Airport

### Sunday, October 16

1:30 p.m., 4:30 p.m., 8:00 p.m.  
1:30 p.m., 4:30 p.m., 8:00 p.m.

**Start of Thanksgiving Break**

Depart campus 12:00 noon  
 Depart campus 4:00 p.m.  
 Depart campus 12:00 noon  
 Depart campus 4:00 p.m.

**Saturday, November 19**

Depart campus 8:00 a.m.  
 Depart campus 8:00 a.m.

**End of Thanksgiving Break**

Depart Albany Airport  
 Depart Bradley Airport

**End of Fall Semester**

Depart campus 12:00 noon  
 Depart campus 4:00 p.m.  
 Depart campus 12:00 noon  
 Depart campus 4:00 p.m.

**Wednesday, December 21**

Depart campus 8:00 a.m.  
 Depart campus 8:00 a.m.

**Friday, November 18**

Arrive Albany Airport 1:30 p.m.  
 Arrive Albany Airport 6:00 p.m.  
 Arrive Bradley Airport 2:00 p.m.  
 Arrive Bradley Airport 6:30 p.m.

Arrive Albany Airport 9:30 a.m.  
 Arrive Bradley Airport 10 a.m.

**Sunday, November 27**

1:30 p.m., 4:30 p.m., 8:00 p.m.  
 1:30 p.m., 4:30 p.m., 8:00 p.m.

**Tuesday, December 20**

Arrive Albany Airport 1:30 p.m.  
 Arrive Albany Airport 6:00 p.m.  
 Arrive Bradley Airport 2:00 p.m.  
 Arrive Bradley Airport 6:30 p.m.

Arrive Albany Airport 9:30 a.m.  
 Arrive Bradley Airport 10 a.m.

**SPRING SEMESTER 2012****Start of Spring Semester**

Depart Albany Airport  
 Depart Bradley Airport

**Sunday, January 15**

1:30 p.m., 4:30 p.m., 8:00 p.m.  
 1:30 p.m., 4:30 p.m., 8:00 p.m.

**Start of Winter Break**

Depart campus 12:00 noon  
 Depart campus 4:00 p.m.  
 Depart campus 12:00 noon  
 Depart campus 4:00 p.m.

**Friday, February 17**

Arrive Albany Airport 1:30 p.m.  
 Arrive Albany Airport 6:00 p.m.  
 Arrive Bradley Airport 2:00 p.m.  
 Arrive Bradley Airport 6:30 p.m.

**Saturday, February 18**

Depart campus 8:00 a.m.  
 Depart campus 8:00 a.m.

Arrive Albany Airport 9:30 a.m.  
 Arrive Bradley Airport 10 a.m.

**End of Winter Break**

Depart Albany Airport  
 Depart Bradley Airport

**Sunday, February 26**

1:30 p.m., 4:30 p.m., 8:00 p.m.  
 1:30 p.m., 4:30 p.m., 8:00 p.m.

**Start of Spring Break**

Depart campus 12:00 noon  
 Depart campus 4:00 p.m.  
 Depart campus 12:00 noon  
 Depart campus 4:00 p.m.

**Friday, March 23**

Arrive Albany Airport 1:30 p.m.  
 Arrive Albany Airport 6:00 p.m.  
 Arrive Bradley Airport 2:00 p.m.  
 Arrive Bradley Airport 6:30 p.m.

**Saturday, March 24**

Depart campus 8:00 a.m.  
 Depart campus 8:00 a.m.

Arrive Albany Airport 9:30 a.m.  
 Arrive Bradley Airport 10 a.m.

**End of Spring Break**

Depart Albany Airport  
 Depart Bradley Airport

**Sunday, April 1**

1:30 p.m., 4:30 p.m., 8:00 p.m.  
 1:30 p.m., 4:30 p.m., 8:00 p.m.

**End of Spring Semester**

Depart campus 8:00 a.m.  
 Depart campus 12:00 noon  
 Depart campus 8:00 a.m.  
 Depart campus 12:00 noon

**Thursday, May 10**

Arrive Albany Airport 9:30 a.m.  
 Arrive Albany Airport 1:30 p.m.  
 Arrive Bradley Airport 10 a.m.  
 Arrive Bradley Airport 2 p.m.

**\*Saturday, May 12**

Depart campus 3:00 p.m.  
 Depart campus 3:00 p.m.

**Commencement Day**

Arrive Albany Airport 4:30 p.m.  
 Arrive Bradley Airport 5:00 p.m.

\*This May 12 airport run is *only* for graduates and/or students *authorized* to stay for graduation

**AIRPORTS**

Albany International Airport (Albany, NY)

[www.albanyairport.com](http://www.albanyairport.com)

Bradley International Airport (Windsor Locks, CT)

[www.bradleyairport.com](http://www.bradleyairport.com)

**BUS AND TAXI****Berkshire Regional Transit Authority** (local bus service)

The Berkshire Regional Transit Authority (BRTA) includes Simon's Rock as an on-demand stop on its countywide bus route. The bus runs

Monday through Saturday and stops next to the Daniel Arts Center. The bus schedules are available in the lobby of the Hall College Center and the Student Affairs Office, or on-line at [www.berkshirerta.com](http://www.berkshirerta.com), 800/292-2782.

For general transportation information and questions, contact the Berkshire Regional Intermodal Transportation Center at 413/443-9054.

**Peter Pan Bus Lines** 800/343-9999 [www.peterpanbus.com](http://www.peterpanbus.com)

Runs south to Hartford and New York City, and north to Pittsfield, Williamstown, North Adams, Bennington, VT and Albany, NY The buses leave from the Chamber of Commerce Information Booth at the corner of Taconic and Main Streets, Great Barrington. Tickets may be purchased on the bus.

**Greyhound Bus Lines** 800/231-2222 [www.greyhound.com](http://www.greyhound.com)

Runs east to Boston and west to Albany, NY. Departs from Main Street in Lee\*. \*It is possible to get to Lee via the local bus service, the Berkshire Regional Transit (the "B" bus). Buses depart from campus (see above for local bus information) and arrive in Lee in approximately 45 minutes.

**Taxi Services**

Hours will vary. Call individual taxis for more information.

- Abbott's Limousine Lee 413/243-1645
- Park Taxi Lee 413/243-0020
- Taxico Great Barrington 413/528-0911

## RAILROADS

**Amtrak** 800/872-7245 [www.amtrak.com](http://www.amtrak.com)

Locations for departures and arrivals: Albany, NY; Hudson, NY; and Pittsfield, MA.  
Service to and from Penn Station, New York City.

**Metro North** 877/886-6677 [www.mta.info](http://www.mta.info)

Nearest station for departures and arrivals: Wassaic, NY (50 minutes away). Service to and from Grand Central Station, New York City.

## STUDENT EMPLOYMENT (ACADEMIC YEAR) - Livingston Hall Student Union

Please be advised that it is the practice of Bard College at Simon's Rock to give priority to work-study eligible student employment applicants when student job openings are available. *(If you are not eligible for work-study but happen to be offered on-campus employment, the offer will not be considered valid until the hiring supervisor receives authorization first from the college's Director of Administration & Finance.)* If you are work-study eligible, you will see that noted on your financial aid award letter from the Office of Financial Aid. Student jobs are filled QUICKLY, and there are not enough student employment positions available for the number of students who need jobs. We recommend that students who will be seeking employment on-campus start their job search as soon as possible after arriving on campus – and then complete the MANDATORY employment forms and submit them to the **Payroll Office** on the third floor of the Student Union as soon as possible after receiving an offer of employment.

**Allowable Work Hours.** The College's Director of Administration & Finance and/or the College's payroll managers will determine the number of average hours per week a student may work during each semester. This will be a rolling calculation based on Federal Work Study award amounts (if applicable), departmental budgets, the number of work-able weeks left in the semester, and the student's start date. In most cases, student employees will not be allowed to average more than a total of 4 – 7 hours per week per semester, regardless of how many student jobs they hold. The College will comply with the Massachusetts Laws Regulating Minors' Work Hours and Occupation Restrictions.

**Peer advocates (PAs) may not hold additional student employee jobs.**

**Wages.** Student employees are paid weekly on Fridays at the Massachusetts minimum hourly wage for hours worked the previous week. (Student lifeguards are paid \$0.50 more per hour worked in that position due to certification requirements they must obtain and maintain – and student head lifeguards are paid \$0.75 more per hour worked in that position.)

**Hiring Process.** Students should review the list of jobs available on the College website each semester. (Very few new campus jobs, if any, are available during spring semesters.) They should then apply for the position they are interested in (see link at the end of this *Student Employment* section). Students will not be legally authorized to work on campus BEFORE completing the following forms, as indicated, and submitting them to the **Payroll Office** (located on the third floor of the Student Union). **Students previously authorized to work on campus should contact the Payroll Office with the name of their hiring supervisor first, before completing forms again.** You will need to know your Social Security Number in order to complete most forms. The collection, maintenance and disclosure of personal information will be conducted in accordance with the Massachusetts Privacy Laws. *If it is discovered that a student has been working before completing the mandatory hiring process, and before receiving the appropriate College administrative approval, s/he will be asked to stop work immediately.*

*(International Students should contact the Payroll Manager before completing employment forms.)*

#### Information about Employment Forms

- **W-4** (Federal Income Tax Withholding Form) Please complete a new W-4 each January (for the current calendar year).
- **M-4** (Massachusetts Income Tax Withholding Form, if applicable) **IF** you wish to file a different withholding allowance regarding your Massachusetts income tax than you did for your Federal income tax, please complete this form. *If you claim the same number of exemptions for Massachusetts and Federal Income taxes, complete Form W-4 only.*
- **I-9** (Employment Eligibility Verification Form) Please review this form before Arrival Day – **paying close attention to Columns A, B and C** on page 5 of this form. On Arrival Day, please bring the following with you to the Payroll Office:
  - One acceptable document from Column A
  - OR**
  - One acceptable document from Column B **and** one from Column C.

*(If hired, the student employee has 3 business days from the date of employment to present the original acceptable evidence of identity and employment eligibility or acceptable receipt/s proving that s/he has applied for the replacement/s of the valid and acceptable required document/s. The valid replacement document/s **MUST** be presented to the Payroll Office within 90 days, or the student's employment will be terminated immediately.)*

- **Employment Permit Application for 14- through 17-Year-Olds**  
Bard College at Simon's Rock is now the school you are enrolled in. It will also be your employer, in this case, if you are hired. You must complete this employment permit application from the Commonwealth of Massachusetts if you are younger than 18 years of age. **Your parent or**

guardian must also sign this form if s/he is approving the issuance of a work permit. *Please note that a Physicians Certificate of Health is required of 14- and 15-year-olds (only).*

- **Direct Deposit Request Form**
- Bard College at Simon's Rock mandates that student employees receive their wages for hours worked via direct deposit to a checking or savings account. Please **secure the following information before completing this form:**
  - your bank's 9-digit routing number
  - your savings or checking account number

Routing numbers and account numbers are generally NOT THE NUMBERS listed on your ATM, debit or check cards. Please call your bank for this information if necessary.

*(If you intend to open a checking or savings account on Arrival Day, please do so BEFORE visiting the Payroll Office. **Please Note:** Parents or guardians of minors generally must be present to sign the applicable documents when a minor is opening a checking or savings account.)*

- EEO-1 Self-Identification Form

The College is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the College invites employees to **voluntarily** self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and, when reported, data will not identify any specific individual. Please submit the blank version of this form if you are declining to voluntarily self-identify.

Please pay close attention to the signatures required on each form.

**All forms listed above may be downloaded and printed by clicking on the following link:**

<http://www.simons-rock.edu/inside/students/campus-offices/student-employment/forms/>

Once all necessary forms are completed, you will receive a work authorization note from one of the payroll managers. Students **MUST** present this authorization to the supervisor who offered them a position **BEFORE** working.

When student employment positions are available they are posted at:

<http://www.simons-rock.edu/inside/students/campus-offices/student-employment/work-study-positions/>

Following is a list of supervisors who generally hire student employees each academic year.  
**REMINDER: work-study eligible students will be considered first for any student job openings.**

Student Employee Supervisors:

Academic Affairs: Susan Mower, [smower](#)  
Admission: Sarah Ober, [sarahober](#)  
College Relations: Alice Myers, [alicem](#)  
Dining Services: Meriweather Clark-Connors, [mclarkconnors](#)  
Financial Services: Audrey Mills, [amills](#)  
Information Technology Services (ITS): Larry Potts, [lpotts](#)  
Institutional Advancement: Richard Montone, [rmontone](#)  
Kilpatrick Athletic Center - Front Desk: Stephen Hager, [shager](#)  
Kilpatrick Athletic Center - Weight Room: Rebecca Hunter, [rhunter](#)  
Kilpatrick Athletic Center - Aquatics: Bill Meier, [billm](#)  
Library: Beth Sack, [bsack](#)  
Student Affairs: Gill Panchy, [gillp](#)  
Studio Arts (gallery & lab): Ben Krupka, [benkrupk](#)/ John Snyder, [jsnyder](#)  
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# Community Bylaws

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## PREAMBLE

Bard College at Simon's Rock is a community. A decision affecting some of its members affects, to varying degrees, all members. Those affected by decisions should have a say in formulating and implementing those decisions. It is important that diverse perspectives be adequately represented in the various decision-making bodies. But adequacy does not necessarily imply parity. Those with competence in particular areas should have a say in formulating and implementing decisions relating to those areas.

Members of the Simon's Rock community have differing needs, differing talents, and differing responsibilities. These differences should be respected and used for the common good. Members of the community are interdependent, but their roles are not interchangeable. Government in the Simon's Rock community should be representative. For the process of decision making to be effective, some must act on behalf of all. But those who make decisions should be responsive to the interests of the rest through procedures of accountability and distributed responsibility.

## I. LEGAL AND DELEGATED AUTHORITY

- A. Bard College at Simon's Rock is a unit of Bard College, a New York-based nonprofit educational institution. Legal responsibility for the governance of the College is vested in the Board of Trustees of Bard College. Simon's Rock has its own campus, administrative Officers, faculty, staff, student body, and appointments and other contracts.
- B. The president of Bard College shall be the chief executive Officer of Bard College at Simon's Rock. Subject to the control and direction of the Board of Trustees, he shall have and exercise general charge and supervision over the operation of Simon's Rock and its affairs not otherwise delegated by the bylaws of Bard College or by its Board of Trustees. He may from time to time delegate, retake, and/or re-delegate to the Simon's Rock community or to any committee or to any constituent part or person thereof such of his powers as he may determine.
- C. The Academic Senate, the Community Council, and the Faculty Senate of Simon's Rock receive such of their authority, as defined below, by virtue of the power of delegation indicated in *Article I.B.*

## II. MEMBERS OF THE COLLEGE COMMUNITY

- A. The faculty shall consist of the president of the College, the executive vice president, the provost and vice president of the College, the dean of academic affairs, all persons appointed to teach on at least a one-half-time basis, and such other appropriate educational personnel as the president may designate.
- B. The administration shall consist of those Officers of the College appointed by the president to administer its various activities and shall include the executive vice president, the provost and vice president of the College, the dean of the College, the dean of academic affairs, the dean of the College, et al.
- C. The students shall be those persons matriculated at Simon's Rock as degree candidates and considered to be "in residence."
- D. The staff shall consist of all those persons not specified above who are employed by the College

## III. ORGANS OF COLLEGE GOVERNANCE

- A. There shall be three principal organs of College governance: the Academic Senate, the Community Council, and the Faculty Senate.
- B. The responsibilities, functions, and memberships of these three bodies are defined in the following sections of the

bylaws.

#### IV. THE ACADEMIC SENATE

- A. Membership voting members of the Academic Senate shall include all members of the faculty (see *Article II.A*).
- B. Powers and Responsibilities of the Academic Senate
  - 1. Pursuant to the delegation of authority by the president of the College and subject to his approval, the Academic Senate shall have and exercise responsibility over policy concerning the following matters: degree requirements, approval of degree candidates, the curriculum, admission, and financial aid policy.
  - 2. The Academic Senate, in defining policy on the curriculum, will establish broad policy guidelines for such activities as faculty evaluation and development.
  - 3. The Academic Senate shall also serve as a forum for the expression of concerns and the dissemination of information relating to the good of the College. It may consider any matters related to the general welfare of the College, expressing its considered opinion and making recommendations to the appropriate Officers of the College.
  - 4. The Faculty Senate may bring concerns to the floor of the Academic Senate through its chair; the Community Council may bring concerns to the attention of the Academic Senate through its faculty representative.
- C. The Process of Policymaking

Policymaking is a choice among contending goals, and its effectiveness depends upon its support. In a college community, the best way to ensure the widest support for college goals seems to be a combination of open discussion and debate with a readiness to pay serious attention to expert opinion. This combination allows opportunities to explain and persuade, as well as to communicate what is feasible. The College's decision-making processes are designed to ensure that all constituencies are heard, that policy goals are set by the Academic Senate in open view, and that such policies are implemented by professional administrators whose imaginativeness can stimulate the cooperation and support of the faculty and students in their realization.

- D. Procedures
  - 1. Time of Meeting
    - a. The Academic Senate shall meet in September at the call of the president, and thereafter at least once a month during the regular academic year.
    - b. The Academic Senate shall meet in special session at the call of the president or the vice president and dean of the College, or at the request of the dean of academic affairs or the chair of the Faculty Senate.
  - 2. The Chair

The president shall preside over the meetings of the Academic Senate. In his absence, the dean of academic affairs and the chair of the Faculty Senate shall co-chair.
  - 3. Quorum

All members shall make a reasonable effort to attend the regular and special meetings of the Academic Senate. The presence of a majority of the voting members of the Academic Senate, not including members on leave, shall constitute a quorum.
  - 4. Rules of Order

The Academic Senate is designed to be a forum for discussion among the faculty; therefore, it will generally be conducted as a conversation. The chair or co-chairs will be responsible for moderating the conversation and seeing to it that all members have an opportunity to express their views.

## 5. Voting

- a. Questions before the Academic Senate shall be decided by voice vote or by show of hands at the option of the chair. If the ruling of the chair on a voice vote is challenged, voting shall be by a show of hands.
- b. Upon request of any two voting members present, the Academic Senate shall use a written ballot. Elections or questions involving a choice between persons shall require a written ballot unless there is but a single nominee for an Office.

## 6. Order of Business

- a. In regular meetings of the Academic Senate, the order of business shall be minutes, reports of the Officers, reports of the committees, unfinished business, new business, proposals or comments for the good of the College, announcements, and adjournment. New or unfinished business may be acted upon in conjunction with the report of the committee presenting it or may be deferred to the appropriate order at the option of the committee spokesperson.
- b. Unless there is objection from the floor, the chair or co-chairs may change the order of business, as they consider appropriate.
- c. In special meetings of the Academic Senate, only those items of business stated in the call shall be presented, and their order shall be determined at the discretion of the presiding Officers.

## 7. Advance Notice of Proposals

- a. Officers, committees, and individuals intending to present proposals to the meeting shall provide advance notice thereof to each member of the Academic Senate by distribution through the College mail of the text of their proposal. Notices must be in the respective boxes of the members at least five days in advance of the time of the meeting.
- b. Changes in the structure, function, and manner of election of faculty committees shall be presented to the regular Academic Senate meeting preceding that at which the change is to be acted upon.

## 8. Discussions Confidential, Actions Binding

- a. An abridged set of Academic Senate minutes will be made available in the library to all members of the College community. The abridged set will delete discussions concerning individual members of the community, and such deletions will be indicated by brackets in the unabridged copy.
- b. It is the professional obligation of each member to enforce the rules, regulations, and procedures established by the majority of the Academic Senate: Such actions of the Academic Senate are binding upon all.

## 9. Academic Senate Actions on Matters of Fundamental Policy

All actions of the Academic Senate deemed by the president or the provost and vice president of the College to be matters of fundamental policy shall be reported to the Board of Overseers and the Board of Trustees by the president or the provost and vice president of the College. Academic Senate actions that have been reported to the boards shall become effective immediately after the meetings of the boards to which they are reported unless the boards take action otherwise at those meetings.

## 10. Open Hearings

- a. Open hearings on matters of concern to the Academic Senate may be called by the president, the executive vice president, the provost and vice president of the College, or any duly constituted Academic Senate committee or subcommittee. The person or committee conducting such hearings shall have full discretion in determining the topics for consideration and the mode of procedure.
- b. The Officers or committees authorized in item 10.a. above to conduct hearings shall, upon written request from three or 99 more voting members of the Academic Senate, hold open hearings on subjects within their purview.

## 11. Secretary of the Academic Senate

- a. A member of the Academic Senate shall be elected secretary for a two-year term. The election shall take place in May simultaneously with the Faculty Senate elections and shall be administered by the Faculty Senate.
- b. Fewer than three days prior to each regular meeting, the secretary shall provide each member with a notice of the time, place, and agenda.
- c. With reasonable promptness, the secretary shall send an authenticated copy of the minutes of that meeting to each member of the Academic Senate.
- d. The secretary shall advise on the custody and safekeeping of the permanent minute books of the Academic Senate and shall authenticate the approved minutes of each meeting upon transcription into the permanent record.

## 12. Access to the Permanent Record

When not in use, the permanent minutes of the Academic Senate shall be kept in a fire-resistant vault. Any member of the Academic Senate may have access to the permanent minutes during the regular Office hours of the College.

## 13. Visitors

Except by invitation of the Academic Senate, no persons other than members shall be permitted to attend meetings of the Academic Senate. Electronic recordings or photographs of Academic Senate proceedings shall be prohibited without explicit permission by vote of the membership.

## 14. Changes in the Bylaws

- a. Three-fourths of the voting members present or a majority of all voting members of the Academic Senate, whichever is greater, shall be required to suspend a bylaw of the Academic Senate relating to the transaction of business at that meeting.
- b. Not less than one month's notice shall be given of amendments proposed for the bylaws of the Academic Senate. An affirmative vote of two-thirds of the voting members present shall be required to adopt the proposed revision.

## E. College Committees

### 1. Procedures

- a. For purposes of representation on committees, except where otherwise provided, the faculty shall be divided into four divisions as follows:
  - Division of the Arts: Art History, Dance, Music, Studio Art, and Theater
  - Division of Languages and Literature: Foreign Languages and English
  - Division of Natural Sciences and Mathematics: Biology, Chemistry, Physics, Mathematics, and Environmental Studies
  - Division of Social Studies: Anthropology, Economics, History, Philosophy, Politics, Psychology, Social Science, and Sociology
- b. Where four members are elected from the divisions, each division shall have one representative.
- c. Upon expiration of a term of service on a standing committee, a faculty member becomes eligible for election to other committees. But a faculty member may not be reelected immediately to the same committee until one year has elapsed, unless the term of service was less than one year.
- d. Subcommittees shall be chaired by a member of the parent committee, or by a parent committee appointee. Other members of subcommittees shall be selected from the college community, normally from among those not serving on elective Academic or Faculty Senate committees. Appointments to subcommittees shall be made by the chair of the parent committee. Subcommittees shall report regularly, at least twice yearly, to the

parent committee.

e. Elections

When vacancies occur, elections of faculty members to the 1. Standards and Procedures Committee shall be held in May simultaneously with the Faculty Senate elections and shall be administered by the Faculty Senate. Only the members of the appropriate divisions shall vote. Faculty members of Academic Senate committees shall be 2. elected to two-year terms; student members, to one-year terms. The terms of faculty members shall be arranged on a staggered basis, so that every year elections are held for one-half of the faculty positions on each committee. Elections to fill vacancies occurring during the course of an 3. academic year shall be to fill the unexpired term and shall be part of the order of business at any regular division or Academic Senate meeting. Elections shall occur by written ballot. 4. The procedures for the selection of student members of the 5. Academic Senate and its committees shall be specified within Article V of these Community Bylaws, and shall be subject to the adoption and amendment procedures of that article.

F. Responsibility for Consideration

The process by which Academic Senate committees assume responsibility for considering proposals, resolutions, and problems shall be guided by the following procedures:

Responsibility for determining which Academic Senate 1. committee has jurisdiction over a given proposal, resolution, or problem shall rest with the dean of academic affairs. All proposals shall be submitted to the dean of academic affairs, 2. who will then assign the various committees responsibility for considering them. An Academic Senate committee may initiate its own consideration of an issue, in which case the committee's agenda, routinely sent to the dean of academic affairs, will constitute submission. The dean of academic affairs must assign jurisdiction over a 3. proposal within two weeks of receiving it. A committee-initiated proposal may be reassigned to another committee only if the dean acts within two weeks of receiving the committee's agenda. Except as otherwise herein provided, only one committee may 4. have jurisdiction over a given issue, although it may consult other committees or agencies in its deliberations. The dean of academic affairs may, if he or she wishes, seek 5. the advice of the chair of the Academic Senate committee in deciding the assignment of responsibilities. A list of new proposals, along with the committees charged with 6. its consideration, shall be regularly reported to the Academic Senate, which may, if a majority so votes, overrule the dean of academic affairs and authorize another committee to consider the proposal.

G. Limitation of Service on Standing Committees No member of the College community, with the exception of the president, executive vice president, vice president, and provost of the College, dean of the College, dean of academic affairs, or those who serve by appointment or without vote, shall sit on more than one standing committee of the Academic Senate.

H. President and provost of the College as Ex Officio Members

The president and the vice-president and provost of the College are members with vote, ex officio on all Academic Senate committees.

I. The Committees

1. Committee on Academic Standards and Procedures

a. Functions

This committee shall review and make recommendations on 1. all procedural matters involving graduation requirements, including total number of courses, core curriculum requirements, general field-of-concentration requirements, and the number of courses a student may schedule per semester.

It shall decide all marginal cases involving 2. application of academic standards, shall consider both the appropriateness of academic honors and the recommendations of students for such awards, and shall recommend changes in regulations or establishment of new regulations in those areas under its purview. It shall consult with and advise the head librarian 3. on matters pertaining to strengthening the library's collection and support of the curriculum, and it shall make appropriate recommendations as desirable. It shall review and make recommendations on matters 4. affecting the academic calendar. It shall approve and recommend all candidates for degrees 5. and shall recommend candidates for their consideration to the Committee on Honorary Degrees of

the Board of

Overseers. It shall make recommendations to the dean of academic 6. affairs on allocations from the faculty development fund and on criteria and guidelines for such allocations. The faculty members of the committee shall establish 7. criteria for, and consider and designate recipients of, named scholarships. (2) Composition.

Membership of the committee shall be the dean of academic affairs (chair); four faculty members, one from each division; the head librarian; and two students, at-large, who at the time of taking Office will have completed one full semester at the College.

## 2. Committee on Academic Policy and Program

### a. Functions

This committee shall have overall responsibility for 1. studying and evaluating all matters associated with the academic program of the College, including proposed revisions of major program offerings, the schedule of course offerings each term, proposals for the introduction of new courses or majors, the general education core curriculum, and long-range educational policy, planning, and evaluation.

When the activities of the committee specifically affect 2. a baccalaureate major program, such program shall designate a voting representative to sit with the committee.

### b. Composition

Membership of the committee shall be the dean of academic affairs (chair); the four division heads, or their designated representatives; two students, at-large, who at the time of taking Office will have completed one full semester at the College.

## V. THE COMMUNITY COUNCIL

### MISSION

The Simon's Rock Community Council addresses issues of concern to the students and the College and is influential in shaping the policies and regulations that govern community living. The council is responsible for appointing student representatives to various committees, as well as organizing community meetings in cooperation with other College officials as a forum for addressing issues important to the community. Through its administration of a budget drawn from student services fees, the council supports the activities of clubs and organizations on campus.

### A. Powers and Responsibility of the Community Council

1. Pursuant to the delegation of authority by the president of the College and subject to his or her approval, the Community Council shall have and exercise responsibility over policy concerning the following matters: student organizations, student services budget, and community elections. The council shall oversee and administer the monies generated by the student services fee. The council shall also assist, foster, advise, and promote student organizations and clubs.
2. The Community Council shall serve as a forum for the expression of student concerns and shall inform and advise appropriate Officers of the College of the nature of student opinion. The council may request that any member of the administration or faculty meet with the students to address issues of concern to the College.
  - a. The council will consider matters related to student life but not directly within its purview, such as housing regulations, College regulations, disciplinary procedures, orientation, and make recommendations to the appropriate Officers.
  - b. The council will consider matters relating to academic programs and policies and make recommendations to the appropriate Officers.
3. The provost of the College, along with the deans of academic affairs and student affairs, will cooperate with the Community Council in organizing a monthly community meeting during which matters of concern to the community can be discussed, academic or student life programs or policies explained by the appropriate Officers, questions raised, problems identified, service to the College recognized, along with other topics of concern. In addition, the meetings will serve as an official means for the administration to disseminate information relating to

the good of the College, which includes academic and social policy changes, current events concerning the College, and future planning.

4. Acting through the vice president and provost of the College, the Council shall serve as the primary conduit of student communication with the Board of Overseers.
5. The council is responsible for appointing student representatives to the following committees: two student representatives to the Committee on Academic Standards and Procedures (S&P), two student representatives to the Committee on Academic Policy and Program (P&P), four student representatives to the Anti-Discrimination and Anti-Harassment Committee, one junior and one senior representative to the Board of Overseers, and two student representatives to Staff Assembly. Student representatives serve a one-year term and may be reappointed each fall. Students must submit a letter of intent to the council in person for consideration.

#### B. Organization

1. The Community Council shall consist of eight student members, three faculty members (chosen by the faculty and attending the council meetings in rotation), a student affairs staff representative (chosen by student affairs staff), a staff representative (where "staff" is defined as an employee of the College who is neither a member of the faculty, administration, student affairs staff, nor the student body), a staff member from the Kilpatrick Athletic Center, and a student representative of the Judicial Committee (chosen by the Judicial Committee).
  - a. Two of the elected student members shall be seniors, two shall be juniors, two shall be sophomores, and two shall be first-year students. Elections for community council will take place in the second week of the fall semester. Nominations for council will take place in the first week of classes. Candidates must provide a statement of interest. If positions are open at any time, elections will be held to fill them. The student affairs staff representative will organize community council elections during orientation. Student representatives shall serve as liaisons between the council and the student body, representing student opinion and carrying information to the students, as appropriate.
  - b. Three faculty representatives shall be elected by the Faculty Senate each spring for two-year terms; only two of the three should serve concurrent terms. The faculty representatives shall serve as a liaison between the council and the faculty, representing faculty opinion and carrying information to the faculty, as appropriate.
  - c. The student affairs staff representative shall act as a liaison between the council and the student affairs staff.
  - d. The Judicial Committee student representative is a non-voting member of the council.
  - e. The staff representative shall act as a liaison between the council and the staff.
2. The members of the council shall choose by secret ballot members to serve as chair, treasurer, and secretary. The faculty representatives shall act as co-chairs until someone is selected.
  - a. The chair shall moderate council meetings and community meetings. He or she shall oversee the activities of the council and act as a liaison among the various constituencies of the College community.
  - b. The treasurer serves as a liaison between student groups, the Community Council, and the College's Financial Services Office. He or she shall keep accounts of all council funds and report on their status to the council and the Financial Services Office.
  - c. The secretary shall record the minutes of council meetings, distribute copies of those minutes to council members, and post copies. The library should receive one copy for its continuing council file. The secretary shall keep on file all council documents and carry on all correspondence of the council.

#### C. Procedures

1. Time of meeting
  - a. The council shall meet weekly while classes are in session.
  - b. The council may hold a special session at the request of any two members.
2. Attendance
  - a. A council member with more than two unexcused absences must resign.

- b. The presence of two-thirds of the members shall constitute a quorum.
- 3. The chair shall preside over the meetings of the council. In the absence of the chair, the secretary shall call the meeting to order, and the council shall elect a temporary chair for the meeting.
- 4. The operating procedures of the council meeting will be guided, but not dictated, by the principles and procedures of Robert's Rules of Order, Revised.
- 5. Voting
  - a. Each member of the council shall have one vote excepting the judicial representative.
  - b. Voting shall be done by a show of hands unless a secret ballot is requested by any member of the council.
  - c. All issues except bylaw changes shall be decided by a simple majority, wherein the chair may vote only to break a tie.
  - d. Members of the council with a conflict of interest in the issue at hand must abstain from voting on that issue (i.e., a budget request from a group to which a council member belongs, either as a student member or as a faculty or staff advisor).
  - e. Bylaws must be approved by a two-thirds majority, in which case the chair may vote. In the event that a bylaw change is approved, it shall be presented to the community by the council.
- 6. Agendas
  - a. The agenda for each meeting shall be determined by the chair. Any member of the council may place items on the agenda simply by informing the chair. The order of business in a meeting may be changed by the chair or a majority vote of those present.
  - b. Any member of the Simon's Rock community may bring proposals to the council for consideration by presenting them in writing or in person to any member of the council.
- 7. Council meetings shall ordinarily be open to any member of the community. A visitor to the council meeting must conduct her- or himself with courtesy and speak only if recognized by the chair; unruly or disrespectful visitors will be expelled from meetings.  
 A meeting or portion of a meeting may be closed to visitors by the chair or majority vote of the members present. Discussions of appointments to the Judicial Committee and to other positions shall be closed.
- 8. Audio and video recordings of council proceedings are not permitted.

#### D. All-Community Elections

- 1. The council shall be responsible for organizing and carrying out all-community elections and referenda, determining the results, and publicizing the outcomes.
- 2. Any member of the community may nominate for any position any eligible person who consents to the nomination. Self-nominations are possible. Students must submit written statements of purpose in order to self-nominate or to accept a nomination.
- 3. In each all-community election, each student, faculty member, member of the administration, and member of the staff shall have one vote.
- 4. A majority of votes cast shall determine the election of a person to each Office. In case no candidate receives a majority, there shall be a runoff election between or among the candidates receiving the two highest numbers of votes. In case of a tie for the Office, there shall be a runoff election between or among those tied.

#### E. Student Organizations

- 1. Each student organization is required to have a member who will serve as a liaison between the organization, the Community Council, and a member who will take responsibility for the organization's expenditures and actions. If so desired, the same person may fulfill both responsibilities.
- 2. Each student organization is required to submit a copy of its bylaws to Community Council. These bylaws must contain the following:
  - a. membership requirements;
  - b. organization of power, including voting policies and procedures, if any; procedures for the election and removal of Officers, if any; procedures for changing the organization of power, and so on;
  - c. a statement of purpose, explaining the goals of the organization.

3. Each student organization is required to submit a semester agenda, describing how (and roughly when) the organization will benefit the Simon's Rock community for the semester.
4. Each student organization must have an advisor who is a member of the college faculty, administration, or staff. The advisor must sign the budget request form of his or her organization each semester. In addition, the advisor must write a statement on the budget request form acknowledging that he or she has accepted the position of advisor.
5. Organizations are required to send a knowledgeable representative to the Community Council meeting when budgets are discussed. The representative should be prepared to discuss both the bylaws and the budget of his or her organization.
6. In the event that any of the following occur, the Community Council must be notified immediately:
  - a. the person serving as the organization's liaison to the Community Council or being held accountable for the organization's expenditures or actions is replaced;
  - b. a change is made to the bylaws, statement of purpose, or semester agenda of the organization;
  - c. the organization changes advisors.
7. Any student organization not in compliance with the above stipulations will not receive funding from the Community Council. The budget of any organization not in compliance with these stipulations will be frozen until the situation has been corrected to the satisfaction of the Community Council.
8. Funding criteria for student groups are as follows:  
 Subject to other budgetary considerations and the fulfillment of all student organization requirements above, the Community Council may fund: campus; global organizations. Priority is given to events that will draw and benefit substantial numbers of students. Community Council does not fund: annual student yearbook.

## VI. THE FACULTY SENATE

### PREAMBLE

Mindful of the central role that a strong and confident faculty plays in the stable and consistent guidance of an educational institution, desirous of bringing to the academic community of Simon's Rock every source of strength and nourishment at its command, and determined to safeguard academic freedom as a primary condition of success in the teaching profession, the faculty of Simon's Rock creates an organization of its members to be known as the Faculty Senate.

#### A. Aims and Purposes

1. The fundamental and long-range purpose of this organization is to promote and foster the high character, the academic excellence, and the general well-being of Simon's Rock as an independent early college. In addition, it will seek:
  - a. To provide for the development and expression of group opinion on professional and academic matters both at Simon's Rock and elsewhere;
  - b. To provide a means of communication with similar organizations in other colleges;
  - c. To promote social, cultural, and recreational functions for faculty and their families.

#### B. Membership

The Faculty Senate is composed of all full-time teaching faculty and all part-time faculty teaching at least two courses per semester who have no administrative responsibilities (residence directors, division, and major heads excepted).

#### C. Organization

1. The Officers of the Faculty Senate are a chair, a secretary, and a treasurer, elected to serve for two-year terms. In addition, the Faculty Senate shall elect a Faculty Evaluation Committee, which consists of one member from each division, elected for two-year terms by the respective divisions, and one alternate, who serves for one year before becoming a regular member of the committee; two representatives to the Judicial Committee, elected for

staggered two-year terms; two representatives to the Board of Overseers, elected for staggered year terms; a representative to the Community Council, elected for a one-year term; two representatives to the Anti-Discrimination and Anti-Harassment Committee, elected for staggered two-year terms; a Library Committee, consisting of one member from each division, elected by the respective divisions for staggered two-year terms; and a Professional Faculty Concerns Committee (Negotiating Committee) consisting of three members, elected for staggered two-year terms (and the chair as ex officio); and an advisor to the College's affirmative action Officer, elected for a two-year term.

2. Decisions will be reached by a majority vote of those present and voting except in cases involving the structure of the organization or a matter of similar import, which shall be decided by the amending process described hereafter. The determination of the question in which category a case may fall will be made by a majority of those present and voting.
3. The procedure for amending the Charter of the Faculty Senate shall be as follows:
  - a. A proposed amendment shall be discussed and moved at a regularly scheduled meeting of the Faculty Senate. At the same time, a date not less than a week later shall be set for a meeting at which the voting on the amendment shall take place.
  - b. All members of the Faculty Senate shall be individually notified in writing of the wording of the proposed amendment and of the time of the meeting for the voting. Any member requesting an absentee ballot should notify the chair and must return the completed ballot to the chair by the time set for the voting.
  - c. The amendment shall be accepted if it is approved by two-thirds of all members voting.
4. From time to time, the Faculty Senate may wish to invite other members of the community to sit with it in consideration of matters of common interest.

#### D. Elections

Nominations shall be made in April and elections held in May by secret ballot. The chair and the secretary of the Faculty Senate administer the nominations and elections.

#### E. Procedures

1. Any matter can be brought before the organization, provided it is placed on the agenda and the secretary is notified 48 hours before the time of the meeting.
  2. The Faculty Senate may make recommendations to any constituent element of the community. Communications to the Board of Trustees shall be through the Office of the provost of the College.
- F. Original Charter adopted April 28, 1969

MODIFIED SEPT. 1971, AUGUST 1975, SEPT. 1977, MAY 1991, JULY 1993, JUNE 1995, JULY 2007

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